



**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING  
November 18, 2019  
7:00 P.M.**

**AGENDA**

Call to Order

Roll Call

Hearing of Guests

Reading of Minutes      Regular Scheduled Board Meeting – October 21, 2019  
   Recreation Committee Meeting – November 11, 2019

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

**CORRESPONDENCE**

**OLD BUSINESS**

Tax Levy Ordinance #2019-10 (2nd Draft)

Peck North Update

Library Park Update

Bricher and Fourth Street Parks Report

**COMMUNICATIONS**

**STAFF REPORTS**

Superintendent of Recreation

Manager of Peck Farm Park Interpretive Center

Superintendent of Parks and Properties

**NEW BUSINESS**

Recreation Committee Meeting Report

Fleet Vehicle Auction Results

Surveys-Fall Events

Personnel Policy – Drug & Alcohol Policy Update

**EXECUTIVE SESSION**

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

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

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

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

**ADJOURN**

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
October 21, 2019  
7:00 p.m.**

**CALL TO ORDER**

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

**ROLL CALL**

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, 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: Red Ribbon Week teacher sponsor Lisa Meister and GHS students Kieran McCarthy and Kiki Lappin.

Press: None

**HEARING OF GUESTS**

Executive Director Lambillotte congratulated and thanked Supt. of Recreation Vickers for 15 years of dedicated service and noted how proud and honored she is to work with Ms. Vickers. Supt. of Finance & Personnel Powell thanked Ms. Vickers and added that she is an important asset to the Park District. Ms. Vickers thanked the Board and staff for the opportunity and for the many years of support. Geneva High School SADD Club members Kieran McCarthy and Kiki Lappin spoke to the board about the purpose of the Red Ribbon Week program and thanked the board for their continued support.

**READING OF MINUTES**

Commissioner Moffat made a motion to approve the September 16, 2019 Regular Meeting Minutes and the October 8, 2019 Capital Improvement Planning Meeting Minutes 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 September financial reports and updated the board on the receipt of the 2<sup>nd</sup> real estate tax installment. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

**APPROVAL OF THE AGENDA**

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

**CORRESPONDENCE**

Press clippings were passed around. Also included was a letter from Representative Dan Ugaste congratulating the Park District for being recognized with the IAPD Best of the Best Award in the Outstanding Citizen Volunteer of the Year for nominating Jay Womack.

**OLD BUSINESS**

**RED RIBBON WEEK RESOLUTION**

Representatives of Red Ribbon Week were present at the board meeting to present information to the



board and staff. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2019-2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### LANDSCAPE ARCHITECT CONTRACT FOR 4<sup>TH</sup> ST PARK AND BRICHER PARK

Executive Director Lambillotte discussed details about the playground replacement at both 4<sup>th</sup> Street and Bricher Parks. Staff would recommend a motion to approve the contract from Upland Design for both parks in the amount of \$22,350. Commissioner Moffat made a motion to approve the contract from Upland Design as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### COMMUNICATIONS

Public meetings are scheduled on October 23rd and 24th in order to share with residents the conceptual plans for playground replacements at 4th Street and Bricher Parks. The District will be moving forward with plans along with comments and suggestions we receive from residents. A zipline has been incorporated into all conceptual plans.

Staff has had numerous meetings regarding the Peck Farm Trail, Library Park and the redesign of 4<sup>th</sup> Street and Bricher Parks. Staff plans to go out for bid in the upcoming months.

A Foundation meeting was held last week to review and discuss the annual Autumn Fair event. The event was successful even with the unfortunate weather.

The IAPD/IPRA Soaring to New Heights Conference will be January 23-25, 2020. Board members are encouraged to attend.

A Recreation Committee meeting was scheduled for November 11<sup>th</sup>. Vice President Frankenthal and Commissioner Cullen are on the committee and will be in attendance.

The annual Chamber of Commerce dinner and awards banquet is scheduled for November 7<sup>th</sup> & the FVSRA annual fundraiser will be held on November 15<sup>th</sup>. The Park District's holiday party is December 13<sup>th</sup>. Board members were invited to attend all three events.

#### FUTURE MEETINGS

Recreation Committee Meeting (John Frankenthal & Bre Cullen)	November 11, 2019	4:30 PM
Regular Scheduled Meeting	November 18, 2019	7:00 PM
Foundation Regular Scheduled Meeting	January 14, 2020	7:00 PM

#### STAFF REPORTS

##### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff is busy with mowing, tree trimming and prepping for the fall events. Water fountains have been winterized and bathrooms are scheduled to get winterized next. Both pavilions at Wheeler Park have been painted. Staff has been busy cleaning up annual beds. Pools are shut down for the season allowing for routine maintenance work. Lions Park tennis court resurfacing may be pushed off until the spring due to the cold weather. Asphalt work is complete, contractor is finishing the topsoil and seeding. Staff has planted 50 trees throughout the District and an additional 75-100 trees are scheduled to be planted in the upcoming months. The slide at Marjorie Murray is unable to be sanded down to remove the graffiti. Board members and staff discussed options to address the graffiti on the slide. After discussion, Supt. of Parks & Properties Culp will research removing the slide and replacing it with a climbing structure.

##### SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 11, 2019 at 4:30 p.m. Pizza Palooza is being held tonight to kick off Red Ribbon Week and staff is busy preparing for Halloween events. Hustle S'more 5k race was a huge success with over 300 runners. Escape the Mansion was a new event this year that was successful and well attended. Mini golf had a slow September due to the cold weather. Commissioner Cullen noted that the workout sessions for Alzheimer's seem to be a big success and other programs should be researched with the

rising trend and need for those types of programs. Ms. Vickers explained that many classes are offered and as they cap out, additional ones are added to accommodate the popular trends. SPRC & SRFC memberships & revenues were also reviewed.

#### MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. Planning has begun for the natural areas management plan for 2019-2020. The Butterfly House closed for the season on September 21st and Ms. Burns reviewed the year-end report which shows 29,766 visitors for the 2019 season compared to 25,975 visitors for the 2018 season. Ms. Burns also noted that donations and volunteers were up this year. Autumn Fair was held at Peck Farm on September 21<sup>st</sup> with approximately 2,500 visitors. Attendance was lower than normal due to the weather, but the overall event was a success.

#### **NEW BUSINESS**

##### FVSRA MEMBER CONTRIBUTION REQUEST

Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 4%. FVSRA has requested 0% for the past three years, therefore, staff feels this is fair and reasonable. Commissioner Moffat made a motion to approve the proposed FVSRA member contribution increase of 4% for the 2020/21 budget year. Commissioner Lenski seconded. All ayes. Motion carried.

##### TAX LEVY ORDINANCE #2019-09 (first draft)

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

##### IAPD CREDENTIALS CERTIFICATE

The board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 25, 2020 at the Hyatt Regency Chicago. Commissioner Moffat made a motion to approve the IAPD Credentials Certificate with Commissioner Cullen to be the District's delegate, Commissioner Moffat as our 1st alternate and President VanderVeen as our 2nd alternate. Commissioner Lenski seconded. All ayes. Motion carried.

##### 2019-2020 VEHICLE REPLACEMENT REQUEST

Supt. Culp reviewed a memo outlining the purchase of the majority of the vehicles budgeted for replacement in the 2019-20 fiscal year with the board. Additional research is being done on the proposed ballfield machine. Commissioner Moffat made a motion to approve the 2019-2020 vehicle replacement request as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

##### FITNESS EVALUATIONS

Survey results from our fitness evaluations were shared with the Board. Overall we had a great return on the surveys and very positive comments from the participants.

##### EXECUTIVE SESSION

None

##### ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 8:14 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

## Recreation Committee Meeting Minutes

4:30 pm

November 11, 2019

**Present:** Commissioner Cullen

**Staff:** Nicole Vickers, Beth Keen, Jake Kaplan, Mike Hay, Jim Huetson, Claire Gornicki, Kelly Wales, Elliott Bortner and Ryan Coffland

Supt. of Recreation Nicole Vickers welcomed Ms. Cullen. She explained that the meeting would cover **Spring 2019** and **Summer 2019** participation, revenue & expenses. She referenced the memo explaining some of the details regarding how the program budget is calculated with regard to direct and indirect costs. Ms. Vickers then asked the supervisors to present their reports for both Spring and Summer.

Recreation Supervisor Beth Keen: Ms. Keen is responsible for Dance, Cheer, Martial Arts, Contracted Athletics and Senior Activities/Trips. **Spring 2019:** Dance numbers were down slightly from last year. Registration for lacrosse was slightly down. General athletic classes were up, while martial arts classes were down. AllStar Sports programs were slightly down. We are looking to Co-Op with other Park Districts to increase participants. We are also looking into offering some indoor classes, such as arena football. Senior participation is slightly down, while revenues are slightly up due to extended trip offerings. **Summer 2019:** Dance numbers are up from last year. General athletic classes were significantly up as well. There was a Shoot 90 NBA class that was very popular. Martial arts enrollment was comparable to last year. Senior programming participants are down but revenue is slightly up due to some extended trips that have been well received.

Recreation Coordinator Jake Kaplan: Mr. Kaplan is responsible for toddler, youth, adult and AOA programming, as well as some of the special events. **Spring 2019:** Toddler programming participation was strong with a large increase in overall profit. We offered 65 classes this year in comparison to only 25 classes offered last year. The later afternoon classes and the weekend classes were a huge hit. Registration for youth programming was slightly down this year while the revenue was slightly up. Peg's Art classes have been extremely successful this year. Stem and computer coding classes were also added this year and have been trending in the youth programs. Family and adult programming was up slightly overall. We plan on introducing new program ideas in the future to increase numbers. AOA numbers were strong and numbers were up from last year. The Adult ballet and dance almost ran full for the classes that were offered. Our Strength, Balance & Stretch and Fit for Life classes both continue to be extremely popular. The Bunny Basket delivery that is offered in the Spring is always a huge hit and remains steady. **Summer 2019:** Toddler programs profit was up a bit even though the participation was slightly down. Youth program registration and profit were up this year drastically due to the variety of classes offered. Adult and family programming participation was comparable to last year. We plan to change things up in the type of dance classes being offered and to offer more technology classes and knitting with this age group as well. Seniors saw a large increase due to the Strength, Balance & Stretch classes and the Fit for Life classes. Those two classes have a large following, we doubled the class offerings and all were filled. Geneva's Got Talent had an overall increase in participation compared to last year.

Facility Manager Elliott Bortner: Mr. Bortner is responsible for cultural arts programming, as well as some of the special events. **Spring 2019:** The bunny breakfast and egg hunt were both very successful and participation numbers were comparable to last year, with profit being up slightly. These continue to be very popular events. Pickleball had 38 punch cards sold this year compared to 12 last year. Cultural arts numbers are down this year due to not having a musical offered. **Summer 2019:** The Folk Fest ran this year with slightly higher attendance compared to previous years. Pickleball had 29 punch cards sold, compared to 9 last year. Pickleball has brought in many participants and courses are continued to be offered and well attended. Cultural arts numbers are down again due to the new company program not selling as many show tickets. Shrek Jr did well, but not as well as last year's High School Musical Jr.

Recreation Coordinator Claire Gornicki: Ms. Gornicki oversees Teen programming and Day-off Trips. She also assists Ms. Wales with Kids' Zone, Specialty Camps and Summer Camps. **Spring/Summer 2019:** The Egg-mazing Race saw decreased participation this year due to less day of registration, as well as the weather. Regardless of lower numbers, it was still a successful event. Teen participation was comparable in Spring, but down slightly in the Summer due to the cancellation of some of the classes. One of the babysitting courses ran and was successful. Ms. Gornicki has started teaching the babysitting class, which has helped increase the overall revenue. There have been a variety of classes offered, but many of them have cancelled due small amounts of enrollment. Ms. Gornicki is looking forward to offering a variety of classes in the future.

Ms. Cullen added that teens may be a tough target due to after school activities and homework. She mentioned that the kids are probably interested, they just may not have the time. Ms. Wales noted that Ms. Gornicki has many good ideas and is sure the classes will take off.

SPRC Customer Service Manager Mike Hay: Mr. Hay oversees the Birthday Party program, as well as the Parent's Night Out program. **Spring 2019:** Participation in Parent's Night Out is comparable to last year in the participation, but the profit is down due to paying staff more. It ran in April, May & June, continuing to grow each month. 44 birthday parties during the spring months were held on Friday evenings and the weekends at SPRC. **Summer 2019:** Birthday parties were offered during the week for this season and this was very successful with over 46 parties being booked. Overall birthday parties were slightly down. Staff is working to revamp the mini golf birthday parties to get more participants next year.

Ms. Cullen inquired about the age group for Parent's Night Out. Mr. Hay explained that the typical age range is 3-11 year olds. All participants must be potty-trained. He also noted that accommodating a mixed age group is easy at SPRC. The older kids are able to venture over to the gym for some activities while the younger children participate in activities at Kids Korral.

Athletic Supervisor Jim Huetson: Mr. Huetson's responsibilities are Gymnastics, Tumbling, Youth Sports, Stone Creek Miniature Golf, and liaison for the Geneva Baseball Association, managing use of Western and Harrison gyms, overseeing outdoor athletic fields and assisting with special events. **Spring 2019:** Gymnastics enrollment was slightly down, but the net gain was slightly up due to the redistributing of the fees for gymnastics. The youth softball season registration and revenue was slightly up. Adult softball was down from last year due to a Church league that did not have enough participants to run. **Summer 2019:** The 3-on-3 Basketball Tournament was successful again this year with an increase of participants. We are at capacity now and will need to find more courts in order to allow more participants next year. Cosmic Mini Golf and Kid's day both were comparable in participation and revenue to last year. Summer tumbling and gymnastics enrollment and revenue was slightly higher.

Sunset Facility Manager Jim Huetson: Mr. Huetson oversees facility operations at Sunset Community Center and Fitness programming. **Spring 2019:** Mr. Huetson reported that participation and revenue was slightly down due to a decrease in group fitness programs. We are increasing the amount of classes offered. There were 6 new group fitness classes offered this year with 4 of them that ran. **Summer 2019:** Participation was slightly down. We saw a slight increase in revenue. Looking forward, we are excited about some new offerings in our next brochure.

Aquatic & Recreation Supervisor Sarah Sielisch: Ms. Vickers presented the Aquatic & Supervisor Report because Ms. Sielisch is no longer with us. This position oversees the operation of both Sunset & Mill Creek Pool, Preschool and several special events. **Spring 2019:** The TV Turnoff Week events had increased participation this year and everyone had a great time at each. Preschool student enrollment saw an increase and the continuation of enrichment programming has been hugely successful. We added additional full day programs last year which have proven to be popular. **Summer 2019:** The four Concerts in the Park stayed steady and went well as they have in years past. Beer sales increased last year at the Concerts in the Park and have helped with an increase in revenue. Movies in the Park saw an

increase this year and were well attended. The Neighborhood Park Cookouts continue to be very popular and were held at the newly renovated parks throughout the District.

2019 Summer Camp Report by Recreation Supervisor Kelly Wales: Ms. Wales provided an overview of our traditional camps as well as our specialty camps. For traditional camps there were 4,285 participants with a profit of \$117,989.00. For specialty camps there were 424 participants with a profit of \$12,297.00. Ms. Wales explained that we are always looking for new ideas for our specialty camp program and in doing so we are seeing an increase in participation. We utilize direct email and our website to do newsletters & bios to keep the parents informed. Quotes and comments from several parents were shared with the committee. We continue to look for alternative space that has air conditioning. For 2020, we plan to continue “green” means of communication with parents via online newsletters, set a date for refunds for the priority registration participants, create camps that give parents flexible scheduling options, evaluate the registration forms to see if they can be simplified and offered online, continue to offer Leadership Camp and increase the marketing for it, evaluate and research ways to enhance the format of our Meet the Counselors Night to include a presentation and activities, provide handouts for the parents – “cliff notes”, and monitor the budgets to insure an overall net profit between 30-40%.

Ms. Vickers thanked everyone for participating and thanked Commission Cullen for taking the time out to come and listen to the staff reports.

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Nicole Vickers / Brynn Pattermann

DATE: 11/13/19  
TIME: 14:50:16  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111319

CONSTRUCTION PAID

PAGE: 1

FROM CHECK # 115058 TO CHECK # 115066

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115058	BRIAN THOMPSON	SPRC TILE REPLACEMENT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	2,650.00
			CHECK TOTAL	2,650.00
115059	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-SEPTEMBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	727.40
			CHECK TOTAL	727.40
115060	BLACK LINE FOX VALLEY LLC	DOCKING STATION-FRANCESCA	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	195.72
		SERVER UPGRADES & LICENSES	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	10,113.74
		ADDITIONAL RAM-DAWN'S COMPUTER	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	37.44
			CHECK TOTAL	10,346.90
115061	CHASE CARD SERVICES	LED EMERGENCY LIGHTS,EXIT SIGN	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	530.18
		PFP WATER FEATURE PUMP REPLACE	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	649.79
		MOORE PK REPLACED FILTER PUMP	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	799.95
		LED BULBS FOR POOL POLE LIGHTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	5,712.00
		PFP MINI IPAD FOR TCP	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	384.00
		COMMUNITY GARDEN SHELTER	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,255.50
			CHECK TOTAL	12,331.42
115062	MENARDS	CONCRETE-HH HUT FLOOR	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	133.16
			CHECK TOTAL	133.16
115063	PRIME CONSTRUCTION	2019 PARKING PAVING PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	80,375.50
		2019 PARKING PAVING PROJECT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	73,417.00
			CHECK TOTAL	153,792.50
115064	EUGENE A. DE ST. AUBIN NURSERY	TREES	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	8,250.00
			CHECK TOTAL	8,250.00
115065	WILLIAMS ASSOCIATES ARCHITECTS	SCC ROOF & HVAC PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	731.58
		PFP RESTROOM PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	144.65
			CHECK TOTAL	876.23
115066	MOSS & STONE LANDSCAPING	STH STR FIELD PROJECT-DEPOSIT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,175.00
			CHECK TOTAL	4,175.00
			WARRANT TOTAL	193,282.61

DATE: 11/15/19  
TIME: 09:23:39  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

CONSTRUCTION UNPAID

PAGE: 1

FROM CHECK # 115067 TO CHECK # 115080

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115067	AMERICAN RAMP COMPANY	SKATE PARK REPAIR SHEETS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,472.90
			CHECK TOTAL	2,472.90
115068	ANNIE RIVER SOLUTIONS	ASBESTOS REMOVAL-PETERSON HOUS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	3,750.00
			CHECK TOTAL	3,750.00
115069	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-OCTOBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	415.00
			CHECK TOTAL	415.00
115070	BLACK LINE FOX VALLEY LLC	BLACK LINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	602.00
		SERVER UPGRADES-SONICWALL	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	2,100.00
			CHECK TOTAL	2,702.00
115071	GOODMARK NURSERIES LLC	BULK TREE ORDER	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	5,144.00
		BULK TREE ORDER	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	600.00
			CHECK TOTAL	5,744.00
115072	LIFTWORKS, INC.	LIFT-REPLACE POOL LIGHT BULBS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	400.00
			CHECK TOTAL	400.00
115073	MALCOR ROOFING OF ILLINOIS,INC	SCC ROOF & HVAC PROJ FINAL PAY	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	32,650.00
			CHECK TOTAL	32,650.00
115074	MENARDS	SECURITY CAMERA-PFP	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	99.99
			CHECK TOTAL	99.99
115075	PRIME CONSTRUCTION	2019 PAVING CONTRACT PROJECTS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	20,000.00
		2019 PAVING CONTRACT PROJECTS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	9,000.00
		PFP BALLFIELD EXCAVATION	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	6,000.00
			CHECK TOTAL	35,000.00
115076	SITEONE LANDSCAPE SPLY, LLC	GARDEN CIRCLE SPRINKLER RPRS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	673.78
		SENSORY GARDEN SPRINKLER RPRS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	711.10
			CHECK TOTAL	1,384.88
115077	THREE OAKS GROUND COVER CORP.	PLAYGROUND SAFETY SURFACE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	9,975.00
			CHECK TOTAL	9,975.00

DATE: 11/15/19  
TIME: 09:23:39  
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GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 2

FROM CHECK # 115067 TO CHECK # 115080

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115078	TRIANGLE MECHANICAL SVC., INC.	SPRC HVAC REPAIRS	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	3,907.00
			CHECK TOTAL	3,907.00
115079	V3 CONSTRUCTION GROUP LTD	PFP INVASIVE REMOVAL-FINAL PAY	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,200.00
			CHECK TOTAL	1,200.00
115080	VALLEY LOCK CO., INC.	SCC BACK DOOR LOCK REPAIRED	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	194.00
			CHECK TOTAL	194.00
			WARRANT TOTAL	99,894.77



DATE: 11/13/19  
TIME: 14:54:05  
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GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 1

GENERAL PAID

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73536	MR. STEVE PRODUCTIONS	PIZZA PALOOZA ENTERTAINER	RECREATION / NEW SPECIAL EVENTS	300.00
			CHECK TOTAL	300.00
73537	CHASE CARD SERVICES	CREDIT FROM RETURNED CHAIRS	RECREATION / REC ADMINISTRATION	-2,886.40
		AUTUMN FAIR SPLYs-REIMB GPDP	RECREATION / REC ADMINISTRATION	335.30
		GALA AWARD EVENT	RECREATION / REC ADMINISTRATION	680.00
		GALA AWARD EVENT	CORPORATE / PARKS ADMINISTRATION	680.00
		WOW AWARD	RECREATION / REC ADMINISTRATION	7.50
		WOW AWARD	CORPORATE / PARKS ADMINISTRATION	7.50
		LEGAL SYMPOSIUM	RECREATION / REC ADMINISTRATION	316.50
		LEGAL SYMPOSIUM	CORPORATE / PARKS ADMINISTRATION	316.50
		CPI MTG DINNER EXPENSE	RECREATION / REC ADMINISTRATION	60.38
		CPI MTG DINNER EXPENSE	CORPORATE / PARKS ADMINISTRATION	60.38
		IPRA ANNUAL MEMBERSHIP DUES	RECREATION / REC ADMINISTRATION	3,108.00
		IPRA ANNUAL MEMBERSHIP DUES	CORPORATE / PARKS ADMINISTRATION	1,188.00
		ESCAPE ROOM SPLYs	RECREATION / HALLOWEEN HIKES	20.74
		ADULT SOFTBALLS	RECREATION / ADULT SOFTBALL	356.93
		AAU MEMBERSHIPS	RECREATION / GYMNASTICS	534.00
		DRYER SHEETS	RECREATION / SUNSET RACQUETBALL & FITNESS	39.70
		HEADPHONE JACK REPLACEMENT	RECREATION / SUNSET RACQUETBALL & FITNESS	30.12
		KIDZONE SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	9.00
		NRPA CONF HOTEL EXP	RECREATION / REC ADMINISTRATION	270.27
		NRPA CONF HOTEL EXP	CORPORATE / PARKS ADMINISTRATION	270.27
		KZ MILL CREEK PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	53.41
		KZ MILL CREEK SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	270.53
		KZ FABYAN PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	282.23
		KZ FABYAN SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	352.35
		KZ HARRISON PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	414.54
		KZ HARRISON SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	247.21
		KZ WLMSBURG PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	967.67
		KZ WLMSBURG SNACK SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	515.52
		HUSTLE SMORE CHICK-FIL-A	RECREATION / HARVEST HUSTLE	200.00
		FACEBOOK ADVERTISING	RECREATION / PUBLIC INFORMATION	47.74
		ANIMAL FOOD	CORPORATE / PECK FARM	6.77
		PROGRAM SPLYs	CORPORATE / PECK FARM GENERAL PROGRAMS	38.63
		SPLYs FOR KID ZONE VISITS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	10.78
		PLASTIC BAGS FOR ICE	CORPORATE / PECK FARM	32.89
		SHADE COVER FOR TRACTOR	CORPORATE / PECK FARM	119.95

DATE: 11/13/19  
TIME: 14:54:05  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 2

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73537	CHASE CARD SERVICES	MUM PLANTS	CORPORATE / PECK FARM	96.00
		CALENDARS, SIGN HOLDERS	CORPORATE / PECK FARM	105.30
		PLASTIC SIGN HOLDERS	CORPORATE / PECK FARM GENERAL PROGRAMS	119.98
		BRICK TONGS	CORPORATE / PECK FARM	47.92
		KZ SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	413.20
		KZ PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	226.70
		ESCAPE THE MANSION SPLYS	RECREATION / HALLOWEEN HIKES	195.36
		YOUTH PROGRAM SPLYS	RECREATION / YOUTH	29.68
		KIDS IN KITCHEN CLASS SPLYS	RECREATION / TODDLERS	13.13
		HUSTLE SMORE SPLYS	RECREATION / HARVEST HUSTLE	143.06
		HAYDAY SPLYS	RECREATION / HALLOWEEN EVENT	100.00
		CUP HOLDER FOR BUS	RECREATION / REC ADMINISTRATION	11.97
		AUTUMN FAIR SPLYS-REIMB GPDP	RECREATION / REC ADMINISTRATION	190.15
		TRIP LUNCH EXPENSE & SNACK	RECREATION / ACTIVE OLDER ADULTS - TRIPS	52.25
		DANCE SPLYS	RECREATION / BALLET CLASSES	81.31
		DANCE SPLYS	RECREATION / JAZZ & TAP CLASSES	81.00
		DANCE TREAT	RECREATION / SUNSET DANCE COMPANY	9.00
		DANCE COSTUMES	RECREATION / HOLIDAY DANCE RECITAL	8,677.38
		CERTIFICATE FRAMES	RECREATION / REC ADMINISTRATION	86.27
		PIZZA PALOOZA DECORATIONS	RECREATION / NEW SPECIAL EVENTS	43.94
		PHOTO PAPER & INK	RECREATION / JUST DAD 'N ME	199.99
		PHOTO FRAME	RECREATION / REC ADMINISTRATION	14.57
		STAFF ANNIVERSARY APPRECIATION	RECREATION / REC ADMINISTRATION	75.00
		STAFF ANNIVERSARY APPRECIATION	CORPORATE / PARKS ADMINISTRATION	75.00
		CRAYONS & MARSHMALLOW STICKS	RECREATION / HARVEST HUSTLE	56.67
		HALLOWEEN EGGS & TAPE	RECREATION / HALLOWEEN EVENT	152.98
		BOOM BOX & HALLOWEEN SPLYS	RECREATION / PARK DISTRICT PRESCHOOL	188.57
		KZ SNACK SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	95.15
		PIPE SUPPORTS FOR SUNSET ROOF	RECREATION / REC ADMINISTRATION	774.82
		LED BULBS FOR SUNSET PKING LOT	RECREATION / REC ADMINISTRATION	1,408.20
		PAPER PLATES,CUPS,TABLECLOTH	RECREATION / SPRC BIRTHDAY PARTIES	126.74
		JUICE & CUPCAKES	RECREATION / SPRC BIRTHDAY PARTIES	259.66
		DISENFECTANT WIPES, CLEANER	RECREATION / SPRC	14.93
		SPRC VENDING MACHINE SPLYS	RECREATION / SPRC	228.95
		SRFC VENDING MACHINE SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	115.33
		CONCESSION SPLYS	RECREATION / PLAYHOUSE 38	82.84
		REC STAFF MTG PIZZAS	RECREATION / REC ADMINISTRATION	65.00
		IPRA FACILITY MGMNT WRKSHOP	RECREATION / REC ADMINISTRATION	50.00

DATE: 11/13/19  
TIME: 14:54:05  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 3

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73537	CHASE CARD SERVICES	AUTUMN FAIR CANDY-REIMB GPDF	RECREATION / REC ADMINISTRATION	57.96
		SCRIPT RIGHTS-CRIMES OF HEART	RECREATION / PLAYHOUSE 38	725.00
		PH38 SPLYS-WALKING DWARVES	RECREATION / PLAYHOUSE 38	590.37
		PH38 CONCESSION SPLYS	RECREATION / PLAYHOUSE 38	33.95
		LAMPSHADES	RECREATION / HALLOWEEN HIKES	4.29
		BATTERIES	RECREATION / SPRC	69.66
		BLEACH	RECREATION / SPRC	23.52
		REPLACEMENT EXIT SIGNS	RECREATION / SPRC	116.07
		BASKETBALL NETS, BASKETBALLS	RECREATION / OPEN GYM- NEW BLDG	143.53
		PHONE LABELS, PLASTICWARE	RECREATION / REC ADMINISTRATION	55.95
		BATHROOM SCALE	RECREATION / SUNSET RACQUETBALL & FITNESS	19.99
		FIRST AID SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	55.42
		REPLENISH IPASS	CORPORATE / PARKS ADMINISTRATION	20.00
		REPLENISH IPASS	RECREATION / REC ADMINISTRATION	20.00
		IPRA MEMBERSHIP RENEWAL FEE	RECREATION / REC ADMINISTRATION	132.00
		IPRA MEMBERSHIP RENEWAL FEE	CORPORATE / PARKS ADMINISTRATION	132.00
		NRPA CONFERENCE RM EXPENSE	CORPORATE / PARKS ADMINISTRATION	540.54
		SOIL PROBE	CORPORATE / PARKS ADMINISTRATION	38.54
		MC BALLFIELD DRAINAGE SPLYS	CORPORATE / PARKS ADMINISTRATION	2,632.89
		WATER PUMP & REGULATOR	CORPORATE / PARKS ADMINISTRATION	104.91
		DRY ERASE BOARD & MARKERS	CORPORATE / PARKS ADMINISTRATION	92.35
		AUTUMN FAIR DONUTS-REIMB GPDF	RECREATION / REC ADMINISTRATION	284.00
			CHECK TOTAL	29,565.85
73538	ABI ATTACHMENTS	DRAG MAT FOR BALLFIELD MACHINE	CORPORATE / PARKS ADMINISTRATION	444.85
			CHECK TOTAL	444.85
73539	AQUA PURE ENTERPRISES, INC.	MC POOL WINTERIZED	RECREATION / MILL CREEK POOL	1,795.00
			CHECK TOTAL	1,795.00
73540	AT&T	AT&T MG INTERNET	RECREATION / MINIATURE GOLF	104.71
			CHECK TOTAL	104.71
73541	BANNER UP SIGNS	PARK PLANNING SIGNAGE	RECREATION / REC ADMINISTRATION	39.00
			CHECK TOTAL	39.00
73542	CINDY BEITZEL	SEWING INSTR FEE 10/8	RECREATION / YOUTH	45.00
			CHECK TOTAL	45.00

DATE: 11/13/19  
TIME: 14:54:05  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 4

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73543	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
73544	TERRY BOMKAMP	LFE INSTR-DUTCH OVEN COOKING	CORPORATE / LEARN FROM THE EXPERTS	273.00
			CHECK TOTAL	273.00
73545	JOE BRIELING	FY 19/20 BOOT REIMBURSEMENT	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
73546	TRISH BURNS	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	125.00
			CHECK TOTAL	175.00
73547	CALL ONE	CALL ONE MONTHLY PHONE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	84.47
		CALL ONE MONTHLY PHONE SVC	RECREATION / REC ADMINISTRATION	450.53
		CALL ONE MONTHLY PHONE SVC	RECREATION / SUNSET POOL	144.91
		CALL ONE MONTHLY PHONE SVC	RECREATION / SPRC	675.23
		CALL ONE MONTHLY PHONE SVC	CORPORATE / PARKS ADMINISTRATION	233.21
		CALL ONE MONTHLY PHONE SVC	RECREATION / MINIATURE GOLF	58.30
		CALL ONE MONTHLY PHONE SVC	CORPORATE / PECK FARM	124.15
		CALL ONE MONTHLY PHONE CREDIT	RECREATION / ADMINISTRATIVE	-12.45
			CHECK TOTAL	1,758.35
73548	BILL CHO, INC.	TAEKWONDO INSTR FEES	RECREATION / MARTIAL ARTS	546.00
			CHECK TOTAL	546.00
73549	THE CHILLED PALETTE, INC.	CHILLED PALETTE CLASS	RECREATION / ADULT	98.00
		CHILLED PALETTE CLASS	RECREATION / YOUTH	147.00
			CHECK TOTAL	245.00
73550	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	186.85
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	435.98
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	47.96
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	114.30
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	63.64
		CITY WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION	104.45

DATE: 11/13/19  
TIME: 14:54:05  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 5

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73550	CITY OF GENEVA	CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	134.63
		CITY WATER/SEWER-RIVER PK	CORPORATE / PARKS ADMINISTRATION	133.86
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	1,874.58
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	691.21
		CITY WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	74.18
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	85.17
		CITY ELECTRIC-HARRISON	CORPORATE / PARKS ADMINISTRATION	87.17
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	62.83
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	1,296.93
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	203.21
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	526.70
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.33
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	2,032.81
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	186.86
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	1,124.32
		CITY ELECTRIC-SUNSET BALLFLDS	RECREATION / ADULT SOFTBALL	132.45
		CITY ELECTRIC-SPRC	RECREATION / SPRC	6,091.54
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	89.35
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	1,756.33
			CHECK TOTAL	17,642.07
73551	CITI CARDS	PAPER PLATES	RECREATION / REC ADMINISTRATION	11.85
			CHECK TOTAL	11.85
73552	COMCAST CABLE	COMCAST-PH38	RECREATION / PLAYHOUSE 38	69.95
			CHECK TOTAL	69.95
73553	DAILY HERALD	DAILY HERALD 10/29-12/23	CORPORATE / PARKS ADMINISTRATION	18.60
		DAILY HERALD 10/29-12/23	RECREATION / REC ADMINISTRATION	18.60
			CHECK TOTAL	37.20
73554	ENDEAVOR TREE EXPERTS	TREE REMOVAL-DRYDEN PARK	CORPORATE / PARKS ADMINISTRATION	1,965.00
			CHECK TOTAL	1,965.00
73555	FARGO SKATEBOARDING	SKATEBOARD INSTR FEE-AUGUST	RECREATION / NEW GENERAL ATHLETIC PROGRAMS	926.10
			CHECK TOTAL	926.10

DATE: 11/13/19  
TIME: 14:54:05  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 6

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73556	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MONTHLY MAINT	RECREATION / PARK DISTRICT PRESCHOOL	119.00
		GORDON FLESCH MONTHLY MAINT	RECREATION / SPRC	238.60
		GORDON FLESCH MONTHLY MAINT	CORPORATE / PARKS ADMINISTRATION	253.00
		GORDON FLESCH MONTHLY MAINT	RECREATION / REC ADMINISTRATION	379.48
			CHECK TOTAL	990.08
73557	GOODMARK NURSERIES LLC	TREES-PFP	CORPORATE / PECK FARM	609.00
		TREES-ISLAND PK & BENNETT PK	CORPORATE / PARKS ADMINISTRATION	1,291.90
			CHECK TOTAL	1,900.90
73558	CLAIRE GORNICKI	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	70.00
73559	GROOT, INC.	REFUSE DISPOSAL-FOLK FESTIVAL	RECREATION / FOX VALLEY FOLK FESTIVAL	450.00
			CHECK TOTAL	450.00
73560	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
73561	ILLINOIS STATE POLICE	EMPLOYEE BACKGROUND CHECKS	CORPORATE / PARKS ADMINISTRATION	250.00
		EMPLOYEE BACKGROUND CHECKS	RECREATION / REC ADMINISTRATION	250.00
			CHECK TOTAL	500.00
73562	KANE COUNTY CHRONICLE	CHRONICLE NEWSPAPER-SPRC	RECREATION / REC ADMINISTRATION	39.00
		CHRONICLE NEWSPAPER-SPRC	CORPORATE / PARKS ADMINISTRATION	39.00
			CHECK TOTAL	78.00
73563	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
73564	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
73565	LIFE FITNESS CORP.	TREADMILL REPLACEMENT-SPRC	CORPORATE / PARKS ADMINISTRATION	7,499.93
			CHECK TOTAL	7,499.93
73566	MAGIC OF GARY KANTOR	MAGIC CLASS INSTR FEE-OCTOBER	RECREATION / YOUTH	96.00
			CHECK TOTAL	96.00

DATE: 11/13/19  
TIME: 14:54:06  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 7

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73567	MENARDS	BROOM HANDLE	RECREATION / HALLOWEEN HIKES	10.29
		PH38 PROP SPLYS	RECREATION / PLAYHOUSE 38	24.51
		COMBINATION LOCK	RECREATION / REC ADMINISTRATION	7.98
		STORAGE CONTAINERS	RECREATION / REC ADMINISTRATION	35.96
		PH38 PROP-KNOBS	RECREATION / PLAYHOUSE 38	10.76
		COMBINATION LOCK	RECREATION / HALLOWEEN HIKES	9.98
		RUBBER WASHER	RECREATION / SPRC	1.00
		COMBO LOCK,GLOW IN DARK SPRAY	RECREATION / HALLOWEEN HIKES	25.93
		CAUTION TAPE	CORPORATE / PARKS ADMINISTRATION	7.89
		PLYWOOD & SCREWS	RECREATION / HALLOWEEN HIKES	136.34
		CONSTRUCTION SCREWS	RECREATION / HALLOWEEN HIKES	3.79
		PLYWOOD	RECREATION / HALLOWEEN HIKES	53.22
		LANDSCAPE BLOCK ADHESIVE	CORPORATE / PARKS ADMINISTRATION	47.24
		PLYWOOD	RECREATION / HALLOWEEN HIKES	19.76
		CHRISTMAS ON FARM DECORATIONS	CORPORATE / PECK FARM	117.79
		CONCRETE FOR PLAQUES	CORPORATE / PARKS ADMINISTRATION	44.80
		UTILITY HANGER BRACKETS	CORPORATE / PARKS ADMINISTRATION	11.55
			CHECK TOTAL	568.79
73568	MIDWEST TRADING HORTICULTURAL	DISC GOLF TEE IMPROVEMENTS	CORPORATE / PARKS ADMINISTRATION	145.00
		DISC GOLF TEE IMPROVEMENTS	CORPORATE / PARKS ADMINISTRATION	145.00
		DISC GOLF TEE IMPROVEMENTS	CORPORATE / PARKS ADMINISTRATION	145.00
			CHECK TOTAL	435.00
73569	MIDWEST GROUNDCOVERS CORP	DISC GOLF TEE IMPROVEMENTS	CORPORATE / PARKS ADMINISTRATION	115.35
			CHECK TOTAL	115.35
73570	MILL CREEK WRD	MILL CREEK POOL-WATER/SEWER	RECREATION / MILL CREEK POOL	104.42
		MILL CREEK POOL-WATER/SEWER	RECREATION / MILL CREEK POOL	8.00
			CHECK TOTAL	112.42
73571	NICOR GAS	NICOR-MC POOL	RECREATION / MILL CREEK POOL	49.57
		NICOR-PFP BARN	CORPORATE / PECK FARM	33.08
			CHECK TOTAL	82.65
73572	NORTH AMERICAN CORP	SANITATION SPLYS	RECREATION / REC ADMINISTRATION	342.16
		SANITATION SPLYS	CORPORATE / PARKS ADMINISTRATION	342.16
			CHECK TOTAL	684.32

