



**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING  
November 20, 2017  
7:00 P.M.**

**AGENDA**

Call to Order

Roll Call

Hearing of Guests

Reading of Minutes      Regular Scheduled Board Meeting – October 16, 2017  
   Capital Improvement Planning Meeting – November 6, 2017  
   Recreation Committee Meeting – November 13, 2017

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

**CORRESPONDENCE**

**OLD BUSINESS**

Tax Levy Ordinance #2017-10 (2<sup>nd</sup> Draft)

Playground Replacement Review for Elm Park & Frank Burgess Park

2017-2018 Equipment Replacement Request

**COMMUNICATIONS**

**STAFF REPORTS**

Superintendent of Recreation

Manager of Peck Farm Park Interpretive Center

Superintendent of Parks and Properties

**NEW BUSINESS**

Recreation Committee Meeting Report

Policy Manual Update-Volunteer Manual

**EXECUTIVE SESSION**

Review & Approve Executive Session Minutes- Section 2.06 (5ILCS 120/2 (c) (21))

Litigation – (5ILCS 120/2 © (11)) (*Not anticipated*)

Land Acquisition – (5ILCS 120/2 (c) (5)) (*Not anticipated*)

Personnel – (5ILCS 120/2 (c) (1)) (*Not anticipated*)

**ADJOURN**

**GENEVA PARK DISTRICT**  
**REGULAR SCHEDULED MEETING MINUTES**  
**October 16, 2017**  
**7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:00 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal, Commissioner Pat Lenski, Commissioner Moffat and President Susan VanderVeen answered present. Commissioner Condon arrived at 7:02 p.m.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns & Director of Marketing Traci Wicks.

Guests: Red Ribbon Week co-sponsor Becky Furnish and co-president Divya Patel.

Press: None

HEARING OF GUESTS

Geneva High School Star Club co-president Divya Patel spoke to the board about the purpose of the Red Ribbon Week program and thanked the board for their continued support.

READING OF MINUTES

Commissioner Lenski made a motion to approve the September 18, 2017 meeting minutes as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Lenski made a motion to approve the claims and accounts as presented. Commissioner Moffat seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the September financial reports and updated the board on the receipt of the 2<sup>nd</sup> real estate tax installment. Additional CDs have been added to the report. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Moffat made a motion to approve the agenda as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

A thank you note from Diane Rowe was read by President VanderVeen. An invitation for FVSRA's Northern Nights Event was shared with the board. Press clippings were passed around.

**OLD BUSINESS**

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2017-2018 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

**STAFF PRESENTATION**

Director of Marketing Traci Wicks gave a brief presentation reviewing how the marketing department is currently monitoring social media & the new website.

**COMMUNICATIONS**

Public meetings are set to take place at Elm Park tomorrow night & at Frank Burgess Park on Thursday of this week to share the conceptual plans for playground replacements with residents. We look forward to meeting with the residents & to moving forward with plans along with comments and suggestions we received from those residents. We will bid all projects this winter in anticipation of spring construction.

A Foundation meeting was held last week to discuss the annual Autumn Fair event. The Giving Tree fundraising letter will be mailed out later this month. The Foundation Board is still looking for one additional member.

The Land/Cash Ordinance is currently being reviewed and we are in anticipation of an updated agreement from the City of Geneva.

Director Lambillotte met with the Library and they are in agreement that we will work together on drafting a letter to residents in regards to the replacement of Seventh Street Park.

The Smart Energy Design Assistance Center reviewed the utilities at Sunset Community Center, SPRC and at the pools to help us with energy saving measures. We are in the process of reviewing the report provided by SEDAC and will bring staff recommendations forward at a future board meeting.

The IAPD/IPRA Soaring to New Heights Conference will be January 17-20, 2018. Board members are encouraged to attend.

A Recreation Committee meeting needs to be scheduled in November. Nicole Vickers has suggested Monday, November 13<sup>th</sup> or Tuesday, November 14<sup>th</sup>. Susan VanderVeen & Pat Lenski are presently on that committee.

The annual Chamber of Commerce dinner and awards banquet is scheduled for November 9<sup>th</sup> & the FVSRA annual fundraiser will be held on November 17<sup>th</sup>. Also, the Park District’s holiday party is December 8<sup>th</sup>. Board members were invited to attend all three events.

A calendar of upcoming events was provided to the board.

**FUTURE MEETINGS**

Recreation Committee Meeting (Susan VanderVeen & Pat Lenski)	November 13, 2017	4:00 PM
Regular Scheduled Meeting	December 11, 2017	6:00 PM
Public Hearing-Tax Levy	December 11, 2017	7:00 PM
Foundation Regular Scheduled Meeting	January 23, 2018	7:00 PM

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Larry Gabriel reviewed his report. The renovation of Sunset Ballfield has been delayed by the recent rainfall, but we expect to be back on track by the end of this week. The arch will be delivered Friday and we hope to have the project completed by the end of the year. Staff is busy with mowing, prepping for the fall events and for the ribbon cutting at Foundation Park. Staff will be installing the artificial turf around the remaining disc golf holes. Ethan Peterson has been hired for the security position and Mandy Morgan was hired for the Peck Farm foreman position.

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 13, 2017 at 4:00 p.m. She highlighted on various events: Harvest Hustle was held on September 23; Pizza Palooza is being held on October 23 to kick off Red Ribbon Week; and staff is busy preparing for Halloween events at SPRC, Peck Farm and Wheeler Park. At Playhouse 38 the adult murder mystery production is in rehearsals for shows at the end of October and the children's production of Babes in Toyland has been cast. Mini-golf closed for the year and the attendance was up as well as revenue. Staff is ramping up for our fitness campaigns to begin on Black Friday. SPRC & SRFC memberships & revenues were also reviewed. Staff has recently attended a conference and we have been researching how to better reach our target market. Commissioner Moffat suggested that staff send a letter to the homes of residents that have cancelled their memberships due to moving in an effort to increase memberships by marketing to the new owners/tenants.

#### MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The natural areas management plan is almost ready for implementation. The Butterfly House closed for the season on September 16 and Ms. Burns reviewed the year-end report which shows 32,284 visitors and 57 volunteers for the 2017 season and donations for the year were \$11,900. The Community Garden closes at the end of this month and so far we have donated close to 2,000 pounds of excess produce to the food bank this year. Autumn Fair was held at Peck Farm on September 16<sup>th</sup> and we had a record number of visitors at around 4,500. The Halloween dog parade will be on October 28<sup>th</sup>.

#### **NEW BUSINESS**

##### FVSRA MEMBER CONTRIBUTION REQUEST

Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 0%. Staff feels this is a fair. Vice President Frankenthal made a motion to approve the proposed FVSRA member contribution increase of 0% for the 2018/19 budget year. Commissioner Lenski seconded. All ayes. Motion carried.

##### TAX LEVY ORDINANCE #2017-10 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

##### IAPD CREDENTIALS CERTIFICATE

The board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 20, 2018 at the Hilton Chicago. Commissioner Moffat made a motion to approve the IAPD Credentials Certificate with Commissioner Moffat to be the District's delegate, President VanderVeen as our 1st alternate, and Director Lambillotte as our 2nd alternate. Commissioner Lenski seconded. All ayes. Motion carried.

##### 2017-2018 VEHICLE REPLACEMENT REQUEST

Supt. Gabriel reviewed a memo outlining the purchase of the majority of the vehicles budgeted for replacement in the 2018-19 fiscal year with the board. Additional research is being done on propane versus electric for an additional mower. Commissioner Moffat made a motion to approve the 2018-2019 vehicle replacement request as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

##### EXECUTIVE SESSION

At 8:16 p.m. Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Land Acquisition. Vice President Frankenthal seconded. All ayes. Motion carried.

The Board returned to the Regular Meeting at 8:25 p.m.

##### ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:25 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT  
CAPITAL PLANNING MEETING MINUTES  
SUNSET COMMUNITY CENTER  
November 6, 2017  
4:30 p.m.**

CALL TO ORDER

The meeting was called to order at 4:30 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal, Commissioner Pat Lenski, Commissioner Moffat and President Susan VanderVeen answered present. Commissioner Condon arrived at 6:50 p.m.

Staff members present were Executive Director Sheavoun Lambillotte, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Interpretative Center Trish Burns and Accounts Payable/Payroll Manager Linda Fox.

Guests: Tom LaLonde, Williams Architects

NEW BUSINESS

Ms. Lambillotte stated that the Capital Planning Meeting helps plan the direction and future of capital projects for the district. She reviewed several items at SRFC that are in need of repair and/or updating. Tom LaLonde gave an overview of the roof & insulation replacement needs, as well as some scenarios for replacing the HVAC systems to be more energy efficient. The cost estimates for those needs were also discussed with the board and staff. Other items such as masonry work on the garage, the courts, expanding the floor plan of the fitness center and the options for making the front entrance ADA compliant were also reviewed. Prior to moving forward staff plans on soliciting the members for their input. Ms. Lambillotte reviewed the memo provided by staff with the board and staff's recommendations for the above discussed improvements.

Ms. Powell presented a power point presentation regarding the District's capital planning process and reviewed the District's Mission Statement. She also reviewed our alternative revenue sources. She reviewed the amount of funds received from real estate taxes and user fees over the past twenty years. Tools such as the Master Plan, Community Survey, Short & Long Range Plan, Program Evaluations, board member feedback, recreation trends and community feedback are used to identify capital needs. Ms. Powell reviewed several of the capital projects these tools identified and how we are working towards implementation. She stated that consideration is also given to a project's revenue generating potential as well as a project's annual maintenance and repairs.

Ms. Powell reviewed the projects identified at the 2016 Capital Planning Meeting and the status of projects. Small dollar (under \$500,000) projects that were identified as high priority were the Peck Farm Park North Bike Trail & Master Plan, the Island Park overlook & stage, the Mini Golf Hut and the Sculpture Park. The PFP North Bike Trail and Mini Golf Hut Expansion were moved into the large dollar projects as they are now budgeted over \$500,000.

Ms. Powell identified revenue generating projects: Mill Creek Sprayground, Mini Golf Hut Expansion, Sunset Pool Sprayground and Sunset Pool Phase III. Ms. Powell identified maintenance & repair projects: replacement of SRFC roof/HVAC, wall repair in the Peck Farm House basement, roof and window replacement for the Peck House, the renovation of the Mini Golf Hut, and replacement of ballfield lights.

Ms. Powell reviewed future financial considerations including land cash, payoff of the Peterson Property in 2019, the maturity of alternative revenue bonds, the tax freeze legislation, aging of infrastructure of SRFC now and SPRC in the future, and a large amount of unfunded projects. She reviewed the future land cash payment opportunities for the district. Those include the Cetron property, the development of the Landmeijer property, Campana, and more. Also discussed were the ways in which we can fund the unfunded projects. These include Alternative Revenue Bonds, a 10-year outlook on savings, and future grant opportunities that we may be eligible for.

Ms. Powell provided a list of unfunded projects both small and large.

**Small \$ Projects to be considered:**

**Peck Farm Restroom (6 votes-budgeted) - Favorite**

Sunset Ballfield Lights

Peck Farm Ballfield Lights

Island Park Stage Cover (3 votes)

Peck Farm House Windows (2 votes)

Peck Farm House Roof (2 votes)

Peck Farm Basement Walls (budgeted)

Peck Farm 3 Sided Barn Replace dry/rotted wood

SPRC Indoor Playground (1 vote)

Green Initiatives (2 votes)

Remodel Bath House (family changing area) (2 votes)

Pepper Valley Tennis Courts

Adult Fitness Playground (1 vote)

Teen Obstacle Course (3 votes)

Dog Park (2 votes)

Development of Bennett North/Sculpture Park (2 votes)

Another small \$ project under consideration is a Spray Ground at Sunset Pool, however it was not included in the above vote. This project is budgeted for the Fiscal Year 2018-2019.

Ms. Lambillotte reviewed the large \$ projects (below) that we already have budgeted over the next 3-5 years. In terms of the upgrade of existing neighborhood and community parks, Ms. Lambillotte stated that we upgrade neighborhood and community parks per a replacement schedule at least once every 15 to 20 years depending on the condition of the park. Mr. Gabriel stated that the park locations & equipment are reviewed annually. At times, such as this year, several parks were pushed off due to still being in great condition.

A discussion was had regarding the development of an Adult Playground, development of a Teen Obstacle Course, the remodeling of the Bath House, replacement of the SPRC Indoor Playground, installation of a Covered Stage area at Island Park, the development of Bennett North/Sculpture Park, and development of a Dog Park.

**Large \$ Projects to be considered:**

PFP North Bike Trail (7 votes-budgeted)

Mini Golf Hut Expansion (7 votes-budgeted)

**Sunset Roof/HVAC (8 votes-budgeted) – Favorite**

Sunset Racquetball Court Masonry (7 votes)

Island Park N.E. Retaining Wall

Wheeler West Trail (3 votes)

Landmeier 5 Acre Property Development  
New Preschool Site  
Peterson Property Development (2 votes)  
Sunset Pool Phase III (2 votes)  
PFP Nature Center  
East Side Athletic Complex  
Large Community Park East Side

Discussion was had regarding the audit transfer, limited bonds, fund balance & possible future grant funding. Ms. Lambillotte stated that the results of this meeting will be compiled and reported back at the next board meeting as well as incorporated into the short/long range plan and the CIP budget.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 7:17 p.m. Vice President Frankenthal seconded. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell



## Recreation Committee Meeting Minutes

4:00 pm

November 13, 2017

**Present:** Commissioner Susan VanderVeen & Commissioner Pat Lenski

**Staff:** Nicole Vickers, Sarah Sielisch, Beth Keen, Becky Harling, Jake Kaplan, Keith Schmerer, Joann Able

Supt. of Recreation Nicole Vickers welcomed Ms. VanderVeen and Mr. Lenski. She explained that the meeting would cover **Spring 2017** and **Summer 2017** participation, revenue & expenses. She referenced the memo explaining some of the details regarding how the program budget is calculated with regard to direct and indirect costs. Ms. Vickers then asked the supervisors to present their reports for both Spring and Summer.

2017 Summer Camp Report by Recreation Coordinator Becky Harling: Ms. Harling provided an overview of our traditional camps as well as our specialty camps. For traditional camps there were 3,852 participants with a profit of \$120,541.84 with percent of profit being 37%. For specialty camps there were 442 participants with a profit of \$7,001.91 with percent of profit being 20%. Ms. Vickers pointed out that while traditional camps were up & specialty camps were down that overall we were up in net profit & participation. Ms. Harling explained that we are looking for new ways to revamp our specialty camp program. A summary of the participant evaluations shows that overall we continue to provide safe camps for children to attend, our use of the camp page of the park district's website has proven to be very beneficial for our families and the staff interaction with the participants continues to be very positive. We utilize our website to do newsletters & bios to keep the parents informed. Quotes from several parents were shared with the committee. While continuing to look for additional spaces, we are looking for an alternative one that has air conditioning for our Junior Extreme Camp. Due to the school district's schedule we only had one week of Day-off Trips this year, which is reflected in the numbers provided to the committee. For 2018, we plan to research the needs for adjusting staff to participant ratios (within budget) focusing on Safari & Voyager, evaluate specialty camp program to increase marketing, enrollment and participation evaluation return rate by sending emails to parents in addition to traditional surveys, research bus costs of other companies, create a staff recognition program for returning camp staff, create a camper recognition program for returning campers, and increase program fees 5-10% in an effort to cover rising expenses.

Recreation Coordinator Becky Harling: Ms. Harling oversees Teen programming and Day-off Trips. She also assists Ms. Wales with Kids' Zone, Specialty Camps and Summer Camps. **Spring 2017/Summer 2017:** The Egg-mazing Race saw increased participation this year and was a very successful event due to some fun & creative changes to the event. Teen participation is down in both Spring & Summer due to less programs running, however revenue for Summer is up. Participation for Spring & Summer Day-Off Trips and the extended am/pm hours on those days have increased. Participation has been great & all trips were very well received. Geneva's Got Talent went very well, even with less auditions. Many people attended the semi-finals and finals. We intend to advertise more moving forward to get the audition numbers up. The Marathon Club for teens ran again this Summer.

Sunset Facility Manager Joann Able: Ms. Able oversees facility operations at Sunset Community Center and Fitness programming. Ms. Able reported that participation for the Spring was slightly down due in part to the loss of a spin instructor and those classes not all running. However, profit was up due to a fee increase implemented this past Spring and a low cancellation rate. Summer participation was consistent with the prior year & profit saw an increase. Evaluations for both seasons were overall very positive.

Athletic Supervisor Keith Schmerer: Mr. Schmerer's responsibilities are Gymnastics, Tumbling, Youth Sports, Stone Creek Miniature Golf, and liaison for the Geneva Baseball Association, managing use of Western and Harrison gyms, overseeing outdoor athletic fields and assisting with special events.

Gymnastics enrollment & profit was slightly down comparable for Spring, but the class cancellation rate continues to be low. We offered a new high school basketball league in the Spring & there were 9 teams that participated. We will continue to offer this program moving forward. Cosmic Mini Golf saw growth in participation and revenue again this year. A group of 45 was there that Saturday & staff did a great job accommodating them. The 3-on-3 Basketball Tournament was successful again this year with a lot of positive comments. Summer gymnastics & tumbling enrollment was slightly lower due to the Gymnastics Camp being run one less week because of the school district calendar/schedule. In general athletics the adult softball league numbers were comparable.

Recreation Coordinator Jake Kaplan: Mr. Kaplan is responsible for toddler, youth, adult and AOA programming, as well as some of the special events. **Spring 2017:** The Bunny Breakfast & Egg Hunt saw an increase for both participation & revenue. There were 9 more bunny basket deliveries this year. Toddler programming participation is higher with an increase in profit. Cathy Finck is a very popular toddler instructor and is very well liked, she's done a wonderful job with Karen Kloubec having retired last year. Registration & profit for youth programming is down from last year due in part to a previously popular cooking class not running. Family and adult programming was down significantly overall. We plan on introducing new program ideas in the future to increase numbers. AOA numbers were strong and numbers were up from last year. **Summer 2017:** Toddler programs were slightly down in profit and participation, but the profit percentage was higher. Youth program registration and profit percentages increased with a lower cancellation rate. Adult and family programming participation was lower due to most of the dance classes not running. However, revenues were higher due to other programs.

Aquatic & Recreation Supervisor Sarah Sielisch: Ms. Sielisch oversees the operation of both Sunset & Mill Creek Pool, Preschool and several special events. **Spring 2017:** The TV Turnoff Week events had increased participation this year and everyone had a great time at each. Preschool had an increase in both students and revenue. We continue to look at our offerings and plan on introducing a full day program to the four year olds in our Winter brochure for next year. We hired an enrichment teacher to teach sessions in correlation with the preschool program. It has gained a lot of momentum and participation continues to increase. Teachers have created a STEAM (science) room that each class is able to create projects in to then share with the other classrooms. The three Concerts in the Park were all cancelled due to rainfall, but thankfully we were able to move one and then reschedule another at River Park. The Movies in the Park all went well with the exception of the last one, again due to rainfall.

Recreation Supervisor Beth Keen: Ms. Keen is responsible for Dance, Cheer, Martial Arts, Contracted Athletics and supervises Senior Coordinator, Diane Rowe. **Spring 2017:** Dance numbers were down significantly due to the loss of participation at the recital, while class numbers were consistent. This was due in large part to losing our dance coordinator. Thankfully profit was only slightly down. General athletic classes and martial arts were both up. AllStar Sports programs were slightly down, but profit was still up. **Summer 2017:** Dance numbers were again lower. We continue to work on ways to revitalize the program. General athletic classes were significantly up and the sand volleyball camp ran this summer. Tennis, lacrosse and indoor volleyball all had good numbers, as well as golf. AllStar sports programming is up quite a bit from last summer.

Ms. Vickers discussed Playhouse 38 in regards to the productions and the programming there.

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Secretary

Construction Paid

FROM CHECK # 114474 TO CHECK # 114480

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114474	AMI COMMUNICATIONS, INC.	REPLACED COMPUTER HARD DRIVE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	70.97
		REPLACED SPRC FRONT DESK CMPTR	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	954.65
		PFP FOREMAN COMPUTER	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	1,157.58
			CHECK TOTAL	2,183.20
114475	CAMPANA WOODWORKING	FINAL PAYOUT-PFP SHUTTERS	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	6,042.50
			CHECK TOTAL	6,042.50
114476	CHASE CARD SERVICES	BOOKS FOR STEM PROGRAM	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	150.11
		MINI GOLF LIGHT REPLACEMENT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	188.57
		REPLACED WATER FOUNTAIN	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,290.00
			CHECK TOTAL	1,628.68
114477	ENGINEERING RESOURCE ASSOC.INC	PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	824.52
			CHECK TOTAL	824.52
114478	HITCHCOCK DESIGN GROUP CORP	SUNSET BALLFIELD PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,318.00
		BURGESS & ELM PARK PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	6,241.20
			CHECK TOTAL	7,559.20
114479	R.J. O'NEIL, INC.	CONCESSION EXHAUST FAN MOTOR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	663.27
			CHECK TOTAL	663.27
114480	WILLIAMS ARCHITECTS	MILL CREEK POOL PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,690.53
			CHECK TOTAL	1,690.53
			WARRANT TOTAL	20,591.90

DATE: 11/15/17  
TIME: 13:01:54  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111517

Construction Unpaid

FROM CHECK # 114481 TO CHECK # 114496

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114481	AMI COMMUNICATIONS, INC.	AMI BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	511.54
			CHECK TOTAL	511.54
114482	ANCEL, GLINK, DIAMOND, BUSH,	MISC LEGAL MATTERS-OCTOBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	3,201.11
			CHECK TOTAL	3,201.11
114483	AQUA PURE ENTERPRISES, INC.	LOCATING LEAK AT MC POOL	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,728.00
			CHECK TOTAL	1,728.00
114484	CLAUSS BROTHERS INC	LOVETT, ARBIZANNI, SPRC PROJ #5	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	10,591.93
			CHECK TOTAL	10,591.93
114485	D & R TRUCKING COMPANY	TOPSOIL-SUNSET FIELD PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,900.00
		BASEBALL MIX-SUNSET FIELD PROJ	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,350.00
			CHECK TOTAL	3,250.00
114486	ENGINEERING RESOURCE ASSOC. INC	SOUTH ISLAND BRIDGE INSPECTION	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	3,320.00
			CHECK TOTAL	3,320.00
114487	GOODMARK NURSERIES LLC	TREES-SUNSET FIELD PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	3,025.00
			CHECK TOTAL	3,025.00
114488	ITASCA PARK DISTRICT	ADA WATER FOUNTAIN	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,000.00
			CHECK TOTAL	4,000.00
114489	JIM GEORGE & SONS LLC.	SEALCOAT SHANNON PK TRAIL	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	450.00
		SEALCOAT STERLING MANOR TRAIL	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,100.00
		JAYCEE PK SEALCOATING	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,270.00
		CONCRETE PAD-GHS TENNIS COURT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	3,000.00
		CONCRETE PAD-DRINKING FOUNTAIN	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	900.00
			CHECK TOTAL	6,720.00
114490	MENARDS	SPLYS-STAIN, ETC. HH PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	301.39
		STAIN FOR HH PLAYGROUND	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	178.00
		TARPS FOR SUNSET FIELD PROJ	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	219.96
			CHECK TOTAL	699.35
114491	NATIONAL SEED	CALCINE CLAY-SUNSET FIELD PROJ	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	6,091.80
			CHECK TOTAL	6,091.80

DATE: 11/15/17  
TIME: 13:01:54  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111517

FROM CHECK # 114481 TO CHECK # 114496

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114492	PARKREATION INC.	SHADE STRUCTURES-MC POOL	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	14,223.00
			CHECK TOTAL	14,223.00
114493	PARKREATION INC.	ENTRANCE ARCH-SUNSET FLD PROJ	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	23,639.00
			CHECK TOTAL	23,639.00
114494	UPLAND DESIGN LTD	PFP TRAIL EXPANSION-L.A. SVC	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,607.50
			CHECK TOTAL	1,607.50
114495	U.S. ARBOR PRODUCTS, INC.	TOPSOIL SUNSET FLD PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	345.00
			CHECK TOTAL	345.00
114496	VERMONT SYSTEMS, INC.	WEBTRAC MBRSHP RENEWAL SOFTWARE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	2,364.00
			CHECK TOTAL	2,364.00
			WARRANT TOTAL	85,317.23

DATE: 11/14/17  
TIME: 15:50:28  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111417

GENERAL PAID

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70251	TRISTAN LANDRY-CEBELAK	SUB FOR MOM & ME CLASS 10/19	RECREATION / YOUTH	30.00
			CHECK TOTAL	30.00
70252	AMY MCCONNELL	COFFEE, JUICE DONUTS-RIBBON CUT	RECREATION / REC ADMINISTRATION	29.98
		COFFEE, JUICE DONUTS-RIBBON CUT	CORPORATE / PARKS ADMINISTRATION	29.98
			CHECK TOTAL	59.96
70253	KELLY WALES	MAKE-UP FOR ZOMBIES	RECREATION / HALLOWEEN HIKES	32.21
			CHECK TOTAL	32.21
			CHECK TOTAL	0.00
			CHECK TOTAL	0.00
70256	JOANN ABLE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
70257	ABLE PEST CONTROL, INC.	SPRC EXTERIOR PEST CONTROL	RECREATION / SPRC	355.00
			CHECK TOTAL	355.00
70258	AIRGAS USA, LLC	HELIUM FOR BIRTHDAY PARTIES	RECREATION / SPRC BIRTHDAY PARTIES	95.40
			CHECK TOTAL	95.40
70259	ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM NOV-DEC-JAN	RECREATION / SPRC	1,072.89
		ALARM SYSTEM NOV-DEC-JAN	CORPORATE / PARKS ADMINISTRATION	134.88
		ALARM SYSTEM NOV-DEC-JAN	RECREATION / REC ADMINISTRATION	535.56
		ALARM SYSTEM NOV-DEC-JAN	CORPORATE / PECK FARM	809.25
		ALARM SYSTEM NOV-DEC-JAN	RECREATION / SUNSET POOL	139.23
		ALARM SYSTEM NOV-DEC-JAN	RECREATION / MINIATURE GOLF	73.71
			CHECK TOTAL	2,765.52
70260	AT&T	AT&T SCC PHONE & DSL SVC	RECREATION / REC ADMINISTRATION	146.11
			CHECK TOTAL	146.11
70261	AT&T	AT&T MC POOL INTERNET SVC	RECREATION / MILL CREEK POOL	70.41
			CHECK TOTAL	70.41
70262	AT&T	AT&T WHLR HUT INTERNET	RECREATION / MINIATURE GOLF	100.58
			CHECK TOTAL	100.58

DATE: 11/14/17  
 TIME: 15:50:28  
 ID: AP490000.WOW

GENEVA PARK DISTRICT  
 WARRANT NUMBER 111417

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70263	AT&T	AT&T WHLR MAINT INTERNET	CORPORATE / PARKS ADMINISTRATION	70.41
			CHECK TOTAL	70.41
70264	BARTLETT PARK DISTRICT	GIRLS SOFTBALL TROPHIES	RECREATION / GIRLS SOFTBALL	59.00
			CHECK TOTAL	59.00
70265	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
70266	TRISH BURNS	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	125.00
			CHECK TOTAL	175.00
70267	CHASE CARD SERVICES	LEGAL SYMPOSIUM	RECREATION / REC ADMINISTRATION	298.50
		LEGAL SYMPOSIUM	CORPORATE / PARKS ADMINISTRATION	298.50
		SPLYS GPDF AUTUMN EVENT	RECREATION / REC ADMINISTRATION	63.00
		V-BIT & DRIVE GEAR	CORPORATE / PARKS ADMINISTRATION	149.87
		IPRA/IAPD CONF-HOTEL EXPENSE	RECREATION / REC ADMINISTRATION	1,065.37
		IPRA/IAPD CONF-HOTEL EXPENSE	CORPORATE / PARKS ADMINISTRATION	639.23
		BUS SNACKS,AUTUMN FEST LUNCH	RECREATION / ACTIVE OLDER ADULTS - TRIPS	40.86
		GFS LUNCHEON EXPENSE 10/11	RECREATION / AOA PROGRAMS	140.00
		OIL CHANGE SVC FEE-MINI VAN	CORPORATE / PARKS ADMINISTRATION	44.22
		SPLYS FOR GPDF AUTUMN EVENT	RECREATION / REC ADMINISTRATION	243.47
		KZ FABYAN-PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	210.91
		KZ FABYAN-SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	88.44
		KZ MILL CREEK-SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	238.34
		KZ MILL CREEK-PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	200.31
		STAFF MTG EXPENSE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	112.33
		KZ WAS-SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	195.81
		KZ WAS-PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	59.41
		KZ HARRISON-PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	175.67
		KZ HARRISON-SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	205.78
		KZ HEARTLAND-PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	47.31
		KZ HEARTLAND-SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	224.21
		CHAMBER LUNCHEON	RECREATION / REC ADMINISTRATION	60.00
		PH38 POSTER HOLDERS & FRAMES	RECREATION / PUBLIC INFORMATION	258.56
		FACEBOOK ADVERTISING	RECREATION / PUBLIC INFORMATION	100.00

