



PUBLIC HEARING

MAY 20, 2019

7:00 P.M.

AGENDA

Call to Order

Roll Call

Hearing of Guests

Review of Budget and Appropriation Ordinance #2019-05

ADJOURN



REGULAR SCHEDULED MEETING

May 20, 2019

7:05 PM

AGENDA

Call to Order

Roll Call

Hearing of Guests

Reading of Minutes: Regular Scheduled Meeting – April 15, 2019
Recreation Committee Meeting – May 8, 2019

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OATH OF OFFICE-ELECTED PARK BOARD MEMBERS

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

OLD BUSINESS

Budget and Appropriation Ordinance #2019-05

ADA Audit Compliance Update

Library Park Plan Proposal

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks and Properties

Superintendent of Recreation

Manager of Peck Farm Park

NEW BUSINESS

Recreation Committee Report

FVSRA Board Appointments

Board Policies & Procedures Manual Update

Sealcoating & Asphalt Paving Projects

EXECUTIVE SESSION

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

Land Acquisition – (5ILCS 120/2 (c) (5)) –

Personnel - (5ILCS 120/2 (c) (1)) –

Litigation - (5ILCS 120/2 (c) (11)) - *not anticipated*

ADJOURN

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
April 15, 2019
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Peggy Condon, Vice President John Frankenthal, Commissioner Pat Lenski, Commissioner Jay Moffat and President Susan VanderVeen all answered present.

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

Guests: Bre Cullen

Press: None

HEARING OF GUESTS

Director Lambillotte recognizes 4 board members for their years of service. Pat Lenski and John Frankenthal for 10 years and Peggy Condon and Susan VanderVeen for 20 years. She thanked them for their time and dedication to Geneva Park District's mission.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of March 18, 2019 and the Finance Committee Meeting of April 9, 2019 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the March financial reports. She reported that we are 92% of the way through the current fiscal year and the revenue expense report is in line with budget. Superintendent Powell reminded the board that the Statements of Economic Interest must be returned by May 1st or there will be a late filing fee. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

The press binder was passed around.

OLD BUSINESS

CERTIFIED RESOLUTION #2019-06 TO APPROVE THE TEMPORARY CONSTRUCTION EASEMENT WITH UP RAILROAD

The temporary construction easement with the Union Pacific Railroad for the third rail project was

presented to the board along with a memorandum of understanding/agreement for the coordination of that work. The railroad has agreed to offer the Geneva Park District \$24,430.00 for the easement as referenced in the offer package letter. Commissioner Moffat made a motion to approve the temporary construction easement and the certified resolution. Vice President Frankenthal seconded. A roll call vote was taken. Commissioner Condon-aye; Vice President Frankenthal-aye; Commissioner Lenski-aye; Commissioner Moffat-aye; and President VanderVeen-aye. All ayes. Motion carried.

PECK NORTH TRAIL OSLAD PROJECT LANDSCAPE ARCHITECT PROPOSAL

The agreement for Upland Design LTD to perform the services associated with the Peck Farm North Trail Project was presented to the board. Commissioner Moffat made a motion to approve the agreement with Upland Design in the amount of 62,650.00. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte spoke to the Geneva Learners Club members at the History Center last month about everything Geneva Park District.

Carolyn Nagle's last day as Executive Director of the FVSRA will be April 30th. The FVSRA Board is close to hiring a new Executive Director to take the helm on May 1st.

Next month Geneva Park District will welcome a new board member to the team. Bre Cullen will be sworn in and take the place of Peggy Condon who is retiring from the board in May.

FUTURE MEETINGS

Recreation Committee Meeting (Susan VanderVeen & Jay Moffat)	May 8, 2019	4:30 PM
Public Hearing	May 20, 2019	7:00 PM
Regular Scheduled Meeting	May 20, 2019	7:05 PM
Annual Meeting	May 20, 2019	

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The Butterfly House will open on May 18th with training starting on May 1st. The Butterfly Release Party will be on May 17th. Successful prescribed burns were done at Peck and in other areas around the district. The Community Gardens opened today. The Earth Day event was this past Saturday with about 350 people in attendance and there were four trees planted in Sandholm Park.

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Spring preparations are moving full speed ahead with weed control, ball field prep and turf restoration. Staff are also in the process of opening up the outdoor restroom facilities, the pools and mini golf. Hand dryers are now installed at Sunset Pool and will be installed in the public restrooms next. The restroom project at Peck Farm is going very well and staff are very excited to have this done prior to the busy summer months.

SUPERINTENDENT OF RECREATION

Director Lambillotte reviewed the Supt. of Recreation's report. The Egg-Mazing Race, Egg Hunt and Bunny Breakfast were all this past weekend and a lot of fun was had. The Bunny Basket Deliveries will be this upcoming weekend. Playhouse 38 productions Proof and Anne of Green Gables are both in rehearsals. Spring programs have begun & Summer registration starts on May 7th. Mill Creek & Sunset pools are both gearing up to open, as well as mini-golf. The Sunset Pool Spray Ground will also be opening up this Spring. Revenues for both Sunset & SPRC were reviewed. The Recreation Committee Meeting was set for May 8th at 4:30 p.m.

NEW BUSINESS

WHEELER OPERATIONS FACILITY ROOF/HVAC REPLACEMENT PROPOSAL

The Wheeler Operations Facility roof/HVAC are in need of replacement. Commissioner Moffat made a motion to approve Simon Roofing in the amount of \$150,960.00 and Midwest Mechanical in the amount

of \$45,506.00 for this project. Commissioner Lenski seconded. All ayes. Motion carried.

PAVILION ROOF REPLACEMENT PROPOSAL

The roofs at both pavilions in Wheeler Park are in need of replacement. Information regarding replacing both roofs was shared with the board. Commissioner Moffat made a motion to approve Simon Roofing in the amount of \$32,962.00 for this project. Commissioner Condon seconded. All ayes. Motion carried.

PROPOSED BUDGET FY 2019-2020

Christy Powell gave a power point presentation of the Proposed Budget FY 2019-2020 that started with our mission statement. She reviewed the calendar in regards to the budget, meetings, drafts, final drafts etc. The finance committee, consisting of Susan VanderVeen and Pat Lenski, reviewed the budget on April 9th. Supt. of Finance & Personnel Powell summarized each section of the budget. She highlighted various changes made in the budget from last year to this year and any increases/decreases in the various funds in this budget as compared to last year's budget. She went over the various revenue sources that make up the District's revenue budget. The budget is on public display for 30 days prior to approval/presentation to the board which will happen in May. She highlighted the many services the district offers, and the breakdown of the tax bill. In regards to the EAV, for the fifth year in a row, after 5 years of decline, we saw another increase this past year. Commissioner Moffat made a motion to approve the Proposed Budget FY 2019-2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

BUDGET & APPROPRIATION ORDINANCE #2019-5 (Draft)

Supt. Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 20, 2019 at 7:00 PM and will be presented for approval at the May 20, 2019 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

2019-2020 EQUIPMENT REQUEST

A list of vehicles and equipment that are scheduled to be replaced in the 2019-20 fiscal year per our Master Plan replacement schedule was shared with the board. Supt. Culp explained the details of all replacements and trade-ins. Commissioner Moffat made a motion to approve the purchase of the 2019 ABI Force Ballfield Machine, the John Deere 1600 Wide Area Mower and the Vermeer Wood Chipper BC 1500 for a total not to exceed \$115,753.95. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Personnel at 8:30 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned to regular session at 8:43 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:44 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell

Recreation Committee Meeting Minutes

4:30 pm

May 8, 2019

Present: President Susan VanderVeen & Commissioner Jay Moffat

Staff: Nicole Vickers, Kelly Wales, Claire Gornicki, Elliott Bortner, Sarah Sielisch, Mike Hay, Beth Keen, Jake Kaplan, Jim Huetson

Absent: Hannah Sterricker

- Supt. of Recreation Nicole Vickers welcomed Ms. VanderVeen and Mr. Moffat. She explained that the meeting would cover Fall 2018 and Winter 2019 seasons, as well as the yearly goals for the recreation department. She continued to remind the board that the numbers were reflective of direct costs associated with each program area, and that if indirect costs were factored in most programs would be closer to breaking even. Ms. Vickers then asked the supervisors to present their reports for both Fall and Winter.
- SPRC Customer Service Manager Mike Hay: Mr. Hay's responsibilities include managing the front desk staff at SPRC, overseeing the Parent's Night Out program, booking our Birthday Parties, as well as, managing that staff. **Fall 2018**: Mr. Hay explained Parent's Night Out experienced a large increase due to growing popularity and more offerings. Ms. VanderVeen and Mr. Moffat suggested offering more and partnering with local businesses during the holiday season. **Winter 2019**: Parent's Night Out continued to see growth, as did the birthday party program. Mr. Hay also commented on the importance to follows trends to keep birthday party themes popular.
- Recreation Supervisor Kelly Wales: Ms. Wales' responsibilities include Kids' Zone, Summer Camp, Day-off Trips, and supervision of Ms. Gornicki's programs. She explained that this report covers more of Claire's responsibilities, but that they work in conjunction with one another to cover all of their program areas.
- Recreation Coordinator Claire Gornicki: Ms. Gornicki oversees Teen programming, Day-off Trips & some Special Events. She also assists Ms. Wales with Kids' Zone, Specialty Camps and Summer Camps. **Fall 2018/Winter 2019**: Teen programming saw a decrease in participation. The Babysitting for Success course was cancelled due to low enrollment. Although expanded program choices are being offered, staff still struggles with garnering interest. The Day-Off Trip program also saw a decrease, but still remains a popular option. Two less Day Off Trips were offered due to the holiday calendar.
- Recreation Supervisor Elliott Bortner: Mr. Bortner's areas of responsibility include overseeing the Stephen D. Persinger Recreation Center, the Cultural Arts program, as well as Men's Basketball and Co-ed Volleyball Leagues, and some Special Events. **Fall 2018**: Halloween Apocalypse saw a decrease in participation, but it was noted we did have an early snowfall the day of the event. Staff intends to revamp this event for the upcoming Fall season. Hello Santa remained equal in number of participants. Pickleball has seen great success, and numbers are reflected in the General Athletics category. Both the adult volleyball and basketball leagues ran well, with one less team respectively. Cultural Arts successfully completed four productions in the Fall season, 2 youth and 2 adult. **Winter 2019**: Pickleball continued to see growth and hosted the inaugural tournament. Adult leagues maintained similar numbers to the year prior. Playhouse 38 held one of the largest youth productions to date, Mary Poppins Jr.
- Recreation Coordinator Jake Kaplan: Mr. Kaplan's areas of responsibility are Toddler, Youth, Adult, Family, AOA, concessions for the pools, as well as assisting with special events. **Fall 2018**: Toddler classes experienced lower cancellation rates, and higher revenues. Efforts were made to increase in-house program offerings, as well as increase evening and weekend programs. Youth programming

numbers saw a slight increase in participation. Again, focus remained on increasing evening and weekend classes, in addition to, expanding in technology, etiquette, art, and cooking classes. Adult programming was up mainly in response to new dance programs and the re-introduction of knitting. **Winter 2019:** Toddler classes were comparable to last year, new parent/tot programs experienced success along with increased participation in contracted music classes. Youth classes saw a slight decline, mainly in reference to less participation in cooking classes. Art programs saw an increase, most notably in relation to a newly introduced spring break camp. Adult programs saw an increase in participation and a lower cancellation rate; this is attributed to the introduction of technology classes.

- Recreation Supervisor Beth Keen: Ms. Keen is responsible for Dance, Cheer, Contracted Athletics and our Senior Trips. **Fall 2018:** Dance participation increased, and net revenue remained similar compared to the year prior. Volleyball numbers were strong for the Fall season. Basketball programs remained strong despite the loss of the Bulls Basketball Camp. AllStar sports classes remained similar to the year prior. Martial Arts saw a decrease in participation, however, the numbers are still strong with positive survey results. Senior Trips experienced growth in participation, and we continued to seek new and exciting options. **Winter 2018:** Dance numbers grew, including an additional 8 students in Company. AllStar sports was down slightly, however, net profit remained similar to the previous year. Martial Arts experienced a decrease; staff is looking for methods to increase participation. New softball pitching camp proved to be successful, and staff hopes this trend will continue.
- Recreation/Aquatic Supervisor Sarah Sielisch: Ms. Sielisch is responsible for Friendship Station Preschool, for overseeing both Sunset & Mill Creek pools & many Special Events. **Fall 2018:** Halloween Hayday had a significant increase in participation this past year. Pizza Palooza remained strong offering families a free evening of entertainment and dinner. Harvest Hustle saw a minor decrease in participation; staff is looking to revitalize the event. The Polar Express Story Time Train had similar numbers compared to last year in terms of participation; overall net profit decreased due to increased expenses. **Winter 2019:** The Super Shuffle saw a small decline in participation, mainly due to weather. Staff is looking forward to the upcoming 10 year anniversary of the Super Shuffle. Just Dad 'N Me saw a decrease in participation, however, still remained popular with over 1,000 people attending. The Mom and Son event grew greatly in participation with over 500 people in attendance.
- Ms. Vickers reviewed the goals from 2018-2019, highlighting completed projects from the past year. She went on to review the upcoming goals for 2019-2020. Both President VanderVeen and Commissioner Moffat thanked the staff for their hard work over the past year. Ms. Vickers closed the meeting by thanking the board and staff for their time and attention.

Secretary

DATE: 05/10/19
TIME: 14:48:40
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GENEVA PARK DISTRICT
WARRANT NUMBER 051019

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CONSTRUCTION PAID

FROM CHECK # 114839 TO CHECK # 114864

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114839	ALL INCLUSIVE REC	POOL SHADE-FABRIC REPLACEMENT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,315.00
			CHECK TOTAL	2,315.00
114840	ANGRYPOP EXHIBIT SERVICES	2ND PAYOUT INTERPRETIVE SIGNS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,964.50
			CHECK TOTAL	4,964.50
114841	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-MARCH,2019	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	912.53
			CHECK TOTAL	912.53
114842	BANNER UP SIGNS	LOCKER ROOM SIGNAGE	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	4,000.00
			CHECK TOTAL	4,000.00
114843	CHASE CARD SERVICES	CARDIO MACHINES-LCD TV'S RPR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	572.85
		NATURE PLAYGROUND GAMES	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	199.63
			CHECK TOTAL	772.48
114844	CROSSROAD CONSTRUCTION, INC.	2 CONCRETE POOL ANCHORS RPR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,695.00
			CHECK TOTAL	1,695.00
114845	FORESTRY SUPPLIERS, INC.	COLLAPSIBLE TRIPOD	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	73.77
			CHECK TOTAL	73.77
114846	GENEVA SCHOOL DISTRICT #304	SCHOOL DISTRICT-ANNUAL MAINT	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	15,285.00
			CHECK TOTAL	15,285.00
114847	GRAF TREE CARE, INC.	HH TREE ASSESSMENT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	360.00
			CHECK TOTAL	360.00
114848	HARRY C. NEELY DRILLING	PFP WELL MODIFICATIONS	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	5,153.28
			CHECK TOTAL	5,153.28
114849	J&R HERRA, INC.	HYDRANT REPAIRS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	759.25
			CHECK TOTAL	759.25
114850	LUCKY LOCATORS, INC.	LOCATE ELECTRIC FOR EXCAVATION	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	290.00
			CHECK TOTAL	290.00
114851	MARTENSON TURF PRODUCTS INC.	TURF TREATMENT	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	3,208.88
			CHECK TOTAL	3,208.88

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FROM CHECK # 114839 TO CHECK # 114864

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114852	MENARDS	WHLR MAINT PROJECT-PAINT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	155.68
		EXTERIOR PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	209.88
		PFP GARAGE DOOR	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,630.41
		PFP MAINT PROJECT-PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	32.85
		PFP MAINT PROJECT-PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	75.74
		PFP MAINT PROJECT-PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	79.26
		PFP MAINT PROJECT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	65.96
		MINI GOLF HUT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	289.36
			CHECK TOTAL	2,539.14
114853	MIDWEST GROUNDCOVERS CORP	SUNSET POOL LANDSCAPING PLANTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	642.25
		SUNSET POOL LANDSCAPING PLANTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,554.70
			CHECK TOTAL	2,196.95
114854	MUELLERMIST SERVICE CORP.	COMPLETION OF IRRIGATION PROJ	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,165.00
			CHECK TOTAL	2,165.00
114855	NOVA COMMUNICATIONS, INC.	PFP MAINTENANCE ESI PHONES	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	722.00
			CHECK TOTAL	722.00
114856	PECOVER DECORATING SER., INC.	SUNSET POOL PAINT TOUCH UPS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,600.00
			CHECK TOTAL	2,600.00
114857	PRIME CONSTRUCTION	PFP REMOVAL OF WELL VAULT	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	2,945.00
		PFP DRIVEWAY EXCAVATE & STONE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,800.00
			CHECK TOTAL	4,745.00
114858	PRIME TIME PAINTING, INC.	SUNSET POOL BATH HOUSE PAINTED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	4,580.00
			CHECK TOTAL	4,580.00
114859	RENTAL MAX, L.L.C.	ROLLER RENTAL FOR BALLFIELDS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	612.00
			CHECK TOTAL	612.00
114860	TDH MECHANICAL INC.	MC POOL BOILER REPLACED-FINAL	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	8,990.00
			CHECK TOTAL	8,990.00
114861	BUMPER TO BUMPER	TRUCK COVER	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	409.99
			CHECK TOTAL	409.99

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GENEVA PARK DISTRICT
WARRANT NUMBER 051019

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FROM CHECK # 114839 TO CHECK # 114864

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114862	UPLAND DESIGN LTD	CLOVER HILLS PK PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,811.84
			CHECK TOTAL	2,811.84
114863	WATER PRODUCTS-AURORA	PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	424.67
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	33.04
			CHECK TOTAL	457.71
114864	WILLIAMS ASSOCIATES ARCHITECTS	SUNSET POOL SPRAYGROUND PROJ	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	773.69
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,824.59
			CHECK TOTAL	3,598.28
			WARRANT TOTAL	76,217.60

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GENEVA PARK DISTRICT
WARRANT NUMBER 051519

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CONSTRUCTION UNPAID

FROM CHECK # 114865 TO CHECK # 114903

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114865	ABLE PEST CONTROL, INC.	PFP HOUSE RODENT CONTROL	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	85.00
			CHECK TOTAL	85.00
114866	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-APRIL,2019	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,060.00
			CHECK TOTAL	1,060.00
114867	AQUA-SEAL RESURFACING, LLC	POOL SPLASH PAD REPLACED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,988.00
			CHECK TOTAL	1,988.00
114868	CARLIN SALES CORPORATION	GREENHOUSE ROOF INSTALLED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	8,688.23
			CHECK TOTAL	8,688.23
114869	CONSERV FS, INC.	CONSERV FS-PARK TURF TREATMENT	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	6,569.50
			CHECK TOTAL	6,569.50
114870	HOME DEPOT CREDIT SERVICE	PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	193.71
			CHECK TOTAL	193.71
114871	LITE CONSTRUCTION, INC.	PFP RESTROOM PROJ PAY #5	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	132,357.60
			CHECK TOTAL	132,357.60
114872	MENARDS	FENCE POSTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	329.90
			CHECK TOTAL	329.90
114873	MIDWEST GROUNDCOVERS CORP	LANDSCAPE PLANTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	346.50
		LANDSCAPE PLANTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,470.00
			CHECK TOTAL	1,816.50
114874	NUTOYS LEISURE PRODUCTS INC	CLOVER HILLS PK PLAY EQUIPMENT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	61,900.00
			CHECK TOTAL	61,900.00
114875	V3 CONSTRUCTION GROUP LTD	SPRAY&REMOVAL-INVASIVE SPECIES	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,503.60
			CHECK TOTAL	1,503.60
114876	AQUAJJOY LTD.	MC POOL STAIR TILE PROJECT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	1,063.60
			CHECK TOTAL	1,063.60
114877	BLACK LINE FOX VALLEY LLC	BLACK LINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	602.00
			CHECK TOTAL	602.00

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FROM CHECK # 114865 TO CHECK # 114903

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114878	HOME DEPOT CREDIT SERVICE	GARAGE DOOR HANDLE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	39.93
			CHECK TOTAL	39.93
114879	ILLINOIS PUMP INC	SUNSET POOL PUMP SVC	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,120.00
			CHECK TOTAL	2,120.00
114880	KANE COUNTY TREASURER	BENNETT ST #12-02-101-006	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,292.85
			CHECK TOTAL	1,292.85
114881	KANE COUNTY TREASURER	BENNETT ST #12-02-101-007	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,200.55
			CHECK TOTAL	1,200.55
114882	KANE COUNTY TREASURER	BENNETT ST #12-02-101-008	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,246.61
			CHECK TOTAL	1,246.61
114883	KANE COUNTY TREASURER	BENNETT ST #12-02-101-009	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,338.96
			CHECK TOTAL	1,338.96
114884	KANE COUNTY TREASURER	BENNETT ST #12-02-101-010	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,292.85
			CHECK TOTAL	1,292.85
114885	KANE COUNTY TREASURER	BENNETT ST #12-02-101-011	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,200.55
			CHECK TOTAL	1,200.55
114886	KANE COUNTY TREASURER	BENNETT ST #12-02-101-012	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,154.31
			CHECK TOTAL	1,154.31
114887	KANE COUNTY TREASURER	BENNETT ST #12-02-101-013	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,246.61
			CHECK TOTAL	1,246.61
114888	KANE COUNTY TREASURER	BENNETT ST #12-02-101-014	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,616.04
			CHECK TOTAL	1,616.04
114889	KANE COUNTY TREASURER	BENNETT ST #12-02-101-025	CONSTRUCTION / CAPITAL IMPROV. / BANKING	2,077.77
			CHECK TOTAL	2,077.77
114890	KANE COUNTY TREASURER	BENNETT ST #12-02-101-026	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,985.42
			CHECK TOTAL	1,985.42

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GENEVA PARK DISTRICT
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FROM CHECK # 114865 TO CHECK # 114903

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
114891	KANE COUNTY TREASURER	BENNETT ST #12-02-101-027	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,893.12
			CHECK TOTAL	1,893.12
114892	KANE COUNTY TREASURER	BENNETT ST #12-02-101-028	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,846.88
			CHECK TOTAL	1,846.88
114893	KANE COUNTY TREASURER	BENNETT ST #12-02-101-029	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,846.88
			CHECK TOTAL	1,846.88
114894	KANE COUNTY TREASURER	BENNETT ST #12-02-101-030	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,846.88
			CHECK TOTAL	1,846.88
114895	KANE COUNTY TREASURER	BENNETT ST #12-02-101-031	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,846.88
			CHECK TOTAL	1,846.88
114896	KANE COUNTY TREASURER	BENNETT ST #12-02-101-032	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,800.69
			CHECK TOTAL	1,800.69
114897	KANE COUNTY TREASURER	BENNETT ST #12-02-101-033	CONSTRUCTION / CAPITAL IMPROV. / BANKING	1,846.88
			CHECK TOTAL	1,846.88
114898	KANE COUNTY TREASURER	PETERSON PROPERTY TAXES-2018	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,659.12
			CHECK TOTAL	4,659.12
114899	LAFARGE AGGREGATES IL INC	GRAVEL FOR RED BARN DRIVEWAY	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	229.97
			CHECK TOTAL	229.97
114900	MENARDS	PFP RESTROOM DOOR BRACKETS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	110.68
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	99.98
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	92.98
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	18.99
			CHECK TOTAL	322.63
114901	WM. F. MEYER COMPANY	PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,013.93
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	170.69
			CHECK TOTAL	1,184.62
114902	SPRING GREEN CORP	SPRING GREEN FERTILIZE-LOVETT	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	694.35

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114902	SPRING GREEN CORP	SPRING GREEN FERTILIZE-STERLNG	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	593.05
		SPRING GREEN FERTILIZE-RANDALL	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	694.35
		SPRING GREEN FERTILIZE-SPRC	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	157.75
		SPRING GREEN FERTILIZE-PFP FLD	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	888.45
			CHECK TOTAL	3,027.95
114903	VERMEER-ILLINOIS, INC.	CHIPPER	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	45,995.20
			CHECK TOTAL	45,995.20
			WARRANT TOTAL	304,317.79

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FROM CHECK # 72592 TO CHECK # 72710

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72592	TRACKER SOFTWARE CORPORATION,	SOFTWARE-WORK ORDER ASSET MGMN	CORPORATE / PARKS ADMINISTRATION	13,285.00
			CHECK TOTAL	13,285.00
72593	HIPP TEMPORARY STAFFING, INC.	TEMP. PARK EMPLOYEES	CORPORATE / PARKS ADMINISTRATION	1,286.00
			CHECK TOTAL	1,286.00
72594	PDRMA	PDRMA-QTRLY LIABILITY INSURANC	LIABILITY INSURANCE / LIABILITY INSURANCE	39,662.07
			CHECK TOTAL	39,662.07
72595	CASH	IAPD LEGISLATIVE CONF 4/30-5/1	CORPORATE / PARKS ADMINISTRATION	55.00
		IAPD LEGISLATIVE CONF 4/30-5/1	RECREATION / REC ADMINISTRATION	110.00
			CHECK TOTAL	165.00
72596	SUSAN ALTMAN	REPLACED PAYROLL CHK #64176	RECREATION / ADMINISTRATIVE	26.21
			CHECK TOTAL	26.21
72597	JULIE BAYER	REPLACED PAYROLL CHK #61018	RECREATION / ADMINISTRATIVE	23.60
			CHECK TOTAL	23.60
72598	CHRISTIANA BAILEY GREEN	REPLACED PAYROLL CHK #62896	RECREATION / ADMINISTRATIVE	441.33
		REPLACED PAYROLL CHK #65344	RECREATION / ADMINISTRATIVE	129.29
			CHECK TOTAL	570.62
72599	HILLARY BAGGETT	REPLACED PAYROLL CHK #65931	RECREATION / ADMINISTRATIVE	91.01
			CHECK TOTAL	91.01
72600	MARIA BROWNE	REPLACED PAYROLL CHK # 58943	RECREATION / ADMINISTRATIVE	96.10
			CHECK TOTAL	96.10
72601	JORDAN CAFARO	REPLACED PAYROLL CHK #65178	RECREATION / ADMINISTRATIVE	176.98
			CHECK TOTAL	176.98
72602	LARISSA CATALANO	REPLACED PAYROLL CHK #65715	RECREATION / ADMINISTRATIVE	56.81
		REPLACED PAYROLL CHK #65837	RECREATION / ADMINISTRATIVE	8.73
		REPLACED PAYROLL CHK #66372	RECREATION / ADMINISTRATIVE	169.03
			CHECK TOTAL	234.57
72603	DANE CROCCO	REPLACED PR CHK #60086,60712	RECREATION / ADMINISTRATIVE	114.91
			CHECK TOTAL	114.91

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72604	KAITLYN DOOLEY	REPLACED PAYROLL CHK #58786	RECREATION / ADMINISTRATIVE	16.39
			CHECK TOTAL	16.39
72605	GRACE DWYER	REPLACED PAYROLL CHK #66015	RECREATION / ADMINISTRATIVE	102.26
			CHECK TOTAL	102.26
72606	SEASON FOSTER-PFEIFFER	REPLACED PAYROLL CHK #58270	RECREATION / ADMINISTRATIVE	46.08
			CHECK TOTAL	46.08
72607	MIKE HAY	REPLACED PAYROLL CHK # 61761	RECREATION / ADMINISTRATIVE	25.00
			CHECK TOTAL	25.00
72608	BETTE HOLCOMBE	REPLACED PAYROLL CHK # 57320	RECREATION / ADMINISTRATIVE	78.89
			CHECK TOTAL	78.89
72609	NOAH HOOD	REPLACED PAYROLL CHK #65157	RECREATION / ADMINISTRATIVE	201.36
			CHECK TOTAL	201.36
72610	RICHARD KATOR	REPLACED PAYROLL CHK # 61754	RECREATION / ADMINISTRATIVE	25.00
			CHECK TOTAL	25.00
72611	SYDNEY MATA	REPLACED PAYROLL CHK # 61174	RECREATION / ADMINISTRATIVE	246.37
			CHECK TOTAL	246.37
72612	MADDIE MCBRIDE	REPLACED PAYROLL CHK #62420	RECREATION / ADMINISTRATIVE	121.92
			CHECK TOTAL	121.92
72613	ERIN MCKENNA	REPLACED PAYROLL CHK #64784	RECREATION / ADMINISTRATIVE	369.49
			CHECK TOTAL	369.49
72614	JACK MCCLOUGHAN	REPLACED PAYROLL CHK #64854	RECREATION / ADMINISTRATIVE	134.20
		REPLACED PAYROLL CHK #65152	RECREATION / ADMINISTRATIVE	433.44
			CHECK TOTAL	567.64
72615	ROSE MCCORMICK	REPLACED PAYROLL CHK #664990	RECREATION / ADMINISTRATIVE	86.52
			CHECK TOTAL	86.52
72616	DEBRA MEYER	REPLACED PAYROLL CHK #61389	RECREATION / ADMINISTRATIVE	271.28
			CHECK TOTAL	271.28

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72617	SARAH MOZDEN	REPLACED PAYROLL CHK #62837	RECREATION / ADMINISTRATIVE	24.15
			CHECK TOTAL	24.15
72618	SARAH SANDROK	REPLACED PAYROLL CHK #65451	RECREATION / ADMINISTRATIVE	35.33
			CHECK TOTAL	35.33
72619	MATTHEW SCHOPPE	REPLACED PAYROLL CHK # 63203	RECREATION / ADMINISTRATIVE	28.12
		REPLACED PAYROLL CHK # 63414	RECREATION / ADMINISTRATIVE	158.77
			CHECK TOTAL	186.89
72620	COUTRNEY SCHMIT	REPLACED PAYROLL CHECK #58297	RECREATION / ADMINISTRATIVE	21.93
			CHECK TOTAL	21.93
72621	MICHELLE TAMS	REPLACED PAYROLL CHK # 58335	RECREATION / ADMINISTRATIVE	49.83
			CHECK TOTAL	49.83
72622	MIKALEA UTLEY	REPLACED PAYROLL CHK #64422	RECREATION / ADMINISTRATIVE	74.29
			CHECK TOTAL	74.29
72623	ELLA VOSS	REPLACED PAYROLL CHK #58730	RECREATION / ADMINISTRATIVE	134.01
			CHECK TOTAL	134.01
72624	ALYSSA ZUROW	REPLACED PAYROLL CHK #65039	RECREATION / ADMINISTRATIVE	139.49
			CHECK TOTAL	139.49
72625	CHASE CARD SERVICES	SYMPATHY FLOWERS	CORPORATE / PARKS ADMINISTRATION	49.99
		SYMPATHY FLOWERS	RECREATION / REC ADMINISTRATION	50.00
		WOW PROGRAM AWARDS	RECREATION / REC ADMINISTRATION	37.50
		WOW PROGRAM AWARDS	CORPORATE / PARKS ADMINISTRATION	37.50
		PH38 STATE LIQUOR LICENSE	RECREATION / PLAYHOUSE 38	614.10
		ACCOUNTS PAYABLE WEBINAR	RECREATION / REC ADMINISTRATION	17.50
		ACCOUNT PAYABLE WEBINAR	CORPORATE / PARKS ADMINISTRATION	17.50
		POSTAGE-FOUNDATION LEAVES	RECREATION / REC ADMINISTRATION	8.30
		KZ MILL CREEK-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	602.87
		KZ MILL CREEK-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	122.73
		KZ WESTERN-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	323.78
		KZ WESTERN-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	266.03
		KZ FABYAN-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	179.61

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72625	CHASE CARD SERVICES	KZ FABYAN-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	214.35
		KZ HEARTLAND-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	279.38
		KZ HEARTLAND-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	212.15
		KZ WILLIAMSBURG-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	503.19
		KZ WILLIAMSBURG-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	286.33
		KZ HARRISON-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	145.62
		KZ HARRISON-SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	337.87
		LEADERSHIP SEMINAR 3/26	RECREATION / REC ADMINISTRATION	125.00
		PROMO BEACH BALLS	RECREATION / PUBLIC INFORMATION	726.93
		SUMMER HIRING/EVENTS-FACEBOOK	RECREATION / PUBLIC INFORMATION	51.60
		PROMO GPD FANS FOR EVENTS	RECREATION / PUBLIC INFORMATION	598.97
		WHITE SIGNAGE BOARDS FOR POOL	RECREATION / REC ADMINISTRATION	136.21
		ERASERS	CORPORATE / PECK FARM	2.09
		OVEN CLEANER	CORPORATE / PECK FARM	2.39
		ANIMAL FOOD	CORPORATE / PECK FARM	20.28
		CUPCAKES, PIZZAS, JUICE	CORPORATE / BIRTHDAY PARTIES - PECK FARM	229.78
		PROGRAM SPLYs	CORPORATE / PECK FARM SCHOOL/SCOUT GROUPS	6.83
		MORTON ARBORETUM MBRSHp	CORPORATE / PARKS ADMINISTRATION	180.00
		KCCN SPLYs	CORPORATE / LEARN FROM THE EXPERTS	26.96
		MANAGER DESK	CORPORATE / PECK FARM	1,231.00
		RETURNED TOOL BAG	CORPORATE / PARKS ADMINISTRATION	-124.95
		POSTAGE TO RETURN TOOL BAG	CORPORATE / PARKS ADMINISTRATION	19.81
		TEEN PROGRAM SPLYs	RECREATION / TEEN PROGRAMS & TRIPS	388.18
		VOLLEYBALLS/ NETS 02-3403-7-29	RECREATION / ADMINISTRATIVE	164.78
		YTH SOFTBALL EQUIP 2-3303-7-29	RECREATION / ADMINISTRATIVE	649.42
		TODDLER PROGRAM SPLYs	RECREATION / TODDLERS	218.17
		MICROWAVE-SUNSET CONCESSIONS	RECREATION / SUNSET POOL CONCESSIONS	434.20
		CO. FOOD PERMIT 02-3802-6-20	RECREATION / ADMINISTRATIVE	412.01
		EASTER BREAKFAST SUPPLIES	RECREATION / EASTER EGG HUNT	657.89
		BUNNY BASKET SPLYs	RECREATION / BUNNY BASKET DELIVERIES	349.54
		CO. FOOD PERMIT 02-3804-7-28	RECREATION / ADMINISTRATIVE	412.01
		DANCE COSTUME	RECREATION / BALLET DANCE RECITAL	22.49
		SOFTBALLS FOR PITCHING CAMP	RECREATION / SPRC GENERAL ATHLETICS	74.98
		OCT TRIP DEPOSIT 02-2501-6-25	RECREATION / ADMINISTRATIVE	100.00
		AUG TRIP DEPOSIT 02-2501-6-25	RECREATION / ADMINISTRATIVE	100.00
		NICKS PIZZA TRIP 4/10	RECREATION / ACTIVE OLDER ADULTS - TRIPS	179.25
		SNACKS FOR TRIPS	RECREATION / ACTIVE OLDER ADULTS - TRIPS	18.37
		RETURN SPLYs-JUST DAD N ME	RECREATION / JUST DAD 'N ME	-79.39