DATE: 11/13/19  
TIME: 14:54:06  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 8

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73573	OFFICE DEPOT BUSINESS CREDIT	FRONT DESK PRINTER CARTRIDGE	RECREATION / REC ADMINISTRATION	183.58
		CALENDARS & PLANNERS	RECREATION / REC ADMINISTRATION	307.44
		CALENDARS & PLANNERS	CORPORATE / PARKS ADMINISTRATION	179.24
		PRINTER CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	100.27
		CALENDARS, DESK TRAYS	RECREATION / SPRC	132.79
		COLOR CARTRIDGE	CORPORATE / PECK FARM	65.50
		CALENDAR, PRINTER CARTRIDGE	RECREATION / SUNSET RACQUETBALL & FITNESS	109.95
			CHECK TOTAL	1,078.77
73574	CASH	COFFEE, DISH SOAP	RECREATION / REC ADMINISTRATION	16.91
		NAME PLAQUE-BRD MTG	RECREATION / REC ADMINISTRATION	8.00
		NAME PLAQUE-BRD MTG	CORPORATE / PARKS ADMINISTRATION	5.00
		REIMB TODDLER EXPENSES	RECREATION / TODDLERS	43.96
		POSTAGE-MAILED PKG	RECREATION / REC ADMINISTRATION	11.10
		POSTAGE-RETURNED ITEM	CORPORATE / PARKS ADMINISTRATION	11.95
			CHECK TOTAL	96.92
73575	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
73576	PRIME CONSTRUCTION	MC BALLFIELD DRAINAGE PROJECT	CORPORATE / PARKS ADMINISTRATION	2,400.00
			CHECK TOTAL	2,400.00
73577	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
73578	TEAM REIL, INC.	SWING LATCHES-WHEELER PLAYGRND	CORPORATE / PARKS ADMINISTRATION	153.25
			CHECK TOTAL	153.25
73579	R.J. O'NEIL, INC.	HVAC #4 REPAIRED-SPRC	RECREATION / SPRC	925.19
			CHECK TOTAL	925.19
73580	ROTO-ROOTER SVC COMPANY	AUGERED-ISLAND PK TOILET	CORPORATE / PARKS ADMINISTRATION	308.00
			CHECK TOTAL	308.00
73581	SHAZAM RACING	TIMING COMPANY DEPOSIT-2/2/20	RECREATION / SUPER BOWL SHUFFLE	200.00
			CHECK TOTAL	200.00



DATE: 11/13/19  
TIME: 14:54:06  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111219

PAGE: 9

FROM CHECK # 73536 TO CHECK # 73590

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73582	SHOOT90	BASKETBALL INSTR 9/12-10/10	RECREATION / SPRC GENERAL ATHLETICS	850.00
			CHECK TOTAL	850.00
73583	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
73584	SARAH SIELISCH	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
73585	SOUNDS LIKE MUSIC LLC	MUSIC LESSON INSTR-FALL	RECREATION / YOUTH	420.00
		MUSIC LESSON INSTR-FALL	RECREATION / ADULT	105.00
			CHECK TOTAL	525.00
73586	THE BANK OF NEW YORK MELLON	PAYING AGENT FEE S2014	CORPORATE / PARKS ADMINISTRATION	750.00
			CHECK TOTAL	750.00
73587	TONY & FRIENDS ART STUDIO	TONY & FRIENDS PAINTING CLASS	RECREATION / YOUTH	137.60
		CARTOONING CLASS INSTR FEE	RECREATION / YOUTH	206.40
			CHECK TOTAL	344.00
73588	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	170.13
		VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.70
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	56.71
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	74.78
			CHECK TOTAL	303.32
73589	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
73590	FLYING FOX CONSERVATION FUND	LIVE ANIMAL PRESENTATION 11/9	CORPORATE / PECK FARM GENERAL PROGRAMS	350.00
			CHECK TOTAL	350.00
			WARRANT TOTAL	78,366.82

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 1

GENERAL UNPAID

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73591	ACE HARDWARE GENEVA	PAINT SPLYS, MISC FASTENERS	CORPORATE / PARKS ADMINISTRATION	63.70
		CORNER BRACES,SHELF BRACKETS	CORPORATE / PARKS ADMINISTRATION	76.92
		HARDWARE-INSTALL BENCHES	CORPORATE / PARKS ADMINISTRATION	101.55
		PIPE FOR SUMP PUMP	CORPORATE / MOORE SPRAY PARK	8.07
		MISC FASTENERS	CORPORATE / PARKS ADMINISTRATION	4.70
		BATTERIES ,STAPLES ,TAPE ,PAPER	RECREATION / PLAYHOUSE 38	100.24
			CHECK TOTAL	355.18
73592	AMERICANA LANDSCAPE GROUP, INC	AUGUST CONTRACTED MOWING SVC	CORPORATE / PARKS ADMINISTRATION	3,080.00
		SEPT CONTRACTED MOWING SVC	CORPORATE / PARKS ADMINISTRATION	6,028.00
		OCT. CONTRACTED MOWING SVC	CORPORATE / PARKS ADMINISTRATION	6,454.00
			CHECK TOTAL	15,562.00
73593	AQUA PURE ENTERPRISES, INC.	SUNSET POOL WINTERIZED	RECREATION / SUNSET POOL	2,995.00
			CHECK TOTAL	2,995.00
73594	AT&T	AT&T INTERNET SVC-MC POOL	RECREATION / MILL CREEK POOL	78.53
			CHECK TOTAL	78.53
73595	AT&T	AT&T INTERNET SVC PFP MAINT	CORPORATE / PECK FARM	68.06
			CHECK TOTAL	68.06
73596	POWER UP BATTERIES LLC	LED BULBS	CORPORATE / PECK FARM	9.85
			CHECK TOTAL	9.85
73597	BLOOMING COLOR	2 BANNERS 48 X 120	RECREATION / REC ADMINISTRATION	184.00
			CHECK TOTAL	184.00
73598	BLACK LINE FOX VALLEY LLC	BLACK LINE-ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	92.13
		BLACK LINE-ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	92.13
		BLACK LINE-EMAIL SVC	RECREATION / REC ADMINISTRATION	50.00
		BLACK LINE-COMPUTER MAINT	RECREATION / REC ADMINISTRATION	2,130.67
		BLACK LINE-SERVER MAINT	RECREATION / REC ADMINISTRATION	715.00
			CHECK TOTAL	3,079.93
73599	BOB BOYLE	POLAR EXPRESS PERFORMANCE	RECREATION / NORTH POLE TRAIN	600.00
			CHECK TOTAL	600.00

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 2

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73600	CITY OF GENEVA	CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	22.88
		CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	54.20
		CITY WATER/SEWER-MOORE SPRAYPK	CORPORATE / MOORE SPRAY PARK	68.45
		CITY ELECTRIC-MOORE SPRAYPK	CORPORATE / MOORE SPRAY PARK	17.30
			CHECK TOTAL	162.83
73601	CITYWIDE ELEVATOR INSPECTION	ELEVATOR RE-INSPECTION FEE	RECREATION / SPRC	155.00
			CHECK TOTAL	155.00
73602	COM ED	COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	326.86
		COMED-PETERSON HOUSE	CORPORATE / PARKS ADMINISTRATION	16.71
		COMED-MC POOL	RECREATION / MILL CREEK POOL	174.47
		COMED-MC COMM PARK	CORPORATE / PARKS ADMINISTRATION	21.75
			CHECK TOTAL	539.79
73603	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,385.64
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	153.96
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	549.13
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	61.01
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	137.30
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,511.82
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	167.98
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	722.00
			CHECK TOTAL	4,688.84
73604	COMCAST CABLE	COMCAST-SPRC CABLE/INTERNET	RECREATION / SPRC	731.17
			CHECK TOTAL	731.17
73605	COMCAST CABLE	COMCAST-SCC INTERNET	RECREATION / REC ADMINISTRATION	278.64
		COMCAST-SRFC CABLE	RECREATION / SUNSET RACQUETBALL & FITNESS	547.53
			CHECK TOTAL	826.17
73606	AMY COTTER	4-COACHING SESSIONS OCT-NOV	RECREATION / REC ADMINISTRATION	600.00
			CHECK TOTAL	600.00
73607	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE CC SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE CC SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 3

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73608	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN MONTHLY WATER SVC	CORPORATE / PECK FARM	25.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / REC ADMINISTRATION	41.00
			CHECK TOTAL	91.00
73609	DEKANE EQUIPMENT CORPORATION	CONTROL MODULE	CORPORATE / PARKS ADMINISTRATION	110.78
			CHECK TOTAL	110.78
73610	EM&J RENTAL INC.	2-TAILGATE SALT SPREADERS	CORPORATE / PARKS ADMINISTRATION	3,600.00
			CHECK TOTAL	3,600.00
73611	CATHERINE FINCK	REIMB TODDLER CLASS SPLYS	RECREATION / TODDLERS	99.34
			CHECK TOTAL	99.34
73612	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-OCTOBER	SPECIAL RECREATION / SPECIAL RECREATION	1,032.89
			CHECK TOTAL	1,032.89
73613	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	112.98
		REFUSE DISPOSAL-END OF SEASON	CORPORATE / COMMUNITY GARDEN	475.00
		REFUSE DISPOSAL	CORPORATE / PECK FARM	275.80
		REFUSE DISPOSAL	RECREATION / SPRC	140.60
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	390.44
			CHECK TOTAL	1,394.82
73614	HEINZ BROTHERS	FALL WORKSHOP CLASSES	RECREATION / FAMILY PROGRAM/TRIP	90.00
		PUMPKIN PAINTING WORKSHOP	RECREATION / FAMILY PROGRAM/TRIP	10.00
			CHECK TOTAL	100.00
73615	HOME DEPOT CREDIT SERVICE	CONCRETE/MORTAR MIXER	CORPORATE / PARKS ADMINISTRATION	680.93
			CHECK TOTAL	680.93
73616	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-WHLR PK NORTH	RECREATION / REC ADMINISTRATION	83.57
		PORTOLET SVC-PFP SOCCER SOUTH	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-SKATE PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-ESPING PK	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-WESTERN AVE	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-FORNI PK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-EAGLEBROOK PK	RECREATION / REC ADMINISTRATION	90.00

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 4

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73616	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-MC COMM PARK	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN PARK	RECREATION / REC ADMINISTRATION	70.71
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	180.00
		PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-SPRC	RECREATION / REC ADMINISTRATION	90.00
			CHECK TOTAL	1,284.99
73617	ADAM HODGE	FY 19/20 BOOT REIMBURSEMENT	CORPORATE / PARKS ADMINISTRATION	97.64
			CHECK TOTAL	97.64
73618	JOHNO'S / MIDWEST AWARDS	YOUTH SOFTBALL AWARDS	RECREATION / GIRLS SOFTBALL	182.00
			CHECK TOTAL	182.00
73619	JAKE KAPLAN	JR. CHEF COOKING CLASS SPLYS	RECREATION / TODDLERS	33.88
			CHECK TOTAL	33.88
			CHECK TOTAL	0.00
73621	FIRST STUDENT	VOYAGER CMP MINI GOLF 7/31	RECREATION / TRADITIONAL YOUTH CAMPS	287.95
		EXPLORER BLACKBERRY FARM 6/26	RECREATION / TRADITIONAL YOUTH CAMPS	710.45
		ADVENTURE CMP DUPAGE 7/24	RECREATION / TRADITIONAL YOUTH CAMPS	581.75
		DISCOVERY CMP COSLEY ZOO 6/19	RECREATION / TRADITIONAL YOUTH CAMPS	195.00
		EXPLORER CMP COUGARS GAME 6/12	RECREATION / TRADITIONAL YOUTH CAMPS	599.95
		ADVENTURE COUGARS GAME 6/12	RECREATION / TRADITIONAL YOUTH CAMPS	507.00
		ADVENTURE CAMP OASIS 7/31	RECREATION / TRADITIONAL YOUTH CAMPS	841.10
		EXPLORER CMP NAPERVILLE 7/3	RECREATION / TRADITIONAL YOUTH CAMPS	650.00
		TEEN CAMP NICKEL CITY 7/2	RECREATION / TEEN EXTREME CAMP	427.70
		EXPLORER CMP FVSRA DAY 7/10	RECREATION / TRADITIONAL YOUTH CAMPS	749.45
		DISCOVERY CMP FIRE ZONE 6/26	RECREATION / TRADITIONAL YOUTH CAMPS	344.50
		EXPLORER CMP DUPAGE FPD 7/24	RECREATION / TRADITIONAL YOUTH CAMPS	887.90
		TEEN CAMP BARTLETT POOL 8/1	RECREATION / TEEN EXTREME CAMP	390.00
		ADVENTURE BROOKFIELD ZOO 6/26	RECREATION / TRADITIONAL YOUTH CAMPS	938.60
		TEEN CAMP SUGAR GROVE CNTR 7/9	RECREATION / TEEN EXTREME CAMP	336.05
		EXPLORER ENCHANTED CASTLE 7/31	RECREATION / TRADITIONAL YOUTH CAMPS	917.15
		TEEN CAMP GAMEWORKS 6/18	RECREATION / TEEN EXTREME CAMP	215.20
		TEEN CAMP FUNWAY 6/13	RECREATION / TEEN EXTREME CAMP	308.75
		VOYAGER CMP PHILLIPS PK 6/19	RECREATION / TRADITIONAL YOUTH CAMPS	401.05

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 5

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73621	FIRST STUDENT	TEEN CAMP SUNSET POOL 7/18	RECREATION / TEEN EXTREME CAMP	352.30
		TEEN CMP MAIN EVENT 7/11	RECREATION / TEEN EXTREME CAMP	273.00
		VOYAGER CMP BOUNCE TOWN 6/26	RECREATION / TRADITIONAL YOUTH CAMPS	336.05
		VOYAGER CMP COUGARS GAME 6/12	RECREATION / TRADITIONAL YOUTH CAMPS	279.50
		TEEN CAMP CHALLENGE 7/17	RECREATION / TEEN EXTREME CAMP	429.00
		TEEN CAMP PELICAN HARBOR 7/24	RECREATION / TEEN EXTREME CAMP	375.70
		TEEN CAMP CHICAGO SKY 6/26	RECREATION / TEEN EXTREME CAMP	390.00
		TEEN CAMP CHICAGO DOGS 6/25	RECREATION / TEEN EXTREME CAMP	486.20
		TEEN CAMP BIG WOLF RANCH 7/18	RECREATION / TEEN EXTREME CAMP	195.00
		TEEN CAMP TWIN LAKES 7/25	RECREATION / TEEN EXTREME CAMP	419.25
		EXPLORER CMP POTTAWATOMIE 6/19	RECREATION / TRADITIONAL YOUTH CAMPS	793.00
		DISCOVERY CMP BALLFACTORY 7/24	RECREATION / TRADITIONAL YOUTH CAMPS	333.45
		VOYAGER CMP BALL FACTORY 7/3	RECREATION / TRADITIONAL YOUTH CAMPS	430.30
		ADVENTURE CMP EPIC AIR 7/3	RECREATION / TRADITIONAL YOUTH CAMPS	548.60
		DISCOVERY CAMP SCI TECH 7/31	RECREATION / TRADITIONAL YOUTH CAMPS	321.75
		ADVENTURE CMP WILD WEST 6/19	RECREATION / TRADITIONAL YOUTH CAMPS	877.50
		ADVENTURE CMP FVSRA DAY 7/10	RECREATION / TRADITIONAL YOUTH CAMPS	317.20
		VOYAGER LIL RED SCHLHOUSE 7/24	RECREATION / TRADITIONAL YOUTH CAMPS	403.00
		ADVENTURE CMP SAFARI LAND 7/17	RECREATION / TRADITIONAL YOUTH CAMPS	817.70
		TEEN CAMP TOP GOLF 6/11	RECREATION / TEEN EXTREME CAMP	312.00
		TEEN SHAUMBURG BOOMERS 6/20	RECREATION / TEEN EXTREME CAMP	412.75
		VOYAGER CMP FVSRA DAY 7/10	RECREATION / TRADITIONAL YOUTH CAMPS	356.20
		EXP/ADV CAMP SCC POOL 7/19	RECREATION / TRADITIONAL YOUTH CAMPS	195.00
		TEEN CAMP SHEDD AQUARIUM 7/30	RECREATION / TEEN EXTREME CAMP	471.25
		VOYAGER CMP COSLEY ZOO 7/17	RECREATION / TRADITIONAL YOUTH CAMPS	371.80
		SPECIALTY CAMP TRIP 8/1	RECREATION / SPECIALTY CAMPS	195.00
		SPECIALTY CAMP FERMILAB 7/31	RECREATION / SPECIALTY CAMPS	195.00
		EXPLORER CAMP LINCOLN ZOO 7/17	RECREATION / TRADITIONAL YOUTH CAMPS	348.00
		TEEN CAMP LEVEL 257 8/8	RECREATION / TEEN EXTREME CAMP	380.25
		EXPLORER CAMP LASER X 8/7	RECREATION / TRADITIONAL YOUTH CAMPS	390.00
		ADVENTURE CMP CHASER'S TAG 8/7	RECREATION / TEEN EXTREME CAMP	390.00
		TEEN CAMP ULTIMATE NINJA 7/5	RECREATION / TEEN EXTREME CAMP	195.00
		TEEN CAMP COUGARS GAME 8/6	RECREATION / TEEN EXTREME CAMP	195.00
		VOYAGER DUPAGE MUSEUM 8/7	RECREATION / TRADITIONAL YOUTH CAMPS	352.30
			CHECK TOTAL	23,427.60
73622	LIFE FITNESS CORP.	FITNESS EQUIPMENT SEAT PINS	RECREATION / SPRC	103.52
			CHECK TOTAL	103.52

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 6

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73623	MARTENSON TURF PRODUCTS INC.	SINGLE NET STRAW	CORPORATE / PECK FARM	55.00
		SINGLE NET STRAW	RECREATION / ADULT SOFTBALL	138.00
			CHECK TOTAL	193.00
73624	MANDY PRINTING	STAFF HATS/VISORS	CORPORATE / PARKS ADMINISTRATION	237.00
		STAFF UNIFORMS	CORPORATE / PARKS ADMINISTRATION	829.00
			CHECK TOTAL	1,066.00
73625	MENARDS	WINTERIZATION PARTS	RECREATION / MILL CREEK POOL	14.46
		RED BARN LED LIGHT	CORPORATE / PECK FARM	99.97
		ESCAPE THE MANSION SPLYS	RECREATION / HALLOWEEN HIKES	27.21
		PIPE CAP	RECREATION / SPRC	1.96
		RED BARN LIGHT PARTS	CORPORATE / PECK FARM	4.16
		PUMPKINS	RECREATION / HALLOWEEN EVENT	28.41
		WORK LIGHTS	CORPORATE / PARKS ADMINISTRATION	89.97
		ANTIFREEZE	CORPORATE / PARKS ADMINISTRATION	71.82
		LUMBER FOR PICNIC TABLES	CORPORATE / PARKS ADMINISTRATION	786.79
		TORX SCREWDRIVER	CORPORATE / PARKS ADMINISTRATION	4.99
		CHEMICAL SPLYS	CORPORATE / PECK FARM	3.99
		CLEANING SPLYS	CORPORATE / PARKS ADMINISTRATION	10.48
		PARTS FOR HEATER	RECREATION / REC ADMINISTRATION	5.51
		SUNSET PUMP RM HEATER PARTS	RECREATION / REC ADMINISTRATION	34.56
		SUNSET PUMP RM HEATER PARTS	RECREATION / REC ADMINISTRATION	20.09
		STORAGE TUBS-FILES	CORPORATE / PARKS ADMINISTRATION	23.94
		STORAGE TUBS-FILES	RECREATION / REC ADMINISTRATION	23.94
		SUNSET PUMP RM HEATER PARTS	RECREATION / REC ADMINISTRATION	16.75
		STAIN FOR PICNIC TABLES	CORPORATE / PARKS ADMINISTRATION	498.00
		DRIVEWAY MARKERS	CORPORATE / PARKS ADMINISTRATION	35.80
		SUNSET PUMP RM HEATER PARTS	RECREATION / REC ADMINISTRATION	9.60
		TWINE & LUMBER	CORPORATE / PECK FARM	17.86
		WOODEN STAKES	CORPORATE / PECK FARM	2.75
		LEVELING SAND-ISLAND BRICKS	CORPORATE / PARKS ADMINISTRATION	14.40
		GARDEN STAPLES	CORPORATE / PARKS ADMINISTRATION	29.99
		TOILET BOWL CLEANER	CORPORATE / PECK FARM	14.28
		STORAGE BOXES	CORPORATE / PECK FARM	8.78
		BLEACH	RECREATION / SPRC	31.02
		PARTS FOR AIR COMPRESSOR	CORPORATE / PARKS ADMINISTRATION	23.53
			CHECK TOTAL	1,955.01

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 7

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73626	METRO FIBERNET LLC	METRONET-WHLR INTERNET	CORPORATE / PARKS ADMINISTRATION	7.83
			CHECK TOTAL	7.83
73627	M.I.P.E.	MIPE & MEETING 11/4 (4 STAFF)	CORPORATE / PARKS ADMINISTRATION	60.00
			CHECK TOTAL	60.00
73628	MIDWEST SALT	PRE-TREAT-PKING LOTS/SIDEWALKS	CORPORATE / PARKS ADMINISTRATION	536.25
		ROCK SALT	CORPORATE / PARKS ADMINISTRATION	1,024.10
			CHECK TOTAL	1,560.35
73629	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	99.91
		WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	8.00
			CHECK TOTAL	107.91
73630	MIDWEST MECHANICAL	MIDWEST MECHANICAL MAINTENANCE	RECREATION / SPRC	1,800.00
		MIDWEST MECHANICAL MAINTENANCE	RECREATION / SUNSET RACQUETBALL & FITNESS	700.00
		MIDWEST MECHANICAL MAINTENANCE	RECREATION / REC ADMINISTRATION	1,265.00
		MIDWEST MECHANICAL MAINTENANCE	CORPORATE / PARKS ADMINISTRATION	1,185.00
			CHECK TOTAL	4,950.00
73631	MIDWEST DISC GOLF CORP	FRISBEE GOLF DISCS	RECREATION / MINIATURE GOLF	307.00
			CHECK TOTAL	307.00
73632	NEXT GENERATION, INC	HARVEST HUSTLE SHIRTS	RECREATION / HARVEST HUSTLE	85.50
		YOUTH BASKETBALL JERSEYS	RECREATION / BOYS BASKETBALL	5,572.00
			CHECK TOTAL	5,657.50
73633	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	136.50
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	152.38
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	47.92
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	50.24
		NICOR-PFP MAINTENANCE	CORPORATE / PECK FARM	55.96
		NICOR-SCC	RECREATION / REC ADMINISTRATION	168.11
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	84.58
		NICOR-SPRC	RECREATION / SPRC	264.29
		SUNSET POOL	RECREATION / SUNSET POOL	188.16
			CHECK TOTAL	1,148.14



DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 8

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73634	NORTH AMERICAN CORP	LAUNDRY DETERGENT	RECREATION / SUNSET RACQUETBALL & FITNESS	287.80
		VACUUM BELT	RECREATION / SUNSET RACQUETBALL & FITNESS	14.31
			CHECK TOTAL	302.11
73635	OFFICE DEPOT BUSINESS CREDIT	HP4250 PRINTER CARTRIDGE	RECREATION / REC ADMINISTRATION	225.00
		BATTERIES,DESK ORGANIZER,RISER	RECREATION / REC ADMINISTRATION	157.68
		SUPT PKS PRINTER CARTRIDGES	CORPORATE / PARKS ADMINISTRATION	109.67
		DESK ORGANIZER & RISER	CORPORATE / PARKS ADMINISTRATION	45.76
		SCISSORS,SHARPIES,LABEL TAPE	RECREATION / SPRC	108.09
		MOUSE PADS	RECREATION / SUNSET RACQUETBALL & FITNESS	12.40
		PENCILS & ERASERS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	45.97
			CHECK TOTAL	704.57
73636	PDRMA	PDRMA MNTHLY HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	24,795.42
		PDRMA MNTHLY HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	24,957.68
		PDRMA MNTHLY LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	165.40
			CHECK TOTAL	49,918.50
73637	LINNEA PETERSON	REPLACED PAYROLL CHK #69872	RECREATION / ADMINISTRATIVE	327.69
			CHECK TOTAL	327.69
73638	POWER PRO CLEANING SERVICES	PFP HOUSE MONTHLY CLEANING SVC	CORPORATE / PECK FARM	680.00
			CHECK TOTAL	680.00
73639	PRIME CONSTRUCTION	2019 PAVING CONTRACT	CORPORATE / PARKS ADMINISTRATION	18,652.50
			CHECK TOTAL	18,652.50
73640	JAMIE QUEEN	BOOT REIMBURSEMENT FY 19/20	CORPORATE / PARKS ADMINISTRATION	86.59
			CHECK TOTAL	86.59
73641	RENTAL MAX, L.L.C.	STUMP GRINDER RENTAL	CORPORATE / PARKS ADMINISTRATION	261.00
			CHECK TOTAL	261.00
73642	CINDY STUEWE	BATTERIES	RECREATION / PARK DISTRICT PRESCHOOL	27.98
			CHECK TOTAL	27.98
73643	STEVENS STREET PROPERTIES	PH38 MONTHLY RENTAL FEE	RECREATION / PLAYHOUSE 38	1,748.00
		PH38 MONTHLY STORAGE FEE	RECREATION / PLAYHOUSE 38	309.00
			CHECK TOTAL	2,057.00

DATE: 11/15/19  
TIME: 12:13:10  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 9

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73644	ST. CHARLES PARK DISTRICT	2 DOZEN SOFTBALLS	RECREATION / ADULT SOFTBALL	99.00
			CHECK TOTAL	99.00
73645	BUMPER TO BUMPER	OIL & AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	55.06
		MOWER DECK BELT	CORPORATE / PARKS ADMINISTRATION	67.09
		HYDRAULIC OIL	CORPORATE / PARKS ADMINISTRATION	41.85
		TRUCK BATTERY	CORPORATE / PARKS ADMINISTRATION	150.99
		RETURNED BATTERY CORE	CORPORATE / PARKS ADMINISTRATION	-11.00
		OIL & AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	38.16
		WINDSHIELD WASHER FLUID	CORPORATE / PARKS ADMINISTRATION	35.88
		PENETRATING OIL	CORPORATE / PARKS ADMINISTRATION	11.18
		OIL FILTER	CORPORATE / PARKS ADMINISTRATION	15.19
		OIL FILTER	CORPORATE / PARKS ADMINISTRATION	13.19
		SNOW PLOW GUIDES	CORPORATE / PARKS ADMINISTRATION	28.38
			CHECK TOTAL	445.97
73646	T.J. OFFICIAL FINDERS	OFFICIALS 9/23-10/13	RECREATION / ADULT SOFTBALL	1,050.00
		OFFICIALS 9/23-10/13	RECREATION / GIRLS SOFTBALL	464.00
		OFFICIALS 9/23-10/13	RECREATION / SPRC ADULT LEAGUES	864.00
		OFFICIALS 10/14-10/20	RECREATION / ADULT SOFTBALL	174.00
		OFFICIALS 10/14-10/20	RECREATION / GIRLS SOFTBALL	350.00
		OFFICIALS 10/14-10/20	RECREATION / SPRC ADULT LEAGUES	288.00
		OFFICIALS	RECREATION / SPRC ADULT LEAGUES	576.00
		OFFICIALS	RECREATION / ADULT SOFTBALL	315.00
			CHECK TOTAL	4,081.00
73647	TONY & FRIENDS ART STUDIO	SAT. DRAWING PAINTING CLASS	RECREATION / YOUTH	137.60
			CHECK TOTAL	137.60
73648	TRYAD SOLUTIONS, INC.	PRESCHOOL STAFF UNIFORM	RECREATION / PARK DISTRICT PRESCHOOL	486.00
			CHECK TOTAL	486.00
73649	TRACKER SOFTWARE CORP-PUBWORKS	PUBWORKS ANNUAL MAINT/SUPPORT	CORPORATE / PARKS ADMINISTRATION	4,920.00
			CHECK TOTAL	4,920.00
73650	U.S. POSTAL SERVICE	WINTER BROCHURE POSTAGE	RECREATION / PUBLIC INFORMATION	3,000.00
			CHECK TOTAL	3,000.00

DATE: 11/15/19  
TIME: 12:13:11  
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GENEVA PARK DISTRICT  
WARRANT NUMBER 111519

PAGE: 10

FROM CHECK # 73591 TO CHECK # 73653

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
73651	VALLEY LOCK CO., INC.	SCC DOOR LOCK DIAGNOSTICS	RECREATION / REC ADMINISTRATION	143.00
			CHECK TOTAL	143.00
73652	FRANK VAN AELST & ASSOC INC	MONTHLY ACCOUNTING SVC	RECREATION / REC ADMINISTRATION	415.00
		MONTHLY ACCOUNTING SVC	CORPORATE / PARKS ADMINISTRATION	415.00
			CHECK TOTAL	830.00
73653	WEE HEART MUSIC, INC.	MUSIC INSTR FEE SEPT-NOV	RECREATION / TODDLERS	2,284.40
			CHECK TOTAL	2,284.40
			WARRANT TOTAL	169,360.24

## **Geneva Park District Board Meeting**

### **Superintendent of Finance and Personnel Report**

**Submitted by Christy Powell**

**November 18, 2019**

#### **Monthly Reports**

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

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

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

<b>IAPD/IPRA January 23-25, 2020</b>	<b>Travel Expense</b>
Hilton Hotel	375.00
Conference	1205.00
Train, Cab & GSA Meals Stipend	426.00
Total Expense	<hr/> 2,006.00

Expenses for four board members

Note: excludes meals provided at conference

#### **2nd Draft of 2019 Tax Levy Ordinance (#2019-09)**

The second draft of the 2019 Tax Levy Ordinance is included in your packets for review. There were no changes made to the ordinance since the first draft.

GENEVA PARK DISTRICT  
INVESTMENTS  
October 31, 2019

Blended Rate

2.24%

**General Account**

Checking Account	Harris Bank Checking	\$	206,939.82	1.62%	Upcoming Bond Payments:			
MM Acct.	Harris Bank Money Market	\$	5,409,924.03	2.02%	Rec 2014	12/15/19	\$	447,133
		\$	<b>5,616,863.85</b>		Ltd B&I 2019	12/15/19	\$	821,319
					Corp 2010	12/15/19	\$	786,625
					<b>Total</b>		\$	<b>2,055,077</b>

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	12 mos	State Bank of Geneva	\$	63,814.11	2.25%	06/09/20
IPDLAF		IPDLAF	\$	10,291.34	1.82%	
IMET		Convenience Fund		3,165,672.04	1.91%	
IMET		1-3 Year Fund		571,737.49	3.99%	
		<b>TOTAL</b>	<b>\$</b>	<b>4,151,514.98</b>		
		<b>Grand Total General</b>	<b>\$</b>	<b>9,768,378.83</b>		

**Construction Account**

Harris Checking	Harris Bank Checking	\$	162,819.91	1.62%				
Harris MM	Harris Money Market	\$	499,881.41	2.02%				
		\$	<b>662,701.32</b>					
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	\$	16,208.50	2.25%	06/09/19			
IPDLAF	IPDLAF	\$	4,335.35	1.82%	n/a			
IMET	Convenience Fund		205,052.47	1.91%	n/a			
IMET	1-3 Year Fund		216,442.42	3.99%				
	<b>SUBTOTAL</b>	<b>\$</b>	<b>2,894,813.74</b>					
	<b>Grand Total Construction</b>	<b>\$</b>	<b>3,557,515.06</b>					

**GPD/GSD304 Western Ave. Gym**

CD	21 mo	U.S. Bank	\$	138,880.82	2.35%	02/14/20
		<b>GPD Portion of CD</b>	<b>\$</b>	<b>69,440.41</b>		

**GPD/GSD304 Harrison St. Gym**

CD	21 mo	U.S. Bank	\$	89,530.28	2.35%	02/14/20
		<b>GPD Portion of CD</b>	<b>\$</b>	<b>44,765.14</b>		

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

**Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2019**

**Monthly % of Annual Budget**

**50%**

	October Actual	YTD Actual	Annual Budget	% of Budget	
<b>GENERAL FUND REVENUES</b>					
Real Estate Taxes	\$ 746,275	\$ 3,813,393	\$ 3,775,000	101%	(a)
Replacement Taxes	9,150	23,938	22,000	109%	
Investment Income	8,340	46,142	40,000	115%	
Reimbursements	32	5,206	9,000	58%	
Rentals & Leases	(120)	3,335	4,000	83%	
Peck Farm Receipts	1,553	21,244	23,800	89%	
Camp Coyote- Peck Farm Camp	-	38,461	30,000	128%	(b)
Camp Adventure - Peck Farm Camp	-	12,114	12,000	101%	(b)
Birthday Parties- Peck Farm	175	2,650	7,000	38%	
Learn from the Experts- Peck Farm	1,028	1,689	9,000	19%	
Peck Farm General Programs	101	7,377	10,000	74%	
Community Garden	-	3,930	5,500	71%	
Peck Farm School/Scout Groups	80	5,285	7,500	70%	
<b>Total Revenues</b>	<b>\$ 766,614</b>	<b>\$ 3,984,766</b>	<b>\$ 3,954,800</b>	<b>101%</b>	
<b>GENERAL FUND EXPENDITURES</b>					
Administration	\$ 177,464	\$ 1,179,698	\$ 3,797,850	31%	
Peck Farm	7,503	65,548	105,600	62%	
Camp Coyote- Peck Farm Camp	-	23,304	20,000	117%	
Camp Adventure- Peck Farm Camp	-	5,136	7,000	73%	
Birthday Parties- Peck Farm	-	508	2,500	20%	
Learn from the Experts- Peck Farm	373	641	7,000	9%	
Peck Farm General Programs	159	2,714	800	339%	
Community Garden	258	2,435	3,800	64%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	712	4,848	9,650	50%	
<b>Total Expenditures</b>	<b>\$ 186,468</b>	<b>\$ 1,284,831</b>	<b>\$ 3,954,800</b>	<b>32%</b>	
<b>Total General Fund Net Surplus (Deficit)</b>	<b>\$ 580,146</b>	<b>\$ 2,699,934</b>	<b>\$ -</b>	<b>n/a</b>	

**Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2019**

**Monthly % of Annual Budget**

**50%**

	October Actual	YTD Actual	Annual Budget	% of Budget	
<b>RECREATION FUND REVENUES</b>					
Real Estate Taxes	\$ 303,219	\$ 1,549,418	\$ 1,530,000	101%	(a)
Replacement Taxes	9,150	23,938	22,000	109%	
Investment Income	8,340	46,149	40,000	115%	
Public Information- Advertising & Sponsorships	-	11,727	13,500	87%	
Community Center Rentals	390	3,048	9,000	34%	
General Recreation	3,594	106,136	238,500	45%	
Playhouse 38	9,752	50,703	78,700	64%	
Preschool/ Toddler	34,260	134,415	356,000	38%	(c)
Active Older Adults	1,152	21,707	19,500	111%	
Dance	6,650	66,620	120,000	56%	
Camps	-	391,498	345,000	113%	(b)
Contracted & Co-op	375	5,380	18,200	30%	
Special Events	7,751	44,872	74,150	61%	
Tennis	-	19,063	16,000	119%	
Tumbling/ Gymnastics/Cheerleading	15,867	85,473	160,900	53%	
Baseball/ Softball	1,125	52,169	62,500	83%	
General Athletics	38,572	221,461	374,000	59%	
Sunset Racquetball & Fitness	14,159	92,700	209,800	44%	
Pool	-	583,198	591,900	99%	(d)
Mini Golf	1,488	95,977	97,200	99%	
After School Programs	116,773	367,678	830,500	44%	(e)
Scholarships	-	-	7,000	0%	(f)
SPRC	52,969	288,116	669,500	43%	
<b>Total Revenues</b>	<b>\$ 625,585</b>	<b>\$ 4,261,447</b>	<b>\$ 5,883,850</b>	<b>72%</b>	
<b>RECREATION FUND EXPENDITURES</b>					
Administration	\$ 104,506	\$ 749,100	\$ 2,345,588	32%	
Public Information	3,644	28,614	136,800	21%	
Community Center Rentals	290	443	1,500	30%	
General Recreation	7,974	52,415	123,525	42%	
Playhouse 38	8,719	49,180	70,850	69%	
Preschool/ Toddler	23,825	142,099	323,000	44%	
Active Older Adults	9,806	16,192	14,800	109%	
Dance	11,282	24,512	59,800	41%	
Camps	1,355	237,781	263,250	90%	
Contracted & Co-op	135	2,104	13,600	15%	
Special Events	5,981	17,071	52,250	33%	
Tennis	1,620	12,221	11,000	111%	
Tumbling/ Gymnastics/Cheerleading	11,184	58,862	106,800	55%	
Baseball/ Softball	5,665	23,648	24,200	98%	
General Athletics	6,544	87,611	240,275	36%	
Ice Rinks	-	-	-	0%	
Gymnasiums	1,081	6,477	48,400	13%	
Sunset Racquetball & Fitness	10,721	70,148	133,462	53%	
Pool	9,048	570,512	563,850	101%	
Mini Golf	1,608	35,256	37,700	94%	
After School Programs	48,697	224,882	776,600	29%	
Scholarships	-	6,603	7,000	94%	(f)
SPRC	46,341	265,069	529,600	50%	
<b>Total Expenditures</b>	<b>\$ 320,025</b>	<b>\$ 2,680,800</b>	<b>\$ 5,883,850</b>	<b>46%</b>	
<b>Total Recreation Fund Net Surplus (Deficit)</b>	<b>\$ 305,560</b>	<b>\$ 1,580,648</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2019

Monthly % of Annual Budget

50%

	October Actual	YTD Actual	Annual Budget	% of Budget	
<b>LIABILITY FUND REVENUES</b>					
Real Estate Taxes	\$ 33,490	\$ 171,129	\$ 171,250	100%	(a)
Replacement Taxes	1,664	4,352	4,000	109%	
Investment Income	21	125	250	50%	
PDRMA Reimbursements	-	-	1,500	0%	
Transfer from Fund Balance	-	-	5,000	0%	
<b>Total Revenues</b>	<b>\$ 35,174</b>	<b>\$ 175,606</b>	<b>\$ 182,000</b>	<b>96%</b>	
<b>LIABILITY FUND EXPENDITURES</b>					
Liability Insurance	\$ 39,662	\$ 79,324	\$ 162,000	49%	(g)
State Unemployment	-	5,225	20,000	26%	
<b>Total Expenditures</b>	<b>\$ 39,662</b>	<b>\$ 84,549</b>	<b>\$ 182,000</b>	<b>46%</b>	
<b>Total Liability Fund Net Surplus (Deficit)</b>	<b>\$ (4,488)</b>	<b>\$ 91,057</b>	<b>\$ -</b>	<b>n/a</b>	

