



**GLENCOE PARK DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
Tuesday, February 4, 2020 - 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/SNAP and GJHP Stipend Requests (pgs. 2-10 and 11-35)
- V. FY2020/21 Budget – First Draft Review (pgs. 36-39)
 - A. Operational Budget Review FY 2020/21
 - Budget Summaries
 - Corporate Fund - Administration, G & A Department, Parks/Maintenance, Watts, Beach/Boathouse
 - Recreation Fund - Administration/Takiff Center, Recreation Programs, Children’s Circle, Fitness Center
 - “Minor” Funds - Special Recreation, Pension/Retirement, Bond and Interest, Liability Insurance, Workers’ Compensation, Audit
 - B. Proposed Capital Projects (Tab 5 in Budget Book)
 - C. Discussion of Proposed Annual Salary Merit Pool (Tab 7 in Budget Book)
 - D. Discussion of Proposed Conferences/Training (Tab 7 in Budget Book)
 - E. Discussion of Proposed Program and Facility Fees (Tab 9 in Budget Book)
- VI. Discussion of the Proposed GPD HVAC Maintenance Program (pgs. 40-80)
- VII. Discussion of the Proposed Landscaping Program (pgs. 81-83)
- VIII. Other Business
- IX. 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@glencoe parkdistrict.com

IV. GYS/SNAP Stipend Request

Glencoe Park District

February 4, 2020

Finance Committee of the Whole Meeting



Glencoe Youth Services

P.O. Box 316 • Glencoe, IL 60022

847-835-3121 • GlencoeYouthServices.org

Glencoe's Teen Center Since 1971

January 22, 2020

GYS Executive Director
Margaret Ann Pauw

BOARD OF DIRECTORS

President
Jennifer Adler

Members
Dr. Steve Best
Walter Calhoun
James Conte
Britt Durkin
Judy Gordon
Debbie Jha
Alex Kaplan
Liz McClain
Jodi Newmark
Gina Paris

YOUTH BOARD

Presidents
Sylvia Miller
Matthew Crasco

Members
Griffen Barr
Andrew Brilliant
Ethan Santiccioli
Will Slavinsky
Will Thornton

SUPPORTING ORGANIZATIONS

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.

Dear Board of Park Commissioners,

Enclosed is the 2018-2019 annual report for Glencoe Youth Services (GYS). We are requesting \$12,000 in funding for Glencoe Youth Services and \$3,500 for Special Needs Adult Pals program from the Glencoe Park District for FY2019/20. In 2018-2019, GYS had over 300 individual youth visits. We credit the significant jump in attendance to new Executive Director William Barnard and his new creative programming at GYS. We continue to offer recreational drop in services with programs including gaming tournaments, crafts, cooking, trivia, and more.

We are especially pleased with the engagement of our youth board, specifically their commitment to maturing in responsibilities and taking ownership of the center. We are extremely proud of the participation of our revamped Youth Leadership Board. Our youth board had taken on the great responsibility by developing a life skills course where once a month they utilize Central Middle School kitchen facilities to participate in cooking healthy meals.

We launched our Youth Mental Health campaign titled "Fight Your Fears" where we've hosted youth stress relief workshops and events. Collaborated with Dog Therapy, Glencoe Ballroom Dance Studio, the Glencoe Public Library, and the Josselyn Mental Health Center. We anticipate to release a positive affirmation children's book in 2020 that commemorates the youth mental health campaign.

GYS is also extremely committed to service to others and giving back. In November, we launched Lunches of Hope. An initiative that brings the community together to pack bag lunches for the homeless in Chicago. We have held three successful events and it's been a pleasure watching the youth take pride in writing encouraging messages on lunch bags or take pride in making sandwiches. The community has really supported this initiative.

We are also particularly proud to host the Special Needs Adult Program (SNAP). SNAP continues to meet a large need within the local and greater community. In addition to programming, SNAP offers a free meal every week based on donations from local community members which has been a great way to get the community to engage with our organization. We have also fostered a large pool of teen volunteers, who come to the program each week and have now become passionate advocates for adults with disabilities.

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 GYS is long and varied from the provision of Holmes Shelter, the use of other park district properties, fundraising opportunities, and significant annual financial contributions. We are sincerely grateful for all the support, financial, and otherwise that the park district has provided to GYS and SNAP 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,
William Barnard
Executive Director
Glencoe Youth Services

Statistics Breakdown

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

Glencoe Youth Center Drop-In Hours: Mondays-Fridays 3-6pm and Saturdays 1-5pm. Drop-in hours will remain the same in addition to special programming. Glencoe Youth Services (GYS), founded in 1971, is a drop-in youth center providing recreational activities and social services opportunities for 6th -12th grade youth. Located in the Holmes Shelter, in between Central School and Melvin Berlin Park, GYS is open every day after school and on Saturdays during the day. The youth center provides a welcoming atmosphere where youth relax, talk with friends, and engage in their choice of many recreational activities, such as video games, crafts, board games, movies, and cooking. Our participants also engage in social services activities such as Operation Gratitude, A Just Harvest, and Cradles to Crayons. GYS is active at the 4th of July Festival, Harvest Fest, Movies on the Green and hosts many other community programs throughout the year. Over the course of the next year, we plan on continuing to provide a variety of programming such as video game tournaments, crafts, social service opportunities, and cooking classes. In addition, we are planning on hosting a GYS community music festival this year where all programming, campaigns will be on display in addition to highlighting the Glencoe community businesses and organizations.

Grade	Male	Female	Total
5 th	36	23	59
6 th	37	29	66
7 th	36	35	71
8 th	33	24	57
9 th	16	6	22
10 th	4	3	7
11 th	5	4	9
12 th	4	7	11
Total	171	131	302

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 new 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 also provides a free dinner every week based on donations from the community. 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	Current Residence	# of Participants
Glencoe	7	Glencoe	4
Winnetka	2	Winnetka	2
Northfield	2	Northfield	2
Highland Park	2	Highland Park	4
Glenview	1	Glenview	1
Kenilworth	2	Kenilworth	1
Northbrook	3	Northbrook	2
Evanston	2	Evanston	9
Skokie	3	Skokie	3
Wilmette	6	Wilmette	2
Other	4	Other	3

GLENCOE YOUTH SERVICES

BUDGET OVERVIEW: GYS 2019/20 BUDGET (TC & SNAP) - FY20 P&L CLASSES

July 2019 - June 2020

	SNAP	TEEN CENTER	TOTAL
Revenue			
5100 Grants			\$0.00
5110 New Trier Township	9,500.00	36,820.00	\$46,320.00
5120 Village of Glencoe	1,000.00	12,000.00	\$13,000.00
5130 Glencoe Park District	1,000.00	10,000.00	\$11,000.00
Total 5100 Grants	11,500.00	58,820.00	\$70,320.00
5200 Supporting Organizations - Religious			\$0.00
5240 North Shore Methodist		625.00	\$625.00
Total 5200 Supporting Organizations - Religious		625.00	\$625.00
5205 Rotary Club		500.00	\$500.00
5300 Supporting Organizations - Civic			\$0.00
5310 Women's Library Club		1,000.00	\$1,000.00
Total 5300 Supporting Organizations - Civic		1,000.00	\$1,000.00
5500 Corporate Contributions			\$0.00
5520 Other		100.00	\$100.00
Fidelity Donation		1,000.00	\$1,000.00
Total 5500 Corporate Contributions		1,100.00	\$1,100.00
5600 Outreach			\$0.00
5610 Mailing 1		3,000.00	\$3,000.00
5620 Mailing 2	1,400.00	6,500.00	\$7,900.00
5630 Annual Appeal	2,000.00		\$2,000.00
5640 Giving Tuesday		100.00	\$100.00
Total 5600 Outreach	3,400.00	9,600.00	\$13,000.00
5800 Fundraising Events			\$0.00
5830 Harvestfest		50.00	\$50.00
5840 Board Fundraiser			\$0.00
5841 Teen Center Board Fundraiser			\$0.00
Charitable Games Income		7,500.00	\$7,500.00
Fundraiser		1,000.00	\$1,000.00
Theatre Night		3,000.00	\$3,000.00
Total 5841 Teen Center Board Fundraiser		11,500.00	\$11,500.00
5842 YAP Board Fundraiser			\$0.00
Charitable Games SNAP	2,000.00		\$2,000.00
Total 5842 YAP Board Fundraiser	2,000.00		\$2,000.00
Total 5840 Board Fundraiser	2,000.00	11,500.00	\$13,500.00
5850 Participant Fundraiser			\$0.00
5852 YAP Participant Fundraiser	500.00		\$500.00
Total 5850 Participant Fundraiser	500.00		\$500.00
5860 Other		200.00	\$200.00
Total 5800 Fundraising Events	2,500.00	11,750.00	\$14,250.00
5900 Other Income		500.00	\$500.00
5910 Interest Earned	4.00	400.00	\$404.00