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72625	CHASE CARD SERVICES	OFFICE SHREDDER	RECREATION / REC ADMINISTRATION	539.99
		IPRA PK PURSUIT 02-3801-6-16	RECREATION / ADMINISTRATIVE	120.00
		PRESCHOOL PROGRAM SPLY	RECREATION / PARK DISTRICT PRESCHOOL	167.91
		MINI REFRIDGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	166.12
		BIRTHDAY PARTY SPLY	RECREATION / SPRC BIRTHDAY PARTIES	66.97
		CUPCAKES,PIZZAS,JUICE,WATER	RECREATION / SPRC BIRTHDAY PARTIES	759.08
		SPRC VENDING MACHINE SPLY	RECREATION / SPRC	80.04
		SCC VENDING MACHINE SPLY	RECREATION / SUNSET RACQUETBALL & FITNESS	54.72
		OFFICE SPLY	RECREATION / SPRC	9.18
		UTILITY HOOK	RECREATION / NURSERY/ KIDS KORRAL	2.27
		STAFF MEETING EXPENSE	RECREATION / SPRC	85.94
		LAUNDRY SPLY	RECREATION / SPRC	9.66
		LED LIGHTS	RECREATION / REC ADMINISTRATION	794.69
		PH38 SCRIPTS(JULY 02-2313-6-11	RECREATION / ADMINISTRATIVE	1,478.75
		PH38 CAST SPLY	RECREATION / PLAYHOUSE 38	206.73
		CONCESSION SPLY	RECREATION / PLAYHOUSE 38	67.04
		EASTER EVENT DECORATIONS	RECREATION / EASTER EGG HUNT	288.87
		SIRIUS MUSIC SVC	RECREATION / SPRC	15.99
		BATTERIES	RECREATION / SPRC	42.80
		BELTS FOR DRYERS	RECREATION / SPRC	39.75
		DOOR STOPS,CLOSER,CLOCKS	RECREATION / SPRC	381.06
		HINGES FOR HALF DOOR	RECREATION / REC ADMINISTRATION	96.80
		FANS FOR FITNESS CENTER	RECREATION / SUNSET RACQUETBALL & FITNESS	106.02
		BLOOD PRESSURE MONITOR	RECREATION / SUNSET RACQUETBALL & FITNESS	19.99
		ELLIPTICAL PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	363.32
		FOOT STRAP-ROWING MACHINE	RECREATION / SUNSET RACQUETBALL & FITNESS	35.40
		IPASS REPLENISHED	CORPORATE / PARKS ADMINISTRATION	20.00
		IPASS REPLENISHED	RECREATION / REC ADMINISTRATION	20.00
		IPRA JOB POSTING-PARK MAINT	CORPORATE / PARKS ADMINISTRATION	265.00
		IPRA JOB POSTING-CUSTODIAN	CORPORATE / PARKS ADMINISTRATION	265.00
		POSTAGE-PRIORITY MAIL	RECREATION / REC ADMINISTRATION	14.70
			CHECK TOTAL	18,224.89
72626	1000BULBS	LED BULBS	RECREATION / REC ADMINISTRATION	56.16
			CHECK TOTAL	56.16
72627	ABLE PEST CONTROL, INC.	OUTSIDE PEST CONTROL-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	195.00
		PEST CONTROL-PAVILIONS	CORPORATE / PARKS ADMINISTRATION	905.00
			CHECK TOTAL	1,100.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72628	ABI ATTACHMENTS	PRO EDGER ATTACHMENT-BALLFIELD	CORPORATE / PARKS ADMINISTRATION	799.00
			CHECK TOTAL	799.00
72629	ADVANCED DISPOSAL	LANDSCAPE WASTE DUMPSTER	CORPORATE / PARKS ADMINISTRATION	190.85
			CHECK TOTAL	190.85
72630	ALL STAR SPORTS INSTRUCTION	ALL STAR SPORTS INSTR-WNTR II	RECREATION / TINY SPORTS- ASSI	1,447.60
			CHECK TOTAL	1,447.60
72631	ALLEGIANFIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSP	CORPORATE / PECK FARM	192.50
		ANNUAL FIRE EXTINGUISHER INSP	RECREATION / SPRC	138.00
		ANNUAL FIRE EXTINGUISHER INSP	CORPORATE / PARKS ADMINISTRATION	265.00
		ANNUAL FIRE EXTINGUISHER INSP	RECREATION / REC ADMINISTRATION	440.50
			CHECK TOTAL	1,036.00
72632	ANTHEM SPORTS, LLC	RUBBER BASE PLUGS	RECREATION / FIELD MAINTENANCE	256.32
		BALLFIELD BASES	RECREATION / FIELD MAINTENANCE	2,249.55
			CHECK TOTAL	2,505.87
72633	AQUAJAY SPA & POOL INC.	MC POOL STAIR TILES REPLACED	RECREATION / REC ADMINISTRATION	1,063.50
			CHECK TOTAL	1,063.50
72634	AT&T	AT&T INTERNET SVC-MC POOL	RECREATION / MILL CREEK POOL	76.91
		AT&T INTERNET SVC-MINI GOLF	RECREATION / MINIATURE GOLF	102.55
		AT&T WHLR INTERNET SVC	CORPORATE / PARKS ADMINISTRATION	76.91
			CHECK TOTAL	256.37
72635	AURELIO'S OF GENEVA	MANNERS & MORE CLASS EXPENSE	RECREATION / YOUTH	24.00
			CHECK TOTAL	24.00
72636	BATAVIA PARK DISTRICT	COOP TAI CHI CLS-WINTER, 2019	RECREATION / BATAVIA PARK DIST CLASSES	82.80
		COOP TRIPS-WINTER, 2019	RECREATION / ACTIVE OLDER ADULTS - TRIPS	2,454.30
			CHECK TOTAL	2,537.10
72637	BALL HORTICULTURAL COMPANY	PLANTS	CORPORATE / PECK FARM	249.87
		PLANTS	CORPORATE / PECK FARM	473.06
		PLANTS	CORPORATE / PARKS ADMINISTRATION	152.37
			CHECK TOTAL	875.30

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72638	BANNER UP SIGNS	POOL SIGNAGE	RECREATION / REC ADMINISTRATION	1,299.00
		GPD SIGNAGE	RECREATION / REC ADMINISTRATION	240.00
		POOL LIFEGUARD SCAN SIGNS	RECREATION / REC ADMINISTRATION	218.00
		SIGNAGE-CLOVER HILLS PK	RECREATION / PUBLIC INFORMATION	15.00
		TENNIS COURT SIGNAGE	CORPORATE / PARKS ADMINISTRATION	385.00
			CHECK TOTAL	2,157.00
72639	RICK BELL GOLF PRO	GOLF INSTRUCTOR-SPRING SESSION	RECREATION / GOLF LESSONS	357.00
			CHECK TOTAL	357.00
72640	BLACK GOLD SEPTIC	WHLR NORTH PAVILION-SEWER CLOG	CORPORATE / PARKS ADMINISTRATION	175.00
			CHECK TOTAL	175.00
72641	VALERIE BLAINE	LFE PROGRAM SPLYS	CORPORATE / LEARN FROM THE EXPERTS	14.92
			CHECK TOTAL	14.92
72642	BLOOMING COLOR	PROMO FACILITY PASSES	RECREATION / REC ADMINISTRATION	1,177.01
			CHECK TOTAL	1,177.01
72643	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
72644	TRISH BURNS	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	125.00
			CHECK TOTAL	175.00
72645	CHASEWOOD LEARNING	CHASEWOOD LEARNING INSTR	RECREATION / YOUTH	1,440.00
			CHECK TOTAL	1,440.00
72646	THE CHILLED PALETTE, INC.	CHILLED PALLET INSTR FEE-YTH	RECREATION / YOUTH	392.00
		CHILLED PALLET INSTR FEE-ADULT	RECREATION / ADULT	98.00
			CHECK TOTAL	490.00
72647	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	31.34
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	73.11
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	49.88
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13

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72647	CITY OF GENEVA	CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	27.18
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	29.03
		CITY WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION	104.45
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	90.20
		CITY WATER/SEWER-RIVER PK	CORPORATE / PARKS ADMINISTRATION	47.85
		CITY WATER/SEWER-POOL	RECREATION / SUNSET POOL	302.42
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	1,013.33
		CITY WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	74.18
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	15.85
		CITY ELECTRIC-HARR CRTS	CORPORATE / PARKS ADMINISTRATION	87.39
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	20.91
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	959.14
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	201.80
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	463.00
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	21.38
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,712.93
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	254.83
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	1,128.41
		CITY ELECTRIC-POOL	RECREATION / SUNSET POOL	589.18
		CITY ELECTRIC-SUNSET BALLFLDS	RECREATION / ADULT SOFTBALL	18.30
		CITY ELECTRIC-SPRC	RECREATION / SPRC	4,607.71
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	88.40
			CHECK TOTAL	12,096.63
72648	COM ED	COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	45.83
		COMED-MILL CREEK COMM PK	CORPORATE / PARKS ADMINISTRATION	21.58
			CHECK TOTAL	67.41
72649	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,090.48
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	121.17
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	768.13
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	85.35
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	433.94
			CHECK TOTAL	2,499.07
72650	COMCAST CABLE	COMCAST-PH38 INTERNET SVC	RECREATION / PLAYHOUSE 38	69.95
			CHECK TOTAL	69.95

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72651	CODE CRAZE	CODE CRAZE INSTR FEE-SPRING	RECREATION / YOUTH	1,020.00
			CHECK TOTAL	1,020.00
72652	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE CC SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE CC SVC	RECREATION / SPRC	17.90
		SRFC VENDING CC MACHINE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING CC MACHINE SVC	RECREATION / SPRC	17.90
		SRFC VENDING MACHINE CC SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE CC SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	80.55
72653	DAVEY TREE EXPERT COMPANY	MULCH HAWKS HOLLOW	CORPORATE / PARKS ADMINISTRATION	728.00
			CHECK TOTAL	728.00
72654	DREYER CLINIC, INC.	PRE EMPLOYMENT PHYSICALS	CORPORATE / PARKS ADMINISTRATION	305.00
			CHECK TOTAL	305.00
72655	DUNHAM WOODS FARM, INC.	HORSEMANSHIP INSTR FEE	RECREATION / YOUTH	240.00
			CHECK TOTAL	240.00
72656	DUNNE SALES CO.	BLEACHERS FOR BALLFIELDS (8)	CORPORATE / PARKS ADMINISTRATION	7,474.96
			CHECK TOTAL	7,474.96
72657	ENDEAVOR TREE EXPERTS	TREE REMOVAL-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	850.00
		TREE REMOVAL-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	675.00
			CHECK TOTAL	1,525.00
72658	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-MARCH	SPECIAL RECREATION / SPECIAL RECREATION	1,665.62
			CHECK TOTAL	1,665.62
72659	FOX VALLEY SPECIAL RECREATION	FVSRA DIRECTOR RECOGNITION	RECREATION / REC ADMINISTRATION	50.00
		FVSRA DIRECTOR RECOGNITION	CORPORATE / PARKS ADMINISTRATION	50.00
			CHECK TOTAL	100.00
72660	GENEVA SCHOOL DISTRICT #304	GMS 2018 ANNUAL UTILITIES	RECREATION / PARK DISTRICT PRESCHOOL	1,164.97
		GMS 2018 ANNUAL UTILITIES	RECREATION / PARK DISTRICT PRESCHOOL	6,204.60
		WESTERN 2018 ANNUAL UTILITIES	RECREATION / WESTERN AVENUE GYM	1,685.78
		WESTERN 2018 ANNUAL UTILITIES	RECREATION / WESTERN AVENUE GYM	5,750.41

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72660	GENEVA SCHOOL DISTRICT #304	HARRISON 2018 ANNUAL UTILITIES	RECREATION / HARRISON STREET GYM	2,205.08
		MILL CREEK TEEN CAMPS UTILITIE	RECREATION / TEEN EXTREME CAMP	1,273.75
		PRESCHOOL CUSTODIAN FEES	RECREATION / PARK DISTRICT PRESCHOOL	25,518.85
		HARRISON 2018 ANNUAL UTILITIES	RECREATION / HARRISON STREET GYM	9,643.33
			CHECK TOTAL	53,446.77
72661	GENEVA SCHOOL DISTRICT #304	PRESCHOOL TECHNOLOGY SUPPORT	RECREATION / REC ADMINISTRATION	4,785.00
			CHECK TOTAL	4,785.00
72662	GENEVA SCHOOL DISTRICT #304	HOLIDAY RECITAL CUSTODIAN FEES	RECREATION / HOLIDAY DANCE RECITAL	376.95
			CHECK TOTAL	376.95
72663	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MAINT AGREEMENT	RECREATION / PARK DISTRICT PRESCHOOL	108.00
		GORDON FLESCH MAINT AGREEMENT	RECREATION / SPRC	304.94
		GORDON FLESCH MAINT AGREEMENT	RECREATION / REC ADMINISTRATION	542.68
		GORDON FLESCH MAINT AGREEMENT	CORPORATE / PARKS ADMINISTRATION	361.79
			CHECK TOTAL	1,317.41
72664	CLAIRE GORNICKI	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		MILEAGE REIMB	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	70.00
72665	HEINZ BROTHERS	HEINZ GARDEN CNTR CLASSES-FALL	RECREATION / ADULT	45.00
		HEINZ GARDEN CNTR CLASSES-FALL	RECREATION / FAMILY PROGRAM/TRIP	130.00
			CHECK TOTAL	175.00
72666	HIPP TEMPORARY STAFFING, INC.	P. TEMP PARK EMPLOYEES	CORPORATE / PARKS ADMINISTRATION	1,074.80
			CHECK TOTAL	1,074.80
72667	WM. HORN STRUCTURAL STEEL CO.	FLOWER POT STANDS-BH	CORPORATE / PECK FARM	100.60
		BASEBALL BASE PEGS	RECREATION / FIELD MAINTENANCE	52.00
			CHECK TOTAL	152.60
72668	HOME DEPOT CREDIT SERVICE	LADDER	CORPORATE / PARKS ADMINISTRATION	209.00
		PLUMBING SPLYS	CORPORATE / PARKS ADMINISTRATION	17.49
		KEYS & CAULK	CORPORATE / PECK FARM	33.16
		SUMP PUMP	RECREATION / FIELD MAINTENANCE	109.00
		BOUNCE SHEETS,DETERGENT	RECREATION / SUNSET RACQUETBALL & FITNESS	18.91

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72668	HOME DEPOT CREDIT SERVICE	LIGHT BULBS	RECREATION / SUNSET RACQUETBALL & FITNESS	18.96
			CHECK TOTAL	406.52
72669	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR NORTH	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-SKATE PARK	RECREATION / REC ADMINISTRATION	115.71
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-WESTERN	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-EAGLEBROOK PK	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-DRYDEN PK	RECREATION / REC ADMINISTRATION	19.29
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	12.86
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	45.71
		PORTOLET SVC-COMM CNTR GARDEN	CORPORATE / COMMUNITY GARDEN	35.36
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	35.36
		PORTOLET SVC-PFP NORTH FIELDS	RECREATION / REC ADMINISTRATION	35.36
			CHECK TOTAL	453.91
72670	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
72671	INVEX DESIGN LLC	WEB DEVELOPMENT UPDATES	RECREATION / PUBLIC INFORMATION	800.00
			CHECK TOTAL	800.00
72672	ITASCA PARK DISTRICT	GYMN MEET FEES 02-3202-6-38	RECREATION / ADMINISTRATIVE	1,490.00
			CHECK TOTAL	1,490.00
72673	JACKSON-HIRSH, INC.	LAMINATING SHEETS	RECREATION / REC ADMINISTRATION	75.29
		LAMINATING SHEETS	RECREATION / REC ADMINISTRATION	90.38
			CHECK TOTAL	165.67
72674	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
72675	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
72676	FIRST STUDENT	SHEDD AQUARIUM TRIP 3/1/19	RECREATION / IN SERVICE DAYS PROGRAMS	483.87

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72676	FIRST STUDENT	CERNAN SPACE CNTR 3/29/19	RECREATION / HOLIDAY CAMPS	334.64
		EPIC AIR TRIP 3/27/19	RECREATION / HOLIDAY CAMPS	349.25
			CHECK TOTAL	1,167.76
72677	MARTENSON TURF PRODUCTS INC.	WEED CONTROL SPRAY	CORPORATE / PARKS ADMINISTRATION	900.00
		WEED CONTROL SPRAY	CORPORATE / PECK FARM	898.50
		FERTILIZER	CORPORATE / PARKS ADMINISTRATION	1,815.00
		FERTILIZER	CORPORATE / PECK FARM	260.00
		BASEBALL FIELD CHALK	RECREATION / FIELD MAINTENANCE	57.08
		BASEBALL FIELD CHALK	RECREATION / PECK FARM BASEBALL	500.00
			CHECK TOTAL	4,430.58
72678	MAGIC OF GARY KANTOR	MAGIC CLASS INSTR FEE-APRIL	RECREATION / YOUTH	80.00
			CHECK TOTAL	80.00
72679	MANDY PRINTING	STAFF UNIFORMS	CORPORATE / PARKS ADMINISTRATION	88.00
		TWILL BALL CAPS	CORPORATE / PARKS ADMINISTRATION	180.00
		TWILL BALL CAPS	CORPORATE / PARKS ADMINISTRATION	180.00
			CHECK TOTAL	448.00
72680	MENARDS	PREMIX FUEL	CORPORATE / PARKS ADMINISTRATION	26.88
		PAINT & SPLYS	CORPORATE / PARKS ADMINISTRATION	99.96
		PHONE CABLES	CORPORATE / PECK FARM	22.19
		PROP SUPPLIES	RECREATION / PLAYHOUSE 38	136.97
		CONCRETE MIX	RECREATION / FIELD MAINTENANCE	22.32
		BIT SET	CORPORATE / PECK FARM	3.00
		REPAIR PARTS-COUPPLINGS	CORPORATE / PECK FARM	19.17
		WIRE CABLE ROPE	RECREATION / SPRC	16.98
		TEST PLUG	CORPORATE / PARKS ADMINISTRATION	5.98
		AIR HOSE	RECREATION / PLAYHOUSE 38	24.99
		S-HOOK	RECREATION / SPRC	0.97
		CONCRETE MIX	RECREATION / FIELD MAINTENANCE	8.37
		BROOM & DUST PAN	CORPORATE / PECK FARM	15.99
		SPRAYER	CORPORATE / PARKS ADMINISTRATION	27.95
		PLANT SUPPORTERS	CORPORATE / PARKS ADMINISTRATION	235.92
		PLUMBING PARTS FOR WELL	CORPORATE / PECK FARM	10.20
		PAINT BRUSHES	CORPORATE / PECK FARM	27.23
		PAINTING SPLYS	CORPORATE / PECK FARM	33.49

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72680	MENARDS	MECHANICAL TOOLS	CORPORATE / PARKS ADMINISTRATION	221.18
		HORTICULTURE TOOL	CORPORATE / PARKS ADMINISTRATION	34.08
		GROUND MAINTENANCE TOOLS	CORPORATE / PARKS ADMINISTRATION	266.81
		WORK GLOVES	CORPORATE / PARKS ADMINISTRATION	140.57
		COUPLINGS & ADAPTERS	CORPORATE / PARKS ADMINISTRATION	40.51
		PH38 PROP SPLYS-PAINT & SPLYS	RECREATION / PLAYHOUSE 38	102.56
		PAINT SPLYS	CORPORATE / PECK FARM	38.23
		REPAIR PART-GALV ELBOW	CORPORATE / PARKS ADMINISTRATION	9.59
		SALT BLOCKS	CORPORATE / PECK FARM	26.45
		FLOOR SCRAPER	CORPORATE / PECK FARM	37.98
			CHECK TOTAL	1,656.52
72681	NEXT GENERATION, INC	KZ STAFF UNIFORMS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	1,727.00
		KZ STAFF UNIFORMS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	219.50
		LFE GRADUATION SHIRTS	CORPORATE / LEARN FROM THE EXPERTS	798.45
		HATS FOR VOLUNTEERS	CORPORATE / PECK FARM	176.00
			CHECK TOTAL	2,920.95
72682	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	202.55
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	319.85
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	44.38
		NICOR-PFP BARN	CORPORATE / PECK FARM	79.71
		NICOR-PFP MAINT	CORPORATE / PECK FARM	97.47
		NICOR-SCC	RECREATION / REC ADMINISTRATION	293.68
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	117.40
		NICOR-SPRC	RECREATION / SPRC	424.46
		NICOR-PH38	RECREATION / PLAYHOUSE 38	31.82
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	263.89
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	86.93
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	76.23
			CHECK TOTAL	2,038.37
72683	NORTH AMERICAN CORP	SANITATION SPLYS	RECREATION / REC ADMINISTRATION	370.53
		SANITATION SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	370.54
		SANITATION SPLYS	CORPORATE / PARKS ADMINISTRATION	957.42
		SANITATION SPLYS	CORPORATE / PECK FARM	382.82
			CHECK TOTAL	2,081.31

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72684	OEI PRODUCTS, INC.	EAR PLUGS,RAIN GEAR,PONCHOS	CORPORATE / PARKS ADMINISTRATION	342.20
		FIRST AID SPLYS	CORPORATE / PARKS ADMINISTRATION	335.30
		FIRST AID SPLYS	CORPORATE / PECK FARM	143.70
			CHECK TOTAL	821.20
72685	OFFICE DEPOT BUSINESS CREDIT	PLAIN ENVELOPES, POST ITS	RECREATION / REC ADMINISTRATION	45.98
		BINDERS, STICKY SQUARES	RECREATION / REC ADMINISTRATION	41.08
		BLACK PRINTER CARTRIDGE	CORPORATE / PECK FARM	117.99
			CHECK TOTAL	205.05
72686	PDRMA	PDRMA HEALTH INSURANCE PREMIUM	CORPORATE / PARKS ADMINISTRATION	21,978.94
		PDRMA HEALTH INSURANCE PREMIUM	RECREATION / REC ADMINISTRATION	23,288.31
		PDRMA LIFE INSURANCE PREMIUM	CORPORATE / ADMINISTRATIVE	165.40
			CHECK TOTAL	45,432.65
72687	CASH	MIPE MARCH MTG	CORPORATE / PARKS ADMINISTRATION	30.00
		SYMPATHY CARD	RECREATION / REC ADMINISTRATION	6.39
		REIMB PROP SPLY-MARY POPPINS	RECREATION / PLAYHOUSE 38	5.39
		POSTAGE MAIL PKG	RECREATION / REC ADMINISTRATION	7.85
		REIMB TODDLER PROGRAM SPLYS	RECREATION / TODDLERS	38.14
		WOW FACTOR AWARDS	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	117.77
72688	SCOTT PINER	MAGIC SHOW BDAY PARTY 4/6	RECREATION / SPRC BIRTHDAY PARTIES	150.00
		MAGIC SHOW BDAY PARTY 10/20/18	RECREATION / SPRC BIRTHDAY PARTIES	150.00
		MAGIC SHOW BDAY PARTY 10/21/18	RECREATION / SPRC BIRTHDAY PARTIES	150.00
			CHECK TOTAL	450.00
72689	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
72690	PATRICIA RAY	MANNERS & MORE INSTR FEE	RECREATION / YOUTH	200.00
			CHECK TOTAL	200.00
72691	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		MILEAGE REIMB	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00

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72692	R.J. O'NEIL, INC.	REPLACE IGNITOR-WHLR PK	CORPORATE / PARKS ADMINISTRATION	157.79
			CHECK TOTAL	157.79
72693	MULTIPLE FUNDING SOLUTIONS, INC	ROCK'N'KIDS INSTR FEE	RECREATION / TODDLERS	2,296.00
			CHECK TOTAL	2,296.00
72694	SHAW MEDIA	FRONT PAGE AD-POOL PASS SALE	RECREATION / PUBLIC INFORMATION	398.00
			CHECK TOTAL	398.00
72695	SHOOT90	SHOOT90 CLASS INSTR FEE	RECREATION / SPRC GENERAL ATHLETICS	440.00
			CHECK TOTAL	440.00
72696	STEVE SLIVKA	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
72697	SARAH SIELISCH	EASTER BASKET DELIVERIES 4/20	RECREATION / BUNNY BASKET DELIVERIES	150.00
		REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	190.00
72698	S & S WORLDWIDE	KZ GAMES & STORAGE BINS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	1,307.47
		KZ PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	2,699.76
			CHECK TOTAL	4,007.23
72699	HANNAH STERRICKER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
72700	BUMPER TO BUMPER	OIL FILTER	CORPORATE / PARKS ADMINISTRATION	8.06
		HOSE END FITTING	CORPORATE / PARKS ADMINISTRATION	3.19
		TRUCK HITCH ADAPTER	CORPORATE / PECK FARM	15.19
			CHECK TOTAL	26.44
72701	T.J. OFFICIAL FINDERS	OFFICIALS-MARCH	RECREATION / GIRLS BASKETBALL	627.73
		SCOREKEEPERS-MARCH	RECREATION / GIRLS BASKETBALL	142.50
		OFFICIALS-MARCH	RECREATION / BOYS BASKETBALL	4,354.27
		SCOREKEEPERS-MARCH	RECREATION / BOYS BASKETBALL	988.50
		OFFICIALS-MARCH	RECREATION / SPRC ADULT LEAGUES	690.00
		SCOREKEEPERS-MARCH	RECREATION / SPRC ADULT LEAGUES	360.00
			CHECK TOTAL	7,163.00

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72702	TONY & FRIENDS ART STUDIO	KIDS CARTOONING CLS INSTR FEE	RECREATION / YOUTH	309.60
		TONY & FRIENDS ART INSTR FEE	RECREATION / ADULT	103.20
			CHECK TOTAL	412.80
72703	TRYAD SOLUTIONS, INC.	STAFF UNIFORMS	CORPORATE / PECK FARM	579.00
			CHECK TOTAL	579.00
72704	ERIN VAN METER	BASKET DELIVERIES 4/19	RECREATION / BUNNY BASKET DELIVERIES	150.00
			CHECK TOTAL	150.00
72705	VERIZON WIRELESS	VERIZON CELL PHONE SVC	RECREATION / REC ADMINISTRATION	1.56
		VERIZON CELL PHONE SVC	CORPORATE / PECK FARM	55.97
		VERIZON CELL PHONE SVC	CORPORATE / PARKS ADMINISTRATION	167.91
		VERIZON CELL PHONE SVC	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	66.28
			CHECK TOTAL	291.72
72706	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
72707	WEE HEART MUSIC, INC.	WEE HEART MUSIC INSTR FEE	RECREATION / TODDLERS	2,678.00
			CHECK TOTAL	2,678.00
72708	WILD GOOSE CHASE, INC.	GOOSE EGG DEPREDACTION	CORPORATE / PARKS ADMINISTRATION	990.00
			CHECK TOTAL	990.00
72709	HAWK FORD OF ST. CHARLES	DUMP TRUCK REPAIR-CHK ENGINE	CORPORATE / PARKS ADMINISTRATION	1,124.41
			CHECK TOTAL	1,124.41
72710	HIPP TEMPORARY STAFFING, INC.	TEMP PARK EMPLOYEE SVC	CORPORATE / PARKS ADMINISTRATION	153.60
			CHECK TOTAL	153.60
			WARRANT TOTAL	270,788.73

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GENERAL UNPAID

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72711	ACE HARDWARE GENEVA	MISC FASTENERS,BLADES,PAINT	CORPORATE / PARKS ADMINISTRATION	104.56
		CLEANING SPLYS	CORPORATE / PARKS ADMINISTRATION	26.24
		TOILET BOLTS	CORPORATE / PARKS ADMINISTRATION	7.72
		RECYCLING FEE-OLD PAINT CANS	CORPORATE / PARKS ADMINISTRATION	116.50
		PRUNER, LOPPER TOOLS	CORPORATE / PARKS ADMINISTRATION	89.97
		GARBAGE CAN,PAINT BRUSH,SPLYS	RECREATION / PLAYHOUSE 38	33.59
			CHECK TOTAL	378.58
72712	ACTION PRINTING CORP	2019 SUMMER BROCHURE	RECREATION / PUBLIC INFORMATION	12,856.64
			CHECK TOTAL	12,856.64
72713	ALL AMERICAN FLAG COMPANY	CITY OF GENEVA FLAGS (4)	CORPORATE / PARKS ADMINISTRATION	264.95
			CHECK TOTAL	264.95
72714	CITY OF GENEVA	CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	22.34
			CHECK TOTAL	22.34
72715	DAVEY TREE EXPERT COMPANY	MULCH RIVER & OLD MILL PARK	CORPORATE / PARKS ADMINISTRATION	819.00
		MULCH SPRC LANDSCAPE	CORPORATE / PARKS ADMINISTRATION	819.00
		MULCH-SUNSET POOL	CORPORATE / PARKS ADMINISTRATION	1,638.00
		MULCH MINI GOLF	CORPORATE / PARKS ADMINISTRATION	819.00
			CHECK TOTAL	4,095.00
72716	ENDEAVOR TREE EXPERTS	TREES REMOVED-WHLR PK	CORPORATE / PARKS ADMINISTRATION	1,190.00
			CHECK TOTAL	1,190.00
72717	IL DEPT. OF EMPLOYMENT	1ST QTR UNEMPLOYMENT	LIABILITY INSURANCE / LIABILITY INSURANCE	5,700.00
			CHECK TOTAL	5,700.00
72718	FIRST STUDENT	MUSEUM OF SCIENCE SPRING BREAK	RECREATION / HOLIDAY CAMPS	301.62
			CHECK TOTAL	301.62
72719	MIDWEST EQUIPMENT COMPANY	EQUIPMENT-TUNE UP KIT	RECREATION / SUNSET POOL CONCESSIONS	61.27
			CHECK TOTAL	61.27
72720	JAY MOFFAT	SPRINGFIELD IAPD LEGISLATIVE	CORPORATE / PARKS ADMINISTRATION	95.74
		SPRINGFIELD IAPD LEGISLATIVE	RECREATION / REC ADMINISTRATION	95.74
			CHECK TOTAL	191.48

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GENEVA PARK DISTRICT
WARRANT NUMBER 051619

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FROM CHECK # 72711 TO CHECK # 72762

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72721	NEXT GENERATION, INC	PH38 PLAY SHIRTS	RECREATION / PLAYHOUSE 38	303.00
			CHECK TOTAL	303.00
72722	NUTOYS LEISURE PRODUCTS INC	WILLIAMSBURG PK CLIMBER PART	CORPORATE / PARKS ADMINISTRATION	181.16
			CHECK TOTAL	181.16
72723	ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM MAY-JUNE-JULY	RECREATION / SPRC	1,088.97
		ALARM SYSTEM MAY-JUNE-JULY	CORPORATE / PARKS ADMINISTRATION	136.89
		ALARM SYSTEM MAY-JUNE-JULY	RECREATION / REC ADMINISTRATION	535.53
		ALARM SYSTEM MAY-JUNE-JULY	CORPORATE / PECK FARM	809.25
		ALARM SYSTEM MAY-JUNE-JULY	RECREATION / SUNSET POOL	139.23
		ALARM SYSTEM MAY-JUNE-JULY	RECREATION / MINIATURE GOLF	74.82
			CHECK TOTAL	2,784.69
72724	AT&T	AT&T PFP MAINT INTERNET SVC	CORPORATE / PECK FARM	56.40
			CHECK TOTAL	56.40
72725	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
72726	BLACK LINE FOX VALLEY LLC	BLACK LINE EMAIL SVC	RECREATION / REC ADMINISTRATION	50.00
		BLACK LINE ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	92.13
		BLACK LINE ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	92.13
		BLACK LINE COMPUTER MAINT	RECREATION / REC ADMINISTRATION	2,130.67
		BLACK LINE SERVER MAINT	RECREATION / REC ADMINISTRATION	715.00
			CHECK TOTAL	3,079.93
72727	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	82.21
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	438.46
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	133.42
		CALL ONE MONTHLY SVC	RECREATION / SPRC	605.62
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	209.83
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	52.46
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	111.30
			CHECK TOTAL	1,633.30
72728	CHAINSAW SAFETY SPECIALISTS,	PROFESSIONAL CHAINSAW TRAINING	CORPORATE / PARKS ADMINISTRATION	1,042.50
			CHECK TOTAL	1,042.50

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GENEVA PARK DISTRICT
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FROM CHECK # 72711 TO CHECK # 72762

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72729	CITY OF GENEVA	CITY WATER/SEWER-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	68.40
		CITY ELECTRIC-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	19.61
		CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	51.43
			CHECK TOTAL	139.44
72730	COM ED	COMED-PETERSON HOUSE	CORPORATE / PARKS ADMINISTRATION	17.59
		COMED-MC POOL	RECREATION / MILL CREEK POOL	169.82
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	113.20
			CHECK TOTAL	300.61
72731	THE CONSERVATION FOUNDATION	CONSERVATION FOUNDATION MBRSH	CORPORATE / PARKS ADMINISTRATION	250.00
			CHECK TOTAL	250.00
72732	COMCAST CABLE	COMCAST SPRC INTERNET/CABLE	RECREATION / SPRC	731.17
			CHECK TOTAL	731.17
72733	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN MNTHLY WATER SVC	RECREATION / REC ADMINISTRATION	41.00
		CULLIGAN MNTHLY WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN MNTHLY WATER SVC	CORPORATE / PECK FARM	25.00
			CHECK TOTAL	91.00
72734	DAILY HERALD	DAILY HERALD PAPER 5/14-7/18	RECREATION / REC ADMINISTRATION	18.60
		DAILY HERALD PAPER 5/14-7/18	CORPORATE / PARKS ADMINISTRATION	18.60
			CHECK TOTAL	37.20
72735	GENEVA CHAMBER OF COMMERCE	2019 FESTIVAL & EVENT SPONSOR	RECREATION / REC ADMINISTRATION	2,000.00
			CHECK TOTAL	2,000.00
72736	GENEVA HIGH SCHOOL	CULINARY CORNER LUNCH EXPENSE	RECREATION / ACTIVE OLDER ADULTS - TRIPS	147.00
			CHECK TOTAL	147.00
72737	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	78.96
		REFUSE DISPOSAL	CORPORATE / COMMUNITY GARDEN	232.30
		REFUSE DISPOSAL	CORPORATE / PECK FARM	275.80
		REFUSE DISPOSAL	RECREATION / SPRC	140.60
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	390.44
		REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	110.33
			CHECK TOTAL	1,228.43

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FROM CHECK # 72711 TO CHECK # 72762

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72738	WM. HORN STRUCTURAL STEEL CO.	STEEL FOR BASE PEGS	RECREATION / FIELD MAINTENANCE	31.00
			CHECK TOTAL	31.00
72739	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-SKAT PARK	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WESTERN	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-EAGLEBROOK PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-PFP NORTH FLDS	RECREATION / REC ADMINISTRATION	90.00
			CHECK TOTAL	1,310.00
72740	IAM SGE	LIFEGUARD COURSE BOOKS	RECREATION / SUNSET POOL	730.53
		POOL INSTRUCTOR TRAINING CRS	RECREATION / SUNSET POOL	375.00
			CHECK TOTAL	1,105.53
72741	ILLINOIS DEPT. OF AGRICULTURE	3 YR PESTICIDE LICENSE-ETHAN	CORPORATE / PARKS ADMINISTRATION	45.00
			CHECK TOTAL	45.00
72742	ILLINOIS LIQUOR CONTROL	CONCERT SERIES BEVERAGE PERMIT	RECREATION / CONCERT SERIES	250.00
			CHECK TOTAL	250.00
72743	IMAGINATION THEATRE	CAMP STAFF TRAINING 5/18/19	RECREATION / B/A SCHOOL PROGRAMS-	KID ZONE 1,700.00
			CHECK TOTAL	1,700.00
72744	INVEX DESIGN LLC	ANNUAL WEB SUPPORT SVC	RECREATION / REC ADMINISTRATION	3,600.00
			CHECK TOTAL	3,600.00
72745	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR PK	CORPORATE / PARKS ADMINISTRATION	270.62
		IGS-SPRC	RECREATION / SPRC	889.02
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	91.75
		IGS-PFP MAINT	CORPORATE / PECK FARM	170.34

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GENEVA PARK DISTRICT
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FROM CHECK # 72711 TO CHECK # 72762

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72745	INTERSTATE GAS SUPPLY, INC.	IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	251.06
		IGS-PFP HOUSE	CORPORATE / PECK FARM	92.46
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	655.39
		IGS-SCC	RECREATION / REC ADMINISTRATION	574.66
			CHECK TOTAL	2,995.30
72746	MTL TENNIS MGMNT GROUP	INDOOR TENNIS INSTR FEE-SPRING	RECREATION / INDOOR TENNIS- SPRC	2,806.77
		OUTDOOR TENNIS INSTR FEE-SPRNG	RECREATION / OUTDOOR TENNIS LESSONS	1,731.60
			CHECK TOTAL	4,538.37
72747	MENARDS	CONDUIT, GALV. TEE & ELBOW	RECREATION / FIELD MAINTENANCE	23.85
		SUMP PUMP-PFP HOUSE BASEMENT	CORPORATE / PECK FARM	63.98
		GREENHOUSE SUPPLIES	CORPORATE / PARKS ADMINISTRATION	41.05
		KNEELPAD BAG, WINDING BARS	CORPORATE / PARKS ADMINISTRATION	43.98
			CHECK TOTAL	172.86
72748	LARRY MILLER	REIMB BOOTS FY 19/20	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
72749	MR. STEVE PRODUCTIONS	DEPOSIT PIZZAPALOOZA 10/21/19	RECREATION / NEW SPECIAL EVENTS	100.00
			CHECK TOTAL	100.00
72750	NORTH AMERICAN CORP	SANITATION SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	127.47
		SANITATION SPLYs	RECREATION / REC ADMINISTRATION	127.47
		SANITATION SPLYs	CORPORATE / PARKS ADMINISTRATION	151.12
		SANITATION SPLYs	CORPORATE / PECK FARM	374.79
			CHECK TOTAL	780.85
72751	ORIGINAL WATERMEN, INC.	POOL STAFF UNIFORMS	RECREATION / SUNSET POOL	2,233.70
			CHECK TOTAL	2,233.70
72752	CASH	2019 CONCESSION START UP	RECREATION / ADMINISTRATIVE	700.00
			CHECK TOTAL	700.00
72753	CASH	2019 MC POOL START UP	RECREATION / ADMINISTRATIVE	700.00
			CHECK TOTAL	700.00
72754	CASH	SUNSET POOL START UP	RECREATION / ADMINISTRATIVE	1,000.00
			CHECK TOTAL	1,000.00

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GENEVA PARK DISTRICT
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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
72755	RANDALL PRESSURE SYSTEMS, INC.	DRAIN VALVES	CORPORATE / PARKS ADMINISTRATION	10.20
			CHECK TOTAL	10.20
72756	RALPH HELM INC.	CARBURETOR	CORPORATE / PARKS ADMINISTRATION	58.92
		CHAINSAW BAR	CORPORATE / PARKS ADMINISTRATION	50.34
			CHECK TOTAL	109.26
72757	SOUNDS LIKE MUSIC LLC	SOUNDS LIKE MUSIC INSTR FEE	RECREATION / YOUTH	315.00
		SOUNDS LIKE MUSIC INSTR FEE	RECREATION / ADULT	105.00
			CHECK TOTAL	420.00
72758	STARFISH AQUATICS INSTITUTE	2019 STARGUARD ANNUAL AGREEMNT	RECREATION / SUNSET POOL	350.00
		STARFISH AQUATIC INSTR BOOKS	RECREATION / SWIM LESSONS	1,425.00
		STARFISH AQUATIC TRAINING	RECREATION / SUNSET POOL	1,216.67
			CHECK TOTAL	2,991.67
72759	BUMPER TO BUMPER	HOSE CLAMPS	CORPORATE / PARKS ADMINISTRATION	4.90
		BATTERY CHARGER CONNECTORS	CORPORATE / PARKS ADMINISTRATION	16.74
			CHECK TOTAL	21.64
72760	FRANK VAN AELST & ASSOC INC	MONTHLY ACCOUNTING SVC FEE	RECREATION / REC ADMINISTRATION	415.00
		MONTHLY ACCOUNTING SVC FEE	CORPORATE / PARKS ADMINISTRATION	415.00
			CHECK TOTAL	830.00
72761	VERMONT SYSTEMS, INC.	VSI ANNUAL MAINTENANCE	CORPORATE / PARKS ADMINISTRATION	5,094.00
		VSI ANNUAL MAINTENANCE	RECREATION / REC ADMINISTRATION	5,094.00
			CHECK TOTAL	10,188.00
72762	WILD GOOSE CHASE, INC.	GOOSE CONTROL SVC-MAY	CORPORATE / PARKS ADMINISTRATION	975.00
			CHECK TOTAL	975.00
			WARRANT TOTAL	76,074.09

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

May 20, 2019

Monthly Reports

Attached are the April Investment Report, and Revenue & Expenditure Reports report 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 board commissioner Jay Moffat's attendance at the IAPD Legislative conference. Please make a motion to approve the below board member travel expenditures of \$246.48 along with approval of the Treasurer's Report.