<b>IMRF FUND REVENUES</b>					
Real Estate Taxes	\$ 46,423	\$ 237,216	\$ 237,500	100%	(a)
Replacement Taxes	5,823	15,234	14,000	109%	
Investment Income	125	750	1,500	50%	
Transfer from Recreation Programs & Fund Balance	-	-	52,000	0%	
<b>Total Revenues</b>	<b>\$ 52,370</b>	<b>\$ 253,199</b>	<b>\$ 305,000</b>	<b>83%</b>	
<b>IMRF FUND EXPENDITURES</b>					
IMRF Expense	\$ 16,498	\$ 106,135	\$ 305,000	35%	
<b>Total Expenditures</b>	<b>\$ 16,498</b>	<b>\$ 106,135</b>	<b>\$ 305,000</b>	<b>35%</b>	
<b>Total IMRF Fund Net Surplus (Deficit)</b>	<b>\$ 35,872</b>	<b>\$ 147,065</b>	<b>\$ -</b>	<b>n/a</b>	

<b>AUDIT FUND REVENUES</b>					
Real Estate Taxes	\$ 2,080	\$ 10,630	\$ 10,100	105%	(a)
Replacement Taxes	\$ 1,248	\$ 3,264	\$ 3,000	109%	
Transfer from Fund Balance	-	-	-	n/a	
<b>Total Revenues</b>	<b>\$ 3,328</b>	<b>\$ 13,895</b>	<b>\$ 13,100</b>	<b>106%</b>	
<b>AUDIT FUND EXPENDITURES</b>					
Audit Expense	\$ -	\$ 13,000	\$ 13,100	99%	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ 13,100</b>	<b>99%</b>	
<b>Total Audit Fund Net Surplus (Deficit)</b>	<b>\$ 3,328</b>	<b>\$ 895</b>	<b>\$ -</b>	<b>n/a</b>	

<b>SOCIAL SECURITY FUND REVENUES</b>					
Real Estate Taxes	\$ 57,570	\$ 294,179	\$ 294,500	100%	(a)
Replacement Taxes	5,407	14,145	13,000	109%	
Investment Income	208	1,250	2,500	50%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
<b>Total Revenues</b>	<b>\$ 63,185</b>	<b>\$ 309,575</b>	<b>\$ 335,000</b>	<b>92%</b>	
<b>SOCIAL SECURITY FUND EXPENDITURES</b>					
FICA/ Medicare	\$ 22,192	\$ 192,329	\$ 335,000	57%	
<b>Total Expenditures</b>	<b>\$ 22,192</b>	<b>\$ 192,329</b>	<b>\$ 335,000</b>	<b>57%</b>	
<b>Total Social Security Fund Net Surplus (Deficit)</b>	<b>\$ 40,993</b>	<b>\$ 117,246</b>	<b>\$ -</b>	<b>n/a</b>	



**Geneva Park District  
Revenue and Expenditure Report  
For October 31, 2019**

**Monthly % of Annual Budget**

**50%**

	October Actual	YTD Actual	Annual Budget	% of Budget
<b>FVSRA FUND REVENUES</b>				
Real Estate Taxes	\$ 110,303	\$ 563,636	\$ 560,000	101% (a)
<b>Total Revenues</b>	<b>\$ 110,303</b>	<b>\$ 563,636</b>	<b>\$ 560,000</b>	<b>101%</b>
<b>FVSRA FUND EXPENDITURES</b>				
Contractual Services	\$ 1,129	\$ 24,173	\$ 55,000	44%
ADA Structural Improvements	-	-	253,162	0%
FVSRA- Program Payments	-	125,919	251,838	50% (h)
<b>Total Expenditures</b>	<b>\$ 1,129</b>	<b>\$ 150,092</b>	<b>\$ 560,000</b>	<b>27%</b>
<b>Total FVSRA Fund Net Surplus (Deficit)</b>	<b>\$ 109,173</b>	<b>\$ 413,545</b>	<b>\$ -</b>	<b>n/a</b>
<b>BOND &amp; INTEREST FUND REVENUES</b>				
Real Estate Taxes	\$ 160,521	\$ 820,248	\$ 821,319	100% (a)
<b>Total Revenues</b>	<b>\$ 160,521</b>	<b>\$ 820,248</b>	<b>\$ 821,319</b>	<b>100%</b>
<b>BOND &amp; INTEREST FUND EXPENDITURES</b>				
Bond Payments	\$ -	\$ -	\$ 821,319	0% (i)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 821,319</b>	<b>0%</b>
<b>Total Bond &amp; Interest Fund Net Surplus (Deficit)</b>	<b>\$ 160,521</b>	<b>\$ 820,248</b>	<b>\$ -</b>	<b>n/a</b>
<b>CONSTRUCTION FUND REVENUES</b>				
Reimbursements	\$ -	\$ 2,532	\$ 50,000	5%
Bond Issue	-	-	-	0%
Farming Revenue	-	1,400	1,000	140%
Grant Revenue	-	200,000	400,000	50%
Donations	-	3,500	10,000	35%
Land Cash Revenue	-	-	147,000	0%
Investment Income	2,466	26,362	38,760	68%
Audit Transfer	-	-	1,400,000	0%
<b>Total Revenues</b>	<b>\$ 2,466</b>	<b>\$ 233,794</b>	<b>\$ 2,046,760</b>	<b>11%</b>
<b>CONSTRUCTION FUND EXPENDITURES</b>				
Planning/ Architect/ Engineering	\$ 3,216	\$ 61,536	\$ 202,000	30%
Buildings & Improvements	204,941	1,093,587	1,135,997	96%
Parks/ Playground Improvements/ Acquisitions	87,553	258,800	2,044,977	13%
Landscaping & Groundskeeping	8,250	28,434	50,000	57%
Operating Equipment & Vehicles	(10,473)	125,120	225,407	56%
Recreation Equipment/ Repairs	-	-	3,000	0%
Emergency Repairs/ Replacements	6,950	8,978	70,774	13%
<b>Total Expenditures</b>	<b>\$ 300,438</b>	<b>\$ 1,576,455</b>	<b>\$ 3,732,155</b>	<b>42%</b>
<b>Total Construction Fund Net Surplus (Deficit)</b>	<b>\$ (297,972)</b>	<b>\$ (1,342,661)</b>	<b>\$ (1,685,395)</b>	<b>n/a</b>

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

(b) All camp revenue collected in Mar & Apr of 2019, the prior fiscal year, for camps held in the Summer of 2019 have been accrued and recognized as revenue in May 2019. Likewise, revenue collected in Mar & Apr 2020 will be deferred until FY2020-21.

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

(d) Pool Membership Pass revenue collected in Mar & Apr of 2019, the prior fiscal year, for Summer 2019 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2020 will be deferred until FY2020-21.

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

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

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

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

(i) 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/\$ REMAINING

PAGE: 1  
F-YR: 20

FUND: RECREATION  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	4,406.29	26,558.69	41,000.00	14,441.31
02-2313-4-0000-23	TICKET SALES	4,900.10	22,392.10	33,500.00	11,107.90
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	445.21	1,751.86	3,200.00	1,448.14
TOTAL RECEIPTS		9,751.60	50,702.65	78,700.00	27,997.35
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	4,287.36	17,859.72	26,000.00	8,140.28
TOTAL SALARIES & WAGES		4,287.36	17,859.72	26,000.00	8,140.28
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	0.00	176.29	700.00	523.71
02-2313-6-0000-07	ELECTRIC	89.35	730.81	1,500.00	769.19
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	500.00	500.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	1,144.95	10,257.21	9,000.00	(1,257.21)
02-2313-6-0000-12	RENTAL FEES	2,057.00	14,399.00	25,000.00	10,601.00
TOTAL CONTRACTUAL SERVICES		3,291.30	25,563.31	36,700.00	11,136.69
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	100.00	100.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	150.00	150.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	965.07	4,679.92	6,500.00	1,820.08
02-2313-7-0000-28	CONCESSION SUPPLIES	175.50	1,076.73	1,400.00	323.27
TOTAL COMMODITIES		1,140.57	5,756.65	8,150.00	2,393.35
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		9,751.60	50,702.65	78,700.00	27,997.35
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		9,751.60	50,702.65	78,700.00	27,997.35
TOTAL EXPENSE		8,719.23	49,179.68	70,850.00	21,670.32
NET SURPLUS (DEFICIT)		1,032.37	1,522.97	7,850.00	6,327.03

DATE: 11/06/2019  
TIME: 12:21:50  
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GENEVA PARK DISTRICT  
DETAILED REVENUE & EXPENSE REPORT  
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

PAGE: 2  
F-YR: 20

FUND: RECREATION  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TOTAL FUND REVENUES		9,751.60	50,702.65	78,700.00	27,997.35
TOTAL FUND EXPENSES		8,719.23	49,179.68	70,850.00	21,670.32
FUND SURPLUS (DEFICIT)		1,032.37	1,522.97	7,850.00	6,327.03

DATE: 11/06/2019  
TIME: 12:20:48  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
PARKS ADMINISTRATION					
REVENUES					
	RECEIPTS	766,614	3,984,765	1,977,399	(2,007,365)
EXPENSES					
	SALARIES / WAGES	108,080	833,029	757,649	(75,379)
	CONTRACTUAL SERVICES	37,357	197,477	249,899	52,422
	COMMODITIES	5,987	54,883	56,024	1,141
	MAINTENANCE / CAPITAL INVEST.	35,042	199,441	566,574	367,132
	TRANSFERS	0	0	347,250	0
TOTAL EXPENSES: PARKS ADMINISTRATION		186,468	1,284,831	1,977,398	692,567
NET SURPLUS (DEFICIT)		580,145	2,699,934	1	(2,699,932)
TOTAL FUND REVENUES		766,614	3,984,765	1,977,399	(2,007,365)
TOTAL FUND EXPENSES		186,468	1,284,831	1,977,398	692,567
SURPLUS (DEFICIT)		580,145	2,699,934	1	(2,699,932)

FUND: CORPORATE

ADMINISTRATIVE/OPERATIONS					
REVENUES					
	RECEIPTS	320,708	1,631,233	802,749	(828,483)
EXPENSES					
	SALARIES / WAGES	55,866	371,133	393,249	22,116
	CONTRACTUAL SERVICES	41,675	245,679	331,099	85,420
	COMMODITIES	1,337	11,556	12,249	693
	MAINTENANCE / CAPITAL INVEST.	9,270	149,344	343,593	194,249
	TRANSFERS	0	0	160,999	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS		108,149	777,713	1,241,193	463,479
NET SURPLUS (DEFICIT)		212,559	853,519	(438,443)	(1,291,962)
COMMUNITY CENTER RENTALS					
REVENUES					
	RECEIPTS	390	3,047	4,500	1,452
EXPENSES					
	SALARIES / WAGES	290	442	750	307
	CONTRACTUAL SERVICES	0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS		290	442	750	307
NET SURPLUS (DEFICIT)		99	2,604	3,750	1,145
GENERAL RECREATION					
REVENUES					
	RECEIPTS	13,345	156,838	158,599	1,761
EXPENSES					

DATE: 11/06/2019  
TIME: 12:20:48  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 2  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL RECREATION					
	SALARIES / WAGES	10,976	53,583	58,699	5,116
	CONTRACTUAL SERVICES	4,546	40,307	31,924	(8,382)
	COMMODITIES	1,170	7,703	6,562	(1,141)
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	16,693	101,595	97,187	(4,408)
	NET SURPLUS (DEFICIT)	(3,347)	55,243	61,412	6,169
PRESCHOOL					
	REVENUES				
	RECEIPTS	34,259	134,414	177,999	43,585
	EXPENSES				
	SALARIES / WAGES	21,913	130,420	143,499	13,079
	CONTRACTUAL SERVICES	1,677	5,147	14,499	9,352
	COMMODITIES	234	5,892	3,149	(2,742)
	MAINTENANCE / CAPITAL INVEST.	0	638	349	(288)
	TOTAL EXPENSES: PRESCHOOL	23,824	142,098	161,499	19,400
	NET SURPLUS (DEFICIT)	10,434	(7,684)	16,500	24,184
ACTIVE OLDER ADULTS					
	REVENUES				
	RECEIPTS	1,152	21,706	9,750	(11,956)
	EXPENSES				
	SALARIES / WAGES	600	3,570	3,150	(420)
	CONTRACTUAL SERVICES	9,206	12,622	4,249	(8,372)
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	9,806	16,192	7,399	(8,792)
	NET SURPLUS (DEFICIT)	(8,654)	5,514	2,350	(3,164)
DANCE					
	REVENUES				
	RECEIPTS	6,650	66,620	59,999	(6,620)
	EXPENSES				
	SALARIES / WAGES	2,433	13,537	15,849	2,312
	CONTRACTUAL SERVICES	0	1,822	2,599	777
	COMMODITIES	8,848	9,151	11,449	2,297
	TOTAL EXPENSES: DANCE	11,281	24,512	29,899	5,387
	NET SURPLUS (DEFICIT)	(4,631)	42,107	30,100	(12,007)
CAMPS					
	REVENUES				
	RECEIPTS	0	391,498	172,499	(218,998)
	EXPENSES				

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 3  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
CAMP					
	SALARIES / WAGES	1,354	206,261	98,499	(107,761)
	CONTRACTUAL SERVICES	0	20,185	26,949	6,764
	COMMODITIES	0	11,333	6,174	(5,158)
	TOTAL EXPENSES: CAMP	1,354	237,780	131,624	(106,156)
	NET SURPLUS (DEFICIT)	(1,354)	153,717	40,875	(112,842)
CONTRACTED					
	REVENUES				
	RECEIPTS	375	4,649	6,599	1,950
	EXPENSES				
	CONTRACTUAL SERVICES	0	1,247	4,599	3,352
	NET SURPLUS (DEFICIT)	375	3,401	1,999	(1,401)
CO-OPS					
	REVENUES				
	RECEIPTS	0	731	2,499	1,768
	RECEIPTS	0	731	2,499	1,768
	EXPENSES				
	CONTRACTUAL SERVICES	135	856	2,199	1,343
	TOTAL EXPENSES: CO-OPS	135	856	2,199	1,343
	NET SURPLUS (DEFICIT)	(135)	(125)	300	425
SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	7,751	44,872	37,074	(7,797)
	RECEIPTS	7,751	44,872	37,074	(7,797)
	EXPENSES				
	SALARIES / WAGES	0	344	974	630
	CONTRACTUAL SERVICES	2,177	9,672	8,924	(747)
	COMMODITIES	3,803	7,054	15,624	8,569
	--- UNDEFINED CODE ---	0	0	600	0
	NET SURPLUS (DEFICIT)	1,769	27,801	10,950	(16,851)
TENNIS					
	REVENUES				
	RECEIPTS	0	19,063	7,999	(11,063)
	RECEIPTS	0	19,063	7,999	(11,063)
	EXPENSES				

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 4  
F-YR: 20

FUND: CORPORATE		31, 2019			
ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	1,619	12,220	5,499	(6,720)
	TOTAL EXPENSES: TENNIS	1,619	12,220	5,499	(6,720)
-----					
	NET SURPLUS (DEFICIT)	(1,619)	6,842	2,500	(4,342)
-----					
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	15,867	85,472	80,449	(5,023)
	RECEIPTS	15,867	85,472	80,449	(5,023)
EXPENSES					
	SALARIES / WAGES	8,009	52,773	45,499	(7,273)
	CONTRACTUAL SERVICES	3,174	4,714	5,049	335
	COMMODITIES	0	1,374	2,599	1,225
	MAINTENANCE / CAPITAL INVEST.	0	0	249	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	11,183	58,862	53,399	(5,462)
-----					
	NET SURPLUS (DEFICIT)	4,683	26,610	27,050	439
-----					
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	1,125	52,169	31,249	(20,919)
	RECEIPTS	1,125	52,169	31,249	(20,919)
EXPENSES					
	SALARIES / WAGES	938	4,864	1,749	(3,114)
	CONTRACTUAL SERVICES	1,056	5,770	5,049	(720)
	COMMODITIES	3,669	13,013	5,299	(7,713)
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	5,664	23,647	12,099	(11,548)
-----					
	NET SURPLUS (DEFICIT)	(4,539)	28,521	19,150	(9,370)
-----					
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	38,571	221,461	186,999	(34,461)
	RECEIPTS	38,571	221,461	186,999	(34,461)
EXPENSES					
	SALARIES / WAGES	69	12,016	25,674	13,657
	CONTRACTUAL SERVICES	6,474	74,749	91,224	16,475

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 5  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL ATHLETICS					
COMMODITIES		0	844	3,237	2,392
TOTAL EXPENSES: GENERAL ATHLETICS		6,544	87,611	120,136	32,525
NET SURPLUS (DEFICIT)		32,027	133,850	66,862	(66,987)
ICE RINKS					
EXPENSES					
SALARIES / WAGES		0	0	0	0
COMMODITIES		0	0	0	0
TOTAL EXPENSES: ICE RINKS		0	0	0	0
NET SURPLUS (DEFICIT)		0	0	0	0
GYMNASIUMS					
EXPENSES					
SALARIES / WAGES		1,080	6,476	13,449	6,973
CONTRACTUAL SERVICES		0	0	10,749	0
TOTAL EXPENSES: GYMNASIUMS		1,080	6,476	24,199	17,722
NET SURPLUS (DEFICIT)		(1,080)	(6,476)	(24,199)	(17,722)
FITNESS CENTER					
REVENUES					
RECEIPTS		14,159	92,700	104,899	12,199
RECEIPTS		14,159	92,700	104,899	12,199
EXPENSES					
SALARIES / WAGES		7,118	44,023	36,999	(7,023)
CONTRACTUAL SERVICES		2,497	18,711	19,000	289
COMMODITIES		595	5,049	5,729	680
MAINTENANCE / CAPITAL INVEST.		509	2,362	4,999	2,637
TOTAL EXPENSES: FITNESS CENTER		10,721	70,147	66,730	(3,417)
NET SURPLUS (DEFICIT)		3,438	22,552	38,168	15,616
POOL					
REVENUES					
RECEIPTS		0	583,197	295,949	(287,248)
RECEIPTS		0	583,197	295,949	(287,248)
EXPENSES					
SALARIES / WAGES		0	403,134	184,049	(219,084)
CONTRACTUAL SERVICES		8,717	88,514	57,149	(31,364)



DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 6  
F-YR: 20

FUND: CORPORATE		31, 2019			
ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
POOL					
	COMMODITIES	0	71,186	34,774	(36,411)
	MAINTENANCE / CAPITAL INVEST.	331	7,676	5,949	(1,726)
	TOTAL EXPENSES: POOL	9,048	570,511	281,924	(288,587)
-----					
	NET SURPLUS (DEFICIT)	(9,048)	12,685	14,025	1,339
-----					
MINI GOLF					
	REVENUES				
	RECEIPTS	1,488	95,977	48,599	(47,377)
	RECEIPTS	1,488	95,977	48,599	(47,377)
	EXPENSES				
	SALARIES / WAGES	1,344	25,026	12,674	(12,351)
	CONTRACTUAL SERVICES	239	2,422	1,974	(447)
	COMMODITIES	24	7,687	4,024	(3,662)
	MAINTENANCE / CAPITAL INVEST.	0	118	174	56
	TOTAL EXPENSES: MINI GOLF	1,607	35,255	18,849	(16,405)
-----					
	NET SURPLUS (DEFICIT)	(119)	60,721	29,750	(30,971)
-----					
AFTER SCHOOL PROGRAMS					
	REVENUES				
	RECEIPTS	116,772	367,678	418,749	51,071
	RECEIPTS	116,772	367,678	418,749	51,071
	EXPENSES				
	SALARIES/WAGES	37,129	160,874	195,999	35,125
	CONTRACTUAL SERVICES	7,709	51,787	167,999	116,212
	COMMODITIES	3,858	12,220	23,099	10,879
	MAINTENANCE/CAPITAL INVESTMTS	0	6,603	4,699	(1,903)
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	48,697	231,485	391,799	160,314
-----					
	NET SURPLUS (DEFICIT)	68,075	136,192	26,950	(109,242)
-----					
UNDEFINED GROUP					
	REVENUES				
	RECEIPTS	52,969	288,115	334,749	46,633
	RECEIPTS	52,969	288,115	334,749	46,633
	EXPENSES				
	SALARIES/ WAGES	26,742	162,137	161,799	(337)
	CONTRACTUAL SERVICES	13,088	78,449	82,149	3,700

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 7  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
UNDEFINED GROUP					
COMMODITIES		2,927	14,588	13,349	(1,238)
MAINTENANCE/ CAPITAL INVEST.		3,582	9,893	7,500	(2,393)
TOTAL EXPENSES: UNDEFINED GROUP		46,340	265,068	264,799	(269)
-----					
NET SURPLUS (DEFICIT)		6,628	23,046	69,950	46,903
-----					
TOTAL FUND REVENUES		625,585	4,261,447	2,941,922	(1,319,524)
TOTAL FUND EXPENSES		320,024	2,680,799	2,941,919	261,119
SURPLUS (DEFICIT)		305,560	1,580,647	3	(1,580,644)

FUND: CORPORATE

LIABILITY INSURANCE  
REVENUES

RECEIPTS	35,174	175,606	90,999	(84,606)
RECEIPTS	35,174	175,606	90,999	(84,606)

EXPENSES

SPECIAL FUND EXPENSE	39,662	84,549	90,999	6,450
TOTAL EXPENSES: LIABILITY INSURANCE	39,662	84,549	90,999	6,450

NET SURPLUS (DEFICIT)	(4,487)	91,057	(0)	(91,057)
-----------------------	---------	--------	-----	----------

TOTAL FUND REVENUES	35,174	175,606	90,999	(84,606)
TOTAL FUND EXPENSES	39,662	84,549	90,999	6,450
SURPLUS (DEFICIT)	(4,487)	91,057	(0)	(91,057)

FUND: CORPORATE

IMRF

REVENUES

RECEIPTS	52,370	253,199	152,499	(100,699)
RECEIPTS	52,370	253,199	152,499	(100,699)

EXPENSES

SPECIAL FUND EXPENSE	16,498	106,134	152,499	46,365
TOTAL EXPENSES: IMRF	16,498	106,134	152,499	46,365

NET SURPLUS (DEFICIT)	35,872	147,064	(0)	(147,064)
-----------------------	--------	---------	-----	-----------

TOTAL FUND REVENUES	52,370	253,199	152,499	(100,699)
---------------------	--------	---------	---------	-----------

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 8  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL FUND EXPENSES		16,498	106,134	152,499	46,365
SURPLUS (DEFICIT)		35,872	147,064	(0)	(147,064)

FUND: CORPORATE

AUDIT

REVENUES					
RECEIPTS		3,328	13,894	6,549	(7,344)
RECEIPTS		3,328	13,894	6,549	(7,344)
EXPENSES					
SPECIAL FUND EXPENSE		0	13,000	6,549	(6,450)
TOTAL EXPENSES: AUDIT		0	13,000	6,549	(6,450)
NET SURPLUS (DEFICIT)		3,328	894	0	(894)
TOTAL FUND REVENUES		3,328	13,894	6,549	(7,344)
TOTAL FUND EXPENSES		0	13,000	6,549	(6,450)
SURPLUS (DEFICIT)		3,328	894	0	(894)

FUND: CORPORATE

SOCIAL SECURITY

REVENUES					
RECEIPTS		63,185	309,574	167,499	(142,074)
RECEIPTS		63,185	309,574	167,499	(142,074)
EXPENSES					
SPECIAL FUND EXPENSE		22,192	192,328	167,499	(24,828)
TOTAL EXPENSES: SOCIAL SECURITY		22,192	192,328	167,499	(24,828)
NET SURPLUS (DEFICIT)		40,993	117,245	(0)	(117,246)
TOTAL FUND REVENUES		63,185	309,574	167,499	(142,074)
TOTAL FUND EXPENSES		22,192	192,328	167,499	(24,828)
SURPLUS (DEFICIT)		40,993	117,245	(0)	(117,246)

FUND: CORPORATE

SPECIAL RECREATION  
REVENUES

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 9  
F-YR: 20

FUND: CORPORATE  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
SPECIAL RECREATION					
RECEIPTS		110,302	563,636	279,999	(283,636)
RECEIPTS		110,302	563,636	279,999	(283,636)
EXPENSES					
CONTRACTUAL SERVICES		1,129	24,172	27,499	3,327
CAPITAL IMPROVEMENTS		0	0	126,580	0
SPECIAL FUND EXPENSE		0	125,919	125,919	0
TOTAL EXPENSES: SPECIAL RECREATION		1,129	150,091	279,999	129,908
NET SURPLUS (DEFICIT)		109,173	413,544	0	(413,544)
-----					
TOTAL FUND REVENUES		110,302	563,636	279,999	(283,636)
TOTAL FUND EXPENSES		1,129	150,091	279,999	129,908
SURPLUS (DEFICIT)		109,173	413,544	0	(413,544)

FUND: CORPORATE

BOND AND INTEREST					
REVENUES					
RECEIPTS		160,521	820,247	410,659	(409,588)
RECEIPTS		160,521	820,247	410,659	(409,588)
EXPENSES					
CONTRACTUAL SERVICES		0	0	410,659	0
TOTAL EXPENSES: BOND AND INTEREST		0	0	410,659	0
NET SURPLUS (DEFICIT)		160,521	820,247	0	(820,247)
-----					
TOTAL FUND REVENUES		160,521	820,247	410,659	(409,588)
TOTAL FUND EXPENSES		0	0	410,659	0
SURPLUS (DEFICIT)		160,521	820,247	0	(820,247)

FUND: CORPORATE

PROJECT REVENUE					
REVENUES					
PROJECT REVENUE		2,466	233,794	1,023,379	789,585
PROJECT REVENUE		2,466	233,794	1,023,379	789,585
NET SURPLUS (DEFICIT)		2,466	233,794	1,023,379	789,585

DATE: 11/06/2019  
TIME: 12:20:49  
ID: GL480000.WOW

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 10  
F-YR: 20

FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	3,216	61,536	100,999	39,463
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		3,216	61,536	100,999	39,463
NET SURPLUS (DEFICIT)		(3,216)	(61,536)	(100,999)	(39,463)
-----					
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	204,941	1,093,586	567,998	(525,588)
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		204,941	1,093,586	567,998	(525,588)
NET SURPLUS (DEFICIT)		(204,941)	(1,093,586)	(567,998)	525,588
-----					
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	87,553	258,800	1,022,488	763,687
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		87,553	258,800	1,022,488	763,687
NET SURPLUS (DEFICIT)		(87,553)	(258,800)	(1,022,488)	(763,687)
-----					
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	8,250	28,434	24,999	(3,434)
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		8,250	28,434	24,999	(3,434)
NET SURPLUS (DEFICIT)		(8,250)	(28,434)	(24,999)	3,434
-----					
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	(10,472)	125,119	112,703	(12,416)
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		(10,472)	125,119	112,703	(12,416)
NET SURPLUS (DEFICIT)		10,472	(125,119)	(112,703)	12,416
-----					
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	1,500	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	1,500	0
NET SURPLUS (DEFICIT)		0	0	(1,500)	0
-----					
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	6,949	8,978	35,386	26,408
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		6,949	8,978	35,386	26,408

DATE: 11/06/2019  
TIME: 12:20:49  
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GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 11  
F-YR: 20

FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 6 PERIODS ENDING 31, 2019

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		(6,949)	(8,978)	(35,386)	(26,408)
TOTAL FUND REVENUES		2,466	233,794	1,023,379	789,585
TOTAL FUND EXPENSES		300,437	1,576,455	1,866,077	289,621
SURPLUS (DEFICIT)		(297,971)	(1,342,661)	(842,697)	499,964

# **DIRECTOR'S MONTHLY AGENDA AND REPORT November 18, 2019**

## **BOARD RECOGNITION**

Pat Lenski and John Frankenthal – 10 years of service  
Peggy Condon and Susan VanderVeen – 20 years of service

## **TAX LEVY ORDINANCE #2019-10 (2<sup>nd</sup> Draft)**

The Tax Levy Ordinance is enclosed for the second board meeting review. Any questions you may have will be answered by Christy Powell. The public hearing for the tax levy will be held at 7:00 p.m. on December 9<sup>th</sup> during the regularly scheduled board meeting. The legal notice for the meeting is published in early December.

## **PECK NORTH UPDATE**

Enclosed in your packet are the final designs for the Peck North Master Plan and Trail project. We are very excited about the final designs for the sundial and solstice and believe it will be a very unique educational addition to the park. We are set to go out to bid for the project December 10<sup>th</sup>.

## **LIBRARY PARK UPDATE**

We have our final design after public input for Library Park. Renderings are enclosed in your packet for review. We will wait to go out to bid for this project until we are more confident as to when we may be able to begin construction on the site.

## **BRICHER PARK AND FOURTH STREET PARK REPORT**

Enclosed in your packet are the final designs chosen by residents for Fourth Street and Bricher Parks. I have also included final voting tabulations and comments from both meetings. The residents in attendance at the Bricher Park playground review meeting would like the Park District to consider more shade, more seating, and a half basketball court as opposed to the zipline. Staff would like to finalize our plans for the parks with input from the board before moving forward to bid phase.

## **COMMUNICATIONS**

Staff is pleased to report that we have hired Ryan Coffland as our new Athletic and Recreation Supervisor.

The Park District was recognized at the Chamber of Commerce Awards Dinner for their support of 2019 events and our sponsorship of Swedish Days.

Staff attended the annual Legal Symposium and reviewed many pertinent topics and legislation that affects our district.

Staff will be attending the School District's Community Leadership Breakfast later this week.

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

A planning meeting was held with the GPD Foundation and the NRC to begin planning for our partnership on the Wine, Cheese and Trees fundraising event.

A staff meeting/team building training was held in October for all full-time staff. The leadership team continues to work toward maximizing the strength of our organizational culture.

Work continues with Williams Architects on design options for Phase III of Sunset Racquetball and Fitness Center renovation.

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

#### **FUTURE MEETINGS**

Regular Scheduled Meeting	December 9	7:00 P.M.
Public Hearing – Tax Levy	December 9	7:00 P.M.
Foundation Regular Scheduled Meeting	January 14	7:00 P.M.

#### **RECREATION COMMITTEE MEETING REPORT**

The Recreation Committee Report and Minutes from the November 11th meeting are enclosed. The committee included board members Bre Cullen and John Frankenthal as well as all Recreation staff. Staff will review the report and answer your questions. The committee and staff recommend approval of the Recreation Committee Report as presented.

#### **FLEET VEHICLE AUCTION RESULTS**

Enclosed in your packet is a memo from Jerry Culp outlining the results of our recent fleet vehicle auctions. We continue to be extremely pleased at the results we get via auction versus trade in values.

#### **SURVEYS-FALL EVENTS**

Enclosed in your packet are survey results from our fall events for your review.

#### **PERSONNEL POLICY – DRUG & ALCOHOL POLICY UPDATE**

Enclosed in your packet is a memo from Christy Powell regarding updating our Personnel Policy Manual as it relates to the Drug and Alcohol Policy. With the pending legislation regarding the legalization of marijuana, it is important for our organization to formally address the change with our employees. The updated policy along with our plan of action for training and compliance are also enclosed. The Policy guidelines and plan of action were both provided to us by PDRMA.



**ORDINANCE NO. 2019-09**  
**AN ORDINANCE LEVYING AND ASSESSING TAXES OF**  
**THE GENEVA PARK DISTRICT**  
**OF KANE COUNTY, ILLINOIS**

WHEREAS, on the 20th day of May, 2019, the Board of Commissioners of the GENEVA PARK DISTRICT passed the annual budget & appropriation ordinance of said District for the fiscal year beginning MAY 1, 2019 and ending APRIL 30, 2020, and upon said date the said ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board;

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

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

**SECTION ONE**

That, pursuant to the authority granted by Sections 5-1 and 5-3 of the Park District Code and Public Act 97-974, the sum of FOUR MILLION SEVENTY FIVE THOUSAND DOLLARS (\$4,075,000) is hereby levied and assessed for general corporate purposes upon all property subject to taxation within the GENEVA PARK DISTRICT.

## **SECTION TWO**

That, pursuant to the authority granted by Sections 5-2 and 5-3a of the Park District Code and Public Act 97-974, there is levied and assessed for the planning, establishing and maintaining recreational programs for the said District, the sum of ONE MILLION SIX HUNDRED FIFTY TWO THOUSAND DOLLARS (\$1,652,000) upon property subject to taxation within the said District.

## **SECTION THREE**

That, pursuant to Section 7-171 of the Pension Code, there is hereby levied and assessed the sum of ONE HUNDRED EIGHTY SIX THOUSAND DOLLARS (\$186,000) upon all property subject to taxation within the said District, for the said District's contribution to the Illinois Municipal Retirement Fund. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION FOUR**

That, pursuant to Section 21-110 of the Pension Code, there is hereby levied and assessed the sum of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000) upon all property subject to taxation within the said District, for the District's contribution to the SOCIAL SECURITY FUND. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION FIVE**

That, pursuant to Section 9-107 of the Tort Immunity Act, there is hereby levied and assessed the sum of ONE HUNDRED SEVENTY THREE THOUSAND DOLLARS (\$173,000) upon all property subject to taxation within the said District, to pay costs of purchasing insurance to protect against any loss or liability which may be incurred by the said District, claims services and for risk management directly attributable to loss prevention and loss reduction. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION SIX**

That, pursuant to Section 5-8 of the Park District Code, there is hereby levied and assessed the sum of FIVE HUNDRED SEVENTY THOUSAND DOLLARS (\$570,000) upon all property subject to taxation within the said District, to pay the cost of funding the District's share of expenses of providing joint recreation programs for the persons with disabilities. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION SEVEN**

That, pursuant to Section 2 of the Governmental Account Audit Act, there is hereby levied and assessed the sum of ELEVEN THOUSAND DOLLARS (\$11,000) upon all property subject to taxation within the said District, to pay the cost of the annual audit. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

## **SECTION EIGHT**

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

## **SECTION NINE**

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

## **SECTION TEN**

That the Secretary of the Board of Park Commissioners of Geneva Park District, be and is hereby directed to file a duly certified copy of this Tax Levy Ordinance with the County Clerk of Kane County, Illinois, on or before the last Tuesday of December 2019 A.D., whereupon the County Clerk of Kane County, State of Illinois, be and is hereby directed as provided by law to ascertain the rate per centum which upon the total value of all property subject to taxation within the Geneva Park District as the same assessed and equalized for State and County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute to the greatest extent permitted by law.

#### **SECTION ELEVEN**

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

#### **SECTION TWELVE**

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

#### **SECTION THIRTEEN**

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

#### **SECTION FOURTEEN**

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

**Summary of 2019 Tax Levy**

General Corporate Fund	\$4,075,000
Recreation Fund	\$1,652,000
IMRF Fund	\$186,000
Social Security Fund	\$360,000
Liability Insurance Fund	\$173,000
Special Recreation Fund	\$570,000
Audit Fund	<u>\$11,000</u>
<b>Total</b>	<b>\$7,027,000</b>

PASSED BY THE BOARD OF PARK COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 9th DAY OF DECEMBER, 2019 BY THE FOLLOWING VOTE.

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

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

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

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

File with the undersigned this 9<sup>th</sup> day of December, 2019

Sheavoun Lambillotte, Secretary

APPROVED BY THE PRESIDENT OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 9TH DAY OF DECEMBER, 2019.

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

CERTIFICATE OF COMPLIANCE

WITH TRUTH IN TAXATION

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

Geneva Park District  
Kane County, Illinois

Date\_\_\_\_\_

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

(SEAL)

STATE OF ILLINOIS )

SS

COUNTY OF KANE )

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

**Ordinance #2019-09**

**An Ordinance Levying and Assessing Taxes of the Geneva Park District of Kane County, Illinois for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020**

which Ordinance was duly adopted and approved by the Board of Commissioners of the Geneva Park District at a regular meeting held on the Ninth Day of December 2019.

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

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

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of said Geneva Park District this Ninth Day of December, 2019.

(SEAL)

---

Sheavoun Lambillotte, Secretary

STATE OF ILLINOIS )

SS

COUNTY OF KANE )

CERTIFICATE

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

I further certify that the attached Certificate of Compliance with the Truth in Taxation Law and Tax Levy Ordinance of the Board of Park Commissioners of the Geneva Park District and affidavit of the Secretary of the Board of Park Commissioners of the Geneva Park District, were filed in my office on this 10th day of December, 2019.

IN WITNESS THEREOF, I hereunto set my hand and the seal of said County of Kane this 10th day of December, 2019.

---

John A. Cunningham, County Clerk  
Kane County Illinois

(SEAL)



**NOTICE OF PUBLIC HEARING TO APPROVE PROPOSED PROPERTY  
TAX LEVY FOR THE GENEVA PARK DISTRICT**

A public hearing to approve a proposed tax levy for the Geneva Park District, Kane County, Illinois for 2019 will be held on December 9, 2019 at 7:00 p.m. at Geneva Park District Offices, 710 Western Avenue, Geneva, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sheavoun Lambillotte, Secretary of the Board, Geneva Park District, 710 Western Avenue, Geneva, Illinois 60134 or phone 630-232-4542.

The taxing district has estimated its equalized assessed valuation to secure new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL or “tax cap” law). PTELL limits the increase over the prior year in the property tax extension of this taxing district to the percentage increase in the Consumer Price Index (CPI), which is 1.9%.