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70267	CHASE CARD SERVICES	RIBBON CUTTING SPLYS	RECREATION / PUBLIC INFORMATION	32.96
		SPLY FOR PUMPKIN PAINTING	CORPORATE / PECK FARM SCHOOL/SCOUT GROUPS	12.98
		BOOKS	CORPORATE / PECK FARM	48.40
		WASP TRAPS	CORPORATE / PECK FARM	60.95
		ANIMAL FOOD	CORPORATE / PECK FARM	48.23
		PIZZAS,CUPCAKES, JUICE	CORPORATE / BIRTHDAY PARTIES - PECK FARM	278.15
		ITEMS FOR STEM PROGRAM	CORPORATE / PECK FARM SCHOOL/SCOUT GROUPS	19.44
		GAME SPLY-LARGE DICE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	2.50
		YEARLY APPOINTMENT PLANNER	CORPORATE / PECK FARM	32.83
		CUPCAKES,PIZZAS	CORPORATE / BIRTHDAY PARTIES - PECK FARM	89.92
		MISC OFFICE SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	31.02
		KUIPER'S FARM TRIP EXP-10/5	RECREATION / IN SERVICE DAYS PROGRAMS	419.65
		CONSTRUCTION PAPER,MARKERS	RECREATION / TODDLERS	105.14
		BLEACH AND LAUNDRY SOAP	RECREATION / SUNSET RACQUETBALL & FITNESS	35.18
		CANDY FOR GPDF AUTUMN EVENT	RECREATION / REC ADMINISTRATION	76.20
		DANCE RECITAL COSTUMES	RECREATION / HOLIDAY DANCE RECITAL	5,296.67
		HEADPHONE ADAPTER	RECREATION / BALLET CLASSES	22.47
		SUNSET POOL LIGHTS REPLACED	RECREATION / SUNSET POOL	131.75
		FIRST AID SPLYS	RECREATION / SUNSET POOL	20.08
		SIGN WITH HOURS DISPLAYED	RECREATION / SUNSET POOL	24.84
		EXIT LIGHT FOR SCC	RECREATION / REC ADMINISTRATION	81.50
		HARVEST HUSTLE BEVERAGE SPLYS	RECREATION / HARVEST HUSTLE	152.45
		AIR HORN	RECREATION / SUPER BOWL SHUFFLE	14.99
		PRESCHOOL BOOKS	RECREATION / PARK DISTRICT PRESCHOOL	19.43
		SIGN WITH HOURS DISPLAYED	RECREATION / PARK DISTRICT PRESCHOOL	32.79
		BUTCHER PAPER & PUMPKINS	RECREATION / PARK DISTRICT PRESCHOOL	48.52
		HAYDAY PLASTIC EGGS	RECREATION / HALLOWEEN EVENT	139.00
		SIGN WITH HOURS DISPLAYED	RECREATION / MILL CREEK POOL	24.84
		STORAGE BINS	RECREATION / NEW SPECIAL EVENTS	91.82
		KZ STAFF TRAINING-IPRA	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	10.00
		IPRA PROF DEVELOPMENT SCHOOL	RECREATION / REC ADMINISTRATION	765.00
		DODGEBALLS, NAPKINS	RECREATION / SPRC BIRTHDAY PARTIES	98.44
		CLUB INDUSTRY CONF FEE	RECREATION / REC ADMINISTRATION	95.00
		SANITATION SPLYS	RECREATION / SPRC	51.42
		CUPCAKES,CAKES	RECREATION / SPRC BIRTHDAY PARTIES	172.64
		CUPCAKES	RECREATION / MINI GOLF BIRTHDAY PARTIES	14.98
		ATHLETIC BUSINESS CONF FEE	RECREATION / REC ADMINISTRATION	822.96
		PH38 SCRIPTS & RIGHTS FEE	RECREATION / PLAYHOUSE 38	851.75



FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70267	CHASE CARD SERVICES	PH38 CHAIRS,LAMP	RECREATION / PLAYHOUSE 38	115.36
		CONCESSION SPLYS	RECREATION / PLAYHOUSE 38	18.92
		CUPCAKES	RECREATION / MINI GOLF BIRTHDAY PARTIES	29.96
		SIRIUS RADIO SVC	RECREATION / SPRC	15.99
		LED LIGHTS KIDZ KORAL,BATTERY	RECREATION / SPRC	218.88
		CUPCAKES,JUICE	RECREATION / SPRC BIRTHDAY PARTIES	49.42
		LABELS & STORAGE CONTAINERS	RECREATION / SPRC	25.84
		BALLASTS-SCC	RECREATION / REC ADMINISTRATION	126.15
		CLUB INDUSTRY REGISTRATION FEE	RECREATION / REC ADMINISTRATION	250.00
		SANITATION SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	65.29
		PADDED BAG FOR LCD PROJECTOR	RECREATION / REC ADMINISTRATION	22.49
		PADDED BAG FOR LCD PROJECTOR	CORPORATE / PARKS ADMINISTRATION	22.50
		RISK MGTMENT-BORTNER/SIELISCH	RECREATION / REC ADMINISTRATION	130.00
		SPLYS FOR GPDF AUTUMN EVENT	RECREATION / REC ADMINISTRATION	92.51
		NRPA CONFERENCE LUGGAGE FEE	RECREATION / REC ADMINISTRATION	50.00
		STAFF 25 YR RECOGNITION	RECREATION / REC ADMINISTRATION	243.89
			CHECK TOTAL	16,914.19
70268	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	89.82
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	209.57
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	194.50
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	102.15
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	45.55
		CITY WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION	102.42
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	276.99
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	2,564.37
		CITY WATER/SEWER-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	200.02
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	1,721.79
		CITY WATER/SEWER-PFP SOCCER	CORPORATE / PECK FARM	105.00
		CITY WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	116.72
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	62.98
		CITY ELECTRIC-HSS TENNIS CRTS	CORPORATE / PARKS ADMINISTRATION	101.45
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	85.07
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	1,307.17
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	281.88
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	587.18

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70268	CITY OF GENEVA	CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	21.01
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	3,552.12
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	262.83
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	1,325.07
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	2,902.11
		CITY ELECTRIC-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	200.73
		CITY ELECTRIC-SPRC	RECREATION / SPRC	7,682.14
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	145.80
			CHECK TOTAL	24,330.87
70269	CITY OF GENEVA	PRIVATE PRTY RENTAL-POLICE SVC	RECREATION / COMMUNITY CENTER RENTALS	242.40
			CHECK TOTAL	242.40
70270	COM ED	COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	402.01
		COMED-MILL CREEK COMM PK	CORPORATE / PARKS ADMINISTRATION	21.24
			CHECK TOTAL	423.25
70271	STEVE COOPER	ANNUAL BOOT REIMB FY17/18	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
70272	COMCAST CABLE	COMCAST-PH38 INTERNET SVC	RECREATION / PLAYHOUSE 38	69.95
			CHECK TOTAL	69.95
70273	DAILY HERALD	SPRC/SCC DAILY HERALD PAPER	RECREATION / REC ADMINISTRATION	17.00
		SPRC/SCC DAILY HERALD PAPER	CORPORATE / PARKS ADMINISTRATION	17.00
			CHECK TOTAL	34.00
70274	BECKY HARLING	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	70.00
70275	FIREHOUSE PIZZA & GRILL	PIZZAS	RECREATION / PLAYHOUSE 38	87.15
		PIZZAS	RECREATION / MINI GOLF BIRTHDAY PARTIES	42.00
		PIZZAS	RECREATION / SPRC BIRTHDAY PARTIES	154.00
			CHECK TOTAL	283.15
70276	FOX VALLEY ICE ARENA	ICE SKATING LESSONS	RECREATION / ICE SKATING LESSONS	612.50
			CHECK TOTAL	612.50

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70277	FOX VALLEY SPECIAL RECREATION	INCLUSION SVC FEE-AUGUST INCLUSION SVC-SEPT.	SPECIAL RECREATION / SPECIAL RECREATION SPECIAL RECREATION / SPECIAL RECREATION	10,406.15 641.70
			CHECK TOTAL	11,047.85
70278	FUN EXPRESS LLC	HALLOWEEN EVENT SPLYS PROGRAM SPLYS-STICKERS,STAMPS	RECREATION / HALLOWEEN EVENT RECREATION / PARK DISTRICT PRESCHOOL	99.87 360.19
			CHECK TOTAL	460.06
70279	GORDON FLESCH COMPANY, INC.	GORDON FLESCH-SPRC COPIER GORDON FLESCH-SPRC COPIER GORDON FLESCH-SCC COPIER GORDON FLESCH-SCC COPIER	RECREATION / SPRC RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION	75.00 82.22 356.65 534.98
			CHECK TOTAL	1,048.85
70280	GROOT INDUSTRIES, INC.	GROOT-20 YD ROLL OFF GROOT-YARD WASTE SVC APRIL-OCT GROOT-GARBAGE/RECYCLING SVC	CORPORATE / PECK FARM CORPORATE / COMMUNITY GARDEN CORPORATE / COMMUNITY GARDEN	465.00 938.40 96.20
			CHECK TOTAL	1,499.60
70281	WM. HORN STRUCTURAL STEEL CO.	FOUNDATION PARK SIGN RPR	CORPORATE / PARKS ADMINISTRATION	156.00
			CHECK TOTAL	156.00
70282	JCB PRODUCTS	BATTERIES BATTERIES	RECREATION / SUNSET RACQUETBALL & FITNESS RECREATION / EXERCISE & AEROBICS	25.74 25.75
			CHECK TOTAL	51.49
70283	JOHNO'S / MIDWEST AWARDS	MEN'S SOFTBALL TROPHIES ZOMBIE AWARDS	RECREATION / ADULT SOFTBALL RECREATION / HALLOWEEN HIKES	200.00 338.45
			CHECK TOTAL	538.45
70284	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
70285	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
70286	FIRST STUDENT	POTTAWATOMIE PK TRIP 7/12 SAFARI LAND TRIP 7/19	RECREATION / TRADITIONAL YOUTH CAMPS RECREATION / TRADITIONAL YOUTH CAMPS	330.00 561.00

DATE: 11/14/17  
TIME: 15:50:29  
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GENEVA PARK DISTRICT  
WARRANT NUMBER 111417

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70286	FIRST STUDENT	BOUNCETOWN TRIP 7/26	RECREATION / TRADITIONAL YOUTH CAMPS	403.15
		BROOKFIELD ZOO TRIP 7/19	RECREATION / TRADITIONAL YOUTH CAMPS	605.00
		FORE! FAMILY FUN TRIP 7/26	RECREATION / TRADITIONAL YOUTH CAMPS	330.00
		SCIENCE MUSEUM TRIP 7/19	RECREATION / TRADITIONAL YOUTH CAMPS	687.50
		VERTICAL ENDEAVORS TRIP 7/26	RECREATION / TRADITIONAL YOUTH CAMPS	389.40
		IPRA TEEN OLYMPICS TRIP 7/19	RECREATION / TEEN EXTREME CAMP	316.25
		SCIENCE MUSEUM TRIP 7/20	RECREATION / TRADITIONAL YOUTH CAMPS	385.00
		MAIN EVENT TRIP 7/25	RECREATION / TEEN EXTREME CAMP	220.00
		BARTLETT AQUATIC CNTR 7/19	RECREATION / SPECIALTY CAMPS	270.60
		SANTA'S VILLAGE TRIP 7/20	RECREATION / SPECIALTY CAMPS	309.10
		ROCKIN' JUMP TRIP 7/21	RECREATION / SPECIALTY CAMPS	209.00
			CHECK TOTAL	5,016.00
70287	LAUTERBACH & AMEN, LLP	FY 16/17 FINAL AUDIT SVC	AUDIT / AUDIT	2,000.00
			CHECK TOTAL	2,000.00
70288	ROBERT MANN	8TH GR BASKETBALL LEAGUE FEE	RECREATION / BOYS BASKETBALL	350.00
			CHECK TOTAL	350.00
70289	MENARDS	PAINT	CORPORATE / PARKS ADMINISTRATION	30.76
		CONCRETE MIX	CORPORATE / PARKS ADMINISTRATION	3.94
		LED BULBS	RECREATION / REC ADMINISTRATION	20.91
		WEIGHTS FOR TENTS	CORPORATE / PECK FARM	59.98
		VARNISH, SPONGES, WOOD GLUE	CORPORATE / PECK FARM GENERAL PROGRAMS	35.75
		TARP FOR BALLFIELD	RECREATION / FIELD MAINTENANCE	99.99
		LED BULBS	RECREATION / REC ADMINISTRATION	13.94
		WALL CLOCKS FOR PFP MAINT	CORPORATE / PARKS ADMINISTRATION	57.98
		LYSOL & CLEANER	CORPORATE / PECK FARM	14.24
			CHECK TOTAL	337.49
70290	MILL CREEK WRD	WATER/SEWER MILL CREEK POOL	RECREATION / MILL CREEK POOL	404.56
			CHECK TOTAL	404.56
70291	NEXT GENERATION, INC	PH38 SHIRTS-DR. EVIL	RECREATION / PLAYHOUSE 38	147.00
		VOLLEYBALL CHAMPION SHIRTS	RECREATION / SPRC ADULT LEAGUES	49.00
		KCCN SHIRTS	CORPORATE / LEARN FROM THE EXPERTS	592.45
		BH VOLUNTEER SHIRTS	CORPORATE / PECK FARM	677.70
			CHECK TOTAL	1,466.15

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70292	NICOR GAS	NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	128.14
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	44.56
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	48.85
		NICOR-PFP BARN	CORPORATE / PECK FARM	14.45
		NICOR-PFP MAINT	CORPORATE / PECK FARM	51.91
		NICOR-SCC	RECREATION / REC ADMINISTRATION	143.58
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	80.96
		NICOR-SPRC	RECREATION / SPRC	242.62
		NICOR-PH38	RECREATION / PLAYHOUSE 38	26.80
		NICOR-POOL	RECREATION / SUNSET POOL	382.92
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	36.30
			CHECK TOTAL	1,201.09
70293	OFFICE DEPOT BUSINESS CREDIT	ELECTRIC STAPLER	RECREATION / REC ADMINISTRATION	64.50
		POST ITS	RECREATION / SPRC	28.61
		BIRTHDAY PAPER & ENVELOPES	RECREATION / SPRC BIRTHDAY PARTIES	14.78
		SPLYS FOR ECLIPSE	CORPORATE / PECK FARM SCHOOL/SCOUT GROUPS	30.70
		COLOR PRINTER CARTRIDGES	CORPORATE / PECK FARM	318.99
		BLACK PRINTER CARTRIDGES, TAPE	CORPORATE / PECK FARM	184.16
		CALENDARS, PLANNERS, PAPER	RECREATION / REC ADMINISTRATION	387.78
		CALENDARS, PLANNERS	CORPORATE / PARKS ADMINISTRATION	256.76
		CALENDARS, LOG BOOK	RECREATION / SPRC	190.32
		BULLETIN BOARD	RECREATION / SUNSET RACQUETBALL & FITNESS	22.45
		PAPER & PLASTIC CUPS	RECREATION / REC ADMINISTRATION	55.89
		PAPER & PLASTIC CUPS	CORPORATE / PARKS ADMINISTRATION	55.90
		PHONE CORD	CORPORATE / PECK FARM	14.98
			CHECK TOTAL	1,625.82
70294	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
70295	PRO SPORTS EXPERIENCE, LLC	BEARS CAMP INSTR FEE	RECREATION / NEW GENERAL ATHLETIC PROGRAMS	801.50
			CHECK TOTAL	801.50
70296	QUICKSCORES LLC	COED VOLLEYBALL SCOREKEEPER	RECREATION / SPRC ADULT LEAGUES	102.00
			CHECK TOTAL	102.00
70297	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00

FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70297	KELLY WALES	REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
70298	RENTAL MAX, L.L.C.	SOD CUTTER RENTAL	CORPORATE / PARKS ADMINISTRATION	106.95
		AUGER RENTAL-SIGN INSULATION	CORPORATE / PARKS ADMINISTRATION	84.95
			CHECK TOTAL	191.90
70299	R.J. O'NEIL, INC.	RPZ REPAIR SPRAYGROUND	CORPORATE / MOORE SPRAY PARK	401.00
		THERMOSTAT IN FITNESS CNTR RPR	RECREATION / SPRC	739.21
		REPAIRED RPZ SPRAYGROUND	CORPORATE / MOORE SPRAY PARK	325.50
		SCC PREVENTATIVE MAINT	RECREATION / REC ADMINISTRATION	1,492.08
			CHECK TOTAL	2,957.79
70300	SAM'S CLUB	PAPER PLATES	CORPORATE / PECK FARM SCHOOL/SCOUT GROUPS	15.48
		KZ SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	397.33
		KZ PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	35.20
		WATER, GATORADE	RECREATION / MINIATURE GOLF	33.86
		NAPKINS, SANITIZER, FRUIT, WATER	RECREATION / HARVEST HUSTLE	137.89
			CHECK TOTAL	619.76
70301	KEITH SCHMERER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
70302	STEVE SLIVKA	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
70303	SARAH SIELISCH	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
70304	STARFISH AQUATICS INSTITUTE	RECERTIFICATION TRAINING FEE	RECREATION / SUNSET POOL	125.00
			CHECK TOTAL	125.00
70305	SUPREME SPORTS CHICAGO CORP	ICE RINK LINERS	CORPORATE / PARKS ADMINISTRATION	3,148.00
			CHECK TOTAL	3,148.00
70306	SUNSHINE CLEANING SERVICE	FFP HOUSE MONTHLY CLNING SVC	CORPORATE / PECK FARM	690.00
			CHECK TOTAL	690.00

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GENEVA PARK DISTRICT  
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FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70307	T.J. OFFICIAL FINDERS	SCOREKEEPERS 9/26-9/27	RECREATION / SPRC ADULT LEAGUES	144.00
		OFFICIALS 9/26-9/27	RECREATION / SPRC ADULT LEAGUES	248.00
		OFFICIALS 9/30	RECREATION / GIRLS SOFTBALL	64.00
		OFFICIALS 9/19-9/28	RECREATION / ADULT SOFTBALL	726.00
		OFFICIALS 10/2-10/5	RECREATION / ADULT SOFTBALL	396.00
		OFFICIALS 10/2-10/7	RECREATION / GIRLS SOFTBALL	32.00
		SCOREKEEPERS 0/15	RECREATION / SPRC ADULT LEAGUES	162.00
		OFFICIALS 10/11-10/12	RECREATION / SPRC ADULT LEAGUES	489.00
		OFFICIALS 10/10-10/12	RECREATION / ADULT SOFTBALL	198.00
			CHECK TOTAL	2,459.00
70308	VESSEL, INC.	TOPSOIL	CORPORATE / PECK FARM	104.00
			CHECK TOTAL	104.00
70309	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
70310	WEE HEART MUSIC, INC.	MUSIC INSTR FEE	RECREATION / TODDLERS	4,214.00
			CHECK TOTAL	4,214.00
70311	KRISTEN GAYMAN	REISSUED REIMB CHK #67889	RECREATION / YOUTH	7.57
			CHECK TOTAL	7.57
70312	M.I.P.E.	MIPE LUNCH MTG EXP (4 STAFF)	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
70313	CASH	ATHLETIC BUSINESS CONF STIPEND	RECREATION / REC ADMINISTRATION	182.00
			CHECK TOTAL	182.00
70314	KELLY ROGERS	REISSUE REIMB CHK #68852	RECREATION / TODDLERS	27.38
			CHECK TOTAL	27.38
70315	U.S. POSTMASTER	WINTER BROCHURE POSTAGE 2017	RECREATION / PUBLIC INFORMATION	5,000.00
			CHECK TOTAL	5,000.00
70316	JOANN ABLE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00

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GENEVA PARK DISTRICT  
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FROM CHECK # 70251 TO CHECK # 70321

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70317	JIM BRUHN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
70318	CASH	FRONT DESK SPLY	RECREATION / SUNSET RACQUETBALL & FITNESS	15.00
		NOTARY STAMP SPLY	RECREATION / REC ADMINISTRATION	7.50
		NOTARY STAMP SPLY	CORPORATE / PARKS ADMINISTRATION	7.50
		MIPE LUNCHEON (3)	CORPORATE / PARKS ADMINISTRATION	30.00
		BREAKFAST PROGRAM EXPENSE	RECREATION / AOA PROGRAMS	10.41
			CHECK TOTAL	70.41
70319	JOHN SERAPHINE	SHEEP HERDER-HERITAGE DAY EVNT	CORPORATE / PECK FARM GENERAL PROGRAMS	400.00
			CHECK TOTAL	400.00
70320	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
			WARRANT TOTAL	95,978.63



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GENEVA PARK DISTRICT  
WARRANT NUMBER 111517

GENERAL UNPAID

FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70321	ABLE PEST CONTROL, INC.	TREATMENT YELLOW JACKETS NEST	CORPORATE / PARKS ADMINISTRATION	145.00
		PEST CONTROL SVC-PAVILIONS	CORPORATE / PARKS ADMINISTRATION	1,100.00
			CHECK TOTAL	1,245.00
70322	GENEVA ACE HARDWARE	PAINT,DRILL BITS,KEYS,WAX	CORPORATE / PARKS ADMINISTRATION	155.81
		VINEGAR TO CLEAN GYM MATS	CORPORATE / PARKS ADMINISTRATION	13.47
		SCREWDRIVER SET,SWITCH PLATES	RECREATION / REC ADMINISTRATION	28.73
		RETURNED ITEMS	RECREATION / PLAYHOUSE 38	-4.28
			CHECK TOTAL	193.73
70323	ALARM DETECTION SYSTEMS, INC.	REPLACED ALARM BATTERIES	RECREATION / SPRC	327.86
			CHECK TOTAL	327.86
70324	ALPHA MEDIA	4 MONTH RADIO CAMPAIGN SVC FEE	RECREATION / PUBLIC INFORMATION	1,280.00
		4 MONTH RADIO CAMPAIGN SVC FEE	RECREATION / REC ADMINISTRATION	1,280.00
		4 MONTH RADIO CAMPAIGN SVC FEE	RECREATION / SPRC	1,280.00
			CHECK TOTAL	3,840.00
70325	ALLMAKE APPLIANCE REPAIR, INC.	PFP HOUSE DISHWASHER REPAIRED	CORPORATE / PECK FARM	122.50
			CHECK TOTAL	122.50
70326	AMI COMMUNICATIONS, INC.	AMI-MONTHLY EMAIL SVC	RECREATION / REC ADMINISTRATION	50.00
		AMI-MONTHLY ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	53.00
		AMI-MONTHLY ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	53.00
		AMI-MONTHLY COMPUTER MAINT SVC	RECREATION / REC ADMINISTRATION	1,498.95
		AMI-MONTHLY SERVER MAINT SVC	RECREATION / REC ADMINISTRATION	715.00
			CHECK TOTAL	2,369.95
70327	AT&T	AT&T-PFP MAINT INTERNET	CORPORATE / PECK FARM	55.32
			CHECK TOTAL	55.32
70328	BATAVIA PARK DISTRICT	SUMMER COOP TRIPS	RECREATION / ACTIVE OLDER ADULTS - TRIPS	805.25
		SUMMER COOP PROGRAMS	RECREATION / MARTIAL ARTS	135.00
		SUMMER COOP PROGRAMS	RECREATION / ADULT	48.60
		SUMMER COOP PROGRAMS	RECREATION / BATAVIA PARK DIST CLASSES	253.80
			CHECK TOTAL	1,242.65
70329	BANNER UP SIGNS	HERITAGE DAY SIGNAGE	CORPORATE / PECK FARM	160.00

FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70329	BANNER UP SIGNS	REPLACEMENT BANNERS	RECREATION / PUBLIC INFORMATION	400.00
		REPLACEMENT BANNERS	RECREATION / REC ADMINISTRATION	400.00
			CHECK TOTAL	960.00
70330	CINDY BEITZEL	SEWING BASIC INSTR FEE 9/27	RECREATION / ADULT	38.00
		SEWING CLASSES INSTR FEE	RECREATION / YOUTH	200.00
		SEWING CLASS INSTR FEE	RECREATION / YOUTH	100.00
		SEWING CLASS MOM N ME INSTR	RECREATION / FAMILY PROGRAM/TRIP	75.00
			CHECK TOTAL	413.00
70331	BOB BOYLE	SANTA PERFORMANCES FEE	RECREATION / NORTH POLE TRAIN	600.00
			CHECK TOTAL	600.00
70332	ELLIOTT BORTNER	REIMB SPLYS FOR MAD SCIENCE	RECREATION / HALLOWEEN EVENT	107.80
			CHECK TOTAL	107.80
70333	NICOLE BURKE	REIMB PH38 SPLYS-DR.EVIL	RECREATION / PLAYHOUSE 38	51.51
		REIMB PH38 CONCESSION SPLYS	RECREATION / PLAYHOUSE 38	28.79
			CHECK TOTAL	80.30
70334	CALL ONE	CALL ONE MONTHLY PHONE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	67.96
		CALL ONE MONTHLY PHONE SVC	RECREATION / REC ADMINISTRATION	362.43
		CALL ONE MONTHLY PHONE SVC	RECREATION / SUNSET POOL	125.25
		CALL ONE MONTHLY PHONE SVC	RECREATION / SPRC	607.83
		CALL ONE MONTHLY PHONE SVC	RECREATION / MINIATURE GOLF	82.34
		CALL ONE MONTHLY PHONE SVC	CORPORATE / PARKS ADMINISTRATION	329.35
		CALL ONE MONTHLY PHONE SVC	CORPORATE / PECK FARM	101.74
			CHECK TOTAL	1,676.90
70335	CARLISLE ENTERPRISES, INC	PRESCHOOL COPIER SVC FEE	RECREATION / PARK DISTRICT PRESCHOOL	129.00
			CHECK TOTAL	129.00
70336	CHASEWOOD LEARNING	INSTR FEE-STEM/FALL SESSION I	RECREATION / YOUTH	1,200.00
			CHECK TOTAL	1,200.00
70337	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	59.43
		CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	23.26
		CITY ELECTRIC-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	39.10

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GENEVA PARK DISTRICT  
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FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70337	CITY OF GENEVA	CITY WATER/SEWER-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	66.75
			CHECK TOTAL	188.54
70338	CLASSIC LANDSCAPE, LTD	LAWN MAINTENANCE-OCTOBER	CORPORATE / PARKS ADMINISTRATION	7,306.73
			CHECK TOTAL	7,306.73
70339	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	262.84
		COMED-MC COMM PARK	CORPORATE / PARKS ADMINISTRATION	21.36
		COMED-PETERSON HOUSE	CORPORATE / PARKS ADMINISTRATION	16.34
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	359.53
			CHECK TOTAL	660.07
70340	COMCAST CABLE	COMCAST-SCC INTERNET	RECREATION / REC ADMINISTRATION	274.64
		COMCAST-SRFC CABLE	RECREATION / SUNSET RACQUETBALL & FITNESS	543.98
		COMCAST-SPRC CABLE & INTERNET	RECREATION / SPRC	723.62
			CHECK TOTAL	1,542.24
70341	CREEKSIDE PRINTING	FOLDERS FOR PRESCHOOL	RECREATION / PARK DISTRICT PRESCHOOL	149.32
			CHECK TOTAL	149.32
70342	CULLIGAN WATER CORP	CULLIGAN MONTHLY WATER SVC	CORPORATE / PECK FARM	25.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / REC ADMINISTRATION	41.00
			CHECK TOTAL	66.00
70343	DAILY HERALD	DAILY HERALD SPRC	RECREATION / REC ADMINISTRATION	17.00
		DAILY HERALD SCC	RECREATION / REC ADMINISTRATION	2.04
		DAILY HERALD SPRC	CORPORATE / PARKS ADMINISTRATION	17.00
		DAILY HERALD SCC	CORPORATE / PARKS ADMINISTRATION	2.03
			CHECK TOTAL	38.07
70344	GENE DIAZ	FACEPAINT ARTIST	RECREATION / HALLOWEEN HIKES	162.00
			CHECK TOTAL	162.00
70345	EMERGENCY CLOSING CENTER	WINTER CLOSING NOTIFICATIONS	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	25.00
70346	CATHERINE FINCK	REIMB SUMMER COOKING SPLYS	RECREATION / YOUTH	26.41
			CHECK TOTAL	26.41

FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70347	FOX VALLEY SPECIAL RECREATION	INCLUSION SVC-OCTOBER	SPECIAL RECREATION / SPECIAL RECREATION	1,190.18
			CHECK TOTAL	1,190.18
70348	GRAPHIC EDGE CORP.	UNIFORMS 8TH GRADE BASKETBALL	RECREATION / BOYS BASKETBALL	627.16
		UNIFORMS 8TH GRADE BASKETBALL	RECREATION / BOYS BASKETBALL	42.99
			CHECK TOTAL	670.15
70349	GROOT INDUSTRIES, INC.	REFUSE DISPOSAL-RECYCLING	RECREATION / REC ADMINISTRATION	82.12
		REFUSE DISPOSAL	CORPORATE / PECK FARM	286.85
		REFUSE DISPOSAL	RECREATION / SPRC	146.24
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	406.07
		REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	114.73
			CHECK TOTAL	1,036.01
70350	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-EAGLEBROOK JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WHLR PARK	RECREATION / REC ADMINISTRATION	61.07
		PORTOLET SVC-PFP SOCCER NORTH	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-SKATE PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WESTERN	RECREATION / REC ADMINISTRATION	61.07
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	61.07
		PORTOLET SVC-EAGLEBROOK OCT	RECREATION / REC ADMINISTRATION	61.07
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	61.07
		PORTOLET SVC-DRYDEN PK	RECREATION / REC ADMINISTRATION	83.57
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-PFP NORTH FLDS	RECREATION / REC ADMINISTRATION	90.00
			CHECK TOTAL	1,139.63
70351	ILLINOIS DEPT. OF AGRICULTURE	PEST CNTRL APPLICATOR LICENSE	CORPORATE / PARKS ADMINISTRATION	40.00
		PEST CNTRL OPERATOR LICENSE	CORPORATE / PARKS ADMINISTRATION	30.00
			CHECK TOTAL	70.00
70352	INVEX DESIGN LLC	MICROSITE-FITNESS FACILITIES	RECREATION / REC ADMINISTRATION	1,675.00
			CHECK TOTAL	1,675.00
70353	INTERSTATE GAS SUPPLY, INC.	IGS ENERGY-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	6.24
		IGS ENERGY-SPRC	RECREATION / SPRC	324.54

FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70353	INTERSTATE GAS SUPPLY, INC.	IGS ENERGY-SUNSET POOL	RECREATION / SUNSET POOL	731.44
		IGS ENERGY-WHLR PK	CORPORATE / PARKS ADMINISTRATION	3.74
		IGS ENERGY-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	76.56
		IGS ENERGY-PFP HOUSE	CORPORATE / PECK FARM	5.41
		IGS ENERGY-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	6.65
		IGS ENERGY-SCC	RECREATION / REC ADMINISTRATION	19.14
			CHECK TOTAL	1,173.72
70354	FIRST STUDENT	ENCHANTED CASTLE-9/1	RECREATION / IN SERVICE DAYS PROGRAMS	309.10
			CHECK TOTAL	309.10
70355	MENARDS	REPLACED WHEELS ON BOOK CART	RECREATION / REC ADMINISTRATION	9.94
		SHELVING BRACKETS	CORPORATE / PECK FARM	19.43
		DUCT TAPE,SOLAR LIGHTS	RECREATION / HALLOWEEN HIKES	43.67
		DOOR CLOSURE PART	CORPORATE / PECK FARM	9.98
		PUMPKINS FOR DECORATIONS	RECREATION / HALLOWEEN EVENT	29.96
		ANTIFREEZE	CORPORATE / PARKS ADMINISTRATION	93.36
		WIRE STRIPPERS	RECREATION / REC ADMINISTRATION	18.51
		FURNACE FILTERS	RECREATION / MILL CREEK POOL	2.56
		INSULATED GLOVES,TAPE	RECREATION / HALLOWEEN EVENT	35.69
		OUTDOOR VALVE BOX	CORPORATE / PARKS ADMINISTRATION	17.99
		PARTS FOR LED LIGHTS	RECREATION / SUNSET RACQUETBALL & FITNESS	34.92
		SAWZALL BLADE	CORPORATE / PARKS ADMINISTRATION	2.69
		COUPLING	CORPORATE / PARKS ADMINISTRATION	4.79
		MOUSE TRAPS	CORPORATE / PECK FARM	11.96
		COUPLINGS FOR PLUMBING RPRS	CORPORATE / PARKS ADMINISTRATION	13.07
		PETERSON HOUSE SPLYS	CORPORATE / PECK FARM	48.85
		MAINT SHOP SPLYS	CORPORATE / PECK FARM	11.87
		TRAILER SPLYS	CORPORATE / PARKS ADMINISTRATION	24.57
			CHECK TOTAL	433.81
70356	METRA GROUP TRAVEL-14TH FLOOR	POLAR EXPRESS TRAIN TICKETS	RECREATION / NORTH POLE TRAIN	1,392.00
			CHECK TOTAL	1,392.00
70357	METALLO STUMP REMOVAL	STUMP GRINDING-VARIOUS PARKS	CORPORATE / PARKS ADMINISTRATION	2,549.25
			CHECK TOTAL	2,549.25
70358	NEXT GENERATION, INC	STAFF UNIFORM	CORPORATE / PECK FARM	523.97
			CHECK TOTAL	523.97

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GENEVA PARK DISTRICT  
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FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70359	NEIGHBORHOOD NETWORKS PBLSHG	N2 PUBLISHING ANNUAL CONTRACT	RECREATION / PUBLIC INFORMATION	4,650.00
			CHECK TOTAL	4,650.00
70360	NOVA COMMUNICATIONS, INC.	CONNECT EXT.137-CONF ROOM	RECREATION / REC ADMINISTRATION	184.00
			CHECK TOTAL	184.00
70361	NORTH AMERICAN CORP	SANITATION SUPPLIES	RECREATION / SPRC	525.34
		SANITATION SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	337.45
		SANITATION SUPPLIES	RECREATION / REC ADMINISTRATION	337.45
			CHECK TOTAL	1,200.24
70362	OFFICE DEPOT BUSINESS CREDIT	FILE FOLDERS,PENS,CARD STOCK	RECREATION / REC ADMINISTRATION	114.37
		CARD STOCK,SHARPIES,POST ITS	CORPORATE / PARKS ADMINISTRATION	83.63
		PRINTER CARTRIDGE	CORPORATE / PECK FARM	197.62
		COLOR FILE FOLDERS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	22.46
			CHECK TOTAL	418.08
70363	PDRMA	PDRMA HEALTH INSURANCE PREMIUM	CORPORATE / PARKS ADMINISTRATION	24,177.58
		PDRMA HEALTH INSURANCE PREMIUM	RECREATION / REC ADMINISTRATION	26,089.70
		PDRMA LIFE INSURANCE PREMIUM	CORPORATE / ADMINISTRATIVE	147.50
			CHECK TOTAL	50,414.78
70364	PADDOCK PUBLICATIONS, INC.	LEGAL NOTICE-DRYDEN TENNIS CRT	CORPORATE / PARKS ADMINISTRATION	105.80
			CHECK TOTAL	105.80
70365	QUICKSCORES LLC	OFFICIALS 10/15	RECREATION / GIRLS BASKETBALL	12.00
			CHECK TOTAL	12.00
70366	REHM ELECTRIC SHOP INC.	SPRC PKING LOT LIGHTS RPR	RECREATION / SPRC	830.00
			CHECK TOTAL	830.00
70367	RENTAL MAX, L.L.C.	COMPRESSOR RENTAL-IRRIGATION	CORPORATE / PECK FARM	80.50
			CHECK TOTAL	80.50
70368	RIVER CITY LACROSSE LLC	LACROSSE INSTR FEE	RECREATION / LACROSSE	6,265.00
			CHECK TOTAL	6,265.00
70369	R.J. O'NEIL, INC.	SPRC HVAC REPAIR	RECREATION / SPRC	651.00

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GENEVA PARK DISTRICT  
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FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70369	R.J. O'NEIL, INC.	SCC HVAC REPAIR	RECREATION / REC ADMINISTRATION	261.00
			CHECK TOTAL	912.00
70370	RUSO'S POWER EQUIP INC.	GAS CANS FOR SMALL ENG EQUIP	CORPORATE / PARKS ADMINISTRATION	48.98
		GAS CANS FOR PESTICIDE SPRAYRS	CORPORATE / PARKS ADMINISTRATION	59.97
			CHECK TOTAL	108.95
70371	SAM'S CLUB	KZ-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	821.00
		KZ-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	53.16
		PAPER PLATES	CORPORATE / PARKS ADMINISTRATION	6.99
		PAPER PLATES	RECREATION / REC ADMINISTRATION	6.99
		PIZZA PALOOZA SPLYs	RECREATION / NEW SPECIAL EVENTS	60.13
		HALLOWEEN HAYDAY CANDY	RECREATION / HALLOWEEN EVENT	113.33
		HALLOWEEN HAYDAY-BUNS ,CHIPS	RECREATION / HALLOWEEN EVENT	29.16
			CHECK TOTAL	1,090.76
70372	SHAW MEDIA	CHRONICLE FRONT PAGE ADS	RECREATION / PUBLIC INFORMATION	398.00
			CHECK TOTAL	398.00
70373	SOUNDS LIKE MUSIC LLC	FALL MUSIC LESSONS INSTR FEE	RECREATION / YOUTH	735.00
			CHECK TOTAL	735.00
70374	STATE STREET COLLISION	OIL CHANGE-SUPT PKS VEHICLE	CORPORATE / PARKS ADMINISTRATION	34.99
			CHECK TOTAL	34.99
70375	STEVENS STREET PROPERTIES	PH38 MONTHLY STORAGE FEE	RECREATION / PLAYHOUSE 38	200.00
		PH38 MONTHLY RENTAL FEE	RECREATION / PLAYHOUSE 38	1,648.00
			CHECK TOTAL	1,848.00
70376	SUNSHINE CLEANING SERVICE	PFP HOUSE MONTHLY CLEANING SVC	CORPORATE / PECK FARM	690.00
			CHECK TOTAL	690.00
70377	TEXON TOWEL & SUPPLY CO.	TOWELS	RECREATION / SUNSET RACQUETBALL & FITNESS	534.50
			CHECK TOTAL	534.50
70378	BUMPER TO BUMPER	REPAIR PART FOR SNOWPLOW	CORPORATE / PARKS ADMINISTRATION	175.99
		GROMMETS	CORPORATE / PARKS ADMINISTRATION	3.30
		BATTERY FOR TRUCK	CORPORATE / PARKS ADMINISTRATION	158.01
			CHECK TOTAL	337.30

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GENEVA PARK DISTRICT  
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FROM CHECK # 70321 TO CHECK # 70384

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
70379	T.J. OFFICIAL FINDERS	SCOREKEEPERS 10/3-10/4	RECREATION / SPRC ADULT LEAGUES	162.00
		OFFICIALS 10/3-10/4	RECREATION / SPRC ADULT LEAGUES	279.00
		OFFICIALS-11/4	RECREATION / GIRLS BASKETBALL	120.00
		SCOREKEEPER-11/4	RECREATION / GIRLS BASKETBALL	24.00
			CHECK TOTAL	585.00
70380	FRANK VAN AELST & ASSOC INC	MONTHLY ACCOUNTING SVC FEE	RECREATION / REC ADMINISTRATION	400.00
		MONTHLY ACCOUNTING SVC FEE	CORPORATE / PARKS ADMINISTRATION	400.00
			CHECK TOTAL	800.00
70381	VALLEY FIRE PROTECTION SERVICE	POOL CLOSING-OPENED VALVES	RECREATION / SUNSET POOL	722.00
			CHECK TOTAL	722.00
70382	MEREDITH VANDRE	PH38 DR EVIL & BASKET KITTENS	RECREATION / PLAYHOUSE 38	323.86
		TODDLER PROGRAM SPLYs REIMB	RECREATION / TODDLERS	72.72
		CULTURAL ARTS SPLYs	RECREATION / PLAYHOUSE 38	95.67
			CHECK TOTAL	492.25
70383	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.30
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	55.26
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	165.78
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	71.24
			CHECK TOTAL	293.58
70384	VESSEL, INC.	MULCH-CARRIAGE CREST	CORPORATE / PARKS ADMINISTRATION	105.00
			CHECK TOTAL	105.00
			WARRANT TOTAL	110,738.94



## Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

November 20, 2017

### **Monthly Reports**

Attached are the October Investment Report and Revenue & Expenditure Reports for your review.

### **Approval of Board Member Travel Expenses**

Per the Illinois Local Government Travel Expense Control Act all travel expenses incurred by board members related to official park district business must be approved by roll call vote in an open meeting. Below is a list of expenditures for two board members (VanderVeen and Moffat) to attend the IAPD/IPRA conference. Please make a motion to approve the below expenditures along with approval of the Treasurer's Report.

<b>IAPD/IPRA January 18-21, 2018</b>	<b>Travel Expense</b>
Hilton Hotel	363.00
Conference (full package)	630.00
Train, Cab & GSA Meals Stipend	328.00
Total Expense	<u>1,321.00</u>

Expenses for two board members

Note: excludes meals provided at conference

### **2nd Draft of 2017 Tax Levy Ordinance (#2017-10)**

The second draft of the 2017 Tax Levy Ordinance is included in your packets for review. There were no changes made to the ordinance since the first draft.

GENEVA PARK DISTRICT  
INVESTMENTS  
October 31, 2017

Blended Rate

1.17%

**General Account**

Checking Account	Harris Bank Checking	\$	331,073.70	0.55%
MM Acct.	Harris Bank Money Market	\$	2,390,751.73	1.10%
		\$	<b>2,721,825.43</b>	
CD MBS	5 mos East-West Bk Pasadena CA	\$	248,000.00	1.10%
CD MBS	6 mos Northpointe Bank	\$	248,000.00	1.10%
CD MBS	7 mos First Citizens National Bank	\$	248,000.00	1.20%
CD MBS	7 mos Sussex Bank	\$	248,000.00	1.20%
CD MBS	8 mos Bloomsdale Bank	\$	175,000.00	1.25%
CD MBS	7 mos Saco & Biddeford Savings	\$	245,000.00	1.25%
CD MBS	11 mos ZB NA	\$	248,000.00	1.30%
CD#99650085	State Bank of Geneva	\$	34,438.02	1.00%
CD MBS	10 mos Merrick Bk, Utah	\$	100,000.00	1.29%
CD MBS	11 mos Safra Natl Bk, NY	\$	100,000.00	1.29%
CD MBS	12 mos Santander Bank NA	\$	245,000.00	1.45%
CD MBS	12 mos Kemba Financial, OH	\$	245,000.00	1.55%
CD MBS	12 mos CBC Federal Credit Union	\$	245,000.00	1.50%
CD MBS	18 mos Goldman Sachs USA	\$	245,000.00	1.60%
IPDLAF MM	IPDLAF+ (#2627)	\$	9,920.99	0.92%
IMET	Convenience Fund		2,913,219.55	1.16%
IMET	1-3 Year Fund		548,387.98	0.39%
	<b>TOTAL</b>	<b>\$</b>	<b>6,345,966.54</b>	
	<b>Grand Total General</b>	<b>\$</b>	<b>9,067,791.97</b>	

**Upcoming Bond Payments:**

B&I 2012B	12/30/17	\$	818,668
Rec 2014	12/15/17	\$	685,533
Ltd B&I 2017	12/15/17	\$	787,881
Debt Certificate	2/1/18	\$	117,646
Corp 2010	12/15/17	\$	1,318,545
<b>Total</b>		<b>\$</b>	<b>3,728,272</b>

**Construction Account**

Harris Checking	Harris Bank Checking	\$	277,199.59	0.55%
Harris MM	Harris Money Market	\$	270,432.92	1.10%
		\$	<b>547,632.51</b>	
MBS CD	6 mos Rockford Bank & Trust	\$	245,000.00	1.20%
CD#99650085	State Bank of Geneva	\$	42,993.01	1.00%
CD 8001108037	12 mos. MB Financial	\$	103,031.63	1.50%
MBS CD	12 mos. Compass Bk, ALA	\$	245,000.00	1.45%
184136	Harris Trust & Savings Bank	\$	854,000.00	0.00%
GPD Bonds	S2015 Limited Bonds	\$	1,562,845.00	1.47%
IPDLAF MM	IPDLAF+ Fund (#2619)	\$	4,179.33	0.92%
IMET	Convenience Fund		737,186.41	1.16%
IMET	1-3 Year Fund		408,546.74	0.39%
	<b>SUBTOTAL</b>	<b>\$</b>	<b>3,957,782.12</b>	
	<b>Grand Total Construction</b>	<b>\$</b>	<b>4,505,414.63</b>	
		<b>\$</b>	<b>636,024.64</b>	

**Compensating Balance Account**

12/15/18

n/a

n/a

**GPD/GSD304 Western Ave. Gym**

CD 354520692998	11 mo U.S. Bank	\$	135,310.52	1.50%
	<b>GPD Portion of CD</b>	<b>\$</b>	<b>67,655.26</b>	

**GPD/GSD304 Harrison St. Gym**

CD 354570040635	11 10 U.S. Bank	\$	87,228.67	1.50%
	<b>GPD Portion of CD</b>	<b>\$</b>	<b>43,614.34</b>	

Notes: All investments are fully collateralized (>110%) and/or covered by FDIC and/or invested in fully guaranteed US Back Government Securities per the Park District's Investment Policy.

**Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2017**

**Monthly % of Annual Budget**

**50%**

	October Actual	YTD Actual	Annual Budget	% of Budget	
<b>GENERAL FUND REVENUES</b>					
Real Estate Taxes	\$ 635,007	\$ 3,627,362	\$ 3,613,090	100%	(a)
Replacement Taxes	4,455	17,663	36,500	48%	
Investment Income	3,267	14,922	8,000	187%	
Reimbursements	-	4,566	7,000	65%	
Rentals & Leases	-	2,707	2,500	108%	
Peck Farm Receipts	2,548	19,771	22,000	90%	
Camp Coyote- Peck Farm Camp	-	25,279	20,000	126%	(b)
Camp Adventure - Peck Farm Camp	-	10,523	14,000	75%	(b)
Birthday Parties- Peck Farm	200	5,548	7,500	74%	
Learn from the Experts- Peck Farm	-	995	7,000	14%	
Peck Farm General Programs	160	4,665	10,000	47%	
Community Garden	-	2,505	5,500	46%	
Peck Farm School/Scout Groups	234	6,285	7,500	84%	
<b>Total Revenues</b>	<b>\$ 645,870</b>	<b>\$ 3,742,791</b>	<b>\$ 3,760,590</b>	<b>100%</b>	
<b>GENERAL FUND EXPENDITURES</b>					
Administration	\$ 146,415	\$ 1,124,076	\$ 3,606,140	31%	
Peck Farm	9,053	59,812	105,800	57%	
Camp Coyote- Peck Farm Camp	-	18,174	13,300	137%	
Camp Adventure- Peck Farm Camp	-	6,229	9,000	69%	
Birthday Parties- Peck Farm	368	1,476	3,000	49%	
Learn from the Experts- Peck Farm	592	970	5,550	17%	
Peck Farm General Programs	36	663	2,800	24%	
Community Garden	1,241	3,029	3,800	80%	
Peck Farm School/Scout Groups	79	559	600	93%	
Moore Spray Park	1,127	5,881	10,600	55%	
<b>Total Expenditures</b>	<b>\$ 158,911</b>	<b>\$ 1,220,868</b>	<b>\$ 3,760,590</b>	<b>32%</b>	
<b>Total General Fund Net Surplus (Deficit)</b>	<b>\$ 486,959</b>	<b>\$ 2,521,924</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2017

Monthly % of Annual Budget

50%

	October Actual	YTD Actual	Annual Budget	% of Budget	
<b>RECREATION FUND REVENUES</b>					
Real Estate Taxes	\$ 258,755	\$ 1,478,091	\$ 1,468,000	101%	(a)
Replacement Taxes	4,455	17,663	36,500	48%	
Investment Income	3,267	14,870	8,000	186%	
Public Information- Advertising & Sponsorships	-	12,918	12,000	108%	
Community Center Rentals	1,450	5,138	9,000	57%	
General Recreation	965	129,317	248,000	52%	
Playhouse 38	9,500	39,356	70,700	56%	
Preschool/ Toddler	28,156	113,684	340,000	33%	(c)
Active Older Adults	1,371	14,824	24,500	61%	
Dance	93	41,070	154,100	27%	
Camps	(39)	364,862	333,000	110%	(b)
Contracted & Co-op	945	6,568	18,200	36%	
Special Events	6,575	32,219	73,550	44%	
Tennis	146	14,377	16,000	90%	
Tumbling/ Gymnastics/Cheerleading	6,642	80,754	168,700	48%	
Baseball/ Softball	600	31,221	63,650	49%	
General Athletics	49,331	287,553	383,750	75%	
Sunset Racquetball & Fitness	13,456	81,253	195,927	41%	
Pool	(159)	559,234	553,400	101%	(d)
Mini Golf	1,091	113,210	89,800	126%	
After School Programs	103,368	328,581	765,000	43%	(e)
Scholarships	-	-	7,000	0%	(f)
SPRC	54,041	260,441	644,100	40%	
<b>Total Revenues</b>	<b>\$ 544,008</b>	<b>\$ 4,027,202</b>	<b>\$ 5,682,877</b>	<b>71%</b>	
<b>RECREATION FUND EXPENDITURES</b>					
Administration	\$ 102,515	\$ 734,297	\$ 2,231,565	33%	
Public Information	3,868	44,464	123,500	36%	
Community Center Rentals	246	615	1,500	41%	
General Recreation	7,990	57,448	138,225	42%	
Playhouse 38	4,787	37,107	64,250	58%	
Preschool/ Toddler	25,044	124,068	311,900	40%	
Active Older Adults	1,414	7,375	20,300	36%	
Dance	7,853	20,553	80,600	25%	
Camps	12,598	233,368	258,750	90%	
Contracted & Co-op	613	2,058	13,600	15%	
Special Events	4,277	13,350	55,650	24%	
Tennis	1,214	6,411	11,000	58%	
Tumbling/ Gymnastics/Cheerleading	7,264	57,761	125,150	46%	
Baseball/ Softball	2,477	16,672	25,000	67%	
General Athletics	20,964	133,899	258,625	52%	
Ice Rinks	-	-	1,500	0%	
Gymnasiums	1,250	6,467	40,500	16%	
Sunset Racquetball & Fitness	8,612	62,581	127,412	49%	
Pool	11,508	490,448	519,000	94%	
Mini Golf	1,746	32,756	34,100	96%	
After School Programs	36,769	195,174	703,850	28%	
Scholarships	-	4,173	7,000	60%	(f)
SPRC	41,528	247,042	529,900	47%	
<b>Total Expenditures</b>	<b>\$ 304,538</b>	<b>\$ 2,528,085</b>	<b>\$ 5,682,877</b>	<b>44%</b>	
<b>Total Recreation Fund Net Surplus (Deficit)</b>	<b>\$ 239,470</b>	<b>\$ 1,499,117</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2017

Monthly % of Annual Budget

50%

	October Actual	YTD Actual	Annual Budget	% of Budget
<b>LIABILITY FUND REVENUES</b>				
Real Estate Taxes	\$ 25,764	\$ 147,175	\$ 146,250	101% (a)
Replacement Taxes	610	2,420	5,000	48%
Investment Income	21	125	250	50%
PDRMA Reimbursements	-	-	1,500	0%
Transfer from Fund Balance	-	-	20,000	0%
<b>Total Revenues</b>	<b>\$ 26,396</b>	<b>\$ 149,719</b>	<b>\$ 173,000</b>	<b>87%</b>
<b>LIABILITY FUND EXPENDITURES</b>				
Liability Insurance	\$ 37,820	\$ 75,640	\$ 155,000	49% (g)
State Unemployment	-	-	18,000	0%
<b>Total Expenditures</b>	<b>\$ 37,820</b>	<b>\$ 75,640</b>	<b>\$ 173,000</b>	<b>44%</b>
<b>Total Liability Fund Net Surplus (Deficit)</b>	<b>\$ (11,424)</b>	<b>\$ 74,080</b>	<b>\$ -</b>	<b>n/a</b>

<b>IMRF FUND REVENUES</b>				
Real Estate Taxes	\$ 43,975	\$ 251,199	\$ 250,500	100% (a)
Replacement Taxes	2,075	8,227	17,000	48%
Investment Income	125	750	1,500	50%
Transfer from Recreation Programs & Fund Balance	-	-	26,000	0%
<b>Total Revenues</b>	<b>\$ 46,175</b>	<b>\$ 260,176</b>	<b>\$ 295,000</b>	<b>88%</b>
<b>IMRF FUND EXPENDITURES</b>				
IMRF Expense	\$ 21,142	\$ 136,455	\$ 295,000	46%
<b>Total Expenditures</b>	<b>\$ 21,142</b>	<b>\$ 136,455</b>	<b>\$ 295,000</b>	<b>46%</b>
<b>Total IMRF Fund Net Surplus (Deficit)</b>	<b>\$ 25,033</b>	<b>\$ 123,721</b>	<b>\$ -</b>	<b>n/a</b>

<b>AUDIT FUND REVENUES</b>				
Real Estate Taxes	\$ 1,699	\$ 9,705	\$ 9,350	104% (a)
Replacement Taxes	\$ 415	\$ 1,645	3,400	48%
Transfer from Fund Balance	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 2,114</b>	<b>\$ 11,350</b>	<b>\$ 12,750</b>	<b>89%</b>
<b>AUDIT FUND EXPENDITURES</b>				
Audit Expense	\$ 2,000	\$ 12,750	\$ 12,750	100%
<b>Total Expenditures</b>	<b>\$ 2,000</b>	<b>\$ 12,750</b>	<b>\$ 12,750</b>	<b>100%</b>
<b>Total Audit Fund Net Surplus (Deficit)</b>	<b>\$ 114</b>	<b>\$ (1,400)</b>	<b>\$ -</b>	<b>n/a</b>

<b>SOCIAL SECURITY FUND REVENUES</b>				
Real Estate Taxes	\$ 39,209	\$ 223,972	\$ 223,500	100% (a)
Replacement Taxes	1,709	6,775	14,000	48%
Investment Income	208	1,250	2,500	50%
Transfer from Recreation Programs	-	-	25,000	0%
Transfer from Fund Balance	-	-	55,000	0%
<b>Total Revenues</b>	<b>\$ 41,126</b>	<b>\$ 231,997</b>	<b>\$ 320,000</b>	<b>72%</b>
<b>SOCIAL SECURITY FUND EXPENDITURES</b>				
FICA/ Medicare	\$ 20,260	\$ 173,249	\$ 320,000	54%
<b>Total Expenditures</b>	<b>\$ 20,260</b>	<b>\$ 173,249</b>	<b>\$ 320,000</b>	<b>54%</b>
<b>Total Social Security Fund Net Surplus (Deficit)</b>	<b>\$ 20,865</b>	<b>\$ 58,748</b>	<b>\$ -</b>	<b>n/a</b>

Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2017

Monthly % of Annual Budget

50%

	October Actual	YTD Actual	Annual Budget	% of Budget
<b>FVSRA FUND REVENUES</b>				
Real Estate Taxes	\$ 72,800	\$ 415,858	\$ 416,000	100% (a)
<b>Total Revenues</b>	<b>\$ 72,800</b>	<b>\$ 415,858</b>	<b>\$ 416,000</b>	<b>100%</b>
<b>FVSRA FUND EXPENDITURES</b>				
Contractual Services	\$ 11,048	\$ 24,016	\$ 55,000	44%
ADA Structural Improvements	-	-	105,464	0%
FVSRA- Program Payments	127,768	255,536	255,536	100% (h)
<b>Total Expenditures</b>	<b>\$ 138,816</b>	<b>\$ 279,552</b>	<b>\$ 416,000</b>	<b>67%</b>
<b>Total FVSRA Fund Net Surplus (Deficit)</b>	<b>\$ (66,016)</b>	<b>\$ 136,306</b>	<b>\$ -</b>	<b>n/a</b>
<b>BOND &amp; INTEREST FUND REVENUES</b>				
Real Estate Taxes	\$ 281,891	\$ 1,610,251	\$ 1,610,216	100% (a)
<b>Total Revenues</b>	<b>\$ 281,891</b>	<b>\$ 1,610,251</b>	<b>\$ 1,610,216</b>	<b>100%</b>
<b>BOND &amp; INTEREST FUND EXPENDITURES</b>				
Bond Payments	\$ -	\$ 3,668	\$ 1,610,216	0% (i)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 3,668</b>	<b>\$ 1,610,216</b>	<b>0%</b>
<b>Total Bond &amp; Interest Fund Net Surplus (Deficit)</b>	<b>\$ 281,891</b>	<b>\$ 1,606,584</b>	<b>\$ -</b>	<b>n/a</b>
<b>CONSTRUCTION FUND REVENUES</b>				
Reimbursements	\$ 2,775	\$ 17,784	\$ 76,000	23%
Bond Issue	-	-	-	0%
Farming Revenue	-	-	1,000	0%
Grant Revenue	-	-	-	0%
Donations	-	-	40,000	0%
Land Cash Revenue	13,075	74,261	60,286	123%
Investment Income	1,101	12,581	27,000	47%
Audit Transfer	-	-	550,000	0%
<b>Total Revenues</b>	<b>\$ 16,951</b>	<b>\$ 104,626</b>	<b>\$ 754,286</b>	<b>14%</b>
<b>CONSTRUCTION FUND EXPENDITURES</b>				
Planning/ Architect/ Engineering	\$ 11,523	\$ 52,082	\$ 167,000	31%
Buildings & Improvements	23,118	335,565	915,000	37%
Parks/ Playground Improvements/ Acquisitions	9,170	814,211	1,505,417	54%
Landscaping & Groundskeeping	7,185	30,258	50,000	61%
Operating Equipment & Vehicles	4,529	50,632	196,425	26%
Recreation Equipment/ Repairs	-	-	1,000	0%
Emergency Repairs/ Replacements	6,043	17,247	70,530	24%
<b>Total Expenditures</b>	<b>\$ 61,567</b>	<b>\$ 1,299,995</b>	<b>\$ 2,905,372</b>	<b>45%</b>
<b>Total Construction Fund Net Surplus (Deficit)</b>	<b>\$ (44,616)</b>	<b>\$ (1,195,369)</b>	<b>\$ (2,151,086)</b>	<b>n/a</b>

(a) Majority of real estate taxes are received in the months of June and September.