	SNAP	TEEN CENTER	TOTAL
Total Revenue	\$17,404.00	\$84,295.00	\$101,699.00
GROSS PROFIT	\$17,404.00	\$84,295.00	\$101,699.00
Expenditures			
6000 Payroll Expenditures			\$0.00
6100 Employee Payroll	10,000.00	60,000.00	\$70,000.00
6200 Payroll Taxes	590.00	5,000.00	\$5,590.00
6300 Payroll Service	150.00	650.00	\$800.00
6500 Bookkeeper	600.00	2,300.00	\$2,900.00
Total 6000 Payroll Expenditures	11,340.00	67,950.00	\$79,290.00
7000 Operating Expenses			\$0.00
7100 Operations			\$0.00
7120 Utilities	1,700.00	5,000.00	\$6,700.00
7130 Web Expenses		52.00	\$52.00
7140 Mailing Expenses	300.00	1,500.00	\$1,800.00
7150 Facilities and Equipment	100.00	250.00	\$350.00
7160 Office Supplies	200.00	300.00	\$500.00
Total 7100 Operations	2,300.00	7,102.00	\$9,402.00
7200 Business Expenses			\$0.00
7210 Registration Fees		200.00	\$200.00
7220 Accounting		500.00	\$500.00
7230 Marketing		2,000.00	\$2,000.00
Total 7200 Business Expenses		2,700.00	\$2,700.00
7300 Insurance Expense		2,650.00	\$2,650.00
Total 7000 Operating Expenses	2,300.00	12,452.00	\$14,752.00
8000 Program Expenses			\$0.00
8100 Teen Center Program Expenses		2,500.00	\$2,500.00
8200 YAP Program Expenses	3,000.00		\$3,000.00
Total 8000 Program Expenses	3,000.00	2,500.00	\$5,500.00
9500 Paypal Payment Fees		100.00	\$100.00
Bank Service Charges	170.00	135.00	\$305.00
Building Repair		200.00	\$200.00
Total Expenditures	\$16,810.00	\$83,337.00	\$100,147.00
NET OPERATING REVENUE	\$594.00	\$958.00	\$1,552.00
NET REVENUE	\$594.00	\$958.00	\$1,552.00

GLENCOE YOUTH SERVICES
FINANCIAL STATEMENTS
JUNE 30, 2019

Accounting Tax CFO Services

IHS Accounting Solution I.J.R;

500 Skokie Boulevard, Suite 595

Northbrook, IL 60062

847.849.4811

312.865.3126

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, 2019, 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.

DHS ACCOUNTING SOLUTIONS LLC

August 28, 2019

GLENCOE YOUTH SERVICES
STATEMENT OF ASSETS AND FUND BALANCES
JUNE 30, 2019

ASSETS	AMOUNT
CASH- GYS	\$ 84,429
CASH- YAP	16,052
ACCOUNTS RECEIVABLE	5,978
TOTAL ASSETS	<u>\$ 106,458</u>

LIABILITIES AND FUND BALANCE	
ACCOUNTS PAYABLE	\$ 7,303
FUND BALANCE	99,155
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 106,458</u>

See Accountant's Compilation Report

GLENCOE YOUTH SERVICES STATEMENT OF SUPPORT AND REVENUE,
 FUNCTIONAL EXPENSES AND CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED JUNE 30,2019

SUPPORT AND REVENUE' GYS	TEEN CENTER	YAP	TOTAL
Support:			
New Trier Township	3S,001	9,000	\$ 44,001
Other support organizations	21,000	2,000	23,000
Individual and corporate contributions	10,534	2,724	13,258
Total Support	66,535	13,724	80,259
Revenue:			
Fundraising events	12,522	1,928	14,450
Total support and revenue	79,057	15,652	\$ 94,709
FUNCTIONAL EXPENSES'			
Salaries	53,945	7,777	61,722
Payroll taxes	4,278	581	4,859
Employee Benefits	181	\$0	231
Rent and utilities	4,678	1,694	6,372
Marketing	2,131		2,131
Program costs	1,890	2,728	4,618
Fundraising Costs	373		373
Insurance	2,649		2,649
Office supplies	1,439	234	1,673
Accounting	2,692	548	3,240
Miscellaneous	2,607	684	3,291
Total functional expenses	76,863	14,296	91,159
SURPLUS (DEFICIT)	2,194	1,356	3,550
FUND BALANCE- Beginning			
	5,605		9
of year			
FUND BALANCE- End of year			\$ 99,155

See Accountant's Compilation Report

IV. GJHP Stipend Request

Glencoe Park District

February 4, 2020

Finance Committee of the Whole Meeting

Glencoe Park District Funding Request

Glencoe Junior High Project

January 2020

Contact: Grace Haggerty, Senior Program Director

Address: 620 Greenwood Ave., Glencoe, IL 60022

Email: grace@gjhp.org

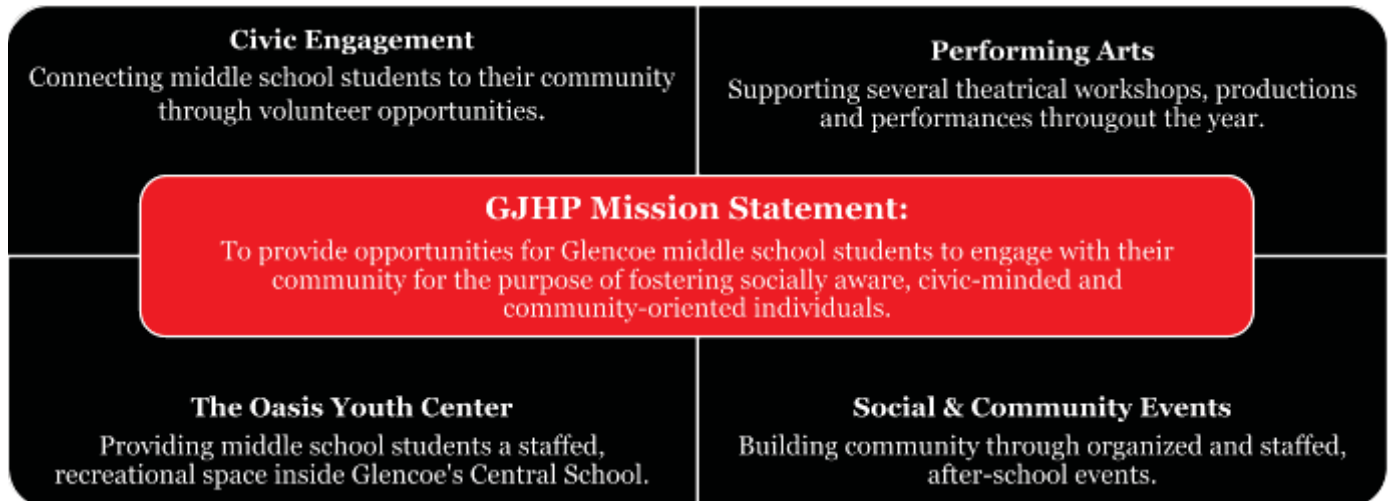
Phone: (847)835-7623

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 48 years, the Glencoe Junior High Project was developed by various community organizations to address concerns over local vandalism. To address the concern, they sought to create programs to help students feel more accepted and engaged in the community. The GJHP 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, the Glencoe Junior High Project consists of four separate, but jointly-governed programs including Civic Engagement Events, Social & Community Activities, Performing Arts and the Oasis, as highlighted in the graphic of the GJHP Mission Statement below.



How funds were used this past year:

We are so grateful for the funds we received from the Glencoe Park District last year. These funds were applied towards employing two full-time program directors. Our organization's program directors are a critical component of our programming, as they actively work to

implement the civic engagement trips and social activities/ events we offer to students after school, as well as supervise and lead events in the Oasis, and help perform the paperwork necessary for fundraising and our performing arts initiative during school hours.

How funds will be used if approved:

We respectfully continue to request funding to maintain our employment of two, full-time program directors. Without their talents and abilities to provide our organization the skills necessary to run our wide range of programming, the GJHP could never fulfill our vision to provide all Glencoe middle school students the opportunities to connect with their peers, their community and their world.

The following is a complete list of the Glencoe Junior High programming across the areas of Civic Engagement, Social and Community Events and the Performing Arts.