Publish in the Suburban Chronicle Newspaper Wednesday November 27, 2019

EAV	EAV Estimated 2019	Estimated Percent Increase	EAV Actual 2018	Estimated Percent Increase	EAV Actual 2017	Percent Increase	EAV Actual 2016	Percent Increase	EAV Actual 2015	Percent Increase
Farm	7,678,159	0.0116	7,590,057	0.0302	7,367,557	0.0114	7,284,710	0.0534	6,915,198	-0.0605
Residential	1,204,136,478	0.0266	1,172,961,579	0.0382	1,129,767,886	0.0374	1,089,001,160	0.0724	1,015,481,786	0.0375
Commercial	283,084,778	0.0645	265,927,799	0.0396	255,802,390	0.0073	253,940,564	0.0538	240,968,720	-0.0484
Industrial	125,546,993	0.0137	123,855,920	0.0333	119,862,768	0.0044	119,339,631	0.0366	115,127,183	0.0127
Railroad	1,853,124	0.0000	1,853,124	0.0712	1,729,996	0.0187	1,698,183	0.0160	1,671,371	0.3024
Total Value	1,622,299,532	0.0319	1,572,188,479	0.0381	1,514,530,597	0.0294	1,471,264,248	0.0660	1,380,164,258	0.0191
Growth in Total EAV %	3.19%		3.81%		2.94%		6.60%		1.91%	
Growth in EAV \$	\$50,111,053		\$57,657,882		\$43,266,349		\$91,099,990		\$25,853,684	
New Property as a % of EAV	0.55%		0.86%		0.84%		0.94%		0.95%	
New Property \$	\$8,961,449		\$13,522,698		\$12,767,003		\$13,856,372		\$13,058,918	
CPI	1.90%		2.10%		2.10%		0.70%		0.80%	
Tax Cap Extension	\$6,296,272		\$6,144,741		\$5,966,645		\$5,794,721		\$5,700,216	
Growth in Extension	\$151,530		\$178,097		\$171,923		\$94,505		\$98,792	
Growth in Extension %	2.47%		2.98%		2.97%		1.66%		1.76%	
Tax Rate	0.474832		0.479859		0.485241		0.532945		0.559914	

EAV	EAV Actual 2014	Percent Increase	EAV Actual 2013	Percent Increase	EAV Actual 2012	Percent Increase	EAV Actual 2011	Percent Increase	EAV Actual 2010	Percent Increase
Farm	7,360,564	0.0159	7,245,167	0.3771	5,261,072	-0.0555	5,570,433	-0.0347	5,770,455	-0.3603
Residential	978,752,038	0.0060	972,916,298	-0.0424	1,015,977,831	-0.0493	1,068,665,389	-0.0479	1,122,401,102	-0.0413
Commercial	253,236,352	0.0632	238,178,900	-0.0409	248,327,871	0.0223	242,921,755	-0.1058	271,673,618	-0.0467
Industrial	113,678,283	-0.0148	115,385,135	-0.0107	116,630,963	-0.0033	117,021,924	-0.0686	125,639,780	-0.0069
Railroad	1,283,337	0.0000	1,283,337	0.2358	1,038,505	0.1315	917,812	0.0627	863,636	0.2509
Total Value	1,354,310,574	0.0145	1,335,008,837	-0.0376	1,387,236,242	-0.0334	1,435,097,313	-0.0598	1,526,348,591	-0.0412
Growth in Total EAV %	1.45%		-3.76%		-3.34%		-5.98%		-4.12%	
Growth in EAV \$	\$19,301,737		-\$52,227,405		-\$47,861,071		-\$91,251,278		-\$65,606,774	
New Property as a % of EAV	0.74%		0.75%		0.94%		0.63%		0.82%	
New Property \$	\$9,963,439		\$9,981,488		\$13,099,235		\$9,101,788		\$12,567,058	
CPI	1.50%		1.70%		3.00%		1.50%		2.70%	
Tax Cap Extension	\$5,601,425		\$5,472,335		\$5,340,582		\$5,136,070		\$5,028,098	
Growth in Extension	\$129,090		\$131,753		\$204,512		\$107,972		\$174,066	
Growth in Extension %	2.36%		2.47%		3.98%		2.15%		3.59%	
Tax Rate	0.566712		0.559493		0.526615		0.4948		0.4573	

EAV	EAV Actual 2009	Percent Increase	EAV Actual 2008	Percent Increase	EAV Actual 2007	Percent Increase	EAV Actual 2006	Percent Increase	EAV Actual 2005	Percent Increase
Farm	9,021,244	0.1245	8,022,611	-0.0707	8,632,543	0.0787	8,002,830	0.3001	6,155,779	0.0190
Residential	1,170,753,557	-0.0011	1,172,020,175	0.0576	1,108,174,962	0.0848	1,021,590,955	0.1057	923,894,374	0.1146
Commercial	284,983,247	-0.0377	296,140,598	0.0429	283,960,198	0.0935	259,683,385	0.1298	229,844,425	0.1417
Industrial	126,506,924	-0.0041	127,022,896	0.0469	121,326,875	0.1135	108,962,523	0.0819	100,710,811	-0.0189
Railroad	690,393	0.2050	572,917	0.0936	523,887	-0.0019	524,910	-0.0031	526,541	-0.0581
Total Value	1,591,955,365	-0.0074	1,603,779,197	0.0533	1,522,618,465	0.0885	1,398,764,603	0.1091	1,261,131,930	0.1068
Growth in Total EAV %	-0.74%		5.33%		8.85%		10.91%		10.68%	
Growth in EAV \$	-\$11,823,832		\$81,160,732		\$123,853,862		\$137,632,673		\$121,676,574	
New Property as a % of EAV	1.06%		1.24%		2.52%		2.96%		3.23%	
New Property \$	\$16,921,821		\$19,866,256		\$38,426,596		\$41,469,814		\$40,756,646	
CPI	0.10%		4.10%		2.50%		3.40%		3.30%	
Tax Cap Extension	\$4,854,031		\$4,797,705		\$4,551,716		\$4,328,337		\$4,058,449	
Growth in Extension	\$56,326		\$245,990		\$223,378		\$269,889		\$310,324	
Growth in Extension %	1.17%		5.40%		5.16%		6.65%		8.28%	
Tax Rate	0.4207		0.4097		0.4135		0.4297		0.4384	

TAX CAP EXTENSION

Prior Year Aggregate Ext. Base X (1+Limit) X Rate Increase Factor = Numerator

6,144,741

1.019

1.0

6,261,492

Est. 2019 EAV - Annexations + Disconnections= Adjusted Est. 2019 EAV

1,622,299,532

0

0

1,622,299,532

Adjusted Est. 2019 EAV - (New Property x State Multiplier) - TIF Recovery - EZ Recovery = Denominator

1,622,299,532

8,961,449

1.000000

0

0

1,613,338,083

Numerator / Denominator = Limited Rate

6,261,492

1,613,338,083

0.388108

Limited Rate X Est. 2019 EAV = Total Est. Aggregate Ext.

0.388108

1,622,299,532

6,296,272

	2018 Extension	Est. 2019 Extension	2019 Levy Request	
Corporate	3,856,563	3,972,447	4,075,000	MAX RATE BY LAW= .35
Recreation	1,566,953	1,608,799	1,652,000	MAX RATE BY LAW= .12
IMRF	239,900	181,837	186,000	NO LIMIT
Liability Insurance	173,067	168,917	173,000	NO LIMIT
Audit	10,754	10,525	11,000	MAX RATE BY LAW= .005
Social Security	297,505	353,747	360,000	NO LIMIT
Total Capped	6,144,741	6,296,272	6,457,000	
	← 2.47% Increase →			
Special Recreation	570,013	570,000	570,000	MAX RATE BY LAW= .04
Bond & Interest	829,534	836,927	836,927	NO LIMIT
Total Uncapped	1,399,546	1,406,927	1,406,927	
	← .53% Increase →			
	2018 Tax Rate	Est. 2019 Tax Rate		
Limited Rate (Capped)	0.390840	0.388108		
Non Limiting Rate (Uncapped)	0.089019	0.086724		
Total Tax Rate	0.479859	0.474832		

## Comparison of 2019 & 2020 Tax Bills

**Scenario: A tax levy increase of CPI 1.9%, plus \$9M residential new growth, a overall 1.9% increase in residential EAV.**

	<b>\$200,000 Fair Market Value Home</b>		<b>\$300,000 Fair Market Value Home</b>	
	<i>Tax Year 2019</i>	<i>Tax Year 2020</i>	<i>Tax Year 2019</i>	<i>Tax Year 2020</i>
Fair Market Value	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000
Equalized Assessed Valuation (33 1/3%)	\$ 66,667	\$ 66,667	\$ 100,000	\$ 100,000
Assuming 1.9% rise in EAV home value*		\$ 67,933		\$ 101,900
Geneva Park District Tax Rate	0.00479859	0.00474832	0.00479859	0.00474832
Tax Bill	\$ 319.91	\$ 322.57	\$ 479.86	\$ 483.85
Tax Increase (Decrease) from prior year		\$ 2.66		\$ 3.99
Percentage Tax Increase (Decrease from prior year)		0.83%		0.83%

Assumes estimated EAV provided by county of \$1,622,299,532.

\*Rise in residential EAV determined by taking overall increase in residential EAV of 2.7% less new growth in residential of \$9M equals 1.9% rise in home value.



**Geneva**  
PARK DISTRICT



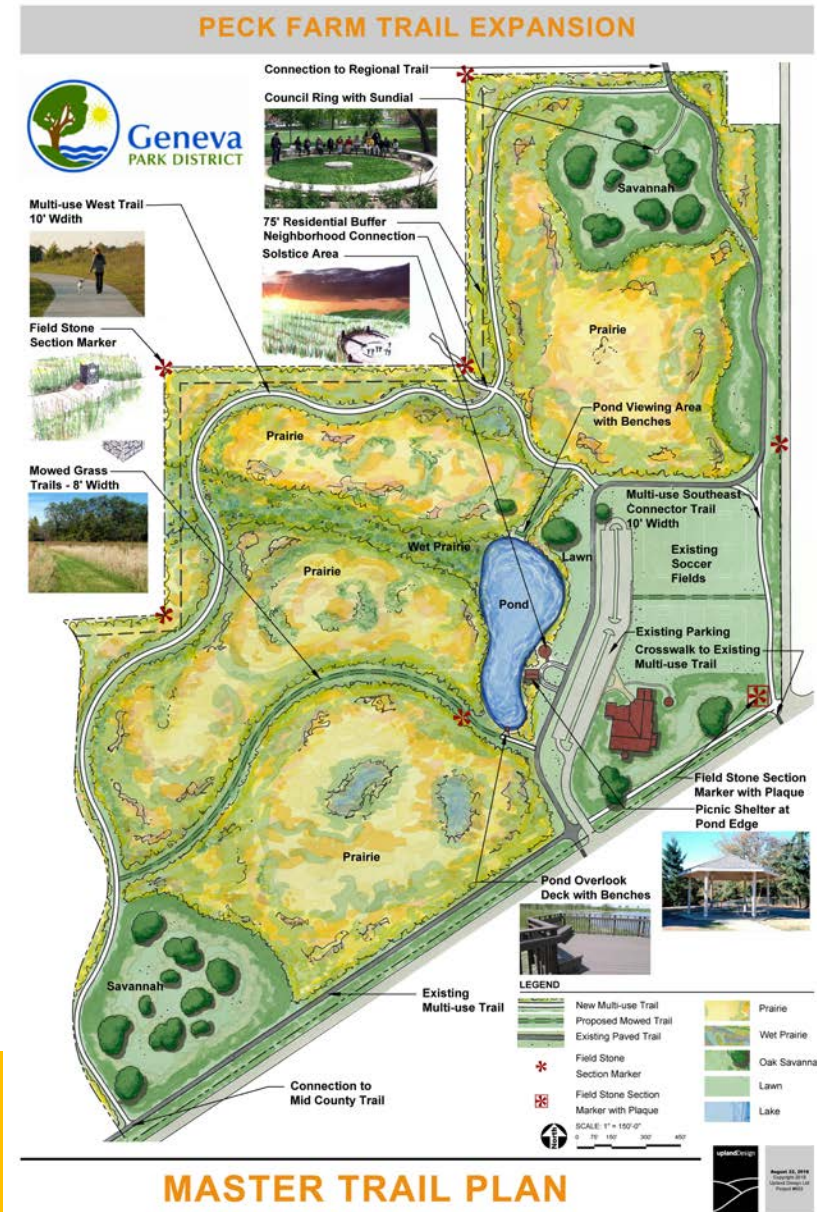
# Peck Farm North OSLAD Development

Geneva Park District



# Peck Farm North OSLAD Development

- Asphalt Multi-Use Trails
- Mowed Walking Trails
- Picnic Shelter
- Solstice Meeting Area
- Sundial with Seating Area
- Field Stone Sign with Interpretive Signs
- Overlook Deck with Benches







Geneva  
PARK DISTRICT

Multi-use West Trail  
10' Width



Field Stone  
Section Marker



Mowed Grass  
Trails - 8' Width



Connection to Regional Trail

75' Residential Buffer  
Neighborhood Connection  
Solstice Area



#### LEGEND

New Multi-use Trail  
Proposed Mowed Trail  
Existing Paved Trail



Field Stone  
Section Marker



Field Stone Section  
Marker with Plaque



SCALE: 1" = 150'-0"

0 75' 150' 300' 450'

Prairie  
Wet Prairie  
Oak Savannah  
Lawn  
Lake

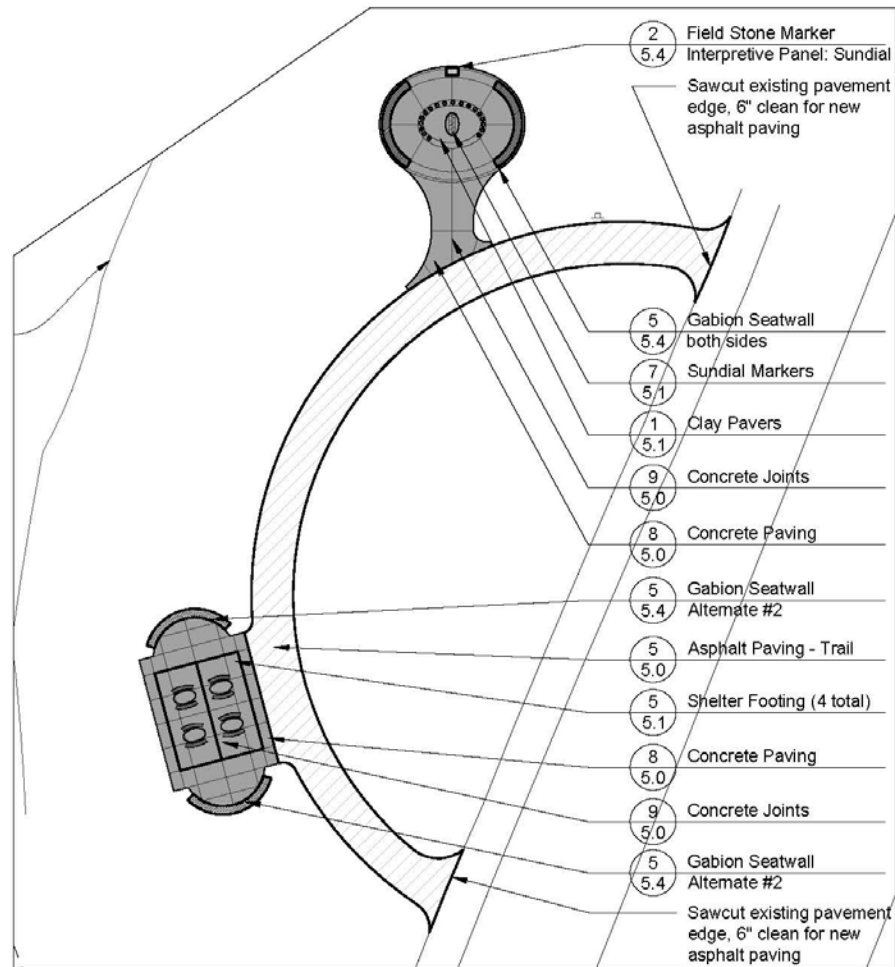


uplandDesign

August 15, 2018  
Geneva Park District  
Master Trail Plan

## MASTER TRAIL PLAN

# Shelter & Sundial Enlargement



Shelter & Sundial Enlargement



SCALE: 1" = 20'-0"

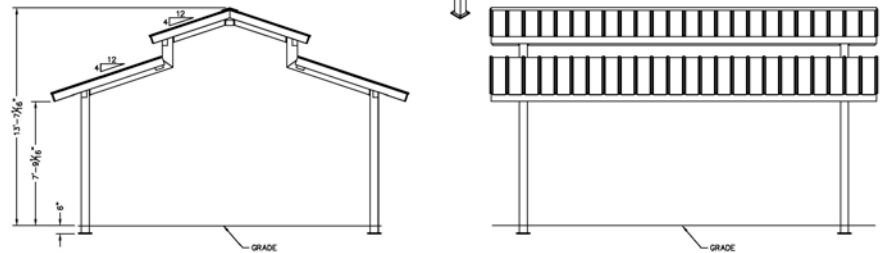
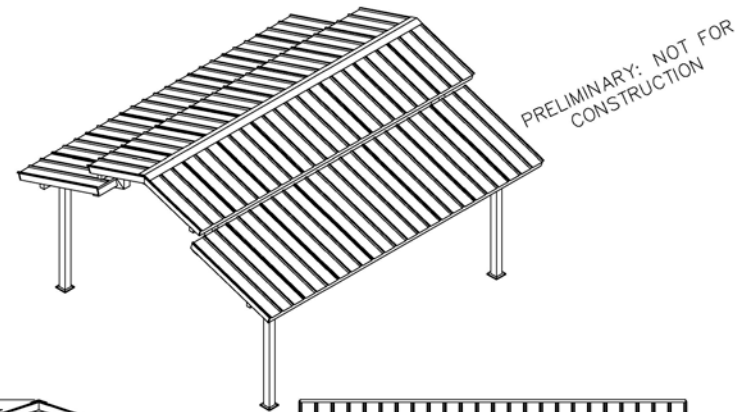




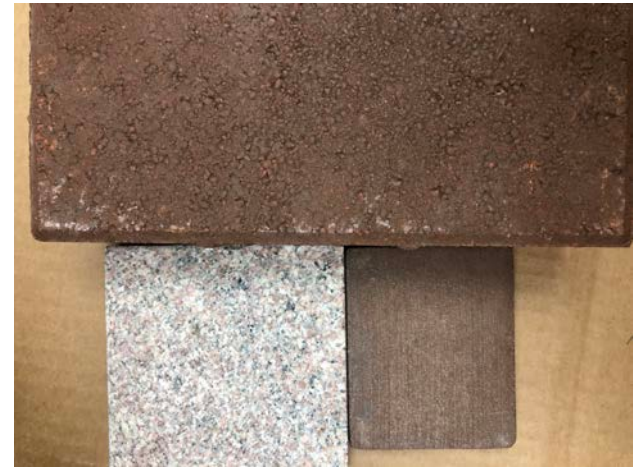
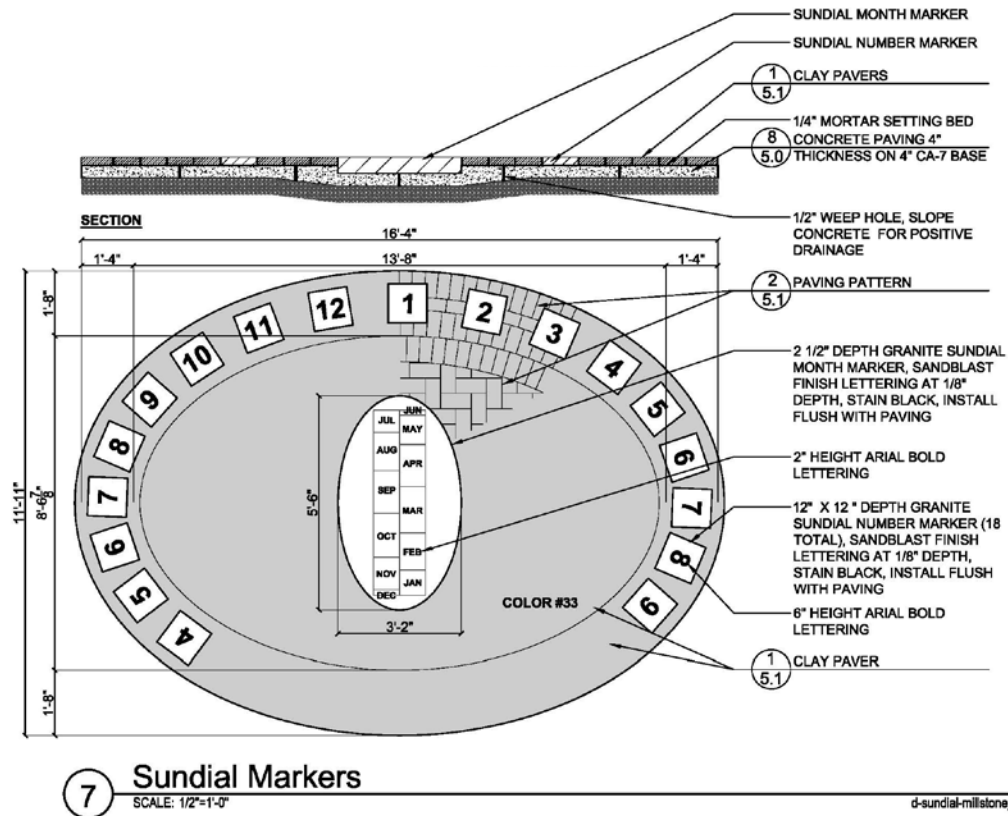
# Picnic Shelter



Picnic Shelter to match existing shelter



# Sundial Markers

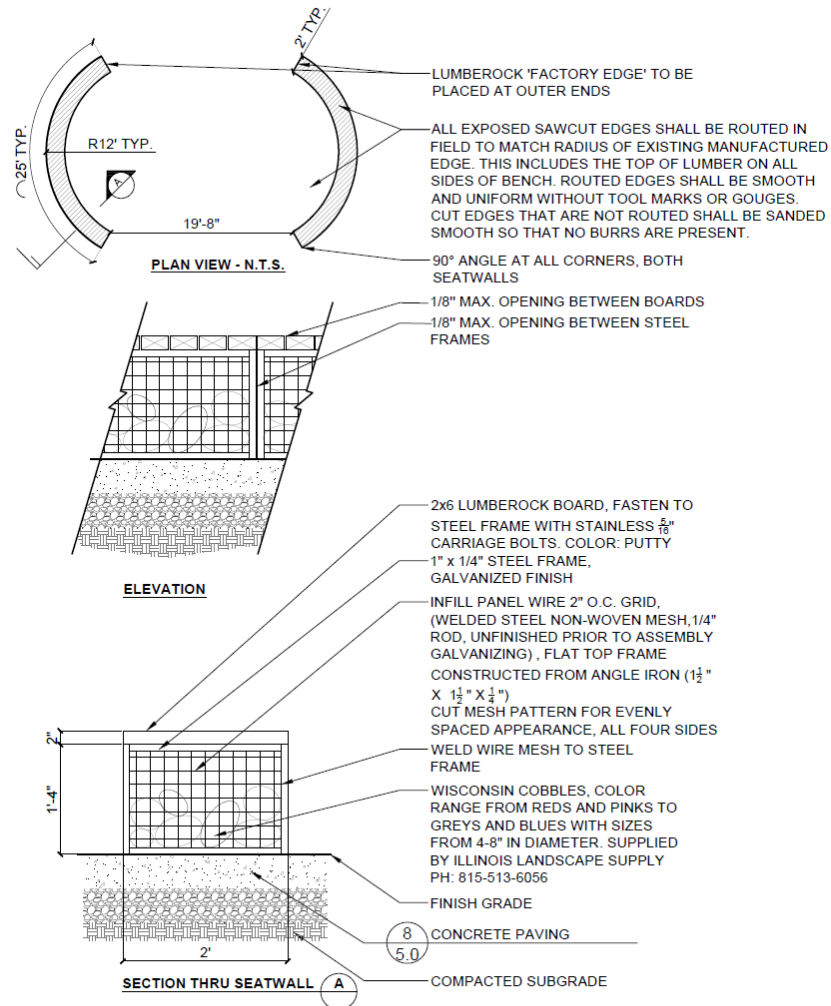


## Sundial Paving Colors



## Sundial Markers

# Sundial Gabion Seatwalls



**5 Gabion Seatwall**

SCALE: 1"=1'-0"

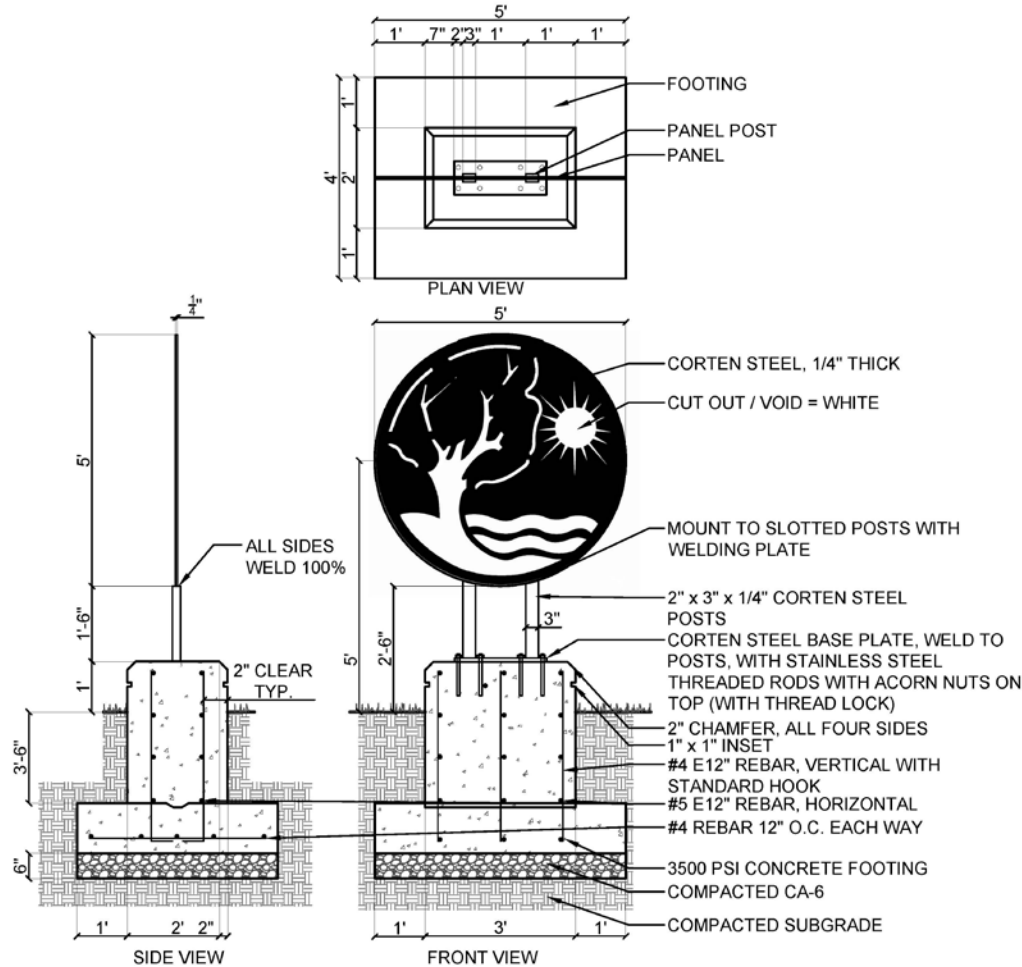
d-gabion seatwall\_12



# Solstice Ring



# Solstice Monument

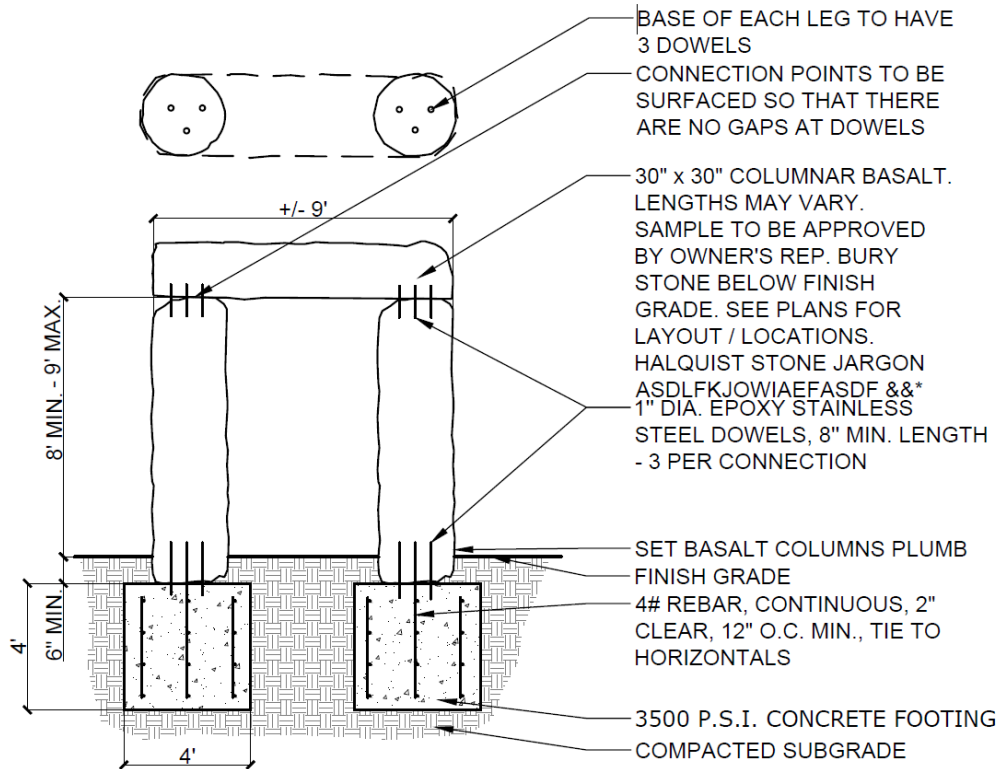


**Solstice Monument**

SCALE: 1/2"=1'-0"

d-Solstice Monument\_24

# Stone Arch



4

Stone Arch

SCALE: N.T.S.

d-stone arch\_48

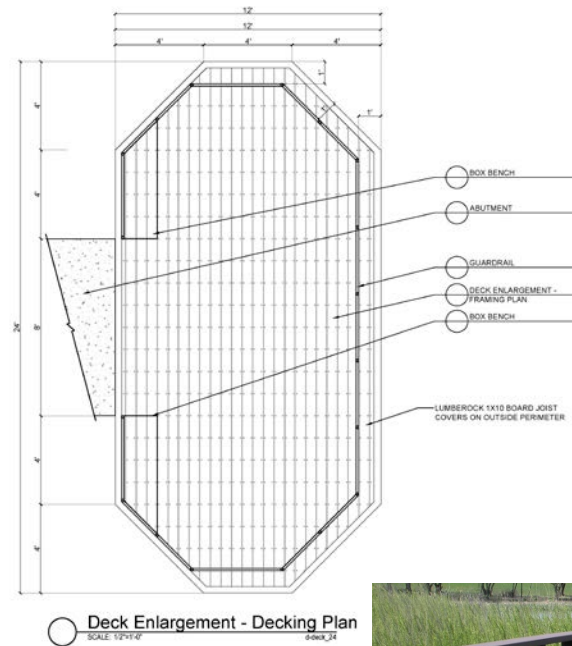
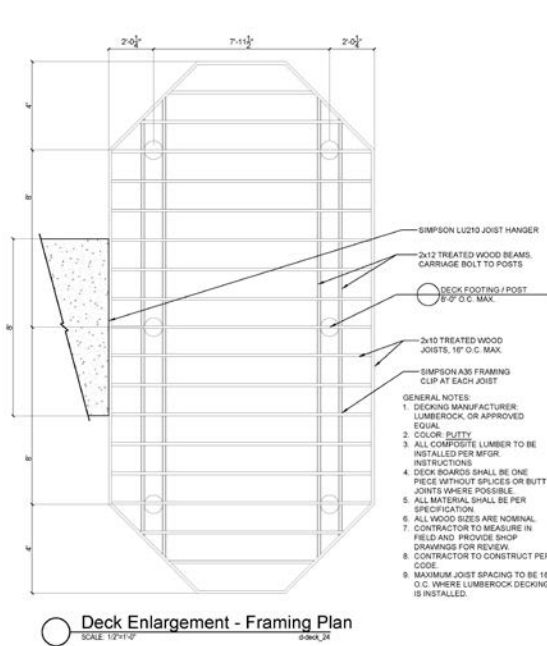


Tree Path



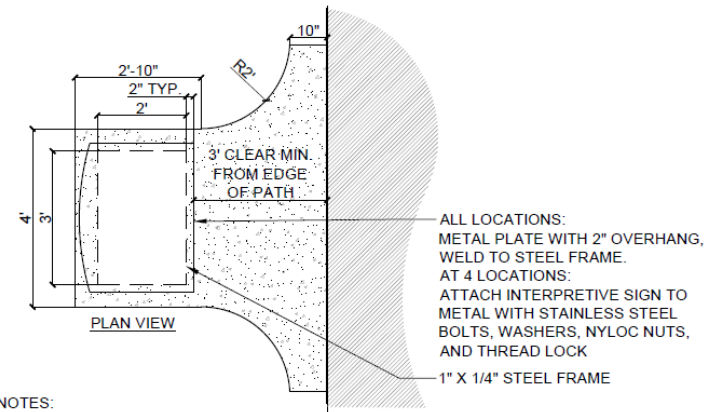
Stone Arch

# Overlook Deck with Benches



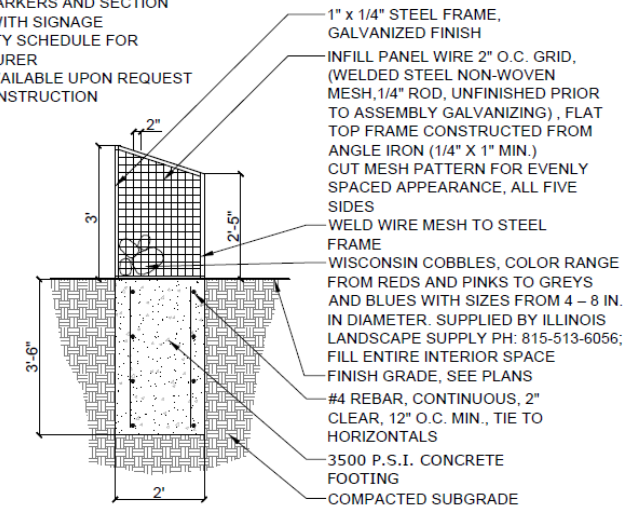


# Field Stone Signs with Interpretive Signs



## NOTES:

1. SEE PLANS FOR LOCATIONS OF SECTION MARKERS AND SECTION MARKERS WITH SIGNAGE
2. SEE AMENITY SCHEDULE FOR MANUFACTURER
3. EPS FILE AVAILABLE UPON REQUEST DURING CONSTRUCTION



"PULSE DESIGN NATURE SERIES" Interpretive Trail Sign #520-2436-01A-5409, Size 24"x36", ©2009 Pulse Design, Inc. To Order: Call 708-385-1300 or Visit [www.pulsedesign.com](http://www.pulsedesign.com)

2 Field Stone Marker  
SCALE: NTS

d-sectionmarker&plaque\_24



# Site Amenities



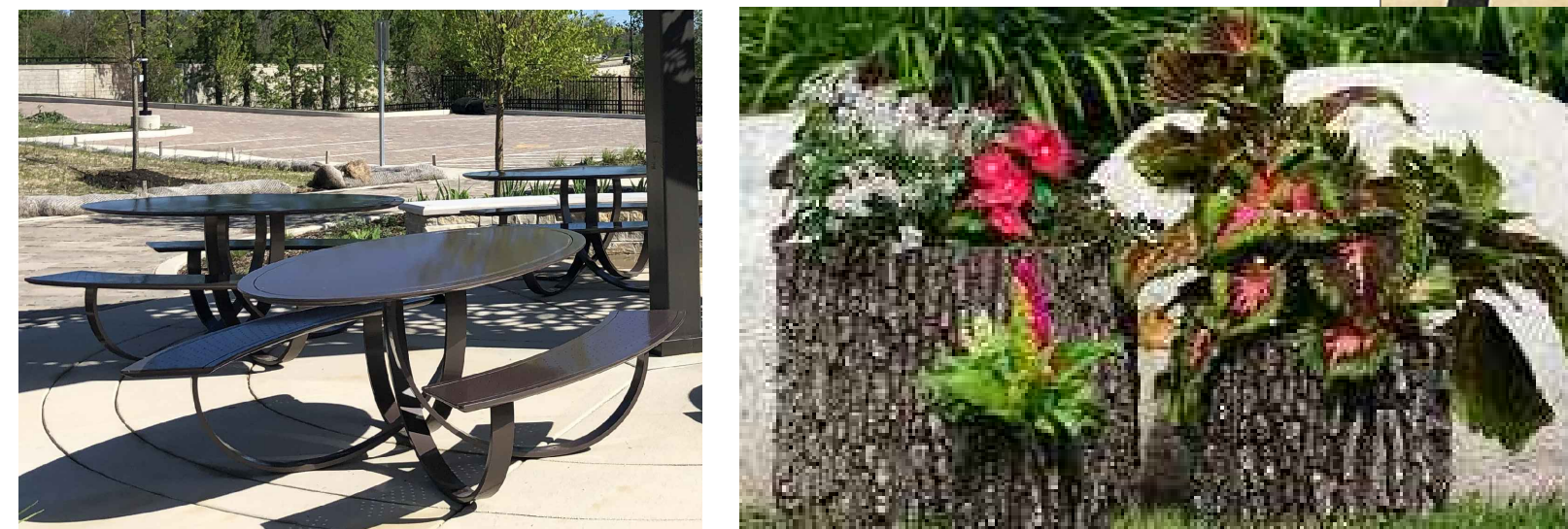
Lakeside Bench, Grass Backed,  
Cranberry Color



Charlie Table, Cranberry Color



Picnic Table Seating Area  
with Log Planters



Tree Cookie Discovery Path  
to enchanted fairy circle



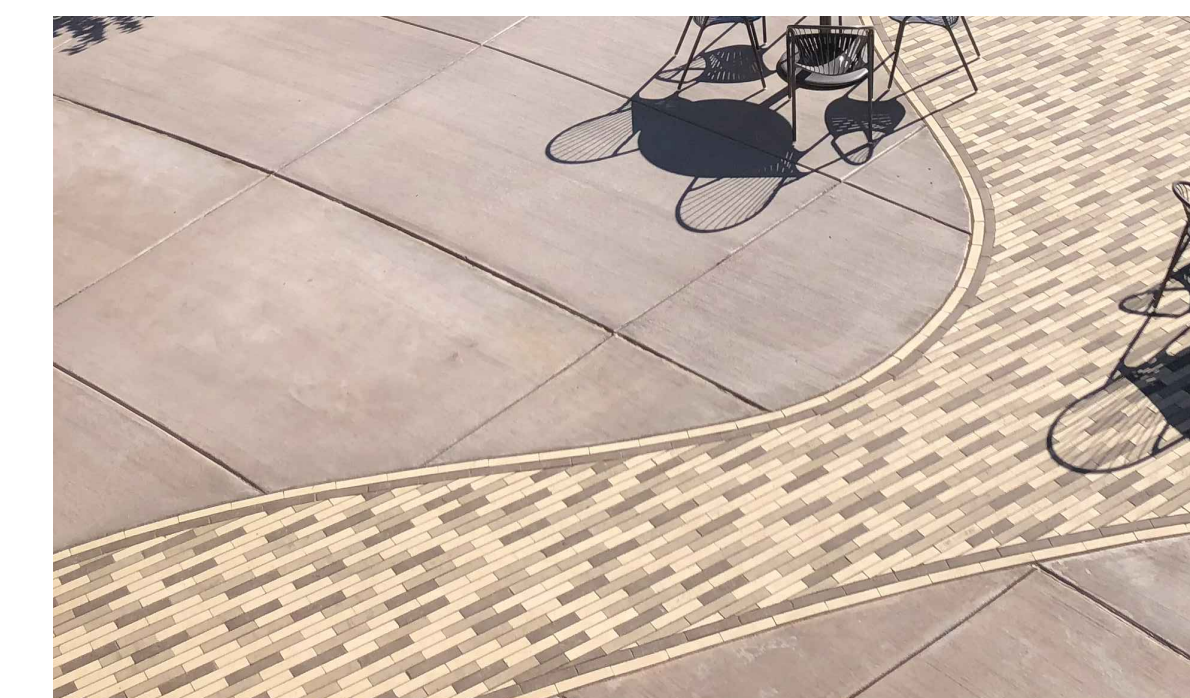
Native Prairie Grass  
Landscaping



Log Bench and Music Area



Paving River with Boulders



Bench



Split Rail Fence

Play Equipment  
-Engineered wood fiber surfacing  
-Poured in place surfacing under swings