(b) All camp revenue collected in Mar & Apr of 2017, the prior fiscal year, for camps held in the Summer of 2017 have been accrued and recognized as revenue in May 2017. Likewise, revenue collected in Mar & Apr 2018 will be deferred until FY2018-19.

(c) Program revenue for the Preschool program is received during the school year Sep - May. Whereas expenditures remain level throughout the year.

(d) Pool Membership Pass revenue collected in Mar & Apr of 2017, the prior fiscal year, for Summer 2017 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2018 will be deferred until FY2018-19.

(e) Revenue for the before and after school program is received during the school year Sep thru Apr.

(f) A large majority of this revenue is received from proceeds from the Harvest Hustle. Expenditures are recorded throughout the year to reflect program expense whereby scholarship participants have participated.

(g) Payments for liability insurance are made on a quarterly basis in the months of July, October, January and April

GENEVA PARK DISTRICT  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH ACTUAL W/FYTD AND FY BUDGET W/VARIANCE

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<b>PLAYHOUSE 38</b>					
<b>REVENUES</b>					
<b>RECEIPTS</b>					
02-2313-4-0000-11	PROGRAM FEES	5,789.00	19,536.00	35,000.00	15,464.00
02-2313-4-0000-23	TICKET SALES	3,365.00	18,327.80	31,500.00	13,172.20
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	2,000.00	2,000.00
02-2313-4-0000-77	CONCESSIONS	346.00	1,491.97	2,200.00	708.03
<b>TOTAL RECEIPTS</b>		<b>9,500.00</b>	<b>39,355.77</b>	<b>70,700.00</b>	<b>31,344.23</b>
<b>SALARIES &amp; WAGES</b>					
02-2313-5-0000-10	SALARIES & WAGES	1,410.37	14,427.79	24,000.00	9,572.21
<b>TOTAL SALARIES &amp; WAGES</b>		<b>1,410.37</b>	<b>14,427.79</b>	<b>24,000.00</b>	<b>9,572.21</b>
<b>CONTRACTUAL SERVICES</b>					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	26.80	149.15	900.00	750.85
02-2313-6-0000-07	ELECTRIC	145.80	816.31	1,500.00	683.69
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	800.00	800.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	921.70	5,633.65	6,100.00	466.35
02-2313-6-0000-12	RENTAL FEES	1,848.00	12,936.00	21,600.00	8,664.00
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>2,942.30</b>	<b>19,535.11</b>	<b>30,900.00</b>	<b>11,364.89</b>
<b>COMMODITIES</b>					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	100.00	100.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	150.00	150.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	415.06	2,592.09	7,700.00	5,107.91
02-2313-7-0000-28	CONCESSION SUPPLIES	18.92	551.68	1,400.00	848.32
<b>TOTAL COMMODITIES</b>		<b>433.98</b>	<b>3,143.77</b>	<b>9,350.00</b>	<b>6,206.23</b>
<b>MAINTENANCE / CAPITAL</b>					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00
<b>TOTAL MAINTENANCE / CAPITAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>					
<b>DEPT. SUMMARY:</b>					
<b>TOTAL REVENUE</b>		<b>9,500.00</b>	<b>39,355.77</b>	<b>70,700.00</b>	<b>31,344.23</b>
<b>TOTAL EXPENSE</b>		<b>4,786.65</b>	<b>37,106.67</b>	<b>64,250.00</b>	<b>27,143.33</b>
<b>NET SURPLUS(DEFICIT)</b>		<b>4,713.35</b>	<b>2,249.10</b>	<b>6,450.00</b>	<b>4,200.90</b>

GENEVA PARK DISTRICT  
DETAILED REVENUE & EXPENSE REPORT  
MONTH ACTUAL W/FYTD AND FY BUDGET W/VARIANCE

FUND: RECREATION  
FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TOTAL FUND REVENUES		9,500.00	39,355.77	70,700.00	31,344.23
TOTAL FUND EXPENSES		4,786.65	37,106.67	64,250.00	27,143.33
FUND SURPLUS (DEFICIT)		4,713.35	2,249.10	6,450.00	4,200.90



GENEVA PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
PARKS ADMINISTRATION					
REVENUES					
	RECEIPTS	645,870.26	3,742,791.26	3,760,590.00	17,798.74
EXPENSES					
	SALARIES / WAGES	105,253.60	778,016.32	1,440,500.00	662,483.68
	CONTRACTUAL SERVICES	35,175.03	195,000.04	526,950.00	331,949.96
	COMMODITIES	5,970.00	46,777.75	121,550.00	74,772.25
	MAINTENANCE / CAPITAL INVEST.	12,512.48	201,073.64	1,671,590.00	1,470,516.36
	TOTAL EXPENSES: PARKS ADMINISTRATION	158,911.11	1,220,867.75	3,760,590.00	2,539,722.25
	NET SURPLUS(DEFICIT)	486,959.15	2,521,923.51	0.00	(2,521,923.51)
	TOTAL FUND REVENUES	645,870.26	3,742,791.26	3,760,590.00	17,798.74
	TOTAL FUND EXPENSES	158,911.11	1,220,867.75	3,760,590.00	2,539,722.25
	SURPLUS (DEFICIT)	486,959.15	2,521,923.51	0.00	(2,521,923.51)

FUND: RECREATION

ADMINISTRATIVE/OPERATIONS					
REVENUES					
	RECEIPTS	266,476.88	1,523,541.62	1,524,500.00	958.38
EXPENSES					
	SALARIES / WAGES	56,496.21	361,946.82	772,000.00	410,053.18
	CONTRACTUAL SERVICES	43,209.35	264,865.87	658,700.00	393,834.13
	COMMODITIES	(795.40)	7,338.70	23,300.00	15,961.30
	MAINTENANCE / CAPITAL INVEST.	7,472.88	144,609.33	901,065.00	756,455.67
	TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS	106,383.04	778,760.72	2,355,065.00	1,576,304.28
	NET SURPLUS(DEFICIT)	160,093.84	744,780.90	(830,565.00)	(1,575,345.90)
COMMUNITY CENTER RENTALS					
REVENUES					
	RECEIPTS	1,450.00	5,137.50	9,000.00	3,862.50
EXPENSES					
	SALARIES / WAGES	245.95	614.87	1,500.00	885.13
	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00
	TOTAL EXPENSES: COMMUNITY CENTER RENTALS	245.95	614.87	1,500.00	885.13
	NET SURPLUS(DEFICIT)	1,204.05	4,522.63	7,500.00	2,977.37
GENERAL RECREATION					
REVENUES					
	RECEIPTS	10,464.74	168,672.72	318,700.00	150,027.28
EXPENSES					
	SALARIES / WAGES	9,162.65	55,963.57	131,100.00	75,136.43

GENEVA PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<b>GENERAL RECREATION</b>					
	CONTRACTUAL SERVICES	3,154.30	33,386.31	58,500.00	25,113.69
	COMMODITIES	459.73	5,204.87	12,875.00	7,670.13
	MAINTENANCE / CAPITAL INVEST.	0.00	0.00	0.00	0.00
	<b>TOTAL EXPENSES: GENERAL RECREATION</b>	<b>12,776.68</b>	<b>94,554.75</b>	<b>202,475.00</b>	<b>107,920.25</b>
	<b>NET SURPLUS(DEFICIT)</b>	<b>(2,311.94)</b>	<b>74,117.97</b>	<b>116,225.00</b>	<b>42,107.03</b>
<b>PRESCHOOL</b>					
<b>REVENUES</b>					
	RECEIPTS	28,156.14	113,684.42	340,000.00	226,315.58
<b>EXPENSES</b>					
	SALARIES / WAGES	18,914.20	109,273.87	273,000.00	163,726.13
	CONTRACTUAL SERVICES	5,367.43	10,014.03	30,850.00	20,835.97
	COMMODITIES	729.18	4,401.98	7,300.00	2,898.02
	MAINTENANCE / CAPITAL INVEST.	32.79	378.60	750.00	371.40
	<b>TOTAL EXPENSES: PRESCHOOL</b>	<b>25,043.60</b>	<b>124,068.48</b>	<b>311,900.00</b>	<b>187,831.52</b>
	<b>NET SURPLUS(DEFICIT)</b>	<b>3,112.54</b>	<b>(10,384.06)</b>	<b>28,100.00</b>	<b>38,484.06</b>
<b>ACTIVE OLDER ADULTS</b>					
<b>REVENUES</b>					
	RECEIPTS	1,371.00	14,823.70	24,500.00	9,676.30
<b>EXPENSES</b>					
	SALARIES / WAGES	600.00	3,474.00	5,800.00	2,326.00
	CONTRACTUAL SERVICES	661.86	3,185.02	13,000.00	9,814.98
	COMMODITIES	152.62	715.77	1,500.00	784.23
	<b>TOTAL EXPENSES: ACTIVE OLDER ADULTS</b>	<b>1,414.48</b>	<b>7,374.79</b>	<b>20,300.00</b>	<b>12,925.21</b>
	<b>NET SURPLUS(DEFICIT)</b>	<b>(43.48)</b>	<b>7,448.91</b>	<b>4,200.00</b>	<b>(3,248.91)</b>
<b>DANCE</b>					
<b>REVENUES</b>					
	RECEIPTS	93.05	41,069.73	154,100.00	113,030.27
<b>EXPENSES</b>					
	SALARIES / WAGES	2,534.26	13,731.29	47,500.00	33,768.71
	CONTRACTUAL SERVICES	0.00	1,344.07	7,100.00	5,755.93
	COMMODITIES	5,319.14	5,477.32	26,000.00	20,522.68
	<b>TOTAL EXPENSES: DANCE</b>	<b>7,853.40</b>	<b>20,552.68</b>	<b>80,600.00</b>	<b>60,047.32</b>
	<b>NET SURPLUS(DEFICIT)</b>	<b>(7,760.35)</b>	<b>20,517.05</b>	<b>73,500.00</b>	<b>52,982.95</b>
<b>CAMPS</b>					
<b>REVENUES</b>					
	RECEIPTS	(39.00)	364,862.45	333,000.00	(31,862.45)
<b>EXPENSES</b>					

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<b>CAMPS</b>					
	SALARIES / WAGES	1,289.62	173,641.21	187,000.00	13,358.79
	CONTRACTUAL SERVICES	11,308.45	49,747.65	58,900.00	9,152.35
	COMMODITIES	0.00	9,978.98	12,850.00	2,871.02
	TOTAL EXPENSES: CAMPS	12,598.07	233,367.84	258,750.00	25,382.16
	NET SURPLUS(DEFICIT)	(12,637.07)	131,494.61	74,250.00	(57,244.61)
<b>CONTRACTED</b>					
<b>REVENUES</b>					
	RECEIPTS	875.00	5,640.75	13,200.00	7,559.25
<b>EXPENSES</b>					
	CONTRACTUAL SERVICES	612.50	1,613.50	9,200.00	7,586.50
	NET SURPLUS(DEFICIT)	262.50	4,027.25	4,000.00	(27.25)
<b>CO-OPS</b>					
<b>REVENUES</b>					
	RECEIPTS	70.00	927.00	5,000.00	4,073.00
	RECEIPTS	70.00	927.00	5,000.00	4,073.00
<b>EXPENSES</b>					
	CONTRACTUAL SERVICES	0.00	444.60	4,400.00	3,955.40
	TOTAL EXPENSES: CO-OPS	0.00	444.60	4,400.00	3,955.40
	NET SURPLUS(DEFICIT)	70.00	482.40	600.00	117.60
<b>SPECIAL EVENTS</b>					
<b>REVENUES</b>					
	RECEIPTS	6,575.00	32,219.00	73,550.00	41,331.00
	RECEIPTS	6,575.00	32,219.00	73,550.00	41,331.00
<b>EXPENSES</b>					
	SALARIES / WAGES	0.00	91.85	1,850.00	1,758.15
	CONTRACTUAL SERVICES	2,302.82	6,702.82	16,900.00	10,197.18
	COMMODITIES	1,973.84	6,555.42	35,700.00	29,144.58
	--- UNDEFINED CODE ---	0.00	0.00	1,200.00	0.00
	NET SURPLUS(DEFICIT)	2,298.34	18,868.91	17,900.00	(968.91)
<b>TENNIS</b>					
<b>REVENUES</b>					
	RECEIPTS	146.00	14,376.50	16,000.00	1,623.50
	RECEIPTS	146.00	14,376.50	16,000.00	1,623.50
<b>EXPENSES</b>					

GENEVA PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TENNIS					
	SALARIES / WAGES	0.00	0.00	0.00	0.00
	CONTRACTUAL SERVICES	1,214.20	6,410.97	11,000.00	4,589.03
	TOTAL EXPENSES: TENNIS	1,214.20	6,410.97	11,000.00	4,589.03
	NET SURPLUS(DEFICIT)	(1,068.20)	7,965.53	5,000.00	(2,965.53)
-----					
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	6,642.35	80,753.65	168,700.00	87,946.35
	RECEIPTS	6,642.35	80,753.65	168,700.00	87,946.35
EXPENSES					
	SALARIES / WAGES	7,264.42	52,098.45	102,500.00	50,401.55
	CONTRACTUAL SERVICES	0.00	3,677.04	17,500.00	13,822.96
	COMMODITIES	0.00	743.42	4,150.00	3,406.58
	MAINTENANCE / CAPITAL INVEST.	0.00	1,242.00	1,000.00	(242.00)
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	7,264.42	57,760.91	125,150.00	67,389.09
	NET SURPLUS(DEFICIT)	(622.07)	22,992.74	43,550.00	20,557.26
-----					
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	600.00	31,220.59	63,650.00	32,429.41
	RECEIPTS	600.00	31,220.59	63,650.00	32,429.41
EXPENSES					
	SALARIES / WAGES	396.00	2,894.50	4,000.00	1,105.50
	CONTRACTUAL SERVICES	1,722.01	8,598.33	10,400.00	1,801.67
	COMMODITIES	358.99	5,178.99	10,600.00	5,421.01
	EQUIPMENT REPAIR	0.00	0.00	0.00	0.00
	TOTAL EXPENSES: BASEBALL & SOFTBALL	2,477.00	16,671.82	25,000.00	8,328.18
	NET SURPLUS(DEFICIT)	(1,877.00)	14,548.77	38,650.00	24,101.23
-----					
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	49,330.50	287,553.06	383,750.00	96,196.94
	RECEIPTS	49,330.50	287,553.06	383,750.00	96,196.94
EXPENSES					
	SALARIES / WAGES	171.72	12,436.03	47,425.00	34,988.97
	CONTRACTUAL SERVICES	20,792.50	121,264.40	203,900.00	82,635.60

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL ATHLETICS					
	COMMODITIES	0.00	198.36	7,300.00	7,101.64
	TOTAL EXPENSES: GENERAL ATHLETICS	20,964.22	133,898.79	258,625.00	124,726.21
	NET SURPLUS(DEFICIT)	28,366.28	153,654.27	125,125.00	(28,529.27)
ICE RINKS					
	EXPENSES				
	SALARIES / WAGES	0.00	0.00	1,500.00	0.00
	COMMODITIES	0.00	0.00	0.00	0.00
	TOTAL EXPENSES: ICE RINKS	0.00	0.00	1,500.00	0.00
	NET SURPLUS(DEFICIT)	0.00	0.00	(1,500.00)	0.00
GYMNASIUMS					
	EXPENSES				
	SALARIES / WAGES	1,249.60	6,466.96	19,000.00	12,533.04
	CONTRACTUAL SERVICES	0.00	0.00	21,500.00	0.00
	TOTAL EXPENSES: GYMNASIUMS	1,249.60	6,466.96	40,500.00	34,033.04
	NET SURPLUS(DEFICIT)	(1,249.60)	(6,466.96)	(40,500.00)	(34,033.04)
FITNESS CENTER					
	REVENUES				
	RECEIPTS	13,456.06	81,253.18	195,927.00	114,673.82
	RECEIPTS	13,456.06	81,253.18	195,927.00	114,673.82
	EXPENSES				
	SALARIES / WAGES	6,007.92	39,758.49	66,100.00	26,341.51
	CONTRACTUAL SERVICES	2,554.93	18,346.85	40,702.00	22,355.15
	COMMODITIES	266.49	2,552.17	10,610.00	8,057.83
	MAINTENANCE / CAPITAL INVEST.	(216.90)	1,923.23	10,000.00	8,076.77
	TOTAL EXPENSES: FITNESS CENTER	8,612.44	62,580.74	127,412.00	64,831.26
	NET SURPLUS(DEFICIT)	4,843.62	18,672.44	68,515.00	49,842.56
POOL					
	REVENUES				
	RECEIPTS	(159.28)	559,233.93	553,400.00	(5,833.93)
	RECEIPTS	(159.28)	559,233.93	553,400.00	(5,833.93)
	EXPENSES				
	SALARIES / WAGES	0.00	326,173.05	330,150.00	3,976.95
	CONTRACTUAL SERVICES	11,008.05	94,997.20	114,050.00	19,052.80

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<b>POOL</b>					
	COMMODITIES	140.98	63,794.32	64,050.00	255.68
	MAINTENANCE / CAPITAL INVEST.	359.20	5,483.85	10,750.00	5,266.15
	TOTAL EXPENSES: POOL	11,508.23	490,448.42	519,000.00	28,551.58
	NET SURPLUS(DEFICIT)	(11,667.51)	68,785.51	34,400.00	(34,385.51)
<b>MINI GOLF</b>					
<b>REVENUES</b>					
	RECEIPTS	1,090.80	113,210.22	89,800.00	(23,410.22)
	RECEIPTS	1,090.80	113,210.22	89,800.00	(23,410.22)
<b>EXPENSES</b>					
	SALARIES / WAGES	878.20	23,255.54	23,350.00	94.46
	CONTRACTUAL SERVICES	256.85	2,399.41	4,150.00	1,750.59
	COMMODITIES	604.80	6,605.66	6,300.00	(305.66)
	MAINTENANCE / CAPITAL INVEST.	5.99	495.42	300.00	(195.42)
	TOTAL EXPENSES: MINI GOLF	1,745.84	32,756.03	34,100.00	1,343.97
	NET SURPLUS(DEFICIT)	(655.04)	80,454.19	55,700.00	(24,754.19)
<b>AFTER SCHOOL PROGRAMS</b>					
<b>REVENUES</b>					
	RECEIPTS	103,367.66	328,581.34	772,000.00	443,418.66
	RECEIPTS	103,367.66	328,581.34	772,000.00	443,418.66
<b>EXPENSES</b>					
	SALARIES/WAGES	25,413.74	131,015.41	365,500.00	234,484.59
	CONTRACTUAL SERVICES	9,130.80	52,962.58	301,650.00	248,687.42
	COMMODITIES	2,224.57	11,196.25	35,800.00	24,603.75
	MAINTENANCE/CAPITAL INVESTMTS	0.00	4,172.50	7,900.00	3,727.50
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	36,769.11	199,346.74	710,850.00	511,503.26
	NET SURPLUS(DEFICIT)	66,598.55	129,234.60	61,150.00	(68,084.60)
<b>UNDEFINED GROUP</b>					
<b>REVENUES</b>					
	RECEIPTS	54,040.85	260,440.76	644,100.00	383,659.24
	RECEIPTS	54,040.85	260,440.76	644,100.00	383,659.24
<b>EXPENSES</b>					
	SALARIES/ WAGES	24,259.86	144,542.54	323,250.00	178,707.46
	CONTRACTUAL SERVICES	14,565.92	84,520.25	164,600.00	80,079.75

FUND: RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
UNDEFINED GROUP					
	COMMODITIES	1,424.29	9,772.14	27,550.00	17,777.86
	MAINTENANCE/ CAPITAL INVEST.	1,278.09	8,206.80	14,500.00	6,293.20
TOTAL EXPENSES: UNDEFINED GROUP		41,528.16	247,041.73	529,900.00	282,858.27
NET SURPLUS(DEFICIT)		12,512.69	13,399.03	114,200.00	100,800.97
TOTAL FUND REVENUES		544,007.75	4,027,202.12	5,682,877.00	1,655,674.88
TOTAL FUND EXPENSES		304,537.60	2,528,085.43	5,682,877.00	3,154,791.57
SURPLUS (DEFICIT)		239,470.15	1,499,116.69	0.00	(1,499,116.69)

FUND: LIABILITY INSURANCE

LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	26,395.57	149,719.44	173,000.00	23,280.56
	RECEIPTS	26,395.57	149,719.44	173,000.00	23,280.56
EXPENSES					
	SPECIAL FUND EXPENSE	37,819.80	75,639.60	173,000.00	97,360.40
TOTAL EXPENSES: LIABILITY INSURANCE		37,819.80	75,639.60	173,000.00	97,360.40
NET SURPLUS(DEFICIT)		(11,424.23)	74,079.84	0.00	(74,079.84)
TOTAL FUND REVENUES		26,395.57	149,719.44	173,000.00	23,280.56
TOTAL FUND EXPENSES		37,819.80	75,639.60	173,000.00	97,360.40
SURPLUS (DEFICIT)		(11,424.23)	74,079.84	0.00	(74,079.84)

FUND: IMRF

IMRF					
REVENUES					
	RECEIPTS	46,174.94	260,176.10	295,000.00	34,823.90
	RECEIPTS	46,174.94	260,176.10	295,000.00	34,823.90
EXPENSES					
	SPECIAL FUND EXPENSE	21,141.57	136,455.30	295,000.00	158,544.70
TOTAL EXPENSES: IMRF		21,141.57	136,455.30	295,000.00	158,544.70
NET SURPLUS(DEFICIT)		25,033.37	123,720.80	0.00	(123,720.80)
TOTAL FUND REVENUES		46,174.94	260,176.10	295,000.00	34,823.90
TOTAL FUND EXPENSES		21,141.57	136,455.30	295,000.00	158,544.70
SURPLUS (DEFICIT)		25,033.37	123,720.80	0.00	(123,720.80)

GENEVA PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FUND: IMRF  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
FUND: AUDIT					
AUDIT					
REVENUES					
	RECEIPTS	2,113.86	11,349.85	12,750.00	1,400.15
	RECEIPTS	2,113.86	11,349.85	12,750.00	1,400.15
EXPENSES					
	SPECIAL FUND EXPENSE	2,000.00	12,750.00	12,750.00	0.00
	TOTAL EXPENSES: AUDIT	2,000.00	12,750.00	12,750.00	0.00
	NET SURPLUS(DEFICIT)	113.86	(1,400.15)	0.00	1,400.15
	TOTAL FUND REVENUES	2,113.86	11,349.85	12,750.00	1,400.15
	TOTAL FUND EXPENSES	2,000.00	12,750.00	12,750.00	0.00
	SURPLUS (DEFICIT)	113.86	(1,400.15)	0.00	1,400.15

FUND: SOCIAL SECURITY

SOCIAL SECURITY					
REVENUES					
	RECEIPTS	41,125.74	231,997.30	320,000.00	88,002.70
	RECEIPTS	41,125.74	231,997.30	320,000.00	88,002.70
EXPENSES					
	SPECIAL FUND EXPENSE	20,260.32	173,248.99	320,000.00	146,751.01
	TOTAL EXPENSES: SOCIAL SECURITY	20,260.32	173,248.99	320,000.00	146,751.01
	NET SURPLUS(DEFICIT)	20,865.42	58,748.31	0.00	(58,748.31)
	TOTAL FUND REVENUES	41,125.74	231,997.30	320,000.00	88,002.70
	TOTAL FUND EXPENSES	20,260.32	173,248.99	320,000.00	146,751.01
	SURPLUS (DEFICIT)	20,865.42	58,748.31	0.00	(58,748.31)

FUND: SPECIAL RECREATION

SPECIAL RECREATION					
REVENUES					
	RECEIPTS	72,800.20	415,857.96	416,000.00	142.04
	RECEIPTS	72,800.20	415,857.96	416,000.00	142.04



FUND: SPECIAL RECREATION  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
SPECIAL RECREATION EXPENSES					
	CONTRACTUAL SERVICES	11,047.85	24,015.75	55,000.00	30,984.25
	CAPITAL IMPROVEMENTS	0.00	0.00	105,464.00	0.00
	SPECIAL FUND EXPENSE	127,768.00	255,536.00	255,536.00	0.00
TOTAL EXPENSES: SPECIAL RECREATION		138,815.85	279,551.75	416,000.00	136,448.25
NET SURPLUS(DEFICIT)		(66,015.65)	136,306.21	0.00	(136,306.21)
TOTAL FUND REVENUES		72,800.20	415,857.96	416,000.00	142.04
TOTAL FUND EXPENSES		138,815.85	279,551.75	416,000.00	136,448.25
SURPLUS (DEFICIT)		(66,015.65)	136,306.21	0.00	(136,306.21)

FUND: BOND AND INTEREST FUND

BOND AND INTEREST REVENUES					
	RECEIPTS	281,890.92	1,610,251.05	1,610,216.00	(35.05)
	RECEIPTS	281,890.92	1,610,251.05	1,610,216.00	(35.05)
EXPENSES					
	CONTRACTUAL SERVICES	0.00	3,667.50	1,610,216.00	1,606,548.50
TOTAL EXPENSES: BOND AND INTEREST		0.00	3,667.50	1,610,216.00	1,606,548.50
NET SURPLUS(DEFICIT)		281,890.92	1,606,583.55	0.00	(1,606,583.55)
TOTAL FUND REVENUES		281,890.92	1,610,251.05	1,610,216.00	(35.05)
TOTAL FUND EXPENSES		0.00	3,667.50	1,610,216.00	1,606,548.50
SURPLUS (DEFICIT)		281,890.92	1,606,583.55	0.00	(1,606,583.55)

FUND: CONSTRUCTION / CAPITAL IMPROV.