IAPD Legislative Conference, Springfield, IL 4/30/19-5/1/19	Travel Expense
Hotel Crowne Plaza (one night)	\$ 134.47
Conference	\$ 55.00
Mileage/Gas Reimbursement	\$ 57.01
 Total Expense to be Approved by Board	 \$ 246.48

Public Hearing and Adoption of Annual Budget and Appropriation Ordinance (#2019-5)

A public hearing will be held at tonight's meeting to review the Budget and Appropriation Ordinance. Following the hearing the Budget and Appropriation Ordinance #2019-5 is scheduled for approval. The Budget Ordinance has been available for public inspection at the main office since the April 9 Finance Committee Meeting. A legal notice announcing the budget hearing was published in the Thursday, May 2nd issue of the Kane County Chronicle. The Adopted Ordinance and Certification of Estimated Revenues for the various funds will be filed with the Kane County Clerk.

GENEVA PARK DISTRICT
INVESTMENTS
April 30, 2019

Blended Rate

2.50%

General Account

Checking Account	Harris Bank Checking	\$	257,648.00	1.97%	Upcoming Bond Payments:			
MM Acct.	Harris Bank Money Market	\$	1,010,474.00	2.52%	Rec 2014	6/15/19	\$	82,133
		\$	1,268,122.00		Ltd B&I 2017		\$	-
					Corp 2010	6/15/19	\$	11,625
					Total		\$	93,758

CD MBS	7 mos	Bank Ozk	\$	100,000.00	2.25%	05/20/19
CD MBS	8 mos	Capital One Bk	\$	100,000.00	2.30%	06/07/19
CD	12 mos	State Bank of Geneva	\$	40,737.89	2.30%	06/09/19
CD MBS	9 mos	Sallie mae Bk, UT	\$	240,000.00	2.35%	07/17/19
CD MBS	10 mos	Israel Discount Bk of NY	\$	100,000.00	2.40%	08/19/19
CD MBS	11 mos	Comenity Cap Bk, UT	\$	125,000.00	2.47%	09/26/19
CD MBS	12 mos	First Technology Fed CU	\$	100,000.00	2.75%	10/17/19
CD MBS	12 mos	Affinity Federal CU	\$	240,000.00	2.90%	11/15/19
CD MBS	12 mos	Parkway Bank & Trust	\$	100,000.00	2.80%	12/20/19
CD MBS	12 mos	JP Morgan Chase	\$	100,000.00	2.60%	01/18/20
IPDLAF		IPDLAF	\$	10,185.15	2.26%	
IMET		Convenience Fund		2,142,290.00	2.34%	
IMET		1-3 Year Fund		560,331.00	2.73%	
		TOTAL	\$	3,958,544.04		
		Grand Total General	\$	5,226,666.04		

Construction Account

Harris Checking	Harris Bank Checking	\$	96,500.00	1.97%	
Harris MM	Harris Money Market	\$	319,256.00	2.52%	
		\$	415,756.00		
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account
GPD Bonds	S2019 Limited Bonds	\$	1,598,775.00	2.89%	12/15/19
CD	State Bank of Geneva	\$	42,201.12	2.30%	06/09/19
CD	12 mos. MB Financial	\$	104,595.41	3.00%	06/27/19
IPDLAF	IPDLAF	\$	4,290.61	2.26%	n/a
IMET	Convenience Fund		1,599,829.00	2.34%	n/a
IMET	1-3 Year Fund		212,124.00	2.73%	
	SUBTOTAL	\$	4,415,815.14		
	Grand Total Construction	\$	4,831,571.14		

GPD/GSD304 Western Ave. Gym

CD	21 mo	U.S. Bank	\$	135,310.52	1.50%	05/14/19
		GPD Portion of CD	\$	67,655.26		

GPD/GSD304 Harrison St. Gym

CD	21 mo	U.S. Bank	\$	87,228.67	1.50%	05/14/19
		GPD Portion of CD	\$	43,614.34		

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 April 30, 2019**

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ -	\$ 3,765,307	\$ 3,700,000	102%	(a)
Replacement Taxes	7,725	31,856	25,000	127%	
Investment Income	6,519	69,858	20,000	349%	
Reimbursements	102	8,475	7,000	121%	
Rentals & Leases	600	5,425	3,000	181%	
Peck Farm Receipts	247	19,805	23,000	86%	
Camp Coyote- Peck Farm Camp	-	38,284	23,000	166%	(b)
Camp Adventure - Peck Farm Camp	-	11,632	14,000	83%	(b)
Birthday Parties- Peck Farm	-	5,295	8,000	66%	
Learn from the Experts- Peck Farm	1,565	10,964	9,000	122%	
Peck Farm General Programs	955	11,018	12,000	92%	
Community Garden	-	3,804	5,500	69%	
Peck Farm School/Scout Groups	-	5,804	7,500	77%	
Total Revenues	\$ 17,712	\$ 3,987,526	\$ 3,857,000	103%	
GENERAL FUND EXPENDITURES					
Administration	\$ 191,192	\$ 3,447,725	\$ 3,699,700	93%	
Peck Farm	12,372	99,138	105,600	94%	
Camp Coyote- Peck Farm Camp	-	18,636	15,800	118%	
Camp Adventure- Peck Farm Camp	-	8,833	9,000	98%	
Birthday Parties- Peck Farm	230	1,887	3,000	63%	
Learn from the Experts- Peck Farm	1,410	2,594	7,000	37%	
Peck Farm General Programs	-	1,593	2,800	57%	
Community Garden	110	4,349	3,800	114%	
Peck Farm School/Scout Groups	7	566	600	94%	
Moore Spray Park	124	8,344	9,700	86%	
Total Expenditures	\$ 205,445	\$ 3,593,666	\$ 3,857,000	93%	
Total General Fund Net Surplus (Deficit)	\$ (187,733)	\$ 393,860	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For April 30, 2019**

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ -	\$ 1,543,850	\$ 1,500,000	103%	(a)
Replacement Taxes	7,725	31,856	25,000	127%	
Investment Income	6,489	69,829	20,000	349%	
Public Information- Advertising & Sponsorships	-	14,140	13,000	109%	
Community Center Rentals	1,538	9,379	9,000	104%	
General Recreation	6,390	198,963	244,000	82%	
Playhouse 38	11,021	87,403	72,700	120%	
Preschool/ Toddler	40,072	375,688	339,000	111%	
Active Older Adults	977	24,728	18,750	132%	
Dance	7,994	133,283	115,800	115%	
Camps	-	348,722	344,000	101%	(b)
Contracted & Co-op	(51)	14,397	18,200	79%	
Special Events	275	73,285	72,450	101%	
Tennis	-	13,657	16,000	85%	
Tumbling/ Gymnastics/Cheerleading	11,867	158,667	164,500	96%	
Baseball/ Softball	-	60,045	61,500	98%	
General Athletics	5,160	376,922	378,700	100%	
Sunset Racquetball & Fitness	16,889	210,800	199,025	106%	
Pool	(80)	611,741	570,400	107%	(c)
Mini Golf	-	87,494	96,500	91%	
After School Programs	66,946	1,044,389	795,500	131%	
Scholarships	1,951	1,951	7,000	28%	(d)
SPRC	43,333	683,979	654,300	105%	
Total Revenues	\$ 228,496	\$ 6,175,166	\$ 5,735,325	108%	
RECREATION FUND EXPENDITURES					
Administration	\$ 71,926	\$ 2,076,620	\$ 2,266,598	92%	
Public Information	10,323	120,349	135,300	89%	
Community Center Rentals	-	665	1,500	44%	
General Recreation	9,299	97,834	129,375	76%	
Playhouse 38	5,799	72,577	66,150	110%	
Preschool/ Toddler	59,358	316,722	306,750	103%	
Active Older Adults	3,252	18,533	14,200	131%	
Dance	3,263	60,736	57,800	105%	
Camps	1,693	224,971	267,750	84%	
Contracted & Co-op	4,027	8,691	13,600	64%	
Special Events	3,520	52,127	51,550	101%	
Tennis	-	9,218	11,000	84%	
Tumbling/ Gymnastics/Cheerleading	6,525	110,237	119,765	92%	
Baseball/ Softball	3,319	25,557	24,500	104%	
General Athletics	57,367	249,254	247,075	101%	
Ice Rinks	-	-	1,000	0%	
Gymnasiums	(11,939)	-	41,400	0%	
Sunset Racquetball & Fitness	10,957	139,273	133,362	104%	
Pool	3,819	533,003	543,900	98%	
Mini Golf	155	35,011	36,800	95%	
After School Programs	248,296	707,086	733,400	96%	
Scholarships	135	7,661	7,000	109%	(d)
SPRC	44,642	502,083	525,550	96%	
Total Expenditures	\$ 535,738	\$ 5,368,208	\$ 5,735,325	94%	
Total Recreation Fund Net Surplus (Deficit)	\$ (307,242)	\$ 806,958	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For April 30, 2019

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 149,009	\$ 146,250	102%	(a)
Replacement Taxes	1,236	5,097	4,000	127%	
Investment Income	21	250	250	100%	
PDRMA Reimbursements	-	1,500	1,500	100%	
Transfer from Fund Balance	-	-	26,000	0%	
Total Revenues	\$ 1,257	\$ 155,856	\$ 178,000	88%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ 39,662	\$ 158,967	\$ 163,000	98%	(e)
State Unemployment	-	475	15,000	3%	
Total Expenditures	\$ 39,662	\$ 159,442	\$ 178,000	90%	
Total Liability Fund Net Surplus (Deficit)	\$ (38,405)	\$ (3,587)	\$ -	n/a	

IMRF FUND REVENUES					
Real Estate Taxes	\$ -	\$ 254,876	\$ 250,500	102%	(a)
Replacement Taxes	4,326	17,839	14,000	127%	
Investment Income	125	1,500	1,500	100%	
Transfer from Recreation Programs & Fund Balance	21,000	21,000	39,000	54%	
Total Revenues	\$ 25,451	\$ 295,215	\$ 305,000	97%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 15,826	\$ 265,703	\$ 305,000	87%	
Total Expenditures	\$ 15,826	\$ 265,703	\$ 305,000	87%	
Total IMRF Fund Net Surplus (Deficit)	\$ 9,625	\$ 29,513	\$ -	n/a	

AUDIT FUND REVENUES					
Real Estate Taxes	\$ -	\$ 7,855	\$ 7,700	102%	(a)
Replacement Taxes	\$ 927	\$ 3,823	\$ 3,000	127%	
Transfer from Fund Balance	-	-	2,400	n/a	
Total Revenues	\$ 927	\$ 11,677	\$ 13,100	89%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ -	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ 927	\$ (1,423)	\$ -	n/a	

SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 240,158	\$ 233,000	103%	(a)
Replacement Taxes	4,017	16,565	13,000	127%	
Investment Income	208	2,500	2,500	100%	
Transfer from Recreation Programs	25,000	25,000	25,000	100%	
Transfer from Fund Balance	-	-	51,500	0%	
Total Revenues	\$ 29,225	\$ 284,223	\$ 325,000	87%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 20,357	\$ 313,653	\$ 325,000	97%	
Total Expenditures	\$ 20,357	\$ 313,653	\$ 325,000	97%	
Total Social Security Fund Net Surplus (Deficit)	\$ 8,868	\$ (29,430)	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For April 30, 2019

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget
FVSRA FUND REVENUES				
Real Estate Taxes	\$ -	\$ 569,351	\$ 560,000	102% (a)
Total Revenues	\$ -	\$ 569,351	\$ 560,000	102%
FVSRA FUND EXPENDITURES				
Contractual Services	\$ 1,666	\$ 37,853	\$ 55,000	69%
ADA Structural Improvements	-	5,456	248,661	2%
FVSRA- Program Payments	-	256,339	256,339	100% (f)
Total Expenditures	\$ 1,666	\$ 299,648	\$ 560,000	54%
Total FVSRA Fund Net Surplus (Deficit)	\$ (1,666)	\$ 269,703	\$ -	n/a
BOND & INTEREST FUND REVENUES				
Real Estate Taxes	\$ -	\$ 811,535	\$ 804,423	101% (a)
Total Revenues	\$ -	\$ 811,535	\$ 804,423	101%
BOND & INTEREST FUND EXPENDITURES				
Bond Payments	\$ -	\$ 804,423	\$ 804,423	100% (g)
Total Expenditures	\$ -	\$ 804,423	\$ 804,423	100%
Total Bond & Interest Fund Net Surplus (Deficit)	\$ -	\$ 7,112	\$ -	n/a
CONSTRUCTION FUND REVENUES				
Reimbursements	\$ 20,000	\$ 32,940	\$ 50,000	66%
Bond Issue	-	1,598,775	1,600,000	100%
Farming Revenue	-	1,400	1,000	140%
Grant Revenue	-	-	-	0%
Donations	26,000	29,500	20,000	148%
Land Cash Revenue	-	128,056	730,000	18%
Investment Income	4,419	62,894	28,000	225%
Audit Transfer	-	-	550,000	0%
Total Revenues	\$ 50,419	\$ 1,853,565	\$ 2,979,000	62%
CONSTRUCTION FUND EXPENDITURES				
Planning/ Architect/ Engineering	\$ 7,579	\$ 170,454	\$ 147,000	116%
Buildings & Improvements	33,139	705,261	1,398,700	50%
Parks/ Playground Improvements/ Acquisitions	86,355	483,640	915,650	53%
Landscaping & Groundskeeping	3,713	23,688	50,000	47%
Operating Equipment & Vehicles	220	80,850	190,307	42%
Recreation Equipment/ Repairs	-	-	1,000	0%
Emergency Repairs/ Replacements	31,483	67,744	70,841	96%
Total Expenditures	\$ 162,490	\$ 1,531,637	\$ 2,773,498	55%
Total Construction Fund Net Surplus (Deficit)	\$ (112,071)	\$ 321,929	\$ 205,502	n/a

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

(b) All camp revenue collected in Mar & Apr of 2018, the prior fiscal year, for camps held in the Summer of 2018 have been accrued and recognized as revenue in May 2018. Likewise, revenue collected in Mar & Apr 2019 will be deferred until FY2019-20.

(c) Pool Membership Pass revenue collected in Mar & Apr of 2018, the prior fiscal year, for Summer 2018 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2019 will be deferred until FY2019-20.

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

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

(f) FVSRA payments are scheduled to be made in the months of June and November.

(g) Bond payments are made in the months of June and December.

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

PAGE: 1
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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	9,467.00	51,216.47	35,000.00	(16,216.4
02-2313-4-0000-23	TICKET SALES	885.00	32,615.13	32,500.00	(115.1
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	2,000.00	2,000.0
02-2313-4-0000-77	CONCESSIONS	668.59	3,571.13	3,200.00	(371.1
TOTAL RECEIPTS		11,020.59	87,402.73	72,700.00	(14,702.73
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	3,329.12	26,994.95	24,000.00	(2,994.9
TOTAL SALARIES & WAGES		3,329.12	26,994.95	24,000.00	(2,994.95
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.0
02-2313-6-0000-06	NATURAL GAS	31.82	551.29	700.00	148.7
02-2313-6-0000-07	ELECTRIC	88.40	1,198.67	1,500.00	301.3
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	800.00	800.0
02-2313-6-0000-11	PROFESSIONAL SERVICES	1,069.95	7,931.71	9,000.00	1,068.2
02-2313-6-0000-12	RENTAL FEES	0.00	23,964.00	22,000.00	(1,964.0
TOTAL CONTRACTUAL SERVICES		1,190.17	33,645.67	34,000.00	354.33
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	100.00	100.0
02-2313-7-0000-18	CLOTHING	0.00	0.00	150.00	150.0
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	1,206.82	10,027.30	6,500.00	(3,527.3
02-2313-7-0000-28	CONCESSION SUPPLIES	73.34	1,909.12	1,400.00	(509.1
TOTAL COMMODITIES		1,280.16	11,936.42	8,150.00	(3,786.42
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.0
TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		11,020.59	87,402.73	72,700.00	(14,702.73
TOTAL EXPENSE		5,799.45	72,577.04	66,150.00	(6,427.04
NET SURPLUS (DEFICIT)		5,221.14	14,825.69	6,550.00	(8,275.69

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

PAGE: 2
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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

TOTAL FUND REVENUES		11,020.59	87,402.73	72,700.00	(14,702.73
TOTAL FUND EXPENSES		5,799.45	72,577.04	66,150.00	(6,427.04
FUND SURPLUS (DEFICIT)		5,221.14	14,825.69	6,550.00	(8,275.69

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: CORPORATE
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PARKS ADMINISTRATION					
REVENUES					
	RECEIPTS	17,712	3,987,526	3,857,000	(130,526)
EXPENSES					
	SALARIES / WAGES	100,164	1,449,938	1,495,000	45,061
	CONTRACTUAL SERVICES	55,684	434,212	537,800	103,587
	COMMODITIES	18,287	99,753	111,750	11,996
	MAINTENANCE / CAPITAL INVEST.	31,309	1,609,761	1,712,450	102,688
	TRANSFERS	0	0	0	0
TOTAL EXPENSES: PARKS ADMINISTRATION		205,444	3,593,665	3,857,000	263,334
NET SURPLUS (DEFICIT)		(187,732)	393,860	0	(393,860)

TOTAL FUND REVENUES		17,712	3,987,526	3,857,000	(130,526)
TOTAL FUND EXPENSES		205,444	3,593,665	3,857,000	263,334
SURPLUS (DEFICIT)		(187,732)	393,860	0	(393,860)

FUND: RECREATION

ADMINISTRATIVE/OPERATIONS					
REVENUES					
	RECEIPTS	14,213	1,659,674	1,558,000	(101,674)
EXPENSES					
	SALARIES / WAGES	46,351	734,562	773,000	38,437
	CONTRACTUAL SERVICES	21,104	542,024	670,300	128,275
	COMMODITIES	1,908	21,385	22,500	1,114
	MAINTENANCE / CAPITAL INVEST.	12,884	898,995	936,098	37,102
	TRANSFERS	0	0	0	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS		82,248	2,196,968	2,401,898	204,929
NET SURPLUS (DEFICIT)		(68,035)	(537,294)	(843,898)	(306,603)

COMMUNITY CENTER RENTALS					
REVENUES					
	RECEIPTS	1,537	9,378	9,000	(378)
EXPENSES					
	SALARIES / WAGES	0	665	1,500	834
	CONTRACTUAL SERVICES	0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS		0	665	1,500	834
NET SURPLUS (DEFICIT)		1,537	8,713	7,500	(1,213)

GENERAL RECREATION					
REVENUES					
	RECEIPTS	17,411	286,365	316,700	30,334
EXPENSES					

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL RECREATION					
	SALARIES / WAGES	8,098	98,692	120,700	22,007
	CONTRACTUAL SERVICES	5,331	56,119	61,700	5,580
	COMMODITIES	1,668	15,599	13,125	(2,474)
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	15,098	170,410	195,525	25,114
	NET SURPLUS (DEFICIT)	2,312	115,954	121,175	5,220
PRESCHOOL					
	REVENUES				
	RECEIPTS	40,072	375,687	339,000	(36,687)
	EXPENSES				
	SALARIES / WAGES	46,170	276,769	270,000	(6,769)
	CONTRACTUAL SERVICES	12,343	32,109	28,750	(3,359)
	COMMODITIES	844	7,596	7,300	(296)
	MAINTENANCE / CAPITAL INVEST.	0	246	700	453
	TOTAL EXPENSES: PRESCHOOL	59,357	316,721	306,750	(9,971)
	NET SURPLUS (DEFICIT)	(19,285)	58,965	32,250	(26,715)
ACTIVE OLDER ADULTS					
	REVENUES				
	RECEIPTS	977	24,728	18,750	(5,978)
	EXPENSES				
	SALARIES / WAGES	600	6,720	6,300	(420)
	CONTRACTUAL SERVICES	2,651	11,361	7,100	(4,261)
	COMMODITIES	0	451	800	348
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	3,251	18,533	14,200	(4,333)
	NET SURPLUS (DEFICIT)	(2,274)	6,194	4,550	(1,644)
DANCE					
	REVENUES				
	RECEIPTS	7,994	133,282	115,800	(17,482)
	EXPENSES				
	SALARIES / WAGES	2,864	30,361	31,700	1,338
	CONTRACTUAL SERVICES	376	9,105	5,600	(3,505)
	COMMODITIES	22	21,268	20,500	(768)
	TOTAL EXPENSES: DANCE	3,263	60,735	57,800	(2,935)
	NET SURPLUS (DEFICIT)	4,730	72,546	58,000	(14,546)
CAMPS					
	REVENUES				
	RECEIPTS	0	348,722	344,000	(4,722)
	EXPENSES				

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
CAMP					
	SALARIES / WAGES	519	174,780	196,000	21,219
	CONTRACTUAL SERVICES	(100)	38,654	58,900	20,245
	COMMODITIES	1,273	11,535	12,850	1,314
	TOTAL EXPENSES: CAMP	1,692	224,970	267,750	42,779
	NET SURPLUS (DEFICIT)	(1,692)	123,751	76,250	(47,501)
CONTRACTED					
	REVENUES				
	RECEIPTS	0	12,998	13,200	201
	EXPENSES				
	CONTRACTUAL SERVICES	3,944	7,311	9,200	1,888
	NET SURPLUS (DEFICIT)	(3,944)	5,687	4,000	(1,687)
CO-OPS					
	REVENUES				
	RECEIPTS	(51)	1,398	5,000	3,602
	RECEIPTS	(51)	1,398	5,000	3,602
	EXPENSES				
	CONTRACTUAL SERVICES	82	1,379	4,400	3,020
	TOTAL EXPENSES: CO-OPS	82	1,379	4,400	3,020
	NET SURPLUS (DEFICIT)	(133)	18	600	581
SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	275	73,285	72,450	(835)
	RECEIPTS	275	73,285	72,450	(835)
	EXPENSES				
	SALARIES / WAGES	300	1,212	1,950	737
	CONTRACTUAL SERVICES	570	20,167	17,300	(2,867)
	COMMODITIES	698	28,796	31,100	2,303
	--- UNDEFINED CODE ---	1,951	1,951	1,200	(751)
	NET SURPLUS (DEFICIT)	(3,245)	21,158	20,900	(258)
TENNIS					
	REVENUES				
	RECEIPTS	0	13,657	16,000	2,343
	RECEIPTS	0	13,657	16,000	2,343
	EXPENSES				

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	9,217	11,000	1,782
	TOTAL EXPENSES: TENNIS	0	9,217	11,000	1,782

	NET SURPLUS (DEFICIT)	0	4,439	5,000	560
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	11,866	158,666	164,500	5,833
	RECEIPTS	11,866	158,666	164,500	5,833
EXPENSES					
	SALARIES / WAGES	6,525	98,422	102,315	3,892
	CONTRACTUAL SERVICES	0	8,220	12,400	4,179
	COMMODITIES	0	3,593	4,050	456
	MAINTENANCE / CAPITAL INVEST.	0	0	1,000	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	6,525	110,237	119,765	9,527

	NET SURPLUS (DEFICIT)	5,341	48,429	44,735	(3,694)
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	0	60,044	61,500	1,455
	RECEIPTS	0	60,044	61,500	1,455
EXPENSES					
	SALARIES / WAGES	0	3,067	3,500	433
	CONTRACTUAL SERVICES	64	9,749	10,400	650
	COMMODITIES	3,254	12,740	10,600	(2,140)
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	3,318	25,556	24,500	(1,056)

	NET SURPLUS (DEFICIT)	(3,318)	34,488	37,000	2,511
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	5,159	376,921	378,700	1,778
	RECEIPTS	5,159	376,921	378,700	1,778
EXPENSES					
	SALARIES / WAGES	13,382	54,873	51,025	(3,848)
	CONTRACTUAL SERVICES	43,984	189,707	188,850	(857)

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL ATHLETICS					
COMMODITIES		0	4,672	7,200	2,527
TOTAL EXPENSES: GENERAL ATHLETICS		57,367	249,254	247,075	(2,179)
NET SURPLUS (DEFICIT)		(52,207)	127,667	131,625	3,957
ICE RINKS					
EXPENSES					
SALARIES / WAGES		0	0	1,000	0
COMMODITIES		0	0	0	0
TOTAL EXPENSES: ICE RINKS		0	0	1,000	0
NET SURPLUS (DEFICIT)		0	0	(1,000)	0
GYMNASIUMS					
EXPENSES					
SALARIES / WAGES		(11,939)	0	19,900	0
CONTRACTUAL SERVICES		0	0	21,500	0
TOTAL EXPENSES: GYMNASIUMS		(11,939)	0	41,400	0
NET SURPLUS (DEFICIT)		11,939	0	(41,400)	0
FITNESS CENTER					
REVENUES					
RECEIPTS		16,888	210,799	199,025	(11,774)
RECEIPTS		16,888	210,799	199,025	(11,774)
EXPENSES					
SALARIES / WAGES		7,009	90,701	71,800	(18,901)
CONTRACTUAL SERVICES		2,223	33,418	39,502	6,083
COMMODITIES		1,088	9,382	12,060	2,677
MAINTENANCE / CAPITAL INVEST.		634	5,770	10,000	4,229
TOTAL EXPENSES: FITNESS CENTER		10,957	139,273	133,362	(5,911)
NET SURPLUS (DEFICIT)		5,931	71,526	65,663	(5,863)
POOL					
REVENUES					
RECEIPTS		(80)	611,740	570,400	(41,340)
RECEIPTS		(80)	611,740	570,400	(41,340)
EXPENSES					
SALARIES / WAGES		38	339,107	354,650	15,543
CONTRACTUAL SERVICES		3,016	104,497	114,400	9,902

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

POOL					
COMMODITIES		0	77,052	64,500	(12,552)
MAINTENANCE / CAPITAL INVEST.		764	12,345	10,350	(1,995)
TOTAL EXPENSES: POOL		3,819	533,003	543,900	10,896

NET SURPLUS (DEFICIT)		(3,899)	78,737	26,500	(52,237)

MINI GOLF					
REVENUES					
RECEIPTS		0	87,494	96,500	9,005
RECEIPTS		0	87,494	96,500	9,005
EXPENSES					
SALARIES / WAGES		0	23,055	25,350	2,294
CONTRACTUAL SERVICES		154	3,422	4,150	727
COMMODITIES		0	8,344	7,000	(1,344)
MAINTENANCE / CAPITAL INVEST.		0	188	300	111
TOTAL EXPENSES: MINI GOLF		154	35,011	36,800	1,788

NET SURPLUS (DEFICIT)		(154)	52,483	59,700	7,216

AFTER SCHOOL PROGRAMS					
REVENUES					
RECEIPTS		68,897	1,046,340	802,500	(243,840)
RECEIPTS		68,897	1,046,340	802,500	(243,840)
EXPENSES					
SALARIES/WAGES		26,243	350,342	373,000	22,657
CONTRACTUAL SERVICES		213,285	313,430	318,000	4,569
COMMODITIES		7,459	41,294	40,000	(1,294)
MAINTENANCE/CAPITAL INVESTMTS		1,442	9,678	9,400	(278)
TOTAL EXPENSES: AFTER SCHOOL PROGRAMS		248,431	714,746	740,400	25,653

NET SURPLUS (DEFICIT)		(179,533)	331,594	62,100	(269,494)

UNDEFINED GROUP					
REVENUES					
RECEIPTS		43,333	683,979	654,300	(29,679)
RECEIPTS		43,333	683,979	654,300	(29,679)
EXPENSES					
SALARIES/ WAGES		25,331	306,598	322,300	15,701
CONTRACTUAL SERVICES		16,609	155,789	163,000	7,210

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

UNDEFINED GROUP					
COMMODITIES		1,771	26,577	25,750	(827)
MAINTENANCE/ CAPITAL INVEST.		930	13,117	14,500	1,382
TOTAL EXPENSES: UNDEFINED GROUP		44,642	502,083	525,550	23,466

NET SURPLUS (DEFICIT)		(1,308)	181,896	128,750	(53,146)

TOTAL FUND REVENUES		228,495	6,175,166	5,735,325	(439,841)
TOTAL FUND EXPENSES		535,738	5,368,208	5,735,325	367,116
SURPLUS (DEFICIT)		(307,242)	806,957	0	(806,957)

FUND: LIABILITY INSURANCE

LIABILITY INSURANCE					
REVENUES					
RECEIPTS		1,256	155,855	178,000	22,144
RECEIPTS		1,256	155,855	178,000	22,144
EXPENSES					
SPECIAL FUND EXPENSE		39,662	159,442	178,000	18,557
TOTAL EXPENSES: LIABILITY INSURANCE		39,662	159,442	178,000	18,557

NET SURPLUS (DEFICIT)		(38,405)	(3,586)	0	3,586

TOTAL FUND REVENUES		1,256	155,855	178,000	22,144
TOTAL FUND EXPENSES		39,662	159,442	178,000	18,557
SURPLUS (DEFICIT)		(38,405)	(3,586)	0	3,586

FUND: IMRF

IMRF					
REVENUES					
RECEIPTS		25,451	295,215	305,000	9,784
RECEIPTS		25,451	295,215	305,000	9,784
EXPENSES					
SPECIAL FUND EXPENSE		15,825	265,702	305,000	39,297
TOTAL EXPENSES: IMRF		15,825	265,702	305,000	39,297

NET SURPLUS (DEFICIT)		9,625	29,512	0	(29,512)

TOTAL FUND REVENUES		25,451	295,215	305,000	9,784
TOTAL FUND EXPENSES		15,825	265,702	305,000	39,297
SURPLUS (DEFICIT)		9,625	29,512	0	(29,512)

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: IMRF
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

FUND: AUDIT					
AUDIT					
REVENUES					
	RECEIPTS	927	11,677	13,100	1,422
	RECEIPTS	927	11,677	13,100	1,422
EXPENSES					
	SPECIAL FUND EXPENSE	0	13,100	13,100	0
TOTAL EXPENSES: AUDIT		0	13,100	13,100	0
NET SURPLUS (DEFICIT)		927	(1,422)	0	1,422
TOTAL FUND REVENUES		927	11,677	13,100	1,422
TOTAL FUND EXPENSES		0	13,100	13,100	0
SURPLUS (DEFICIT)		927	(1,422)	0	1,422
FUND: SOCIAL SECURITY					
SOCIAL SECURITY					
REVENUES					
	RECEIPTS	29,225	284,223	325,000	40,777
	RECEIPTS	29,225	284,223	325,000	40,777
EXPENSES					
	SPECIAL FUND EXPENSE	20,357	313,653	325,000	11,346
TOTAL EXPENSES: SOCIAL SECURITY		20,357	313,653	325,000	11,346
NET SURPLUS (DEFICIT)		8,867	(29,430)	0	29,430
TOTAL FUND REVENUES		29,225	284,223	325,000	40,777
TOTAL FUND EXPENSES		20,357	313,653	325,000	11,346
SURPLUS (DEFICIT)		8,867	(29,430)	0	29,430
FUND: SPECIAL RECREATION					
SPECIAL RECREATION					
REVENUES					
	RECEIPTS	0	569,351	560,000	(9,351)
	RECEIPTS	0	569,351	560,000	(9,351)

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SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: SPECIAL RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

SPECIAL RECREATION					
EXPENSES					
	CONTRACTUAL SERVICES	1,665	37,853	55,000	17,146
	CAPITAL IMPROVEMENTS	0	5,456	248,661	243,205
	SPECIAL FUND EXPENSE	0	256,339	256,339	0
	TOTAL EXPENSES: SPECIAL RECREATION	1,665	299,648	560,000	260,351

	NET SURPLUS (DEFICIT)	(1,665)	269,702	0	(269,702)

TOTAL FUND REVENUES					
		0	569,351	560,000	(9,351)
TOTAL FUND EXPENSES					
		1,665	299,648	560,000	260,351
SURPLUS (DEFICIT)					
		(1,665)	269,702	0	(269,702)

FUND: BOND AND INTEREST FUND

BOND AND INTEREST					
REVENUES					
	RECEIPTS	0	811,535	804,423	(7,112)
	RECEIPTS	0	811,535	804,423	(7,112)
EXPENSES					
	CONTRACTUAL SERVICES	0	804,423	804,423	(0)
	TOTAL EXPENSES: BOND AND INTEREST	0	804,423	804,423	(0)

	NET SURPLUS (DEFICIT)	0	7,112	0	(7,112)

TOTAL FUND REVENUES					
		0	811,535	804,423	(7,112)
TOTAL FUND EXPENSES					
		0	804,423	804,423	(0)
SURPLUS (DEFICIT)					
		0	7,112	0	(7,112)

FUND: CONSTRUCTION / CAPITAL IMPROV.

PROJECT REVENUE					
REVENUES					
	PROJECT REVENUE	50,418	1,853,565	2,979,000	1,125,434
	PROJECT REVENUE	50,418	1,853,565	2,979,000	1,125,434

	NET SURPLUS (DEFICIT)	50,418	1,853,565	2,979,000	1,125,434

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	7,578	170,453	147,000	(23,453)

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		7,578	170,453	147,000	(23,453)
NET SURPLUS(DEFICIT)		(7,578)	(170,453)	(147,000)	23,453
BUILDINGS & IMPROVEMENTS					
EXPENSES					
CONTRACTUAL SERVICES		33,139	705,260	1,398,700	693,439
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		33,139	705,260	1,398,700	693,439
NET SURPLUS(DEFICIT)		(33,139)	(705,260)	(1,398,700)	(693,439)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
CONTRACTUAL SERVICES		86,354	483,639	915,650	432,010
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		86,354	483,639	915,650	432,010
NET SURPLUS(DEFICIT)		(86,354)	(483,639)	(915,650)	(432,010)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
CONTRACTUAL SERVICES		3,713	23,688	50,000	26,311
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		3,713	23,688	50,000	26,311
NET SURPLUS(DEFICIT)		(3,713)	(23,688)	(50,000)	(26,311)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
CONTRACTUAL SERVICES		220	80,850	190,307	109,456
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		220	80,850	190,307	109,456
NET SURPLUS(DEFICIT)		(220)	(80,850)	(190,307)	(109,456)
RECREATION EQUIP. REPAIRS					
EXPENSES					
CONTRACTUAL SERVICES		0	0	1,000	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	1,000	0
NET SURPLUS(DEFICIT)		0	0	(1,000)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
CONTRACTUAL SERVICES		31,483	67,743	70,841	3,097
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		31,483	67,743	70,841	3,097
NET SURPLUS(DEFICIT)		(31,483)	(67,743)	(70,841)	(3,097)
TOTAL FUND REVENUES		50,418	1,853,565	2,979,000	1,125,434
TOTAL FUND EXPENSES		162,489	1,531,636	2,773,498	1,241,861
SURPLUS (DEFICIT)		(112,070)	321,928	205,502	(116,426)

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 12 PERIODS ENDING APRIL 30, 2019

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING



ANNUAL MEETING

May 20, 2019

Agenda

Call to Order

Roll Call

President's Annual Report

Election of President Pro-Tem

Election of Officers - President and Vice-President

Appointment of Treasurer and Secretary

Appointment of FOIA Officers, OMA Officers, ADA Coordinator & CAC Representative

Committee Appointments – See Recommendations per Attachment

Adjourn to Regular Meeting

President's Message 2019

I look back on the past year with pride, thinking about the accomplishments we made and the awards and recognition we have received.