Updates based on public input



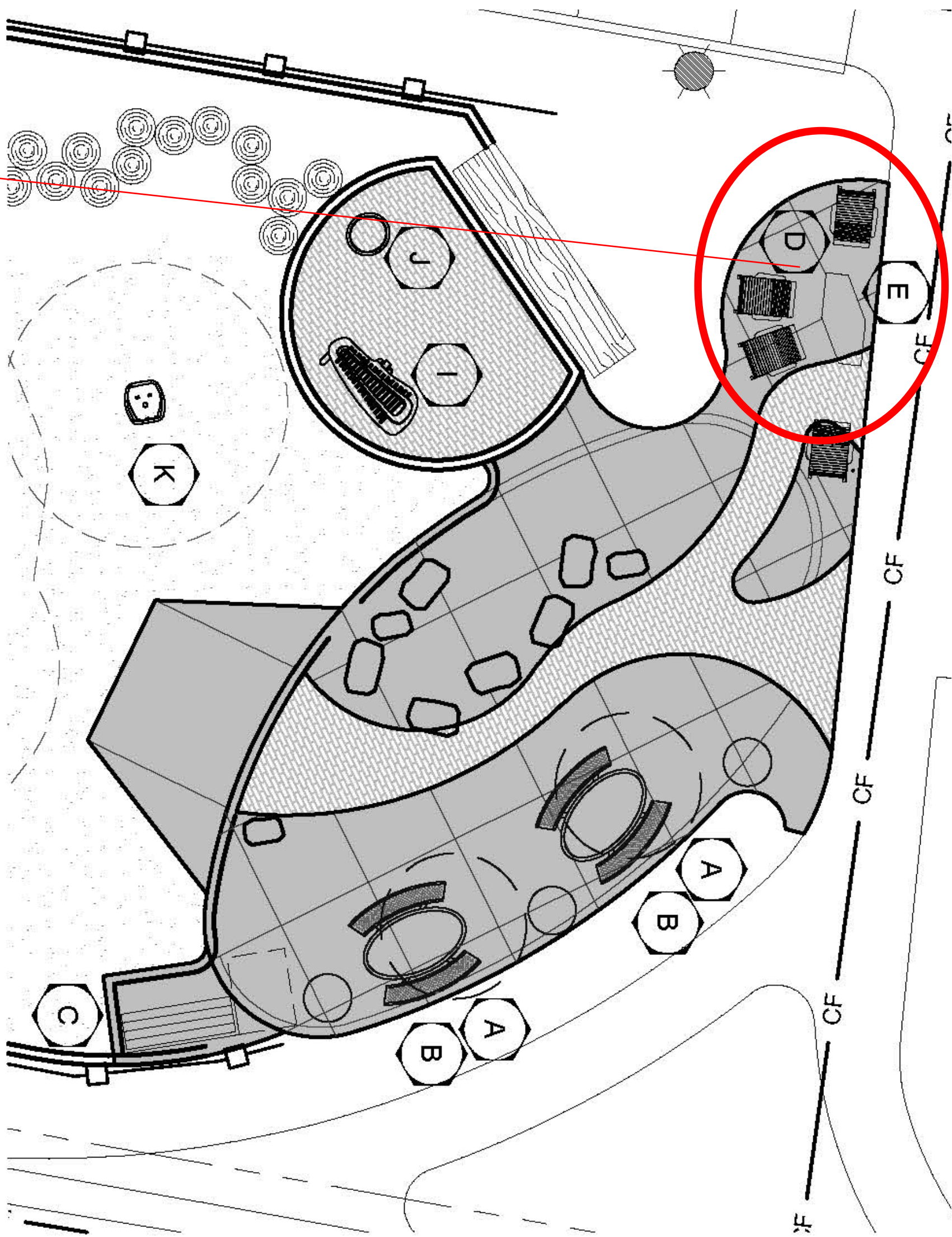
Friendship Swing



Metal Shade added at Table



Seating Area Added with Lounge Chair and Low Table



**Mini Park**  
at Geneva Public Library  
Geneva Park District



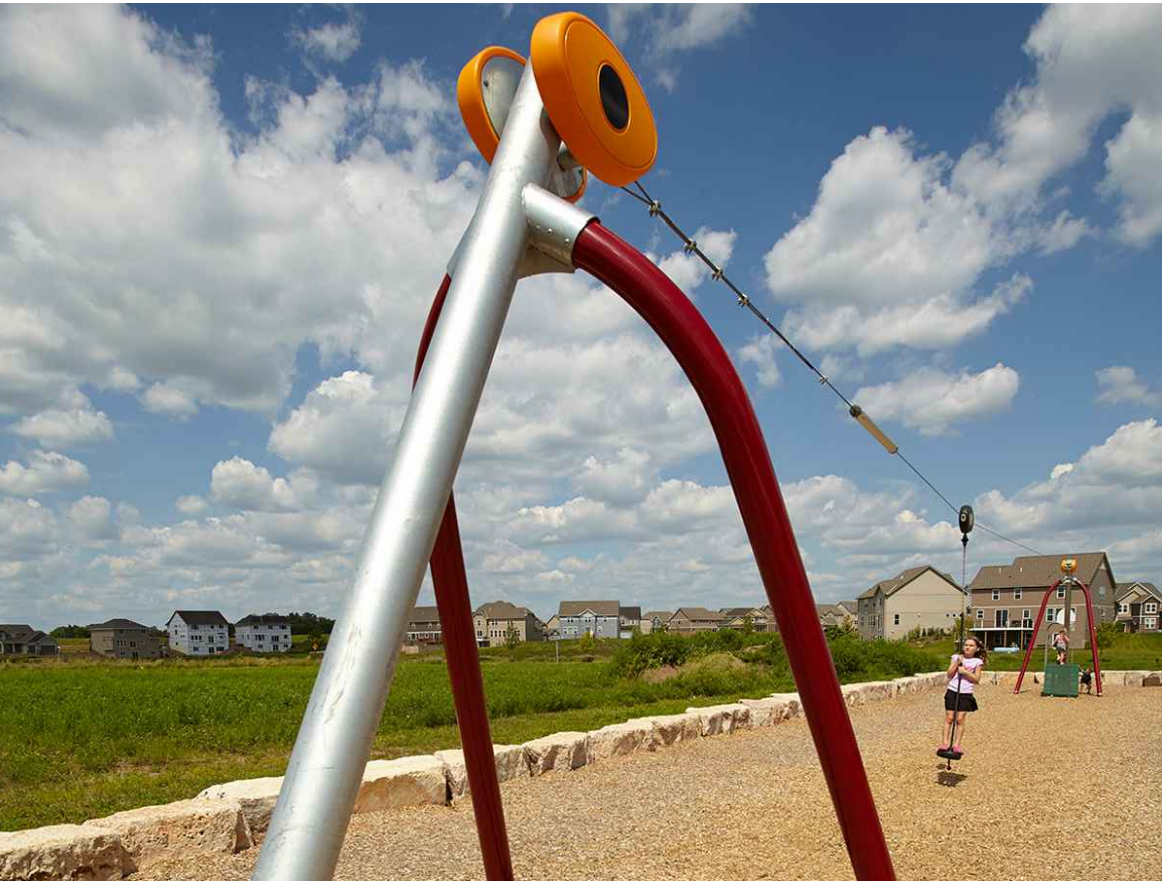


**Mini Park**  
at Geneva Public Library  
Geneva Park District



Expand Playground for Zipline

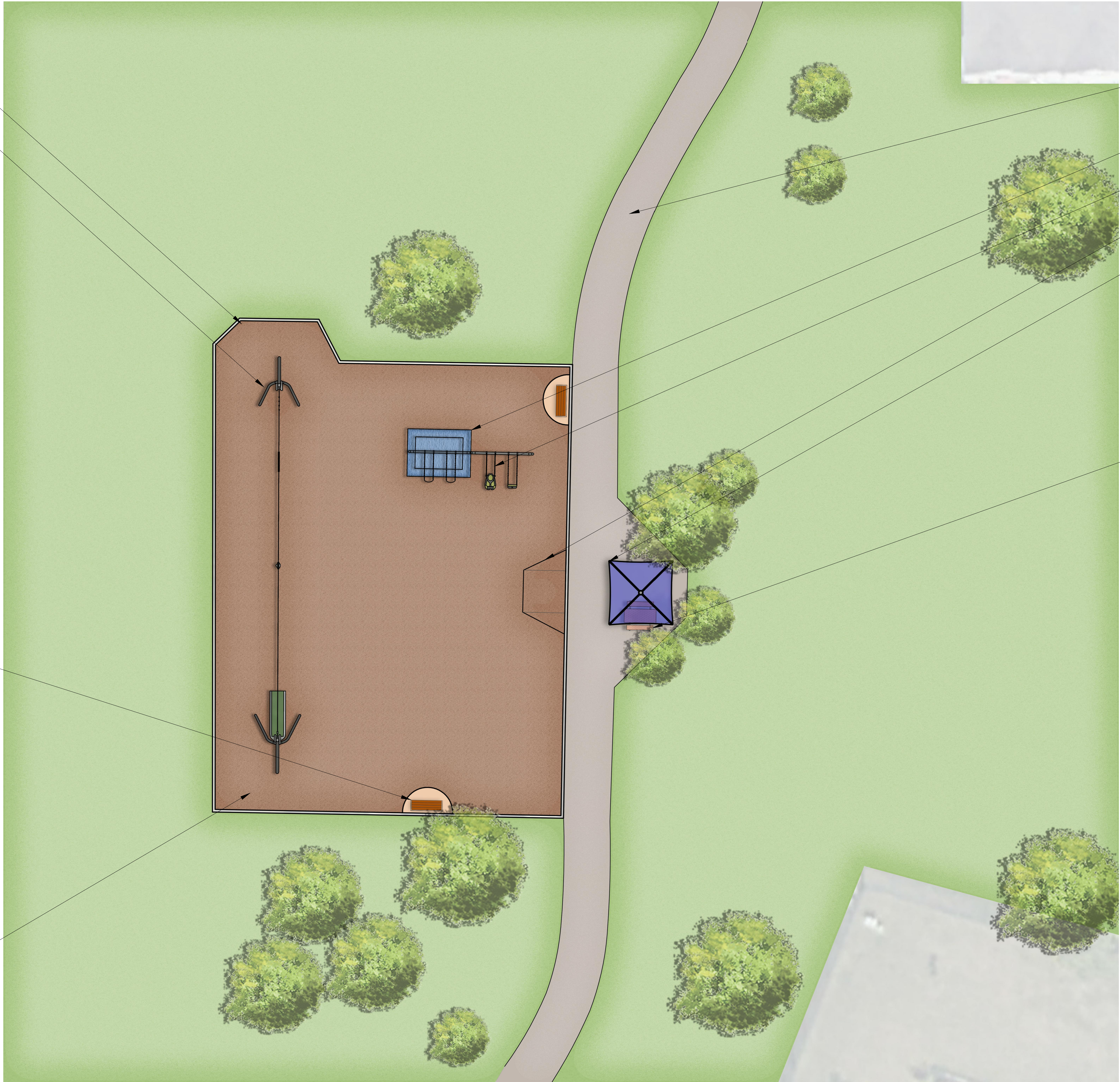
Zipline



Benches



Engineered Wood Fiber Surfacing



Existing Asphalt Path

Poured-in-Place Surfacing at Swings

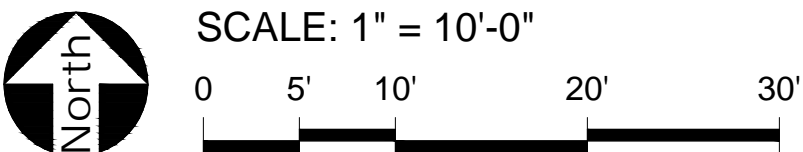
Swings

Sloped Playground Entry

12'X12' Shade



Picnic Table







# Bricher Park



Balance Chains  
w/ curly climber



Infinity Climb



Mantis Cable Ride



Bumpy  
Climber



Generation Swing



Component Chart	Deck Height
Spiral Slide	8'
Hypersonic Slide	8'
Spiral Tunnel Slide	6'
Double Wide slide	4'
Silo Scramble	8'/6'
Slide Pole	6'
Infinity High Climb	6'
Pommel Climber	6'
Cylinder Climber	6'
Infinity Wings Climber	5'
Steel Counter Panel	
Gear Panel	
Lean Out seat panel	
Overhead Combo	
Arched Bridge	
Balance Chains	
Curly Climber to post	
Swings:	
(2) belt swing seats	
(1) tot seat	
(1) ADA swing seat	
(1) Generation Seat	
Mantis 20M cable ride	
Accommodation	69 children





**Geneva Park District**  
**Bricher Park Playground Renovations Comments**  
**Public Meeting – Thursday, October 24<sup>th</sup>, 2019 (5:30 – 6:30 pm)**

**PLAYGROUND OPTIONS**

Option A – 8 Votes

Option B – 4 Votes

**Option C – 14 Votes**

**ZIPLINE OPTIONS**

Option 1 – 5 Votes

Option 2 – 0 Votes

**Option 3 – 12 Votes**

Option 4 – 5 Votes

NO Zipline Votes – 5 Votes

**Additional Comments**

We love the generation swing!!

Consider a **basketball court**.

Shade and a **basketball court**.

**Basketball court** (1/2 court).

Please add a **basketball court**, even just a ½ court.

Not enough swings on any plans. Add walkways, not equipment. Option process was bad!! Didn't allow for community input!!! Improve winter use. No gaudy colors. No tubes slides, people hide in them. **No Zipline!!! Basketball court**. Ice Rink. Equipment should last more than 15 years.

**Basketball court** please!!!

Offer a variety of play options like in the current playground. At least two benches please.

**Basketball court.**

I like option B but wish there was shade offered for hot days. I also would suggest more poured in place surfacing over play area (not just swings) rather than the woodchips. Thank you for hosting this event.

**Basketball court.**

Stay with neutral colors (greens, blue, grey) otherwise it looks like a gaudy circus. Install another walkway on the other side of the playground equipment and add 2 more park benches. Doggy bag dispensers can be a useful item for those who fail to pick up. That open field is hardly ever used, kids play in the retention area! **No matter how popular ziplines** are

**Geneva Park District**  
**Bricher Park Playground Renovations Comments Continued.....**

with the kids, there are issues: noise, liability issues, and maintenance costs. What are the plans for the adults? Suggestion: a flower bed or two and 2 more park benches. Have the next meeting with residents before decisions are made.

Please no loud music instruments, this is a very populated area. Want more natural colors, we like green and brown like we already have. Like option C, sensory/gear wheels. Like bumpy climber with younger kids and kids w/gross motor challenges. Have long history of teens accessing private areas to smoke and leave their trash and food. No tunnel slide or places to hide and be private.

Like idea of gazebo for adults to enjoy!

**No zipline** and need shade.

Subdued colors please.

**No zipline please.**

Like option C, but subdued colors. **No zipline**, have that in the main parks, this is too close to homes here.

Like the blue/green tent shade.

Prefer the blue/green combo for the zipline options and please include shade.

Please consider a **basketball court**.

**Prefer no zipline**, would prefer balance beams or stepping stones. Need shade especially by seating area. Like most of option C, would like to see more stepping stones/balancing board – sensory input/balance.



Expanded Playground Curb

Bench



Sloped Playground Entry

Engineered Wood Fiber Surfacing

Existing Concrete Curb

Poured-in-Place Surfacing at Swings

Swings

Bench







PROPOSAL: 129-123466-3

FOURTH STREET SCHOOL PARK





**Geneva Park District  
Fourth Street Park Playground Renovations Comments  
Public Meeting – Wednesday, October 23rd, 2019 (5:30 – 6:30 pm)**

**PLAYGROUND OPTIONS**

Option A – 3 Votes

**Option B – 10 Votes**

Option C – 6 Votes

Option D – 2 Votes

**SWING OPTIONS**

Option 1 – 3 Votes

Option 2 – 3 Votes

**Option 3 – 5 Votes**

Option 4 – 0 Votes

Option 5 – 6 Votes

Option 6 – 3 Votes

**Additional Comments**

Option C because the ropes are appropriate for older kids, while there are still options for younger kids.

Option D with an additional smaller slide (2 slides).

Option D with 2 more slides that are toddler friendly.

Option D is my favorite but it needs shade added.

Multiple people mentioned the need for shade.

Many comments about keeping the colors neutral.

# NOV2019

SUN

MON

TUE

WED

THU

FRI

SAT

01

Parent's Night  
Out

Best of the Best  
– Awards Gala

02

03

04

City Council  
Mtg @ 7  
Comm of the  
Whole Mtg @ 7

05

06

07

CAC Mtg 7 PM

08

09

10

11

IPRA –  
Professional  
Dev School

12

IPRA –  
Professional  
Dev School  
Friendship  
Station  
Preschool Open  
House

13

IPRA –  
Professional  
Dev School

14

Library Mtg @ 7  
Plan Comm Mtg  
@ 7  
IAPD – Legal  
Symposium

15

Northern  
Nights, Trees &  
Lights  
Parent's Night  
Out  
America  
Recycles Day

16

17

18

GPD Board  
Meeting @ 7  
City Council &  
Comm of the  
Whole Mtg @ 7  
School Dist Mtg  
@7

19

HPC Mtg @ 7

20

21

22

23

24

25

26

27

28

Thanksgiving  
SPRC & SCC  
both closed

29

30

# DEC2019

SUN	MON	TUE	WED	THU	FRI	SAT
<b>01</b>	<b>02</b> City Council Mtg @ 7 Comm of the Whole Mtg @ 7	<b>03</b>	<b>04</b>	<b>05</b> CAC Mtg @ 7	<b>06</b> Parent's Night Out Tiny Tim's X-Mas City of Geneva – Christmas Walk & Holiday House Tour	<b>07</b> Tiny Tim's X-Mas Polar Express Train City of Geneva Holiday House Tour
<b>08</b> Tiny Tim's Christmas  Polar Express Train	<b>09</b> GPD Board Meeting @ 7  School Dist Mtg @ 7	<b>10</b>	<b>11</b>	<b>12</b> Plan Comm Mtg @ 7 NRPA Webinar : Playgrounds – Planning to Opening Day	<b>13</b> Holiday Party @ 4:30-7  Tiny Tim's Christmas	<b>14</b> Tiny Tim's Christmas  Christmas on the Farm
<b>15</b> Sunset Dance Company – Holiday Jingle Ball Showcase	<b>16</b> Comm of the Whole Mtg @ 7  City Council Mtg @ 7	<b>17</b> HPC Mtg @ 7	<b>18</b>	<b>19</b> The Polar Express Movie Night	<b>20</b> Parent's Night Out  The Polar Express Movie Night	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> SPRC & SCC both close at 1:00 PM	<b>25</b> SPRC & SCC both closed today	<b>26</b> Plan Comm Mtg @ 7	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> SPRC & SCC both close at 1:00 PM				

**GENEVA PARK DISTRICT  
RECREATION BOARD REPORT  
NICOLE VICKERS, CPRP  
SUPERINTENDENT OF RECREATION  
November 18, 2019**

**I. PROGRAMS**

**Brochure**

The winter brochure is slated to be released nearer the end of November with resident registration starting on December 10<sup>th</sup>.

**Special Events**

**Halloween HayDay/Escape the Mansion**

Staff debuted the brand new Escape the Mansion event in October which challenged over 200 participants to escape Madame Klara's haunted home.

The annual Halloween HayDay was a great success with nearly 800 people enjoying all of the spook-tacular activities!

**Holiday Events**

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

**Playhouse 38**

Playhouse 38 will be debuting the children's production of 'Tiny Tim's Christmas' December 6<sup>th</sup> – 8<sup>th</sup> and December 13<sup>th</sup> – 15<sup>th</sup>.

New this year is the Holiday Movie Night Featuring the Polar Express at Playhouse 38. This event will feature the movie, fun activities, and a visit from Santa!

**Recreation Committee Meeting**

The Recreation Committee meeting was held November 11<sup>th</sup>. Staff reviewed Spring and Summer Cost Analysis along with the annual Summer Camp report. The full report, including minutes, is included in the board packet.



## **II.     UPCOMING EVENTS**

### **Special Events:**

December 7 & 8:     Polar Express Storytime Train

December 10:       Hello Santa

December 19 & 20:   Holiday Movie Night

### **Trips:**

November 21:       Remembering Marshall Fields, Joliet

December 5:        Mary Poppins, Drury Lane

December 13:       Racine Holiday Tour, Wisconsin

December 19:       Beauty and the Beast, Aurora

## **INFORMATION:**

### **III. SUNSET REPORT**

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

<b>SRFC October Totals</b>		
	<b>October 2018</b>	<b>October 2019</b>
Annual Membership Revenue	\$8,391	\$7,684
EFT/Ongoing Revenue	\$3,923	\$4,185
Court Hours	\$164	\$256
Guests	\$481	\$424
Monthly Memberships	\$0	\$0
Racquet Rentals	\$0	\$0
Vending	\$356	\$221
<b>Total Revenue</b>	<b>\$13,315</b>	<b>\$12,770</b>

	<b>October 2018</b>	<b>October 2019</b>
Resident SRFC Pre-Paid:		
New	7	7
Renew	16	18
Resident SRFC ONGOING:		
New	1	2
Renew	3	1
Non-Resident SRFC Pre-Paid:		
New	2	1
Renew	3	3
Non-Resident SRFC ONGOING:		
New	2	0
Renew	0	1
<b>New</b>	12	10
<b>Renew</b>	22	23
<b>Totals</b>	34	33

<b>SRFC October Memberships Totals</b>		
	<b>October 2018</b>	<b>October 2019</b>
<b>Total Membership Revenue</b>	<b>\$12,314</b>	<b>\$11,869</b>
<b>Annual Member Retention Rate</b>	<b>83%</b>	<b>84%</b>
<b>SRFC Usage Breakdown</b>		
	<b>October 2018</b>	<b>October 2019</b>
Members	4,374	4,243
Guests	<u>121</u>	<u>112</u>



<b>Total Usage</b>	<b>4,495</b>	<b>4,355</b>
Weight room Usage	4,255	4,185
<b>Court Usage</b>		
Reserved Court Time	59	55
Walk-on Court Time	3	3
<b>Court Percentages</b>		
Prime Time	19%	23%
Non-Prime Time	11%	8%
Racquetball	11%	8%
Wallyball	2%	5%
<b>SRFC Year to Date Comparison</b>		
	<b>2018/2019</b>	<b>2019/2020</b>
Total EFT/Ongoing Memberships	104	111
Total # of Memberships/Members (excludes Gold)	562	926
<b>YTD Total Retention Rate</b>	83%	84%
Total Membership Revenue	\$71,226	\$74,259
Projected EFT/Ongoing Annual Rev.	\$23,538	\$25,110

#### IV. **SPRC REPORT**

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

<b>SPRC General</b>		
	<b>October 2018</b>	<b>October 2019</b>
Total Membership Revenue	<b>\$37,003</b>	<b>\$38,052</b>
Memberships	93	110
Track Passes	53	65
Guests	138	129
Monthly Membership Retention Rate	87%	78%

<b>SPRC Membership Breakdown</b>		
	<b>October 2018</b>	<b>October 2019</b>
Resident Gold Pre-Paid:		
New	0	4
Renew	2	4
Resident Gold ONGOING:		
New	1	2
Renew	1	2
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	15	15
Renew	47	36
Resident SPRC ONGOING:		
New	5	23
Renew	12	4
Non-Resident SPRC Pre-Paid:		
New	1	9
Renew	5	7
Non-Resident SPRC ONGOING:		
New	3	4
Renew	1	0
<b>New</b>	25	57
<b>Renew</b>	68	53
<b>Totals</b>	93	110
<b>SPRC Usage Breakdown</b>		
	<b>October 2018</b>	<b>October 2019</b>
Members	9,327	9,880
Guests	<u>138</u>	<u>129</u>
<b>Total Usage</b>	<b>9,465</b>	<b>10,009</b>
Member Usage:		
Mon.-Fri. (Avg.)	Avg.389	Avg. 351
Sat. (Avg.)	Avg. 307	Avg. 319
Morning Nursery	794	567
12-4 pm Nursery	231	266
Evening Nursery	147	198
<b>TOTAL NURSERY</b>	1,172	1,031
Open Gym Youth	288	618
Open Gym Adult	95	350
<b>SPRC October Totals</b>		
	<b>October 2018</b>	<b>October 2019</b>
Annual Membership Revenue:	\$21,022	\$20,847
EFT/Ongoing Membership Revenue:	\$14,582	\$15,580
Monthly Memberships	1	0
Track Pass	53	65
<b>Total Membership Revenue</b>	<b>\$37,003</b>	<b>\$38,052</b>
Kidz Korral Revenue	\$2,953	\$4,238
Birthday Parties	10	5
Guest Fees	138	129

Open Gym Youth	288	\$924	618	\$1,424
Open Gym Adult	95	\$379	350	\$295
Vending	\$366		\$485	
<b>Total Additional Revenue</b>	<b>\$7,548</b>		<b>\$8,799</b>	
<b>SPRC Year to Date Comparisons</b>				
	<b>2018/2019</b>		<b>2019/2020</b>	
Current Memberships/Members	1,371	2,880	1,455	2,992
Gold Annual	174	396	174	380
Gold Ongoing	78	177	88	206
SPRC Annual	767	1,487	834	1,583
SPRC Ongoing	352	820	359	823
Track Passes	716		690	
YTD Membership Retention Rate	80%		79%	
Total Membership Revenue	\$186,289		\$195,288	
Projected EFT/Ongoing Annual Rev.	\$87,492		\$93,480	

**Peck Farm Park Report**  
**by**  
Trish Burns  
*Manager of Peck Farm Park Interpretative Center*  
November 18, 2019

**Natural Areas / Site Management**

1. Natural Area Plan – The Natural Area Plan has been updated to reflect the work done during the growing season. The burn plan rotation has been updated to reflect the targeted areas for the upcoming burn season. As burn season approaches and weather allows, staff will begin to burn as conditions allow.
2. Volunteer Appreciation – Staff will be hosting a volunteer appreciation event on December 4th starting at 5:30 pm at the Peck House. Volunteers are invited to attend the event and will be recognized for all their efforts. Please join us if you are available to attend. The event will include a dinner at the Peck House.

**Interpretation / Programs**

1. Winter Hours – As of November 1<sup>st</sup>, the House, Observation Silo and Orientation Barn at Peck Farm Park will be closed on Sundays for the winter season.

2. Upcoming Events & Programs:

Woodland Yule Log	December 3
Volunteer Appreciation Dinner	December 4
Garden in a Bottle	December 5
Family Ecology Club	December 7
Christmas on the Farm	December 14

3. Program report (October):

2019	2018		2019	2018	
4	6	Family Programs	71	72	Participants
4	3	Adult Programs	121	105	Participants
6	8	Children's Programs	73	82	Participants
2	4	Birthday Party Programs	100	180	Participants
2	2	On-site Field Trips – Staff led	67	78	Students/teachers/chaperons
0	3	On-site Field Trips – Visit only	0	90	Students/teachers/chaperons
4	4	KidsZone/KinderZone	232	248	Participants
0	1	Scout Programs	0	27	Participants
1	1	Community Group Mtgs.	40	45	FVAS
4	3	Partnered Programs	575	635	FVAS Public Star Party, Geneva Middle School Cross Country Meets

0	0	OB Rentals	0	0	
1	1	Picnic Shelter Rental	75	175	Participants
6	2	3-Sided Barn Rental	450	140	Participants
0	0	Facility Rental	0	0	
1	1	Special Event	90	175	Dog Parade
		Walk in Attendance	899	1,223	Visitors
<b>29</b>	<b>39</b>	<b>Total Events</b>	<b>2,720</b>	<b>3,275</b>	<b>Total Tracked Participants</b>

4. Program Comparison (4-Years):

October Programs							
2017		2016		2015		2014	
Events	Participants	Events	Participants	Events	Participants	Events	Participants
58	4,047	44	4,255	46	3,895	32	2,917

**GENEVA PARK DISTRICT**  
**PARKS AND PROPERTIES BOARD REPORT**

November 18, 2019

**Operations**

- Brush and tree trimming at Bennet south perimeter fence line is complete.
- Preparing for plowing, staff created plow maps for each parking lot.
- Completed full staff training for plowing, salting and pretreatment.
- Started fall stump grinding, removed stumps at Peck.
- Completed beaver hut repairs at Hawks Hollow.
- Staff completed training on proper tree planting and mulching techniques.
- Mowing has slowed considerably, staff has started mulching leaves in the parks.
- Replaced 50 parking bumpers at Sunset, inspecting other lots for damaged bumpers.
- Moving picnic tables to Wheeler to prepare for winter maintenance.
- Staff is inspecting parks for tree removal and putting together a work list for this winter and next year.

**Baseball/Softball**

- GBA fall season is complete prepping for in-house leagues only.
- Peck ballfield drainage rough grading is complete. Staff will be working on final grading and seeding to complete the project.
- Staff completed the fine grading and seeding for Mill Creek ballfield drainage work.

**Soccer**

- Soccer and lacrosse seasons are over for the year, staff cleaned up and stored equipment for the winter.

**Facilities**

Sunset Park

- Converted lights at Sunset parking lot to LED.
- Started the LED light conversion at Sunset Pool.
- Repaired the employee door lock at Sunset.

Mill Creek

- Installed LED lights in the Mill Creek Pool Parking lot.
- Installed filtration pump for kidding pool.

#### Moore Park

- Working on sprayground surfacing replacement plan.

#### Peck Farm

- Completed the installation of a security light along the north side of the red barn.
- Installed a security camera at Peck operations fuel station.

#### Island Park

- Completed the winterization of the pavilion.

#### Wheeler Park

- Winterized pavilions, drinking fountains and hydrants.
- Removed water meters and RPZs for storage this winter.
- Ordered new signage for single use restrooms, will install once delivered.

#### SPRC

- Ordered LED lights for main sign, conversion to be completed upon arrival.

### Park Projects

- Staff continues to enter data into PubWorks and is learning new aspects of the system.
- Lions Park tennis court resurfacing is rescheduled for next spring.
- Asphalt paving of parking lots and trails are complete.
- Staff is preparing ice rink sites and will be installing ice rink boards in November.
- Picnic table boards are being stained in preparation for maintenance this winter.
- Community Garden shelter installation is scheduled to start the week of November 11<sup>th</sup>.
- Wheeler tennis courts are scheduled for resurfacing next year. Staff is reaching out to residents using the courts to get ideas and input regarding the project.
- Researched replacing the slide at Marjorie Murray Park Playground with options below:  
Prices range from \$1,205 - \$2,225.





## Tree Planting 2019

- 100 additional trees were ordered and delivered. Staff is in the process of planting the trees.



**Geneva Park District**  
**Recreation Committee Meeting**

**Monday, November 11<sup>th</sup>**

**4:30 pm**

**AGENDA**

Call to Order

- I. 2019-2020 Recreation Fund Summary of Revenue & Expenses
- II. Recreation Program/Participant Cost Analysis
  - A. Spring 2019
  - B. Summer 2019
- III. Summer Day Camp Revenue and Expenditure Breakdown
- IV. Summer Day Camp Recommendations
- V. Additional discussion/questions
- VI. Adjourn

## **MEMO**

To: Recreation Committee

From: Nicole Vickers, Superintendent of Recreation

Subject: Recreation Committee Report

Date: November 11, 2019

Attached are the recreation programs financial analysis and participation comparisons for the Spring and Summer 2019 seasons. Also, for reference, is the summary of revenue and expense for the recreation budget.

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 2019 - April 2020**

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus or (Deficit)</u>
Administrative Operations	1,592,000	2,345,588	(753,588)
Public Information	13,500	136,800	(123,300)
Community Center Rentals	9,000	1,500	7,500
General Recreation	238,500	123,525	114,975
Playhouse 38	78,700	70,850	7,850
Preschool/ Toddler	356,000	323,000	33,000
Active Older Adults	19,500	14,800	4,700
Dance	120,000	59,800	60,200
Camps	345,000	263,250	81,750
Contracted & Cooperative Programs	18,200	13,600	4,600
Special Events	74,150	52,250	21,900
Tennis	16,000	11,000	5,000
Tumbling/ Gymnastics/Cheerleading	160,900	106,800	54,100
Baseball/ Softball	62,500	24,200	38,300
General Athletics	374,000	240,275	133,725
Ice Rinks	-	-	-
Gymnasiums	-	48,400	(48,400)
Sunset Racquetball & Fitness Center	209,800	133,462	76,338
Pools	591,900	563,850	28,050
Stone Creek Miniature Golf	97,200	37,700	59,500
After School Programs	830,500	776,600	53,900
Scholarships	7,000	7,000	-
SPRC	669,500	529,600	139,900
<b>Total</b>	<b>5,883,850</b>	<b>5,883,850</b>	<b>-</b>
<b>Prior Year Totals</b>	<b>5,735,325</b>	<b>5,735,325</b>	<b>-</b>
<b>% Change</b>	<b>2.59%</b>		

**Geneva Park District**  
**Program/Participant Operating Cost Analysis**  
**Spring 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	24	12	36	37	\$204.00	\$600.00	\$396.00	\$413.00	66%	70%	3	0	0%	0%	98%	NA
Breakfast with Bunny/Egg Hunt	1086	150	1236	1395	\$1,626.00	\$2,816.00	\$1,190.00	\$1,060.00	42%	43%	3	0	0%	0%	96%	97%
Egg-Mazing Race	44	7	51	86	\$388.18	\$278.00	-\$110.18	\$354.29	0%	64%	1	0	0%	0%	NA	98%
Bunny Baskets	61	0	61	59	\$695.54	\$895.00	\$199.46	\$93.00	22%	11%	2	0	0%	0%	97%	98%
TV Turn Off Week	267	0	267	251	\$475.82	\$0.00	-\$475.82	-\$408.59	0%	0%	3	0	0%	0%	NA	NA
Totals	1482	169	1651	1828	\$3,389.54	\$4,589.00	\$1,199.46	\$1,511.70	27%	34%	12	0	0%	0%	97%	98%



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	11	1	12	5	\$264.67	\$669.00	\$404.33	\$115.00	60%	39%	1	7	88%	83%	94%	91%
DANCE	586	722	1308	1336	\$13,009.53	\$22,586.88	\$9,577.35	\$9,137.68	42%	35%	16	2	11%	42%	96%	94%
FITNESS	619	70	689	785	\$13,271.00	\$32,578.53	\$19,307.53	\$22,057.47	59%	60%	49	21	30%	33%	97%	95%
GYMNASTICS/TUMBLING	156	22	178	184	\$10,342.00	\$24,383.00	\$14,041.00	\$10,479.00	55%	53%	25	11	30%	24%	90%	92%
GENERAL ATHLETICS	582	515	1097	374	\$29,353.85	\$45,864.25	\$16,510.40	\$17,835.13	38%	50%	52	23	31%	45%	94%	92%
ALL STAR SPORTS	255	32	287	319	\$17,039.00	\$24,868.45	\$7,829.45	\$8,851.15	31%	32%	45	12	21%	28%	95%	97%
TODDLER CLASSES	136	23	159	143	\$8,054.00	\$13,826.70	\$5,772.70	\$3,772.20	42%	32%	24	40	63%	17%	98%	93%
MARTIAL ARTS	133	14	147	171	\$9,120.40	\$12,918.00	\$3,797.60	\$5,039.40	29%	35%	30	14	32%	33%	100%	98%
YOUTH PROGRAMS	128	14	142	168	\$6,339.38	\$9,178.00	\$2,838.62	\$2,378.31	31%	30%	39	42	52%	41%	98%	95%
ADULT/FAMILY	63	7	70	42	\$1,581.20	\$2,900.00	\$1,318.80	\$518.40	46%	34%	25	24	49%	58%	96%	95%
SENIORS/TRIPS	337	30	367	453	\$4,566.70	\$5,593.00	\$1,026.30	\$588.04	18%	21%	13	2	13%	29%	97%	98%
DAY OFF TRIPS/CAMPS	0	0	0	409	\$0.00	\$0.00	\$0.00	\$3,994.58	0%	45%	0	0	0%	0%	NA	97%
PRE-SCHOOL/ENRICHMENT	449	39	488	341	\$275,780.79	\$321,293.03	\$45,512.24	\$4,183.94	14%	2%	45	2	4%	16%	98%	99%
KIDS ZONE BEFORE AND AFTER	415	0	415	388	\$693,812.00	\$1,027,105.00	\$333,293.00	\$273,521.53	33%	30%	6	0	0%	0%	90%	92%
CULTURAL ARTS	789	10	799	1106	\$7,012.50	\$13,341.00	\$6,328.50	\$12,124.00	47%	55%	5	4	44%	56%	92%	93%
Totals	4659	1499	6158	6224	\$1,089,547.02	\$1,557,104.84	\$467,557.82	\$374,595.83	30%	27%	375	204	36%	34%	95%	95%

Summary		2019	2018
Total Programs Offered:		591	536
Total Programs Held:		387	362
Total Participants:		7,809	8,052
Total Revenue:		\$1,561,693.84	\$1,379,226.07
Total Expenses:		\$1,092,936.56	\$1,003,118.54
Operating Net Gain/(Loss):		\$468,757.28	\$376,107.53
Administrative/Facility Costs:		(\$57,830.00)	(\$55,331.00)
Net Gain/(Loss):		\$410,927.28	\$320,776.53

**Geneva Park District**  
**Program/Participant Operating Cost Analysis**  
**Summer 2019**

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2019	2018			2019	2018	2019	2018			2019	2018
Twilight Mini Golf	188	0	188	190	\$549.00	\$1,504.00	\$955.00	\$837.00	64%	55%	1	0	0%	0%
Mini Golf Kids Day	40	0	40	15	\$0.00	\$30.00	\$30.00	\$30.00	100%	100%	1	0	0%	0%
3 on 3 B-Ball Tourney	60	48	108	109	\$1,419.00	\$2,340.00	\$921.00	\$973.00	39%	45%	3	2	40%	20%
Geneva's Got Talent	600	0	600	500	\$1,000.00	\$1,330.00	\$330.00	-\$87.00	25%	0%	1	0	0%	0%
Concerts in the Park	750	0	750	750	\$6,137.22	\$9,437.70	\$3,300.48	\$2,516.62	35%	32%	4	0	0%	0%
Movie in the Park	300	0	300	200	\$1,426.65	\$2,558.00	\$1,131.35	-\$766.87	44%	0%	3	0	0%	0%
Neighborhood Cookouts	500	0	500	600	\$489.64	\$0.00	-\$489.64	-\$471.67	0%	0%	3	0	0%	0%
Folk Fest	4000	0	4000	4000	\$1,123.76	\$1,592.00	\$468.24	\$134.50	29%	9%	1	0	0%	0%
<b>Totals</b>	<b>6438</b>	<b>48</b>	<b>6486</b>	<b>6364</b>	<b>\$12,145.27</b>	<b>\$18,791.70</b>	<b>\$6,646.43</b>	<b>\$3,165.58</b>	<b>35%</b>	<b>27%</b>	<b>17</b>	<b>2</b>	<b>11%</b>	<b>0%</b>

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	11	1	12	4	\$48.97	\$669.00	\$620.03	\$79.00	93%	31%	1	8	89%	88%	NA	NA
DANCE	152	65	217	155	\$5,649.00	\$15,503.10	\$9,854.10	\$7,009.50	64%	63%	32	22	41%	40%	100%	97%
FITNESS	478	57	535	567	\$14,139.00	\$30,949.53	\$16,810.53	\$16,236.03	54%	52%	47	30	39%	25%	96%	97%
GYMNASTICS/TUMBLING	257	34	291	287	\$22,462.00	\$38,043.00	\$15,581.00	\$12,842.20	41%	39%	42	12	22%	24%	91%	94%
GENERAL ATHLETICS	525	403	928	601	\$30,508.45	\$49,814.35	\$19,305.90	\$18,179.44	39%	45%	72	35	33%	41%	96%	94%
ALL STAR SPORTS	514	41	555	625	\$28,049.62	\$42,331.60	\$14,281.98	\$20,826.70	34%	44%	61	30	33%	36%	95%	97%
TODDLER CLASSES	98	25	123	140	\$6,010.85	\$9,548.40	\$3,537.55	\$3,063.15	37%	36%	26	44	63%	34%	96%	95%
MARTIAL ARTS	105	14	119	132	\$9,400.40	\$12,639.40	\$3,239.00	\$3,822.70	26%	28%	30	15	33%	41%	100%	97%
YOUTH PROGRAMS	200	12	212	177	\$12,715.69	\$18,534.50	\$5,818.81	\$4,000.96	31%	35%	41	28	41%	44%	97%	93%
ADULT/FAMILY	12	2	14	27	\$308.00	\$690.00	\$382.00	\$330.80	55%	31%	4	22	85%	57%	95%	94%
SENIORS	495	39	534	609	\$12,558.30	\$14,213.00	\$1,654.70	\$1,459.14	12%	32%	15	2	12%	44%	96%	98%
CAMPS/DAY OFF TRIPS	4277	432	4709	4542	\$261,211.00	\$391,498.00	\$130,287.00	\$138,383.81	34%	40%	92	18	20%	14%	91%	94%
CULTURAL ARTS	982	15	997	1149	\$14,112.00	\$25,411.00	\$11,299.00	\$14,248.50	44%	60%	11	0	0%	53%	96%	95%
Totals	8106	1140	9246	9015	\$417,173.28	\$649,844.88	\$232,671.60	\$240,481.93	36%	42%	474	266	36%	34%	96%	95%

Summary		2019	2018
Total Programs Offered:		759	727
Total Programs Held:		491	473
Total Participants:		15,732	15,379
Total Revenue:		\$668,636.58	\$612,131.78
Total Expenses:		\$429,318.55	\$368,484.27
Operating Net Gain/(Loss):		\$239,318.03	\$243,647.51
Administrative/Facility Costs:		(\$57,830.00)	(\$55,331.00)
Net Gain/(Loss):		\$181,488.03	\$188,316.51



## MEMO

To: Nicole Vickers, Superintendent of Recreation

From: Kelly Wales, Recreation Supervisor

Subject: 2019 Day Camp Report

Date: November 5, 2019

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The 2019 Day Camp Report outlines the financials and participation numbers for Traditional Camps (Safari, New-Discovery, Voyager, Explorer, Adventure, Teen X-treme Camps) and our Specialty Camps.