PROJECT REVENUE REVENUES					
	PROJECT REVENUE	16,950.53	104,625.93	754,286.00	649,660.07
	PROJECT REVENUE	16,950.53	104,625.93	754,286.00	649,660.07
NET SURPLUS(DEFICIT)		16,950.53	104,625.93	754,286.00	649,660.07
PLANNING/CONSTRUCTION/GRANTS EXPENSES					
	CONTRACTUAL SERVICES	11,523.00	52,081.59	167,000.00	114,918.41

FUND: CONSTRUCTION / CAPITAL IMPROV.  
 FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		11,523.00	52,081.59	167,000.00	114,918.41
NET SURPLUS(DEFICIT)		(11,523.00)	(52,081.59)	(167,000.00)	(114,918.41)
BUILDINGS & IMPROVEMENTS EXPENSES					
CONTRACTUAL SERVICES		23,118.03	335,565.31	915,000.00	579,434.69
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		23,118.03	335,565.31	915,000.00	579,434.69
NET SURPLUS(DEFICIT)		(23,118.03)	(335,565.31)	(915,000.00)	(579,434.69)
PARKS/PLAYGROUNDS IMPRV/ACQ EXPENSES					
CONTRACTUAL SERVICES		9,169.68	814,211.28	1,505,417.00	691,205.72
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		9,169.68	814,211.28	1,505,417.00	691,205.72
NET SURPLUS(DEFICIT)		(9,169.68)	(814,211.28)	(1,505,417.00)	(691,205.72)
LANDSCAPING & GROUNDSKEEPING EXPENSES					
CONTRACTUAL SERVICES		7,184.80	30,258.13	50,000.00	19,741.87
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		7,184.80	30,258.13	50,000.00	19,741.87
NET SURPLUS(DEFICIT)		(7,184.80)	(30,258.13)	(50,000.00)	(19,741.87)
OPERATING EQUIP. & VEHICLES EXPENSES					
CONTRACTUAL SERVICES		4,528.69	50,631.60	196,425.00	145,793.40
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		4,528.69	50,631.60	196,425.00	145,793.40
NET SURPLUS(DEFICIT)		(4,528.69)	(50,631.60)	(196,425.00)	(145,793.40)
RECREATION EQUIP. REPAIRS EXPENSES					
CONTRACTUAL SERVICES		0.00	0.00	1,000.00	0.00
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0.00	0.00	1,000.00	0.00
NET SURPLUS(DEFICIT)		0.00	0.00	(1,000.00)	0.00
EMERGENCY REPAIRS/REIMB. EXPENSES					
CONTRACTUAL SERVICES		6,042.50	17,246.64	70,530.00	53,283.36
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		6,042.50	17,246.64	70,530.00	53,283.36
NET SURPLUS(DEFICIT)		(6,042.50)	(17,246.64)	(70,530.00)	(53,283.36)
TOTAL FUND REVENUES		16,950.53	104,625.93	754,286.00	649,660.07
TOTAL FUND EXPENSES		61,566.70	1,299,994.55	2,905,372.00	1,605,377.45
SURPLUS (DEFICIT)		(44,616.17)	(1,195,368.62)	(2,151,086.00)	(955,717.38)

FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 6 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
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**ORDINANCE NO. 2017-10**  
**AN ORDINANCE LEVYING AND ASSESSING TAXES OF**  
**THE GENEVA PARK DISTRICT**  
**OF KANE COUNTY, ILLINOIS**

WHEREAS, on the 15th day of May, 2017, the Board of Commissioners of the GENEVA PARK DISTRICT passed the annual budget & appropriation ordinance of said District for the fiscal year beginning MAY 1, 2017 and ending APRIL 30, 2018, and upon said date the said ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board;

WHEREAS, not less than 20 days prior to the date of this Ordinance, the Board of Commissioners established an estimate of levy in compliance with Section 18-60 of the Property Tax Code, and determined that a public hearing was required because the levy herein described is greater than 105% of the amount extended or abated by the District on the final aggregate levy for the preceding year.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS AS FOLLOWS:

**SECTION ONE**

That, pursuant to the authority granted by Sections 5-1 and 5-3 of the Park District Code and Public Act 97-974, the sum of THREE MILLION EIGHT HUNDRED FORTY THOUSAND DOLLARS (\$3,840,000) is hereby levied and assessed for general corporate purposes upon all property subject to taxation within the GENEVA PARK DISTRICT.

## **SECTION TWO**

That, pursuant to the authority granted by Sections 5-2 and 5-3a of the Park District Code and Public Act 97-974, there is levied and assessed for the planning, establishing and maintaining recreational programs for the said District, the sum of ONE MILLION FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$1,575,000) upon property subject to taxation within the said District.

## **SECTION THREE**

That, pursuant to Section 7-171 of the Pension Code, there is hereby levied and assessed the sum of TWO HUNDRED SIXTY THOUSAND DOLLARS (\$260,000) upon all property subject to taxation within the said District, for the said District's contribution to the Illinois Municipal Retirement Fund. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION FOUR**

That, pursuant to Section 21-110 of the Pension Code, there is hereby levied and assessed the sum of TWO HUNDRED FORTY FIVE THOUSAND DOLLARS (\$245,000) upon all property subject to taxation within the said District, for the District's contribution to the SOCIAL SECURITY FUND. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION FIVE**

That, pursuant to Section 9-107 of the Tort Immunity Act, there is hereby levied and assessed the sum of ONE HUNDRED FIFTY TWO THOUSAND DOLLARS (\$152,000) upon all property subject to taxation within the said District, to pay costs of purchasing insurance to protect against any loss or liability which may be incurred by the said District, claims services and for risk management directly attributable to loss prevention and loss reduction. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION SIX**

That, pursuant to Section 5-8 of the Park District Code, there is hereby levied and assessed the sum of FIVE HUNDRED SEVENTY THOUSAND DOLLARS (\$570,000) upon all property subject to taxation within the said District, to pay the cost of funding the District's

share of expenses of providing joint recreation programs for the persons with disabilities. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

#### **SECTION SEVEN**

That, pursuant to Section 2 of the Governmental Account Audit Act, there is hereby levied and assessed the sum of EIGHT THOUSAND DOLLARS (\$8,000) upon all property subject to taxation within the said District, to pay the cost of the annual audit. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

#### **SECTION EIGHT**

That each of said sums and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, to defray necessary expenses and liabilities of said park district.

#### **SECTION NINE**

The taxes so levied and assessed as aforesaid by this Ordinance upon the taxable property subject to taxes within the Geneva Park District, Kane County, Illinois, shall be collected and enforced in the same manner and by the same officers as for other purposes in the County of Kane, State of Illinois, under the laws of the State of Illinois, and shall be paid over by the officers so collecting the same, to the Treasurer of said Geneva Park District.

## **SECTION TEN**

That the Secretary of the Board of Park Commissioners of Geneva Park District, be and is hereby directed to file a duly certified copy of this Tax Levy Ordinance with the County Clerk of Kane County, Illinois, on or before the last Tuesday of December 2017 A.D., whereupon the County Clerk of Kane County, State of Illinois, be and is hereby directed as provided by law to ascertain the rate per centum which upon the total value of all property subject to taxation within the Geneva Park District as the same assessed and equalized for State and County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute to the greatest extent permitted by law.

## **SECTION ELEVEN**

If any item or portion thereof in this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

## **SECTION TWELVE**

Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

## **SECTION THIRTEEN**

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

## **SECTION FOURTEEN**

All ordinances or parts of ordinances in conflict herewith, or any section thereof, are hereby modified or repealed.

### **Summary of 2017 Tax Levy**

General Corporate Fund

\$3,840,000

Recreation Fund	\$1,575,000
IMRF Fund	\$260,000
Social Security Fund	\$245,000
Liability Insurance Fund	\$152,000
Special Recreation Fund	\$570,000
Audit Fund	\$8,000
<b>Total</b>	<u>\$6,650,000</u>

PASSED BY THE BOARD OF PARK COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 11th DAY OF DECEMBER, 2017 BY THE FOLLOWING VOTE.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINING: \_\_\_\_\_

File with the undersigned this 11<sup>th</sup> day of December, 2017

Sheavoun Lambillotte, Secretary

APPROVED BY THE PRESIDENT OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 11TH DAY OF DECEMBER, 2017.

\_\_\_\_\_  
Susan VanderVeen, President



CERTIFICATE OF COMPLIANCE  
WITH TRUTH IN TAXATION

The undersigned, Presiding Officer of the Geneva Park District, hereby certifies that I am the presiding officer of the Geneva Park District, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of the "Truth in Taxation Law." P.A. 88-455. Illinois Compiled Statutes, 35 ILCS 200/18-60 through 200/18-85.

Geneva Park District  
Kane County, Illinois

Date \_\_\_\_\_

\_\_\_\_\_  
Susan VanderVeen, President  
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS )

SS

COUNTY OF KANE )

I, SHEAVOUN LAMBILLOTTE, Secretary of the Board of Commissioners of the Geneva Park District in the County of Kane and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

**Ordinance #2017-10**

**An Ordinance Levying and Assessing Taxes of the Geneva Park District of Kane County, Illinois for the Fiscal Year beginning May 1, 2017 and ending April 30, 2018**

which Ordinance was duly adopted and approved by the Board of Commissioners of the Geneva Park District at a regular meeting held on the Eleventh Day of December 2017.

I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

I do further certify that the ordinance of which the foregoing is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of said Geneva Park District this Eleventh Day of December, 2017.

(SEAL)

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Sheavoun Lambillotte, Secretary

STATE OF ILLINOIS )

SS

COUNTY OF KANE )

CERTIFICATE

I, John A. Cunningham, do hereby certify that I am Clerk of the County of Kane, in the State of Illinois, and as such I am the keeper of Records, Ordinances and the Seal of said County.

I further certify that the attached Certificate of Compliance with the Truth in Taxation Law and Tax Levy Ordinance of the Board of Park Commissioners of the Geneva Park District and affidavit of the Secretary of the Board of Park Commissioners of the Geneva Park District, were filed in my office on this 12th day of December, 2017.

IN WITNESS THEREOF, I hereunto set my hand and the seal of said County of Kane this 12th day of December, 2017.

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John A. Cunningham, County Clerk  
Kane County Illinois

(SEAL)

**NOTICE OF PROPOSED PROPERTY TAX INCREASE  
FOR THE GENEVA PARK DISTRICT.**

- I. A public hearing to approve a proposed tax levy increase for the Geneva Park District, Kane County, Illinois for 2017 will be held on December 11, 2017 at 7:00 p.m. at Geneva Park District Offices, 710 Western Avenue, Geneva, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sheavoun Lambillotte, Secretary of the Board, Geneva Park District, 710 Western Avenue, Geneva, Illinois 60134 or phone 630-232-4542.

- II. The corporate and special purpose property taxes extended or abated for 2016 were \$6,214,723.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$6,650,000. This represents a 7% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2016 were \$1,626,306.

The estimated property taxes to be levied for debt service and public building commission leases for 2017 are \$804,423. This represents a 50.54% decrease from the previous year.

- IV. The total property taxes extended or abated for 2016 were \$7,841,029.

The estimated total property taxes to be levied for 2017 are \$7,454,423 this represents a 4.93% decrease over the previous year.

- V. The taxing district has estimated its equalized assessed valuation to secure new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL or “tax cap” law). PTELL limits the increase over the prior year in the property tax extension of this taxing district to the lesser of 5% or the percentage increase in the Consumer Price Index (CPI), which is 2.1%.

EAV	EAV Estimated 2017	Estimated Percent Increase	EAV Actual 2016	Estimated Percent Increase	EAV Actual 2015	Estimated Percent Increase	EAV Actual 2014	Estimated Percent Increase	EAV Actual 2013	Estimated Percent Increase
Farm	7,551,771	0.0367	7,284,710	0.0534	6,915,198	-0.0605	7,360,564	0.0159	7,245,167	0.3771
Residential	1,134,644,268	0.0419	1,089,001,160	0.0724	1,015,481,786	0.0375	978,752,038	0.0060	972,916,298	-0.0424
Commercial	263,695,309	0.0384	253,940,564	0.0538	240,968,720	-0.0484	253,236,352	0.0632	238,178,900	-0.0409
Industrial	120,773,628	0.0120	119,339,631	0.0366	115,127,183	0.0127	113,678,283	-0.0148	115,385,135	-0.0107
Railroad	1,698,183	0.0000	1,698,183	0.0160	1,671,371	0.3024	1,283,337	0.0000	1,283,337	0.2358
Total Value	1,528,363,159	0.0388	1,471,264,248	0.0660	1,380,164,258	0.0191	1,354,310,574	0.0145	1,335,008,837	-0.0376
Growth in Total EAV %	3.88%		6.60%		1.91%		1.45%		-3.76%	
Growth in EAV \$	\$57,098,911		\$91,099,990		\$25,853,684		\$19,301,737		-\$52,227,405	
New Property as a % of EAV	0.83%		0.94%		0.95%		0.74%		0.75%	
New Property \$	\$12,696,542		\$13,856,372		\$13,058,918		\$9,963,439		\$9,981,488	
CPI	2.10%		0.70%		0.80%		1.50%		1.70%	
Tax Cap Extension	\$5,965,972		\$5,794,721		\$5,700,216		\$5,601,425		\$5,472,335	
Growth in Extension	\$171,251		\$94,505		\$98,792		\$129,090		\$131,753	
Growth in Extension %	2.96%		1.66%		1.76%		2.36%		2.47%	
Tax Rate	0.480278		0.532945		0.559914		0.566712		0.559493	

EAV	EAV Actual 2012	Estimated Percent Increase	EAV Actual 2011	Estimated Percent Increase	EAV Actual 2010	Percent Increase	EAV Actual 2009	Percent Increase	EAV Actual 2008	Percent Increase
Farm	5,261,072	-0.0555	5,570,433	-0.0347	5,770,455	-0.3603	9,021,244	0.1245	8,022,611	-0.0707
Residential	1,015,977,831	-0.0493	1,068,665,389	-0.0479	1,122,401,102	-0.0413	1,170,753,557	-0.0011	1,172,020,175	0.0576
Commercial	248,327,871	0.0223	242,921,755	-0.1058	271,673,618	-0.0467	284,983,247	-0.0377	296,140,598	0.0429
Industrial	116,630,963	-0.0033	117,021,924	-0.0686	125,639,780	-0.0069	126,506,924	-0.0041	127,022,896	0.0469
Railroad	1,038,505	0.1315	917,812	0.0627	863,636	0.2509	690,393	0.2050	572,917	0.0936
Total Value	1,387,236,242	-0.0334	1,435,097,313	-0.0598	1,526,348,591	-0.0412	1,591,955,365	-0.0074	1,603,779,197	0.0533
Growth in Total EAV %	-3.34%		-5.98%		-4.12%		-0.74%		5.33%	
Growth in EAV \$	-\$47,861,071		-\$91,251,278		-\$65,606,774		-\$11,823,832		\$81,160,732	
New Property as a % of EAV	0.94%		0.63%		0.82%		1.06%		1.24%	
New Property \$	\$13,099,235		\$9,101,788		\$12,567,058		\$16,921,821		\$19,866,256	
CPI	3.00%		1.50%		2.70%		0.10%		4.10%	
Tax Cap Extension	\$5,340,582		\$5,136,070		\$5,028,098		\$4,854,031		\$4,797,705	
Growth in Extension	\$204,512		\$107,972		\$174,066		\$56,326		\$245,990	
Growth in Extension %	3.98%		2.15%		3.59%		1.17%		5.40%	
Tax Rate	0.526615		0.4948		0.4573		0.4207		0.4097	

EAV	EAV Actual 2007	Percent Increase	EAV Actual 2006	Percent Increase	EAV Actual 2005	Percent Increase	EAV Actual 2004	Percent Increase	EAV Actual 2003	Percent Increase
Farm	8,632,543	0.0787	8,002,830	0.3001	6,155,779	0.0190	6,041,272	0.0260	5,888,406	0.0902
Residential	1,108,174,962	0.0848	1,021,590,955	0.1057	923,894,374	0.1146	828,889,654	0.0818	766,209,907	0.1307
Commercial	283,960,198	0.0935	259,683,385	0.1298	229,844,425	0.1417	201,315,453	0.1633	173,060,638	0.3329
Industrial	121,326,875	0.1135	108,962,523	0.0819	100,710,811	-0.0189	102,649,975	0.2288	83,537,207	-0.0572
Railroad	523,887	-0.0019	524,910	-0.0031	526,541	-0.0581	559,002	0.1277	495,685	0.0825
Total Value	1,522,618,465	0.0885	1,398,764,603	0.1091	1,261,131,930	0.1068	1,139,455,356	0.1071	1,029,191,843	0.1411
Growth in Total EAV %	8.85%		10.91%		10.68%		10.71%		14.11%	
Growth in EAV \$	\$123,853,862		\$137,632,673		\$121,676,574		\$110,263,513		\$127,251,850	
New Property as a % of EAV	2.52%		2.96%		3.23%		4.54%		5.07%	
New Property \$	\$38,426,596		\$41,469,814		\$40,756,646		\$51,755,036		\$52,221,217	
CPI	2.50%		3.40%		3.30%		1.90%		2.40%	
Tax Cap Extension	\$4,551,716		\$4,328,337		\$4,058,449		\$3,748,124		\$3,511,603	
Growth in Extension	\$223,378		\$269,889		\$310,324		\$236,522		\$254,403	
Growth in Extension %	5.16%		6.65%		8.28%		6.74%		7.81%	
Tax Rate	0.4135		0.4297		0.4384		0.4644		0.4357	

TAX CAP EXTENSION

Prior Year Aggregate Ext. Base X (1+Limit) X Rate Increase Factor = Numerator	5,794,721	1.021	1.0	5,916,411
Est. 2017 EAV - Annexations + Disconnections= Adjusted Est. 2017 EAV	1,528,363,159	0	0	1,528,363,159
Adjusted Est. 2017 EAV - (New Property x State Multiplier) - TIF Recovery - EZ Recovery = Denominator	1,528,363,159	12,696,542	1.000000	0 0 1,515,666,617
Numerator / Denominator = Limited Rate	5,916,411	1,515,666,617	0.390350	
Limited Rate X Est. 2017 EAV = Total Est. Aggregate Ext.	0.390350	1,528,363,159	5,965,972	

	2016 Extension	Est. 2017 Extension	2017 Levy Request	
Corporate	3,663,536	3,773,103	3,840,000	MAX RATE BY LAW= .35
Recreation	1,492,833	1,539,029	1,575,000	MAX RATE BY LAW= .12
IMRF	253,705	258,160	260,000	NO LIMIT
Liability Insurance	148,642	148,938	152,000	NO LIMIT
Audit	9,799	8,440	8,000	MAX RATE BY LAW= .005
Social Security	226,207	238,301	245,000	NO LIMIT
<b>Total Capped</b>	<b>5,794,721</b>	<b>5,965,972</b>	<b>6,080,000</b>	
	← 2.96% Increase →			
Special Recreation	420,002	570,000	570,000	MAX RATE BY LAW= .04
Bond & Interest	1,626,306	804,423	804,423	NO LIMIT
<b>Total Uncapped</b>	<b>2,046,308</b>	<b>1,374,423</b>	<b>1,374,423</b>	
	← 33% Decrease →			
	<b>2016 Tax Rate</b>	<b>Est. 2017 Tax Rate</b>		
Limited Rate (Capped)	0.393860	0.390350		
Non Limiting Rate (Uncapped)	0.139085	0.089928		
<b>Total Tax Rate</b>	<b>0.532945</b>	<b>0.480278</b>		

## Comparison of 2017 & 2018 Tax Bills

**Scenario: A tax levy increase of CPI 2.1%, plus \$9.6M residential new growth, a overall 3.3% increase in EAV.**

	<b>\$200,000 Fair Market Value Home</b>		<b>\$300,000 Fair Market Value Home</b>	
	<i>Tax Year 2017</i>	<i>Tax Year 2018</i>	<i>Tax Year 2017</i>	<i>Tax Year 2018</i>
Fair Market Value	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000
Equalized Assessed Valuation (33 1/3%)	\$ 66,667	\$ 66,667	\$ 100,000	\$ 100,000
Assuming 3.3% rise in EAV home value*		\$ 68,867		\$ 103,300
Geneva Park District Tax Rate	0.00532945	0.00480278	0.00532945	0.00480278
Tax Bill	\$ 355.30	\$ 330.75	\$ 532.94	\$ 496.13
Tax Increase (Decrease) from prior year		\$ (24.55)		\$ (36.82)
Percentage Tax Increase (Decrease from prior year)		-6.91%		-6.91%

Assumes estimated EAV provided by county of \$1,528,363,159.

\*Rise in residential EAV determined by taking overall increase in residential EAV of 4.2% less new growth in residential of \$9.6M equals 3.3% rise in home value.

# Memo

To: GPD Board of Commissioners, Sheavoun Lambillotte, and Larry Gabriel

From: Ken Kerfoot

CC: Christy Powell

Date: 11/17/2017

Re: Vehicle transactions/replacements

---

The Geneva Park District Vehicle/Equipment Replacement Schedule lists two 2012 Scag zero-turn mowers for replacement during fiscal year 2018. As directed, I researched the possibility of replacing one mower with an electric or propane model. I initially researched electric options as we would only need to plug into an electrical outlet for recharging. By contrast for a propane mower we would need to make arrangements for the delivery and storage of propane tanks.

The only commercial grade electric zero-turn mower is manufactured by Mean Green Mowers. Although Mean Green Mowers offers an electric zero-turn model, very few have been sold so references are scarce. Currently not enough is known about the operation and reliability of the Mean Green Mower for us to justify a purchase.

I focused my propane mower research on Scag as that is the brand of zero-turn mowers we have used for 15 years. We are very familiar with their operation and have an inventory of replacement parts. I was informed Scag no longer produces propane mowers as the demand was too low. I was also informed that Russo Power Equipment our local Scag mower dealer had been authorized to convert mowers from gas to propane. After communicating back and forth with my contact at Russo to finalize pricing for a converted Scag, he informed me November 10, 2017 that the kit needed to make the conversion has been discontinued by Metrolawn a subsidiary of Amerigas one of the largest suppliers in the propane industry. Liability was cited as the main reason with low demand a factor as well.

With the uncertainty of the availability of electric and propane zero-turn mowers, our best option is to replace both 2012 Scag zero-turn mowers with new gas-powered Scag zero-turn mowers. We would revisit alternate fuel mowers in the future. Russo Power Equipment has provided a total quote of \$22,894 for both mowers. We would auction both 2012 Scags.

Staff would ask for a motion to approve the purchases of two new 2017 Scag Turf Tiger zero-turn mowers from Russo Power Equipment for a total of \$22,894.

These purchases would maintain our current fleet of vehicles.



**DIRECTOR'S  
MONTHLY AGENDA AND REPORT  
November 20, 2017**

**TAX LEVY ORDINANCE #2017-10 (2<sup>nd</sup> Draft)**

The Tax Levy Ordinance is enclosed for the second board meeting review. Any questions you may have will be answered by Christy Powell. The public hearing for the tax levy will be held at 7:00 p.m. on December 11<sup>th</sup> during the regularly scheduled board meeting. The legal notice for the meeting is published in early December.

**PLAYGROUND REPLACEMENT REVIEW FOR FRANK BURGESS & ELM PARK**

Final playground replacement designs have been chosen for these 2 parks along with any other repairs or ADA requirements. Staff will review the park designs and playground proposals for the board. Projects are slated to go to bid in January.

**2017-2018 VEHICLE REPLACEMENT REQUEST**

Enclosed in your packet is a memo outlining the proposed purchase of equipment in need of replacement for the 2017/18 fiscal year. If you recall, vehicles in need of replacement were brought before the board last month. Larry will be available to answer any questions you have about replacement.

**COMMUNICATIONS**

The Park District was recognized at the Chamber of Commerce Awards Dinner for their support of 2017 events and our sponsorship of Swedish Days.

Staff attended the annual Legal Symposium and reviewed many pertinent topics and legislation that affect our district including the news of the postponement of the 2 year tax freeze legislation.

Staff completed a walk-through of the newly acquired site north of Bennett Park. Staff is in the process of putting together a maintenance and tree removal plan for the site.

Construction of the Mill Creek spray ground is near complete.

A meeting was held with our grant consultant to discuss possible grant funding mechanisms available for projects we discussed at our Capital Project Planning meeting.

A meeting was held with Williams Architects to discuss moving forward with capital improvement plans identified at our last board/staff capital planning meeting.

Staff attended the School District's Community Leadership Breakfast last week.

Staff are in the process of updating our short and long range goals and objectives.

Enclosed in your packet is the board calendar including important meeting, event and continuing education dates.

**FUTURE MEETINGS**

Regular Scheduled Meeting	December 11	6:00 P.M.
Public Hearing – Tax Levy	December 11	7:00 P.M.
Foundation Regular Scheduled Meeting	January 23	7:00 P.M.

**RECREATION COMMITTEE MEETING REPORT**

The Recreation Committee Report and Minutes from the November 13 meeting are enclosed. The committee included board members Pat Lenski and Susan VanderVeen as well as all Recreation staff. Nicole Vickers will review the report and answer your questions. The committee and staff recommend approval of the Recreation Committee Report as presented.

**POLICY MANUAL UPDATE-VOLUNTEER MANUAL**

Due to some recent changes in the law, we have updated our volunteer manual to reflect compliance with new sex offender reporting guidelines. Staff would ask for a motion to approve the updates to the volunteer manual based on this new information.

# NOV 2017

SUN

MON

TUE

WED

THU

FRI

SAT

01

It's a Wonderful  
Life Adult  
Auditions

02

CAC Mtg @7

03

04

05

City Council Mtg  
@7

06

07

08

Plan Comm Mtg  
@ 7  
IAPD Legal  
Symposium  
Chamber Dinner  
@ Eagle Brook

09

10

Heritage Day @  
Peck Farm Park

11

12

Comm of the  
Whole Mtg @7  
School Dist Mtg

13

14

15

Library Board  
Mtg @ 7

16

FVSRA  
Northern Nights

17

18

19

GPD Board  
Meeting @ 7  
City Council Mtg  
@ 7

20

HPC Mtg @ 7

21

22

Fitness Centers  
Closed  
Happy  
Thanksgiving!!

23

24

25

26

Comm of the  
Whole Mtg @7  
School Dist Mtg

27

28

29

30

# DEC 2017

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

Polar Express  
Story Time Train

03

04

05

06

07

08

09

Polar Express  
Story Time Train

City Council Mtg  
@7

Resident  
Registration Day

CAC Mtg @7

Babes in  
Toyland  
Performance

Babes in  
Toyland  
Performance

10

11

12

13

14

15

16

Babes in  
Toyland  
Performance

Comm of the  
Whole Mtg @7  
GPD Board  
Meeting @ 6  
School Board Mtg

Non-Resident  
Registration Day

Plan Comm Mtg  
@ 7  
It's a Wonderful  
Life  
Performance

It's a Wonderful  
Life  
Performance

It's a Wonderful  
Life  
Performance

17

18

19

20

21

22

23

City Council Mtg  
@ 7

HPC Mtg @ 7

Library Mtg @ 7

24

25

26

27

28

29

30

Fitness Centers  
Close @ 1 PM

Fitness Centers  
Closed  
Happy Holidays!

31

Fitness Centers  
Close @ 1 PM

**GENEVA PARK DISTRICT  
RECREATION BOARD REPORT  
NICOLE VICKERS  
SUPERINTENDENT OF RECREATION  
November 20, 2017**

**I. PROGRAMS**

**Special Events**

**Halloween Hayday/Zombie Apocalypse**

This was the fifth year we held the Zombie Apocalypse at Wheeler Park. The event proved to be a great success again with much hard-work put in by the recreation and park staff. 264 total people spent the evening of October 21<sup>st</sup> attempting to avoid the dreaded zombies. The Halloween Hayday was held at SPRC with over 550 people in attendance on Saturday, October 28<sup>th</sup>.

**Holiday Events**

The Polar Express Storytime Train will once again make its way to Geneva. Staff is finalizing plans for this ever-popular event. In an effort to accommodate as many participants as possible, staff again is offering four sessions and currently all events are filled.

**Playhouse 38**

Playhouse 38 will be debuting the children's production of 'Babes in Toyland' December 8<sup>th</sup> – 10<sup>th</sup>. The adult production of 'It's a Wonderful Life, A Live Radio Play' will take the stage December 14<sup>th</sup> – 16<sup>th</sup>.