**Program and Event Calendar
2019 - 2020 School Year**

Social/Community Events	Target Grade	Date	Time	Location
Backyard BBQ	5th - 8th	Friday September 6, 2019	5:00 - 7:00 PM	Central School
Mud Run	5th - 8th	Saturday September 14, 2019	9:00 - 12:00 PM	Watts Park
5th Grade Amazing Race	5th	Friday September 20, 2019	3:30 - 5:00 PM	Central School
Halloween Hoopla	5th - 8th	Friday October 25, 2019	7:00 - 9:00 PM	Central School
Skate Night	5th - 8th	Friday December 13, 2019	6:30 - 8:30 PM	Watts Ice Rink
Skate Night II	5th - 8th	Friday February 7, 2020	6:30 - 8:30 PM	Watts Ice Rink
Valentines Day Chocolate Bar	5-8th	Thursday February 13, 2020	3:25 - 3:45 PM	Outside Young
Girls Self Defense	5th - 8th	Spring TBD	3:30 - 5:00 PM	Central School
6th Grade Social	6th	Friday March 13, 2020	7:00 - 9:00 PM	Central School
2020 Olympics	5th - 8th	TBD	3:30 - 5:00 PM	Central School
Beach Bash	5th - 8th	Wednesday June 10, 2020	3:30 - 5:00 PM	Glencoe Beach

* For detailed descriptions of each Social/Community event please visit www.gjhp.org

Performing Arts Events	Target Grade	Date	Time	Location
NEW Workshop: Theater FUNdamentals	6th - 8th	Monday/Thursday: 9/9, 9/12, 9/16, 9/19, 9/23, 9/26, 10/3	3:30 - 5:00 PM	Central School: Misner
NEW Workshop: Theater Thursday's	5th	Thursdays: 9/12, 9/19, 9/26, 10/3, 10/17 10/24, 11/7, 11/14, 12/5, 12/12, 12/19	3:30 - 5:00 PM	Central School: Community RM
Annual Musical: High School Musical				
Family Information Night	Student/pare	Wednesday October 1, 2019	6:30 PM	Central: Young
Audition Workshop	6th - 8th	Week of October 14, 2019	3:30 - 5:00 PM	Central: Misner
Cast Auditions	6th - 8th	Week of October 21, 2019	TBD	Central: Misner
Cast Rehearsals	Cast only	Mon/Wed/Thurs 11/4 -	3:30 - 5:00 PM	Central: Misner
Crew Meetings	Crew only	Mon/Wed 1/11 - 2/26/20	TBD	Central: Misner
Cast/Crew Tech Week	Cast and Crew	Week of Feb 15th	TBD	Central: Misner
Cast/Crew Dress Rehearsal	Cast and Crew	Week of February 22nd	TBD	Central: Misner
Performance Dates	ALL Communit	Thursday February 27, 2020 Friday February 28, 2020 Saturday February 29, 2020 Sunday March 1, 2020	7:00 PM 7:00 PM 3:00 PM 1:00 PM	Central: Misner Central: Misner Central: Misner Central: Misner
8th Grade Project Rehearsals	8th	March 2020: 2 day/week dates	3:30 - 5:00 PM	Central: Misner
8th Grade Project Performanc	ALL Communit	April 2020 (date TBD)	TBD	Central: Misner
Variety Show Rehearsals	5th - 8th	April 2020: 2 day/week (dates	3:30 - 5:00 PM	Central: Misner
Variety Show Performance	ALL Communit	May 2020 (date TBD)	TBD	Central: Misner

* For detailed description of each Performing Arts program please visit www.gjhp.org

Oasis Recess Events	Target Grade	Date	Time	Location
Craft DIY Bookmarks	5-8th	Monday September 16, 2019	Lunch Recess	Oasis
Craft to celebrate National Cl	5-8th	Wednesday October 2, 2019	Lunch Recess	Oasis
Craft DIY Dog Toy and Bandar	5-8th	Monday October 14, 2019	Lunch Recess	Oasis
Crafts in the Oasis	5-8th	Monday October 21, 2019	Lunch Recess	Oasis
Prep Fleece for Project Linus	5-8th	Monday November 18, 2019	Lunch Recess	Oasis
Making cards for seniors		Week of April 11, 2020	Lunch Recess	Oasis

* For detailed description of each Social/Community event please visit www.gjhp.org



**Program and Event Calendar
2019 - 2020 School Year**

Civic Engagement Events	Target Grade	Date	Time	Location
Community Garden	5th - 8th	Tuesday September 10, 2019	3:30 - 5:00 PM	Meet in Oasis
Student Advisory Board Meet	SAB Members	Friday September 13, 2019	7:30 - 8:10 AM	Oasis
Bernie's Book Bank	5-8th	Tuesday September 17, 2019	3:30 - 5:00 PM	Bernies Bk Bank
Bernie's Book Bank	5-8th	Wednesday September 25, 2019	3:30 - 5:00 PM	Bernies Bk Bank
Book Buddies Training	5-8 Buddies	Wednesday October 2 2019	3:30 - 4:15 PM	Oasis
Book Buddies (Fall - Monday)	5-8 Monday BIG Buddies	Monday: 10/7, 10/21, 10/28, 11/4, 11/11, 11/18, 12/2, 12/9	4:00 - 4:40 PM	Glencoe Library
Snap Dinner	7-8th	Tuesday October 8, 2019	3:30 - 8:00 PM	Meet in Oasis
Book Buddies (Fall - Wednesday)	5-8 Wednesday BIG Buddies	Wednesday: 10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 12/4, 12/11	4:00 - 4:40 PM	Glencoe Library
Student Advisory Board Meet	SAB Members	Friday October 11, 2019	7:30 - 8:10 AM	Oasis
Visit Paws Animal Shelter	5-8th	Monday, October 28, 2019	3:30 - 5:00 PM	Paws Shelter HP
Student Advisory Board Meet	SAB Members	Friday November 8, 2019	7:30 - 8:10 AM	Meet in Oasis
Craft for St. Jude's Hospital	5-8th	Tuesday November 12, 2019	3:30 - 5:00 PM	Oasis
Craft for St. Jude's Hospital	5-8th	Thursday November 14, 2019	3:30 - 5:00 PM	Oasis
Craft for St. Jude's Hospital	5-8th	Tuesday November 19, 2019	3:30 - 5:00 PM	Oasis
Project Linus	5-8th	Friday November 22, 2019	3:30 - 5:00 PM	Oasis
Snap Dinner	7-8th	Tuesday November 26, 2019	3:30 - 8:00 PM	Meet in Oasis
A Just Harvest Food Pantry	6-8th	Thursday December 5, 2019	3:30 - TBD	Meet in Oasis
Meal Packing w/ Feed My Starving Children	5-8th	Saturday December 7, 2019	9:00 - 11:00 AM	Meet at Event
Pack Bag Lunches: Connections for Homeless	5-8 Buddies	Tuesday December 10, 2019	3:30 - 5:00 PM	Meet in Oasis
Student Advisory Board Meet	AB Members	Friday December 13, 2019	7:30 - 8:10 AM	Oasis
Snap Dinner	7-8th	Tuesday December 17, 2019	3:30 - 8:00 PM	Meet in Oasis
Comfort kits in the Oasis	5-8th	Tuesday, January 14, 2020	3:30 - 4:30 PM	Oasis
Ping pong tournament	5-8th	Tuesday, January 21, 2020	3:30 - 5:00 PM	Oasis
Project Linus	5-8th	Friday, January 24, 2020	3:30 - 5:00 PM	Young
Bernie's Book Bank	5-8th	Wednesday, January 29, 2020	3:30 - 6:30 PM	Bernies Bk Bank
Packing meals with Feed My Starving Children		Saturday, February 1, 2020	9:00 - 11:00 AM	TBA
Book Buddies (Spring Monday)	5-8 Monday BIG Buddies	Monday: Beginning early February (Dates TBD)	4:00 - 4:40 PM	Glencoe Library
Book Buddies (Spring Wednesday)	5-8 Monday BIG Buddies	Wednesday: Beginning early February (Dates TBD)	4:00 - 4:40 PM	Glencoe Library
A Just Harvest Food Pantry	6-8th	Wednesday, February 5, 2020	3:30 - 6:30 PM	A Just Harvest
Make Blessing Bags after school	5-8th	Thursday, February 12, 2020	3:30 - 4:30 PM	Oasis
Make homeless mats	5-8th	Tuesday, February 18, 2020	3:30 - 4:30 PM	Oasis
Pack lunches: Connections for Homeless		Wednesday, February 19, 2020	3:30 - 4:30 PM	Oasis
Bernie's Book Bank	5-8th	Wednesday, March 4, 2020	3:30 - 6:30 PM	Bernies Bk Bank
A Just Harvest Food Pantry	6-8th	Tuesday, March 10, 2020	3:30 - 6:30 PM	A Just Harvest
Cradles to Crayons	5-8th	Thursday, March 12, 2020	TBD	C2C HP
Self Care Night	5-8th	Wednesday, March 18, 2020	3:30 - 5:30 PM	Oasis
Oasis Movie Night	5-8th	Thursday, March 19, 2020	3:30 - 6:00 PM	Oasis
Glencoe Community Garden	5-8th	April - Date TBD	3:30 - 5:00 PM	Meet in Oasis
"Ecobrick" Recycling Project	5-8th	Thursday, April 16, 2020	3:30 - 5:00 PM	Oasis