As an overview our traditional camps had 4,285 participants with a profit of \$117,989.65. Our Specialty Camps had 424 participants with a profit of \$12,297.63.

Included are recommendations for the 2020 summer season, which we are currently preparing.

## Summer Day Camp Report 2019

	2014	2015	2016	2017	2018	2019	2014	2015	*2016	2017	2018	2019
Traditional Camps												
Safari Camp (ages 3-5)	239	157	247	299	266	222	\$4,563.74	\$1,763.91	\$1,096.20	\$3,425.76	\$4,093.87	\$1,534.53
M/W/F TU/TH						91 131						
NEW! Discovery Camp (Grade K)						174						
Extra Hours						155						see below, one budget for Discovery & Voyager
Ext AM Ext PM						65 90						
Voyager Camp (Grade 1)	420	384	555	572	588	397	\$23,152.07	\$17,337.19	\$23,862.90	\$28,440.32	\$33,642.15	\$27,468.93
Extra Hours	261	202	371	632	502	330						
Ext AM Ext PM				221 411	184 318	90 240						
Explorer Camp (Grades 2-3)	674	613	606	623	587	677	\$23,152.05	\$31,784.48	\$26,065.10	\$36,231.09	\$36,610.57	\$32,463.28
Extra Hours	358	366	361	602	623	734						
Ext AM Ext PM				229 373	231 392	261 473						
Adventure Camp (Grades 4-5)	573	506	466	500	476	484	\$23,152.05	\$23,116.16	\$20,330.20	\$28,090.04	\$28,694.78	\$23,306.96
Extra Hours	374	320	291	534	440	416	Leadership Camp included with Adventure Camp					
Ext AM Ext PM				209 325	180 260	151 265						
Junior Xtreme Camp (6th grade)		225	113	208	158	150	see below					
Extra Hours		162	61	247	160	164	one budget for Teens					
Ext AM Ext PM				106 141	67 93	72 92						
Teen X-treme Camp (Grades 7-8)	461	193	256	151	129	187	\$28,802.05	\$25,016.73	\$16,681.13	\$24,354.63	\$23,741.98	\$33,215.95
Extra Hours	138	106	137	107	162	195						
Ext AM Ext PM				47 60	61 101	77 118						
Total Traditional Camps	3498	3234	3464	3852	4091	4285	\$102,821.96	\$99,018.47	\$88,035.54	\$120,541.84	\$126,783.35	\$117,989.65
*Please note: 2017 Daily Day Off Trips were offered the week before camps started and the week before school began to accommodate the school schedule, as well as to offer flexibility and wider selection to the participants. The revenue was realized in the Day Off budget and resulted in an additional net profit of \$6,012.	Percent of Profit:						48%	32%	30%	37%	39%	33%
*2018 Daily Day Off Trips were only held the week before camps started.												
Specialty Camps												
Wacky Water Camp	30	43	51	31	n/a	n/a	\$2,217.00	\$1,604.03	\$1,460.04	\$488.16		
Pretty Princess Camp	31	15	15	14	31	27	\$1,743.42	\$1,367.56	\$426.30	\$210.64	\$812.03	\$1,106.78
Nothing But Sports Camp	40	41	29	34	30	33	\$2,154.12	\$1,388.39	\$1,652.61	\$555.05	\$429.51	\$1,229.76
Science Discovery Camp	28	44	34	14	n/a	16	\$1,396.34	\$2,721.29	\$1,065.76	\$208.64		\$625.14
X-treme Adventure Camp (Road Trip!)	32	30	42	19	n/a	n/a	\$1,834.59	\$2,503.33	\$1,278.91	\$242.53		
Zoopers Camp	28	23	0	18	n/a	n/a	\$53.67	-\$229.38		\$242.53		
Harry Potter Camp	n/a	n/a	n/a	n/a	n/a	n/a						
Top Chef Camp	19	29	n/a	n/a	n/a	n/a	\$48.88	\$3,089.47				
CIT Program	10	n/a	n/a	n/a	n/a	n/a						

My Little Princess Camp	26	26	28	29	31	30	-\$253.15	\$683.70	\$852.61	\$503.16	\$933.26	\$1,352.74
Cool Construction Camp	39	31	29	24	25	11	\$1,159.01	\$930.54	\$905.90	\$359.41	\$856.98	\$374.16
Storybook Adventures	9	12	14	13	9	10	\$107.02	\$49.76	\$426.30	\$215.64	\$232.01	\$363.70
Short Sports Camp	17	39	27	24	20	21	\$583.42	\$161.89	\$799.32	\$359.41	\$464.02	\$737.86
Creative Campers (Crafty Kids)	33	19	26	0	11	23	-\$229.99	-\$111.16	\$772.68	\$0.00	\$208.94	\$860.83
Messy Business	34	28	24	26	21	18	\$393.49	\$55.54	\$719.39	\$431.28	\$516.32	\$604.62
Sweet Treats	29	17	n/a	n/a	n/a	n/a	\$978.08	\$66.76				
Everyday Heroes					23	14					\$580.02	\$522.69
Fun STEMs from Science					12	0					\$764.22	
Fun-2-Play			140	69	91	91						
Fun-2-Play Ext hrs			99	82	115	115			\$7,394.98	\$2,394.78	\$5,064.04	\$4,058.22
AM hours				31	43	39						
PM hours				51	72	76						
Artsy Camp			7	7	8	0			\$213.15	\$143.76	\$212.65	
Lil' Crafty Campers			22	23	10	15			\$639.47	\$359.41	\$178.44	\$461.13
Zombie Outbreak Camp				15	14	0				\$287.51	\$348.02	
Total Specialty Camps	405	397	587	442	451	424	\$12,185.90	\$14,281.72	\$18,607.42	\$7,001.91	\$11,600.46	\$12,297.63
	Percent of Profit:						31%	29%	34%	20%	40%	41%
Total Traditional Camps	3498	3234	3464	3852	4091	4285	\$102,821.96	\$97,118.16	\$88,035.54	\$120,541.84	\$126,783.35	\$117,989.65
Total Specialty Camps	405	397	587	442	451	424	\$12,185.90	\$14,281.72	\$18,607.42	\$7,001.91	\$11,600.46	\$12,297.63
Total For All Camps	3903	3631	4051	4294	4542	4709	\$115,007.86	\$111,399.88	\$106,642.96	\$127,543.75	\$138,383.81	\$130,287.28
	Percent of Profit:						34%	32%	30%	35%	39%	33%
							2014	2015	2016	2017	2018	2019
Total Camp Revenue							\$338,213.90	\$348,149.69	\$351,476.90	\$364,862.45	\$348,722.00	\$391,498.30
Total Camp Expenses							\$223,206.04	\$236,749.81	\$244,833.94	\$237,318.70	\$210,338.19	\$261,211.02
Total Profit							\$115,007.86	\$111,399.88	\$106,642.96	\$127,543.75	\$138,383.81	\$130,287.28

## Summary of Participant Evaluations:

Overall, we continue to provide safe camps for children to attend. Our staff continue to excel in implementing activities throughout the day, giving children direction and guidance, as well as, creating a fun environment for our participants while being aware of the children's needs and interests.

Our use of the camp page of the park district's website continues to be beneficial for families. Providing online postings of newsletters and calendars, as well as, direct emails to parents to notify them of the availability of information and has provided families the opportunity to have constant access to camp information pertaining to their child. Our camp page of the website also has supported our efforts in going paperless for those families who prefer to have everything digital. We continue to provide hard copies on site for those who do not have access to the internet or just prefer a hard copy.

We will continue to offer training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.

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"My 3-year-old had Maddie for her camp counselor and she was so awesome! My daughter came home every day so excited and couldn't wait to tell me all of the fun things she did that day!" – Safari Camp

"The classroom appeared to be well-equipped for young children, and there was a specific sign-in/sign-out procedure for each day my child attended the camp." – Discovery Camp

"My child loved the program." – Discovery Camp

"My son had a great first experience at summer camp. Thanks to the GPD and Voyager Camp leaders!" – Voyager Camp

"Program was great and met all of our needs. Staff was great. The only small suggestion I have is a more organized way to manage the children's belongings, which I get is a challenge. The lost and found table was always quite full." – Voyager Camp

"This was my daughter's 3<sup>rd</sup> year and she loves it!!" – Explorer Camp

"Air conditioned only facilities" – Explorer camp

"When the weather was extremely hot, we appreciated that the park district changed the activity to water days/pool and with bus transport at least one day." – Explorer Camp

"My daughter loved all the trips." – Adventure Camp

"The counselors were amazing. Very involved with the children. My son really enjoyed it." – Adventure Camp

"We love this camp! I would love for my son to eventually be a counselor!" – Adventure Camp

"Although it's great they go to the pool twice a week, I wish some of the other activities could be varied." – Adventure Camp

"We enjoyed the location where this camp was located. Hopefully it's the same location next year." – Teen Camp

"The camp activities were wonderful! My girls LOVED this camp." – My Little Princess Camp

"My son absolutely loved the crafts, teachers, and was able to get comfortable with the building he would start preschool at." – Everyday Heroes

"My son loved this camp and I was pleasantly surprised by all the cool things he made. I felt like the camp should be called Cool Science Camp or something other than Construction Camp." – Cool Construction Camp

"My son really enjoyed the activities and admired the camp counselor who brought in his violin." – Science Discovery Camp

"The visit to the recycling site was awesome!" My son learned a lot about the process of recycling. Him and his friends liked the science camp the most out of all their summer camps." – Science Discovery Camp

"Geneva Park District has the best kids summer camps. The descriptions match what actually goes on and the camp counselors are involved and organized." – Science Discovery Camp

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

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

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

*Traditional Camps: Discovery (new), Voyager, Explorer, Adventure, Junior Xtreme, and Teen Xtreme. These camps continued with one week sessions. During the final week before school resumed we offered Fun-2-Play Camp for participants entering K-6<sup>th</sup> grade. This allowed us time to prepare and train staff for our Kids' Zone Program while continuing to provide child care for families.*

### **NEW! Discovery Camp (Kindergarten)**

Discovery Camp is held at Friendship Station Preschool. We provided weekly local field trips, visited Moore Park once a week, as well as alternating mini golf and water days.

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

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

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

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

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

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

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

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

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

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

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

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

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

Specialty Camps are held at SPRC. We offered a total of 21 camps that were for children ages 3-15. Of the 21 camps, 9 were cancelled. We will continue to watch the trends, to see what new specialty camps we can incorporate in the future.

## **Recommendations for 2020:**

1. Continue to utilize school gymnasium space where camps have an indoor location for inclement weather and have access to utilize supplies from Kids' Zone.
  - a. Investigate school space and park district space that has air conditioning for our use for extreme heat days.
  - b. Continue to purchase additional fans to assist in circulating air in gymnasiums, in addition to the fans we currently have.
2. Keep Traditional and Specialty Camps to one-week sessions.
3. Continue to offer Kids' Zone participants priority registration for camps.
4. In an effort to minimize our waitlists before summer registration day we would like to publish a set date for priority registration participants to cancel without being assessed a service charge.
5. Once Kids' Zone priority registration is complete send an email reminder to last summers camp participants to remind them of our spring registration date.
6. Continue to implement online registration for camps.
7. Create camps that give parents flexible scheduling options.
8. Evaluate the registration form and process to see if we can simplify the information families need to provide us for their child to participate in our camps.
  - a. Currently researching ePact and CampDocs for secure online participant profile information.
9. Continue to offer Leadership Camp and increase registration by marketing to last summer's 8<sup>th</sup> grade participants as well as school district online backpack and promoting information to this year's special event volunteer data base.
  - a. Look into options to rename the camp to be a "service camp" and look into volunteer opportunities that can be counted as volunteer service credit for students to meet their high school requirements.
10. Continue "green" means of communication with parents, via online newsletters.
  - a. Continue to provide hard copies onsite for families that do not have access to online documents.
  - b. Continue to include photos on the weekly newsletters for parents, showcasing the fun we have at camp!
11. Continue to work with FVSRA in expanding our staff training with inclusion participants and staff.
12. Continue to work with the school district to keep summer camp (and KZ) behavior management plans in line with expectations during the school year.
13. Enhance training opportunities for our camp staff and work together to build on our strengths and improve our camp program based on parent feedback and our experiences.
14. Continue to work on staff development and relating to high school and college age staff regarding technology.
  - a. Utilize google docs for camp activity planning.
  - b. Staff to create segments of training videos for those who cannot attend training due to school commitments.
  - c. Offer a mini camp as part of our training so new staff can practice their skills with children to work through any anxieties they may have about their first summer as a camp counselor.
15. Research educational and health driven activity components to strengthen our program.
  - a. Continue to work with Library, Peck Farm Park, Aurora University.
  - b. Evaluate and research snack options that can accommodate a wide range of food allergies.
    - i. Produce a snack list to provide to families before camp starts so they are aware of the snack options that will be available.
16. Focus on current trends to incorporate into our daily planning.
  - a. Continue to implement activities that relate to STEM and STEAM educational opportunities in a fun and recreational manner.
17. Offer a summer family night event for camp participants and their families.

18. Send out parent expectation survey to those who are enrolled by May 1<sup>st</sup> to gain an updated insight as to parents' expectations for the summer so we can be aware and incorporate that information into our staff training and activity planning.
19. Research the needs for adjusting staff to participant ratios (within budget), focusing on younger camps (Safari & Voyager) as well as our teen camps.
20. Evaluate and research ways to enhance the format of our Meet the Counselors Night.
  - a. Arrange to have all Traditional, Specialty, Peck and Gymnastics Camps in attendance.
  - b. Create one craft per station and one activity to showcase the camp experience. (Use indoor gym and outdoor space).
  - c. Provide more handouts to parents – "cliff notes" of camp.
  - d. Make outside of facility more inviting with decorations.
  - e. Schedule an all camp activity at 7pm for everyone to participate (parents and children).
21. Research bus costs of other companies to be sure we are receiving the best deal from First Student Bus Company.
  - a. Adjust trip location and times to remain on budget with travel expenses.
22. Create a staff recognition program for returning camp staff.
23. Create a camper recognition program for returning campers.
  - a. As campers get older it is no longer "cool" to go to camp. We are looking for ways to make aging in our camp program exciting and rewarding for kids. Especially those who attend camp all summer.
24. Increase program fees 5-10% in an effort to cover rising expenses; minimum wage and bus rental costs. In an effort to remain competitive, staff intends to continue to budget a higher starting hourly wage for next season.
25. Monitor budgets to insure an overall net profit between 30-40%.

# Memo

**To:** GPD Board of Commissioners, Sheavoun Lambillotte,

**From:** Jerry Culp

**CC:** Christy Powell

**Date:** 11/14/2019

**Re:** Vehicle transactions/replacements

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**Purpose:**

The purpose of this memorandum is to provide the Board of Commissioners information regarding the auctioning of vehicle and equipment as part of the Park District's Vehicle and Equipment Replacement Program.

**Background:**

The District's Vehicle and Equipment replacement program provides a framework for the systematic replacement of vehicles and equipment to ensure the District can provide the level of service to its residents. The following are four key components of the replacement program:

**Keep Vehicles on the Road**

The District uses fleet vehicles and equipment to deliver a level of service to customers or residents. To ensure that vehicles are available to meet these requirements, fleet maintenance managers must set an objective to minimize vehicle downtime. By carrying out essential servicing, they can minimize the risk of a breakdown that would make the vehicle unavailable while it was being recovered and repaired.

**Reduce Vehicle Operating Costs**

A key objective for the District's fleets is to control and reduce vehicle operating costs. Reducing the risk of breakdown avoids the cost of vehicle recovery, emergency repairs or unnecessary part replacements. Regular servicing and maintenance contributes to vehicles' fuel efficiency, helping to reduce fleet fuel costs. These managers can use fleet management software to record and analyze vehicle performance data, such as fuel economy, and plan maintenance to avoid excessive fuel consumption.

**Maintain Vehicle Resale Value**

In addition to controlling vehicle operating costs, the District must also aim to maximize vehicles' resale value at the end of their operating lives. They achieve this by complying with manufacturers' servicing schedules and maintaining service records for future owners. They also ensure the vehicle's bodywork is in good condition which improves the overall resale price.

**Comply with Regulations**

The District must also meet green objectives and ensure that vehicles comply with the requirements of regulatory bodies such as the U.S. Department of Transportation, the Environmental Protection



Agency and the International Fuel Tax Agreement. Through regular maintenance, they aim to minimize vehicle emissions and maximize fuel economy to improve the fleet's green credentials. The Board of Commissioners reviews and approves the replacement of vehicles and equipment recommended for approval each year. During the replacement process, the District has the option to trade or auction vehicles or equipment being replaced depending on the value given. The majority of the time the District receives a greater value during the auction process. The following is a list of vehicles and equipment approved by the Board of Commissioners to replace:

<b>Asset#</b>	<b>Description</b>	<b>Original Cost</b>	<b>Salvage Cost</b>	<b>Auction/Trade</b>
217	2004 26-Passenger Bus	\$68,388	\$3,120	\$6,000 - A
103	2014 Scag Mower	\$10,000	\$1,350	\$3,478 - A
106	2014 Scag Mower	\$10,000	\$1,350	\$3,572 - A
133	2006 Morbark Chipper	\$20,000	\$1,642	\$20,000 - T
200	2008 Ford F-250 4X4	\$27,519	\$3,344	\$15,501 - A
255	2004 Trailer	\$2,090	\$162	\$1,340 - A
209	2010 Ford Dump Truck	\$33,694	\$3,722	Not Replaced Yet
100	2016 Smith-Co Ballfield Machine	\$18,942	\$4,928	Not Auctioned Yet
		<b><u>Total to Date</u></b>		<b><u>\$49,891</u></b>

#### **Financial**

Funds totaling \$49,891 were received to date from trading in or auctioning off the vehicles and equipment scheduled for replacement.

# Memo

**To:** Board of Commissioners

**From:** Nicole Vickers, Superintendent of Recreation

**cc:** Sheavoun Lambillotte, Executive Director

**Date:** November 13, 2019

**Re:** Fall Event Survey Results

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## **Hustle S'More**

The survey was sent to 175 participants with 45 responding, or 26%.

As you will see in the attached results most top box scores were in the 80<sup>th</sup> - 90<sup>th</sup> percentiles. The overall top box score for the entire survey was 87% satisfaction. Highest scores (95-97%) were seen in chip timing, appearance, and communication. The lowest score was seen in the short sleeve shirt. Based off of previous evaluations, staff decided to change the shirt from long-sleeve to short-sleeve this year. We believe the weather had an impact this year, but will research the ability to offer both styles in the future. In addition, staff has been brainstorming ideas on improvements to the after party such as additional games/activities and a more diverse food selection.

## **Escape the Mansion**

The survey was sent to 45 participants with 16 responding, or 35%.

As you will see in the attached results, most top box scores were in the 90<sup>th</sup> -100<sup>th</sup> percentiles. The overall top box score for the entire survey was 96%. Highest scores (100%) were seen in preparation, communication, appearance cleanliness, and location. The lowest score was seen in meeting expectations. While staff believes this event was a success, we also have begun brainstorming new ideas to implement next year as we hope this new event will have continued success and growth.

### **Halloween Hayday**

The survey was sent to 93 participants with 34 responding, or 37%.

As you will see in the attached results, all top box scores were between 90<sup>th</sup> -100<sup>th</sup> percentiles. The overall top box score for the entire survey was 99%. Highest scores (100%) were seen in a variety of categories including registration, value, activities, cleanliness, professionalism, and satisfaction. The lowest score was seen in ability to help. As is typical every year, staff evaluates the survey results and also brainstorms new ideas to add to the event to keep it fresh and fun.

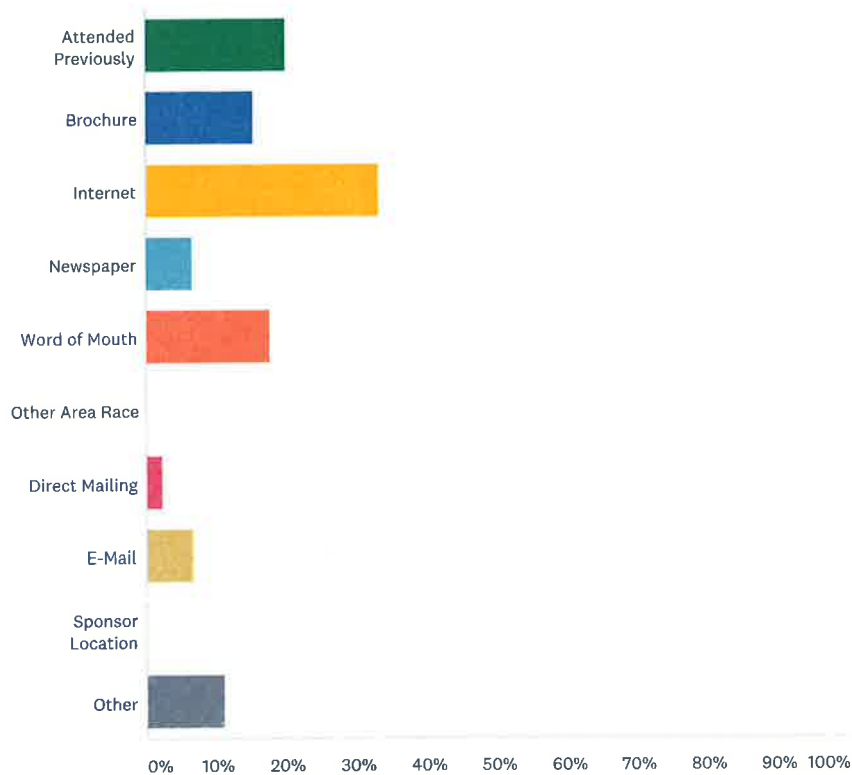
### **Pizza Palooza**

The survey was sent to 27 participants with 12 responding, or 45%.

As you will see in the attached results, all the top box scores were between 90<sup>th</sup> – 100<sup>th</sup> percentiles. The overall top box score for the entire survey was 99%. Highest scores (100%) were seen in a variety of categories including entertainment, cleanliness, professionalism, communication, and appearance. The lowest score was seen in knowledge. Staff continues to find this event successful and a great way to kick off Red Ribbon Week.

## Q1 How did you hear about the Hustle S'More 5K & Kids Mile?

Answered: 45 Skipped: 0

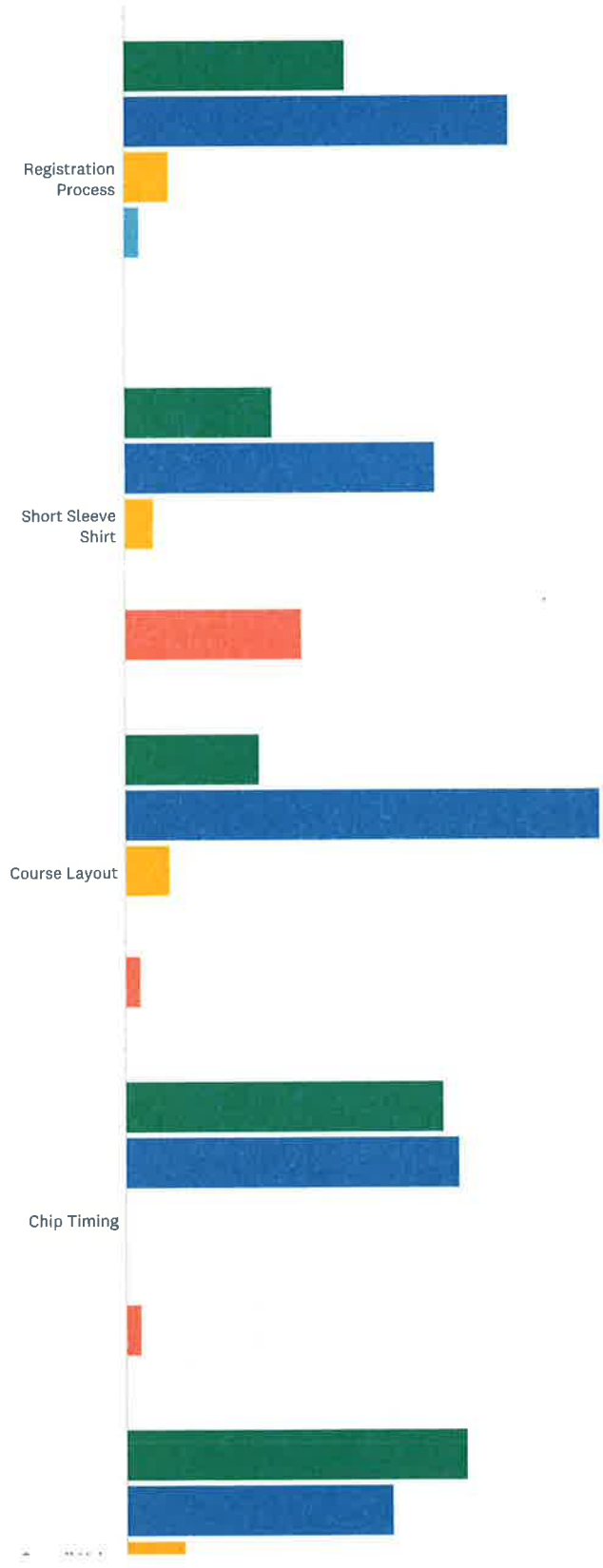


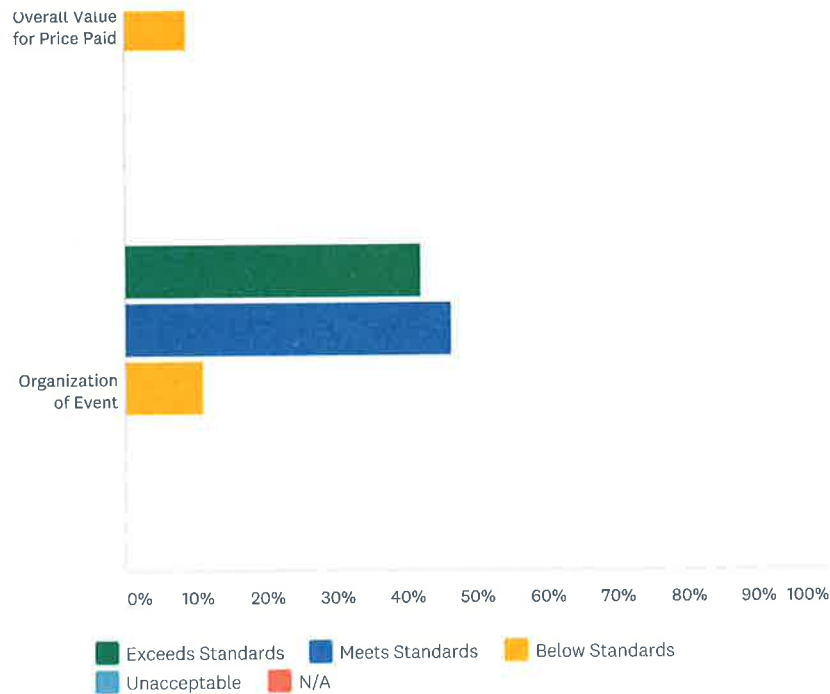
ANSWER CHOICES	RESPONSES	
Attended Previously	20.00%	9
Brochure	15.56%	7
Internet	33.33%	15
Newspaper	6.67%	3
Word of Mouth	17.78%	8
Other Area Race	0.00%	0
Direct Mailing	2.22%	1
E-Mail	6.67%	3
Sponsor Location	0.00%	0
Other	11.11%	5
Total Respondents: 45		

#	IF OTHER (PLEASE SPECIFY)	DATE
1	signage throughout town	9/30/2019 6:05 PM
2	Friend	9/30/2019 5:55 PM
3	Banner on side of road	9/30/2019 1:10 PM
4	Signage	9/30/2019 12:07 PM
5	Facebook	9/30/2019 11:51 AM
6	Facebook	9/30/2019 10:02 AM
7	Sign at a park	9/30/2019 9:40 AM
8	Drove past as they were setting up	9/30/2019 9:31 AM

Q2 Please rate the following event items:

Answered: 45 Skipped: 0

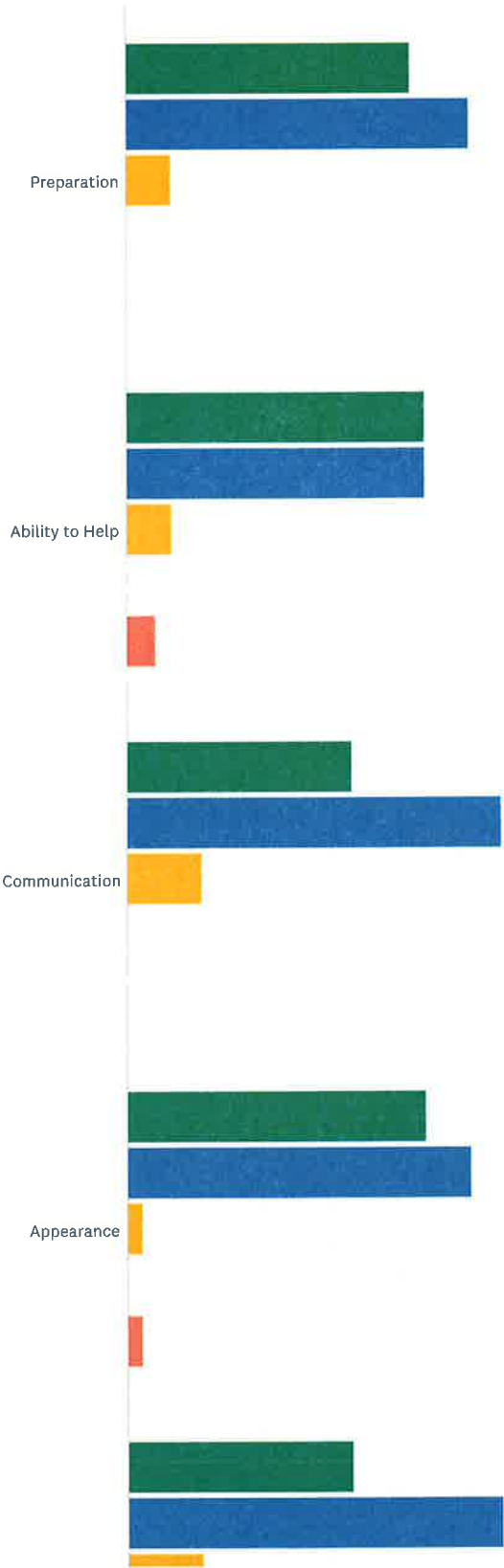




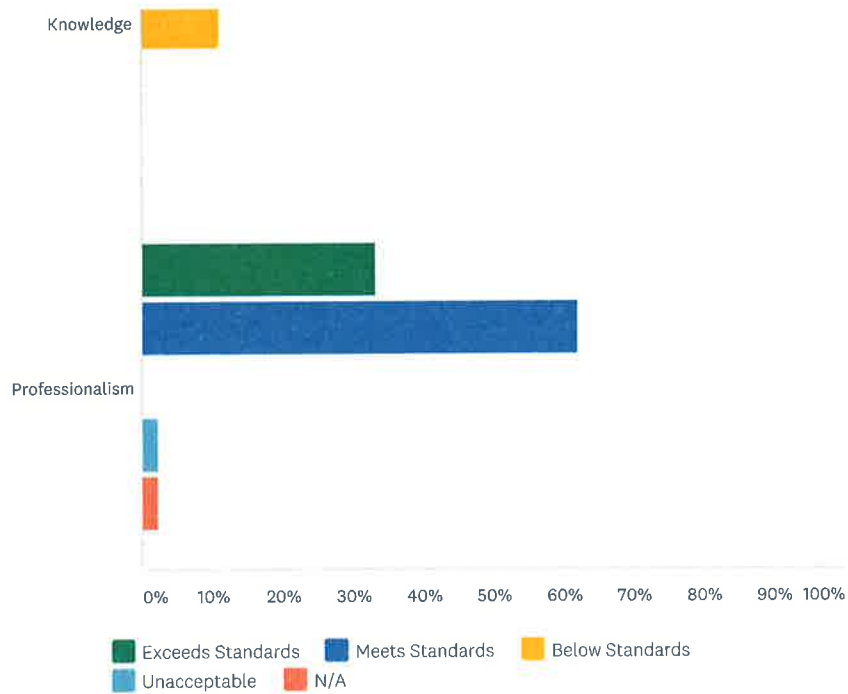
	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	UNACCEPTABLE	N/A	TOTAL	WEIGHTED AVERAGE
Registration Process	33.33% 15	57.78% 26	6.67% 3	2.22% 1	0.00% 0	45	1.78
Short Sleeve Shirt	22.22% 10	46.67% 21	4.44% 2	0.00% 0	26.67% 12	45	1.76
Course Layout	20.00% 9	71.11% 32	6.67% 3	0.00% 0	2.22% 1	45	1.86
Chip Timing	47.73% 21	50.00% 22	0.00% 0	0.00% 0	2.27% 1	44	1.51
Overall Value for Price Paid	51.11% 23	40.00% 18	8.89% 4	0.00% 0	0.00% 0	45	1.58
Organization of Event	42.22% 19	46.67% 21	11.11% 5	0.00% 0	0.00% 0	45	1.69

Q3 Please rate the event staff:

Answered: 45 Skipped: 0



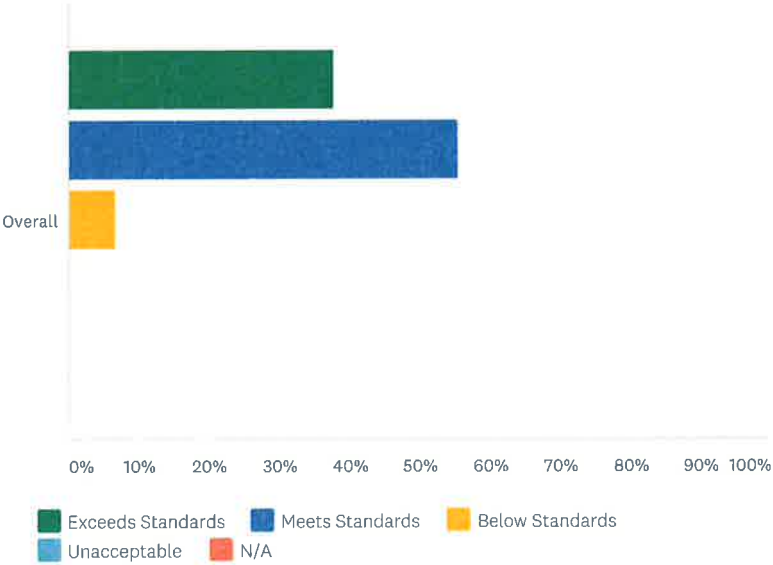




	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	UNACCEPTABLE	N/A	TOTAL	WEIGHTED AVERAGE
Preparation	42.22% 19	51.11% 23	6.67% 3	0.00% 0	0.00% 0	45	1.64
Ability to Help	44.44% 20	44.44% 20	6.67% 3	0.00% 0	4.44% 2	45	1.60
Communication	33.33% 15	55.56% 25	11.11% 5	0.00% 0	0.00% 0	45	1.78
Appearance	44.44% 20	51.11% 23	2.22% 1	0.00% 0	2.22% 1	45	1.57
Knowledge	33.33% 15	55.56% 25	11.11% 5	0.00% 0	0.00% 0	45	1.78
Professionalism	33.33% 15	62.22% 28	0.00% 0	2.22% 1	2.22% 1	45	1.70