**Fitness Centers**

As we gear up for the busy season, staff continues to train on new approaches for membership sales. Our first campaign is in conjunction with Black Friday, and will give staff the opportunity to utilize newly gained knowledge and tactics.

The microsite which is dedicated solely to the fitness centers is currently being designed and is scheduled to launch in mid-December. The site will allow users to easily access fitness center information without having to traverse the main park district website.

Staff was able to retrieve home sale records going back to last January and have recently sent out over 450 letters inviting those homeowners to join our newly named BestLife fitness centers, along with a free-trial offer. Staff will continue to send this invitation to all new residents on a monthly basis.

**Recreation Committee Meeting**

The Recreation Committee meeting was held November 13<sup>th</sup>. Staff reviewed Spring and Summer Cost Analysis along with the annual Summer Camp report. The full report, including minutes, is included in the board packet.

## II. UPCOMING EVENTS

### Special Events:

December 2 & 3: Polar Express Storytime Train  
December 12: Hello Santa

### Trips:

November 21: Domes & Pabst Mansion Holiday - Milwaukee  
November 30: Christmas Remembered at Rosewood - Delavan  
December 7: Soulful Christmas - Romeoville  
December 14: Christkindlmarket - Naperville

**INFORMATION:**

**III. SUNSET REPORT**

Comparison figures for Sunset Racquetball and Fitness Center are as follows:

<b>SRFC October Totals</b>		
	<b>October 2016</b>	<b>October 2017</b>
Annual Membership Revenue	\$8,346	\$8,859
EFT/Ongoing Revenue	\$3,210	\$3,142
Court Hours	\$244	\$454
Guests	\$332	\$431
Monthly Memberships	\$0	\$0
Racquet Rentals	\$6	\$0
Vending	\$29	\$303
<b>Total Revenue</b>	<b>\$12,167</b>	<b>\$13,189</b>

	<b>October 2016</b>	<b>October 2017</b>
Resident SRFC Pre-Paid:		
New	7	8
Renew	16	21
Resident SRFC ONGOING:		
New	2	1
Renew	1	2
Non-Resident SRFC Pre-Paid:		
New	0	0
Renew	2	3
Non-Resident SRFC ONGOING:		
New	0	0
Renew	0	0
<b>New</b>	9	9
<b>Renew</b>	19	26
<b>Totals</b>	28	35

<b>SRFC October Memberships Totals</b>		
	<b>October 2016</b>	<b>October 2017</b>
<b>Total Membership Revenue</b>	<b>\$11,566</b>	<b>\$12,001</b>
<b>Annual Member Retention Rate</b>	<b>72%</b>	<b>87%</b>
<b>SRFC Usage Breakdown</b>		
	<b>October 2016</b>	<b>October 2017</b>
Members	3,638	3,800
Guests	92	109
<b>Total Usage</b>	<b>3,730</b>	<b>3,909</b>

Weight room Usage	3,488	3,637
<b>Court Usage</b>		
Reserved Court Time	73	79
Walk-on Court Time	0	0
<b>Court Percentages</b>		
Prime Time	17%	23%
Non-Prime Time	16%	15%
Racquetball	15%	14%
Wallyball	2%	4%
<b>SRFC Year to Date Comparison</b>		
	<b>2016/2017</b>	<b>2017/2018</b>
Total EFT/Ongoing Memberships	89	86
Total # of Memberships/Members (excludes Gold)	579	979
<b>YTD Total Retention Rate</b>	80%	81%
Total Membership Revenue	\$67,946	\$67,481
Projected EFT/Ongoing Annual Rev.	\$19,260	\$18,852

**IV. SPRC REPORT**

Comparison figures for Stephen D. Persinger Recreation Center are as follows:

<b>SPRC General</b>		
	<b>October 2016</b>	<b>October 2017</b>
Total Membership Revenue	<b>\$40,122</b>	<b>\$40,386</b>
Memberships	96	98
Track Passes	26	44
Guests	12	27
Monthly Membership Retention Rate	80%	84%

<b>SPRC Membership Breakdown</b>		
	<b>October 2016</b>	<b>October 2017</b>
Resident Gold Pre-Paid:		
New	5	3
Renew	2	6
Resident Gold ONGOING:		
New	2	2
Renew	0	0
Non-Resident Gold Pre-Paid:		
New	0	0
Renew	2	1
Non-Resident Gold ONGOING:		
New	0	0



Renew	0	1
Resident SPRC Pre-Paid:		
New	18	17
Renew	50	52
Resident SPRC ONGOING:		
New	8	4
Renew	0	1
Non-Resident SPRC Pre-Paid:		
New	4	3
Renew	4	6
Non-Resident SPRC ONGOING:		
New	1	2
Renew	0	0
<b>New</b>	38	31
<b>Renew</b>	58	67
<b>Totals</b>	96	98

#### SPRC Usage Breakdown

	October 2016		October 2017	
Members	7,472		8,773	
Guests	<u>12</u>		<u>27</u>	
<b>Total Usage</b>	<b>7,484</b>		<b>8,800</b>	
Member Usage:				
Mon.-Fri. (Avg.)	Avg. 381		Avg. 407	
Sat. (Avg.)	Avg. 256		Avg. 283	
Morning Nursery	554	Avg. 22	618	Avg. 23
12-4 pm Nursery	186	Avg. 9	284	Avg. 11
Evening Nursery	165	Avg. 8	216	Avg. 8
<b>TOTAL NURSERY</b>	905		1,118	
Open Gym Youth	309		227	
Open Gym Adult	255		361	

#### SPRC October Totals

	October 2016		October 2017	
Annual Membership Revenue:	\$27,689		\$26,792	
EFT/Ongoing Membership Revenue:	\$11,268		\$12,494	
Monthly Memberships	3	\$537	0	\$0
Track Pass	26	\$628	44	\$1,100
<b>Total Membership Revenue</b>	<b>\$40,122</b>		<b>\$40,386</b>	
Kidz Korral Revenue	\$3,520		\$2,997	
Birthday Parties	18	\$3,140	11	\$1,965
Guest Fees	12	\$104	27	\$270
Replacement Cards	14	\$42	0	\$0
Open Gym Youth	309	\$542	227	\$816

Open Gym Adult	255	\$422	361	\$523
Vending	\$34		\$439	
Holiday Guest Pass	NA	NA	NA	NA
<b>Total Additional Revenue</b>	<b>\$7,804</b>		<b>\$7,010</b>	
<b>SPRC Year to Date Comparisons</b>				
	<b>2016/2017</b>		<b>2017/2018</b>	
Current Memberships/Members	1,308	2,825	1,209	2,605
Gold Annual	129	329	129	308
Gold Ongoing	62	149	55	136
SPRC Annual	808	1,600	741	1,452
SPRC Ongoing	309	747	284	709
Track Passes	600		590	
YTD Membership Retention Rate	73%		72%	
Total Membership Revenue	\$177,264		\$173,748	
Projected EFT/Ongoing Annual Rev.	\$67,608		\$74,964	

# BestLife FITNESS



**FREE TRIAL**  
Stop In Today for Your Free Tour & Trial

**EXPLORE**  
View Membership Options at Both of Our Full-Service Fitness Centers

**SPRC**  
Stephen D. Persinger Recreation Center  
3507 Kaneville Rd  
Geneva, IL 60134

**SUNSET**  
Sunset Racquetball & Fitness Center  
710 Western Ave  
Geneva, IL 60134

## Live your **BestLife** at Geneva Park District!

Our **two full-service fitness centers** offer a complete array of workout options to encourage a safe and fun fitness experience. As a Geneva Park District fitness member, you will find more than just a place to exercise; you will find a family of dedicated employees committed to helping you achieve your goals.

Each fitness center has the same excellent service, motivational staff, convenient towel service, spacious locker rooms, and modern fitness equipment.

- KIDZ KORRAL CHILDCARE
- PERSONALIZED TRAINING
- FITNESS CLASSES
- OPEN GYM
- INDOOR TRACK

### What sets each location apart?

Each location features its own amenities; so, whether you want to choose the fitness center near you or become a member at both, BestLife Fitness will suit your health and wellness needs. Make BestLife Fitness your #1 choice!

### Location features:

- SPRC has an indoor walking/running track, gymnasium and Kidz Korral child care. Additionally, this location features a men's and women's steam room.
- Sunset Fitness has racquetball court and the functional fitness studio (FSS). Additionally, this location features a men's and women's sauna.



Live Your **BestLife!**

# BestLife FITNESS

Facilities of the Geneva Park District

# BestLife FITNESS



**Stephen D. Persinger**  
Recreation Center (SPRC)



**\$0**  
ENROLLMENT  
FEE

**BestLife Fitness**

**Join Now**

**Membership Options**

**Stephen D. Persinger  
Recreation Center (SPRC)**

- INDOOR TRACK
- KIDZ KORRAL CHILDCARE
- OPEN GYM
- PHOTO GALLERY

**Sunset Racquetball &  
Fitness Center**

- FUNCTIONAL FITNESS STUDIO (FSS)
- RACQUETBALL
- PHOTO GALLERY



We value your health & wellness! Challenge yourself to live a healthier lifestyle! Live your **BestLife!**

The Fitness Center, located within the Stephen Persinger Recreation Center (SPRC) is more than your ordinary gym — we are a full-service community fitness destination, offering affordable membership options for both residents and non-residents. In addition, members can enjoy the indoor walking/running track, open gym times and Kidz Korral child care.

Joining the Fitness Center at SPRC should be the easiest step in reaching your fitness goals! The Fitness Center at SPRC is located at 3507 Kaneville Road, across from Peck Farm Park.

**Amenities**

- Over 35 pieces of cardiovascular equipment
- iPod compatible personal viewing screens
- Free Wi-Fi
- Core conditioning & stretching area
- 3-lane walking/running track
- 2-court gym
- **FREE** New Member Fitness Orientation
- **FREE** open gym to members
- Locker rooms & towel service
- Men's & women's showers & steam rooms
- Personalized Training Includes:
  - Fitness Assessment\*
  - Nutritional Counseling\*
  - Fitness Assessment\*
- Individual, Partner, Yoga and Specialized Personal Training Package\*
- Kidz Korral Child Care\*

*\*Additional Fees Apply*

**\$ DAILY FEES**

- Fitness Center**  
\$8 (N/R \$10)
- Open Gym**  
\$3 (N/R \$5)
- Indoor Track**  
\$8 (N/R \$10)
- Open Gym**  
\$4 (N/R \$6)

# BestLife FITNESS

Facilities of the Geneva Park District

f Instagram [+] Give Feedback



New Name!  
New You!

# BestLife FITNESS

Facilities of the Geneva Park District



## Top 10 Reasons to Join!

1. Friendly, safe and non-intimidating atmosphere
2. Affordable membership options
3. 2 convenient locations
4. \$0 enrollment fee
5. Dedicated, motivating and helpful staff
6. Kidz Korral - child care option
7. GOLD Pass - access to both centers
8. Functional Fitness Room
9. Spacious locker rooms with towel service
10. Indoor walking/running track

*Lose your  
excuses and  
find your  
results!*

**DON'T WAIT!**  
**JOIN BY JANUARY 31 FOR THIS BONUS OFFER!**

**FREE** First Month and **FREE** 30-Minute Personal Training Session

Join by  
1/31/18

Valid January 1-31, 2018 only. Valid for new members only. All memberships require a 12-month commitment. All membership rules apply. Personal Training session must be used within three months of membership start date. Not valid with other offers. One offer per person. Must show ad or mention: ChiTribJan\_2018

Stephen D. Persinger Recreation Center  
3507 Kaneville Road | Geneva, IL 60134  
630-232-4501

Sunset Racquetball & Fitness Center  
710 Western Avenue | Geneva, IL 60134  
630-232-4542

Visit [genevaparks.org](http://genevaparks.org) for more information.

New Name!  
New You!

# BestLife FITNESS

Facilities of the Geneva Park District

**TRAINING FOCUSED ON YOU!**



## Direction › Motivation › Results

Go beyond the basics and get a personalized program tailored to you!

Geneva Park District offers personal training, yoga personal training and nutritional counseling at our fitness centers. Our personal training team will create a safe and productive program that will give you results.



Real **People!** Real **Results!**

Get your **BestLife** at Geneva Park District

Ask about Personalized Training Today!

Stephen D. Persinger Recreation Center  
3507 Kaneville Road | Geneva, IL 60134  
630-232-4501

Sunset Racquetball & Fitness Center  
710 Western Avenue | Geneva, IL 60134  
630-232-4542

Visit [genevaparks.org](http://genevaparks.org) for more information.



New Name!  
New You!

# BestLife

\$0  
Enrollment  
Fee



# FITNESS

Facilities of the Geneva Park District



Join by  
1/31/18

## **FREE** First Month and **FREE** 30-Minute Personal Training Session

Offer valid January 1-31, 2018. Valid for new members only. All memberships require a 12-month commitment. All membership rules apply. Personal Training session must be used within three months of membership start date. Not valid with other offers. One offer per person. Must show ad or mention: MillCreekLife

### **DON'T WAIT! JOIN BY JANUARY 31 FOR THIS BONUS OFFER!**

**Stephen D. Persinger Recreation Center (SPRC)**  
3507 Kaneville Road | Geneva, IL 60134  
630-232-4501

**Sunset Racquetball & Fitness Center**  
710 Western Avenue | Geneva, IL 60134  
630-232-4542

Visit [genevaparks.org](http://genevaparks.org) for more information.

**Peck Farm Park Report**  
**by**  
 Trish Burns  
*Manager of Peck Farm Park Interpretative Center*  
 November 20, 2017

**Natural Areas / Site Management**

1. Fall Prescribed Burns – The parks staff is endeavoring to do prescribed burns this fall. Due to weather conditions, one has been completed at Peck Farm. The area to the west of the parking lot and west of the lake has been burned. More burns are scheduled if conditions allow; especially at Peck Farm to the east of the house. Burning in the fall tends to favor forbes over grasses. This allows for more diversity in the prairie.
2. Volunteer Appreciation – Staff will be hosting a volunteer appreciation event on December 7 from 5:30-7:30 pm in the Peck House. We had over 120 volunteers help with a variety of events at Peck Farm this year. This will be catered by Gia Mia. We invite all board members to attend.

**Interpretation / Programs**

1. Winter Hours – As of November 1<sup>st</sup>, the House, Observation Silo and Orientation Barn at Peck Farm Park are closed on Sundays for the winter season.
2. Heritage Day – We hosted a special event on Saturday, November 11. The sheep herder was a primary focus. There were plenty of activities for kids and families to keep them active, including butter making and old-fashioned games. We had a low turnout, only 100 people. We believe the weather and other community events held indoors kept people away.

3. Upcoming Events & Programs:

- |                           |                            |
|---------------------------|----------------------------|
| 4. STEAM @ Peck           | November 2 – December 7    |
| Heritage Day              | November 11                |
| Reptiles and Amphibians   | November 14 and December 9 |
| Nurturing Nature          | November 17                |
| KCCN Information Sessions | November 29 and December 2 |

5. Program report (October):

2017	2016		2017	2016	
10	9	Family Programs	127	297	Participants
4	3	Adult Program	174	138	Participants
16	6	Children's Programs	162	86	Participants
6	8	Birthday Party Programs	270	370	Participants
3	2	On-site Field Trips – Staff led	172	177	Students/teachers/chaperons
1	0	On-site Field Trips – Visit only	15	0	Students/teachers/chaperons
4	4	KidsZone/KinderZone	256	227	Participants
3	1	Scout Programs	152	100	Participants
1	1	Community Group Mtgs.	45	45	FVAS



3	3	Partnered Programs	657	655	FVAS Public Star Party, Geneva Middle School Cross Country Meets,)
4	2	OB Rentals	177	100	
2	2	Picnic Shelter Rental	250	250	
0	1	3-Sided Barn Rental	0	125	
0	0	Facility Rental	0	0	
1	2	Special Event	130	205	Dog Parade, Prairie Girl Dedication (2016)
		Walk in Attendance	1487	1250	Visitors
<b>58</b>	<b>44</b>	<b>Total Events</b>	<b>4047</b>	<b>4025</b>	<b>Total Tracked Participants</b>

6. Program Comparison (4-Years):

October Programs							
2015		2014		2013		2012	
Events	Participants	Events	Participants	Events	Participants	Events	Participants
46	3865	32	2917	51	4467	45	2867

## **GENEVA PARK DISTRICT**

### **PARKS AND PROPERTIES BOARD REPORT**

Larry Gabriel, Superintendent of Parks and Properties

November 20, 2017

- I am overjoyed to welcome Mandy Morgan as the new Foreman of Parks and Properties at Peck Farm. I will elaborate further at the Board meeting.
- Our mowing and leaf mulching operations are still ongoing, but coming to a close. Staff tends to monitor the sites regularly until first hard freeze or snowfall.
- We have taken over a portion of the Bob Cox baseball field project at Sunset Park. Rainfall at inopportune times has slowed the project, but staff remains committed to providing the highest quality finished project. Sod installation, tree planting, and turf restoration will all likely be completed by the time of the Board meeting.
- Staff dedication of time on the aforementioned baseball field project will slow the timing of the artificial turf installation at the Disc Golf, but we will forge ahead as soon as possible until weather dictates otherwise. We can still complete the cutting of the materials in anticipation of the next installation opportunity.
- Baseball, Soccer, and Lacrosse are all finished for the season.
- All of the garden areas have been cleared, and plants that can be re-used along with bulbs are stored in the greenhouse.
- All of the outdoor restroom facilities have been closed and winterized along with drinking fountains, and Stone Creek.
- Staff members are bringing in picnic tables and refuse barrels for annual inspections and repairs. A roster of park signs needing refinishing has been compiled as well.
- We had successful resident meeting at Elm Park and Frank K. Burgess Park regarding the playground renovations slated for Spring of 2018. I will be ordering the equipment by the end of the year to avoid future price increases.
- We will be closing the skate park on November 30.
- Staff will begin installing Christmas decorations on select buildings the week after Thanksgiving.
- Staff will begin construction of ice rinks on or about November 20. The Stone Creek hut will be prepped for use as a warming shelter at that time as well.
- I am working with Jon Green of ERA Engineering to have the LG Bridge at Island Park inspected and also have the stone wall at the northeast portion of Island Park inspected.
- Staff is still taking advantage of any and all opportunities to perform prescribed burns. Our focus is the south section of Peck Farm.

- We have successfully aerated and installed “weed and feed” at many of the park sites west of Randall Road. We are attempting to intercept the influx of Spring broadleaves at these particular site which seem especially vulnerable.
- Please find a memo regarding the replacement of two Scag mowers in your packet. Ken Kerfoot and Mandy Morgan will be at the meeting to comment and answer questions.

The Parks Department wishes everyone a very Happy Thanksgiving!!

**Geneva Park District**  
**Recreation Committee Meeting**  
**Monday, November 13, 2017**  
**4:00 pm**

AGENDA

Call to Order

- I. 2017-2018 Recreation Fund Summary of Revenue & Expenses
- II. Recreation Program/Participant Cost Analysis
  - A. Spring 2017
  - B. Summer 2017
- III. Summer Day Camp Revenue and Expenditure Breakdown
- IV. Summer Day Camp Recommendations
- V. Additional discussion/questions
- VI. Adjourn

## **MEMO**

To: Recreation Committee

From: Nicole Vickers, Superintendent of Recreation

Subject: Recreation Committee Report

Date: November 13, 2017

Attached are the recreation programs financial analysis and participation comparisons for the Spring and Summer 2017 seasons. Also, for reference, is the summary of revenue and expense for the recreation budget for the current fiscal year.

In regard to the remaining net balances in some of the program accounts, I wanted to remind the committee that this report reflects only direct costs associated with the programs. It does not include administrative costs, full time salaries, utilities, building repairs, maintenance, or the \$15,000, plus CPI, rent we pay to the school district each year for school use outside of Kid's Zone. When incorporating these costs into our programs, many are closer to breaking even than making a profit and some are even subsidized by tax revenue. Our pricing analysis has given us a more accurate indication of each program subsidy level.

All program revenue generated assists in offsetting deficits produced by the Administrative and Public Information Operations along with the Park District's operations of Western Avenue and Harrison Street School gyms.

**Geneva Park District  
Recreation Fund  
Summary of Revenue and Expense  
May 2017 - April 2018**

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus or (Deficit)</u>
Administrative Operations	1,512,500	2,231,565	(719,065)
Public Information	12,000	123,500	(111,500)
Community Center Rentals	9,000	1,500	7,500
General Recreation	248,000	138,225	109,775
Playhouse 38	70,700	64,250	6,450
Preschool/ Toddler	340,000	311,900	28,100
Active Older Adults	24,500	20,300	4,200
Dance	154,100	80,600	73,500
Camps	333,000	258,750	74,250
Contracted & Cooperative Programs	18,200	13,600	4,600
Special Events	73,550	55,650	17,900
Tennis	16,000	11,000	5,000
Tumbling/ Gymnastics/Cheerleading	168,700	125,150	43,550
Baseball/ Softball	63,650	25,000	38,650
General Athletics	383,750	258,625	125,125
Ice Rinks	-	1,500	(1,500)
Gymnasiums	-	40,500	(40,500)
Sunset Racquetball & Fitness Center	195,927	127,412	68,515
Pools	553,400	519,000	34,400
Stone Creek Miniature Golf	89,800	34,100	55,700
After School Programs	765,000	703,850	61,150
Scholarships	7,000	7,000	-
SPRC	644,100	529,900	114,200
<b>Total</b>	<b>5,682,877</b>	<b>5,682,877</b>	<b>-</b>
<b>Prior Year Totals</b>	<b>5,538,642</b>	<b>5,538,642</b>	<b>-</b>
<b>% Change</b>	<b>2.60%</b>		

**Geneva Park District  
Program/Participant Operating Cost Analysis  
Spring 2017**

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2017	2016			2017	2016	2017	2016			2017	2016	2017	2016
Parents Night Out	14	0	14	41	\$158.00	\$210.00	\$52.00	\$299.00	25%	49%	2	2	50%	0%	NA	NA
Breakfast with Bunny/Egg Hunt	1349	59	1408	1598	\$1,377.00	\$2,323.00	\$946.00	\$538.00	41%	25%	3	0	0%	0%	98%	96%
Egg-Mazing Race	59	47	106	112	\$235.47	\$911.00	\$675.53	\$348.56	74%	100%	1	0	0%	0%	99%	100%
Bunny Baskets	68	0	68	57	\$869.00	\$993.00	\$124.00	\$170.00	12%	21%	2	0	0%	0%	98%	96%
TV Turn Off Week	228	0	228	223	\$300.00	\$0.00	-\$300.00	-\$239.88	0%	0%	3	0	0%	0%	NA	NA
<b>Totals</b>	<b>1718</b>	<b>106</b>	<b>1824</b>	<b>2031</b>	<b>\$2,939.47</b>	<b>\$4,437.00</b>	<b>\$1,497.53</b>	<b>\$1,115.68</b>	<b>33%</b>	<b>24%</b>	<b>11</b>	<b>2</b>	<b>15%</b>	<b>0%</b>	<b>98%</b>	<b>97%</b>

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2017	2016			2017	2016	2017	2016			2017	2016	2017	2016
TEEN TRIPS/PROGRAMS	4	0	4	17	\$212.40	\$342.20	\$129.80	\$687.54	38%	54%	1	5	83%	25%	90%	95%
DANCE	1299	65	1364	1800	\$17,629.32	\$27,771.20	\$10,141.88	\$8,356.78	37%	26%	16	5	24%	35%	93%	97%
FITNESS	738	82	820	926	\$16,051.00	\$38,055.25	\$22,004.25	\$18,130.47	58%	54%	66	19	22%	31%	96%	97%
GYMNASTICS/TUMBLING	194	30	224	237	\$16,993.74	\$24,025.40	\$7,031.66	\$8,156.40	29%	25%	28	8	22%	32%	96%	93%
GENERAL ATHLETICS	405	125	530	321	\$30,575.36	\$53,633.00	\$23,057.64	\$15,094.00	43%	38%	57	24	30%	43%	94%	95%
ALL STAR SPORTS	289	42	331	338	\$19,850.00	\$29,366.45	\$9,516.45	\$6,780.00	32%	27%	42	17	29%	34%	96%	97%
TODDLER CLASSES	193	26	219	197	\$8,283.35	\$13,718.27	\$5,434.92	\$4,985.48	40%	34%	30	13	30%	54%	95%	98%
MARTIAL ARTS	149	10	159	154	\$9,826.10	\$13,535.00	\$3,708.90	\$3,734.40	27%	29%	33	13	28%	36%	99%	96%
YOUTH PROGRAMS	104	3	107	148	\$2,311.10	\$3,508.50	\$1,197.40	\$2,191.75	34%	25%	17	14	45%	47%	97%	98%
ADULT/FAMILY	18	0	18	52	\$374.60	\$507.20	\$132.60	\$504.70	26%	33%	9	30	77%	62%	94%	92%
SENIORS	538	12	550	408	\$3,740.41	\$4,961.00	\$1,220.59	\$1,668.20	25%	40%	12	2	14%	19%	98%	97%
DAY OFF TRIPS AND CAMPS	386	22	408	302	\$6,967.29	\$9,809.00	\$2,841.71	\$2,229.37	29%	31%	15	0	0%	0%	96%	95%
PRE-SCHOOL	220	0	220	209	\$238,619.00	\$292,159.17	\$53,540.17	\$33,902.77	19%	14%	16	0	0%	0%	98%	98%
KIDS ZONE BEFORE AND AFTER	376	0	376	373	\$602,641.45	\$859,076.86	\$256,435.41	\$187,507.00	30%	23%	6	0	0%	0%	90%	93%
CULTURAL ARTS	995	9	1004	253	\$7,389.00	\$18,793.00	\$11,404.00	\$404.50	61%	8%	4	20	83%	65%	91%	87%
<b>Totals</b>	<b>5908</b>	<b>426</b>	<b>6334</b>	<b>5745</b>	<b>\$981,464.12</b>	<b>\$1,389,261.50</b>	<b>\$407,797.38</b>	<b>\$294,333.36</b>	<b>35%</b>	<b>31%</b>	<b>352</b>	<b>170</b>	<b>32%</b>	<b>32%</b>	<b>95%</b>	<b>95%</b>

Summary	2017	2016
Total Programs Offered:	535	545
Total Programs Held:	363	344
Total Participants:	8,158	7,776
Total Revenue:	\$1,393,698.50	\$1,293,658.18
Total Expenses:	\$984,403.59	\$998,083.70
Operating Net Gain/(Loss):	\$409,294.91	\$295,449.04
Administrative/Facility Costs:	(\$54,442.00)	(\$57,389.00)
<b>Net Gain/(Loss):</b>	<b>\$354,852.91</b>	<b>\$238,060.04</b>



**Geneva Park District  
Program/Participant Operating Cost Analysis  
Summer 2017**

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2017	2016			2017	2016	2017	2016			2017	2016
Twilight Mini Golf	200	61	261	201	\$678.40	\$2,088.00	\$1,409.60	\$1,169.60	67%	63%	2	0	0%	0%
Mini Golf Kids Day	67	0	67	70	\$0.00	\$134.00	\$134.00	\$140.00	100%	100%	1	0	0%	0%
3 on 3 B-Ball Tourney	42	60	102	87	\$1,100.86	\$2,210.00	\$1,109.14	\$338.00	50%	19%	5	0	0%	0%
Geneva's Got Talent	475	0	475	464	\$1,000.00	\$735.00	-\$265.00	\$67.40	0%	6%	1	0	0%	0%
Concerts in the Park*	600	0	600	900	\$4,100.00	\$5,100.00	\$1,000.00	\$650.00	20%	14%	3	1	33%	33%
Movie in the Park	300	0	300	400	\$1,286.75	\$1,853.00	\$566.25	-\$1,292.00	31%	0%	3	0	0%	0%
Neighborhood Cookouts	550	0	550	500	\$649.57	\$0.00	-\$649.57	-\$302.10	0%	0%	3	0	0%	0%
Folk Fest*	0	0	0	5200	\$0.00	\$0.00	\$0.00	\$636.00	0%	37%	0	1	100%	0%
<b>Totals</b>	<b>2234</b>	<b>121</b>	<b>2355</b>	<b>7822</b>	<b>\$8,815.58</b>	<b>\$12,120.00</b>	<b>\$3,304.42</b>	<b>\$1,406.90</b>	<b>27%</b>	<b>13%</b>	<b>18</b>	<b>2</b>	<b>10%</b>	<b>4%</b>

\* Folk Festival Cancelled Due to Flooding

\*Concerts relocated to River Park

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2017	2016			2017	2016	2017	2016			2017	2016	2017	2016
TEEN TRIPS/PROGRAMS	12	0	12	20	\$603.60	\$2,016.90	\$1,413.30	\$1,086.10	70%	67%	3	6	67%	43%	NA	94%
DANCE	73	23	96	186	\$4,489.00	\$7,952.00	\$3,463.00	\$6,199.00	44%	51%	21	25	54%	49%	98%	97%
FITNESS	555	51	606	643	\$15,881.00	\$36,237.24	\$20,356.24	\$13,911.84	56%	48%	48	31	39%	38%	97%	98%
GYMNASTICS/TUMBLING	242	51	293	310	\$24,844.51	\$38,770.88	\$13,926.37	\$16,014.90	36%	34%	40	11	22%	20%	94%	95%
GENERAL ATHLETICS	550	206	756	607	\$38,321.95	\$63,940.60	\$25,618.65	\$24,214.99	40%	36%	79	53	40%	39%	95%	93%
ALL STAR SPORTS	525	51	576	559	\$35,192.00	\$50,932.50	\$15,740.50	\$13,957.10	31%	29%	65	34	34%	39%	96%	95%
TODDLER CLASSES	159	14	173	187	\$6,036.70	\$10,035.38	\$3,998.68	\$4,029.44	40%	33%	26	23	47%	59%	96%	95%
MARTIAL ARTS	116	16	132	127	\$10,328.00	\$14,690.70	\$4,362.70	\$4,028.10	30%	27%	29	17	37%	38%	95%	97%
YOUTH PROGRAMS	223	12	235	188	\$11,468.00	\$16,493.35	\$5,025.35	\$4,540.30	30%	28%	38	17	31%	43%	94%	93%
ADULT/FAMILY	19	5	24	36	\$1,169.40	\$1,561.00	\$391.60	\$144.24	25%	17%	8	28	78%	74%	94%	98%
SENIORS	564	12	576	597	\$3,140.95	\$4,235.45	\$1,094.50	\$1,789.65	26%	31%	13	0	0%	14%	96%	97%
DAY OFF TRIPS AND CAMPS	4533	22	4555	4050	\$241,130.19	\$371,844.45	\$130,714.26	\$111,027.01	35%	29%	86	11	11%	18%	94%	93%
CULTURAL ARTS	583	15	598	693	\$11,977.00	\$14,323.00	\$2,346.00	\$7,316.41	16%	51%	5	9	64%	38%	96%	98%
<b>Totals</b>	<b>8154</b>	<b>478</b>	<b>8632</b>	<b>8203</b>	<b>\$404,582.30</b>	<b>\$633,033.45</b>	<b>\$228,451.15</b>	<b>\$208,259.08</b>	<b>36%</b>	<b>33%</b>	<b>461</b>	<b>265</b>	<b>40%</b>	<b>39%</b>	<b>95%</b>	<b>96%</b>

Summary	2017	2016
Total Programs Offered:	746	775
Total Programs Held:	479	482
Total Participants:	10,987	16,075
Total Revenue:	\$645,153.45	\$642,946.25
Total Expenses:	\$413,397.88	\$433,280.27
Operating Net Gain/(Loss):	\$231,755.57	\$209,665.98
Administrative/Facility Costs:	(\$54,442.00)	(\$57,389.00)
<b>Net Gain/(Loss):</b>	<b>\$177,313.57</b>	<b>\$152,276.98</b>

## MEMO

To: Nicole Vickers, Superintendent of Recreation

From: Kelly Wales, Recreation Supervisor

Subject: 2017 Day Camp Report

Date: November 6, 2017

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The 2017 Day Camp Report outlines the financials and participation numbers for Traditional Camps (Safari, Voyager, Explorer, Adventure, Teen X-treme Camps) and our Specialty Camps.