- We completed the Park District Risk Management Agency loss control review last fall. The staff did an excellent job preparing for this rigorous, thorough review that is conducted every 4 years. We received a near perfect 98.04% score.
- We received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. This is a very challenging recognition to achieve, yet we have earned it for 8 consecutive years.
- The park district was awarded a \$400,000 Open Space Land Acquisition and Development (OSLAD) Grant for the Peck Farm North Trail project. Geneva was one of only 30 agencies across the state of Illinois that were awarded a portion of the \$29 million available through the matching grant program.

We made many improvements to facilities and parks throughout the district:

- Phase 1 of the roof/HVAC replacement at Sunset Community Center is complete and Phase 2 has been started. Portions of the old roof have provided shelter for over 30 Years. The new roof & HVAC system is more efficient and effective in aiding us in our quest to become more energy efficient.
- The Clover Hills Park renovation was completed for the spring season. The old equipment was donated to the Kids Around the World organization. We are enthusiastic about recycling our equipment to this organization because they refurbish it and place it in 3rd world communities in need.
- The expansion of environmental initiatives also included recycling old electronics, transitioning to hand dryers at all restroom facilities, and updating light bulbs to LEDs in all our facilities.
- Dryden Park's tennis courts received a new resurfacing. As Pickleball has become increasingly popular, we have added pickleball lines to our tennis courts at Mill Creek and plan to add lines to our courts at Lions Park this summer. We also hosted our first pickleball tournament at SPRC last winter. It was a great success.
- The sand playground at Sunset pool has been converted to a sprayground, much to the delight of the children.
- Additional restrooms were completed at Peck Farm in time for our summer season. This is a welcome addition to the ever-growing number of visitors to the park.
- Our efforts to complete prescribed burns of our managed natural areas went well despite the challenges the weather always provides.
- The Oaktober tree planting program, established in 2017, is thriving. Over 100 trees were planted throughout the district last year. Many thanks to the cooperative efforts provided

by the Geneva Park District Foundation, the City of Geneva's National Resource Committee and the Geneva Garden Club.

- Due to recurring floods on Island Park, our summer concerts series moved to its permanent location in the amphitheater at River Park. Patrons love the new venue!

We continue to review our recreational offerings and revamp programs and offer new ones in response to our community input. Some examples are:

- National Go Outside Day encourages residents to explore & enjoy their beautiful parks.
- Playhouse 38 now offers season tickets.
- Our pre-school continues to thrive with more opportunities for full day options and the addition of enrichment programming.
- Kid's Zone continues to increase in popularity and need with its highest enrollment to date this past year.
- In an effort to attract more older adults to our programs we have launched numerous additional fitness offerings to our Health and Wellness lineup.
- Just Dad & Me Dance and Mom & Son Night continues to increase in popularity with these family programs bringing together over 750 couples!

Finally, during this past winter of the Polar Vortex we were proud to serve over 1,400 residents at our fitness facilities and open gyms over the two days when most other private business and government agencies were closed.

I feel blessed to serve this amazing community. I am honored to work with a very talented staff and committed volunteers. Thank you all very much.

Sincerely,

Susan VanderVeen
Park Board President

PROPOSED COMMITTEE APPOINTMENTS 2019-2020

Finance

Pat Lenski
Jay Moffat
Sheavoun Lambillotte

Land Acquisition, Building & Grounds, Facilities

Bre Cullen
John Frankenthal
Sheavoun Lambillotte

Long Range Planning

Jay Moffat
Bre Cullen
Sheavoun Lambillotte

Personnel and Policies

Pat Lenski
Susan VanderVeen
Sheavoun Lambillotte

Recreation

Bre Cullen
John Frankenthal
Nicole Vickers

Special Recreation Board

Sheavoun Lambillotte
Alternates: Nicole Vickers, Christy Powell

School / Park

Jay Moffat
Susan VanderVeen
Sheavoun Lambillotte

President	TBD
Vice President	TBD
Treasurer	TBD
Secretary	Sheavoun Lambillotte

Open Meetings Act & FOIA Officers: Executive Director, Supt. of Finance & Personnel & Administrative Assistant

Safety Coordinators: Supt. of Recreation & Supt. of Finance

ADA Coordinator: Supt. of Parks & Properties

ORDINANCE NO. 2019-05

**GENEVA PARK DISTRICT
BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE
GENEVA PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020**

WHEREAS, the Board of Commissioners desires to adopt the combined Annual Budget and Appropriation Ordinance to appropriate such sums of money as may be deemed necessary to defray all necessary expenses and liabilities for the operation of the Geneva Park District, Geneva, Illinois for the fiscal year beginning May 1, 2019 and ending April 30, 2020, and specifying the object and purpose for which appropriations are made, and the amount appropriated for each object or purpose, pursuant to Illinois Compiled Statutes, 70ILCS 1205/4-4.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Geneva Park District as follows:

SECTION 1: The Annual Budget and Appropriation Proposal for Fiscal Year May 1, 2019 thru April 30, 2020 as follows:

GENERAL CORPORATE FUND

	<u>BUDGET</u>	<u>APPROPRIATION</u>
ADMINISTRATION & EMPLOYEES SALARIES	\$1,462,300	\$1,754,760
CONTRACTUAL SERVICES		
Health Insurance Benefits	\$305,000	\$366,000
Telephone	\$6,400	\$7,680
Alarms	\$600	\$720
Water & Sewer	\$7,700	\$9,240
Natural Gas	\$9,500	\$11,400
Electricity	\$18,000	\$21,600
Postage	\$1,200	\$1,440
Advertising/Printing	\$2,000	\$2,400
Administrative Expense	\$3,000	\$3,600
Professional Services	\$6,900	\$8,280
Rental & Leases	\$2,200	\$2,640
Subscriptions/Books	\$300	\$360
Travel Expense	\$14,350	\$17,220
Professional Training/Conferences	\$13,850	\$16,620
Professional Membership Dues	\$8,600	\$10,320
Maintenance Agreements	\$29,500	\$35,400

Refuse Disposal	\$7,500	\$9,000
License/Background Checks	\$2,500	\$3,000
Pest Control	\$5,000	\$6,000
TOTAL CONTRACTUAL SERVICES	\$444,100	\$532,920

COMMODITIES

Office Supplies	\$3,000	\$3,600
Gas & Diesel Fuel For Vehicles	\$41,000	\$49,200
Oil, Grease, Antifreeze	\$2,000	\$2,400
Maintenance, Parts & Supplies	\$2,500	\$3,000
Mechanical Tools	\$700	\$840
Horticultural Tools & Supplies	\$400	\$480
Grounds Maintenance Tools	\$750	\$900
Plants & Seeds	\$3,750	\$4,500
Greenhouse Supplies	\$4,000	\$4,800
Grass Seed & Fertilizer	\$2,500	\$3,000
Chemical Supplies	\$1,500	\$1,800
Sanitation Supplies	\$3,900	\$4,680
Fire Extinguishers	\$1,350	\$1,620
Flags & Decals	\$1,150	\$1,380
Photography Equipment & Development	\$100	\$120
Clothing & Safety Equipment For Employees	\$4,200	\$5,040
First Aid Supplies	\$500	\$600
Trophies & Awards	\$500	\$600
TOTAL COMMODITIES	\$73,800	\$88,560

REPAIRS & MAINTENANCE -BUILDINGS/EQUIP & VEHICLES	\$112,600	\$135,120
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CAPITAL INVESTMENTS

Capital Purchases	\$12,000	\$14,400
Furnishings & Fixtures Purchase	\$300	\$360
Bond Retirement Payments	\$798,250	\$957,900
Capital Fund Projects	\$200,000	\$240,000
Transfer to Capital Fund for Capital Projects	\$694,500	\$833,400
TOTAL CAPITAL INVESTMENTS	\$1,705,050	\$2,046,060

PECK FARM PARK

INSTRUCTOR & ATTENDANTS SALARIES	\$53,000	\$63,600
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CONTRACTUAL SERVICES

Telephone	\$4,000	\$4,800
Alarm Service	\$4,500	\$5,400
Water & Sewer	\$1,650	\$1,980
Natural Gas	\$5,000	\$6,000
Electricity	\$10,000	\$12,000
Postage	\$100	\$120
Advertising/Printing Materials	\$1,500	\$1,800
Professional Services	\$0	\$0
Rental & Leases	\$300	\$360
Subscriptions/Books	\$250	\$300
Refuse Disposal	\$6,000	\$7,200
Cleaning Service	\$8,400	\$10,080
Pest Control	\$1,400	\$1,680
PDRMA Rental Insurance	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$43,100	\$51,720

COMMODITIES

Office Supplies	\$2,000	\$2,400
Maintenance Parts and Tools	\$1,500	\$1,800
Mechanical Tools	\$250	\$300
Horticultural Tools & Supplies	\$300	\$360
Grounds Maintenance Tools	\$300	\$360
Plants & Seeds	\$2,500	\$3,000
Grass Seed & Fertilizer	\$300	\$360
Chemical Supplies	\$500	\$600
Sanitation Supplies	\$2,500	\$3,000
Fire Extinguishers	\$300	\$360
Photography Supplies & Development	\$0	\$0
Clothing & Safety Equipment	\$3,400	\$4,080
First Aid Supplies	\$250	\$300
Program Operation Supplies	\$3,600	\$4,320
Gift Shop Supplies	\$2,000	\$2,400
Discovery/History Room Supplies	\$1,000	\$1,200
Holiday Decorations	\$300	\$360
Butterfly Operational Supplies	\$10,000	\$12,000

Butterfly Volunteer Supplies	\$1,500	\$1,800
TOTAL COMMODITIES	\$32,500	\$39,000
REPAIRS & MAINT TO BLDGS & EQUIP	\$7,500	\$9,000
CAPITAL INVESTMENTS		
Capital Equipment Purchase	\$1,500	\$1,800
Furnishings & Fixtures Purchased	\$200	\$240
TOTAL CAPITAL INVESTMENTS	\$1,700	\$2,040
NATURE PROGRAM SUPPLIES	\$7,000	\$8,400
BIRTHDAY PARTY SUPPLIES	\$2,500	\$3,000
<u>Moore Spray Park</u>		
CONTRACTUAL SERVICES		
Water and Sewer	\$3,600	\$4,320
Electric	\$2,000	\$2,400
Maintenance Agreements	\$2,000	\$2,400
TOTAL CONTRACTUAL SERVICES	\$7,600	\$9,120
COMMODITIES		
First Aid Supplies	\$50	\$60
Chemical and Supplies	\$1,200	\$1,440
TOTAL COMMODITIES	\$1,250	\$1,500
MAINTENANCE AND CAPITAL REPAIRS		
Building/ Equipment Contracted Repairs	\$500	\$600
Building/ Equipment Repair Parts	\$300	\$360
TOTAL MAINTENANCE AND CAPITAL REPAIRS	\$800	\$960
TOTAL GENERAL CORPORATE FUND	\$3,954,800	\$4,745,760

RECREATION PROGRAM FUND

	<u>BUDGET</u>	<u>APPROPRIATION</u>
ADMINISTRATION & EMPLOYEES SALARIES	\$760,000	\$912,000
CONTRACTUAL SERVICES		
Health Insurance Benefits	\$308,000	\$369,600
Telephone	\$12,000	\$14,400
Alarm System	\$2,200	\$2,640
Water & Sewer	\$3,000	\$3,600
Natural Gas	\$9,000	\$10,800
Electricity	\$40,000	\$48,000
Postage	\$2,000	\$2,400
Advertising and Printing	\$14,000	\$16,800
Administrative Expense	\$4,200	\$5,040
Professional Services	\$5,400	\$6,480
Equipment Rental	\$5,500	\$6,600
Subscriptions/Books	\$1,000	\$1,200
Travel Expense	\$14,000	\$16,800
Professional Training/Conferences	\$12,500	\$15,000
Professional Membership Dues	\$9,000	\$10,800
Maintenance Agreements	\$30,000	\$36,000
Refuse Disposal	\$2,400	\$2,880
License/Background Checks	\$2,500	\$3,000
Credit Card Processing Costs	\$72,000	\$86,400
Internet Access	\$3,500	\$4,200
Web Page	\$0	\$0
TOTAL CONTRACTUAL SERVICES	<hr/> \$552,200	<hr/> \$662,640
COMMODITIES		
Office Supplies	\$7,500	\$9,000
Gasoline For Vehicles	\$4,100	\$4,920
Sanitation Supplies	\$4,500	\$5,400
Clothing & Safety Equipment	\$1,000	\$1,200
First Aid Supplies	\$6,300	\$7,560
Trophies & Awards	\$800	\$960
TOTAL COMMODITIES	<hr/> \$24,200	<hr/> \$29,040
REPAIRS & MAINT TO BLDGS & EQUIPMENT	\$46,000	\$55,200
CAPITAL INVESTMENTS		
Capital Purchases	\$110,423	\$132,508
Transfer to Capital Fund for Capital Projects	\$322,000	\$386,400
Technology Upgrades	\$1,500	\$1,800
Bond Retirement Payments	\$529,265	\$635,118
TOTAL CAPITAL INVESTMENTS	<hr/> \$963,188	<hr/> \$1,155,826
PUBLIC INFORMATION		
SALARIES & WAGES	\$26,500	\$31,800

CONTRACTUAL SERVICES		
Postage	\$24,000	\$28,800
Advertising & Printing of Brochures	\$80,000	\$96,000
Professional Services	\$6,000	\$7,200
TOTAL CONTRACTUAL SERVICES	\$110,000	\$132,000
COMMODITIES		
Graphic Art	\$300	\$360
COMMUNITY CENTER RENTALS		
Custodian Salaries	\$1,500	\$1,800
Contractual Services	\$0	\$0
TOTAL COMMUNITY CENTER RENTALS	\$1,500	\$1,800
RECREATION PROGRAMS		
Youth Program Instructors	\$5,000	\$6,000
Youth Program Supplies	\$23,200	\$27,840
Teen Program Instructors	\$1,000	\$1,200
Teen Program Supplies	\$2,300	\$2,760
Adult Program Instructors	\$1,100	\$1,320
Adult Program Supplies	\$1,750	\$2,100
Exercise and Aerobics Programs Instructors	\$82,000	\$98,400
Exercise and Aerobics- Supplies and Maint	\$3,000	\$3,600
New General Recreations Programs Instructors	\$2,000	\$2,400
New General Recreations Programs Supplies	\$1,000	\$1,200
Family Program/ Trip Instructors	\$300	\$360
Family Program/ Trip Contractual Services & Supplies	\$875	\$1,050
Playhouse 38 Program Instructors	\$26,000	\$31,200
Playhouse 38 Program Supplies	\$44,850	\$53,820
Preschool Program Instructors	\$267,000	\$320,400
Preschool Contractual Service and Supplies	\$14,800	\$17,760
Toddlers Program Instructors	\$20,000	\$24,000
Toddlers -Contractual Services and Supplies	\$21,200	\$25,440
Active Older Adults-Trips Contract Serv & Supp	\$14,800	\$17,760
Active Older Adults Supplies	\$0	\$0
Ballet, Jazz, Tap Dance Programs Instructors	\$31,700	\$38,040
Ballet, Jazz, Tap Dance-Supplies & Contract Serv	\$28,100	\$33,720
Summer Camp Programs Instructors	\$197,000	\$236,400
Summer Camp- Supplies & Contractual Serv	\$66,250	\$79,500
Winter Activities Contractual Services & Supplies	\$0	\$0
Ice Skating Programs Contractual Services	\$9,000	\$10,800
New Contracted Programs Contractual Services	\$200	\$240
Batavia Park District Co-op -Contractual Serv	\$4,200	\$5,040
Library Seminars Contractl Services & Supplies	\$200	\$240
Special Summer Prog-Instruct, Supp & Cont Svcs	\$6,375	\$7,650
Halloween Event Instructors	\$1,000	\$1,200
Halloween Event Supplies and Contractl Services	\$2,850	\$3,420
Just Dad N Me Instructors	\$200	\$240
Just Dad N Me Contractual Services and Supp	\$5,900	\$7,080
Easter Programs Salaries	\$300	\$360
Easter Programs Contractual Services and Supp	\$2,050	\$2,460
New Special Events Instructors	\$50	\$60
New Special Events Contractual Serv and Supp	\$2,600	\$3,120
Mom N Son Event Instructors	\$0	\$0
Mom N Son Event Contractual Serv and Supp	\$3,000	\$3,600

North Pole Train Instructors	\$300	\$360
North Pole Train Contractual Services and Supplies	\$8,000	\$9,600
Movies in the Park Supplies	\$1,325	\$1,590
Harvest Hustle Contractual Services and Supplies	\$6,200	\$7,440
Super Bowl Shuffle Contractual Services & Supplies	\$12,100	\$14,520
Tennis Programs Instructors	\$0	\$0
Tennis Programs Supplies	\$11,000	\$13,200
Tumbling, Gymnastics & Cheerleading- Programs Instructors/Custo	\$91,000	\$109,200
Tumbling, Gym & Cheer- Contract Serv & Supp	\$15,800	\$18,960
Softball and Baseball-Instructors/Coord/Crew	\$3,500	\$4,200
Softball and Baseball-Contract Serv and Supplies	\$20,700	\$24,840
Volleyball Programs Instructors	\$17,450	\$20,940
Volleyball Programs Contractual Serv and Supp	\$2,450	\$2,940
Tiny Sluggers Contractual Services	\$13,500	\$16,200
Youth Basketball Salaries	\$25,500	\$30,600
Youth Basketball Contractual Services and Supp	\$6,900	\$8,280
Youth Wrestling Salaries	\$275	\$330
Youth Wrestling- Contractual Services & Supp	\$175	\$210
Holiday Camps Instructors	\$7,000	\$8,400
Holiday Camps Contractual Services and Supplies	\$13,600	\$16,320
New General Athletic Programs Instructors	\$100	\$120
New General Athletic- Contractl Serv and Supp	\$5,700	\$6,840
Tiny Sports Contractual Services	\$94,000	\$112,800
Three on Three Tournament Instructors	\$1,025	\$1,230
Three on Three Tournament Supplies	\$250	\$300
Golf Programs Contractual Services	\$3,100	\$3,720
Martial Arts Instructors	\$0	\$0
Martial Arts Programs Contractual Services	\$48,000	\$57,600
Beach Volleyball Salaries	\$0	\$0
Beach Volleyball Contractual Services & Supplies	\$300	\$360
Youth Track and Field Instructors	\$0	\$0
Youth Track and Field Supplies	\$0	\$0
Chicago Bulls Camp Contractual Services	\$0	\$0
Chicago White Sox Contractual Services	\$950	\$1,140
Lacrosse Contractual Services & Supplies	\$0	\$0
Ice Rinks Salaries	\$0	\$0
Western Avenue Gym Custodians	\$18,900	\$22,680
Western Avenue Gym Contractual Services	\$9,000	\$10,800
Harrison Street Gym Custodians	\$8,000	\$9,600
Harrison Street Gym Contractual Services	\$12,500	\$15,000
TOTAL RECREATION PROGRAMS	\$1,351,750	\$1,622,100
SUNSET RACQUETBALL AND FITNESS CENTER		
Administration & Employee Salaries	\$74,000	\$88,800
Contractual Services	\$38,002	\$45,602
Commodities	\$11,460	\$13,752
Repairs and Maintenance	\$9,000	\$10,800
Capital Investments - Equipment	\$1,000	\$1,200
TOTAL SUNSET RACQ AND FITNESS CENTER	\$133,462	\$160,154

SWIMMING POOLS		
Administration & Employee Salaries	\$368,100	\$441,720
Contractual Services	\$114,300	\$137,160
Commodities	\$69,550	\$83,460
Repairs and Maintenance	\$7,900	\$9,480
Capital Investments - Equipment	\$4,000	\$4,800
TOTAL SWIMMING POOLS	\$563,850	\$676,620
MINIATURE GOLF COURSE		
Administration & Employee Salaries	\$25,350	\$30,420
Contractual Services	\$3,950	\$4,740
Commodities	\$8,050	\$9,660
Repairs and Maintenance	\$250	\$300
Capital Investments - Equipment	\$100	\$120
TOTAL MINIATURE GOLF COURSE	\$37,700	\$45,240
KINDERZONE/ BEFORE/ AFTER SCHOOL / IN SERVICE DAY PROGRAMS		
Administration & Employee Salaries	\$392,000	\$470,400
Contractual Services	\$336,000	\$403,200
Commodities	\$46,200	\$55,440
Repairs and Maintenance	\$400	\$480
Capital Investments - Equipment	\$2,000	\$2,400
TOTAL KINDERZONE/ B/A SCHOOL/ IN SERVICE DAY	\$776,600	\$931,920
SCHOLARSHIPS		
Maintenance Capital Investment	\$7,000	\$8,400
STEPHEN PERSINGER RECREATION CENTER (SPRC)		
Administration & Employee Salaries	\$323,600	\$388,320
Contractual Services	\$164,300	\$197,160
Commodities	\$26,700	\$32,040
Repairs and Maintenance	\$13,500	\$16,200
Capital Investments- Equipment	\$1,500	\$1,800
TOTAL SPRC	\$529,600	\$635,520
TOTAL RECREATION FUND	\$5,883,850	\$7,060,620

CONSTRUCTION FUND

	<u>BUDGET</u>	<u>APPROPRIATION</u>
Professional Fees-Architect, Legal & Consultants	\$202,000	\$242,400
Buildings & Improvements-Community Center	\$1,135,997	\$1,363,196
Park Development & Acquisition	\$2,044,977	\$2,453,972
Facility Improvements-Landscaping	\$50,000	\$60,000
Equipment, Vehicles & Trucks-New Purchase	\$225,407	\$270,488
Recreation Equipment Repairs	\$3,000	\$3,600
School Building Repairs and Emergency Repairs to Facilities	\$70,774	\$84,929
TOTAL CONSTRUCTION FUND	\$3,732,155	\$4,478,586

SECTION 2: As part of the annual budget it is stated:

- (a) The estimated cash on hand at the beginning of the fiscal year is \$6,898,920
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$14,065,829.
- (c) That the estimated expenditures contemplated for the fiscal year are \$15,787,224.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$5,177,525.
- (e) That the estimated amount of taxes to be received by the Geneva Park District during the fiscal year is \$7,399,669

SECTION 3: Handicapped Recreation Fund

The sum of \$560,000 is hereby budgeted and the sum of \$672,000 is hereby appropriated to pay the contractual obligation of this Park District under agreement made pursuant to the Illinois Compiled Statutes 65 ILCS 5/11-95-14 "Joint Recreation Programs for Handicapped"; and 70 ILCS 1205/5-8 "Tax for Joint Recreational Programs for the Handicapped"; and 70 ILCS 1205/8-10b "Joint Recreational Programs for Handicapped" to provide for the establishment, maintenance and management of programs for the handicapped. Said tax shall also be in addition to the maximum of taxes authorized by Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 4: Illinois Municipal Retirement Fund

The sum of \$305,000 is hereby budgeted and the sum of \$366,000 is hereby appropriated to pay the obligation of this Park District pursuant to the Illinois Municipal Retirement Fund, Illinois Compiled Statutes 40 ILCS 5/7-101 et. Seq. Said tax shall also be in addition to the maximum of taxes authorized by the Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 5: Insurance Fund

That the sum of \$182,00 is hereby budgeted and the sum of \$218,400 is hereby appropriated to pay the obligation of the Park District pursuant to the Illinois Compiled Statutes 745 ILCS 10/9-103 "Insurance Contracts".

SECTION 6: Audit Fund

That the sum of \$13,100 is hereby budgeted and the sum of \$15,720 is hereby appropriated to pay the obligation of this Park District for an audit pursuant to Governmental Account Audit Act, Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 7: Social Security Fund

That the sum of \$335,000 is hereby budgeted and the sum of \$402,000 is hereby appropriated to pay the obligation of this Park District pursuant to the Social Security Enabling Act, Illinois Compiled Statutes 40 ILCS 5/21-110 "Tax Levy" in the amount necessary to meet the cost of participation in the Federal Social Security Insurance Program.

SECTION 8: Bond and Interest Fund

That the sum of \$821,319 is hereby budgeted and appropriated to pay the contractual obligation of the Park District for interest and principal under agreements for the purchase of real estate pursuant to the Illinois Compiled Statutes 70 ILCS 1205/8-15 "Purchase Contract or Refunding Loan Agreement".

SECTION 9: RECAPITULATION

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	\$3,954,800	\$4,745,760
Recreation Program Fund	\$5,883,850	\$7,060,620
Special Recreation Fund	\$560,000	\$672,000
Illinois Municipal Retirement Fund	\$305,000	\$366,000
Insurance Fund	\$182,000	\$218,400
Audit Fund	\$13,100	\$15,720
Social Security Fund	\$335,000	\$402,000
Construction Fund	\$3,732,155	\$4,478,586
Bond and Interest Fund	\$821,319	\$821,319
Grand Total of All Funds	<u>\$15,787,224</u>	<u>\$18,780,405</u>

SECTION 10:

The receipts and revenues of the said Geneva Park District derived from sources other than taxation and not specifically appropriated and all unexpended balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied shall be added to the General Fund and shall first be placed to the credit of such fund.

SECTION 11:

This ordinance shall be in full force and effect from and after its passage and approval as required by law.

Adopted this 20th day of May, 2019 pursuant to a roll call vote as follows:

ATTEST:

Signed _____
Sheavoun Lambillotte, Secretary

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: General Corporate Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$1,133,182
Real Estate Taxes	3,775,000
Personal Property Replacement Taxes	22,000
Fees, Charges & Investments	157,800
Bond Issue	
TOTAL ESTIMATED REVENUES	\$5,087,982

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Recreation Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$1,760,302
Real Estate Taxes	1,530,000
Personal Property Replacement Taxes	22,000
Fees, Charges & Investments	4,331,850
Bond Issue	
TOTAL ESTIMATED REVENUES	7,644,152

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Liability Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$47,582
Real Estate Taxes	171,250
Personal Property Replacement Taxes	4,000
Fees, Charges & Investments	1,750
TOTAL ESTIMATED REVENUES	\$224,582

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: IMRF Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$151,591
Real Estate Taxes	237,500
Personal Property Replacement Taxes	14,000
Fees, Charges & Investments	1,500
Interfund Transfers	21,000
TOTAL ESTIMATED REVENUES	\$425,591

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Audit Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$3,680
Real Estate Taxes	10,100
Personal Property Replacement Taxes	3,000
Fees, Charges & Investments	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$16,780

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Social Security Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$52,820
Real Estate Taxes	294,500
Personal Property Replacement Taxes	13,000
Fees, Charges & Investments	2,500
Interfund Transfers	25,000
TOTAL ESTIMATED REVENUES	\$387,820

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Special Recreation Fund

Revenue estimate for fiscal year beginning May 1, 2019

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$363,622
Real Estate Taxes	560,000
Personal Property Replacement Taxes	
Fees, Charges & Investments	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$923,622

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Bond & Interest Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$176,637
Real Estate Taxes	821,319
Personal Property Replacement Taxes	
Fees, Charges & Investments	
Grants	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$997,956

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Construction Fund

Revenue estimate for fiscal year beginning May 1, 2019.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$3,209,504
Bond Issue	
Fees, Charges & Investments	246,760
Grants	400,000
Interfund Transfers	1,400,000
TOTAL ESTIMATED REVENUES	\$5,256,264

CERTIFICATION

I, Pat Lenski, the chief fiscal officer of the Geneva Park District, do hereby certify that the above is a true and estimate of the revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: _____
Treasurer

INSTRUCTIONS: Public Act 83-881 (HB 1883) provides that the financial officer of every taxing district must file with the County Clerk a certified estimate of the revenues by source for each fund that a real estate tax is levied. Complete this form, or a similar certification, for each fund in which a real estate tax is levied. File this certification together with a certified copy of the appropriation or budget ordinance with the County Clerk.

(SEAL)

STATE OF ILLINOIS)
) ss.
COUNTY OF KANE)

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Geneva Park District, Kane County, Illinois, and as such official I am the keeper of the records and files of the Geneva Park District.

I do further certify that the foregoing constitutes a full, true and complete copy of the Ordinance 2019-05 regarding the Annual Budget and Appropriation Ordinance as set forth in the minutes of the regular board meeting of the Geneva Park District held on the 20th day of May, 2019, insofar as same relates to the adoption of the Ordinance entitled:

Annual Budget and Appropriation Ordinance

a true, correct and complete copy of which said Ordinance as adopted at said meeting is attached hereto.

I do further certify that the deliberations of the Geneva Park District on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Geneva Park District has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Geneva Park District.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of May, 2019.

Board of Commissioners, Geneva Park District

(SEAL)

Sheavoun Lambillotte, Secretary

LEGAL NOTICE

The Geneva Park District will conduct a public hearing to review the Budget and Appropriation Ordinance for fiscal year 2019-20 on Monday May 20, 2019 at the Geneva Park District Community Center, 710 Western Avenue, Geneva, IL at 7:00 PM. The Budget and Appropriation Ordinance is available for public review at the Geneva Park District Community Center Office between the hours of 9:00 am and 5:00 pm Monday – Friday.

Publish in the Kane County Chronicle Newspaper Thursday May 2, 2019



TO: Geneva Park District Board of Commissioners

FROM: Sheavoun Lambillotte, Executive Director

SUBJECT: ADA COMPLIANCE

DATE: May 20, 2019

Introduction

The Americans with Disabilities Act (ADA) became effective January 26, 1992. This comprehensive federal civil rights law prohibits discrimination on the basis of disability. The ADA has changed the way the District allocates resources, uses the internet, hires staff, plans programs, makes policy, buys goods and services, and develops contracts.

Compliance Activity

The Geneva Park District retained Recreation Accessibility Consultants, LLC to conduct access audits of all existing sites and facilities. The audit was completed in October of 2010.

We reviewed the access audit results carefully and applied the US Department of Justice guidelines, called the "program access test". In this approach, one-of-a-kind sites are likely to be made accessible, unless doing so is technically not feasible. For similar existing District sites, such as playgrounds and sports fields, we are striving to make at least one of every three such sites accessible, unless doing so is technically not feasible.

For new construction, the 2010 Standards became effective on March 15, 2012 and we will use those Standards for new construction. Guidance from Recreation Accessibility Consultants, LLC and the Department of Justice make it clear that corrective work at sites should be accomplished by the District as soon as is possible.

We therefore are taking the following steps:

1. We are integrating accessibility retrofits into other existing plans, such as our playground replacement schedule and capital improvement plan;
2. We are phasing other corrective work as financial and staff resources allow. That work has included but is not limited to:

- Additional accessible restrooms at Peck Farm Park will be completed in the Spring of 2019 at a cost of \$340,700.00. Of this amount 10% or \$34,700.00 will be allocated towards ADA improvements.
- Clover Hills playground will be completed in the Spring of 2019 at a cost of \$74,136.66. Of this amount 10% or \$7,413.66 will be allocated towards ADA improvements.
- The Sunset Pool spray ground was completed Spring of 2019 at a cost of \$316,000.00. Of this amount 10% or \$31,600.00 went towards ADA improvements.
- Foundation Park playground and Preston Park were completed in the Fall of 2017 at a cost of \$245,345.00. Frank K. Burgess and Elm Park were both completed Spring of 2018 at a cost of \$245,999.00. Of this amount 10% or \$49,134.00 went towards ADA improvements.
- Mill Creek Pool spray ground was completed Fall 2017/Spring 2018 at a cost of \$218,600.00. Of this amount 10% or 21,800.00 went towards ADA improvements.
- Don Forni, Batavia Highlands & Pepper Valley Park were completed in the Spring of 2016 at a cost of \$180,879.50. Shannon and Linden Park were completed in Fall of 2016 at a cost of \$104,064.00. Michael Arbizzani, Kay Lovett & Stanley Esping Park were completed in the Spring of 2017 at a cost of \$240,796.85. Of the above amounts 10% or \$52,574.04 went towards ADA improvements.
- Terney, Weaver and Wheeler Park Playgrounds were completed in Fall of 2015 at a cost of \$370,645.00. Of this amount 10% or \$37,065.00 of this cost went towards ADA improvements.
- Eaglebrook Park Playground Renovation: This project was completed in the Spring of 2015 at a total cost of \$175,178.00. Of this amount 10% or \$17,517.00 of this cost went towards ADA improvements.
- Washburn Park Playground Renovation: This project was completed in the Fall of 2014 at a total cost of \$108,083.00. Of this amount 10% or \$10,808.00 of this cost went towards ADA improvements.
- Meadows Park Playground Renovation: This project was completed in the Fall of 2014 at a total cost of \$90,691.00. Of this amount 10% or \$9,069.00 of this cost went towards ADA improvements.
- Peck Farm Outdoor Education Center (nature playground) completed summer of 2013 for a total budget of \$650,888.00. Of this amount 10% or \$65,088.00 of this cost went towards ADA expense.
- Stephen D. Persinger Recreation Center completed Fall of 2008 for a total budget of \$9.5M. Of this amount \$712,289.00 of this cost went towards ADA expense.
- Accessible picnic tables at various locations.
- Handicap parking signs installed and adjusted at multiple parks.
- Acquisition and installation of restroom signage with access symbols and braille.
- Additional fibar surfacing added to achieve correct transfer heights.
- Ordered and are prepared to install handicap drinking fountains at South Street Fields and Sunset Community Center.
- Installed tactile warning strips at Elm Park and the Peck Farm South Bike Trail.
- Installation of additional lined crosswalks at Peck Farm Park.
- Removed washroom partitions at Wheeler north restrooms to achieve accessible dimensions.
- Installation of signage at Peck Farm Maintenance Facility directing patrons in

- wheelchairs to accessible entry.
 - Installation of compliant doors and door hardware within the Peck Farm Park Maintenance Facility.
3. The public provides feedback on our ADA compliance initiatives on all playground replacements at scheduled park meetings. These meetings occur on an annual basis at the location of the construction projects.
 4. Our ADA transition work plan is available for review.

Conclusion

Access to our sites and facilities by people with and without disabilities is consistent with our mission of service to all in our community.

By training our staff and making access a part of the culture, we believe compliance with the ADA is no different than other initiatives we have addressed, such as risk management, diversity, transparency, and fiscal accountability.

Executive Director Recommendation: *that the Board accept this report and direct staff to continue compliance with ADA directives.*

Cc: Carolyn Nagle, Executive Director
FVSRA



May 2, 2019

Sheavoun Lambillotte, Executive Director
Jerry Culp, Superintendent of Parks & Properties
Geneva Park District
710 Western Avenue
Geneva, IL 60134

RE: Pocket Park and Playground at Geneva Public Library

Dear Sheavoun and Jerry,

Enclosed is a detailed scope of services to develop construction documents for the proposed pocket park and playground at the new Geneva Public Library. The scope is based on the schematic plan and cost estimate developed in 2017-2018. The project schedule will include development of the construction documents immediately, with future bidding and construction to take place as allowable with the current Library under construction.

Please feel free to contact me with any questions or concerns.

Sincerely,

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect

Pocket Park & Playground at Geneva Public Library **Geneva Park District**

Project Overview: Create pocket park and playground renovation construction documents and cost estimates at the new Geneva Public Library site. The plans will be based on schematic plans created in 2017-2018 with input from the Park District, City and Library staff. The construction budget is approximately \$211,000.

Project Scope – Phase I – Design Development

June – July 2019

Base Information: An engineering site plan was shared by the Library during schematic design. Upland will contact the Library consultants and obtain an updated site plan with topographic survey in AutoCAD to use as a base for development of construction documents.

Design Development: Upland Design Ltd will prepare design development plans including the following:

- Playground equipment options including custom tree stump/root play piece
- Site Furniture options
- Paving at Mini-Plaza options
- Updated Site Plan Layout
- Updated Cost Estimate

Review Meeting: The site plan and design options will be presented to Geneva Park District staff for input along with an updated cost estimate. Based on comments from staff, play equipment boards will be chosen for public input meeting along with any adjustments to the site plan.