Q4 Please rate your overall satisfaction of the Hustle S'More 5K & Kids Mile:

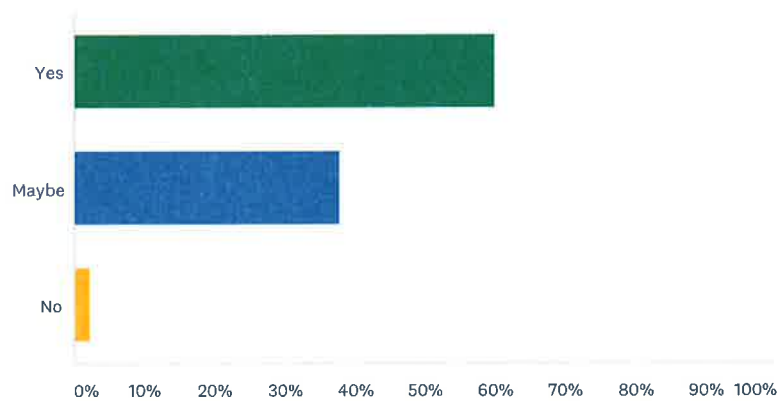
Answered: 45    Skipped: 0



	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	UNACCEPTABLE	N/A	TOTAL	WEIGHTED AVERAGE
Overall	37.78% 17	55.56% 25	6.67% 3	0.00% 0	0.00% 0	45	1.69

## Q5 Do you plan to participate in this event in the future?

Answered: 45 Skipped: 0

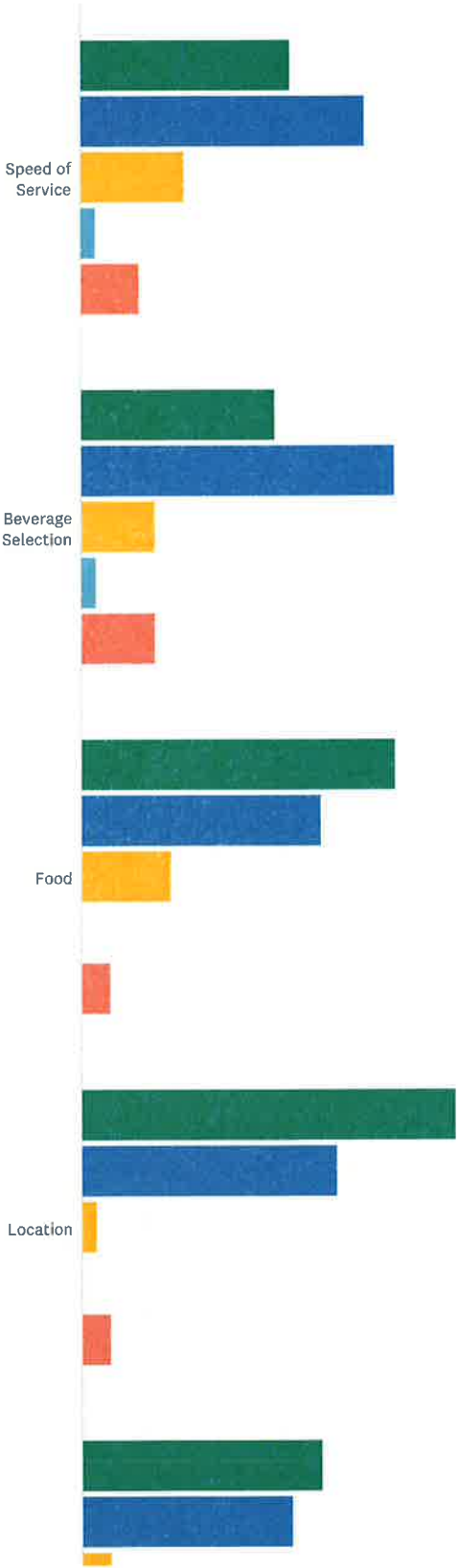


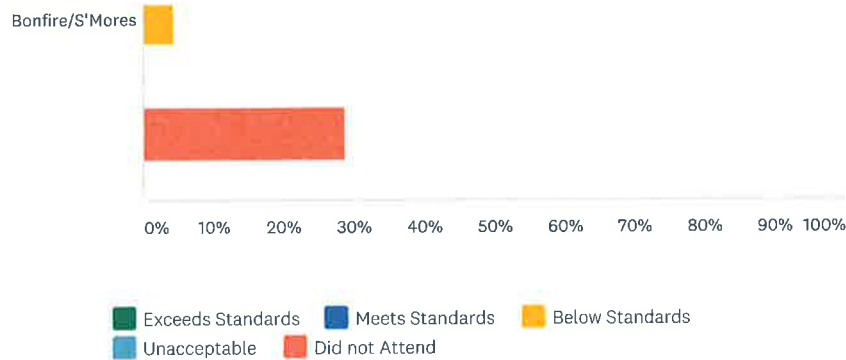
ANSWER CHOICES		RESPONSES	
Yes		60.00%	27
Maybe		37.78%	17
No		2.22%	1
TOTAL			45

#	IF NO, WHY	DATE
1	Not a fan of the course.	10/23/2019 9:06 AM
2	The older lady with the grey hair that was in charge of drinks was very rude. Catching some people but not others that were clearly over 21. I'm 26 and didn't get carded but my 50+ year old parents did. Food should be served for everybody to be able to purchase. And be there before 6:30.	9/30/2019 10:02 AM

Q6 Please rate the following regarding the post race party:

Answered: 45 Skipped: 0



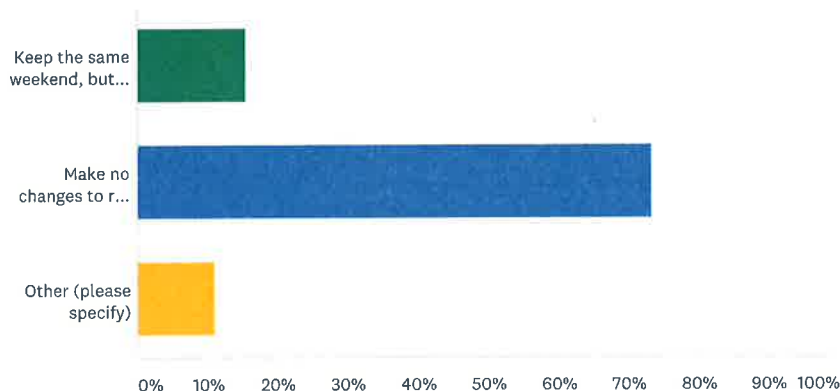


	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	UNACCEPTABLE	DID NOT ATTEND	TOTAL	WEIGHTED AVERAGE
Speed of Service	31.11% 14	42.22% 19	15.56% 7	2.22% 1	8.89% 4	45	1.88
Beverage Selection	28.89% 13	46.67% 21	11.11% 5	2.22% 1	11.11% 5	45	1.85
Food	46.67% 21	35.56% 16	13.33% 6	0.00% 0	4.44% 2	45	1.65
Location	55.56% 25	37.78% 17	2.22% 1	0.00% 0	4.44% 2	45	1.44
Bonfire/S'Mores	35.56% 16	31.11% 14	4.44% 2	0.00% 0	28.89% 13	45	1.56

#	ADDITIONAL COMMENTS	DATE
1	i didn't see the "s'more" sign AFTER the race or where to pick up my s'more kit.	10/1/2019 6:14 AM
2	Have coke products instead of pepsi	9/30/2019 5:55 PM
3	It was advertised there would be additional food for purchase but there was food available with food vouchers which we did not have for everyone in our family.	9/30/2019 1:14 PM
4	Disappointed that participation medals were omitted this year but the goodie bags were impressive. Better DJ/Master of Ceremony at 5k race start, the beginning was a little dull and lacked enthusiasm	9/30/2019 12:08 PM
5	Food didn't arrive on time, huge line so we opted to eat dessert first (s'mores).	9/30/2019 11:51 AM
6	The miscommunication between the race and Chik fil a was a disappointment. We were told food was available for purchase when it was not.	9/30/2019 10:07 AM
7	Have participation medals! They make it worth while!	9/30/2019 9:40 AM
8	Food line was a bit unorganized. Perhaps more staff to help pass out food would have been useful.	9/30/2019 9:38 AM

**Q7 The Park District is already considering some changes to this event for 2020. Let us know what your preference would be for the future. Please note these are just ideas our staff have come up with.**

Answered: 45 Skipped: 0



#### ANSWER CHOICES

#### RESPONSES

Keep the same weekend, but change race time to a morning run.	15.56%	7
Make no changes to race time or weekend of the event.	73.33%	33
Other (please specify)	11.11%	5
<b>TOTAL</b>		<b>45</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	food court could be a bit quicker with a few more options	9/30/2019 6:05 PM
2	I loved having an early evening race! Volunteers at water stations were oddly glum, even for teenagers. ;) Not a single person cheered there, it was weird. Guess I'm spoiled by volunteers who smile & cheer throughout the course.	9/30/2019 11:51 AM
3	Don't have so much time in between races and post-race festivities. Awards/festivities should be right after race. That is why we didn't stick around.	9/30/2019 10:07 AM
4	I would keep the same weekend but change it to an early time or put the races closer together in time. And not so much time in between the race & time food is delivered.	9/30/2019 10:02 AM
5	Either make it a morning run or a night run, but not in between	9/30/2019 9:40 AM

## Q8 What was your favorite part of the event?

Answered: 35   Skipped: 10

#	RESPONSES	DATE
1	The s'mores	10/23/2019 9:06 AM
2	Family friendly! Great post race treats: chick-fil-a, bonfire, hot chocolate! Fantastic race time (late afternoon and end of September)! The race director handled a difficult situation with a participant very well and safely.	10/1/2019 8:12 PM
3	The S'mores making was a lot of fun (haven't had them in years); but the overall event was just great. Wouldn't really change anything.	10/1/2019 5:28 PM
4	Running in the evening! The staff did a great job adjusting the course layout due to the rains!	10/1/2019 6:14 AM
5	Beautiful course to run, friendly racers and staff.	9/30/2019 7:37 PM
6	Evening run and beautiful scenery	9/30/2019 6:42 PM
7	the course	9/30/2019 6:05 PM
8	Shirt	9/30/2019 5:55 PM
9	Chick Fil A and sitting briefly by fire.	9/30/2019 3:01 PM
10	Like the evening time and the nature course	9/30/2019 2:45 PM
11	The location	9/30/2019 2:29 PM
12	S'mores for the kids	9/30/2019 1:14 PM
13	Chick fil a and location	9/30/2019 1:10 PM
14	Aside from the race itself I would say the post race festivities but it did lack the enthusiasm of music. But rain may have contributed to that	9/30/2019 12:08 PM
15	Running	9/30/2019 12:07 PM
16	Family focused; awesome theme; post event offering	9/30/2019 11:53 AM
17	The excited cheers to the finish! My five-year-old son would say the s'mores & playing with other kids on the playground. :)	9/30/2019 11:51 AM
18	The addition of the kids 1 mile this year. It makes it fun for the whole family :) Chick-fil-A for the post race celebration was a very nice change!	9/30/2019 10:57 AM
19	The evening run was nice. Good food selection but I did not see the Smore area which I would have liked.	9/30/2019 10:57 AM
20	Being able to enjoy it with friends and it wasn't too competitive. Overall great experience and event!	9/30/2019 10:55 AM
21	Kids run	9/30/2019 10:41 AM
22	Chick Fillet	9/30/2019 10:38 AM
23	The course - combo of prairie & asphalt path. The race t-shirt & Chick Fil A were awesome :)	9/30/2019 10:31 AM
24	Very scenic and s'mores by the fire is our favorite	9/30/2019 10:25 AM
25	Smores at the firepit	9/30/2019 10:13 AM
26	I liked the course reroute due to the flooding.	9/30/2019 10:07 AM
27	Love the local course in Geneva. The race is family friendly so my son could run with me.	9/30/2019 10:07 AM
28	It was low pressure & fun.	9/30/2019 9:41 AM
29	Chick-Fil-a, s'mores, and hot chocolate.	9/30/2019 9:40 AM
30	Chick Fil A Parking	9/30/2019 9:40 AM
31	The music was great!!	9/30/2019 9:39 AM
32	I liked the smores station and coloring option was good for my four year old after the race too.	9/30/2019 9:38 AM
33	Goody bag/ location	9/30/2019 9:37 AM
34	The smores were great and we thought the sunset was great.	9/30/2019 9:30 AM
35	Smores	9/30/2019 9:27 AM



## Q9 What area(s) of the event would you like to see improved upon?

Answered: 34 Skipped: 11

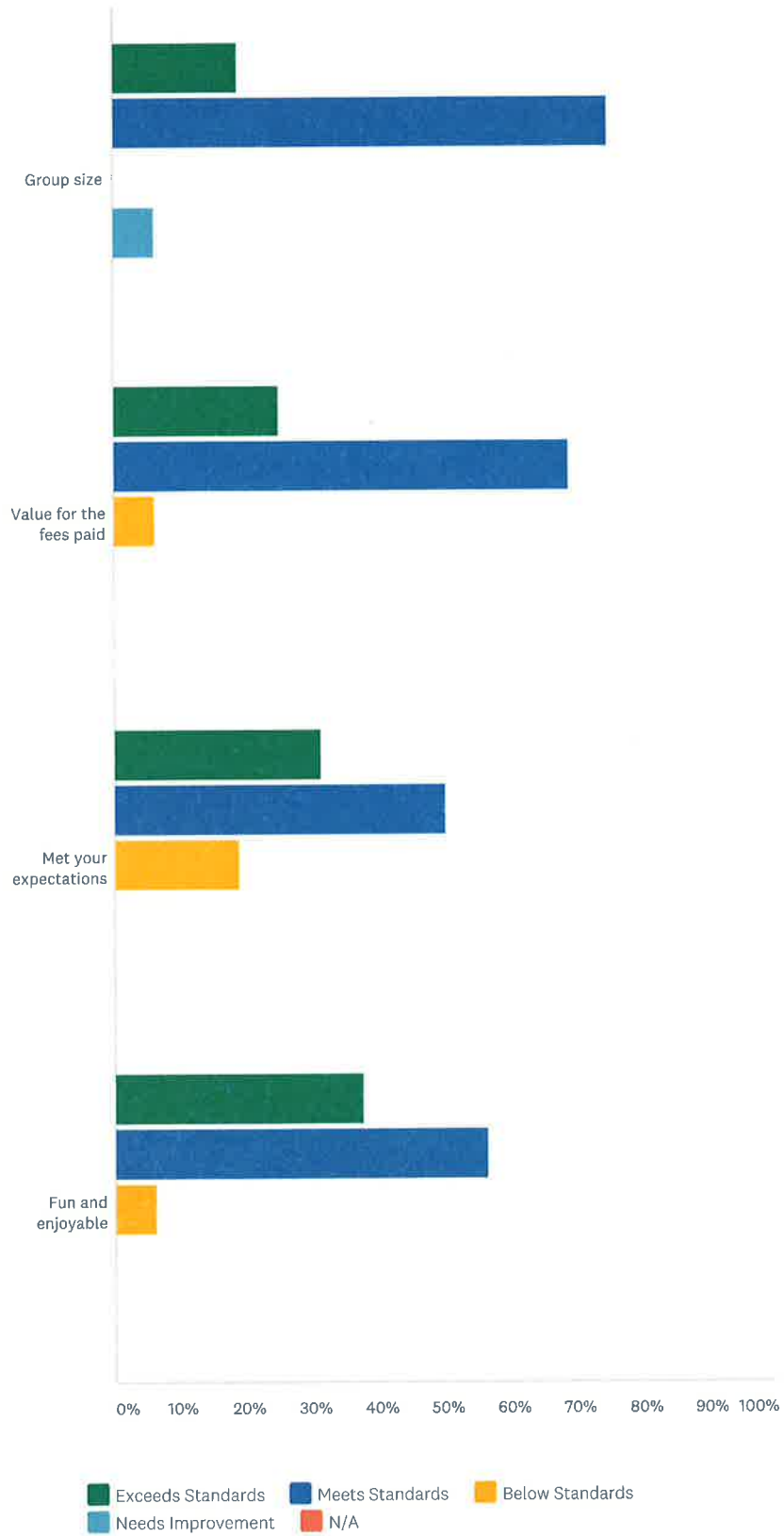
#	RESPONSES	DATE
1	The course. Running thru the grass is tough.	10/23/2019 9:06 AM
2	The day of registration was awful!! Waited 30 min with only 3 people in front of me. Also the children did not get ribbons or medals at the end of the mile. There was no water for the kids after their race and they ran out for the 5k. To much time in between the two races.	10/3/2019 9:24 PM
3	Packet pick up at the race was slow and inefficient. In the future it would be nice to have the goody bags filled and ready to be handed out (we received empty red bags and had to go back later). The computer system was slow on race day which also delayed getting out packets quickly for the start of the race. As for registration, the unexpected fee to sign up on race roster was frustrating. And the PDF attached to the email sent out a couple of weeks before the race had a couple of confusing/incorrect pieces of info on it. After calling the Park District I was able to get clarification about strollers and cost.	10/1/2019 8:12 PM
4	None. Great event.	10/1/2019 5:28 PM
5	Overall i wouldn't change anything ~ it's a fun run :-)	10/1/2019 6:14 AM
6	The registration table got a little backed up and staff seemed a but frustrated. But it was understandable and they maintained professionalism.	9/30/2019 7:37 PM
7	None	9/30/2019 6:42 PM
8	maybe a choice of a baseball hat or a shirt	9/30/2019 6:05 PM
9	Understandable changes to course were needed due to rain but it was difficult trying to maneuver runners going opposite direction on same path, too crowded.	9/30/2019 3:01 PM
10	Did not see a booth or staff really pre-race, there was a table near the starting line but it was empty. I lost some safety pins on the way to the race and thought there would be someone there to help	9/30/2019 2:45 PM
11	the check-in process	9/30/2019 2:29 PM
12	Less time between the kids' race and the 5K - too much down time	9/30/2019 1:14 PM
13	Just some support- police- stopping traffic when getting to and from event/parking lot.	9/30/2019 1:10 PM
14	Couldn't use the food coupons because the lines were awful....need more things to keep kids occupied between the 1 mile and end of 5k	9/30/2019 12:37 PM
15	More enthusiasm at race start and there should people handing out the water on the other side of the finish	9/30/2019 12:08 PM
16	Nothing	9/30/2019 12:07 PM
17	I can't quite put my finger on it, but the energy at this race was low. For comparison, my most recent race was the Run for Serenity 5K at Cantigny Park. It was this group's first organized race & the energy was incredible! Cheerful volunteers who kept us going throughout the course in 87-degree weather. Tables upon tables of pre-race snacks, post-race recovery snacks & food. Variety of drinks including iced coffee & fancy espresso drinks that were free (!) for runners. Participation medals for all, awards, podium & professional photos for 1st-3rd place in age groups.	9/30/2019 11:51 AM
18	Long sleeve shirt please! I love the long sleeve shirt from 2018. So many races give short sleeve, so the long sleeve is a nice change especially since the weather is cooler by the end of September.	9/30/2019 10:57 AM
19	Running thru the grass was not the best . Some areas were wet and muddy from the rain. If it could be all on paved area that would be my preference.	9/30/2019 10:57 AM
20	Communication if the route changes due to weather.	9/30/2019 10:55 AM
21	Officals on the course	9/30/2019 10:41 AM
22	The finish line area was congested. It would be nice to have music at various spots throughout the course.	9/30/2019 10:31 AM

23	Not sure	9/30/2019 10:25 AM
24	I really liked the medals for all. It made it a fun race to get a finisher medal. I wish that would be brought back.	9/30/2019 10:07 AM
25	As above, timing and post-race festivities.	9/30/2019 10:07 AM
26	No beer. The beer was a nightmare. We could only purchase 2 per person it was a mess and people were very unhappy about it. People don't carry their IDs while running a race. Our ages are on the back of our badge. Again, in 26 and didn't get carded but my parents did and weren't able to buy beer. Just don't have beer if that many people were unhappy about it. We won't be back because how rude the staff were.	9/30/2019 10:02 AM
27	The after party seemed to be unprepared for the crowd. Food lines were so long that we ended up leaving.	9/30/2019 9:41 AM
28	None	9/30/2019 9:40 AM
29	-organization (didn't know when to line up and where to line up. People kept moving) -have better hot chocolate. Was essentially brown water -more access to smores -have medals! Makes it more fun -more variety of food and water. Chick was amazing, but I wish there was more. I just ran 3.1 miles -if it's cold, maybe have long sleeves instead. If it's warm, then short sleeve is fine - I don't think this was worth the price considering how lack of stuff there was. If there was more, then the price would be justified otherwise I would say this event should have been \$20 max	9/30/2019 9:40 AM
30	I think a larger start area would be helpful. The course narrows so quickly that I didn't feel like there was a lot of space to start with. I would also encourage you to offer a shorter kids race (0.5 miles or less) for the little kids. The mile was a bit long for my daughter.	9/30/2019 9:38 AM
31	Change to morning race please	9/30/2019 9:37 AM
32	Move the water location.	9/30/2019 9:31 AM
33	Better communication on awards	9/30/2019 9:30 AM
34	Different food	9/30/2019 9:27 AM

## Escape the Mansion

Q1 Please rate the program content on the following...

Answered: 16 Skipped: 0

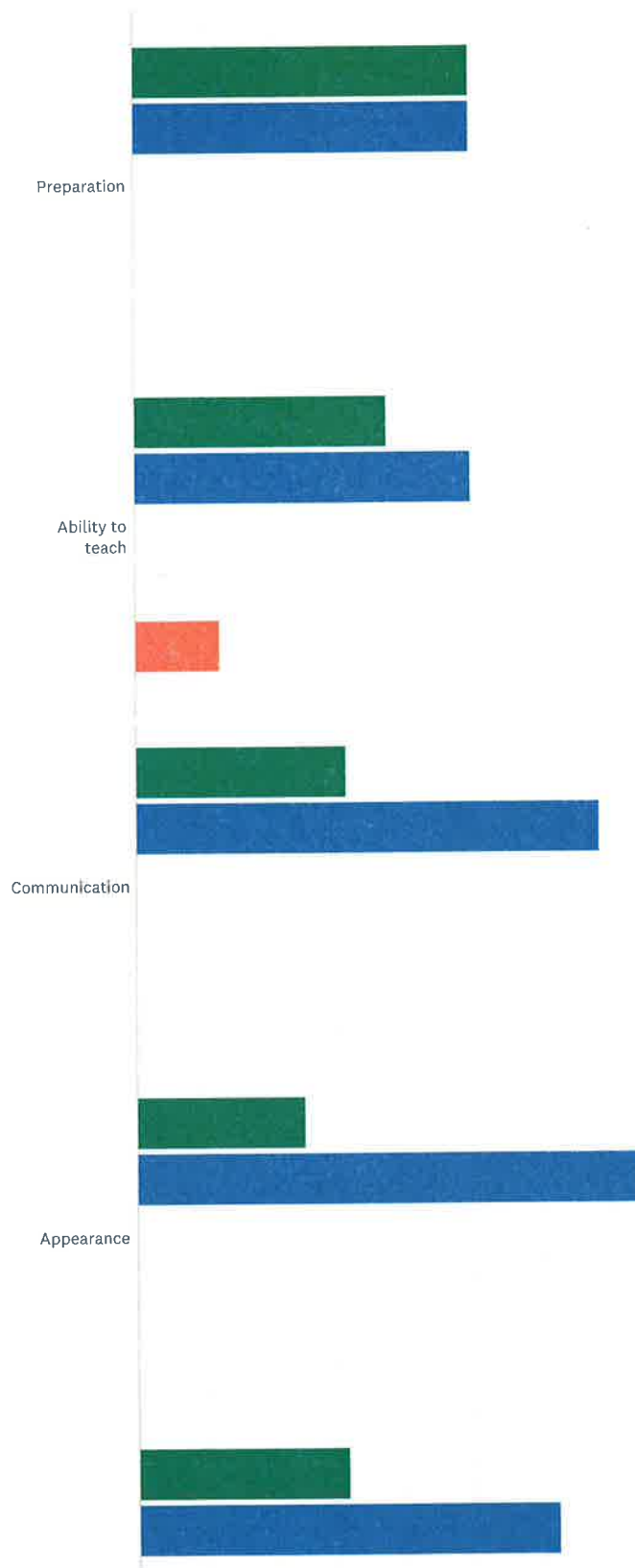


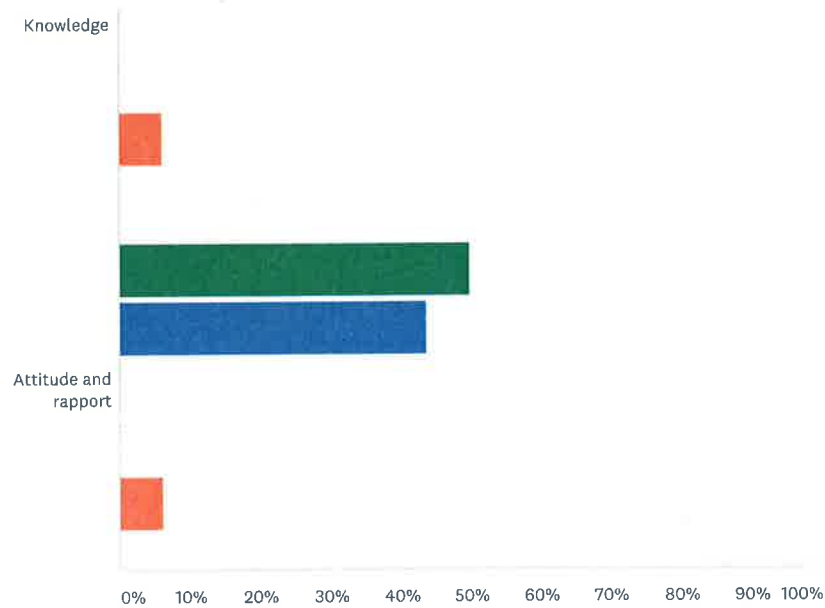
	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Group size	18.75% 3	75.00% 12	0.00% 0	6.25% 1	0.00% 0	16	3.06
Value for the fees paid	25.00% 4	68.75% 11	6.25% 1	0.00% 0	0.00% 0	16	3.19
Met your expectations	31.25% 5	50.00% 8	18.75% 3	0.00% 0	0.00% 0	16	3.13
Fun and enjoyable	37.50% 6	56.25% 9	6.25% 1	0.00% 0	0.00% 0	16	3.31

#	OTHER (PLEASE SPECIFY)	DATE
1	They started tearing down the event before my daughter was done with the escape and the games to play were all gone	11/12/2019 4:53 PM
2	Would like to have this type of event seasonally.	11/12/2019 1:18 PM

## Q2 Please rate the staff on the following...

Answered: 16 Skipped: 0



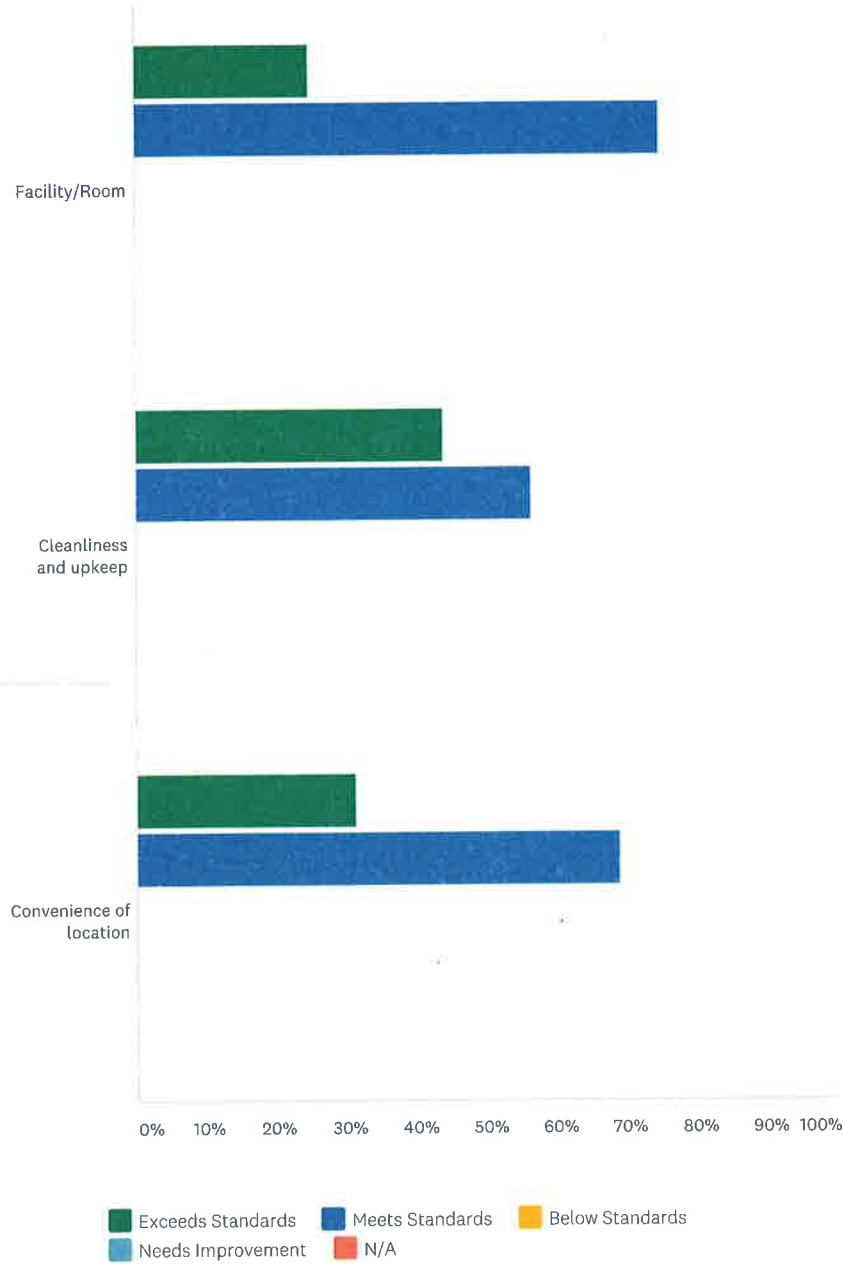


■ Exceeds Standards 
 ■ Meets Standards 
 ■ Below Standards 
 ■ Needs Improvement 
 ■ N/A

	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Preparation	50.00% 8	50.00% 8	0.00% 0	0.00% 0	0.00% 0	16	3,50
Ability to teach	37.50% 6	50.00% 8	0.00% 0	0.00% 0	12.50% 2	16	3,43
Communication	31.25% 5	68.75% 11	0.00% 0	0.00% 0	0.00% 0	16	3,31
Appearance	25.00% 4	75.00% 12	0.00% 0	0.00% 0	0.00% 0	16	3,25
Knowledge	31.25% 5	62.50% 10	0.00% 0	0.00% 0	6.25% 1	16	3,33
Attitude and rapport	50.00% 8	43.75% 7	0.00% 0	0.00% 0	6.25% 1	16	3,53

### Q3 Please rate the facility and/or room conditions on the following...

Answered: 16 Skipped: 0



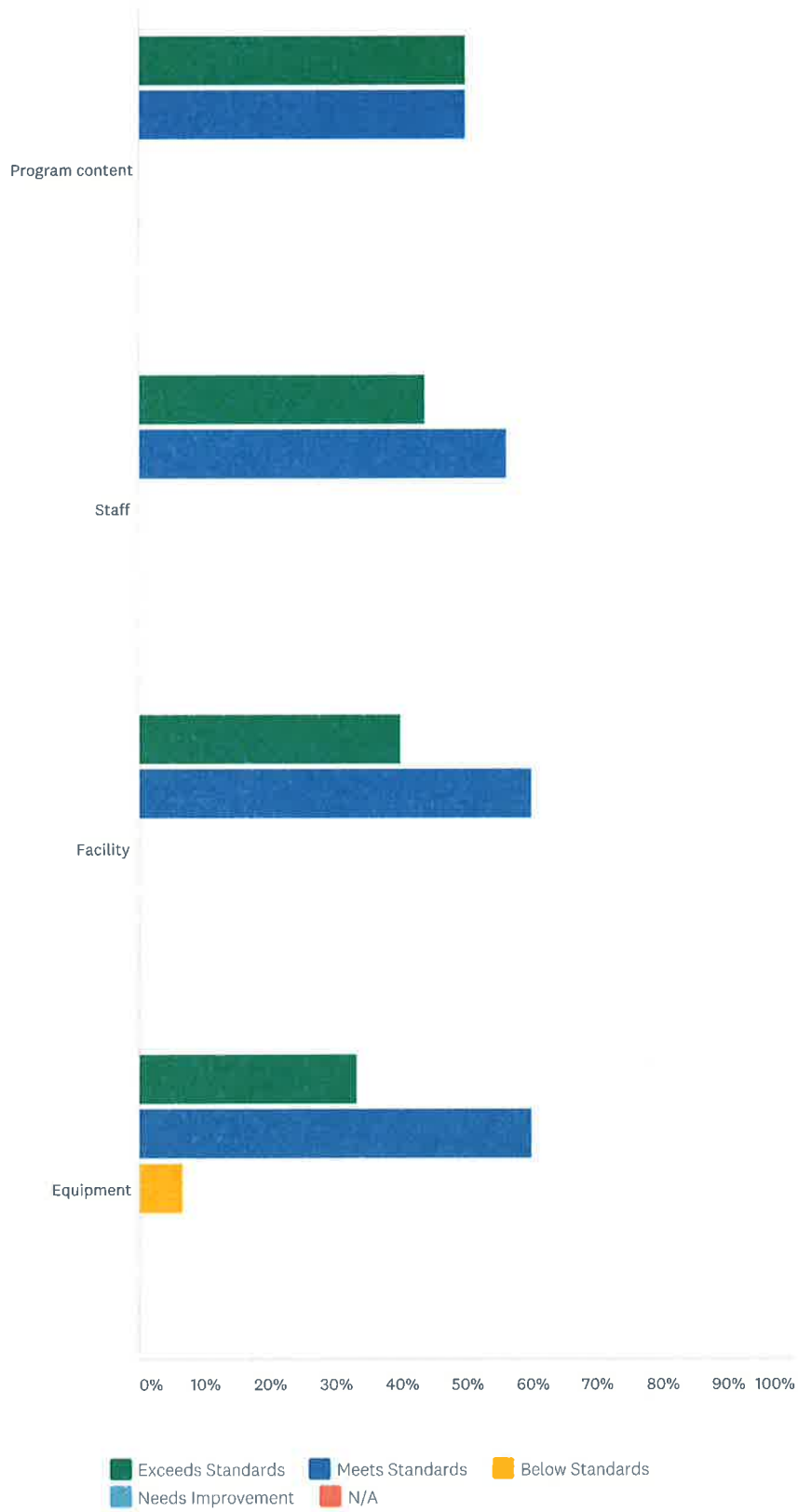
	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Facility/Room	25.00% 4	75.00% 12	0.00% 0	0.00% 0	0.00% 0	16	3,25
Cleanliness and upkeep	43.75% 7	56.25% 9	0.00% 0	0.00% 0	0.00% 0	16	3,44
Convenience of location	31.25% 5	68.75% 11	0.00% 0	0.00% 0	0.00% 0	16	3,31



#	OTHER (PLEASE SPECIFY)	DATE
1	It would have been nice to have all rooms on camera. My child's group wasn't and we were the only group that had parents there waiting and watching.	11/12/2019 2:26 PM

Q4 Please rate the overall safety of the following...

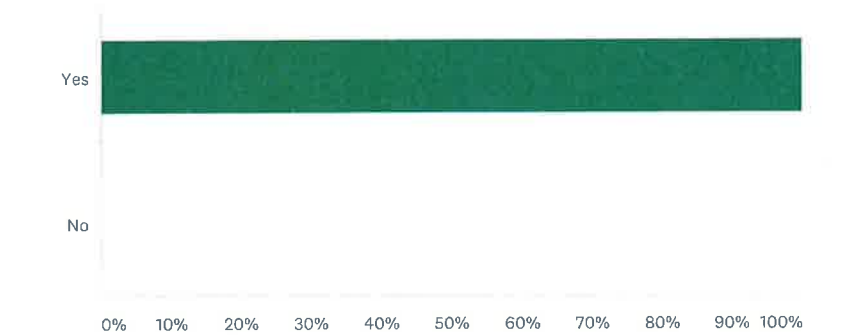
Answered: 16 Skipped: 0



	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Program content	50.00% 8	50.00% 8	0.00% 0	0.00% 0	0.00% 0	16	3.50
Staff	43.75% 7	56.25% 9	0.00% 0	0.00% 0	0.00% 0	16	3.44
Facility	40.00% 6	60.00% 9	0.00% 0	0.00% 0	0.00% 0	15	3.40
Equipment	33.33% 5	60.00% 9	6.67% 1	0.00% 0	0.00% 0	15	3.27

Q5 Would you recommend this program to a friend?

Answered: 16 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		100.00%	16
No		0.00%	0
TOTAL			16

#	IF NOT PLEASE EXPLAIN WHY:	DATE
	There are no responses.	

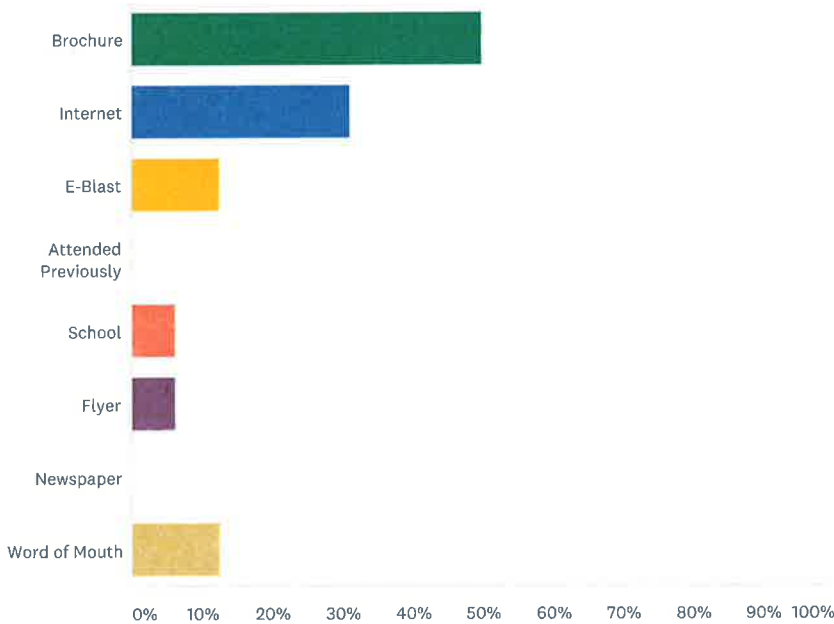
**Q6 Do you have any suggestions for future youth programs you would like to see at the Geneva Park District?**

Answered: 3   Skipped: 13

#	RESPONSES	DATE
1	Please offer seasonally, it was great!!	11/12/2019 1:18 PM
2	I think this was a great idea, but it was not organized.	11/12/2019 12:42 PM
3	The Manson was great but my son and i still preferred the zombie apocalypse last year.	11/12/2019 12:24 PM

Q7 How did you hear about this program?