As an overview our traditional camps had 3,852 participants with a profit of \$120,541.84. Our Specialty Camps had 442 participants with a profit of \$7,001.91.

Included are recommendations for the 2018 summer season, which we are currently preparing.

**Summer Day Camp Report 2017**

	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	*2016	2017	
<b>Traditional Camps</b>													
Safari Camp (ages 3-5)	198	234	239	157	247	299	\$3,303.56	\$5,620.20	\$4,563.74	\$1,763.91	\$1,096.20	\$3,425.76	
Voyager Camp (Grades K-1)	372	493	420	384	555	572	\$12,143.48	\$19,261.51	\$23,152.07	\$17,337.19	\$23,862.90	\$28,440.32	
Extra Hours	248	267	261	202	371	632							
2017 Ext AM						221							
2017 Ext PM						411							
Explorer Camp (Grades 2-3)	735	737	674	613	606	623	\$25,586.41	\$28,794.59	\$23,152.05	\$31,784.48	\$26,065.10	\$36,231.09	
Extra Hours	479	480	358	366	361	602							
2017 Ext AM						229							
2017 Ext PM						373							
Adventure Camp (Grades 4-5)	592	640	573	506	466	500	\$20,197.67	\$25,004.80	\$23,152.05	\$23,116.16	\$20,330.20	\$28,090.04	
Extra Hours	376	453	374	320	291	534		Leadership Camp included with Adventure Camp					
2017 Ext AM						209							
2017 Ext PM						325							
Junior Xtreme Camp (6th grade)				225	113	208				see below			
Extra Hours				162	61	247				one budget for Teens			
2017 Ext AM						106							
2017 Ext PM						141							
Teen X-treme Camp (Grades 7-8)	431	441	461	193	256	151	\$23,537.76	\$31,122.55	\$28,802.05	\$25,016.73	\$16,681.13	\$24,354.63	
Extra Hours	109	107	138	106	137	107							
2017 Ext AM						47							
2017 Ext PM						60							
<b>Total Traditional Camps</b>	<b>3540</b>	<b>3852</b>	<b>3498</b>	<b>3234</b>	<b>3464</b>	<b>3852</b>	<b>\$84,768.88</b>	<b>\$109,803.65</b>	<b>\$102,821.96</b>	<b>\$99,018.47</b>	<b>\$88,035.54</b>	<b>\$120,541.84</b>	
*Please note: 2017 Daily Day Off Trips were offered the week before camps started and the week before school began to accommodate the school schedule, as well as to offer flexibility and wider selection to the participants. The revenue was realized in the Day Off budget and resulted in an additional net profit of \$6,012.													
			<b>Percent of Profit:</b>					<b>40%</b>	<b>45%</b>	<b>48%</b>	<b>32%</b>	<b>30%</b>	<b>37%</b>
<b>Specialty Camps</b>													
Star Wars camp	25		n/a	n/a	n/a	n/a	\$995.00						
Rock SuperStar Camp			n/a	n/a	n/a	n/a							
Outdoor Adventure Camp			n/a	n/a	n/a	n/a							
Wacky Water Camp	30	39	30	43	51	31	\$1,290.00	\$2,224.95	\$2,217.00	\$1,604.03	\$1,460.04	\$488.16	
Pretty Princess Camp	29	26	31	15	15	14	\$1,095.00	\$1,483.30	\$1,743.42	\$1,367.56	\$426.30	\$210.64	
Nothing But Sports Camp	30	22	40	41	29	34	\$610.00	\$1,225.10	\$2,154.12	\$1,388.39	\$1,652.61	\$555.05	
Science Discovery Camp	53	63	28	44	34	14	\$2,076.00	\$3,594.15	\$1,396.34	\$2,721.29	\$1,065.76	\$208.64	
SuperHero Camp	21		n/a	n/a	n/a	n/a	\$430.00						
X-treme Adventure Camp (Road Trip!)	57	28	32	30	42	19	\$3,150.00	\$1,597.40	\$1,834.59	\$2,503.33	\$1,278.91	\$242.53	
(Are we there Yet)													
Zoopers Camp		30	28	23	0	18		\$1,711.50	\$53.67	-\$229.38		\$242.53	
MVP Camp	14		n/a	n/a	n/a	n/a	\$599.00						
Harry Potter Camp	38	29	n/a	n/a	n/a	n/a	\$1,510.00	\$1,654.45					
Top Chef Camp	21	25	19	29	n/a	n/a	\$420.00	\$1,426.25	\$48.88	\$3,089.47			
CIT Program	25	31	10	n/a	n/a	n/a	\$799.30	\$1,768.55					

Taste of Chicago Camp			n/a	n/a	n/a	n/a						
Bike n' Hike Camp	0		n/a	n/a	n/a	n/a						
My Little Princess Camp	26	26	26	26	28	29	\$1,483.30	-\$253.15	\$683.70	\$852.61	\$503.16	
Cool Construction Camp	26	39	31	29	24	24	\$1,482.45	\$1,159.01	\$930.54	\$905.90	\$359.41	
Storybook Adventures		9	12	14	13	13		\$107.02	\$49.76	\$426.30	\$215.64	
Short Sports Camp		17	39	27	24	24		\$583.42	\$161.89	\$799.32	\$359.41	
Crafty Kids		33	19	26	0	0		-\$229.99	-\$111.16	\$772.68	\$0.00	
Messy Business		34	28	24	26	26		\$393.49	\$55.54	\$719.39	\$431.28	
Sweet Treats		29	17	n/a	n/a	n/a		\$978.08	\$66.76			
Fun-2-Play				140	69	69	2017 - only one week offered					
Fun-2-Play Ext hrs				99	82	82				\$7,394.98	\$2,394.78	
2017 AM hours						31						
2017 PM hours						51						
Artsy Camp				7	7	7				\$213.15	\$143.76	
Lil' Crafty Campers				22	23	23				\$639.47	\$359.41	
Zombie Outbreak Camp						15					\$287.51	
<b>Total Specialty Camps</b>	<b>343</b>	<b>345</b>	<b>405</b>	<b>397</b>	<b>587</b>	<b>442</b>	<b>\$12,974.30</b>	<b>\$19,651.40</b>	<b>\$12,185.90</b>	<b>\$14,281.72</b>	<b>\$18,607.42</b>	<b>\$7,001.91</b>
			<b>Percent of Profit:</b>				<b>28%</b>	<b>44%</b>	<b>31%</b>	<b>29%</b>	<b>34%</b>	<b>20%</b>
<b>Total Traditional Camps</b>	<b>3540</b>	<b>3852</b>	<b>3498</b>	<b>3234</b>	<b>3464</b>	<b>3852</b>	<b>\$84,768.88</b>	<b>\$109,803.65</b>	<b>\$102,821.96</b>	<b>\$97,118.16</b>	<b>\$88,035.54</b>	<b>\$120,541.84</b>
<b>Total Specialty Camps</b>	<b>343</b>	<b>345</b>	<b>405</b>	<b>397</b>	<b>587</b>	<b>442</b>	<b>\$12,974.30</b>	<b>\$19,681.40</b>	<b>\$12,185.90</b>	<b>\$14,281.72</b>	<b>\$18,607.42</b>	<b>\$7,001.91</b>
<b>Total For All Camps</b>	<b>3883</b>	<b>4197</b>	<b>3903</b>	<b>3631</b>	<b>4051</b>	<b>4294</b>	<b>\$97,743.18</b>	<b>\$129,485.05</b>	<b>\$115,007.86</b>	<b>\$111,399.88</b>	<b>\$106,642.96</b>	<b>\$127,543.75</b>
			<b>Percent of Profit:</b>				<b>29%</b>	<b>35%</b>	<b>34%</b>	<b>32%</b>	<b>30%</b>	<b>35%</b>
<b>Total Camp Revenue</b>							<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
							\$334,065.00	\$370,718.23	\$338,213.90	\$348,149.69	\$351,476.90	\$364,862.45
<b>Total Camp Expenses</b>							\$236,321.82	\$241,233.18	\$223,206.04	\$236,749.81	\$244,833.94	\$237,318.70
<b>Total Profit</b>							\$97,743.18	\$129,485.05	\$115,007.86	\$111,399.88	\$106,642.96	\$127,543.75

### **Summary of Participant Evaluations:**

Overall we continue to provide safe camps for children to attend. Our use of the camp page of the park district's website has proven to be very beneficial for families. In addition, providing online postings of newsletters and calendars as well as direct emails to parents to notify them of the availability of information has greatly assisted families in communication and being sure the participants are prepared for the day. We continue to provide hard copies on site for those who do not have access to the internet or just prefer a hard copy. Our staff's interaction with the participants is great! They continue to excel in implementing activities throughout the day, giving children direction and guidance, as well as, creating a fun environment for our participants while being aware of the children's needs and interests. We will continue to offer training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.

#### Safari Camp

"Michael STILL talks about going to camp and how much fun he had. He loved the themed weeks and all of the activities. We very much appreciate your staff working with FVSRA and his companion, Megan, so that Michael never missed out! He can't wait for camp next year!!!"

#### Voyager Camp

"This was our first summer in camp and my daughter LOVED it. So well organized, fun and nice counselors, great communication and she had so much fun. Thank you!!!"

My son loved camp! He just entered kindergarten, so this was his first experience being away all day. He was nervous at first, but the counselors were SO great with him! They made him feel special and he looked forward to going every day! Thank you to everyone who made the camp run smoothly!"

#### Explorer Camp

"I can not say enough good things about the leaders & counselors in the GPD explorer camp program. Every one of them was amazing... not a weak link in the bunch! Professional, caring, empathetic...they are clearly well trained, but more significantly...I found them all to be genuinely good people."

"My child enjoyed the camp. Like that there were organized activities at the pool."

"The program exceeded my expectations."

#### Adventure Camp

"Thank you so much for welcoming Christian into the Geneva community. He felt loved at adventure camp and I know that the experience will be a positive memory for him."

"My 10 yr old enjoyed the camp. Love the flexibility of registering week to week. Days were very well organized and communicated to parents. Daily visual board helpful!"

#### Junior X-treme Camp & Teen X-treme Camp

"Mill Creek Elementary school gets hot during the summer and I am concerned for the children and camp coordinators well-being. It is a summer program and the children and staff should be in a well ventilated and comfortable setting. The fans are not enough!"

### Specialty Camps

“My kids love this camp. Lots of fun activities!! Keep up the variety!!” - Are we There Yet Camp

“My son loved this camp!! If you offer it again next year please add new things and we will sign up again!! Lots of fun!!! Maybe have an older version too.” – Zombie Outbreak Camp

“Love the newsletter & info on what we need to bring each day.” – Wacky Water Camp

“This was my sons favorite camp of the summer.” – Artsy Camp

## **Summary of each camp is outlined below.**

### **Safari Camp (3-5 years)**

Safari Camp is held at Friendship Station Preschool facility. All activities are onsite. Safari Camp is designed to mirror our preschool program. We offer two options for families; Monday, Wednesday, Friday participation and/or Tuesday, Thursday participation. Families also have the option to enroll in both options to have their child participate Monday thru Friday. The goal of this camp is to keep consistent schedules for preschoolers who had just attended our preschool and to assist with the introduction of preschool for new or younger participants.

*Traditional Camps: Voyager, Explorer, Adventure, Junior Xtreme, and Teen Xtreme.*

*These camps continued with one week sessions. During the final week before school resumed we offered Day Off Trips and Fun-2-Play Camp for participants entering K-6<sup>th</sup> grade. This allowed us time to prepare and train staff for our Kids' Zone Program and also offer flexibility and wider selections for participants. In addition, School District 304 adjusted their calendar to resume school one week earlier than last year.*

### **Voyager Camp (K-1<sup>st</sup> grade)**

Voyager Camp is held at Sunset Community Center. We provided weekly local field trips, visited Moore Park once a week, as well as alternating mini golf and water days.

### **Explorer Camp (2<sup>nd</sup>-3<sup>rd</sup> grade)**

Explorer Camp is held at Western Avenue School Gymnasium. They visit Sunset Pool 2 days per week. They attend one weekly field trip and one weekly local park visit.

### **Adventure Camp (4<sup>th</sup> -5<sup>th</sup> grade)**

Adventure Camp is held at Harrison Street School Gymnasium. They visit Sunset Pool 2 days per week. They attend one weekly field trip and one weekly local park visit.

### **Junior X-treme Camp (6<sup>th</sup> grade)**

Our Junior Extreme Camp was held at Mill Creek School Gymnasium. They visit Sunset Pool 2 days per week, attend 2 weekly field trips and visit one local park per week. Due to lower enrollment, they participated in field trips with the Teen X-treme Camp. Extended hours were intentionally programmed with Teen X-treme Camp due to anticipated lower enrollment.

### **Teen X-treme Camp (7<sup>th</sup> – 8<sup>th</sup> grade)**

Teen X-treme Camp was held at Mill Creek School Gymnasium. They visit Sunset Pool 2 days per week, attend 2 weekly field trips and visit one local park per week.

### **Leadership Camp (9<sup>th</sup>-10<sup>th</sup> grade)**

Our Leadership Camp was scheduled at SCC. This program was designed to give older campers a more mature camp and offer them leadership opportunities, gain information from local speakers and focus on teamwork. Due to low enrollment we had to cancel all sessions offered for this camp.

### **Specialty Camps (Ages Vary)**

Locations of our Specialty Camps vary. We utilized school and park district gymnasiums and rooms. We offered a total of 20 camps that were for children ages 3-15. Of the 20 camps, 3 were cancelled and 2 were combined with similar camps for a different age. We will continue to watch the trends, to see what new specialty camps we can incorporate in the future.



## Recommendations for 2017:

1. Continue to utilize school gymnasium space where camps have an indoor location for inclement weather and have access to utilize supplies from Kids' Zone.
  - a. Investigate school space and park district space that has air conditioning for our use for extreme heat days.
  - b. Purchase additional fans to assist in circulating air in gymnasiums, in addition to the fans we currently have.
2. Keep Traditional and Specialty Camps to one-week sessions.
3. Continue to offer Kids' Zone participants priority registration for camps.
4. Continue to implement online registration for camps.
5. Evaluate the registration form and process to see if we can simplify the information families need to provide us for their child to participate in our camps.
6. Continue with the new Leadership Camp and increase registration by marketing to last summer's 8<sup>th</sup> grade participants as well as school district online backpack and promoting information to this year's special event volunteer data base.
7. Continue "green" means of communication with parents, via online newsletters.
  - a. Continue to provide hard copies onsite for families that do not have access to online documents.
  - b. Continue to include photos on the weekly newsletters for parents, showcasing the fun we have at camp!
8. Continue to offer training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.
9. Continue to work with FVSRA in expanding our staff training with inclusion participants and staff.
  - a. Work with FVSRA to have their companions attend our general camp staff training and/or certain components of our training.
  - b. Work with FVSRA to attend their staff training to offer a component of inclusion from the park district perspective...making us all one team!
10. Continue research of offering swim lesson program for campers.
11. Continue to work with the school district to keep summer camp (and KZ) behavior management plans in line with expectations during the school year.
12. Create a summer newsletter for staff. Continue to work on staff development and relating to high school and college age staff regarding technology.
  - a. Utilize google docs for camp activity planning.
13. Research podcasts to enhance staff training.
  - a. Staff to create segments of training videos for those who cannot attend training due to school commitments.
14. Research educational and health driven activity components to strengthen our program.
  - a. Continue to work with Library, Peck Farm Park, Aurora University.
15. Focus on current trends to incorporate into our daily planning.
  - a. We are looking specifically to improve activities that would relate to STEM and STEAM educational opportunities in a fun and recreational manner.
16. Offer a summer family night event for camp participants and their families.
17. Due to food allergies and sensitivities, consider options for refrigerated space for after camp snacks to be stored so that children can bring their own snack to camp.
18. Send out parent expectation survey to those who are enrolled by May 1<sup>st</sup> to gain an updated insight as to parents' expectations for the summer so we can be aware and incorporate that information into our staff training and activity planning.
19. Research the needs for adjusting staff to participant ratios (within budget), focusing on younger camps (Safari & Voyager).
20. Implement new Leader Guide to assist staff in understanding daily responsibilities.

21. Evaluate specialty camp program to increase marketing, enrollment and participant evaluation return rate.
  - a. Send emails to parents for feedback after the session has completed. Focusing on a personal dialogue instead of a blanket survey.
22. Evaluate the format of our Meet the Counselors Night.
  - a. Arrange to have all Traditional, Specialty, Peck and Gymnastics Camps in attendance.
  - b. Create one craft per station and one activity to showcase the camp experience. (Use indoor gym and outdoor space).
23. Research bus costs of other companies to be sure we are receiving the best deal from First Student Bus Company.
24. Create a staff recognition program for returning camp staff.
25. Create a camper recognition program for returning campers.
  - a. As campers get older it is no longer "cool" to go to camp. We are looking for ways to make aging in our camp program exciting and rewarding for kids. Especially those who attend camp all summer.
26. Increase program fees 5-10% in an effort to cover rising expenses; looming increases in minimum wage remains imminent. In an effort to remain competitive, staff intends to budget a higher starting hourly wage for next season.
27. Monitor budgets to insure an overall net profit between 30-40%.

# SUMMER CAMP 2017



SAFARI  
CAMP

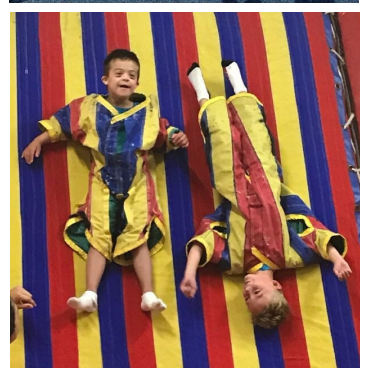
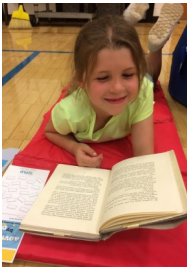
VOYAGER  
CAMP

EXPLORER  
CAMP

ADVENTURE  
CAMP

JR & TEEN XTREME  
CAMP

SPECIALTY  
CAMPS





Geneva  
PARK DISTRICT

*We Make It Happen!*

# Memo

To: Board of Commissioners

From: Nicole Vickers

cc: Sheavoun Lambillotte

Date: November 15, 2017

Re: Legislation – HB786/PA 100-472

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In September the Governor signed HB 786/PA 100-472 into law which requires sex offender certification for certain volunteers. The legislation requires volunteers who report to, and are under the direct supervision of, a park district's administrative staff to complete an application certifying they have not been convicted of a sex offense if the volunteer provides services to a park district recreational program offered to children.

In your packet you will find the updated Volunteer Manual which reflects the changes as set forth by the new legislation.

*Geneva Park  
District*

*Volunteer Manual*

**Board Approved August 2016–November 2017**

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## 1.0 UTILIZING VOLUNTEERS

The Board of Park Commissioners of the Geneva Park District recognizes the important role that volunteers play in the delivery of quality Park District programs and services. These individuals make it possible to schedule a greater variety and an increased number of activities, thereby enriching the programs and services of the Geneva Park District. Volunteers provide leadership, are a link with the community, serve as public relations ambassadors for the Park District, bring forth wide and varied points of view and skills to help meet community needs; contribute immeasurable amounts of time, energy, effort and money to make possible many of the programs and services the Park District provides. They complete maintenance tasks, which help, enhance and beautify our parks.

Therefore, the Geneva Park District recruits, trains and supervises volunteers on an on-going basis for the betterment of District programs and services. The Geneva Park District has developed the following manual to aid full-time and part-time staff in the areas of recruitment, training, benefits, and recognition of District volunteers. Utilization of this information will insure that “persons who give freely of their time” will feel that the Park District is organized and that the volunteer program is beneficial for the District as a whole.

### 1.01 Program Objectives

The volunteer program is structured to meet the following objectives:

1. Provide assistance to Geneva Park District staff to effectively carry out respective programs.
2. Improve the user experience by accomplishing more than what Geneva Park District staff can achieve unassisted.
3. Maintain a positive opinion of the Geneva Park District within the community through a successful relationship with local volunteers
4. Provide volunteers with practical work experience, training, and contacts to benefit their future needs.

### 1.02 Employee Responsibilities

The effectiveness of the volunteer program is dependent on every member of the Geneva Park District staff. Each staff member supervises those volunteers performing tasks within the realm of their respective program areas. Multiple volunteer supervisors (i.e. staff members) must follow uniform procedures when working with volunteers to achieve continuity within the volunteer program. These efforts result in well-placed volunteers who are adequately prepared and whose works result in a satisfactory experience for both the Geneva Park District and the volunteer.

### 1.02 Behavior and Appearance

Volunteers are not considered Geneva Park District employees; however, in the eyes of the public, volunteers are Geneva Park District employees and as such should conduct themselves as a paid employee would. Volunteers must be professional and respectful at all times. Attire and appearance, appropriate for the work to be performed, is expected.

All volunteers must be identified by Geneva Park District, the public, and other volunteers. To facilitate this need, all volunteers should be issued a name tag. Another means of volunteer identification is through recognizable clothing. Possible clothing items include a Geneva Park District issued polo, t-shirt, vest, pin and/or hat. Clothing is issued on a case-by-case basis by the volunteer’s supervisor. Keep in mind that long-term volunteers and those with a higher commitment to the Geneva Park District will receive precedence when using clothing funds.



## **2.0 RECRUITMENT**

Before the recruitment of volunteers for your program, be convinced about the value that volunteer service will play. Be honest in what there is to offer volunteers and what expectations there are in return. Keep in mind that seeking and securing volunteers may be as important and valuable to the recruited person as it is to the agency. After all, volunteers receive many benefits such as making new friends, developing new skills, a feeling of self worth, and a sense of pride and community involvement.

Recruitment is the responsibility of all staff, but is normally completed by Recreation Supervisors who may be seeking additional coaching staff, special event staff, preschool aides, class instructors, etc. or the Manager of the Peck Farm Interpretive Center for Butterfly House Docents.

Many different types of recruitment methods may be used. However, the Park District normally seeks volunteers through information placed in the quarterly brochure, press releases and school newsletters, via the internet and by word of mouth.

### **2.01 Recruitment Strategies**

Volunteers can be minors, the elderly, handicapped, employed or unemployed, any nationality, race, or just the person next door. Unless convicted of a violent crime any person can become a volunteer for the Geneva Park District. At times, the demand for volunteers may not meet the supply of volunteers. A plan in which to recruit new volunteers is critical when Geneva Park District staff is unable to complete certain work items. The strategies that follow are a springboard and not finite. The majority, and preferred method, of volunteer recruitment happens on a one-on-one basis with Geneva Park District staff members.

#### **1. Comprehensive volunteer program**

A comprehensive, organized, and well-managed volunteer program demonstrates the commitment the Geneva Park District has towards its volunteers. The program itself will attract volunteers looking for an opportunity to work for an agency that effectively utilizes and appreciates its volunteers.

#### **2. Word of mouth**

The least costly method of recruitment would be word of mouth. Not only can Geneva Park District staff visit with potential volunteers, but current volunteers can visit with potential volunteers. To achieve the later, a positive volunteer experience is essential. The positive volunteer experience is dependent on Geneva Park District staff members and their individual commitment to volunteers.

#### **3. Communications**

When using communications ensure to target the right audience, and provide all necessary information. Relay the communication to the target audience by using the right posting locations, format, language, and overall appearance.

## **3.0 BENEFITS AND RECOGNITION**

Recognition is an important component of the Park District's volunteer program. There are many ways to recognize your volunteers. Be creative. An award is one of the few tangible incentives for volunteering. Appreciation of a volunteer's time and effort is the best way to keep volunteers coming back and attract new volunteers.

3.01 Everyday Appreciation

Recognition and appreciation of volunteers must be communicated in the everyday interaction by Geneva Park District staff. Frequent, but deserved expressions of appreciation are the first step. A sincere ‘thank you’ may seem like common knowledge, but after receiving a work plan and working alone all day, the volunteer may leave without hearing it.

3.02 Thank You Cards/Letters

Upon their end of their service time, all volunteers are to receive a card or letter thanking them for their volunteer work. It is the responsibility of the volunteer’s supervisor to print the card or letter and mail it. If available, a photo of the volunteer ‘in-action’ should be sent with the thank you.

3.03 Hat/Lapel Pins/T-shirts

Another method to facilitate everyday appreciation is the issuing of “volunteer” apparel. A simple pin proudly displayed by a person that recognizes them as a volunteer for the Geneva Park District and may be worn at work or on their own time. These hats, pins and t-shirts are available to all volunteers and may be given out by the volunteer supervisor at his/her discretion.