Public Meeting: The Park District will schedule and invite neighbors to a public open house meeting. Upland Design will finalize the plans/boards for the meeting. We will attend the public meeting and assist the Park District in garnering public input including providing voting ballots for the play equipment options as well as comment cards. The meeting goal will be to choose one play equipment design.



Finalize Plans and Costs: Based on the open house input, Upland Design will finalize the site plans and cost estimates. These will be submitted to the Park District staff via email for approval.

Construction Document Preparation: Upland Design will prepare details, specifications and scaled plans for the pocket park and playground improvements based on the approved plans. A bid package will be prepared. Plans will address:

- Existing Conditions and Removals
- Layout and Dimensioning
- Playground Equipment and Site Furniture
- Landscape Design and Lawn Restoration
- Grading Plans
- Soil Erosion Control
- Construction Details

Technical specifications will be prepared to cover each area of construction and a detailed bid proposal form will be developed for each site. A review meeting with Geneva Park District staff will take place at 85% document completion. Comments from this meeting will be incorporated into the documents. The cost estimates will be updated and reviewed for this meeting.

Permits: The Pocket Park and Playground project is considered new construction. The City of Geneva is aware of the project and has already reviewed and permitted the drainage engineering for the site. Upland Design will prepare a building permit application and the Park District will submit the plans to the City for review. Upland will reply to City comments and update plans as necessary. There are no wetlands or flood plain on the site and further investigation is not part of the project scope. An IEPA NOI permit should be in place for the entire site and new permit would not be required as the pocket park is smaller than one acre. The cost of permits will be by the Park District.

Phase III- Bidding and Bid Assistance**To Be Determined**

The bid documents will be copied and delivered to the Park District for distribution from your offices, or a plan room can be used. The District will place an ad in the local paper and perform other required procedures for bidding. Our staff will notify potential bidders and be available throughout the bidding period to answer questions. Upland Design will be present at the bid opening and will review the bids with staff. A bid tabulation will be prepared. (1 bid opening)

Phase IV- Construction Observation**To Be Determined**

Upon award of a contract, the Geneva Park District staff will undertake construction observation and administration tasks. Upland Design will be available to assist, answer questions or make site visits on an hourly basis.

The Firm shall have the authority to act on behalf of the Owner only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

Professional Service Fees:

In accordance with the described services above, the following fees would be paid to Upland Design Ltd. Invoices will be structured to reflect completed work.

Landscape Architectural Fees	\$12,400
Construction Observation (hourly)	\$ 1,000
Total	\$13,400

Additional meetings may be added at a rate of \$525.00/meeting. Reimbursable expenses shall include copies, printing, mounting boards and mileage at current IRS rates. These expenses and shall be invoiced at their direct cost to Upland Design.

Excluded Services; Topographic/ Boundary Survey, ALTA Survey, Soil Borings, Material Testing; Construction Scheduling; Construction Work; Work-Site Safety; Engineering, Storm water Detention or Design, Wetland Delineation, Labor Negotiations; or permits as part of these services.

**CONTRACT
BETWEEN OWNER and FIRM
FOR LANDSCAPE ARCHITECTURAL SERVICES
WITH THE GENEVA PARK DISTRICT
POCKET PARK AND PLAYGROUND AT GENEVA PUBLIC LIBRARY**

Geneva Park District
710 Western Avenue
Geneva, IL 60134
Phone: 630.232.4542.....

The Owner

And

Upland Design Ltd.
24042 Lockport St., Suite 200
Plainfield, IL 60544.....
Phone: 815.254.0091

The Firm

Owner and Firm agree as set forth below:

1. Firm's Basic Services

The Firm agrees to provide its professional services in accordance with generally accepted standards of its profession. The Firm agrees to put forth-reasonable efforts to comply with codes, laws and regulations in effect as of the date of this contract. **See Attachment A for Project Scope of Services.**

2. Excluded Services

The Firm and sub-consultants will not be responsible for the following: Hydrologic/hydraulic modeling the floodplain/floodway, wetland mitigation, archeological services, environmental testing, subsurface conditions and material testing, boundary survey, topographic survey, soil borings, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

3. Construction Phase Services

If Firm performs any services during the construction phase of the project, Firm and sub-consultants shall not supervise, direct, or have control over Contractor's work. The Firm and sub-consultants shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. The Firm does not guarantee the performance of the construction contract by the Contractor and do not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

4. Firm's Insurance

The Contract documents shall include Firm's Proof of Insurance with Owner listed as certificate holder.

5. Owner Responsibilities

The Owner has designated Sheavoun Lambillotte as the contact person(s) for this project. The Firm will direct correspondence and information to the contact person. The Owner will provide pertinent information to the Firm in a timely manner so as not to hinder or delay the Firm performing their work in a timely and cost effective manner throughout the project.

The Owner agrees to provide Firm with existing base information for the site and will assist the Firm with obtaining other information as requested. The Firm will rely on this information, without liability, on the accuracy and completeness of information provided by the Owner. The Owner agrees to advise Firm of any known or suspected contaminants at the Project Site and the Owner shall be solely responsible for all subsurface soil conditions.

Right of Entry: When entry to property is required for the Firm and/or sub-consultant to perform its services, the Owner agrees to obtain legal right-of-entry on the property.

6. Project Schedule

The Firm shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Firm will attempt to make the Owner aware of events that will impact the Project schedule.

7. Compensation and Payments

The Owner shall pay to the firm \$12,400 for design services and up to \$1,000 at hourly rates listed below for Construction Observation services as specified in Attachment A.

2019 Rate Sheet Hourly Billing Rates:

Principal Landscape Architect	\$150
Assistant Landscape Architect	\$138
CAD Drafting/Color Rendering	\$118

Firm shall submit request(s) for payment to the Owner. Payment requests shall be made monthly for that portion of the project that has been completed. The Owner agrees to make the requested payment within 30 days of submission of each payment request.

Additional Information:

- a) If the Owner determines additional funds will be allocated to the construction budget and the budget is increased by 10% or more, the Owner and Firm will review the need for additional Firm compensation.
- b) At the request of the Owner, additional meetings or work may be added at the professional service rates listed herein.
- c) No additional work shall be added to the contract without authorization from the Owner.

8. Suspension or Termination of Services

If the Owner in good faith determines that the Firm prosecutes or fails to prosecute its work in such manner as to hinder or delay the completion of the project, the Owner may serve written notice to the Firm setting forth any complaint about Firm's performance of its work. The Firm shall have seven (7) days from receipt of such written notice in which to take corrective action. If the Firm fails to take appropriate corrective action within said seven (7) day period, the Owner may exercise the following remedies:

- a. Terminate the Firm's services by a written notice effective on the date such written notice is served on the Firm; and,
- b. Order the remaining necessary work be done by another Firm, if desired.
- c. If the Owner in good faith exercises the above remedies, Owner shall be responsible to pay the Firm only for the work performed prior to termination of the contract. The above remedies shall be Owner's sole and exclusive remedies in the event the Owner terminates the Firm's services under this provision.
- d. The Firm may terminate this Contract upon seven days written notice. If terminated, Owner agrees to pay the Firm for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination. Upon not less than seven days' written notice, Landscape Architect may suspend the performance of its services if Owner fails to pay the Firm in full for services rendered or expenses incurred. The Firm shall have no liability because of such suspension of service or termination due to nonpayment.

9. Indemnification

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner up to the amount of this contract fee for services from loss and expense, including reasonable attorneys' fees, to the extent caused by Firm's negligent acts, errors or omissions in the performance of the work under this Contract. Firm shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reason of the work done under this Contract. The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Firm from any damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from this project, to the extent caused by the Owner's negligent acts, errors or omissions and those of its other Firms, sub-consultants or consultants (whether or not the Owner is legally liable for them) or anyone for whom the Owner is legally liable. In the event of joint or concurrent negligence, Firm shall bear only that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of the third parties) which caused the personal injury or damage.

10. Limitation of Liability

In any event, in recognition of the relative risks and benefits of the project, the Owner and the Firm have allocated the risks such that the Owner agrees that to the fullest extent permitted by law, the Firm's total aggregate liability to the Owner for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Contract from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Firm's fee for the work rendered on this project.

11. Dispute Resolution

Owner and Firm agree to mediate claims or disputes arising out of or relating to this Agreement as a condition precedent to litigation. The mediation shall be conducted by an agreed upon mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises and the parties agree to participate in mediation in good faith. Mediation fees shall be shared equally. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

12. Ownership of Documents

Copies of the final bid documents may be retained by the Owner at the completion of the project for their records in both print and digital PDF versions. All instruments of professional service prepared by the Firm, including, but not limited to, drawings and specifications, are the property of the Firm, and these documents shall not be reused on other projects without Firm's written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by the Firm will be at the Owner's sole risk and without liability to the Firm or its employees, and subcontractors. Owner shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless Owner from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

The Firm reserves the right to include representations of the Project in its promotional and professional materials.

13. Governing Law

This Agreement is governed by the laws of the State of Illinois.

14. Entire Agreement and Severability

This Agreement is the entire and integrated agreement between Owner and the Firm and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Firm. In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

15. No Assignment

Neither party can assign this Agreement without the other party's written permission.

16. Expiration of Proposal

If this agreement is not accepted within 120 days, the offer to perform the described services is withdrawn and shall be null and void.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this ____ day of _____, 2019.

Geneva Park District
710 Western Avenue
Geneva, IL 60134

Upland Design Ltd.
24042 Lockport St., Suite 200
Plainfield, IL 60544

Sign:_____

Sign:_____

By: _____

By: Michelle A. Kelly, President
Upland Design Ltd

Attachment A

Pocket Park & Playground at Geneva Public Library **Geneva Park District**

Project Overview: Create pocket park and playground renovation construction documents and cost estimates at the new Geneva Public Library site. The plans will be based on schematic plans created in 2017-2018 with input from the Park District, City and Library staff. The construction budget is approximately \$211,000.

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June – July 2019

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Finalize Plans and Costs: Based on the open house input, Upland Design will finalize the site plans and cost estimates. These will be submitted to the Park District staff via email for approval.

Phase II – Construction Document Preparation

August, 2019

Construction Document Preparation: Upland Design will prepare details, specifications and scaled plans for the pocket park and playground improvements based on the approved plans. A bid package will be prepared. Plans will address:

- Existing Conditions and Removals
- Layout and Dimensioning
- Playground Equipment and Site Furniture
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Excluded Services; Topographic/ Boundary Survey, ALTA Survey, Soil Borings, Material Testing; Construction Scheduling; Construction Work; Work-Site Safety; Engineering, Storm water Detention or Design, Wetland Delineation, Labor Negotiations; or permits as part of these services.

End of Attachment A.

DIRECTOR'S MONTHLY AGENDA AND REPORT May 20, 2019

ANNUAL MEETING

The Annual Meeting agenda and suggested committee appointments is enclosed. The President and Vice-President of the board are elected at this time. The President then appoints the Treasurer, Secretary, committees & other appointments.

BUDGET AND APPROPRIATION ORDINANCE #2019-05

Staff would recommend a motion to approve the ordinance as presented. The Budget Ordinance has been available for public inspection since the April board meeting. The budget was reviewed and approved by the Finance Committee and Board at the April meeting. A roll call vote is necessary.

ADA AUDIT COMPLIANCE UPDATE AND REVIEW

Each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. Enclosed in your packet is a memo summarizing that work and asking for the board's formal commitment to continued compliance.

LIBRARY PARK PLAN PROPOSAL

Enclosed in your packet is a contract for Landscape Architect services for the proposed park at the new library site. We have communicated with the Library that the most efficient process will be to plan and prepare for the park now, to be ready to go out to bid as soon as the library project is near completion. We will therefore begin gathering public input on the design of the park later this summer. Staff would recommend a motion to approve the contract for services from Upland Design Ltd., in the amount of \$13,400 for this project. We have \$250,000 budgeted for the development of this new park.

COMMUNICATIONS

I attended the annual Geneva Garden Club luncheon where the Park District was awarded a \$3,500 donation to go toward tree planning within our parks.

Staff and board attended the Legislative conference in Springfield on April 30th-May 1st. It was very informative as a new administration takes office in Illinois. Many changes and new initiatives were discussed.

Island Park had to be closed yet again this past month due to flooding. Staff will be looking at possible drainage solutions this summer which may help the water recede faster but will not prevent the island from flooding in the future.

Staff also responded to the water main emergency here at Sunset by diverting traffic to the south parking lot and providing shuttle service to those that needed help getting to the building.

Staff is working extremely hard to get as many ballfields as possible playable during this very wet spring season.

Work continues in the development of the Park District's vision and values statements.

Staff is presently working with Organizational Trainer Amy Cotter, to work toward the development of an internal organizational culture that brings staff together to align toward a common goal.

Staff is pleased to report that we are fully staffed and have hired Brynn Pattermann as our new Administrative Assistant.

The Park District was approached to take on the responsibility of the downtown marquee advertising. We have begun the transition and are excited at the opportunity to be able to promote more of our programs and events. The marquee will still remain available for the City, the Library, the Chamber, the School District and the History Center to advertise as well.

The Annual Meeting of the Geneva Park District Foundation was held on May 2. Officers for the 2019-2020 term are now as follows: Don Manikas as Chair; Jim Lynch as Vice-Chair; Sandra Klimowski as Treasurer; Rick Razum as Assistant Treasurer; and Sheavoun Lambillotte as Secretary. Discussion also took place regarding the Autumn Fair which will be held this year on September 21st as well as the future direction of Foundation funded projects. The first Autumn Fair Committee meeting will be held on June 11.

Work on Clover Hills Park is in progress. We hope to have all work substantially complete by June 1st but the weather has put the project a little behind schedule.

There is a grand opening/ribbon cutting ceremony scheduled at Sunset Pool on May 25th at 11:00am for the opening of the new spray ground. The invitation is enclosed. Hopefully, all board members are able to attend.

I continue to represent the FVSRA on their association board. We have been reviewing the proposed budget draft for the upcoming year as well as guiding the new Executive Director as she navigates her first months on the job.

Enclosed is the calendar of events.

FUTURE MEETINGS

Foundation Autumn Fair Mtg	June 11, 2019	7:00 p.m.
Regular Scheduled Meeting	June 17, 2019	7:00 p.m.

RECREATION COMMITTEE REPORT

Enclosed is the Recreation Committee packet of information and minutes from the Recreation Committee meeting held on May 8, 2019. The Recreation Committee (Susan VanderVeen & Jay Moffat) reviewed the information with staff and recommend approval

of the committee report and all recommendations included in the report. Supt. of Recreation Vickers will be available to answer any questions from board members.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Staff would ask for a motion to approve the appointment of Sheavoun Lambillotte to represent GPD on the FVSRA board with Christy Powell and Nicole Vickers appointed as alternates.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE

With the addition of a new board member, staff felt the need to review the Board Policy Manual and have made necessary updates and changes. Changes to the manual are highlighted. Staff would recommend a motion to approve the updated and fully reviewed Board Policy and Procedure Manual.

SEALCOATING & ASPHALT PAVING PROJECTS

Enclosed in your packet is a memo from Jerry Culp outlining all planned sealcoating and asphalt paving projects for the year. He will be available to answer questions and provide more detail should the board require. We will prepare to go out to bid this summer for the work which will be scheduled for late summer/early fall.

You're Invited

The Geneva Park District Board of Commissioners and Staff
cordially invite you to a

Ribbon Cutting Ceremony

for the new

Sunset Pool Sprayground

710 Western Avenue

May 25 at 11:00 am

We encourage you to bring family, friends, your swim suit, and sunscreen!

The first 150 people in attendance will receive free pool admission and a free water squirter.

Sunset Pool and the new sprayground will be open to the public immediately following the ceremony.

After the first 150 people enter, regular pool admission rates will apply.

Weather permitting



Geneva
PARK DISTRICT

genevaparks.org | 630-232-4542

GENEVA PARK DISTRICT
PARKS AND PROPERTIES BOARD REPORT

May 20, 2019

Operations

- Mowing is in full swing, staff is still completing some spring clean-up.
- Restrooms are all open, working on plumbing repairs at Island restroom.
- Skate Park is cleaned up and being opened daily.
- Drinking fountains are all turned on, minor repairs as needed.
- Staff is working on putting together bleachers for the ballfields.
- Staff has completed cleaning up and edging annual beds and has started planting.
- Picnic tables and garbage cans are out and being inspected and emptied frequently.
- Mowing contract approved for the season. Staff will be setting up a preseason meeting with contractor.
- Staff has finalized the weed control plan for the season. Staff is implementing the first round of spraying and will address problem areas after that.
- Staff attended chainsaw training the week of May 6th.
- Staff has completed the spring cleanup and start up procedures for the Stone Creek Mini Golf Course.
- Seasonal employees are starting to filter in and helping with the mowing and ballfield maintenance.

Events

- Staff is preparing for Hops for Hope happening Saturday May 18th.

Baseball/Softball

- Staff is busy prepping fields for games and preparing for improvements to fields this summer.
- A ballfield light schedule program controller has been installed at Peck Ballfields. The lights can be controlled through a program on a cell phone or computer.

Soccer

- Staff has completed the first lining of all soccer fields and Lacrosse fields and has completed the aeration of all soccer fields.

Playgrounds (Clover Hills)

- Contractor has started construction and has completed the excavation, drainage and has the playground partially installed. Project is scheduled to be substantially complete by June 1st.



Facilities

- Staff is finalizing all mechanical processes in preparation for pool opening.
- Pool Plastering is complete, staff is preparing to fill the pool at Mill Creek.
- Staff is finalizing mechanical processes at Moore Spray ground before opening.
- Staff is preparing to remove the wood dance floor that incurred flood damage over the winter at Sunset Recreation Center.
- Maintenance work and cleanup is completed at Stone Creek Mini Golf.
- Staff has installed all reduced pressure backflow preventers (RPZs) and is preparing to schedule the yearly testing required.

Wheeler Pavilions

The pavilions at Wheeler have both been reroofed.



Park Projects

- Park staff is installing irrigation in the sensory garden at Peck Farm and the quad at Wheeler to reduce staff time watering and maintain healthier plants.
- Staff completed the reconstruction of the beaver dam at Peck Farm Nature Playground.
- The new roof screening for the butterfly house is installed and staff is working on cleaning and planting the inside preparing for the opening.
- Staff has implemented the Pubworks work order system software. Staff has been trained and is using it daily.

Peck Restrooms

- The Restrooms are 99% completed, the City of Geneva had a couple additional plumbing requirements before final sign off can happen. Staff is also working on resetting the pavers in front of the barn to meet ADA requirements. Once these items are complete, restrooms will be open.
- Staff has completed the removal of the well pit in the courtyard and is working on restoring the area.



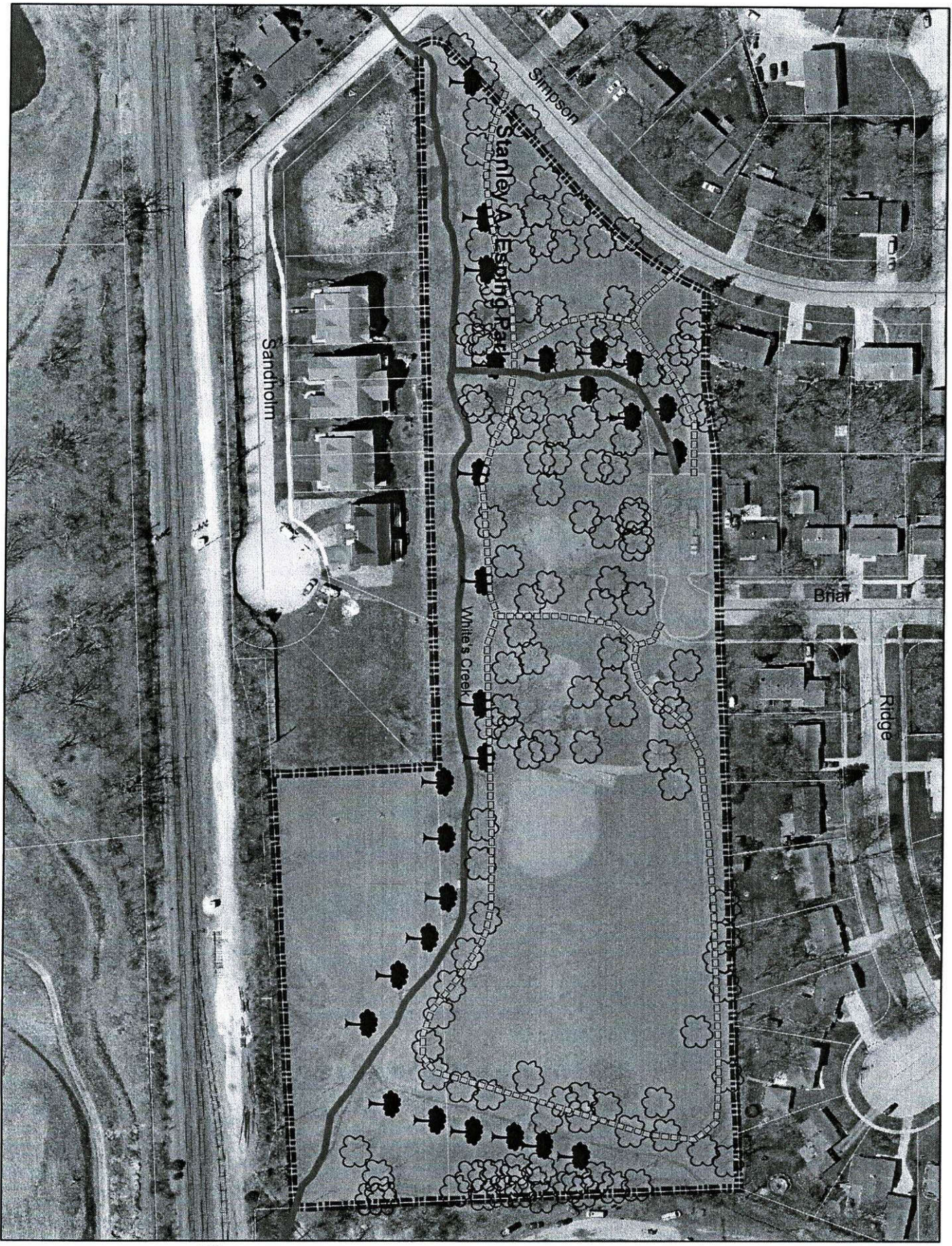
Tree Planting 2019

- The District has received approximately \$20,000 from the Foundation, the NRC and the garden club for tree planting this year. Staff is working with the Foundation, the City of Geneva and the NRC to purchase and locate the trees. The District has committed to planting 50 trees in the parks this year from the fundraising campaign. (see attached maps and location list)

Tree Planting Locations 2019

Location	Quantity
Stanley A Esping Park	6
Sandholm Woods Park	4
Island Park	8
Old Mill Park	2
Bennet Park	4
Good Templar Acquisition	4
Garden Club Park	4
River Park	8
Peck Farm Park North	10
	50

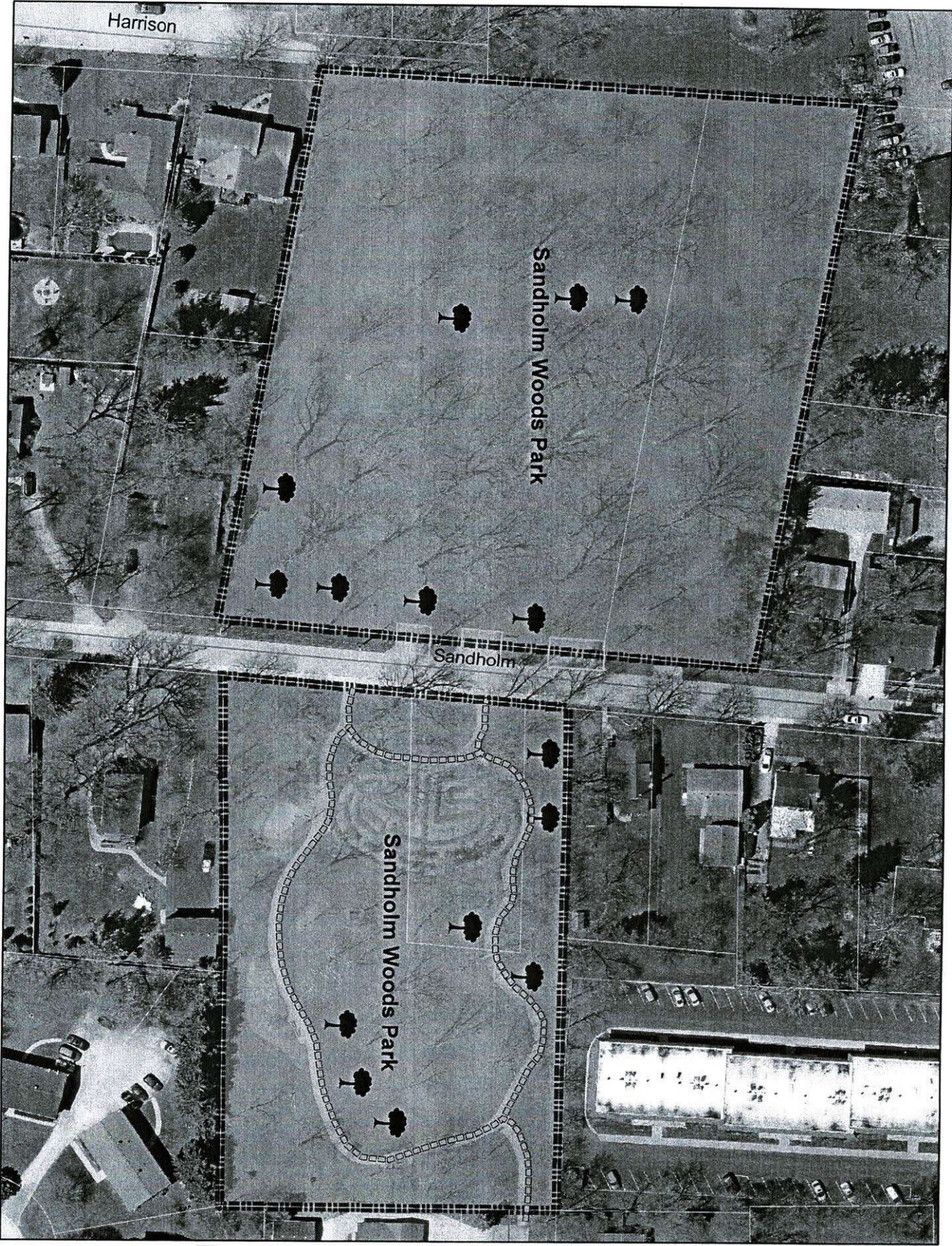
Stanley A Esping Park



- Legend**
- GPD Trails
 - Trees Proposed
 - Trees Existing
 - Creeks
 - GPD Parks

Approved
2/2000

Sandholm Woods Park








- Legend**
- GPD Trails
 - Trees Proposed
 - Trees Existing
 - Creeks
 - GPD Parks

Island Park



Legend






-  GPD Trails
-  Trees Proposed
-  Trees Existing
-  Creeks
-  GPD Parks



Old Mill Park



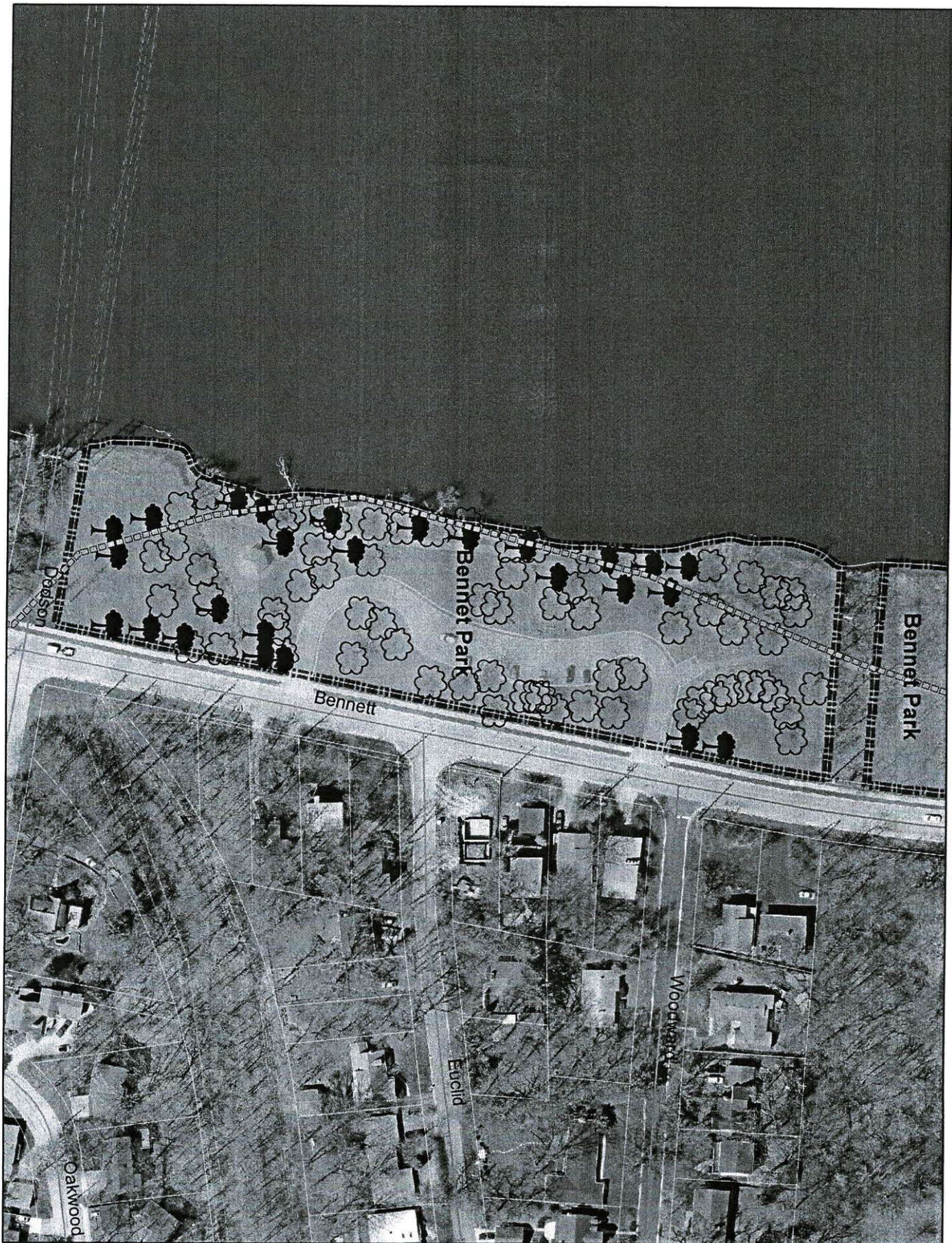
Legend

-  GPD Trails
-  Trees Proposed
-  Trees Existing
-  Creeks
-  GPD Parks








0 0.0175 0.035 0.07 0.105 0.14 Miles

Bennet Park



Legend

-  GPD Trails
-  Trees Existing
-  Trees Proposed
-  Creeks
-  GPD Parks



Good Templar Acquisition

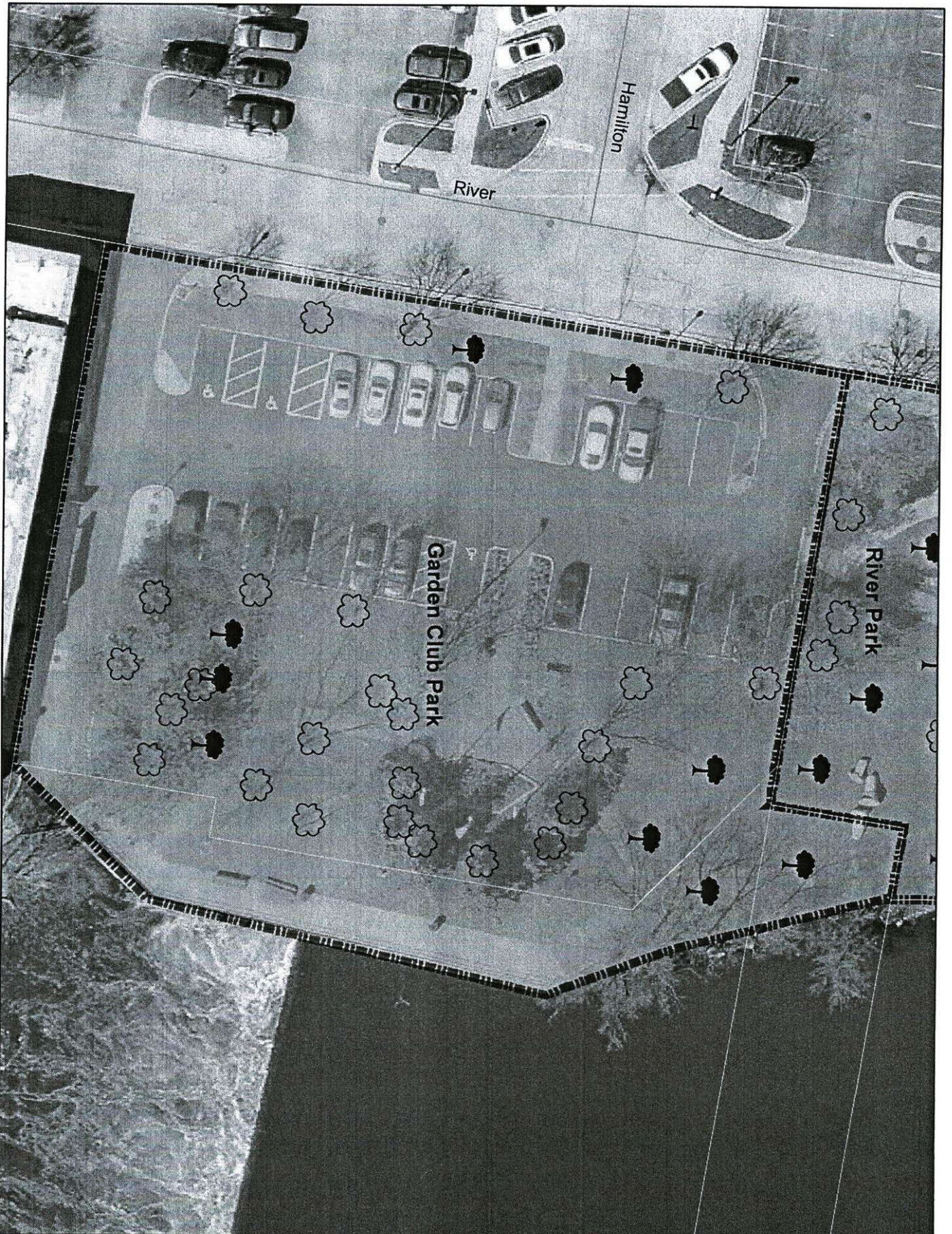


Legend






- GPD Trails
- Trees Proposed
- Trees Existing
- Creeks
- GPD Parks



Garden Club Park



Legend

-  Trees Proposed
-  Trees Existing
-  GPD Trails
-  Creeks
-  GPD Parks








0 0.0075 0.015 0.03 0.045 0.06 Miles

River Park

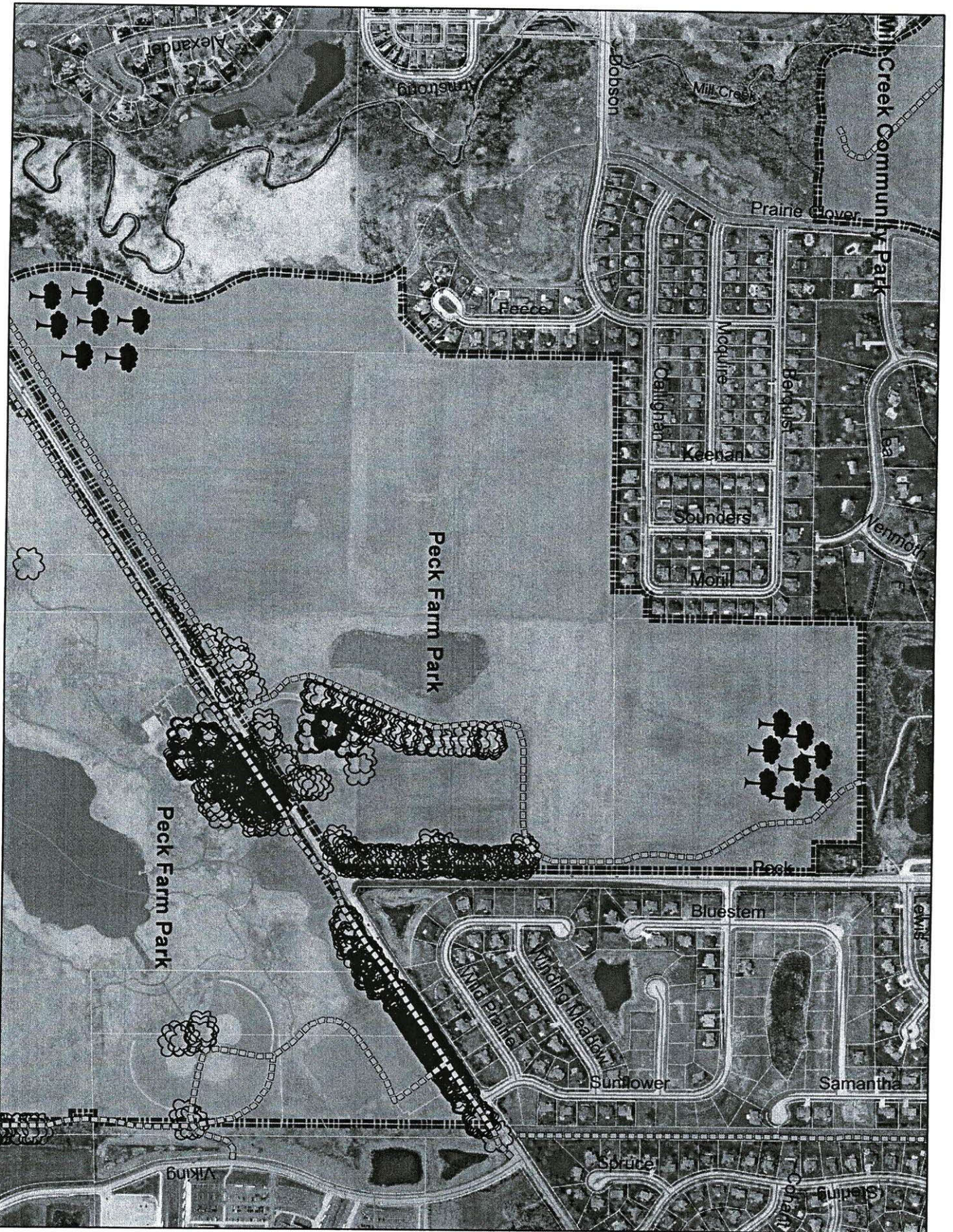


Legend






-  GPD Trails
-  Trees Proposed
-  Trees Existing
-  Creeks
-  GPD Parks



Peck North Savannah



Legend

-  GPD Trails
-  Trees Existing
-  Trees Proposed
-  Creeks
-  GPD Parks



**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
May 20, 2019**

UPDATE:

I. SPRING RECREATION COMMITTEE MEETING

On Wednesday, May 8th the Recreation Committee met to discuss programs and participation during the Fall and Winter (2018-2019) seasons. We also reviewed the department's goals and objectives from the previous year, as well as the 2019-2020 goals and objectives. I will discuss the details later in the meeting.