* For detailed description of each Civic Engagement events please visit www.gjhp.org

Glencoe Junior High Project
FY2019/20 Budget

Account	Budget	
Contributions, Grants & Fundraising	Income	Expense
Business Donations (incl. Community)	2,000.00	
Individual/Family Donations	18,000.00	
Patron Letter		(950.00)
Total Contributions	20,000.00	(950.00)
Village of Glencoe	10,000.00	
Glencoe Park District	10,000.00	
New Trier Township	20,000.00	(100.00)
Total Grants	40,000.00	(100.00)
Other Fundraising Income	1,000.00	
Wine Event	1,600.00	
48100 Fundraising Income		(550.00)
Wine Event		(200.00)
Total Fundraising	2,600.00	(750.00)
Total Contributions, Grants & Fundraising	62,600.00	(1,800.00)

Annual Musical / Play	Income	Expense
43100 Play Participation Fees		
Cast Fees	19,440.00	(540.00)
Crew Fees	3,000.00	(150.00)
	22,440.00	(690.00)
003 Full Page Ads	7,000.00	
004 Half Page Business Ads	10,000.00	
005 Qtr Page Business Ads	8,000.00	
Business Ad Discounts		(1,500.00)
	25,000.00	(1,500.00)
006 Full Pg Tribute	3,000.00	
007 Half Pg Tribute	2,500.00	
008 Qtr Page Tribute	715.00	
	6,215.00	-
Play Book		(3,400.00)
	-	(3,400.00)
48100 Regular Priced Tickets	17,000.00	
Ticket Expense (incl. CC fees)		(800.00)
	17,000.00	(800.00)
Concessions/Refreshments	2,400.00	
Play Concessions Expense		(1,250.00)
Snack Attack	3,000.00	
Snack Attack		(1,000.00)
	5,400.00	(2,250.00)
43500 Play Restricted Contributions		
	-	-
Discretionary Tips		(500.00)
Play Asst Director		(500.00)
Play Choreographer		(1,650.00)
Play Director		(10,000.00)
Play Music Director		(6,000.00)
Play Musicians		(1,500.00)
Play Set Designer		(2,700.00)
Play Sound and Lights		(6,558.00)
Total - Professional Staff Fees	-	(29,408.00)

Glencoe Junior High Project
FY2019/20 Budget

Cast/Crew Meals		(500.00)
Costumes		(1,700.00)
Lights		(3,352.00)
Misc. Play Expenses		(200.00)
Play Infrastructure		(100.00)
Play Marketing		(300.00)
Props		(300.00)
Scripts		(3,500.00)
Set Material/Scenery		(1,500.00)
Sound		(2,000.00)
T-Shirts		(600.00)
	-	(14,052.00)
Total - Annual Musical / Play	76,055.00	(52,100.00)

Performing Arts	Income	Expense
Theatre FUNdamentals	2,000.00	
Theater FUNdamentals director fee		(1,350.00)
	2,000.00	(1,350.00)
Theater Thursdays	800.00	
Theater Thursdays director fee		(1,400.00)
	800.00	(1,400.00)
44100 Variety Show Income		
Variety Show Cast Fees	5,000.00	
Other Variety Show Income	100.00	
Other Variety Show Expenses		(550.00)
Variety Show Producer Fees		(2,500.00)
	5,100.00	(3,050.00)
8th Grade Project Cast Fees	3,000.00	
8th Grade Play Income Other	100.00	(50.00)
8th Grade Project Producer Fees		(2,000.00)
Other 8th Grade Project Expenses		(500.00)
	3,100.00	(2,550.00)
Total - Performing Arts	11,000.00	(8,350.00)

Civic Engagement	Income	Expense
Book Buddies	1,500.00	(120.00)
67200 Civic Engagement Expenses		(1,710.00)
SNAP Dinner		(500.00)
Total - Social & Oasis Expense	1,500.00	(2,330.00)

Glencoe Junior High Project
FY2019/20 Budget

Social and Oasis		
5th Grade Amazing Race Income	1,000.00	
5th Grade Amazing Race Expenses		(1,000.00)
6th Grade Dance	1,500.00	
6th Grade Dance Expenses		(1,500.00)
Back-to-School BBQ	1,500.00	
Back to School BBQ Expenses		(1,700.00)
Beach Bash	2,000.00	
Beach Bash Expenses		(1,800.00)
Halloween Hoopla	1,500.00	
Halloween Hoopla Expenses		(1,500.00)
Teen Skate	1,000.00	
Teen Skate Expenses		(200.00)
45200 Social Activities	1,500.00	(1,500.00)
Other Social Activity Expenses		(250.00)
	10,000.00	(9,450.00)
73999 Oasis Expense		(700.00)
	-	(700.00)
Total - Civiv, Social & Oasis Expense	11,500.00	(12,480.00)

Operating - Other General and Administration	Income	Expense
Change in Market Value of Investments	3,000.00	
Interest Income	2,250.00	
	5,250.00	-
60110 Staff Wages		(55,733.33)
60120 Non-taxable benefits (qualified commuting, health reimbursements)		(4,000.00)
60131 EE Tax Withholding		(3,700.00)
60132 ER Tax Withholding		(350.00)
60130 Payroll Taxes		(6,000.00)
	-	(69,783.33)
Technology Infrastructure		(750.00)
70100 Office/Business Expenses		(800.00)
71000 Supplies		(100.00)
72000 Postage and Printing		(400.00)
73000 Marketing/Community Outreach		(600.00)
74000 Insurance - Liability, D and O, Workers Comp		(12,000.00)
75000 Technology and Website		(1,200.00)
76100 Facilities and Janitorial Fees		(3,000.00)
Audit and Reporting		(3,600.00)
PayPal Fees		(1,700.00)
Payroll Service		(1,000.00)
Square Fees		(50.00)
Teachers Reception		(900.00)
Depreciation Expense		(496.00)
	-	(26,596.00)
In Kind Revenue - Auditorium	31,978.00	
In Kind Expense - Auditorium		(31,978.00)
In Kind Revenue - Oasis	41,800.00	
In Kind Expense - Oasis		(41,800.00)
	73,778.00	(73,778.00)
Total - Operating - General and Administration	79,028.00	(170,157.33)

Full Budget	240,183.00	(244,887.33)
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GLENCOE JUNIOR HIGH PROJECT,
ILLINOIS

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
JUNE 30, 2018

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

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FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT



INDEPENDENT AUDITORS' REPORT

December 7, 2018

Members of the Board of Directors
Glencoe Junior High Project
Glencoe, Illinois

We have audited the accompanying financial statements of the Glencoe Junior High Project, Illinois, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Glencoe Junior High Project's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Glencoe Junior High Project's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Glencoe Junior High Project's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Glencoe Junior High Project, Illinois, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

We did not audit the financial Statements of the Glencoe Junior High Project as of and for the year ended June 30, 2017. Those Statements were audited by another auditor who issued an unmodified opinion on January 30, 2018.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Glencoe Junior High Project, Illinois' basic financial statements.


LAUTERBACH & AMEN, LLP

FINANCIAL STATEMENTS

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Financial Position June 30, 2018 and June 30, 2017

	2018	2017
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 80,750	82,319
Investments	146,051	143,741
Unconditional Promises to Give	20,833	20,833
Receivables - Net of Allowances		
Accounts	7,014	-
Prepays	1,870	1,534
Total Current Assets	<u>256,518</u>	<u>248,427</u>
Noncurrent Assets		
Capital Assets		
Depreciable	1,820	1,820
Accumulated Depreciation	(710)	(414)
Total Noncurrent Assets	<u>1,110</u>	<u>1,406</u>
Total Assets	<u>257,628</u>	<u>249,833</u>
LIABILITIES		
Accounts Payable	405	536
NET ASSETS		
Without Donor Restrictions	<u>257,223</u>	<u>249,297</u>
Total Liabilities and Net Assets	<u>257,628</u>	<u>249,833</u>

The notes to the financial statements are an integral part of this statement.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Activities

For the Fiscal Year Ended June 30, 2018

(with Comparative Actuals for the Fiscal Year Ended June 30, 2017)

	2018		
	Without Donor Restrictions	With Donor Restrictions	Totals
Revenues and Other Support			
Contributions	\$ 16,005	-	16,005
Government Grants	40,001	-	40,001
Play Participation Fees	26,026	-	26,026
Playbook Ads and Tributes	29,217	-	29,217
Play Ticket Sales	15,621	5,000	20,621
Theatre Workshops Revenues	18,071	-	18,071
Social Activities and Civic Program Revenues	12,289	-	12,289
Merchandise Sales	6,913	-	6,913
Other Fundraising Income	3,078	-	3,078
Investment Income	2,288	-	2,288
Miscellaneous	1,026	-	1,026
In Kind Revenue	73,778	-	73,778
Net Assets Released from Restrictions	-	-	-
Total Revenues and Other Support	244,313	5,000	249,313
Expenses			
Programs Services	216,211	5,000	221,211
Supporting Services			
Management and General	18,854	-	18,854
Fundraising	1,322	-	1,322
Total Expenses	236,387	5,000	241,387
Change in Net Assets	7,926	-	7,926
Net Assets - Beginning	249,297	-	249,297
Net Assets - Ending	257,223	-	257,223