3.04 Publications

Volunteer work will also be recognized, individually or in general, in publications such as the Peck Farm Park Volunteer newsletter, Geneva Park District brochures, local papers, or webpage. These articles serve to not only recognize achievements, but also as recruitment for volunteers. All volunteers are eligible for this type of recognition. Articles/news releases will be generated by Public Relations and Marketing Coordinator. It is current standard practice to place all volunteer names in a Park District brochure a minimum of every two years.

3.05 Thank You Receptions

Volunteers will also be recognized at volunteer receptions. These receptions are currently held at Peck Farm Park and the Sunset Pool. Please see Sample Materials Section in this manual for details.

## 4.0 TRAINING

The key to success in any volunteer program and related efforts is effective training and open communications. Proper training clarifies what is expected of the volunteer in addition to assisting them in order to perform their job to the best of their ability. Additionally, it provides them with the knowledge regarding safety and emergency procedures that the Park District mandates to ensure the safety of all the participants, volunteers and staff. Please keep in mind at all times that people who volunteer do not in most cases do so with the intent of going back to school. Thus, it is imperative that staff do not overdo aspects of training, and to keep instructions and procedural training simple. It is not fair to the volunteer to expect them to know everything immediately. This is definitely an aspect of managing people where the phrase “patience is a virtue” should be the norm.

Volunteers who will be supervising participants will be trained in basic first aid and emergency procedures. All Volunteers are required to submit a non-fingerprint criminal background check according to the Criminal Background Check Policy adopted by the Park Board of Commissioners; in addition, all volunteers must complete an application and disclose any convictions in relation to, or have been found to be, a child sex offender.

The individual supervisor for a specific program will train volunteers. Special Event volunteers will be provided on-site training before the event. Butterfly House Docents will receive seasonal training prior to each opening of the facility. Sports League Coaches will receive training during pre-season meetings prior to the start of each league. Counselors-in-Training and other program volunteers will receive training prior to the start of the volunteer efforts and occasionally throughout their service dependent upon length of service.

Staff utilizing and training volunteers shall use the training forms and information included this manual to ensure that all aspects of the volunteer program have been covered. Again, remember to give information in a simple manner. Please confirm all the areas have been completed and place all forms in volunteer files.

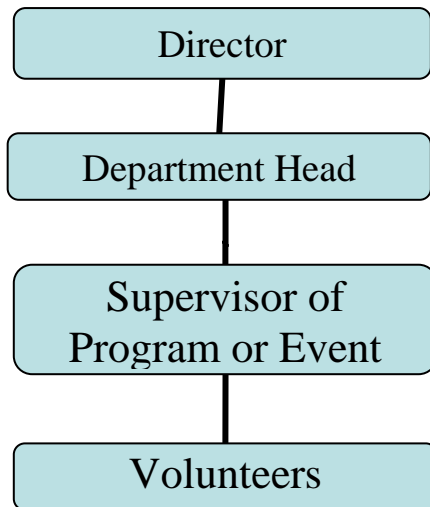
## 5.0 HANDLING PUBLIC COMPLAINTS

All persons who volunteer become representatives of the Park District. What volunteers do and say reflects not only upon the volunteer but also on the Park District. At some point, during a program, the volunteer you may find themselves in a situation with a participant, or a parent of a participant, that requires special diplomacy. The points listed below provide a “common sense approach” to dealing with difficult situations. This information should be reviewed by all volunteers.

1. Be a good listener.
2. Be understanding and sympathetic.
3. Be calm and attentive. Maintain good eye contact.
4. Take notes. Gather as much information as possible so the situation can be reported to your supervisor. Remind the participant or parent that the only person who can take formal action on the situation is your supervisor. Give them the name and work telephone number of your supervisor if they request this information.
5. DO NOT promise anything.
6. Do not take what the public says personally.

7. Handle each situation in an upbeat and positive manner.

## 6.0 VOLUNTEER CHAIN OF COMMAND



## 7.0 VOLUNTEER COVERAGE INFORMATION

The Park District Risk Management Agency (PDRMA) is an intergovernmental membership organization, which provides for the risk management needs for the Geneva Park District. The following are often asked questions regarding the coverage of volunteers.

### When are volunteers covered by the Park District's Volunteer Medical Accident Insurance?

Volunteers are covered for accidental injuries to themselves while within the scope of their designated duties as a volunteer.

### Are volunteers covered under the Illinois Workers Compensation statutes?

No. The Illinois Supreme Court has ruled that persons not receiving pay for their services are not employees within the meaning of the Workers Compensation Act, and are therefore not covered.

### What if a volunteer is injured while performing their volunteer duties?

The claim should first be processed through any health insurance or Medicare coverage the volunteer may have. If the volunteer does not have insurance or Medicare or their insurance does not pay all expenses, PDRMA does provide Volunteer Medical Accident Insurance, with certain limitations.

### What coverage is provided by the Volunteer Medical Accident Policy?

The policy provides \$5,000 in medical expense coverage and \$5,000 Accidental Death and Dismemberment benefits for the injuries incurred while the volunteer is performing volunteer duties. There is no coverage for lost wages from another job. The coverage is excess over all other insurance the volunteer may have. The volunteer will be required to sign an affidavit attesting to what other insurance he/she may have, and provide bills and copies of explanations of benefits before this policy will cover any outstanding bills or out of pocket expenses.

### How is a claim reported?

The Park District Accident/Incident Report should be filled out immediately. The claim should be reported to your supervisor or director, who will report it to PDRMA.

Volunteers are prohibited from operating District vehicles or power equipment in the interests of safety.

## **8.0 RECORD KEEPING**

Systematic record keeping is critical and benefits both the Geneva Park District and the volunteer. Budgeting and liability are just a few reasons why the Geneva Park District needs accurate volunteer records. Workers' Compensation and work experience are a few reasons why volunteers need accurate volunteer records.

### **8.01 Forms And Paperwork**

There are a variety of forms and paperwork applicable to volunteers. Volunteer supervisors should become familiar with each and determine its application to their volunteer needs and complete them as required. Sample forms are located in this manual and copies can be made from these or all forms are also available to print in the P drive on the Park District server in the Manual folder.

### **8.02 Volunteer Service Application**

The Volunteer Application is the most important form. This agreement enrolls the volunteer or volunteer group into the volunteer program. It states that volunteers do not receive pay or leave. The agreement is also the primary source of the volunteer's contact information. This form is valid throughout the volunteer's employment with the Geneva Park District and, unless the work description is drastically changed, is signed once. The agreement, upon completion, is immediately submitted to supervising staff person to be kept on file and a copy given to the volunteer for their records.

### **8.03 Peck Farm Park Contact Sheet**

This small card serves as a reference to be kept on file. In addition to contact information the card asks for a birth date (the volunteer is not required to provide this information). The reference card also asks for any special needs that the volunteer may have (the volunteer is not required to provide this information) and the reason why they're volunteering. Both aid the volunteer supervisor and Volunteer Coordinator later when determining work plans and issuing awards that compliment the volunteer's original values.

### **8.04 Peck Farm Park Volunteer Service Record**

Since utilizing volunteers is key to the success of Peck Farm Park, it is very important to track service hours for all aspects of Peck Farm Park. Volunteers are utilized at the Butterfly House, for prairie restoration and maintenance and other areas through the park. The Peck Farm Park Volunteer Service Record must be completed after any length of volunteer service at Peck Farm Park. The service record is the only authorized method of reporting volunteer hours to the Peck Farm Park Staff. Group hours are counted as each individual working for applicable hours. For example if a group of four (4) work three (3) hours the group's total volunteer hours are twelve (12). Throughout each month the volunteer(s) track their hours using the service record form(s). Either at the end of the month or the completion of volunteer service the record(s) will be submitted to Peck Farm Park Staff, who will attribute the hours to the volunteer(s), and a copy given to the volunteer for their records.

## **9.0 VOLUNTEER FORMS**

9.01

**GENEVA PARK DISTRICT**

# VOLUNTEER APPLICATION

## Personal

Name \_\_\_\_\_

Street Address, City, State, Zip \_\_\_\_\_

Telephone #1 \_\_\_\_\_ Telephone #2 \_\_\_\_\_

Birthdate \_\_\_\_\_

Email Address \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, note dates and disposition of case below:

\_\_\_\_\_  
*(Please note: a conviction record will not necessarily disqualify an applicant. It will be considered as it relates to each volunteer position.)*

Have you ever been convicted of or found to be a child sex offender?  Yes  No

Please list the dates and times you are available to volunteer. \_\_\_\_\_

How did you hear about volunteering at Geneva Park District? \_\_\_\_\_

Why do you want to volunteer? \_\_\_\_\_

List special training, skills, or certifications that would be helpful for volunteering: \_\_\_\_\_

What are your interests, hobbies, and talents? \_\_\_\_\_

## Activities

Please indicate below the type of volunteer work you are interested in (check all that apply):

### GENERAL

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Toddler/Youth Programs  | <input type="checkbox"/> Adult Programs                | <input type="checkbox"/> Senior Programs       |
| <input type="checkbox"/> Girls'/Boys' Basketball | <input type="checkbox"/> Day Baseball/ Girls' Softball | <input type="checkbox"/> Other Youth Athletics |
| <input type="checkbox"/> Youth Summer Camps      | <input type="checkbox"/> Dance Programs                | <input type="checkbox"/> Fitness Classes       |
| <input type="checkbox"/> Preschool               | <input type="checkbox"/> Gymnastics/Tumbling           | <input type="checkbox"/> Swim Lessons          |
| <input type="checkbox"/> Special Events          | <input type="checkbox"/> Miniature Golf                | <input type="checkbox"/> Trips                 |
| <input type="checkbox"/> Gardening               | <input type="checkbox"/> Maintenance                   | <input type="checkbox"/> Litter Sweeps         |

### PECK FARM PARK

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Children's Nature Programs   | <input type="checkbox"/> Adult Nature Programs      | <input type="checkbox"/> Gardening     |
| <input type="checkbox"/> Summer Day Camp Assistant    | <input type="checkbox"/> Bluebird Box Monitoring    | <input type="checkbox"/> Trail Work    |
| <input type="checkbox"/> Special Events               | <input type="checkbox"/> Non-native Species Removal | <input type="checkbox"/> Tree Planting |
| <input type="checkbox"/> Fall Prairie Seed Collection | <input type="checkbox"/> Spring Prairie Seeding     | <input type="checkbox"/> Photography   |

OTHER (please specify) \_\_\_\_\_

## Education and Occupation

List school name & highest level of completion: \_\_\_\_\_

List company name and title: \_\_\_\_\_

**This Section to be completed by Volunteer Sports Coaches Only**

Type of Sport and Age Group/league you wish to coach: \_\_\_\_\_

Position Desired: Head Coach \_\_\_\_\_ Assistant Coach \_\_\_\_\_

Name the person you wish to coach with: \_\_\_\_\_ (He/she must also complete this type of form.)

**Previous Coaching Experience**

Instructional Leadership of Children (explain): \_\_\_\_\_

Coaching Education: Courses \_\_\_\_\_ Clinics \_\_\_\_\_ Books \_\_\_\_\_ Videos \_\_\_\_\_ Other \_\_\_\_\_

(explain): \_\_\_\_\_

Coaching :	Sport	Year(s)	Agency
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**References**

Please list two responsible people who have knowledge of your character, experiences, and abilities.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Occupation \_\_\_\_\_

Answers to application questions will be utilized for applicable, volunteer job related information only and will not be released to any other organization or volunteers without your consent. I certify that the statements contained herein are true to the best of my knowledge. I understand that falsification of any answers or any failure to answer any question contained herein is cause for dismissal from volunteering with the Geneva Park District. I understand and agree that the Park District may make a thorough investigation of my past and current employment and activities including but not limited to a criminal background check and I release from liability or responsibility all persons or organizations supplying such information. **I agree to disclose whether I have been convicted of, or found to be, a child sex offender.** All information is subject to verification. I agree to abide by the rules and regulations of the Geneva Park District where I do volunteer service, that I will be dependable and perform my service unselfishly and to the best of my ability.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent/Legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

(required for applicants under age 18)

I am aware that I will be subject to a Criminal Background Check.



**GENEVA PARK DISTRICT  
VOLUNTEER EMERGENCY INFORMATION FORM**

1) Volunteer Name: \_\_\_\_\_ Date: \_\_\_\_\_

2) Emergency Information: Please list two people who may be notified in case of an emergency or illness.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

3) Medical Information:

Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

4) Please list any additional information you feel may be important in case of a medical emergency: (i.e. Diabetic, Epilepsy, High Blood Pressure, Allergies, etc.)

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PLEASE RETURN TO YOUR SUPERVISOR.

THIS INFORMATION WILL BE KEPT ON FILE FOR USE IN AN EMERGENCY ONLY.

**GENEVA PARK DISTRICT  
VOLUNTEER WAIVER & RELEASE**

**IMPORTANT INFORMATION**

The Geneva Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Geneva Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer’s safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Geneva Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

**WARNING OF RISK**

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Geneva Park District to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Geneva Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as “Parties”).

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

\_\_\_\_\_  
Volunteer’s Name (Please Print)

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Date

**PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver.**

**GENEVA PARK DISTRICT**  
**VOLUNTEER CRIMINAL BACKGROUND CHECK WAIVER AND RELEASE OF ALL CLAIMS FORM**

*Dear Prospective Volunteer:*

*All new full-time, part-time and short-term employees, as well as all volunteers, are subject to a criminal background investigation as a condition of employment or volunteer work. The background investigation will be conducted prior to your employment or volunteer work. This procedure checks potential staff and volunteers for criminal convictions relating to inappropriate behavior.*

*Below is a release form giving your consent to the Geneva Park District to conduct a criminal background investigation. Please sign this consent form, complete the background check form and return both to your supervisor or the Geneva Park District office.*

*Please read this release carefully and be aware that by agreeing to allow the Geneva Park District to investigate your criminal background, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review.*

*I understand that a successful criminal background check is a condition of my employment or volunteerism with the Geneva Park District.*

*I agree to waive and relinquish all claims I may have against the Geneva Park District and its officers, agents, servants, and employees as a result of participating in the criminal background check.*

*I do hereby fully release and discharge the Geneva Park District, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may accrue to me on account of the results of any aspect of the criminal background check.*

*I have read and fully understand this Waiver and Release of All Claims form.*

\_\_\_\_\_  
SignatureDate

-----  
Information Needed for the Illinois State Police Background Check

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Sex: \_\_\_\_\_ → M: Male F: Female U: Unknown

Race: \_\_\_\_\_ → W: White B: Black A: Asian/Pacific

I: American Indian/Alaskan U: Unknown

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

(Volunteer)

**GENEVA PARK DISTRICT  
GENERAL VOLUNTEER ORIENTATION CHECKLIST**

**The mission of the Geneva Park District is to provide recreational programs, facilities and open space that will enhance the quality of life for residents of age groups and abilities.**

Prior to this orientation, the following information must be completed by the volunteer and reviewed by his/her supervisor. This general orientation checklist should be reviewed in addition to program related training.

1. Volunteer Application
2. Volunteer Emergency Information Form
3. Volunteer Waiver and Release
4. Volunteer Criminal Background Check Form

- 
- Chain of Command
  - Applicable full-time or part-time staff introductions
  - Appropriate facility tour
  - General Park District operations, office hours, registration information, etc.
  - Accident Reporting
  - General First Aid Procedures/Location of First Aid Kits/Personal Protective Equipment
  - Emergency Response Plan Information
  - Anti-Harassment Policy Information
  - Drug Free Workplace Policy Information
  - Neglected and Abused Child Act Policy Information
  - Handling Public Complaints Information
  - Discuss uniform or equipment provided if necessary for the position
  - Distribute keys if applicable
  - All Program-Specific Training including Program Operation Manuals if applicable

I acknowledge that I have completed a General Orientation and Program-Specific Training and I feel I can perform my volunteer duties in a safe manner. I am aware that I can request a complete copy of any of the above policies in their entirety at any time during my service.

Volunteer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## 10.0 SAMPLE MATERIALS

### 10.01 BUTTERFLY HOUSE STANDARD OPERATING PROCEDURES

#### 1. Staffing

1. There will always be at least one Peck Farm Park staff on duty each day.
2. There will always be at least one volunteer or staff on duty each day at entrance/exit of exhibit. They will greet visitors, state rules and hand out ID sheets (when available), check visitors for butterflies & collect ID sheets.
3. Volunteers and staff are expected to be able to handle nets, catch butterflies that get into vestibules, and return them to exhibit.
4. Volunteers are in exhibit from 9am - 5pm Monday -Saturday and 12pm - 5pm on Sundays.

#### 2. Volunteer Staff

Guest services is one of the most important aspects of the guest experiences – is it critical to greet visitors in a positive, excited manner and with a smile. Share enthusiasm for what they will see and encourage them to look for certain butterfly species. Always try to know how many species are in the exhibit and share this. Typically there will be around 300-500 butterflies in the exhibit each day. When visitors leave thank them for coming and encourage them to return. Please refer to the Volunteer Manual for more information on volunteering at the Park District.

##### 1. Entry

- Open entry door (keep exhibit door closed) allow visitors to enter vestibule then close main door, welcome visitors, review some butterflies they will encounter, review rules, hand out ID sheets (when available), turn on air curtain and open door to exhibit.
- Do not allow any visitors into entry while the exhibit door is open. (One door must always be closed to prevent any possible escape.)
- Be prepared to catch any butterflies that escape into the vestibule; report any butterflies that escape into the wild.
- Strollers are not allowed in the exhibit. Butterflies can easily hide on strollers and escape from the facility. Please ask visitor to park strollers in the grass were it will not block pedestrian traffic.

##### 2. Exit

- Turn on air curtain and open exhibit door and allow departing visitors into vestibule (make sure exit door is closed). Collect ID sheets (if visitors have them), encourage people to check themselves for butterflies in mirror, allow visitors to exit with the exhibit door closed. Close door behind them.
- Be prepared to catch any butterflies that escape.

##### 3. Rules: Try to deliver rules in a positive way.

- “No stepping off path” *INSTEAD*: “Our plants appreciate it when you stay on the pathway.”
- “Don’t stand on the wall” *INSTEAD*: “Please stay on the concrete path.”
- “Don’t chase the butterflies” *INSTEAD*: “Butterflies are fragile animals so it’s best to watch them with your eyes and not touch with your fingers; they have scales on their wings that help them to fly, if they rub it off it could affect the butterfly’s flight.”
- If you see a child chasing a butterfly or climbing on rocks, don’t yell at them to stop, just go over and remind them that they need to watch or sit quietly and maybe a butterfly will land on them.
- Build respect, this is the butterfly’s home; let them fly free and enjoy it.
- Your main responsibility is to make sure visitors have a great experience.

##### 4. Share stories, help them find butterflies; point out a proboscis probing a flower or other butterfly behaviors.

5. If someone wanders off the path or chases butterflies, do not yell at them, just encourage better behavior.
6. There may be caterpillars, pupa or eggs to show, check with staff and take them around in a container.
7. It is OK to pickup dead butterflies, and then give to staff for proper removal.
8. It is OK to use a dead butterfly to show scales and other features but then give to staff upon leaving each day. (No dead butterflies can leave the exhibit w/o proper disposal.)

### **3. Managing Visitors**

1. A volunteer or staff person must be at the entry/exit vestibule when visitors are entering or leaving.
2. The volunteer or staff person must ensure that the main entry door is closed before opening the door into the exhibit. Only one door can be open at a time.
3. The volunteer or staff person should be available to check visitors for butterflies and ensure proper door management.
4. ID sheets (when available), are to be handed out at the entrance and picked up at the exit.
5. Visitors are not to chase, harass or handle butterflies. If a butterfly alights on them, that is not a problem. Visitors should allow the butterfly to fly off or blow on it gently to encourage it to leave.

### **4. Butterfly Escape**

1. Butterflies will escape periodically into the vestibules.
2. If an escape occurs, no visitors will be allowed to enter or exit vestibule until the insect is recaptured.
3. In the event of a butterfly escaping from the exhibit, every effort should be made to recapture it.
4. A net is kept at both the exit and entrance vestibules for such an event.
5. Prevention is the best management tool. A volunteer or staff will be posted at the entrance/exit to assist visitors with checking for butterflies and managing doors. Signage and a mirror are also available.
6. Strollers are not allowed in the exhibit. Butterflies can easily hide on strollers and escape from the facility. Please ask visitor to park strollers in the grass were it will not block pedestrian traffic.

### **5. Containment Breach In Tent**

1. At least twice daily, the shade cloth should be carefully checked for any wear, cuts, gaps or openings.
2. Inspect interior and exterior carefully.
3. If a breach is found, staff or volunteers should mobilize to ensure that butterflies do not escape and begin repairs immediately.

### **6. Husbandry Management of the Exhibit**

1. If present, check feeding and water trays for full levels.
2. Clean up of all food pans and water trays.
3. Daily inspection of the entire exhibit each morning will include:
  - a. Inspection of shade cloth for breaches and removal of any dead butterflies, caterpillars and eggs
4. If ants are a problem, place feet of holder in a water dish.
5. If additional food is needed, change fresh food every 3 days. Change to fresh water every other day. Use overripe fruit if possible, the primary fruits are watermelon, banana, mango and papaya. Only needed when flowers are in poor shape and not supplying nectar.
  - a. Fierce Mellon flavored Gatorade can be used as well.
6. Volunteers that will be handling incoming pupa refer to the operating procedures manual.
7. As flowers bloom, the butterflies will nectar from them but overripe fruit may still be used as a supplement.
8. If sponges are used, wash them once a week in hot water only. Dry briefly in microwave.

### **7. Managing Dead Butterflies**

1. Perform daily and regular inspections for dead butterflies.
2. Immediately remove any dead specimens.
3. All dead specimens should be placed in appropriate container and destroyed.

**8. Managing Eggs or Caterpillars Found In Exhibit**

1. Perform daily inspections for both eggs and caterpillars. Note the species and record on which plant it was located.
2. If caterpillars and eggs are found, all plants of similar genus should be checked carefully.
3. Upon finding either, they should be removed from the plant and placed in alcohol.
4. A few examples of caterpillars and eggs found in the exhibit may be placed in a container and used for educational purpose with the manager's approval.

**9. Managing Plant Material**

1. All plant material is to be treated the same as dead butterflies. It must be placed in appropriate container and destroyed.

**10. Weather Related Emergencies**

1. If there is moderate to heavy rain the butterflies are not likely to fly so the exhibit will be closed. The volunteer or staff should notify Peck Farm Park staff to get approval to open/close in these conditions.
2. Lightening presents a potential danger to volunteers, staff and visitors the exhibit will be closed if lightening occurs.
3. You will be notified when Peck Farm Park is under a severe weather warning or watch.
4. The exhibit is designed to handle winds of 90 mph. The butterflies are left within the exhibit.

**11. Medical Emergencies**

1. In case of a medical emergency, radio base or any staff member to call for EMS. If the radio is not working for some reason a phone is located in the Peck House Office, you need to **dial 9 first** before dialing out.

**12. Emergency Numbers**

- Trish Burns, Manager of Peck Farm Park Interpretive Center  
Peck House Office: (630) 262-8244, Cell: (847) 533-2854
- KimBohannon, Naturalist  
Peck House Office: (630) 262-8244  
Cell: (630) 217-4910
- Adam Schultz, Foreman  
Cell Phone: (630) 638-2059
- Geneva Park District Office  
(630) 232-4542
- Geneva Park District Security (after 2 pm daily)  
(630) 921-0239

**13. Managing Pupa**

1. Pupa arrive from vendors weekly.
2. Pupa should be picked up immediately & transported to the receiving room (pupa room).

3. With the containment door closed, the package is opened carefully and pupa inspected, species identified, condition noted, information recorded for each species. IF pupa is damaged, dried or in poor condition please note on log sheet. (See shipment log)
4. Pupa should carefully be inspected for parasites.
5. The invoice should be placed in appropriate folder for payment.
6. Any diseased, parasitized or badly damaged pupa should be placed in alcohol then discarded appropriately. Record information (See shipment log). Trash is to be taken to appropriate area for discard.
7. All packaging material is thoroughly inspected and placed in the appropriate bag.
8. Healthy pupa should be pinned using the pupa's silk or if there is no silk, be glued to paper and attached via pin to rod in emergent chamber. Never place a pin through the chrysalis.
9. Pupae from each vendor should be kept together. Use appropriate labels provided. Be sure both the vendors name and species are on each hanging rod.
10. Hang all swallowtail pupa together as they tend to be the most heavily parasitized; check segments and if they appear swollen, they may contain parasitic larvae; open and recheck- remove any larvae and put in alcohol; sometimes you may open a pupa and find a healthy butterfly but it is worth checking if you suspect a parasite.
11. After use, stick pin into antibacterial soaked sponge.
12. Temperature in the emergent chamber should be maintained around 80 degrees F.
13. Humidity should be maintained around 75%. (80/80 Rule good to follow)
14. Once the butterfly or moth emerges it into the exhibit and note a successful emergence on sheet.
15. Use only small nets provided in emergent room to catch butterflies.
16. Each emergent chamber should have an absorbent pad underneath to catch fluid; it should be changed every few days or less depending on how dirty it is.
17. Place several "hot" pupae daily into special containers to use for education; leave in containers.
18. Wipe down pupa cabinet and hanging rods weekly (before putting in fresh pupa) with a weak bleach solution.

#### **14. Identifying Pupa**

1. Species do not always arrive identified; use guides as needed.
2. Never rely on color- the shape of the pupa is the most critical.

#### **15. Managing Parasites**

1. Pupa should be carefully inspected everyday for parasites.
2. If one or two parasites are found and still crawling, remove with tweezers and place in a container with alcohol.
3. The alcohol should be disposed of in the hazardous waste container.
4. If many parasites are in the emergent chamber, remove immediately.

Contact the Manager of Peck Farm Park Interpretative Center for more information regarding the following events: Autumn Fair, Natural Areas Work Day, Halloween Events, Spring/Easter Events, Butterfly Release Party

#### 10.02 BUTTERFLY TRAINING SAMPLE





# Butterfly House Volunteer Meeting

## Welcome & Introductions

### Butterfly House History

- Geneva Park District
- Grants – IDNR & GPD Foundation
- Staff – 85% volunteer staff
- Operating costs – covered by donations

### Level II USDA Confinement Facility

- *What?*
- SOPs
- Permit

### Volunteer Responsibilities

- Greet & track visitors
- Explain & enforce rules
- Facilitate door opening
- Monitor visitors for ‘hitchhikers’
- Interact with visitors
- Daily checklist
- Inspect shade cloth for holes
- Inform staff of confinement issues
- Catch butterflies that fly into the vestibule
- Time commitment
- Scheduling

### Volunteer Rewards

- Polo Shirt
- Books
- Potluck on August 14, 2010
- End of Season Event
- Butterfly knowledge

## Questions

10.03 PECK FARM PARK POTLUCK INVITATION

Peck Farm Park Summer Potluck  
Join us for the summer potluck to thank you  
for all of your hard work.  
We will supply the main dish and drinks.  
Please bring a dish to share.

**GENEVA PARK DISTRICT  
COACHES MEETING  
DATE  
TIME**

**\*\*Review Volunteer Orientation Checklist First**

**AGENDA**

- I. Go over Skills Evaluation Process (If no skills evaluation for league then skip to III)
  - A. Conduct 1<sup>st</sup> group skill evaluation
  - B. Conduct 2<sup>st</sup> group skill evaluation
  
- II. Draft
  - A. Distribute top players evenly
  - B. Draft players that were present
  - C. Supervisor assigns players that were not present
    - a. If no evaluation takes place then Supervisor will assign teams.
  
- III. Parent Manual Review
  - A. Coaching Philosophy
  - B. Important Dates
  - C. Gym Expectations
  - D. Rules
  - E. Parent Expectations
  - F. Parent Code of Conduct
  - G. Emergency Information
  
- IV. Questions
  
- V. Adjourn

## 10.05 SPECIAL EVENT TRAINING INFORMATION

**GENEVA PARK DISTRICT  
SPECIAL EVENT TRAINING  
DATE  
TIME**

\*\*Review Volunteer Orientation Checklist First

### AGENDA

1. Overview of special event
2. Description of patrons attending event
3. Description of event facility/location and tour if necessary
4. Volunteer duties throughout event
5. Staff supervisor of event
6. First aid and accident reporting procedures
7. Questions