II. PROGRAM HIGHLIGHTS

Screen Free Week was held the week of April 29th offering several families free events which included a treat night with entertainment, scavenger hunt, and a night of miniature golf.

Staff is in the midst of a busy season as large program areas, including camps and swim lessons, are preparing to begin. In addition, staff is already preparing programs for the Fall season.

III. BROCHURE

Resident registration began May 7th with Non-Resident beginning May 14th. Most summer programs are slated to begin the week of June 10th.

IV. FACILITY UPDATE

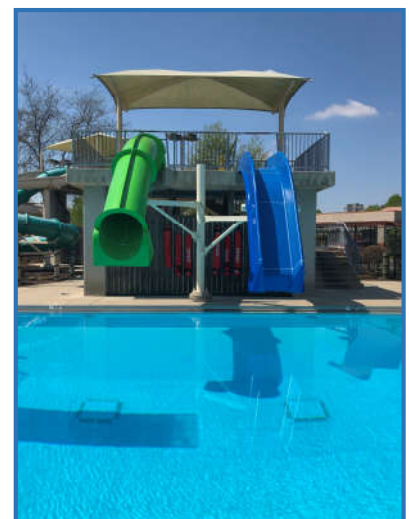
A. SUNSET POOL/MILL CREEK POOL

Preparations for the upcoming pool season are well underway. Many projects, including the new spray ground, have already been completed, or are close to completion. Staff trainings have begun, and administration is optimistic for a great aquatic season.

Please mark your calendar for the upcoming ribbon cutting ceremony on May 25th at 11 am, as we unveil the new spray ground at Sunset Pool.

B. MINI GOLF

Stone Creek Mini Golf opened May 4th with a successful first weekend; participation was up compared to the year prior. Mini golf will be open on weekends throughout the month of May and then transition to full time hours in June.



V. UPCOMING EVENTS

Programs/Special Events:

May 25:	Sunset Pool Opens
June 1:	Mill Creek Pool & Moore Park Spray Ground Open
June 6:	Movie in the Park – Moore Park
June 11:	Neighborhood Cook-Out – Jaycee
June 14:	Flick ‘n Float– Sunset Pool– “Hook”

Trips:

May 22:	Motown and More - Romeoville
May 29:	West Side Story – Chicago
June 6 :	Sanfilippo Estate – Barrington Hills
June 18:	Andersonville – Chicago

INFORMATION:

I. SUNSET REPORT

Comparison figures for Sunset Racquetball and Fitness Center are as follows

SRFC April Totals		
	April 2018	April 2019
Annual Membership Revenue	\$13,725	\$10,093
EFT/Ongoing Revenue	\$3,893	\$4,335
Court Hours	\$490	\$361
Guests	\$607	\$556
Monthly Memberships	\$0	\$0
Racquet Rentals	\$0	\$0
Vending	\$171	\$174
Total Revenue	\$18,886	\$15,519

	April 2018	April 2019
Resident SRFC Pre-Paid:		
New	6	8
Renew	31	28
Resident SRFC ONGOING:		
New	3	3
Renew	1	0
Non-Resident SRFC Pre-Paid:		
New	0	2
Renew	1	1
Non-Resident SRFC ONGOING:		
New	1	1
Renew	0	0
New	10	14
Renew	33	29
Totals	43	43

SRFC April Memberships Totals		
	April 2018	April 2019
Total Membership Revenue	\$17,618	\$14,428
Membership Retention Rate	89%	75%
SRFC Usage Breakdown		
	April 2018	April 2019
Members	4,873	4,555
Guests	153	190
Total Usage	5,026	4,745

Weight room Usage	4,744	4,389
Court Usage		
Reserved Court Time	65	75
Walk-on Court Time	0	0
Court Percentages		
Prime Time	19%	21%
Non-Prime Time	14%	15%
Racquetball	11%	13%
Wally ball	4%	5%
SRFC Year to Date Comparison		
	2017/2018	2018/2019
Total EFT/Ongoing Memberships	107	111
Total # of Memberships/Members (excludes Gold)	558	947
YTD Membership Retention Rate	72%	79%
Total Membership Revenue	\$170,219	\$171,461
Projected EFT/Ongoing Annual Rev.	\$0	\$0

Please note: The April campaign gave new members the first month for \$1.

II. SPRC REPORT

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

SPRC General		
	April 2018	April 2019
Total Membership Revenue	\$40,817	\$32,150
Memberships	85	76
Track Passes	55	18
Guests	159	103
Monthly Membership Retention Rate	81%	77%

SPRC Membership Breakdown		
	April 2018	April 2019
Resident Gold Pre-Paid:		
New	3	3
Renew	6	5
Resident Gold ONGOING:		
New	2	3
Renew	1	0
Non-Resident Gold Pre-Paid:		
New	0	0
Renew	0	0
Non-Resident Gold ONGOING:		
New	0	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	16	12
Renew	35	30
Resident SPRC ONGOING:		
New	8	9
Renew	4	0
Non-Resident SPRC Pre-Paid:		
New	3	6
Renew	5	3
Non-Resident SPRC ONGOING:		
New	1	4
Renew	0	1
New	33	37
Renew	51	39
Totals	84	76

SPRC Usage Breakdown				
	April 2018		April 2019	
Members	11,272		10,570	
Guests	159		103	
Total Usage	11,431		10,673	
Member Usage:				
Mon.-Fri. (Avg.)	472 Avg.		401 Avg.	
Sat.-Sun. (Avg.)	349 Avg.		331 Avg.	
Morning Nursery	1,076	40 Avg.	874	32 Avg.
12-4 pm Nursery	372	14 Avg.	331	12 Avg.
Evening Nursery	250	9 Avg.	231	9 Avg.
TOTAL NURSERY	1,698		1,436	
Open Gym Youth	707		469	
Open Gym Adult	321		383	
SPRC April Totals				
	April 2018		April 2019	
Annual Membership Revenue:	\$24,975		\$16,116	
EFT/Ongoing Membership Revenue:	\$14,467		\$15,595	
Monthly Memberships	0	\$0	0	\$0
Track Pass	55	\$1,375	18	\$439
Summer Employee	0	\$0	0	\$0
Total Membership Revenue	\$40,817		\$32,150	
Kidz Korral Revenue	\$3,379		\$4,252	
Birthday Parties	16	\$3,300	10	3,530
Guest Fees	159	\$519	103	396
Open Gym Youth	707	\$1,063	469	982
Open Gym Adult	321	\$729	383	437
Vending	\$366		\$583	
Total Additional Revenue	\$9,356		10,180	
SPRC Year to Date Comparisons				
	2017/2018		2018/2019	
Current Memberships/Members	1,350	2,859	1,481	3,034
Gold Annual	158	376	156	340
Gold Ongoing	80	186	90	217
SPRC Annual	760	1,466	866	1,657
SPRC Ongoing	352	831	369	820
Track Passes	690		692	
YTD Membership Retention Rate	74%		84%	
Total Membership Revenue	\$437,054		\$479,831	
Projected EFT/Ongoing Annual Rev.	\$0		\$0	

Please note: The April campaign gave new members the first month for \$1.

Peck Farm Park Report
by
Trish Burns
Manager, Peck Farm Park Interpretive Center
May 20, 2019

Natural Areas / Site Management

1. Sensory Garden: An irrigation system has been added to the Sensory Garden next to the Butterfly House. The system will be operated by a Wi-Fi timer that will prevent watering on rainy days and also conserving water. The system will allow staff to adequately water the garden and keep it healthy all season.



2. Invasive Removal: V3 is in the second year of the restoration work to remove invasive plants on Peck South to the east of the house. The work being done is focused on the removal of phragmites, reed canary grass and teasel. V3 resumed work in April while the weather was cooperating. The plan is to over-seed that area during the growing season of 2020.

Interpretation / Programs

1. Butterfly House: The Butterfly House opened for the season with the release party on May 17. As of the writing of this report pre-registration was very strong. The Butterfly House is open for visitation Monday- Saturday 9-5 pm and Sunday Noon- 5 pm.
2. KCCN Graduation: We will be hosting the Kane County Certified Naturalist graduation at Peck Farm this year. It is scheduled for May 15 at 6:00 pm. There are 28 people graduating and over 65 people recertifying.
3. Field Trips: We have a lot of field trips scheduled in the next couple of weeks prior to the end of school. Many of the schools are coming to visit the Butterfly House and will do an insect lesson.

4. Upcoming Events & Programs

- Butterfly Release Party May 17
- Marvelous Metamorphosis May 23
- Little Buds June 5- June 26
- Summer Nights June 11
- Ladybug Lunch June 13
- Paper Airplane Workshop June 15

5. Summer Hours – started on May 1

Monday – Saturday 9:00 am to 5:00 pm
 Sunday Noon to 5:00 pm

6. Program report (April):

2019	2018		2019	2018	
11	14	Family Programs	197	175	
3	4	Adult Program	205	162	
7	9	Children's Programs	73	85	
0	2	Birthday Parties	0	90	
0	0	On-site Field Trips – Staff Led	0	0	
1	1	Outreach Programs	185	185	Friendship Station
5	4	KidsZone	290	260	
0	1	Scout Programs	0	32	
0	0	On-site Field Trip- Self Guided	0	0	
1	1	Community Group Meetings	42	45	FVAS
1	1	Partnered Programs	58	47	FVAS Star Party
0	0	In-house OB Rental	0	0	
0	3	OB Rentals	0	135	
0	0	Picnic Shelter Rental	0	0	
0	0	3-Sided Barn Rental	0	0	
0	0	Facility Rental	0	0	Includes all buildings
1	1	Special Event	350	400	Earth Day
		Walk in Attendance	657	758	
30	41	Total Events	2057	2329	Total Tracked Participants

7. Program Comparison (4-Years)

2017		2016		2015		2014	
Events	Participants	Events	Participants	Events	Participants	Events	Participants
34	2180	48	2811	46	2076	58	2748

Geneva Park District
Recreation Committee Meeting

Wednesday, May 8th

4:30 pm

AGENDA

Call to Order

- I. 2018-2019 Recreation Fund Summary of Revenue & Expenses
- II. Recreation Program/Participant Cost Analysis
 - A. Fall 2018
 - B. Winter 2019

IV. Review of 2018-2019 Recreation Goals

V. Review of 2019-2020 Recreation Goals

VI. Additional discussion/questions

VII. Adjourn

MEMO

To: Recreation Committee

From: Nicole Vickers, Superintendent of Recreation

Subject: Recreation Committee Report

Date: May 8, 2019

Attached are the recreation programs financial analysis and participation comparisons for the Fall and Winter 2018-19 seasons. Also, for reference, is the summary of revenue and expense for the recreation budget for the 2018-2019 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.

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 2018 - April 2019**

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus or (Deficit)</u>
Administrative Operations	1,545,000	2,266,598	(721,598)
Public Information	13,000	135,300	(122,300)
Community Center Rentals	9,000	1,500	7,500
General Recreation	244,000	129,375	114,625
Playhouse 38	72,700	66,150	6,550
Preschool/ Toddler	339,000	306,750	32,250
Active Older Adults	18,750	14,200	4,550
Dance	115,800	57,800	58,000
Camps	344,000	267,750	76,250
Contracted & Cooperative Programs	18,200	13,600	4,600
Special Events	72,450	51,550	20,900
Tennis	16,000	11,000	5,000
Tumbling/ Gymnastics/Cheerleading	164,500	119,765	44,735
Baseball/ Softball	61,500	24,500	37,000
General Athletics	378,700	247,075	131,625
Ice Rinks	-	1,000	(1,000)
Gymnasiums	-	41,400	(41,400)
Sunset Racquetball & Fitness Center	199,025	133,362	65,663
Pools	570,400	543,900	26,500
Stone Creek Miniature Golf	96,500	36,800	59,700
After School Programs	795,500	733,400	62,100
Scholarships	7,000	7,000	-
SPRC	654,300	525,550	128,750
Total	5,735,325	5,735,325	-
Prior Year Totals	5,682,877	5,682,877	-
% Change	0.92%		

Geneva Park District
Program/Participant Operating Cost Analysis
Fall 2018

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2018	2017			2018	2017	2018	2017			2018	2017	2018	2017
PARENTS NIGHT OUT	70	3	73	9	\$295.00	\$705.00	\$410.00	\$39.75	59%	53%	5	0	0%	50%	99%	NA
HALLOWEEN HAYDAY	813	168	981	797	\$1,750.00	\$3,185.00	\$1,435.00	\$519.75	45%	26%	1	0	0%	0%	99%	98%
HARVEST HUSTLE	55	109	164	171	\$4,379.97	\$7,531.40	\$3,151.43	\$2,063.48	42%	31%	1	0	0%	0%	97%	96%
HELLO SANTA	58	0	58	58	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	1	0	0%	0%	NA	NA
POLAR EXPRESS STORY TIME	475	26	501	498	\$9,315.78	\$12,058.50	\$2,742.72	\$3,081.79	23%	26%	4	0	0%	0%	97%	98%
HALLOWEEN APOCALYPSE	92	84	176	260	\$1,885.00	\$2,048.00	\$163.00	\$1,145.00	8%	39%	1	0	0%	0%	95%	93%
PIZZA PALOOZA	113	0	113	133	\$592.00	\$0.00	-\$592.00	-\$556.42	0%	0%	1	0	0%	0%	92%	100%
Totals	1676	390	2066	1926	\$18,217.75	\$25,527.90	\$7,310.15	\$6,293.35	29%	27%	14	0	0%	9%	97%	97%

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2018	2017			2018	2017	2018	2017			2018	2017	2018	2017
TEEN TRIPS/PROGRAMS	0	0	0	14	\$0.00	\$0.00	\$0.00	\$718.20	0%	60%	0	10	100%	83%	NA	98%
DANCE	186	52	238	222	\$19,969.00	\$34,303.65	\$14,334.65	\$14,976.03	42%	48%	36	18	33%	38%	93%	96%
FITNESS	620	85	705	800	\$22,559.50	\$53,244.80	\$30,685.30	\$40,510.16	58%	61%	57	22	28%	30%	96%	95%
GYMNASTICS/TUMBLING	173	25	198	239	\$32,710.00	\$43,069.46	\$10,359.46	\$10,869.44	24%	28%	29	8	22%	25%	93%	94%
GENERAL ATHLETICS	1230	41	1271	518	\$21,745.76	\$42,281.36	\$20,535.60	\$20,577.51	49%	43%	74	37	33%	38%	96%	94%
ADULT LEAGUES	162	96	258	306	\$11,937.00	\$16,750.00	\$4,813.00	\$6,797.50	29%	44%	5	0	0%	25%	NA	NA
ALL STAR SPORTS	600	52	652	651	\$42,230.90	\$60,712.63	\$18,481.73	\$18,116.26	31%	31%	59	44	43%	38%	94%	98%
TODDLER CLASSES	250	32	282	283	\$11,647.60	\$18,489.30	\$6,841.70	\$5,076.10	37%	31%	49	16	25%	34%	96%	95%
MARTIAL ARTS	155	14	169	180	\$14,464.45	\$20,631.50	\$6,167.05	\$6,808.30	30%	30%	35	14	29%	29%	100%	97%
YOUTH PROGRAMS	149	19	168	150	\$5,319.01	\$8,287.70	\$2,968.69	\$2,431.26	36%	33%	43	29	40%	60%	96%	94%
ADULT/FAMILY	35	21	56	66	\$1,839.50	\$2,992.00	\$1,152.50	\$742.35	39%	32%	16	32	67%	63%	98%	99%
CULTURAL ARTS	1437	7	1444	823	\$12,046.90	\$19,623.67	\$7,576.77	\$6,360.85	39%	37%	9	6	40%	50%	96%	94%
SENIORS	765	36	801	758	\$5,188.89	\$7,299.00	\$2,110.11	\$1,363.88	29%	24%	20	3	13%	15%	98%	98%
DAY OFF TRIPS AND CAMPS	660	8	668	909	\$13,065.88	\$16,390.00	\$3,324.12	\$6,359.50	21%	30%	33	0	33%	0%	97%	96%
Totals	6422	488	6910	5919	\$214,724.39	\$344,075.07	\$129,350.68	\$141,707.34	38%	40%	465	239	34%	37%	96%	96%

Summary		2018	2017
Total Programs Offered:		718	716
Total Programs Held:		479	447
Total Participants:		8,976	7,845
Total Expenses:		\$232,942.14	\$226,206.94
Total Revenue:		\$369,602.97	\$374,207.63
Operating Net Gain		\$136,660.83	\$148,000.69

Geneva Park District
Program/Participant Operating Cost Analysis
Winter 2019

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2019	2018			2019	2018	2019	2018			2019	2018	2019	2018
PARENTS NIGHT OUT	33	4	37	30	\$177.00	\$575.00	\$398.00	\$277.84	70%	60%	3	0	0%	0%	99%	NA
SUPER SHUFFLE	112	324	436	483	\$10,375.13	\$15,572.00	\$5,196.87	\$4,600.00	34%	27%	1	0	0%	0%	98%	97%
JUST DAD 'N ME DANCE	876	145	1021	1215	\$5,698.63	\$10,914.00	\$5,215.37	\$7,824.24	48%	60%	1	0	0%	0%	94%	91%
MOM 'N SON	481	88	569	501	\$2,831.72	\$6,296.00	\$3,464.28	\$2,419.91	55%	45%	1	0	0%	0%	95%	96%
Totals	1502	561	2063	2229	\$19,082.48	\$33,357.00	\$14,274.52	\$15,121.99	43%	42%	6	0	0%	0%	97%	95%

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %		Eval. Top Box	
			2019	2018			2019	2018	2019	2018			2019	2018	2019	2018
TEEN TRIPS/PROGRAMS	0	0	0	9	\$0.00	\$0.00	\$0.00	\$289.14	0%	49%	0	9	100%	77%	NA	97%
DANCE	216	60	276	218	\$25,662.00	\$46,533.66	\$20,871.66	\$18,454.50	45%	48%	39	14	26%	36%	92%	92%
FITNESS	696	90	786	926	\$15,661.25	\$36,553.14	\$20,891.89	\$30,778.45	58%	63%	61	11	18%	24%	98%	95%
GYMNASTICS/TUMBLING	169	29	198	249	\$16,233.00	\$29,915.20	\$13,682.20	\$9,939.54	46%	33%	25	9	27%	13%	94%	93%
GENERAL ATHLETICS	1268	94	1362	865	\$53,469.28	\$85,674.40	\$32,205.12	\$29,963.62	38%	37%	82	26	24%	30%	95%	94%
ADULT LEAGUES	24	96	120	119	\$5,137.50	\$7,500.00	\$2,362.50	\$713.00	32%	9%	3	0	0%	33%	95%	93%
ALL STAR SPORTS	410	41	451	492	\$32,618.80	\$47,508.60	\$14,889.80	\$14,864.00	32%	32%	43	26	38%	31%	94%	95%
TODDLER CLASSES	192	23	215	205	\$9,858.00	\$15,354.38	\$5,496.38	\$5,175.00	36%	33%	33	34	51%	39%	94%	96%
MARTIAL ARTS	132	10	142	170	\$10,297.85	\$14,631.50	\$4,333.65	\$5,624.85	30%	32%	32	15	32%	26%	94%	94%
YOUTH PROGRAMS	145	13	158	200	\$5,484.22	\$8,261.65	\$2,777.43	\$3,090.18	34%	27%	40	35	47%	47%	96%	97%
ADULT/FAMILY	29	19	48	44	\$1,352.00	\$2,426.36	\$1,074.36	\$923.00	45%	26%	17	19	56%	77%	97%	98%
CULTURAL ARTS	891	1	892	636	\$8,140.00	\$18,954.00	\$10,814.00	\$6,480.75	57%	47%	3	6	67%	38%	98%	96%
SENIORS	548	33	581	585	\$2,731.70	\$4,001.36	\$1,269.66	\$612.67	32%	17%	12	3	20%	40%	97%	96%
DAY OFF TRIPS AND CAMPS	400	22	422	638	\$8,602.26	\$11,512.00	\$2,909.74	\$6,261.71	26%	43%	24	0	0%	0%	96%	97%
Totals	5120	531	5651	5356	\$195,247.86	\$328,826.25	\$133,578.39	\$135,170.40	41%	40%	414	207	34%	36%	95%	95%

Summary		2019	2018
Total Programs Offered:		627	637
Total Programs Held:		420	427
Total Participants:		7,714	7,585
Total Expenses:		\$214,330.34	\$218,695.81
Total Revenue:		\$362,183.25	\$368,988.20
Operating Net Gain:		\$147,852.91	\$150,292.39

**GENEVA PARK DISTRICT
RECREATION DEPARTMENT
2018-2019 YEARLY GOALS**

PERSONNEL

- Continue to assess full-time recreation staff's responsibilities to be the most effective and efficient as possible **O**
- Assess current custodial/maintenance staff workloads and offer recommendations for future staffing needs **C**
- Hire and train new Athletics/Facility Supervisor and Sunset Manager/Fitness Supervisor **C**

GENERAL PROGRAMMING

- Continue with successful programming at Friendship Station Preschool, including the implementation of a new full-day option **O**
- Increase offerings of evening/weekend programs in all areas as seen through the Community Survey **O**
- Analyze all program areas to compare fee structure **O**
- Continue to increase recreational opportunities for seniors/adults of all ages and re-brand **PC**
- Prepare promotional plans for program areas that are new or struggling **O**
- Assess viability of all programs, maximizing registration revenue while minimizing expenses **O**
- Create season ticket options for Playhouse 38 **C**
- Increase rentals and sponsorship opportunities for Playhouse 38 **I**
- Continue offering "Demo Days" for struggling program areas such as Dance **O**
- Evaluate fee structure associated with Contracted programs **O**
- Introduce more technology and STEM based programming for youth/toddlers **PC**
- Increase cooking classes for all age groups **PC**
- Increase birthday party program through expanding the offerings and re-vamping the pricing structure **O**
- Increase volunteer database to assist with special events **O**
- Make necessary adjustments to programs/events based on survey results **O**

ATHLETICS

- Continue to develop and grow high school athletic leagues **O**
- Continue to evaluate and implement new athletic trends **O**
- Continue to design Athletic programs in line with non-competitive mission **O**
- Continue to develop Super Shuffle and Harvest Hustle for increased participation **PC**
- Expand upon Adult Leagues and increase participation in current Adult Leagues; implement a new pickleball league **PC**
- Research the feasibility of hosting bi-annual pickleball tournaments **C**

SUNSET RACQUETBALL AND FITNESS CENTER/SPRC

- Develop continual sales/renewal campaigns throughout the entirety of the year **C/O**
- Meet or exceed previous years overall revenue **C**
- Reduce staff hours at the front office, without sacrificing customer service **C**
- Increase Personal Training program in conjunction with new Nutrition Program **C**
- Continue to investigate repairs to the racquetball court, HVAC, and roof at Sunset Community Center **O**
- Identify and implement methods to reduce cost of sanitation supplies **PC**
- Develop new BestLife Fitness newsletter **I**
- Evaluate corporate membership structure and prepare/implement presentations to local businesses **PC**
- Continue to research available efficiencies through the use of Rec Trac **O**
- Convert all lighting to high efficiency LED fixtures **C**
- Evaluate gym usage at SPRC to insure ample time is allotted to members while maintaining a high level of profitability through programming/open gym times **O**
- Develop an action plan based on feedback from the fitness consultant to assist with recruiting new members, as well as, retaining current members **C/O**

STONE CREEK MINI GOLF COURSE

- Add a new amenity to one hole or a course upgrade each year O
- Track concessions inventory utilizing available software through Rec Trac while also implementing new Point of Sale system PC
- Increase concession sales through expanded options O
- Continue research and plan for the replacement of the mini golf hut O
- Research and implement methods to revitalize and/or add special events at Stone Creek O

SUNSET POOL/MILL CREEK POOL

- Conduct survey of general use patrons to investigate satisfaction with present operations as well as to survey patrons regarding future expansion needs C/O
- Increase pool pass sales through additional marketing efforts PC
- Increase pool pass daily admission sales through additional marketing C/O
- Revitalize pool special events in an effort to increase participation C/O
- Successfully pass all Starguard lifeguard audits throughout the summer C
- Continue to train managers to better supervise entire pool operation including maintenance, concession and front desk PC/O
- Economize pool staff budget when applicable C/O
- Successfully complete the installation of a spray ground at Sunset Pool C
- Regularly review pool budget to meet budget goals for the year C/O
- Implement ADA Standards as defined in ADA Audit including the addition of a lift at Mill Creek Pool C/O
- Track concessions inventory utilizing available software through Rec Trac while also implementing new Point of Sale system PC
- Implement checklists to insure proper standards are being met in terms of cleanliness and payroll tracking O

MOORE PARK SPRAY GROUND

- Monitor and reduce over-time hours by utilizing multiple staff members to open/close spray ground on a daily basis C/O

ACTIVE OLDER ADULTS/GENERAL TRIPS

- Monitor supervisor/participant ratios for salary savings and improved bottom line C/O
- Research the viability of continuing to offer trips and make a recommendation for future plans C/O

SAFETY PROGRAM

- Implement quarterly online PDRMA courses for recreation staff PC
- Successful completion of all safety audits C/O
- Incorporate PDRMA trainings into front office monthly meetings C/O
- Successfully complete PDRMA review C
- Evaluate the current safety program and offer recommendations for future improvements C/O

STAFF TRAINING

- Re-structure recreation staff meetings to better utilize time, and incorporate additional trainings C/O
- Coordinate staff training topics to be included in meetings quarterly. Subjects could include customer service, time management, personal growth, etc. PC
- Update/revamp customer service training video C
- Complete an onboarding/offboarding program for staff PC
- Continue training on Rec Trac as more efficiencies are found throughout use O
- Continue to encourage staff to seek outside continuing education opportunities O

CAPITAL IMPROVEMENTS

- All baseball/softball fields put on rotation to be laser graded every two(2) years (1/2 of the fields per year for 2 years) C/O
- Complete construction of the new spray ground at Sunset Pool C
- Begin the construction on improvements to Sunset Community Center including HVAC and roof repairs/replacements PC
- Continue the research and planning for the replacement of the Stone Creek Mini Golf Hut O

MARKETING AND COMMUNICATIONS

- Implement year-long marketing plan/campaign to exceed budget projections for both fitness centers C/O

- Continue to streamline sponsorship efforts to fully realize sponsor potential **PC**
- Research the feasibility of creating a website specifically devoted to the fitness centers **C**
- Utilize Part-Time Coordinator to maximize advertising, marketing, social media, brochure and internal marketing assistance efficiencies **C/O**
- Continue to brand and make marketing recommendations in regards to BestLife Fitness **C/O**
- Research the feasibility of introducing a mobile app **O**

**GENEVA PARK DISTRICT
RECREATION DEPARTMENT
2019-2020 YEARLY GOALS**

PERSONNEL

- Continue to assess full-time recreation staff's responsibilities to be the most effective and efficient as possible
- Continue to evaluate and adjust hourly wages for all part-time employees

GENERAL PROGRAMMING

- Continue with successful programming at Friendship Station Preschool, including the implementation of a new full-day option for 3 year old students
- Consider preschool before and after school care
- Increase offerings of evening/weekend programs in all areas as seen through the Community Survey
- Analyze all program areas to compare fee structure
- Increase teen programming through offering a new variety of programs
- Introduce an elite theater company to Playhouse 38
- Continue to increase recreational opportunities for seniors/adults of all ages
- Prepare promotional plans for program areas that are new or struggling
- Assess viability of all programs, maximizing registration revenue while minimizing expenses
- Increase rentals and sponsorship opportunities for Playhouse 38
- Continue offering "Demo Days" for struggling program areas
- Evaluate fee structure associated with Contracted programs
- Introduce more technology and STEM based programming for youth/toddlers
- Offer cooking classes geared towards adults
- Investigate drop-in programs for fitness classes
- Make necessary adjustments to programs/events based on survey results
- Re-develop and re-design Halloween Apocalypse to increase participation

ATHLETICS

- Continue to develop and grow high school athletic leagues
- Continue to evaluate and implement new athletic trends
- Continue to design Athletic programs in line with non-competitive mission
- Continue to develop and expand Super Shuffle and Harvest Hustle for increased participation
- Increase participation in adult athletic leagues (softball, volleyball, basketball)

SUNSET RACQUETBALL AND FITNESS CENTER/SPRC

- Develop continual sales/renewal campaigns throughout the entirety of the year
- Meet or exceed previous years overall revenue
- Cross-train front office staffs at both facilities
- Reduce staff hours at the front office, without sacrificing customer service
- Increase Personal Training program in conjunction with new Nutrition Program
- Increase health and wellness program offerings
- Continue to investigate repairs to the racquetball court, HVAC, and roof at Sunset Community Center
- Increase program offerings in the functional fitness studio
- Develop new BestLife Fitness newsletter
- Evaluate corporate membership structure and prepare/implement presentations to local businesses
- Continue to research available efficiencies through the use of Rec Trac
- Introduce hand dryers in public restrooms and fitness center locker rooms

STONE CREEK MINI GOLF COURSE

- Add a new amenity to one hole or a course upgrade each year
- Track concessions inventory utilizing available software through Rec Trac while also implementing new Point of Sale system
- Increase concession sales through expanded options

- Increase daily usage through expanding marketing avenues
- Introduce new special events and continued disc golf tournaments
- Continue research and plan for the replacement of the mini golf hut
- Research and implement methods to revitalize and/or add special events at Stone Creek

SUNSET POOL/MILL CREEK POOL

- Conduct survey of general use patrons to investigate satisfaction with present operations as well as to survey patrons regarding future expansion needs
- Increase pool pass sales through additional marketing efforts
- Increase pool pass daily admission sales through additional marketing
- Successfully pass all Starguard lifeguard audits throughout the summer
- Continue to train managers to better supervise entire pool operation including maintenance, concession and front desk
- Economize pool staff budget when applicable
- Regularly review pool budget to meet budget goals for the year
- Implement ADA Standards as defined in ADA Audit including the addition of a lift at Mill Creek Pool
- Track concessions inventory utilizing available software through Rec Trac while also implementing new Point of Sale system
- Implement checklists to insure proper standards are being met in terms of cleanliness and payroll tracking
- Increase overall top box scores from user surveys
- Continue to research and plan for updated locker rooms, to include family restrooms, at Sunset Pool
- Introduce monthly newsletter outlining special events and educational messages

MOORE PARK SPRAY GROUND

- Monitor and reduce over-time hours by utilizing multiple staff members to open/close spray ground on a daily basis

ACTIVE OLDER ADULTS/GENERAL TRIPS

- Monitor supervisor/participant ratios for salary savings and improved bottom line
- Research the viability of continuing to offer trips and make a recommendation for future plans

SAFETY PROGRAM

- Implement quarterly online PDRMA courses for recreation staff
- Successful completion of all safety audits
- Incorporate PDRMA trainings into front office monthly meetings
- Continue research and implementation of Threat Management training
- Incorporate additional trainings and tracking measures in preparation for the 2023 PDRMA Review

STAFF TRAINING

- Re-structure recreation staff meetings to better utilize time, and incorporate additional trainings
- Coordinate staff training topics to be included in meetings quarterly. Subjects could include customer service, time management, personal growth, etc.
- Complete an onboarding/offboarding program for staff
- Continue training on Rec Trac as more efficiencies are found throughout use
- Continue to encourage staff to seek outside continuing education opportunities

CAPITAL IMPROVEMENTS

- All baseball/softball fields put on rotation to be laser graded every two(2) years (1/2 of the fields per year for 2 years)
- Complete the second phase of HVAC/Roof at Sunset Community Center
- Continue the research and planning for the replacement of the Stone Creek Mini Golf Hut

MARKETING AND COMMUNICATIONS

- Implement year-long marketing plan/campaign to exceed budget projections for both fitness centers
- Continue to streamline sponsorship efforts to fully realize sponsor potential
- Utilize Part-Time Coordinator to maximize advertising, marketing, social media, brochure and internal marketing assistance efficiencies

- Continue to brand and make marketing recommendations in regards to BestLife Fitness
- Research the feasibility of introducing a mobile app



Geneva Park District

Board Policies and Procedures Manual

Board Approved May 2016
Section 3.0 Revised June 2016
Section 1.05 Revised January 2017
Revised May 2019

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GENEVA PARK DISTRICT ADMINISTRATIVE BOARD POLICY

1.0 INTRODUCTION

- 1.01 Statement of Policy: The Geneva Park District was organized in 1953 under the Park District Code of the State of Illinois by the consent of the voters of the District with the purpose of the district to maintain and develop facilities at the various park properties to serve the varied recreational interests of the residents of the District.

Policies of the District shall be established to provide for equal opportunities for use of areas and facilities through a community recreation program designed to meet the needs and interests of its residents. In relation to its personnel, the Park District will issue a copy of the Personnel Policy Manual to each full time employee and a Part Time and Short Term Personnel Policy Manual to all part time and short term employees.

The District shall provide services, areas and facilities, which are consistent with its standards and objectives. Programs shall be planned, developed and operated consistent with the District's taxing structure and financial ability. They shall provide residents a broad and varied selection of activities related to their recreational needs and interests. The District shall make available to its residents public property which has recreation values. It shall assume certain responsibilities in making other publicly owned property available for recreation use.

- 1.02 Park District Mission Statement: 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 all age groups and abilities.

1.03 Administrative Objectives:

1. To implement an effective land acquisition program to permanently reserve substantial areas of recreational land to meet the needs of present and future District residents.
2. To establish and maintain accurate and efficient budgeting and accounting systems.
3. To use the most efficient methods to construct and maintain Park District facilities.
4. To offer a variety of leisure programs to our residents.

1.04 Administrative Policies:

1. The Board of Park Commissioners requires all land developers to dedicate a parcel of land or pay a fee in lieu of land dedication per the City of Geneva Land/Cash Ordinance; the City of Batavia Land/Cash Ordinance; and the Kane County Land/Cash Ordinance.
2. The Board further recommends that any parcel of land that is donated or otherwise acquired by the District be at least five (5) acres in size in its final plan. The Board must approve any park which may be less than 5 acres.
3. The Board of Park Commissioners recommends utilization of the school/park concept whereby the Park District cooperates with the School District in joint planning and usage of recreational facilities.
4. The Board requests that recreation programs be self-supporting. Exceptions to this ruling shall be strictly on an individual program basis and reviewed annually with the budget presentation.