2017

Without Donor Restrictions	With Donor Restrictions	Totals
20,666	-	20,666
40,001	-	40,001
27,268	-	27,268
26,546	-	26,546
20,867	-	20,867
13,375	-	13,375
20,911	-	20,911
4,566	-	4,566
		-
5,466	-	5,466
4,604	-	4,604
		-
9,168	(9,168)	-
193,438	(9,168)	184,270
159,260	-	159,260
17,383	-	17,383
906	-	906
177,549	-	177,549
15,889	(9,168)	6,721
233,408	9,168	242,576
249,297	-	249,297

The notes to the financial statements are an integral part of this statement.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Cash Flows

For the Fiscal Year Ended June 30, 2018

(with Comparative Actuals for the Fiscal Year Ended June 30, 2017)

	2018	2017
Cash Flows from Capital and Related Financing Activities		
Purchase of Capital Assets	\$ -	(1,480)
Cash Flows from Investing Activities		
Purchase of Investments	(2,310)	(5,383)
Cash Flows from Operating Activities		
Change in Net Assets	7,926	6,721
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Depreciation Expense	296	74
(Increase) Decrease in Assets	(7,350)	(219)
Increase (Decrease) in Liabilities	(131)	(2,221)
	741	4,355
Net Change in Cash and Cash Equivalents	(1,569)	(2,508)
Cash and Cash Equivalents - Beginning	82,319	84,827
Cash and Cash Equivalents - Ending	80,750	82,319

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Functional Expenses For the Fiscal Year Ended June 30, 2018

	Program Services	Management and General	Fundraising	Totals
Compensation	\$ 55,586	-	-	55,586
Employee Benefits	5,244	-	-	5,244
Payroll Taxes	4,247	-	-	4,247
Play Expenses	22,012	-	-	22,012
Theatre Workshops Expenses	14,733	-	-	14,733
Social Activities and Civic Program Expenses	9,809	-	-	9,809
Professional Fees and Contract Services	28,955	5,198	-	34,153
Supplies/Oasis Expenses	3,249	-	-	3,249
Special Projects Expenses	1,099	-	-	1,099
Postage and Printing	61	-	-	61
Marketing and Community Outreach	1,642	-	-	1,642
Insurance	-	11,018	-	11,018
Technology and Website	-	1,016	-	1,016
Facilities Fees	500	-	-	500
Contributed Facilities - In Kind	73,778	-	-	73,778
Fundraising Expenses	-	-	1,322	1,322
Bank and Credit Card Fees	-	2,009	-	2,009
Miscellaneous	-	(387)	-	(387)
Depreciation	296	-	-	296
Total Functional Expenses	221,211	18,854	1,322	241,387

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Functional Expenses For the Fiscal Year Ended June 30, 2017

	Program Services	Management and General	Fundraising	Totals
Compensation	\$ 60,979	-	-	60,979
Employee Benefits	5,178	-	-	5,178
Payroll Taxes	3,403	-	-	3,403
Play Expenses	21,880	-	-	21,880
Theatre Workshops Expenses	11,557	-	-	11,557
Social Activities and Civic Program Expenses	17,630	-	-	17,630
Professional Fees and Contract Services	28,547	3,801	-	32,348
Supplies	782	-	-	782
Special Projects Expenses	1,261	-	-	1,261
Postage and Printing	375	-	-	375
Marketing and Community Outreach	4,058	-	-	4,058
Insurance	-	11,565	-	11,565
Technology and Website	-	169	-	169
Facilities Fees	536	-	-	536
Contributed Facilities	3,000	-	-	3,000
Fundraising Expenses	-	-	906	906
Bank and Credit Card Fees	-	1,774	-	1,774
Miscellaneous	-	74	-	74
Depreciation	74	-	-	74
Total Functional Expenses	159,260	17,383	906	177,549

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements

June 30, 2018

NOTE 1 – NATURE OF ORGANIZATION

The Glencoe Junior High Project (GJHP) is a 501(c)(3) Illinois non-profit organization that provides opportunities for Glencoe, Illinois middle school students to engage with the community for the purpose of fostering so socially aware, civic-minded and community-oriented individuals. GJHP offers various programs and activities, including the Oasis Youth Center which serves as a meeting place for students, grades 5th-8th, to drop in during their lunch-recess period. In addition, GJHP's Civic Engagement Program offers Glencoe middle school students the opportunity to engage with local community members and their organizations for the purposes of building social awareness and civic mindedness. Glencoe Junior High Project plans and sponsors a variety of social events for Glencoe middle school students and their families including dances, parties and events to promote community and civic engagement. Also, GJHP's Performing Arts Program supports several theatrical productions a year for the purposes of building community through the arts.

The Glencoe Junior High Project is run by a volunteer board and two full-time Youth Directors. GJHP's programs and staff are funded by community donations, government grants, program fees and net revenues generated by the theatrical productions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

Net Assets

Net assets of the GJHP and changes therein are classified and reported as follows:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the GJHP's management and the board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the GJHP or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements

June 30, 2018

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Cash and Investments

For the purpose of the Statement of Financial Position and Statement of Cash Flows, the GJHP's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of purchase.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the GJHP categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The GJHP has no investments at year-end.

Investment Income

The GJHP records investment income earned on net assets without donor restrictions revenue.

Promises to Give

Promises to give consist of unconditional promised to give to the GJHP. The carrying amount of promises to give may be recorded by a valuation allowance based on management's assessment of the collectability of specific promise to give balances.

Income Taxes

The GJHP is exempt from income tax under IRC section 501(c)(3), and similarly, is exempt from State of Illinois taxes under the Illinois Tax Act Section 205(a), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The GJHP has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. The GJHP has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. There was no unrelated business income for the year ended December 31, 2017.

The GJHP's Forms 990, *Return of Organization Exempt from Income Tax*, are subject to examination by the IRS, generally, for three years after they were filed. Annual filings with the State of Illinois are, similarly, subject to examination.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements June 30, 2018

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the schedules of functional expenses. Functional expenses which are not directly attributable to one function are allocated between program, management and general, and fundraising services based on the number of employees involved, the amount of time spent, the percentage of their salary associated with the time and on estimated made by the GJHP's management.

NOTE 3 – CASH AND INVESTMENTS

At year-end the carrying amount of the GJHP's cash deposits totaled \$80,750 and the bank balances totaled \$80,948. The entire balance of deposits was fully insured by federal deposit insurance.

In addition to the above, the GJHP had \$146,051 and \$143,741 invested in mutual funds as of June 30, 2018 and June 30, 2017, respectively. The fair value of these assets is based on quoted market prices in active markets for identical assets.

NOTE 4 – AVAILABILITY AND LIQUIDITY

The following represents GJHP's financial assets at June 30, 2018:

Financial Assets at Year End:	
Cash and Investments	\$ 226,801
Unconditional Promises to Give	20,833
Accounts Receivables	7,014
Total Financial Assets	<u>254,648</u>
Less Amounts not Available to be used within one year:	
Net Assets with Donor Restrictions	<u>-</u>
Financial Assets Available to Meet General Expenditures over the Next Twelve Months	<u><u>254,648</u></u>

The GJHP's goal is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements June 30, 2018

NOTE 5 – CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of \$500, or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Contributed assets with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Property and equipment are depreciated using the straight-line method over the useful lives, with a five-year life for equipment. Depreciation expense for the fiscal years ended June 30, 2018 and 2017 was \$296 and \$74, respectively.

NOTE 6 – NET ASSETS

Without Donor Restrictions

Net Assets without donor restrictions as of June 30, 2018 was comprised of the following:

Undesignated	<u>\$ 257,223</u>
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NOTE 7 – IN-KIND DONATIONS

Donated Facilities – The GJHP was allowed to use facilities at no charge to the GJHP during the year ended June 30, 2018. Accordingly, contributions have been recorded for the fair value of the facilities of the Oasis Room of \$41,800 and the auditorium of \$31,978 for the year ending June 30, 2018. These amounts have been included as special events revenue and special events expense on the Statements of Activities. In fiscal year 2017 there were no in-kind donations recorded.

V. FY2020/21 Budget – First Draft Review

**Refer to the Budget – First Draft
given to Commissioners on 1/21/2020**

Item E. - See Attached Memo

Glencoe Park District
February 4, 2020
Finance Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
CC: Lisa Sheppard, Executive Director
FROM: Bobby Collins, Director of Recreation and Facilities
 Matt Walker, Beach and Boathouse Facility Manager
SUBJECT: 2020 Recommended Beach Fees and Operating Hours
DATE: January 30, 2020

On July 1, 2020, the Illinois minimum wage will increase to \$10 per hour. By 2025, the minimum wage will be \$15 per hour. In a proactive effort to prepare for the annual increases over the next five years, we are recommending a balanced adjustment to the operational times and fees for the summer 2020 Glencoe Beach season. These adjustments will help reduce the long-term financial impact on the taxpayer, while reducing levels of service with a minimum erosion of value to beach users. Based on presentation and discussion at the Lakefront Advisory Group meeting and the December Committee meeting, we offer the following recommendations.

Adjustments to Levels of Service

Swimming Beach Operating Hours

2020 BEACH SEASON	BEACH HOURS
Preseason May 23-25 & May 30-31 & June 6-7	10 AM-6 PM
Regular Season June 10 - August 16	10 AM-7 PM
Post Season Hours August 22-23, August 29-30 & Sept 5-7	10 AM-7 PM

2019 BEACH SEASON	BEACH HOURS
Preseason May 25-27 & May 31-June 2	10 AM-7 PM
Regular Season June 3-July 28	10 AM-8 PM
Post Season Hours July 29-August 18; August 24-25; August 31-September 2	10 AM-7 PM

Preseason Changes

- Extend the preseason by one week to line up with the end of the school year
- Close at 6 pm during preseason (one hour earlier)
- Potential estimated savings ~ \$1,300

Regular Season Changes

- Close at 7 pm during the regular season (one hour earlier)
- The regular season extended to August 16 due to the 7 pm consistent closing time
- Potential estimated savings ~ \$4,000

Post Season Changes

- No changes to time
- Post season would be shorter due to a more extended regular season

Total wages saved with adjusted hours of operation: ~ \$5,300

MEMORANDUM

Boating Beach Operating Hours 2020

Boat Season	Day	Hours
PRESEASON May 9-June 7	Saturday-Sunday, Memorial Day	12-5 PM
REGULAR SEASON June 10-August 9	Monday-Friday Saturday-Sunday	12-7 PM 10 AM-7 PM
POST SEASON August 14-September 13	Friday-Sunday, Labor Day	12-6 PM
September 18-October 11 <i>As weather and daylight permits</i>	Friday-Sunday	12-5 PM

2019

Boat Season	Day	Hours
PRESEASON May 11-June 2	Saturday-Sunday, Memorial Day	11 AM-6 PM
REGULAR SEASON June 3- August 11	Monday-Thursday Friday-Sunday	11:30 AM-7:30 PM 10 AM-8 PM
POST SEASON August 16-October 13	Friday-Sunday, Labor Day	12 PM-6 PM

Preseason Changes

- Extend the preseason by one week to line up with the end of the school year
- Open at 12 pm (one hour later) and close at 5 pm during preseason (one hour earlier)
- Potential estimated savings ~ \$1,500

Regular Season Changes

- Monday-Friday open at 12 pm (one hour later) and close at 7 pm during the regular season (30 minutes earlier)
- Saturday-Sunday close at 7 pm (one hour earlier)
- Potential estimated savings ~ \$6,000

Post Season Changes

- Adjust operating hours to close at 5pm during post season starting September 18
- Potential estimated savings ~ \$500

Total wages saved with adjusted hours of operation: ~ \$8,000

Adjustments to User Fees

Beach Passes

We recommend increasing nonresident passes by 3% with no adjustment to resident passes.

Daily Admission

No change for either resident or nonresident guests

Summer Boat Storage

We recommend increasing resident fees by 3% and nonresident fees by 6%

Winter Boat Storage

We recommend increasing resident fees by 3% and nonresident fees by 6%

MEMORANDUM

Rentals

We recommend increasing all lake rentals (sailboats, Getaways, kayaks, paddleboards) by \$5 for nonresidents and no adjustment for resident rates. We also recommend increasing the rental fee for both chairs and umbrellas to \$5 each.

Sun Shelters

- We recommend eliminating one reservation time leaving two reservations per day.
- The new reservation times would be from 10 am - 2:15 pm and 2:45 - 7 pm (based on proposed new closing time for the beach).
- Resident Sun Shelter fees would increase \$10 for Sun Shelters 1-4 and \$20 for Sun Shelter 5
- Nonresident fees would increase by \$20 for Sun Shelters 1-4 and \$40 for Sun Shelter 5.

Summary

Staff will use sound judgment to adjust facility hours during the beach season based on weather. If we experience periods of extended good weather or attendance is above average, staff will adapt the closing times to extend the day for beach visitors.

VI. Discussion of Proposed HVAC Maintenance Program

Glencoe Park District
February 4, 2020
Finance Committee of the Whole Meeting

MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Recommended Changes to HVAC Maintenance Program
DATE: January 28, 2020

Based on contractor performance, equipment condition, and current costs, I am proposing making a change to the way the Park District manages its inventory of HVAC equipment and boilers. The below memo summarizes existing conditions and provides a new proposed plan of action.

Current Operational Model

The District currently has a limited maintenance agreement with Althoff Industries for the Takiff Center. In that agreement, Althoff performs limited preventative maintenance including filter changes and belt-tightening for an annual fee. Further maintenance is performed on a time and materials rate, including emergency repair rates. No other facility than the Takiff Center has a contract for HVAC equipment and boilers. At all other facilities, staff performs preventative maintenance and calls Althoff for repairs as needed. In addition, Park District staff does limited HVAC repairs and provides R-22 directly to the contractor.

Evaluation of Current Model

Based on the current equipment inventory, the model leaves much to be desired. Althoff has no financial incentive to alert the District to potential concerns before equipment failure. When equipment fails, the District is not in the position to evaluate and quote repairs, the repair is an emergency, and we must approve Althoff's repair estimate or face an interruption in service.

Our current agreement with Althoff centers on making repairs, not maintenance, and capital replacement. We have little control over the quality of work, communication, and cost.

Capital replacement cannot be managed via Althoff. They do not provide in-house engineering or NCPA Co-Op prices. When it is time for capital replacement, the District must retain an engineer and then pursue the additional process of legal bidding. This process can be costly.

The maintenance performed by District staff is reactionary and is usually a result of the contractor being unresponsive. This maintenance is performed at the supervisor level and takes key players away from critical tasks that cannot be contracted out.

The existing model places emphasis on the knowledge base of current staff. This has made the operation of the facilities dependent on the experience of one staff member.

MEMORANDUM

This presents a challenge in the succession planning process.

In the last three years, the District has experienced several critical failures that could have resulted in an interruption in climate control at the Takiff Center. Specific examples include:

1. The breakdown of the cooling unit for Children's Circle in 2017, which required temporary cooling units to be installed during the two-week repair.
2. The breakdown of the electric motor in the ELC air handler during the polar vortex of 2018. This was remedied by staff planning and hard work, not the HVAC contractor. Had staff not had replacement parts on-hand, the ELC/GJK/CC Wing would have been without heat for an extended period.
3. The failure of two compressors on two separate condensers during August of 2019 required an extensive emergency repair during the facility shut-down.

All of the notated issues could have been remedied with a stronger preventative maintenance contract and additional oversight from the contractor.

The below chart represents the costs of operational HVAC/boiler maintenance to the District in the last three fiscal years. The numbers for this fiscal year FY2019/20 are to-date plus a projection based on last fiscal year's costs.

Fiscal Year	Althoff	District Purchased Parts	Additional Projection	Total
FY 19/20 to date	\$53,095.00	\$15,324.00	\$2,000.00	\$70,419.00
FY18/19 Actuals	\$50,590.00	\$9,984.00	-	\$60,574.00
FY17/18 Actuals	\$21,905.00	\$11,195.00	-	\$31,889.00

The additional projection was developed by adding the remaining cost of the FY2019/20 Althoff Service Contract at Takiff (\$772) with an allowance for repairs.

The existing maintenance model would be appropriate for the first one to five years of a recently constructed facility when repairs would be under warranty and minimal.

Equipment Condition

As we have previously discussed, much of the HVAC equipment at the Takiff Center is nearing the end of its useful life. In the next several years, the equipment will experience additional breakdowns and will eventually require a total replacement. The majority of the HVAC equipment at the Watts Recreational Center was replaced in 2018, while in good condition, still requires annual maintenance. The manufacturer's warranty on the newer Watts' equipment will expire next year. The District's operational HVAC costs are trending upward based on equipment condition.

MEMORANDUM

The District will need engineering and contractual support in determining and executing a capital replacement plan for the existing HVAC equipment at the Takiff Center.

Proposed Solution for Takiff and Watts

Staff has met extensively with representatives from Midwest Mechanical. After an extensive audit of the facilities, they have proposed a full-service contract for the Takiff Center and the Watts Recreational Center. For an annual fee, Midwest will provide all preventative maintenance and repairs on all HVAC equipment, including boilers. On the whole, Midwest will be maintaining an inventory of equipment with an approximately \$850,000 replacement cost. There would be no additional cost for travel time, emergency calls, parts, repairs, cranes, R22, or equipment testing.