1.05 Guidelines for Accepting Donations:

The Board will accept donations, such as equipment, materials, services, facilities, art, etc when it deems such acceptance to be in the best interest of the District. Evaluation of the acceptance is the responsibility of the Executive Director, who must perform a cost-benefit analysis of all proposed donations and submit his or her recommendations to the Board before it may act on any such offers. Donations must have a relevant value to the District's mission and should be evaluated on a case by case basis. The Board accepts and acknowledges that all donations have a cost whether it be in the acceptance of the donations or long-term maintenance obligations. The Board shall also evaluate the acceptance of donations on the basis of the following criteria:

1. Donations to the District are to the entire District as a whole and may not confer individual benefits to any elected official or staff member.
2. The acceptance of the donated item is within the full control of the District without limitations or restrictions.
3. Acceptance of a donation does not pose a conflict of interest for the District, any of the officers, board members and professional staff.
4. The acceptance of donations does not bring into question any potential conflict of interest as required by state statutes in the filing of economic interest forms.

Any individuals, groups or organizations interested in forwarding a donation to the District are encouraged to contact the Geneva Park District Foundation. This Foundation is a recognized 501(c)3 organization, and therefore donors may enjoy related tax deductions for their donations while simultaneously assisting the mission and vision of the Park District.

1.06 Guidelines for Acquiring Park Land and Accepting Land Donations:

The Park District has had various parcels of property offered to them for purchase or donation. The following guidelines should be reviewed in determining the appropriateness of such property for park purposes. They are not meant to be absolute criteria but rather a guide for Park District review.

1. Each site must be considered on its own merit.
2. An Environmental Impact Study may be completed on proposed acquisitions.
3. Higher consideration is given to properties adjoining existing parks, schools and public properties.
4. Higher consideration is given to properties in neighborhoods void of park land.
5. Higher consideration is given to properties named for acquisition in the Park District Master Plan.
6. Higher consideration is given to properties with unique vegetation.
7. Donations may be accepted either directly by Park District or by the Park District Foundation whichever meets the donor's needs.
8. Proposed property should have sufficient public access.
9. Proposed property should have utility access.
10. Properties lying in the flood plain or serving as detention basins will only be considered if found beneficial to the district.
11. Staff review should include proposed development, expected maintenance issues, expected liability issues, and neighboring property review.
12. The minimum size of a neighborhood park should be five acres unless the board approves a smaller site.
13. When at all possible street frontage for neighborhood parks should be the entire length of the park on two sides:
 - to provide better visibility;
 - to allow on-street parking;
 - to discourage users from cutting through private property to get to the park;
 - to develop facilities away from adjacent residential property; and

- to provide more usable space.
- Service area of each neighborhood park should be within approximately one mile barrier-free pedestrian walking distance.
- The Geneva Park District has developed with the City/**County** a land donation ordinance which requires 10 acres of land per thousand population to be dedicated for park/recreation purposes.

1.07 Land/Cash Ordinance

On September 17, 1979, the City of Geneva adopted the ordinance providing for the dedication of park lands and school sites, or the payment of fees in lieu of or a combination of both that shall be required of each subdivider or developer. The Geneva Park District shall review each development and shall determine the necessity of land, or cash, or a combination of both to adequately serve the residents of the district. The City of Geneva has updated and revised the ordinance over the years, most recently in **2018**.

The Geneva Park District may accept cash over and above the Land/Cash Ordinance as it may be negotiated with the landowner or the residential developer.

1.08 Park Development Planning

The following procedures must be adhered to for all plans prepared for the development of a new park or to renovate an existing park.

1. Concept plan(s) will be prepared by park staff or a consultant retained by the park district.
2. A cost estimate will be prepared for each concept plan.
3. The concept plan(s) will be presented to the park board for an initial review prior to any neighborhood and/or governmental agency meeting.
4. After board approval for public review, the concept plan(s) will be presented at a public meeting with residents. Neighbors of the proposed project (within 250') will be notified of the meeting by a delivered flyer or by mail. A press release may also be sent to local newspapers announcing the meeting and social media may be utilized to announce the meeting. If there are no neighbors within 250' at the time of planning a park, the neighborhood meeting will not be necessary.
5. After public review, revisions, if any, will be made to the concept plan(s) before being presented at a park board meeting for further review and possible approval by the board.

- 1.09 Bond Rating Policy: The District recognizes the relationship between sound business practices and the credit strength of the District's debt. While credit factors such as the District's socio-economic statistics and indirect debt levels are not controllable by the District, we recognize the importance of factors that are controllable. District debt levels, planning, finances, and management are criteria that are controllable by the District. Sound business practices lead the policy choices of the District to maintain modest debt levels, conduct extensive planning, maintain a strong financial position, and maintain a strong management team. A byproduct of these high standards is a strong credit rating that lowers the cost of borrowing in those situations when long-term debt is necessary.

The Park District may not need to rate all bond issues.

Management	Finances	Planning	Debt Levels	Analysis
Board-Staff Relations	Fund Balance/ Discretionary Reserves	Budgeting–Operations & Capital	Direct (Issuer) Debt Levels and Retirement Rapidity	Employment by Industry & Occupation
Union Contracts/ Outlook for Salary Increases/ Labor Peace	Cash Flow/ Liquidity	Capital Needs	Indirect (Overlapping) Debt Levels	Largest Employers– Issuer & Area Unemployment
Vision/ Strategic Planning & Risk Taking	Revenue Mix/ Balance/ Growth of Base	Economic Development/ Redevelopment	Future Needs	Population Trends
Planning/ Preparation	Balance Sheet	Financial Goals	Issuance Authority/ Availability	Largest Taxpayers/ Industry Concentration
Creativity/ Innovation	Revenues & Expenditures – Extraordinary items?	Growth Management	Debt Structure/ Asset Life	Per Capita & Household Income
Responsiveness	Tax Extensions & Collections		Pension & Retirement Obligations/ Funding	Home Values, Affordability, Ownership, Distribution
Consistency	Equalized Assessed Valuation (residential, commercial, industrial mix)		Availability of Internal Funding for Capital Purposes	Effective Buying Income– Personal Income
Operational Efficiency	Tax Rates (individual funds & overall)		Off Balance Sheet Obligations	Private Investment Trends
Leadership Stability– Administrative & Elected	Ability to Compress Spending Growth		Source/ Strength of Debt Repayment Revenues	
	Revenue/ Rate Raising Flexibility			

2.0 DEFINITIONS

- 2.01 The District: Whenever in this policy the word “District” is used, without qualifying language, such as the word shall apply to and is deemed to mean the Geneva Park District, Kane County, Illinois.
- 2.02 Commissioners and Park Board: Whenever in this policy, or any other policy hereafter adopted, the words “Board of Park Commissioners”, “Commissioner”, “Park Board”, or “Board”, shall appear without qualifying language, such words shall mean and be held to mean the Commissioners of the Geneva Park District.
- 2.03 Government: The government of the District shall be vested in the Board of Park Commissioners, duly elected or appointed by law.
- 2.04 Board: Commissioners are legally responsible for the District, and hiring of its Executive Director. They are charged with setting its goals and objectives, the evaluation of actions and reports, and the changes and corrections as might be necessary.

The Board is responsible for the legal procedures that maintain the district’s financial and legal base. The staff prepares much of the paper work; it is the board that passes the ordinances and approves the specific details and policies.

The signing of various reports and statements is the responsibility of the president, secretary and treasurer.

The hiring and evaluations of the Executive Director are the direct responsibility of the Board.

Staff actions will be presented to the Board in the form of bills to be paid, program and physical reports, budgets, staff changes, and numerous other documents.

The Board sets policy and the Executive Director and staff carries out that policy. Policies are established to provide organizational direction, to define parameters of operation, to assure consistency of service, to serve as means of communication between policy setters and staff and to serve as standards of desired objectives.

The Board interprets policy intent to staff and/or users, but carefully avoids implementation or administration. However, it is important to note that not all policies are the responsibility of the Board. Operational policies or practices are administrative in nature and should be developed and administered through the Executive Director.

- 2.05 Election of Officers: Except where the Board of the district is elected by direct vote of the electors, the Board shall elect from their number a President and shall elect a Vice President, who shall hold their respective offices for one year, or until their successors shall be elected. This election shall take place annually at the Annual Meeting in May. The Board shall prescribe their powers and duties consistent with the provisions of the Park District Code.

The Board shall also appoint a Secretary and a Treasurer, who shall hold their respective offices for one year, and require such insurance bonds as the Board deems necessary. This appointment shall take place annually at the Annual Meeting in May. The Secretary and Treasurer need not be members of the Board, in which case the Board may fix their compensation; the same person may hold both offices. The Secretary shall have power to administer oaths and affirmations. In case of temporary absence or inability of any officer to act as such, the Board may fill this office pro tempore.

The Executive Director of Parks and Recreation, Attorney and Auditor cannot be a member of the Board and shall be appointed by the Board.

- 2.06 President: The President shall preside at all meetings of the Board, and shall call special meetings thereof of his/her own motion or on request of two or more of the board members, and in case of a special meeting shall cause a notice to be given to all members as provided by the rule of said Board. He/She shall have the right to vote upon all questions coming before the Board and shall be a member thereof.
- 2.07 Vice President: The Vice President shall be vested with the powers to perform the duties of the President in the absence of the President or in the event of his/her refusal or inability to act.
- 2.08 Secretary: The Secretary shall have the custody of the Corporate seal and all books and papers pertaining to this office; shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board; shall cause all ordinances, resolutions and other actions of the Board requiring publication, to be duly published. He or she shall attend all meetings, when possible, of the Board and keep a full and true record of its proceedings. The Secretary need not be a member of the Board but may be a paid employee. The Secretary will perform such other duties as directed by the Board.
- 2.09 Treasurer: The Treasurer shall make monthly reports to the Board of all receipts and disbursements and the financial status of the district. The Treasurer or designated board member or Executive Director as outlined shall sign any appropriate checks to pay debts incurred by the District. The Treasurer need not be a member of the Board but may be a paid employee.
- 2.10 Attorney: The Attorney shall have charge of all legal matters and of the prosecution and defense of all litigation as directed by the Board or Executive Director. He/She shall draft all ordinances, resolutions and other instruments required by the Executive Director or the Board, or any committee thereof, and shall give opinions on all questions referred to him/her by the Executive Director or by the Board, and shall attend meetings upon notice given to the Attorney by the Board or Executive Director.
- 2.11 Additional Duties of Officers: In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.
- 2.12 Canvass of Election: Within seven days following an election, the Board shall open and canvass the precinct returns and adopt a canvassing resolution. In the event that the seven-day restriction does not coincide with a regularly scheduled Board Meeting, the President shall call a Special Meeting of the Board for this purpose. ***NO LONGER REQUIRED***

2.13 Vacancies Declared: Whenever any member of the Board of Commissioners shall (1) die, (2) resign, (3) become insane, (4) cease to be a legal voter in the Park District, (5) be convicted of any infamous crime, (6) refuse or neglect to take his/her oath of office, or (7) neglect to attend the duties of his/her office or neglect to attend regular and special meetings of the Board for a period of three consecutive calendar months, or neglect to attend six (6) regular or special meetings in any 12 month period, said office may be declared vacant by the majority of the remaining board members. Filling of board vacancy is determined by Illinois Law.

2.14 Board Member Education and Compensation: No Board Member will receive any compensation for work done or monthly Board meetings attended as an elected commissioner. However, Board members are encouraged to attend civic functions, local, state and national park and recreation conferences and will receive reimbursement while representing the District. (Chapter 105, S 4-1a, Illinois Revised Statutes)

Park district board members shall have an equal opportunity to attend local, state and national meetings designed to familiarize members with park and recreation issues, governance and legislation.

Appropriate educational materials, publications and notices of training or development will be made available to members through the Illinois Association of Park Districts' board packets, direct mail, or other avenues of distribution.

No Board member shall be directly or indirectly in any way pecuniary interested in any contract work of any kind, whatsoever, connected with this District.

2.15 Seating of New Commissioners: At the first official Board Meeting following the canvassing and certification of the election, after Old Business and at the beginning of New Business, shall be the installation of newly elected Commissioners.

3.0 BOARD MEETINGS AND SPECIAL MEETINGS

All regular and special meetings of the Board are subject to the Illinois Open Meetings Act (5 ILCS 120, et.seq.). Meetings will be open to the public except when the Board desires an executive session for the purposes as provided in relation to “meetings”. The Geneva Park District shall designate the Superintendent of Finance and Personnel & the Executive Director as the Open Meetings Act designees for the District.

Individuals or groups who desire to petition the Board for some specific action should present their request in writing to the Board secretary no less than 48 hours prior to a meeting.

Board meeting agendas will be published the week prior to regularly scheduled business meeting of the Board. Board Meeting minutes, within seven days of board approval, will be available for viewing or copy at a cost sufficient to reimburse the District for the expense of duplication. Agendas and minutes will be available at their applicable times during regular office hours at the Administrative Office or on the Park District website.

- 3.01 Channels of Procedure: The Board’s major function is to establish policy. From time to time, the Board or one of its members may have questions about the implementation of these policies or about the actual operation of the District, its facilities or of a particular program. Concerns should be given to the Park District’s Executive Director, who in turn will direct the questions to the appropriate Superintendent. After a reasonable amount of time, the Superintendent should report to the Park District’s Executive Director or appropriate Board member. If applicable, the Executive Director may request that a Board Committee review the question or concern that is raised.

In making comments to the press, Board members must keep in mind that their comments may be misconstrued as the consensus of the entire Board and thus should exercise prudent judgement in issuing any statements.

- 3.02 Records, Minutes and Ordinances: All ordinances, resolutions and other proceedings of the Board will be in writing and kept in a regular book of records open to public inspection at all reasonable and proper times as prescribed by law. Copies of the foregoing will be available upon request and upon payment in advance of the cost of reproduction, collation and delivery as provided in the Public Records Act. (Chapter 116, Illinois Revised Statutes).

- 3.03 Recording Closed Sessions: The Geneva Park District shall keep verbatim record of all closed or executive sessions meetings of the Board of Commissioners or any subsidiary “public body” as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio or video recording as determined by the corporate authorities.

- 3.04 Responsibility of Recording and Maintaining Closed Sessions: The Park District Secretary or his/her designee shall be responsible for arranging for the recording of closed or executive sessions. In his/her absence, the President will arrange for the audio or video recording of the closed session of the Park District Board. Each subsidiary public body of the Park District shall designate an individual who will be responsible for the recording of any and all closed or executive sessions and providing the Park District secretary with a copy of such recording. The Park District secretary shall securely maintain the verbatim recordings of all closed sessions of the corporate authorities of the Park District and all subsidiary public bodies of the Park District.

- 3.05 Closed Session Minutes: In addition to the recordings of the close and executives session, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, ILCS 120/1.
- 3.06 Procedures for Recording: At the beginning of each closed session, those present shall identify themselves by voice audio recording. If the meeting is videotaped, those present shall individually appear on camera and indentify themselves by voice at the beginning of the closed session. The Board President shall also announce the time and closed session commences and ends at the appropriate times during the recording.
- 3.07 Back-up Equipment/Procedure for Equipment Malfunction: The Park District will maintain sufficient tapes, batteries and equipment for the Park District to comply with the regulations of the Open Meetings Act. The Park District Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at the closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as the closed session may proceed with a functioning recording device.
- 3.08 Procedure for Review of Closed Session Minutes and Recordings: At one meeting at least every six months, the Board Meeting agenda shall include the item to review executive session minutes. The executive session agenda summary shall include the item to review the minutes and recordings of all closed sessions that have not been released for public review and determine which minutes, if any, may be released. Minutes shall be reviewed in closed session and shall not be released unless the corporate authorities of the Park District find that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes not released, the corporate authorities shall find that the need for confidentiality still exists to those minutes. Minutes of closed sessions shall be kept indefinitely. Recordings shall be reviewed in a manner appropriate to the purpose for which they were intended.
- 3.09 Maintenance and Public Release of Recordings and Access to Tapes: The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release if required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the corporate authorities may listen to the closed session recordings in the presence of the Park District secretary or his/her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board.
- 3.10 Procedure for Destruction of Recordings: The Park District Secretary or his/her designee is hereby authorized to destroy the audio and video recordings of those closed sessions when:
1. The corporate authorities of the Park District have approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;
 2. More than 18 months have elapsed since the date of the closed session;
 3. There is no court order requiring the preservation of such recording;
 4. The corporate authorities of the Park District have not passed a motion requiring the preservation of the verbatim recording of that meeting.

4.0 MEETING RESPONSIBILITIES

- 4.01 Fiscal Year: The fiscal year of the Geneva Park District shall begin on the first day of May and end on the thirtieth day of April of the succeeding year.
- 4.02 Annual Meeting: The annual meeting of the Board shall be held at the regular scheduled meeting date in May of each year.
- 4.03 Regular Meeting: Regular scheduled meetings are held the third Monday of each month at 7:00 p.m. unless otherwise scheduled.
- 4.04 Special Meetings: The President shall call special meetings of his/her own motion or upon request of two or more of the board members. Notice shall be given to all members of the Board and the public at least forty-eight hours before the date set of said meeting as required by law.
- 4.05 Place of Meeting: The meetings of the Commissioners shall be held at the Park District Office, 710 Western Avenue, Geneva, Illinois. However, meetings may be held in any other place within the Geneva Park District.
- 4.06 Quorum: A majority of the duly elected and qualified commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the commissioners attending may adjourn the meeting from time to time until a quorum is obtained.
- 4.07 Order of Business: The order of business at all meetings shall be established by an agenda as provided by the Executive Director and/or Board of Commissioners. The following format will apply: Call to Order; Roll Call; Hearing of Guests; Reading of Minutes; Claims and Accounts; Treasurer and Supt. of Finance & Personnel Report; Approval of the Agenda; **Correspondence**; Old Business; Communications; Staff Reports; New Business; **Correspondence**; Executive Session; Adjourn. Agendas are included in the board packets that are delivered to Board members at least 48 hours in advance of the meeting, usually at the end of business day on the Friday before the meeting.
- 4.08 Committees: Committees are appointed at the annual meeting and may be appointed from time to time by the President or Executive Director with the consent of the Board as necessity may require. All committee appointments shall be for a one year term and expire at the next annual meeting, unless said committees are sooner discharged by the President of the Board or by a majority of the Board of Commissioners. The Executive Director shall serve as an ex-officio member on all committees. Other full-time staff may also be called on to serve as ex-officio members of a committee. A committee is not authorized to take any action, it is responsible for submitting report(s), either written or oral, to the Board and shall recommend that action, if required, be taken by the Board.
- 4.09 Manner of Voting: A roll call vote shall be taken upon the passage of all ordinances and resolutions and upon all propositions to create any debt, and in cases at the request of any commissioner or Executive Director, and be entered upon the journal of proceedings
- 4.10 Rules of Order: Robert's Rules of Order shall govern questions of procedure in all cases not herein provided.
- 4.11 Public Comment: Members of the public will be allowed to speak during the "Hearing of Guests" portion of a regular meeting of the Board, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall have not more than five minutes to make his or her comments and that repetitive comments are discouraged. The

Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

5.0 POLICIES, RULES AND ADMINISTRATIVE PROCEDURES

The Geneva Park District Board of Commissioners is the policy making board of the district.

The Board of Commissioners shall establish and amend rules for all parks, facilities and programs within the district.

The staff shall be responsible for establishing the procedures necessary to implement policies and rules set by the Board of Commissioners. The staff will operate and run the daily functions of the park district. The Executive Director serves as technical advisor and consultant to the park board and administers policies of said board.

The Board of Commissioners recognizes the need for a document that contains the Board policies and administrative procedures that facilitate the operation of the District on a day-to-day basis.

5.01 Policy:

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board of Commissioners of the Geneva Park District. Policy reflects value judgments on issues related to the purposes of the recreation system and provides guidelines for the operation of the District and thus gives positive direction to the Executive Director and the staff in the discharge of their duties.

A policy must be formulated and approved by the Board. Policy statements can take form of guidelines for the discretionary action of those to whom it delegates authority. These guidelines for discretionary action shall constitute the policies governing the operation of the Park District. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the method by which the Board of Commissioners shall exercise its leadership in overseeing the operation of the Park District.

The study and evaluation of reports concerning the execution of its written policies shall constitute the basic methods of by which the Board of Commissioners shall exercise its control over the operation of the Park District.

The formal adoption of policies shall be recorded in the minutes of the Board of Commissioners. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Implied Board policy may be developed from Board meeting minutes and proceedings, although not officially adopted as policy, per se.

All adopted and recorded policies will be placed in the Board Policies and Procedures Manual or another policy manual approved by the Board.

5.02 Administrative Procedures:

Administrative Procedure is any plan or course of action formulated, developed and implemented by the Park District staff to facilitate day-to-day Geneva Park District operations within the respective policy guidelines.

Administrative Procedure directly guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy.

The Executive Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the Park District will be operated. These detailed arrangements and specific actions shall constitute the Administrative Procedures governing the day-to-day operation of the Geneva Park District. They must, in every respect, be consistent with the policies formulated and adopted by the Board.

Administrative Procedures, when appropriate, will be documented and placed in one of the various Geneva Park District Manual Books.

6.0 LEGAL AND FINANCIAL

6.01 Form of Seal: The corporate seal of the Geneva Park District shall be circular in form with the words Geneva Park District in the center circle and the words Founded 1953, Geneva, Illinois in the outer circle.

6.02 Contracts: The Board shall award all contracts involving District liability exceeding \$10,000. Unless otherwise determined by the Board, all such contracts so executed shall be in the name of the District. They shall be approved by the Board & signed by the Executive Director on behalf of the District and attested by the Secretary with the corporate seal affixed thereto.

6.03 Financial Liability: No Commissioner, Officer or Employee shall be authorized to create any financial liability on behalf of the Board unless it shall first be approved in nature and amount by the Board; provided, however, that the Executive Director is authorized to make any necessary purchase which does not exceed \$10,000.00 per item, except for emergency repairs or purchases which are required from time to time. Officers and employees, as authorized by the Board, may requisition from the Executive Director such supplies, material and equipment as may be needed according to the district's purchasing policy as listed in the Geneva Park District Operations Manual.

6.04 Approval and Processing of Checks: The Board members, Officers, and Executive Director are responsible for the signing of checks. Two signatures are required on any checks amounting to \$10,000.00 or more.

6.05 Approval of Disposal of Surplus Property: Periodically the District shall desire to dispose certain personal property that has been deemed as no longer useful or needed for the operations of the District. The District shall comply with the Park District Code of the State of Illinois (70 ILCS 1205/1-1 et seq.) when declaring personal property a surplus.

All declarations must be filed with the Executive Director for authorization. Once approved, the Executive Director will complete an ordinance for Board approval. The Board shall pass the ordinance authorizing the Executive Director to sell or dispose the property being declared as surplus. The description of the property being declared as surplus must be attached to the ordinance as an exhibit.

The exhibit shall have an estimated value placed on each item of property listed. Each item declared surplus property shall have a minimum value approved by the Executive Director. For items valued under \$ 1,000, the Executive Director shall approve the selling price based on official offers to purchase the property. For items valued above \$ 1,000, a formal sealed bid opening shall be posted and held in accordance to the Park District's bid awarding policies. The District may elect when deemed in the best interest of the agency to utilize the bid services provided on line by a recognized bid services including the District's own Web Site. Once bids are opened the Board of Commissioners shall approve the bid results and award the offer to the most qualified bidder.

Employees of the District shall have the benefit of forwarding offers to purchase surplus property or filing a bid when deemed necessary. No employee shall be permitted to purchase surplus property below the minimum value placed on an item.

Once the purchase or bid award is complete the Executive Director shall forward a report to the Board of Commissioners illustrating the results of the disposal or selling of the surplus property in question. The report shall include an item description of the items declared surplus property, name of the purchaser, selling price, date of purchase, illustration of relationship of purchaser to park district, if any, and a history of repairs or related costs to the surplus property. These results shall be reviewed and ratified by the Board of Commissioners.

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN
SURPLUS PERSONAL PROPERTY**

WHEREAS, the Geneva Park District, Kane County, Illinois (the “District”), is a duly organized and existing park district created under the laws of the State of Illinois, and is now in operation under the provisions of the Park District Code of the State of Illinois, 70 ILCS 1205/1-1 et. Seq., as supplemented and amended; and

WHEREAS, the District is desirous of disposing of certain personal property that it deems is no longer needed or useful; and

WHEREAS, the District is authorized to dispose of personal property that it deems is no longer needed or useful pursuant to 70 ILCS 1205/8-22.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Geneva Park District, as follows:

Section I. Findings. The Board of Commissioners hereby finds that the property described in Exhibit A, incorporated herein by reference, is no longer needed or useful.

Section II. Authorization. The Board of Commissioners hereby authorizes the Executive Director to sell or dispose the property described in Exhibit A in a manner not inconsistent with the Park Code or direction of the Board.

Section III. Delegation. All actions to be taken by the Executive Director to execute the instructions herein described may be performed by a duly authorized designee appointed by the Executive Director.

Section IV. Repealer. All prior ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SO ORDAINED this ____ Day of ____, 20__, by the Board of Commissioners of the Geneva Park District, Geneva, Kane County, Illinois.

AYES:

NAYS:

ABSTAIN:

ABSENT:

PRESIDENT:

Susan VanderVeen
President

ATTEST:

Sheavoun Lambillotte
Secretary

- 6.07 Approval of Salary Ranges: Annually, through the budget preparation process, the Board shall approve salaries and wage expense for full time, part time and short term positions.

At the beginning of each calendar year any salary range changes and pay increases for full time, employees are proposed during the budget process by staff and reviewed by the Executive Director. The applicable Department Head along with the Executive Director review the proposed salary ranges as well as any salary increases for current full-time employees. Once the ranges and salary increases are verbally approved by the Executive Director, the full time salary ranges and increases are then brought forth to the Personnel Committee for review. At the recommendation of the Personnel Committee, the full time salary increases and salary ranges for full time, employees are brought forth to the entire board for approval at a board meeting. These approved figures are then incorporated into the operating budget which is approved by the Board in April.

7.0 RETIREMENT

The Board of Commissioners elected that the Geneva Park District participates in the Illinois Municipal Retirement Fund effective May 1953.

- 7.01 Repeal: All existing policies, resolutions and orders in conflict herewith are hereby repealed.

8.0 ENVIRONMENTAL PRINCIPLES

8.01 Mission Statement:

The Geneva Park District will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

These policies and guidelines based on the standards provided by the Illinois Park and Recreation Associations *Model Environmental Policy*. The Geneva Park District is committed to the environment and this policy will provide the guidelines for staff to use when carrying out this commitment. The environmental policy is a working document to assist the Geneva Park District to measure and achieve the goals and action plans decided upon by the Green Committee and instituted by park district staff.

8.02 Environmental Goals:

1. Purchase and use of Environmentally Safe and Sensitive Products
Purchase products for use in facility and park operations, which minimize negative environmental impacts, taking into consideration the effects of product production, use, storage and disposal.
2. Wise Use and Protection of Air Water, Soil and Wildlife
Actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.
3. Wise Use of Energy Resources
Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.
4. Reduction and Handling of Waste
Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.
5. Open Space Planning and Preservation
Protect and restore indigenous natural communities such as grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including river corridors, greenways and trails.
6. Environmental Education and Interpretation
Provide education and interpretative opportunities for staff, and the public which will increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

8.03 Action Plan For Goals:

1. Purchase and use of Environmentally Safe and Sensitive Products

- a. The production, use and disposal of many office, recreation and maintenance products contributes significantly to the pollution of the air, water and soil and the destruction of natural communities of plants and animals. Education product selection in the workplace and at home can mean the difference between an environment safe for all living things, including people, and a planet contaminated with toxic pollutants.
- b. Purchase products with recycled content whenever possible for use in recreation programs, offices, park maintenance and development projects
- c. Encourage the conservative use of paper and wood in place of plastics and other non-biodegradable and non-renewable products.
- d. Eliminate the use of Styrofoam products by staff, concessionaires and park/facility users.
- e. Minimize the use of petroleum-based products such as inks, stains, and plastics.
- f. Reduce the use of disposable products by the staff, concessionaires and park/facility users.
- g. Make use of electronic mail resources such as phone or computer message systems in place of paper memos.
- h. Inventory all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, and office products, and investigate environmentally sensitive alternatives.
- i. Avoid the use of chlorine-bleached paper products.
- j. Reduce indoor air pollutants such as fluorocarbons from spray cans and fumes from cleaning solutions, sealants and paints by using less harmful alternatives.
- k. Minimize indoor pesticide use by incorporating integrated pest management within all facilities.
- l. Avoid using products harvested from rainforests or other endangered natural communities.
- m. Develop a district environmental policy statement for use in bidding documents.

2. Wise Use and Protection of Air Water, Soil and Wildlife

- a. All life on earth is dependent upon clean and reliable sources of air, water and soil. Without these basic life-support systems, the quality of life declines and the diversity of plants and animals on the planet is diminished.
- b. Reduce vehicle emissions through regular tune-ups and other applicable vehicle maintenance.
- c. Identify sources of indoor air pollution and implement a prevention program.
- d. Develop a program to monitor and remove asbestos.
- e. Conduct an inventory of toxic air emissions and implement an action plan to reduce emission levels.
- f. Retrofit all facilities with water conservation hardware and develop a leak detection and correction program.
- g. Develop a water conservation plan for swimming pools, and other special facilities.
- h. Evaluate the impact of cleaners, solvents and other products on the water source and investigate environmentally sensitive alternatives.
- i. Use drought resistant and native species for landscaping.
- j. Investigate alternative snowmelt products, using those that have the least impact upon the surrounding soil, water and plant life.
- k. Establish a comprehensive integrated pest management program for park grounds, including selection of plant species, preventative maintenance, early detection of problems, natural control methods and minimized use of pesticides.
- l. Ensure that underground storage tanks do not leak and remove or replace any defective equipment.
- m. Practice soil management and appropriate landscaping to prevent erosion.
- n. Incorporate environmental impact considerations in the design process of facilities and parks.
- o. Ban the use and release of balloons in parks.

3. Wise Use of Energy Resources
 - a. The majority of energy produced in the United States is derived from non-renewable or limited resources such as oil and coal and from nuclear sources, releasing large amounts of pollutants into the air and/or creating other toxins. Careful conservation of energy resources will minimize pollution while prolonging the lifespan of the non-renewable resources until other alternative and less harmful energy technologies are readily available.
 - b. Plant shade trees near buildings to reduce energy consumption due to summer air conditioning.
 - c. Plant evergreens and shrubs as windbreaks along building foundations and walls to reduce energy consumption due to heating.
 - d. Design and build energy efficient buildings, considering insulation and energy efficient appliances and incorporating alternative, renewable technologies such as solar and wind energy.
 - e. Conduct energy audits and retrofit buildings with energy saving devices.
 - f. Improve the efficiency of existing lighting by retrofitting outdoor and indoor lighting with energy efficient bulbs and requiring all new lighting to be energy efficient.
 - g. Properly maintain refrigerators and air conditioners for more energy efficient cooling.
 - h. Establish minimum and maximum thermostat temperature settings for all facilities, and reduce heating and cooling usage when buildings are unoccupied.
 - i. Insulate hot water heaters and pipes and reduce temperature settings.
 - j. Consider alternative fuels such as propane and natural gas and alternative energy technologies such as electrically powered vehicles.
 - k. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
 - l. Support the use of transportation alternatives such as bicycles, car pooling, walking and mass transit and provide incentives for staff and park/facility uses.
4. Reduction and Handling of Waste
 - a. Americans produce over 154 million tons of garbage every year. Most of this so-called trash could have been reused, recycled or reduced at the source. Simple steps taken by the park district to eliminate waste in the workplaces, reuse materials and recycle discards could result in a net waste reduction of 80 percent or more.
 - b. Investigate source reduction of waste, including purchasing in bulk, minimizing packaging, reducing excess use of paper, and choosing reusable and recyclable products.
 - c. Reduce paper use by sharing subscriptions, making double-sided reports, reducing junk mail, using memo routing slips and keeping mailing lists current.
 - d. Investigate ways to reuse office, recreation program, and maintenance/construction materials typically discarded.
 - e. Compost or otherwise reuse all landscape waste.
 - f. Develop and implement a comprehensive in-house and parks recycling program including metals, glass, plastics, paper, cardboard, magazines and other recyclables.
 - g. Recycle batteries, antifreeze, motor oil, Freon and other automotive by-products.
 - h. Train staff in the proper handling, use, storage and disposal of hazardous materials.
5. Open Space Planning and Preservation
 - a. Open spaces and green places are essential to the health and happiness of all human beings, providing solitude, beauty and inspiration. Maintaining native natural areas is also imperative to the health, diversity and balance of all life on this fragile planet Earth.
 - b. Develop and implement plans for the re-establishment and/or restoration of native grasslands and woodland ecosystems.
 - c. Re-establish and protect river corridors, wetlands and other wildlife habitats.

- d. Provide appropriate recreations access to and enhance public awareness of such restored and protected natural sites.
 - e. Support local efforts to establish greenways.
 - f. Work with commercial or private landowners in an effort to acquire or otherwise ensure the use of these lands for open space.
 - g. Develop relationships with land trusts and preservations/conservation organizations to assist in open space and natural habitat preservation.
 - h. Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
 - i. Utilize native species for park landscaping.
 - j. Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.
 - k. Abide by existing laws to protect rare, threatened and endangered plant and animal species.
 - l. Develop a tree planting and replacement programs to reforest park areas in the community.
 - m. Organize a volunteer tree planting and maintenance program.
 - n. Adopt a resolution to protect heritage trees.
6. Environmental Education and Interpretation
- a. Provide education and interpretation opportunities for staff and the public, which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.
 - b. Organize an environmental committee consisting of staff from all facilities and/or departments.
 - c. Involve district staff in an environmental education program, which explains the commitment of the district to the environment, provides information about environmentally conscious lifestyles and workplace choices and habits, and stresses the need for staff input and involvement.
 - d. Develop and implement an energy awareness program for employees and park/facility users.
 - e. Develop and implement a water conservation program for employees and park/facility users.
 - f. Develop plans for dealing with environmental disasters such as chemical spills or floods.
 - g. Ensure that contractors and vendors comply with the district's adopted environmental policies.
 - h. Promote leisure activities that minimize environmental impact and energy use.
 - i. Develop a public relations program to inform the public about the district's environmental efforts, provide community leadership, and server as a role model.
 - j. Include environmental lifestyle information in materials distributed to the public.
 - k. Develop and present public programs, which enhance the public's relationship with the natural world and teach environmentally responsible lifestyles.
 - l. Interpret the natural resources specific to the community via programs, presentation, signage or brochures.
 - m. Use Earth Day, Arbor Day and other conservation programs as a vehicle to educate the public about environment.
 - n. Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.

9.0 QUALITY EMPLOYEES

The Board of Park Commissioners recognizes that the District competes with private as well as other public agencies for quality employees. Thus, it shall be the policy of the Board to direct and support the efforts for the Executive Director to hire and maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

The Board shall adopt a job classification and wage schedule and allocate appropriate funding within budgetary constraints that will provide the workforce of the District with a consistent and competitive salary structure and shall be updated each fiscal year. The board shall approve the revised wage schedule each fiscal year as part of the review and approval of the annual operations budget document. The Board shall also be responsible to direct the Executive Director to provide industry standard and survey documentation in regard to current salary structures in the park and recreation market to ensure the validity and competitive pay of all District employee positions to include employee benefits and other compensation options.

The Board of Park Commissioners shall encourage the employees of the District to be professionally certified as a part of the National Recreation and Park Association Program where deemed appropriate and in some job positions may require professional certification, or obtaining certification within a stated time after employment, as a qualification for the said position.

In addition, the Board recognizes the importance to provide employees opportunities to better themselves and remain current with industry trends and professional certification requirements by providing appropriate funding, within budgetary constraints, by providing employees with continuing educational opportunities. This shall include both fees and charges to attend such continuing educational workshops, as well as, the time during scheduled work schedule to attend and participate in such opportunities. Benefits and use of these opportunities by employees are further defined and illustrated in the District's Personnel Policy Manual.

The benefit packages provided by the District to all employees are based on the job classification the employee was hired for within the District. The Board realizes that benefits for both full, part time employees as well as seasonal are an important aspect to hire and maintain quality employees and good morale for the District overall. The Board shall provide employees of the park district with a comprehensive and competitive benefits package in order to compete for quality employees within the private sector as well as related public sector jobs. The benefit packages are considered within any fiscal year and are set within the budgetary constraints of the District.

10.0 COOPERATION BETWEEN AGENCIES

The Board of Park Commissioners recognizes the need and desirability of cooperating with community agencies. In order to best serve the residents of the District in the most economical manner, all cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents on making the best utilization of District funds.