Every single moving part is covered. The benefit of this program is that the contractor is taking on the risk of managing the HVAC system. Through proper maintenance and testing, the contractor will seek to extend the life of the equipment to maximize their profit versus waiting for equipment breakdowns and then cashing in.

Repairs that go beyond maintenance are not covered such as replacing every component inside a unit versus total capital replacement or the replacement of coils.

Furthermore, the **contractor is NCPA certified, which means that they already have guaranteed low bidder status via a co-op agreement**, which would apply to the maintenance agreement and capital replacements.

The price furnished to the District does not take into account the planned capital replacements next year. Those units will be covered under a factory warranty and not included in the full coverage maintenance plan. With the scheduled replacement of RTU 1 & 2, we could expect a 12% decrease in the cost of the full coverage plan.

Attached to this memo, you will find a complete list of equipment covered by the proposed plan.

Proposed Solution GYS

Midwest has proposed a preventative maintenance only plan. The infrastructure in place in these facilities requires less specialized oversight. Break-downs typically do not interrupt the District's business operations. Midwest would inspect and maintain the equipment, and if repairs were needed, we could measure costs versus completing in-house if time allows. Repairs would be billed separately. We would have support from the contractor without the additional cost of a total replacement contract.

References

Several neighboring districts have begun to utilize Midwest in various capacities. I checked references with Gurnee and Glenview Park Districts. Both districts were

MEMORANDUM

positive in evaluating Midwest.

Proposed Maintenance Plan Costs

Facility	Per year
Takiff Center	\$72,094.00
Watts Recreational Center	\$8,716.00
GYS	\$1,194.00
Total	\$82,004.00

Synopsis

The agreement with Midwest represents a significant departure from the previous model. While it does increase maintenance costs by an estimated \$12,000/yr (based on FY2019/20 YTD), we recommend pursuing this agreement for the following reasons:

- Elimination of high emergency repair costs
- Meeting the required level of service necessary to maintain an equipment inventory nearing the end of its useful life
- Continuity of equipment operation, breakdowns are not in the contractor's best interest
- The potential to extend the service life of the equipment via excellent preventative maintenance.
- Providing a higher level of support to staff, enabling an increase in efficiency in managing the HVAC equipment
- Improvement in succession planning for the Parks/Maintenance Department; the current model is only sustainable by specialized key staff experience



January 29, 2020

Chris Leiner
Director of Operations
Glencoe Park District
999 Green Bay Rd
Glencoe, Illinois 60022

NCPA RQN: 2019-1711370132

Dear Chris Leiner,

Thank you for the opportunity to provide you with a summary of our proactive planned maintenance services for your facilities located in the Glencoe area. Midwest Mechanical has provided innovative solutions to companies and institutions for over 45 years aimed at reducing the long term owning, and operating costs for their HVAC and building operation needs. The service agreements as described herein adhere to our NCPA purchasing cooperative contract.

Full Service Maintenance includes Preventive Maintenance Services as well as any trouble calls/emergency calls 24 hours a day, 365 days a year. Travel and labor costs are included. Also included is the comprehensive coverage of all moveable maintainable parts (i.e. compressors and motors). If one of these covered, parts where to break or need repair they would be covered under the agreement. The annual agreement also includes quarterly filter changes, annual belt changes and cleaning of condenser coils one time annually. This agreement is the closest equivalent to an extended warranty for your equipment.

Service includes:

1. Testing and inspection
2. Preventive Maintenance
 - Cleaning – Coil surfaces, fan blades etc.
 - Aligning – Belt and drive couplings
 - Calibrating – safety, temperature and pressure controls
 - Tightening – connections, fittings and bolts
 - Adjusting – belt tension, refrigerant charge, fan rpm etc.
 - Lubricating – motors, fan and damper bearings
3. Repair and Replacement Labor – Job and travel labor to repair or replace broken or worn components
4. Components, Parts and Supplies – Costs required to keep the equipment operating properly and efficiently.
5. Trouble Calls/Emergency Service – Job and travel labor, including overtime for unscheduled work.

Locations:

1. Takiff Community Center	Full Service Agreement:	\$72,904.00/ annually
2. Watts Center	Full Service Agreement:	\$8,716.00/ annually

MidwestMechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Full Services

October 15, 2019

Prepared for:

Glencoe Park District
Takiff Center
999 Green Bay Rd
Glencoe, Illinois 60022

Export from PQ
Confidential & Proprietary

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Glencoe Park District
999 Green Bay Rd
Glencoe, Illinois 60022

Chris Leiner

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Takiff Center
999 Green Bay Rd
Glencoe, Illinois 60022

Scope of Services - Full Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Operational Assessment Services | <input checked="" type="checkbox"/> Planned Maintenance Services |
| <input checked="" type="checkbox"/> Corrective Maintenance Services | <input checked="" type="checkbox"/> Repair and Replacement Services |
| <input checked="" type="checkbox"/> Emergency Response Services | <input checked="" type="checkbox"/> Management Support Services |

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the **proper** operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc.

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Corrective Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Corrective Maintenance Services as described herein. The objective of the planned maintenance program is to maintain your equipment at peak efficiency and operational conditions. Your technicians are trained to identify impending problems before they occur while executing the planned maintenance services. The Corrective Maintenance Services include repair or replacement of worn or doubtful parts to maximize the operational reliability and performance of your system(s).

4. Repair and Replacement Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Repair and Replacement Services as described herein. Midwest Mechanical Group, Inc. will diagnose, repair and replace failed parts and components as required to assure reliable and efficient system(s) operation.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

5. Emergency Response Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Emergency Response Services as described herein. The design of this program, along with every activity performed, is provided to minimize the incidence of emergency situations. However, when these situations occur all travel, regular and overtime labor, vehicles and living expenses to provide on-call service 24 hours per day, 7 days per week, 52 weeks per year including holidays is provided at no additional expense and is included in order to minimize the system(s) downtime and inconvenience for Glencoe Park District.

6. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

- Account Executive** The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.

- Service Manager** The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.

- Primary & Secondary Technician(s)** Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.

- Customer Services Representative** The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.

- Technical Support Staff** In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Air Handling Unit	Trane	MCCB050UA0C0UA	25000	Tarkiff Center
1	Supply Fan Motor	-	-	40	Tarkiff Center
1	Air Handling Unit	Trane	MCCB030UA0C0UB	15000	Takiff Center
1	Supply Fan Motor	-	-	25	Takiff Center
1	Air Handling Unit	Trane	MCCB030UA0C0UB	15000	Takiff Center
1	Supply Fan Motor	-	-	25	Takiff Center
1	Condenser, Air-Cooled	Trane	RAUCC504BZ130BDF00010	50	Takiff Center/Roof
6	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Condenser, Air-Cooled	Trane	RAUCC804BQ132BDF010	80	Takiff Center/Roof
8	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Condenser, Air-Cooled	Trane	RAUCC504BZ130BDF00010	50	Takiff Center/Roof
6	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Split System Condensing Unit	Liebert		1	Takiff Center/Roof
1	Compressors	-	-	1	Takiff Center/Roof
1	Supply Fan Motor	-	-	< 0.25	Takiff Center/Roof
1	Condenser Fan Motor	-	-	< 0.25	Takiff Center/Roof
1	Packaged A/C Unit, Gas Heat	Carrier	48AJT050-QQ611HW	50	Takiff Center (RTU #2)Roof
4	Compressors	-	-	12.5	Takiff Center (RTU #2)Roof
1	Supply Fan Motor	-	-	20	Takiff Center (RTU #2)Roof

4	Condenser Fan Motor	-	-	1	Takiff Center (RTU #2)/Roof
1	Packaged A/C Unit, Gas Heat	Carrier	48AKT050-QQ21326	50	Takiff Center (RTU #1)/Roof
4	Compressors	-	-	12.5	Takiff Center (RTU #1)/Roof
1	Supply Fan Motor	-	-	20	Takiff Center (RTU #1)/Roof
4	Condenser Fan Motor	-	-	1	Takiff Center (RTU #1)/Roof
1	Boiler, Gas, Hot Water	FULTON	VTG-3000	30000000	Takiff Center
1	Boiler, Gas, Hot Water	FULTON	VTG-3000	30000000	Takiff Center
1	Boiler, Gas, Hot Water	LAARS	N/A	100000	Takiff Center
1	Boiler, Gas, Hot Water	LAARS	N/A	100000	Takiff Center
1	Pump, Base-Mounted Centrifugal	Baldor-Reliance	37B101S131H1	10	Takiff Center
1	Pump Motor	-	-	5	Takiff Center
1	Pump, Base-Mounted Centrifugal	Baldor-Reliance	37B101S131H1	10	Takiff Center
1	Pump Motor	-	-	5	Takiff Center

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Air Handling Unit	Takiff Center	12	Frame, Pleated	12x25x2	4
Air Handling Unit	Takiff Center	3	Frame, Pleated	16x20x2	4
Air Handling Unit	Takiff Center	6	Frame, Pleated	20x24x2	4
Air Handling Unit	Takiff Center	2	Frame, Pleated	24x24x2	4
Air Handling Unit	Takiff Center	6	Frame, Pleated	20x24x2	4
Air Handling Unit	Takiff Center	2	Frame, Pleated	24x24x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #2)Roof	8	Frame, Pleated	16x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #2)Roof	4	Frame, Pleated	20x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #1)/Roof	8	Frame, Pleated	16x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #1)/Roof	4	Frame, Pleated	20x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 Annual Visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational inspections

This agreement covers all labor and material associated with Emergency, Corrective, Repair and Replacement services for all mechanically maintainable parts.

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 Quarterly Air Filter Changes

*Air filters will be provided by Midwest Mechanical

- 1 Annual Belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manager your service calls as well as your equipment repairs and maintenance schedule.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

Midwest Mechanical Service Technicians are EPA regulated for refrigerant reclamation and disposal.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordantly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

MidwestMechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Full Services

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305 Randolph St
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Glencoe, Illinois 60022

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- Operational Assessment Services
- Corrective Maintenance Services
- Emergency Response Services
- Planned Maintenance Services
- Repair and Replacement Services
- Management Support Services

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc.

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Corrective Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Corrective Maintenance Services as described herein. The objective of the planned maintenance program is to maintain your equipment at peak efficiency and operational conditions. Your technicians are trained to identify impending problems before they occur while executing the planned maintenance services. The Corrective Maintenance Services include repair or replacement of worn or doubtful parts to maximize the operational reliability and performance of your system(s).

4. Repair and Replacement Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Repair and Replacement Services as described herein. Midwest Mechanical Group, Inc. will diagnose, repair and replace failed parts and components as required to assure reliable and efficient system(s) operation.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

5. Emergency Response Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Emergency Response Services as described herein. The design of this program, along with every activity performed, is provided to minimize the incidence of emergency situations. However, when these situations occur all travel, regular and overtime labor, vehicles and living expenses to provide on-call service 24 hours per day, 7 days per week, 52 weeks per year including holidays is provided at no additional expense and is included in order to minimize the system(s) downtime and inconvenience for Glencoe Park District.

6. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Executive	The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.
Service Manager	The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.
Primary & Secondary Technician(s)	Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.
Customer Services Representative	The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.
Technical Support Staff	In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Split System Condensing Unit	York	G2FD048H21A	4	Watts Center
1	Compressors	-	-	4	Watts Center
1	Supply Fan Motor	-	-	.5	Watts Center
1	Condenser Fan Motor	-	-	< 0.25	Watts Center
1	Miscellaneous, Other	A O Smith	GCV50300	40000	Watts Center
1	Pump, In-Line Centrifugal	Bell & Gossett	10619LF	.5	Watts Center
1	Pump Motor	-	-	.5	Watts Center
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE072H12B4A1AAA1A1	6	Watts Center/Roof
1	Compressors	-	-	6	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof

1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Split System Condensing Unit	Watts Center	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 Annual Visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational inspections

This agreement covers all labor and material associated with Emergency, Corrective, Repair and Replacement services for all mechanically maintainable parts.

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 Quarterly Air Filter Changes
- *Air filters will be provided by Midwest Mechanical
- 1 Annual Belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manager your service calls as well as your equipment repairs and maintenance schedule.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

Midwest Mechanical Service Technicians are EPA regulated for refrigerant reclamation and disposal.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

Midwest Mechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Planned Services

October 15, 2019

Prepared for:

Glencoe Park District
Glencoe Youth Services
680 Greenwood Ave
Glencoe, Illinois 60022

Export from PQ
Confidential & Proprietary

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Glencoe Park District
680 Greenwood Ave
Glencoe, Illinois 60022

Chris Leiner

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Glencoe Youth Services
680 Greenwood Ave
Glencoe, Illinois 60022

Scope of Services - Planned Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- Operational Assessment Services
- Management Support Services
- Planned Maintenance Services

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc..

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Executive	The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.
Service Manager	The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.
Primary & Secondary Technician(s)	Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.
Customer Services Representative	The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.
Technical Support Staff	In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Split System Condensing Unit	Lennox	N/A	3	GYS/Closet
1	Compressors	-	-	3	GYS/Closet
1	Supply Fan Motor	-	-	1	GYS/Closet
1	Condenser Fan Motor	-	-	.5	GYS/Closet
1	Miscellaneous, Other	GE	GG30T06AVJ00	32000	GYS/Closet

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Split System Condensing Unit	GYS/Closet	1	Frame, Pleated	14x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 annual visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational Inspections

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 quarterly Air Filter Changes

*Air filters will be provided by Midwest Mechanical

- 1 Annual belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manage your service calls as well as your equipment repairs and maintenance schedule.

-Repairs will be charged on a time and material basis outside of this agreement.

Customer will receive a 12% discount from standard non-contracted labor rates.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

VII. Discussion of Proposed Landscaping Program

Glencoe Park District
February 4, 2020
Finance Committee of the Whole Meeting

MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Chris Leiner Director of Parks & Maintenance
SUBJECT: Recommended changes to Landscaping Program
DATE: January 28, 2020

Based on environmental/weather conditions, required levels of service to affiliates, and an increase in seasonal transition tasks, I am proposing a change to the way the Park District manages landscaping services throughout the District. The below memo summarizes existing conditions and provides a new proposed plan of action.

Weather Conditions

In the last two years, Glencoe has experienced rainfall outside of historical norms. Poor weather conditions have drastically impacted the available timeframe in which staff complete outdoor work. Spring rain has severely impacted our ability to get the beach/boathouse ready for the season and fields in playable condition for soccer and baseball.

Current Operational Model

The District currently uses a mix of in-house staff and contractors to perform landscape maintenance. Mowing of passive park land and non-athletic fields is handled by a contractor. Staff mow high profile sites and athletic fields. Landscape maintenance is performed by District staff and is supplemented by a contractor as funds allow.

Outdoor Maint/Landscape Contracts		
Trade	Contractor	Amt Spent FY 19/20
Tree Service	Nels Johnson	\$69,356.00
Mowing GPD	Milieu	\$78,349.00
Mowing VoG	Milieu	\$18,393.00
Landscaping	Milieu	\$25,222.00
Conservation	Pizzo	\$20,874.00
	TOTAL	\$212,194.00

While the above shows a significant reliance on contractors as well as a substantial resource investment, we still fail to meet the expectations of the community. Staff often field complaints about the conditions of the park system in the late spring and summer.

CURRENT COSTS	
CONTRACTUAL COST	PER ACRE
\$212,194.00	\$2,080.33

MEMORANDUM

Existing Standards

As the District has executed planned renovations throughout the park system, the general standard of care has risen resulting in increased labor hours required to meet that standard. While new park designs are typically planned to be less labor intensive to manage than its predecessor, the increased traffic and park use typically offsets those gains. To continue to maintain the renovated park system to the same condition as when the parks open to the community, changes are required. While some sites are less labor intensive than others, sites such as Berlin Field and Woodlawn Park require a much higher level of maintenance to meet the general standard of care than prior the renovations.

Evaluation

The existing model is successful in mowing. By focusing staff on athletic fields and high-profile sites, conditions have improved. The current model needs improvement in the area of general landscaping. Based on work load and weather, staff is unable to manage the planted areas with available labor hours.

Level of Service Recommendations

I am recommending increasing the contractual landscaping budget to \$74,500, which represents an increase of \$49,278. An overall increase of 23% in contractual costs in the Parks Department or an additional \$483.14 per acre managed. This represents capturing an additional 985.5 contractual labor hours to be used throughout the season as needed.

PROPOSED COSTS	
CONTRACTUAL COST	PER ACRE
\$261,472.00	\$2,563.45

The benefit is a higher level of service to the flower beds, landscaped areas, seasonal cleanup, natural area, and conservation efforts.

Going forward, we will offset an estimated 20% of expenses with an increase in hourly wages to affiliates (AYSO and GBA). We already charge an hourly wage to AYSO to line soccer fields and for field repairs. The Glencoe Baseball Association is charged an hourly fee for anything above and beyond what recreational baseball play would require. Our level of support increased last year based on complaints and harsh spring weather conditions. Without an increased level of spring field maintenance, we are certain spring baseball would not have taken place. This was very well received in the community, but came at the expense of other areas in the District.

Summary

We are recommending increasing the level of service provided to landscaping by 985.5 labor hours to work towards the goal of improving landscape maintenance throughout the District. This recommendation includes no reduction in service to affiliates and recreation/facilities departments.