Board members and staff of the District shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private and voluntary organizations. This cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to the detriment or curtailment of prior commitments with individuals or groups. The District has agreements with the Geneva School District, Geneva Police Department, Kane County, City of Geneva, Geneva Public Library, City of Batavia, Batavia Park District and Batavia

Police Department.

In addition, the Recreation Department will coordinate programs with other organizations in the district. Examples include cooperative programs with the school district, hospital, library, local churches and Batavia Park District.

11.0 ADVISORY COMMITTEES

It will be considered in the best interests of the Park District to encourage citizen participation in the planning of facilities and activities in an advisory capacity.

The Park District President, with Board approval, shall appoint special advisory committees to give technical assistance and to advise on specific programs or activities.

The Board of Park Commissioners may create a Citizens Advisory Commission, appoint members, establish members' terms of service and determine the functions and responsibilities of this commission.

12.0 ASSESSING THE DISTRICT

The District is always re-evaluating and assessing the leisure need of the residents of the Geneva Park District. The Board of Park Commissioners will review the changing needs of the community by contracting a comprehensive assessment study at least every 10 years to assist in determining the direction of the Park District offerings. In addition, the District staff shall assess the needs of residents by offering ~~surveys~~ a community wide needs assessment survey every five years and evaluations to residents participating in all seasonal programs. Those surveys will be presented to the Board of Commissioners and the Recreation Committee for final recommendations from staff. The District will also participate with the City of Geneva in regard to a city-wide strategic plan as established by the City of Geneva.

- 12.01 Community Input and Advisory Committee: It is the policy of the Commissioners of the Park District to encourage citizen interest and participation in the affairs of the District and therefore to set up a plan whereby citizen committees may participate in an advisory capacity to the Park District. The Park District will also make every effort to solicit input regarding development of recreation programs.

A Recreation program or Park Facility project may implement the above policy. It is understood that this may grow or change with experience and should be reviewed periodically by the Board. In addition to this committee, the Park District may call upon focus groups or hold community informational meetings.

- 12.02 Evaluation of Long Term and Short Term Goals: In January of each year the Board of Park Commissioners shall evaluate and approve the long term and short term goals of the District. The long term and short term goals are formulated as follows:

1. Individual goals are established each year for all full time employees through a collaborative process between employees and their Department Head. These individual goals are approved by the Executive Director and then included in their annual evaluation.
2. Department Heads compile staff goals and combines them with specific department goals or tasks for completion for presentation to the Executive Director.

3. The Executive Director then incorporates departmental goals/tasks into the District's long term and short term goals. The Board reviews and approves these short term and long term goals annually.

13.0 ANNUAL REPORTS AND STATISTICS OF LEISURE PROGRAMS AND FACILITIES

The district staff shall maintain statistics on the leisure programs and facilities which will assist the staff and board in determining if we are meeting the needs of our citizens. The staff will produce an annual report for each facility which will be approved by the Recreation Committee and Board of Commissioners and then made available to the public.

All statistics on program participation, evaluations and financial information will be presented to the Recreation Committee, Board of Commissioners and made available to the public. The Recreation Committee will meet at least twice per year to review the above mentioned leisure program statistics.

14.0 PUBLICATION IN PAMPHLET FORM

In lieu of other publications, this policy shall be published in pamphlet form, as provided by law, and when so printed shall become effective and shall have the same force and effect as otherwise published by law; and such pamphlet shall be received as evidence of the passage of this policy in all courts or places without further publication, all as provided by law.

14.01 Validity: If any provision of this code is held invalid, the invalidity of that provision shall not affect any of the other provisions of this policy.

14.02 Effective Date: This policy shall take effect and be in full force from and after its passage, approval and publication in pamphlet form as provided by law.

15.0 PROCEDURE & INFORMATION PACKET FOR PROSPECTIVE PARK COMMISSIONERS

It shall be the responsibility of the Park District Secretary to assist proposed Park Board candidates. This assistance shall consist of, but not be limited to, meeting with candidates, touring of parks and facilities, providing informational packets (Section 15.01) and copies of approved minutes from Park Board meetings for the past six months.

The Secretary shall inform candidates of the time commitment, benefits of the position, answer questions and provide a brief history of the district.

15.01 Prospective Board Member Packet: The packet of information shall include but not be limited to:

1. Recreation – Seasonal brochures for one year
2. Parks – List of parks, acreage and amenities
3. Master Plan and Goals & Objectives – Provide the most up-to-date copy
4. IAPD Booklet – The District may provide candidates with books and pamphlets from IAPD relating to board member guidelines and responsibilities.

16.0 ORIENTATION OF NEW BOARD MEMBERS

The Board of Commissioners recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operations of the District as well as the roles and responsibilities of the members of the Board.

This section of the Administrative Board Policy Manual provides the key elements to introducing a new board member to the Geneva Park District.

1. Orientation Procedures
2. Orientation Materials
3. Orientation Meeting Agenda
4. Orientation Acknowledgement

16.01 New Board Members Orientation Procedures;

1. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: Section 16.02, Orientation Materials, attached to this policy.
2. The Secretary shall supply the new member with material pertinent to the next official meeting of the Board following election or appointment, and shall explain its function and utilization.
3. The new member shall meet with the Executive Director and members of his/her staff to discuss services they perform for the Board and the District.
4. As soon as practical after the new member assumes office, an orientation meeting with the Executive Director will be held to acquaint the new member with the details of District operations.
5. The Executive Director will arrange for a tour of Parks and Facilities with the new member.

16.02 Orientation Materials:

The New Board Member Orientation Materials Packet shall include but not be limited to:

1. IAPD - New Commissioners Book and Illinois Park District Code Book.
2. Recreation –Seasonal brochures for one year, the list of goals for the department, Recreation Committee Report and all facility annual reports and recommendations.
3. Parks – List of parks, acreage and amenities. Construction projects and schedules, vehicle and equipment replacement program, park improvement schedule.
4. Personnel and Board Members – Organizational chart, chain of command and list of board members, staff and phone numbers. New Board Members will be introduced to all appropriate staff and other board members as soon as possible.
5. Finance – Copies of the budget, tax report from County, finance procedure policy, list of investments, and a copy of the most recent audit.

6. Master Plan and Goals & Objectives – The master plan and yearly updates reviewed in detail.
7. Administrative Board Policy Manual – Will be distributed to the board member(s).
8. Facility Visitation – Schedule a day to show the new member(s) the parks and facilities.
9. Board Meeting Procedures – Review past few agendas and minutes to describe procedures and rules of order. Review Policies, Rules and Administrative Procedures Statement in entirety.

16.03 New Board Member Orientation Agenda:

1. Board History
 - A. Copy of minutes from the past year of Board meetings
 - B. History Book is available for review in the office
2. Recreation
 - A. One year of Seasonal Brochures
 - B. List of Recreational Goals
 - C. Recreation Committee Report
 - D. Facility Annual Reports
 - E. PDRMA Information
3. Parks
 - A. List of Parks and Acreage & Amenities
 - B. Construction Project Budget & Description
 - C. Construction Budget of Recreation and Corporate Funds
4. Board Member Information
 - A. Organizational Chart & Policy on Executive Director / Board Responsibilities
 - B. List of Board Members & Staff Home and Work Numbers
 - C. Introduce Board Members to Staff
5. Finance
 - A. Copies of Budget & Description Pages
 - B. Tax Report from County
 - C. Finance Procedure Policy
 - D. List of Investments
 - E. Copy of Recent Audit
6. Master Plan
 - A. Master Plan Book
 - B. Updated Goals and Objectives
7. Board Procedures
 - A. Board Policy Manual
8. Facilities
 - A. Schedule a Date and Time for Tour of Parks and Facilities
9. Board Meetings
 - A. Review Past Agendas to Describe Procedures and Rules of Order

16.04 New Board Member Orientation Acknowledgement:

I hereby acknowledge receipt of the New Board Member Orientation Packet for the Geneva Park District and agree to read and become familiar with its contents. I understand that this packet is to provide a general guidance of the policies and operations of the Park District. The Park District's Executive Director is available in the future to answer any questions or concerns you may have with board member procedures.

Signature

Date

Printed Name

17.0 AMERICANS WITH DISABILITIES ACT POLICY

The Americans with Disabilities Act became a law on July 26, 1990. The intent of the adoption of the ADA is “to remove the barriers caused not just by physical features of the environment but by attitudes towards people with disabilities.”

The Act is divided into five major components.

- Employment
- Public Entities (and public transportation)
- Public Accommodations (and commercial facilities)
- Telecommunications
- Miscellaneous Provisions

The Geneva Park District supports the ADA laws through ensuring services, facilities and employment opportunities comply with its guidelines. The park district identifies numerous areas within its scope of services to comply. These areas include:

- 1) **Signage / Markings:** All public parking areas will comply with local, state and federal laws regarding the minimum number of parking spots for people with disabilities. The parking spots will have signage and/or markings identifying parking spots for people with disabilities as well as the appropriate amount of fines for violations.
- 2) **New Construction:** All new construction will comply with all local, state and federal laws and codes regarding accessibility to facilities.
- 3) **Remodeling of Existing Facilities:** Any extensive remodeling of existing facilities requiring architectural services will comply with all local state and federal laws and codes regarding accessibility to applicable facilities. Accessibility of buildings and park facilities are addressed specifically in the Park District’s Self-Evaluation and Transition Plan. The Park District recognizes the importance of remedy and fully intends to continue to evaluate the accessibility in any renovations and future developments. The renovations and developments will take place over a period of years. (1 McGovern, John N. The ADA Self-Evaluation Handbook for Park Districts. 1991)
- 4) **Identification and Removal of Physical Barriers:** Through inspections and user feedback, physical barriers limiting accessibility to facilities and services will be identified and removed. Any such removals will be identified and accomplished through the district’s work request form procedure to acknowledge and document such tasks.
- 5) **Parkland Accessibility:** In addition to identified physical barriers limiting accessibility, new playground construction and playground renovation projects will include the installation of accessible playground surfacing and playground equipment that complies with existing U.S. Access Board Regulations as well as CSPA and ASTM standards and guidelines.
- 6) **Vehicles and Equipment:** Any equipment that is identified to serve disabled persons will possess the necessary adaptations to provide accessibility. Buses with lifts will be acquired and utilized for applicable users.
- 7) **Administration of ADA Transition Plan:** In order to comply with the many facets of the ADA, specific staff members of the Geneva Park District have been appointed to facilitate compliance. With the approval of this manual by the Park Board, the Superintendent of Parks and Properties will

be appointed as the ADA Coordinator and the following people will be appointed to an ADA Transition Team to ensure that the Geneva Park District completes the transition plan to comply with the ADA.

- 1) The Superintendent of Finance & Personnel is responsible for employment and personnel issues
 - 2) The Superintendent of Recreation is responsible for programming issues
 - 3) The Superintendent of Parks and Properties is responsible for accessibility standards.
- 8) Upgrading Existing Facilities: In addition to new construction and remodeling projects, the district through its ADA Transition Team and user feedback, may identify specific components and/or features of facilities that may require upgrading or replacement to comply with ADA.
- 9) Programming: The Geneva Park District invites all possible users to participate in its programs and services and will continually offer services to all members of the public. In most cases, inclusion aides can be provided in classes to assist participants with special needs when applicable. The operation of the Fox Valley Special Recreation Association also contributes to specifically targeted programs and services for people with disabilities. Attached is a copy of the procedure used in making programming accessibility inquiries.
- 10) Employment: No one will be discriminated against while seeking employment with the Geneva Park District or while being employed by the Geneva Park District because of disabilities. The Park District has adopted an employment application that acknowledges the rights of accommodation in employment practices.

GENEVA PARK DISTRICT
710 Western Avenue
Geneva, IL 60134
(630) 232-4542

PROGRAM ACCESSIBILITY INQUIRY PROCEDURE

1. This form describes the manner in which any person may bring an internal inquiry regarding the accessibility of programs, services and activities of the Geneva Park District. This process is intended to comply with Title II, Public Entities and Public Transportation of the Americans with Disabilities Act.
2. Any person either having a disability or associated with a person having a disability may file a Program Accessibility Inquiry with the Park District. The inquiry may be made by completing a Program Accessibility Inquiry Form (attached) or without the use of this form by writing to the Park District. If the form is not used, the letter to the Park District must include the following information:
 - A. Name of person making the inquiry
 - B. Telephone number of person making the inquiry
 - C. Address of person making the inquiry
 - D. Basis for the inquiry (brief description of the circumstance or incident)
 - E. Date, time and location of circumstance or incident
 - F. Description of how the Park District has unfairly discriminated on the basis of disability
 - G. The change, correction, remedy, action or relief sought by the person making the inquiry
3. The Program Accessibility is to be filed with the ADA Coordinator for the Geneva Park District. Within five (5) working days of its receipt of the inquiry, the Park District must arrange a conference with the person making the inquiry. The conference must be conducted within ten (10) working days of the Park District's receipt of the inquiry. Before and after the conference, the ADA Coordinator must investigate the inquiry and examine actions which the Park District can take to address the inquiry.
4. Within five (5) working days of the conference, the ADA Coordinator will inform the person making the inquiry as to how and when the Park District will respond, or whether the Park District will take any action with respect to the inquiry. This notice to the person making the inquiry must be in writing or in another permanent and effective means of communication and must be mailed or delivered to the last known address of the person making the inquiry.

(Program Accessibility Inquiry Procedure Continued)

5. If the person making the inquiry finds the Park District's response to be unsatisfactory, he/she may, within five (5) working days of receipt of the Park District's response, request that the inquiry be reconsidered. A request for reconsideration must be in writing and addressed to the Executive Director of the Park District, at 710 Western Avenue, Geneva, Illinois 60134.
 - A. Reconsideration will be made by the Executive Director. Within ten (10) working days of the Park District's receipt of a reconsideration request, the Executive Director must review the original inquiry and the Park District's response. The Executive Director may take such action as investigating the inquiry, interviewing employees or meeting with the person making the inquiry, if deemed necessary to the reconsideration of the request.
 - B. A written notice of the decision of the Executive Director must be made no later than 20 working days from the receipt of the request for reconsideration. This notice must be mailed or delivered to the last known address of the person making the reconsideration request.
6. The person who made the request for reconsideration may, within five (5) days of receipt of the notice from the Executive Director, request an appeal to the Park District's Board of Commissioners. An Appeal must be made in writing and addressed to the President of Geneva Park District Board of Commissioners, 710 Western Avenue, Geneva, Illinois 60134.
 - A. Within ten (10) working days of the receipt of the request to appeal, the Board of Commissioners (or a committee formed for this purpose) must meet with the person making the appeal to consider the original inquiries and response as well as other information pertinent to the appeal.
 - B. Within fifteen (15) working days, the Board of Commissioners must send written notice to the person making the appeal of its decision. Such notice must describe the Board's decision and include a brief description of the grounds for that decision. This notice will constitute a final decision by the Park District on the inquiry.

GENEVA PARK DISTRICT
710 Western Avenue
Geneva, IL 60134
(630) 232-4542

PROGRAM ACCESSIBILITY INQUIRY FORM

Please complete each section of this form to the best of your ability. Type or print clearly.

ABOUT YOU

Name _____ Daytime Telephone _____
(You may file anonymously)

Address _____

City _____ County _____ State _____ Zip Code _____

Are you filing this inquiry: *(Check all that apply)*

- _____ A. On behalf of yourself as a person with a disability?
- _____ B. On behalf of a family member or ward who has a disability?
(Please describe your relationship)
- _____ C. As a person associated with another who has a disability?
(Please describe your relationship)
- _____ D. As an interested person?

ABOUT YOUR INQUIRY

Name of program, service, activity, park or facility involved _____

Location (if park or facility), if known _____

Date and time of occurrence you believe was discriminatory or unfair _____

WHAT HAPPENED

Please describe in your own words the action by an employee(s), the rule or policy, the service(s) or the condition of a park, area, facility or structure which you feel is discriminatory or unfair. It is not necessary to refer to laws, regulations, ordinances or policies in your description. *(Use additional paper to describe your observation(s), if necessary)*

HOW CAN THE PROBLEM BE CORRECTED?

Please describe the actions which you feel need to be taken to address the problem.

IS THERE A DEADLINE?

Must this problem be addressed before a program or an event occurs? Please identify any date which you feel is important to the problem.

PLANNING A CONFERENCE

The Park District will contact you within five (5) working days of the date your inquiry is received to schedule a conference to discuss the inquiry. The conference will occur within ten (10) working days from the date your inquiry is received.

Do you need an accommodation during the conference? *(If yes, please describe)* _____

When are you most available? *(Check two)*

_____	M/Tu/W	9:00-11:00 AM	_____	M/Tu/W	2:00-4:00 PM
_____	Th/F	9:00-11:00 AM	_____	Th/F	2:00-4:00 PM
_____	W	6:30-8:30 AM	_____	Sa	10:00-11:00 AM

SUBMITTING THIS FORM

Thank you for completing the PROGRAM ACCESSIBILITY INQUIRY FORM. We will contact you soon.

PLEASE MAIL THIS FORM TO:

ADA Coordinator, Superintendent of Parks and Properties
Geneva Park District
710 Western Avenue
Geneva, IL 60134

For assistance with this form or for information about program accessibility, please call ADA Coordinator at (630) 232-4542.

18.0 FREEDOM OF INFORMATION ACT POLICY AND INFORMATION DIRECTORY

The Geneva Park District Board of Commissioners has developed this policy to make public records available for inspection by members of the public. It is necessary that safeguards be imposed on the record review process to protect the privacy of individuals and to prevent unreasonable disruption of the conduct of the business of the Geneva Park District. This policy and the attached Information Directory create the Freedom of Information Packet that is to be made available to the public at the Stephen D. Persinger Recreation Center and the Sunset Community Center. The packet provides general information about Park District board and staff members, committees, facilities, parks, meeting dates and FOIA forms.

18.01 Inspection of Records:

Inspection of public records of the Geneva Park District shall be subject to the provisions of the Freedom of Information Act (5ILCSs 120, et seq.) including requirements of Illinois Public Act 96-0542. The Geneva Park District shall designate the Superintendent of Finance and Personnel & the Executive Director as the Freedom of Information Act Officers for the District. The staff members in this position must maintain proper compliance certification. The following requirements are hereby established for the inspection of records required to be made available to public inspection:

1. Any notice in writing may be submitted to the FOIA Officers, the Park District's Superintendent of Finance and Personnel & Executive Director.
2. The notice submitted must specify with reasonable particularity, which records are to be inspected.
3. The records to be inspected shall be available for inspection at the Geneva Park District office, 710 Western Avenue, Geneva, IL 60134, or if specified, can be copied and made available for delivery or pick up from the office. Records shall be available within five (5) days after the day of receipt of the request.
4. At the discretion of the FOIA Officers or other custodian of the records sought to be inspected, such records may be inspected only in the presence of an appropriate employee of the Park District. Records shall be available for public inspection during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday except holidays. Records may not be inspected on any one occasion for more than three hours.

18.02 Extension of Response:

Consistent with applicable law, the Park District can extend your request for information for an additional five (5) days.

18.03 Limitations on Access:

Consistent with applicable law, a request to inspect records may be denied as provided in Section 7 of "The Freedom of Information Act" and the District may extend the time for compliance to the request to inspect or copy records in accordance with said Act.

18.04 Copies:

Records subject to public inspection may be reproduced, copied or photographed at the Park District's office by the person inspecting such records or by park district personnel. However, the custodian of the records shall be entitled to approve the manner and method in which records are reproduced, copied or photographed to assure that the records are not thereby damaged or the operations of the Park District unreasonably interfered with or disrupted. Except as otherwise required by law, copies of records available for public inspection will be made and provided to persons requesting the same only at the discretion of the Board of Commissioners, FOIA Officers or other custodian of such records. No obligation is undertaken to make and provide copies of reports and records available for public inspection except when required by law. To the extent copies are provided, a fee will be charged as noted in the Fee Schedule within the Freedom of Information Act Directory, payable in advance, consistent with current applicable law.



18.05 GENEVA PARK DISTRICT INFORMATION DIRECTORY

The Geneva Park District is a unit of local government incorporated and organized under the laws of the State of Illinois, which has the purpose of providing leisure services, leisure facilities, and open space for the residents of the Geneva Park District.

The Geneva Park District has certain functional subdivisions, which are shown on the sheet attached hereto. The approximate amount of the operating budget of the Geneva Park District is \$15 million. The park district's office is located at 710 Western Avenue. The Park District has 41 full-time and approximately 500 part-time/seasonal employees.

GENEVA PARK DISTRICT BOARD OF COMMISSIONERS

Susan Vander Veen	President
John Frankenthal	Vice President/Assistant Treasurer
Pat Lenski	Treasurer
Jay Moffat	Commissioner
Bre Cullen	Commissioner

GENEVA PARK DISTRICT MISSION STATEMENT

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 all age groups and abilities.



GENEVA PARK DISTRICT OFFICE FACILITIES & ADMINISTRATIVE STAFF

Offices of the park district are as follows:

Administrative and Recreation Office

Executive Director of Parks and Recreation
Superintendent of Recreation
Superintendent of Finance and Personnel
710 Western Avenue
Geneva, IL 60134
630-232-4542

Park District Maintenance Facility

Superintendent of Parks & Properties
410 Wheeler Drive
Geneva, IL 60134
630-232-8670

Peck Farm Park

Manager of Peck Farm Park Interpretative Center
4038 Kaneville Road
Geneva, IL 60134
630-262-8244

Stephen D. Persinger Recreation Center

Facility Manager
3507 Kaneville Road
Geneva, IL 60134
630-232-4501

Geneva Park District Attorney

Ancel Glink Diamond Bush DiCianni & Krafthefer
140 S. Dearborn Street, 6th Floor
Chicago, IL 60603
312-782-7606



GENEVA PARK DISTRICT COMMITTEE APPOINTMENTS

2018-2019

Finance

Pat Lenski
Susan VanderVeen
Sheavoun Lambillotte

Land Acquisition, Building & Grounds, Facilities

Peggy Condon
Jay Moffat
Sheavoun Lambillotte

Long Range Planning

Jay Moffat
Peggy Condon
Sheavoun Lambillotte

Personnel and Policies

Pat Lenski
John Frankenthal
Sheavoun Lambillotte

Recreation

Susan VanderVeen
Jay Moffat
Nicole Vickers

Special Recreation Board

Sheavoun Lambillotte
Alternates: Nicole Vickers, Christy Powell

School / Park

John Frankenthal
Susan VanderVeen
Sheavoun Lambillotte



December, 2018

In compliance with section 42.02 of the Illinois Open Meetings Act, the following dates are scheduled for the Geneva Park District regular board meetings for 2019, which are held at the Geneva Community Center, 710 Western Avenue, Geneva, IL at 7:00 p.m.:

January 21, 2019

February 18, 2019

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

July 15, 2019

August 19, 2019 – Held at Peck Farm Park Orientation Barn

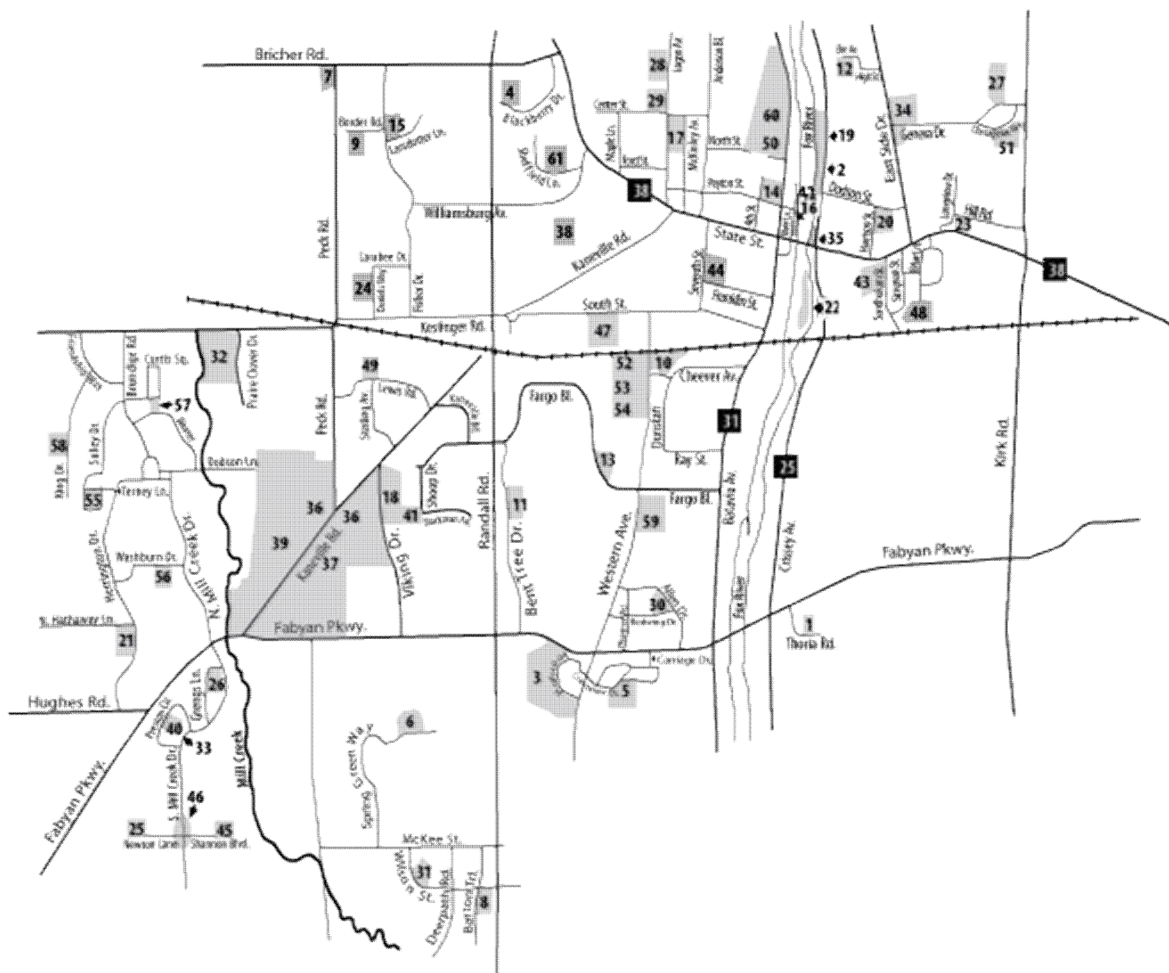
September 16, 2019

October 21, 2019

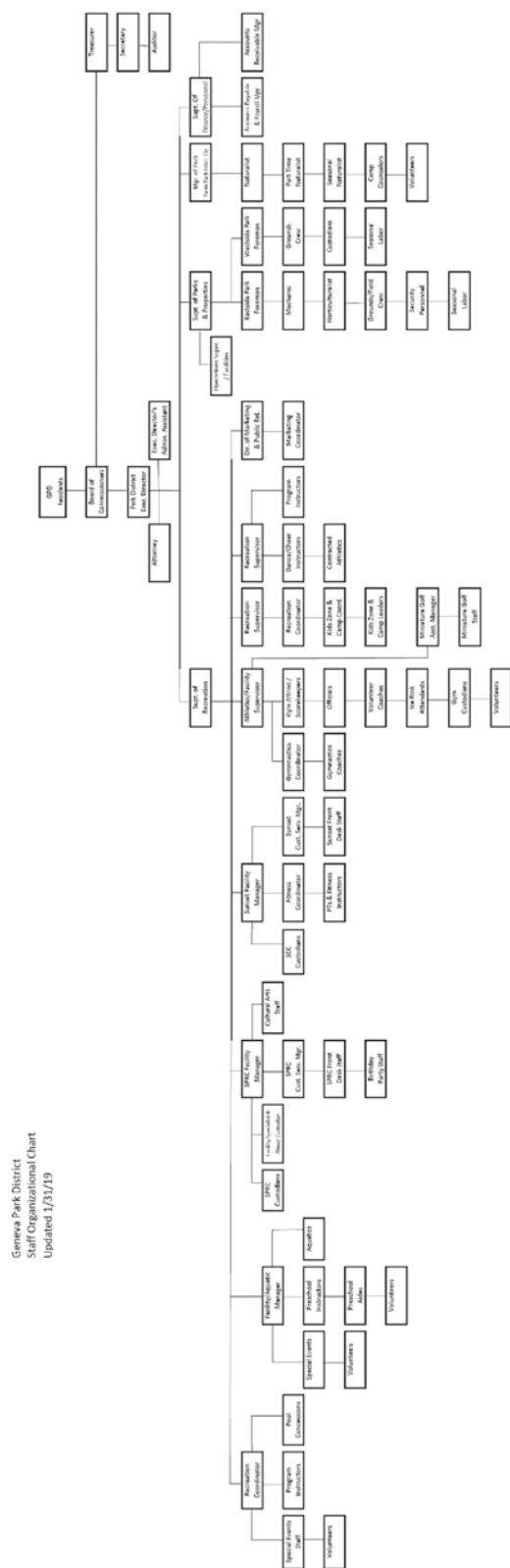
November 18, 2019

December 9, 2019

GENEVA PARK DISTRICT FACILITY & PARKS MAP



GENEVA PARK DISTRICT ORGANIZATIONAL CHART





GENEVA PARK DISTRICT RECORDS DIRECTORY AND FOIA FEE SCHEDULE

Any person requesting records of the Geneva Park District may make such a request in person or in writing, at the Administrative Offices located at 710 Western Avenue. Additional options include requesting by fax at 630-232-4569 or by email to cpowell@genevaparks.com and slambillotte@genevaparks.com. All requests should be made to the FOIA Officers listed below. Requests should be addressed "ATTENTION FOIA OFFICERS" and specify in particular the records requested to be disclosed and copied. FOIA directories and forms can be obtained through the Park District's website at www.genevaparks.org. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours, Monday-Friday 8:30 AM to 5:00 PM, except holidays.

FOIA Officers

Christy Powell

Superintendent of Finance and Personnel

cpowell@genevaparks.com

Sheavoun Lambillotte

Executive Director

slambillotte@genevaparks.com

710 Western Avenue

Geneva, IL 60134

630-232-4542 (phone)

630-232-4569 (fax)

FOIA Fee Schedule

First 50 pages of black and white letter or legal sized copies, no cost.

Additional pages, black and white, letter or legal size actual cost up to \$0.15.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Cost to certify a record will be subject to reimbursement for the cost to certify.

Records may be furnished without charge or at a reduced charge, as determined by the Park District, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest of the principle purpose of the request is to access and disseminate information regarding health, safety and welfare or the legal rights of the general public and is not for principal purpose of personal or commercial benefit.



GENEVA PARK DISTRICT REQUEST FOR PUBLIC RECORDS

I am requesting to... Copy ☐ Inspect ☐ Certify ☐ (Check Appropriate Box)

...the following public records:

INFORMATION REQUESTED (*Please be specific*):

Requested by:

Name: _____
Address: _____
City/State/Zip _____
Phone: _____

Will this material be used for commercial purposes? Yes _____ No _____

The copy and certification charges will be based on the Fee Schedule included in the FOIA Directory.

A response to your request will be made within five (5) business days of the receipt of this request. Any extensions will not exceed five (5) additional business days. Please return with a copy of this request on

_____.

INFORMATION RECEIVED:

Date: _____

By: _____
Signature

Please indicate your preference:

- ☐ I will examine the records at the administrative offices. Upon notification of the availability of records, please call 630-232-4542 to schedule an appointment. Hours of examination are Monday through Friday 8:30 am until 4:30 pm.
- ☐ I would like copies of the records sent to me at the above address. Fees will be \$.15 per page after the first 50 pages for standard black and white copies. Costs for color or oversize copies may be higher.
- ☐ If available, I would like documents sent in electronic format. Extensive records that require CD formatting may be charged a fee.

Email: _____

Your signature: _____

For Office Use Only

Date Received _____ Response Due Date _____ Reply Date _____

Notes _____



GENEVA PARK DISTRICT DENIAL OF FREEDOM OF INFORMATION ACT REQUEST

Date: _____

The Geneva Park District denies your request for _____. We have determined that those records are exempt as specified by the Freedom of Information Act as designated in Item No. _____ of Section 7 of the Act. This decision was reached by:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

You have the right to appeal this decision to _____, President of the Board of Commissioners of the Park District. You have the right to seek review of the issue by the Public Access Counselor (PAC) in the Attorney General's office, as well as the right to seek judicial review by filing a court case.

Public Access Bureau
500 South 2nd Street
Springfield, IL 62706
217-558-0486
publicaccess@atg.state.il.us

FOIA Officer
Geneva Park District



GENEVA PARK DISTRICT NOTICE TO EXTEND RESPONSE TO REQUEST BY FIVE DAYS

Date: _____

Your request for information from the Geneva Park District cannot be obtained within the five day period. An additional five days will be required to supply the material for the following reason(s):

- _____ The requested records are stored in another location.
- _____ The request requires the collection of a large number of records.
- _____ The request is categorical in nature and requires an extensive search.
- _____ The public body has failed to locate the requested records on its initial attempt and the search is continuing.
- _____ The requested records require examination by a competent person in order to determine which, if any, are exempt under Section 7 of the Act.
- _____ It would unduly burden or interfere with the operations of the Park District to fill the request within the initial five working days.
- _____ There is a need for consultation with another public body that has a substantial interest in the determination or in the subject matter of the request.

We regret we are unable to obtain the required information for you, but will notify you as soon as the material is available.

FOIA Officer
Geneva Park District

19.0 REMOTE ATTENDANCE POLICY

- 19.01 Purpose: The purpose of this policy is to allow members of the Geneva Park District Board of Commissioners to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to attendance and participation as set forth below.
- 19.02 Definitions:
1. “Meeting” means any open or closed meeting of the Board that is subject to the Act
 2. “Qualifying Event” means personal illness or disability; employment purposes or the business of the District; or a family or other emergency
 3. “Remote Means” means video or audio conference only
 4. “Secretary” means the secretary appointed by the Board pursuant to Section 4-8 of the Code
- 19.03 Remote Attendance Permitted: Subject to the limitations set forth in Section 19.04 below, a Commissioner may attend any meeting by remote means if the Commissioner is prevented from physically attending the meeting because of a Qualifying Event.
- 19.04 Restrictions on Remote Attendance: No Commissioner may attend a meeting by remote means for any reason other than a Qualifying Event. No Commissioner may attend any portion of a meeting by remote means unless:
1. A quorum of the Board is physically present at the Meeting.
 2. He or she provides written notice to the Secretary specifying the Qualifying Event at least one hour prior to the meeting at the District’s principal office.
 3. The remote means utilized must be fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the meeting.
- 19.05 Rules of Procedure When Remote Attendance Utilized: When any Commissioner attends any portion of a meeting by remote means as permitted by this policy:
1. The minutes of the meeting shall so reflect that such Commissioner attended the meeting by remote means.
 2. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.
- A Commissioner attending a Meeting by Remote Means shall:
1. Be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board’s guidelines and procedures for conducting the meeting.
 2. Advise the Secretary and Board if he or she leaves or returns from the meeting.
 3. Advise the Secretary and Board of all other persons in the same room as such Commissioner attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.
- 19.06 Applicability and Effective Date: If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. This Policy was approved by a majority of the Board at its Meeting held on April 18, 2011 at which time it will become effective.

Memo

To: GPD Board of Commissioners, Sheavoun Lambillotte

From: Jerry Culp

CC: Christy Powell

Date: 5/16/2019

Re: Parking Lot and Trail Maintenance 2019

Purpose

The Purpose of this memorandum is to provide The Board of Commissioners with information regarding the scheduled maintenance for parking lot and trails for the 2019/20 fiscal year.

Background

Each year the District schedules repairs and maintenance projects for the parking lots and trails within the Park District. The recommended maintenance for all asphalt surfaces is to sealcoat approximately every 5 years and replace approximately every 20 years. The recommended maintenance and replacement intervals all depend on the level of use and how fast the wear occurs on the asphalt.

Using the recommended maintenance intervals, staff evaluated the parking lots and trails within the District and developed a long term plan for maintenance and replacement. The schedule will be evaluated each year and adjusted to address areas that have a higher level of use and are in need of maintenance sooner than other areas.

Sealcoat work 2019:

- Peck Farm South Trails
- Sunrise Park Trails
- Bennet Parking Lot
- Don Forni Parking Lot
- Moore Park Parking Lot
- Peck Farm Athletic Parking Lot

Asphalt work 2019:

- Wheeler Operations Trail Section
- Wheeler North Access Trail Section
- Wheeler Operations/Park Parking
- FRT South Section
- Peck South Trail Repairs
- Sunset Staff/Pool Parking Lot

Financial

Funds totaling \$152,797 are budgeted in this fiscal year in the Capital Building and Improvement account for parking lot repairs and \$30,000 is budgeted in the Parks, Playground and Improvements account for the Fox River Trail Repairs. Funds Totalling \$182,797 are available for these projects.