Answered: 16 Skipped: 0



ANSWER CHOICES		RESPONSES	
Brochure		50.00%	8
Internet		31.25%	5
E-Blast		12.50%	2
Attended Previously		0.00%	0
School		6.25%	1
Flyer		6.25%	1
Newspaper		0.00%	0
Word of Mouth		12.50%	2
Total Respondents: 16			

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

## Q8 Additional comments:

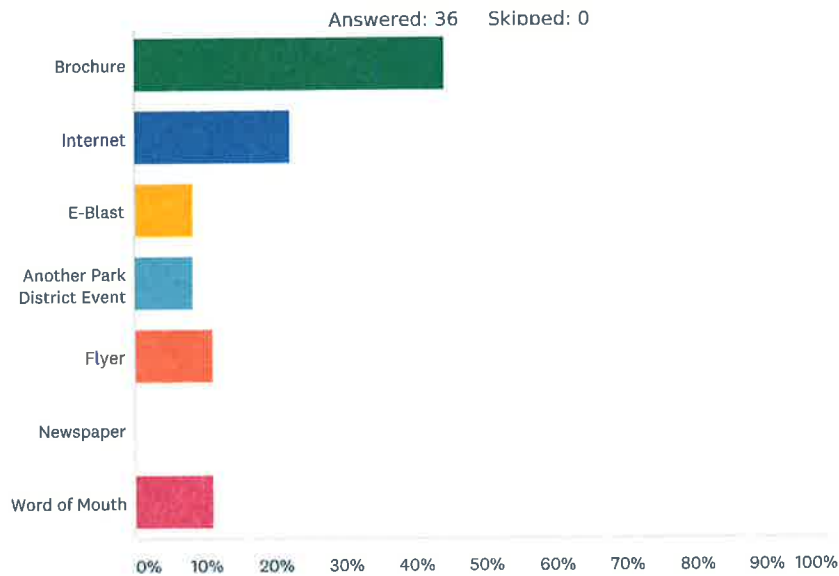
Answered: 2   Skipped: 14

#	RESPONSES	DATE
1	Would have been nice to know pizza and water was at a cost. Description wasn't clear and sounded like it was included in fee.	11/12/2019 2:26 PM
2	I hope they continue with this event, but it needs to be more organized and have better directions. The props could be better also	11/12/2019 12:42 PM



## Halloween HayDay

### Q1 How did you hear about this event?

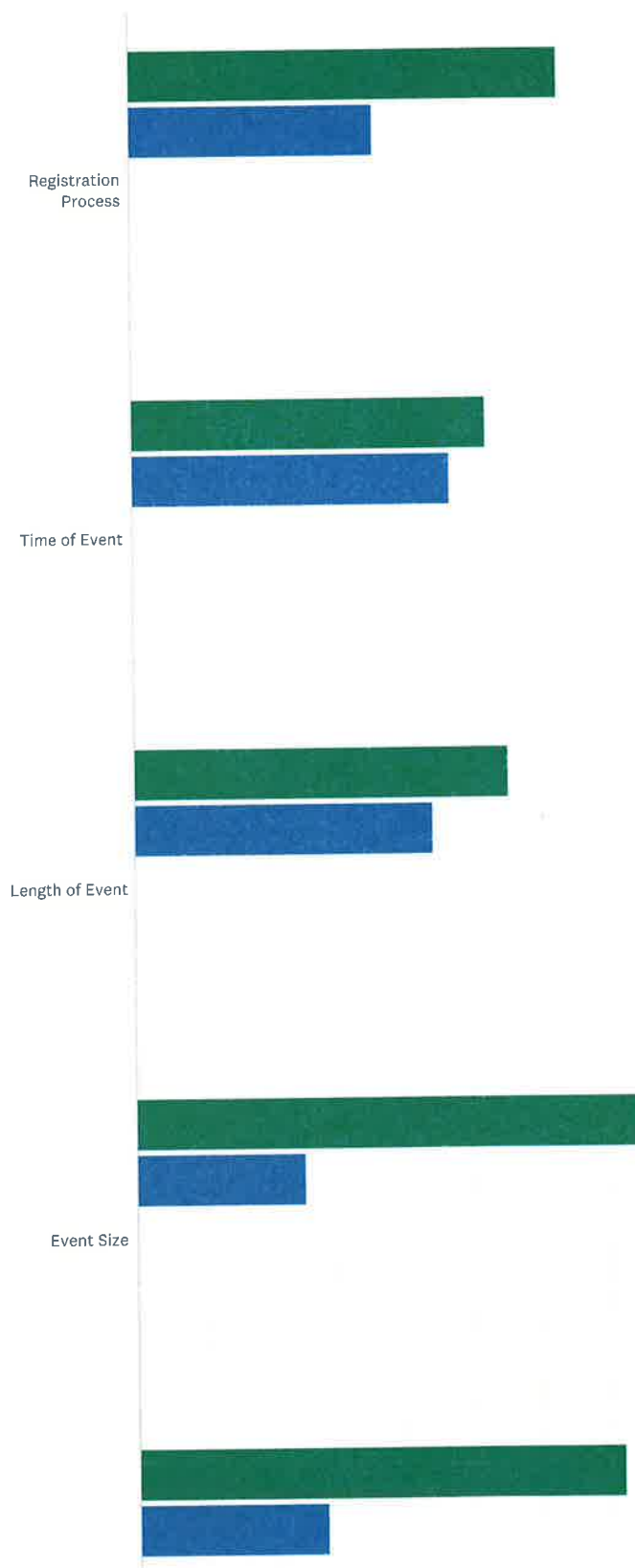


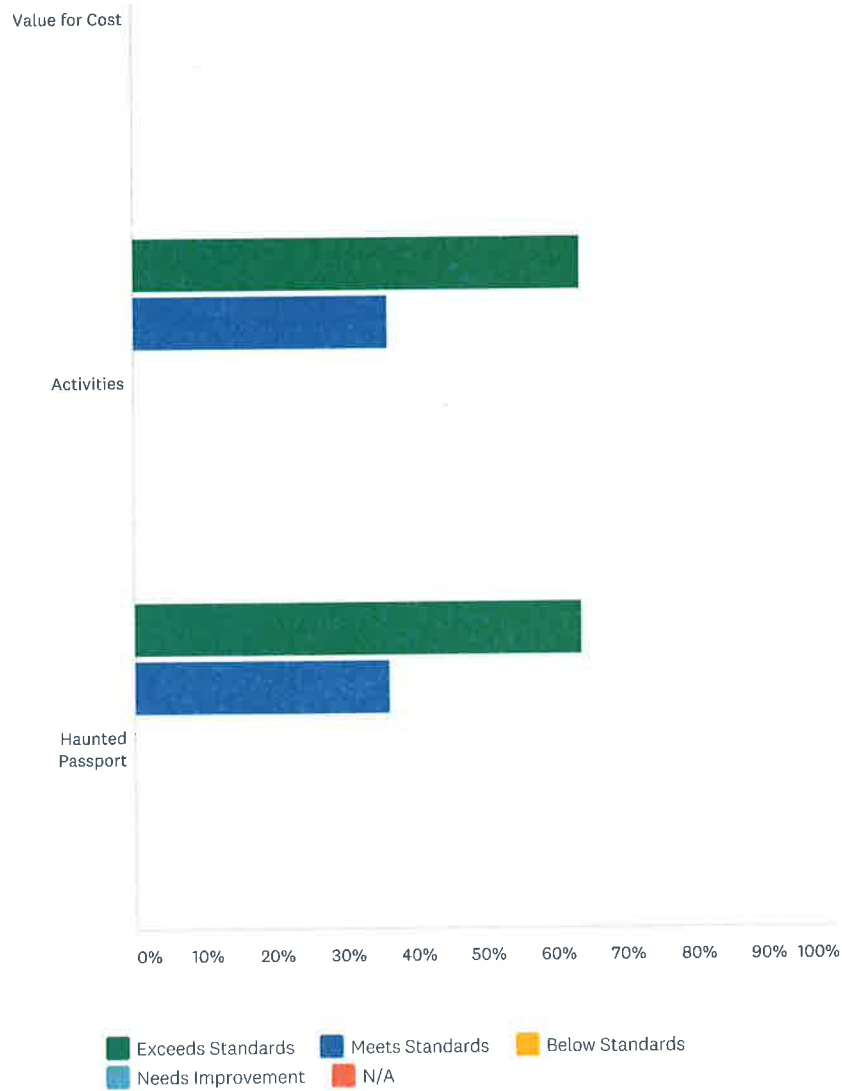
ANSWER CHOICES	RESPONSES	
Brochure	44.44%	16
Internet	22.22%	8
E-Blast	8.33%	3
Another Park District Event	8.33%	3
Flyer	11.11%	4
Newspaper	0.00%	0
Word of Mouth	11.11%	4
Total Respondents: 36		

#	OTHER (PLEASE SPECIFY)	DATE
1	I have attended the past 2 years	11/4/2019 7:24 PM
2	And daughter	10/29/2019 11:32 AM
3	signage at persinger	10/29/2019 8:56 AM
4	Social Media - Facebook	10/29/2019 8:25 AM
5	also went to last year	10/28/2019 6:34 PM
6	Sign on a building in Geneva	10/28/2019 9:46 AM

## Q2 Please Rate the Event Content:

Answered: 36 Skipped: 0

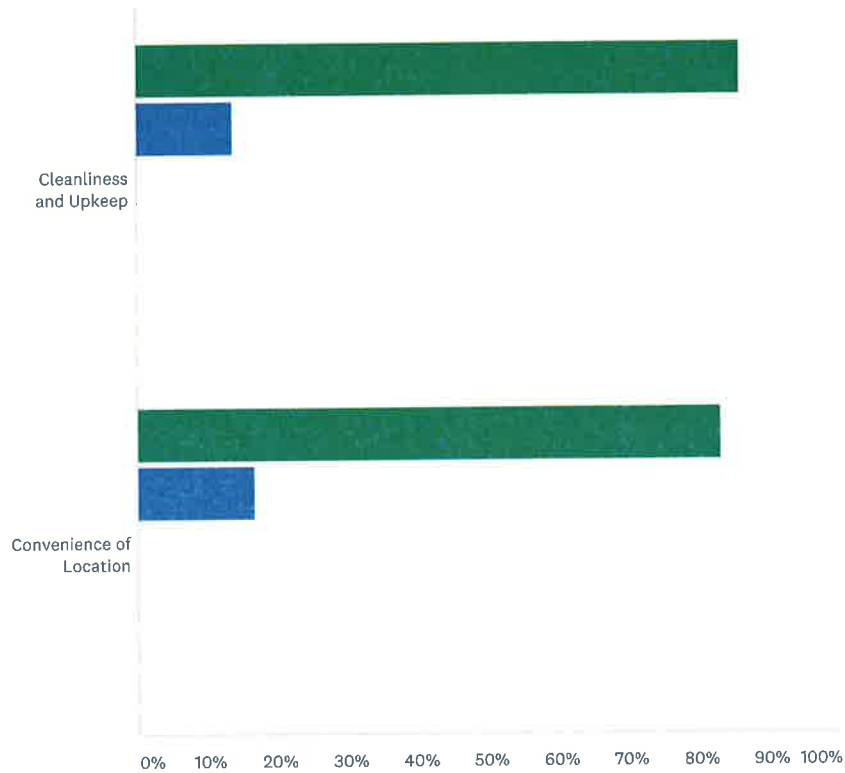




	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Registration Process	63.89% 23	36.11% 13	0.00% 0	0.00% 0	0.00% 0	36	3.64
Time of Event	52.78% 19	47.22% 17	0.00% 0	0.00% 0	0.00% 0	36	3.53
Length of Event	55.56% 20	44.44% 16	0.00% 0	0.00% 0	0.00% 0	36	3.56
Event Size	75.00% 27	25.00% 9	0.00% 0	0.00% 0	0.00% 0	36	3.75
Value for Cost	72.22% 26	27.78% 10	0.00% 0	0.00% 0	0.00% 0	36	3.72
Activities	63.89% 23	36.11% 13	0.00% 0	0.00% 0	0.00% 0	36	3.64
Haunted Passport	63.89% 23	36.11% 13	0.00% 0	0.00% 0	0.00% 0	36	3.64

### Q3 Please Rate the Event Facility Conditions:

Answered: 36 Skipped: 0

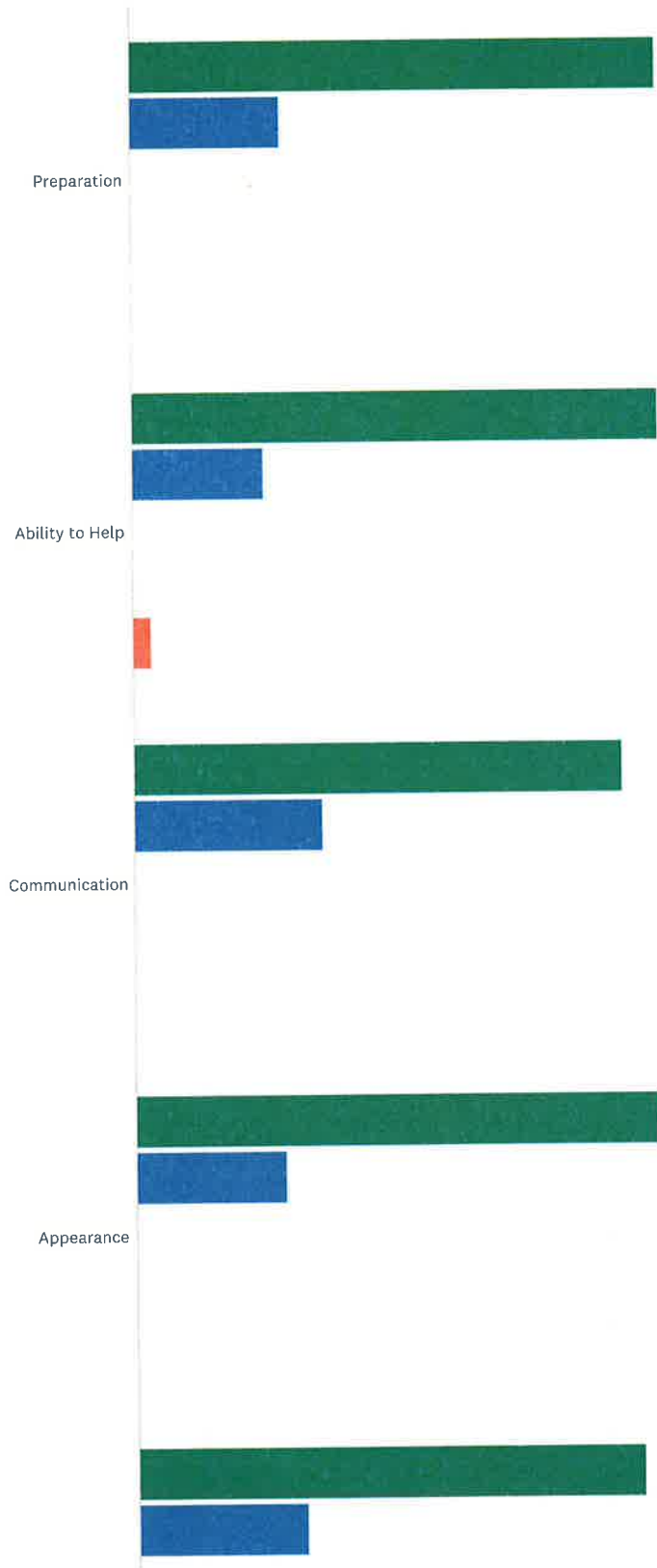


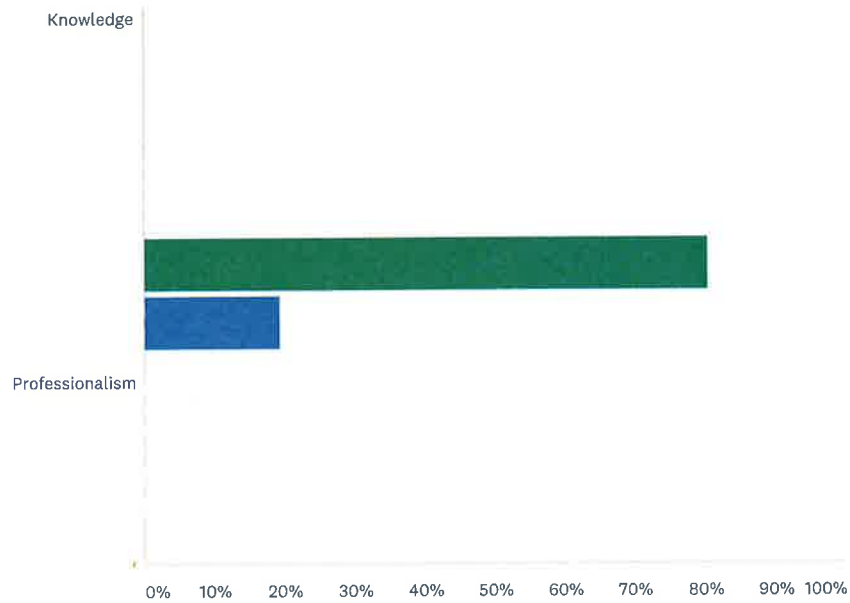
■ Exceeds Standards 
 ■ Meets Standards 
 ■ Below Standards 
 ■ Needs Improvement 
 ■ N/A

	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Cleanliness and Upkeep	86.11% 31	13.89% 5	0.00% 0	0.00% 0	0.00% 0	36	3.86
Convenience of Location	83.33% 30	16.67% 6	0.00% 0	0.00% 0	0.00% 0	36	3.83

## Q4 Please Rate the Event Staff:

Answered: 36 Skipped: 0



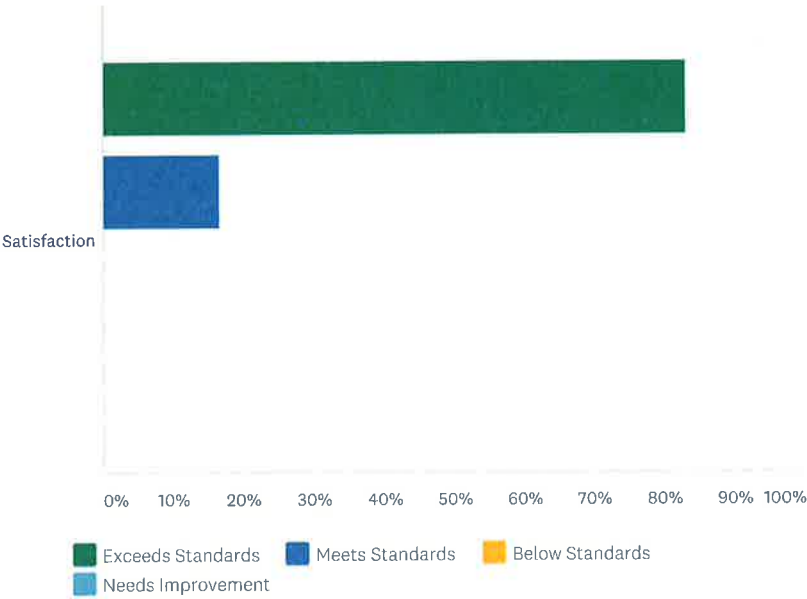


■ Exceeds Standards
 ■ Meets Standards
 ■ Below Standards
 ■ Needs Improvement
 ■ N/A

	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Preparation	77.78% 28	22.22% 8	0.00% 0	0.00% 0	0.00% 0	36	3.78
Ability to Help	77.78% 28	19.44% 7	0.00% 0	0.00% 0	2.78% 1	36	3.80
Communication	72.22% 26	27.78% 10	0.00% 0	0.00% 0	0.00% 0	36	3.72
Appearance	77.78% 28	22.22% 8	0.00% 0	0.00% 0	0.00% 0	36	3.78
Knowledge	75.00% 27	25.00% 9	0.00% 0	0.00% 0	0.00% 0	36	3.75
Professionalism	80.56% 29	19.44% 7	0.00% 0	0.00% 0	0.00% 0	36	3.81

Q5 Please Rate your Overall Satisfaction with this Event:

Answered: 36 Skipped: 0



	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Satisfaction	83.33% 30	16.67% 6	0.00% 0	0.00% 0	36	3.83

Q6 What did you like most about the program?

Answered: 33 Skipped: 3



#	RESPONSES	DATE
1	The magician	11/11/2019 1:09 PM
2	It is close and it is a well organized event that we enjoy going to year after year. This is probably our 6th year!	11/11/2019 1:09 PM
3	I like that the majority is indoors so that it is a good time to wear the costume and not freeze outside. This event essentially replaces trick-or-treating in our house. I also like that only a moderate amount of candy is handed out.	11/4/2019 7:24 PM
4	Lots of fun things for kids. They loved the science and we loved the photo!	11/1/2019 10:33 AM
5	It's an indoor option because the weather is usually not ideal for trick or treat in Illinois. Also, my child enjoys the Halloween Egg Hunt.	10/31/2019 4:08 AM
6	The variety of activities for the price. It's awesome that you only need to pay for the kids. We love the photo opportunity and the egg hunt the most!	10/30/2019 11:37 AM
7	The egg hunt and games	10/29/2019 4:10 PM
8	Low key and lots of room	10/29/2019 11:32 AM
9	Just a fun day. Kids love it. Well done. Fun to use whole building that kids sometimes dont get to see...my daughter was pumped to get to go upstairs!	10/29/2019 8:56 AM
10	I loved the variety of the events and that there were geared towards my little guys.	10/29/2019 8:25 AM
11	Magic show	10/29/2019 7:26 AM
12	The variety of activities for all ages. The staff were very friendly and seemed to truly enjoy working this event which may it even better.	10/29/2019 4:19 AM
13	That it is appropriate for all ages - nothing scary - just good family fun!	10/28/2019 6:34 PM
14	Pictures with Scarecrows	10/28/2019 6:03 PM
15	The variety of activities available.	10/28/2019 4:58 PM
16	Magician Games	10/28/2019 4:20 PM
17	Location	10/28/2019 3:04 PM
18	Both my kiddos (1 and 4 years old) could participate.	10/28/2019 2:22 PM
19	The bounce house	10/28/2019 1:02 PM
20	It's super cute and nicely done. My kids enjoy it.	10/28/2019 12:15 PM
21	My grandson loved the bouncy houses	10/28/2019 11:58 AM
22	It's a fun family outing!	10/28/2019 11:46 AM
23	It was a great event.	10/28/2019 11:44 AM
24	it was a great age-appropriate event! all the staff running the games and activities were so helpful and engaging with the kids. The prizes and crafts were good and there were so many	10/28/2019 10:37 AM
25	My kids liked the egg hunt, science area and the wagon ride the most.	10/28/2019 9:46 AM
26	My kids loved the bounce houses, snack walk and magic show.	10/28/2019 9:39 AM
27	My kids had a BLAST! The range of activities was perfect for their age. They loved the games, the egg hunt and magic show. The staff in the Mad Scientist room specifically was very knowledgeable and answered all my son's questions. Overall the event was very well planned and organized. It was such a great way to spend our Saturday. THANK YOU!	10/28/2019 9:29 AM
28	Convenience, really cool for little kids	10/28/2019 9:01 AM
29	the number of activities and the magic show	10/28/2019 8:24 AM
30	Way less people this year compared to last year so it didn't feel so over crowded. Also, less games this year which was a good thing too.	10/28/2019 8:17 AM
31	The Music was great!! "Cheaper" food was awesome. Magic show was great!	10/28/2019 8:17 AM
32	Wonderful program for the kids- really catered to what kids aged 2-9 LOVE- small games with little prizes, candy, bounce houses, magic show- all were wonderful!!	10/28/2019 8:16 AM
33	Friendly staff	10/28/2019 8:15 AM

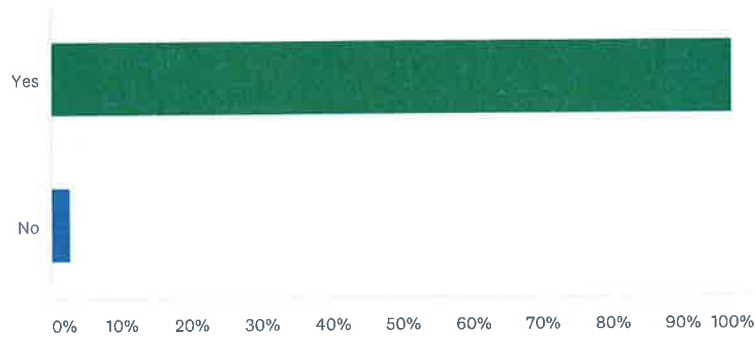
## Q7 Please offer any suggestions that you feel would help the Geneva Park District improve this event.

Answered: 16 Skipped: 20

#	RESPONSES	DATE
1	Bigger games/interactive events for children in the 5-7 range.	11/11/2019 1:09 PM
2	None that I can think of.	11/11/2019 1:09 PM
3	-The white wooden hayride stepstool was pretty sketchy. The top looked to have cracked off and then was loosely set back on top. Even if it were intact, the stool looked pretty flimsy. Invest in a proper stepstool rated for 300+ lbs (large adult carrying child). You should be able to find several options in the \$10-40 range. -Be conscious of the amount of throwaway plastic you are giving out. No kid will say no to a plastic trinket, so perhaps hand out paper tickets that can be exchanged for something slightly nicer instead. Maybe 4 tickets turn in for the carnival game stamp or similar. The koosh-ball thing from the bank was well liked, perhaps the tickets turn in for something more durable like that.	11/4/2019 7:24 PM
4	Thank you	11/1/2019 10:33 AM
5	I feel like the event has become more popular over the last couple of years. I'd suggest possibly putting out more plastic eggs for the older kids.	10/31/2019 4:08 AM
6	It would be great if you had a box to put the empty eggs in to be reused for next year. Seems so wasteful that the park district buys eggs each year. thank	10/30/2019 11:37 AM
7	You all do a great job. Your passion, care and planning truly shows. GPD is such a perk to living in geneva!	10/29/2019 8:56 AM
8	Some decor on hayride route should add more fun	10/29/2019 7:26 AM
9	Less choking hazard candy for toddlers	10/28/2019 4:58 PM
10	Signage on where to go and what time events are.	10/28/2019 2:22 PM
11	None 😊	10/28/2019 12:15 PM
12	I think offering more activities that are appropriate for toddlers would improve the event.	10/28/2019 11:46 AM
13	I feel like they should put on an event once a month during the winter months. Its nice for the kids to run around the gym and jump!	10/28/2019 11:44 AM
14	Nothing-- it's a great event!	10/28/2019 9:39 AM
15	Extend the hours just a bit - maybe half an hour. We missed the wagon ride because we ran out of time. A very minor negative	10/28/2019 9:29 AM
16	Picnic tables inside? It was very hard to eat on the bleachers with Children.	10/28/2019 8:17 AM

## Q8 Will you attend this event again in the future?

Answered: 36 Skipped: 0



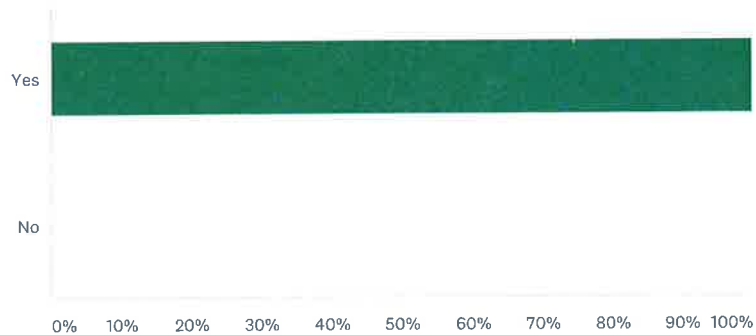
ANSWER CHOICES		RESPONSES	
Yes		97.22%	35
No		2.78%	1
TOTAL			36

#	IF NOT PLEASE EXPLAIN WHY:	DATE
1	Kids love this event and it's so fun!	10/29/2019 8:25 AM
2	Maybe - my child may be too old for it next year. I do see the value for little ones, though	10/28/2019 9:01 AM



## Q9 Would you recommend this program to a friend?

Answered: 36 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		100.00%	36
No		0.00%	0
TOTAL			36

#	IF NOT PLEASE EXPLAIN WHY:	DATE
1	I did this past year and the friend came!	10/29/2019 8:56 AM
2	I would recommend for kids in preschool and younger.	10/29/2019 8:25 AM

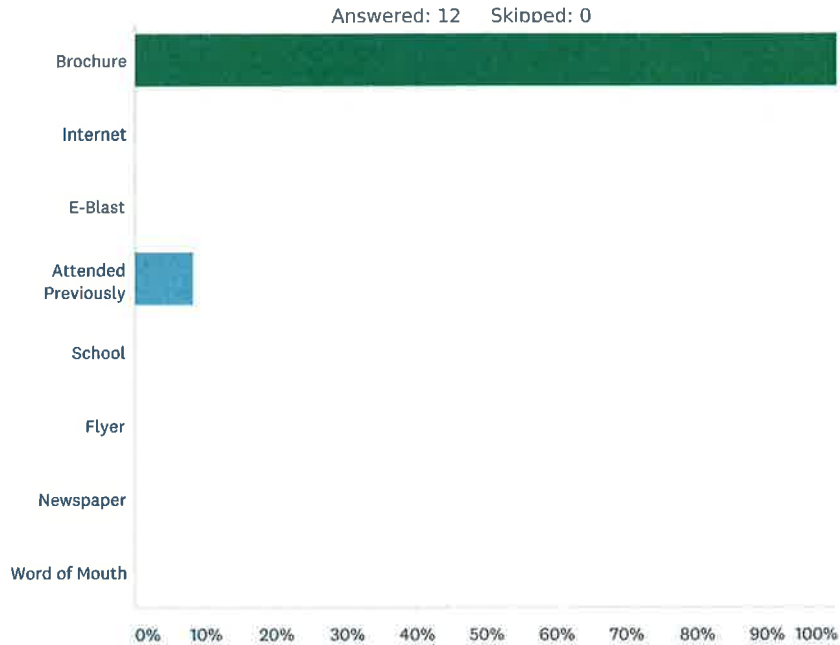
## Q10 Additional Comments:

Answered: 9   Skipped: 27

#	RESPONSES	DATE
1	GOO JOB!	10/29/2019 8:56 AM
2	Thank you for saving the family photos with the scarecrows that were not picked up! They told me it would be 20 minutes to print and I forgot to get it! the front desk has it and I will be going tomorrow to pick it up! Thank you!	10/28/2019 6:34 PM
3	Always look forward to this event each year !	10/28/2019 6:03 PM
4	Please see comment about having these more often during winter months.	10/28/2019 11:44 AM
5	another great job GPD!!	10/28/2019 10:37 AM
6	Great value and very fun for the family!	10/28/2019 9:39 AM
7	Thank you!	10/28/2019 9:29 AM
8	impressive, as usual!	10/28/2019 8:24 AM
9	Maybe have more stuff to do with bigger kids? My almost 9 year old does not want to go again.	10/28/2019 8:17 AM

## Pizza Palooza

### Q1 How did you hear about this event?



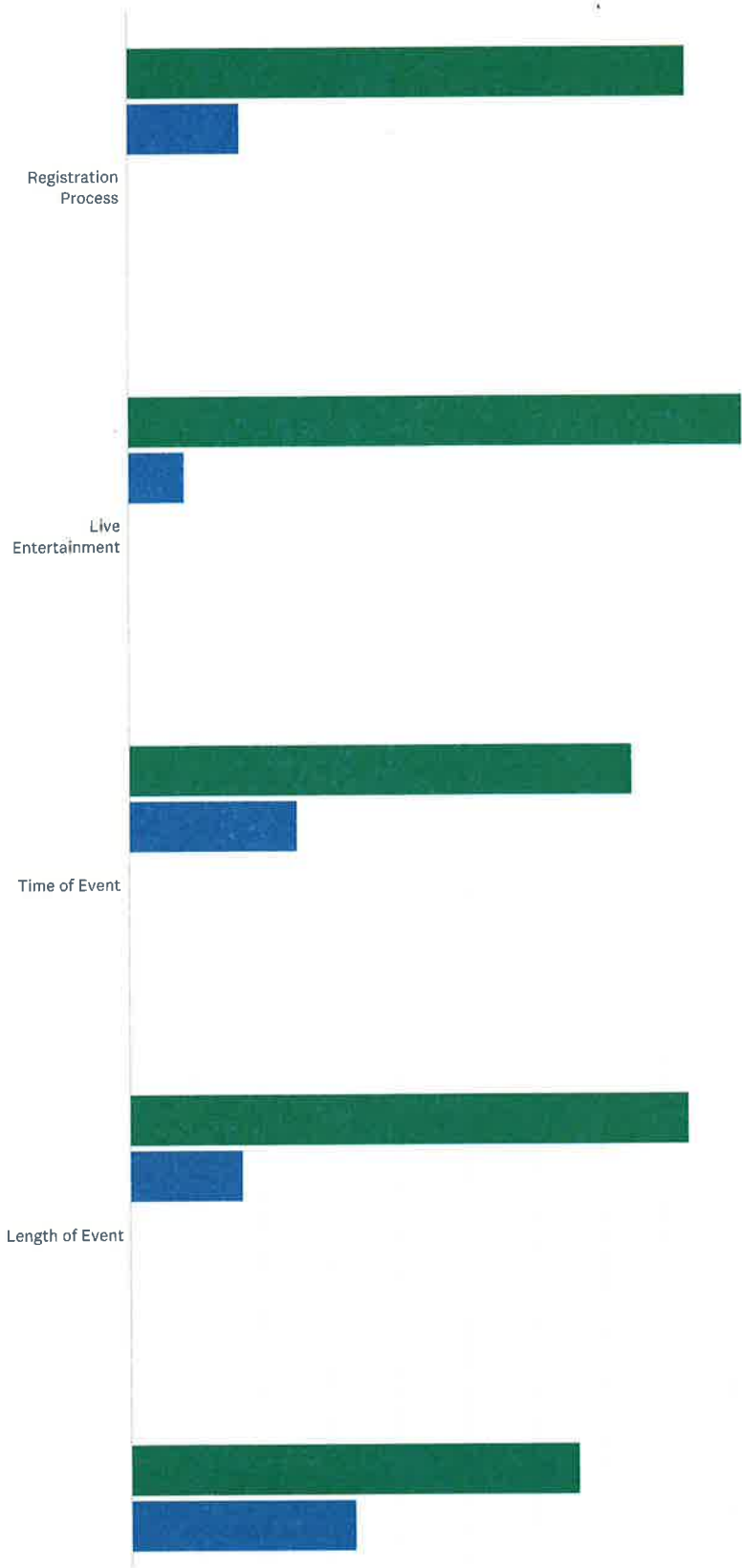
ANSWER CHOICES		RESPONSES	
Brochure		100.00%	12
Internet		0.00%	0
E-Blast		0.00%	0
Attended Previously		8.33%	1
School		0.00%	0
Flyer		0.00%	0
Newspaper		0.00%	0
Word of Mouth		0.00%	0
Total Respondents: 12			

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	



# Q2 Please Rate the Event Content:

Answered: 12    Skipped: 0



Event Size

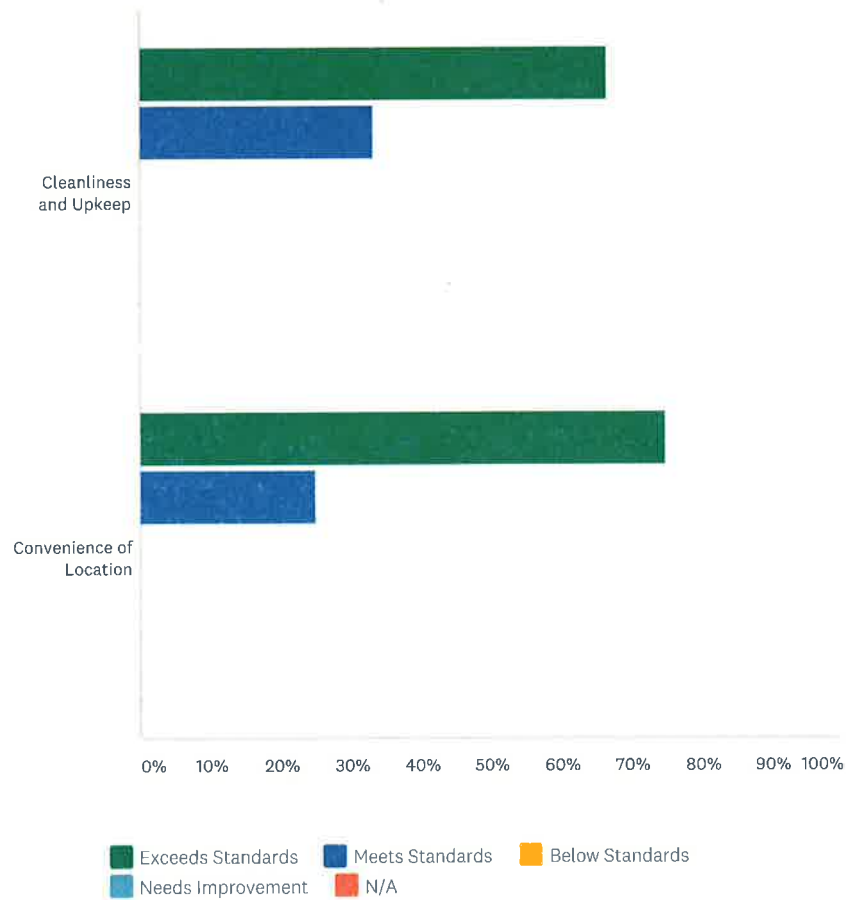
0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Exceeds Standards Meets Standards Below Standards  
Needs Improvement N/A

	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Registration Process	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Live Entertainment	91.67% 11	8.33% 1	0.00% 0	0.00% 0	0.00% 0	12	3.92
Time of Event	75.00% 9	25.00% 3	0.00% 0	0.00% 0	0.00% 0	12	3.75
Length of Event	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Event Size	66.67% 8	33.33% 4	0.00% 0	0.00% 0	0.00% 0	12	3.67

### Q3 Please Rate the Event Facility Conditions:

Answered: 12 Skipped: 0

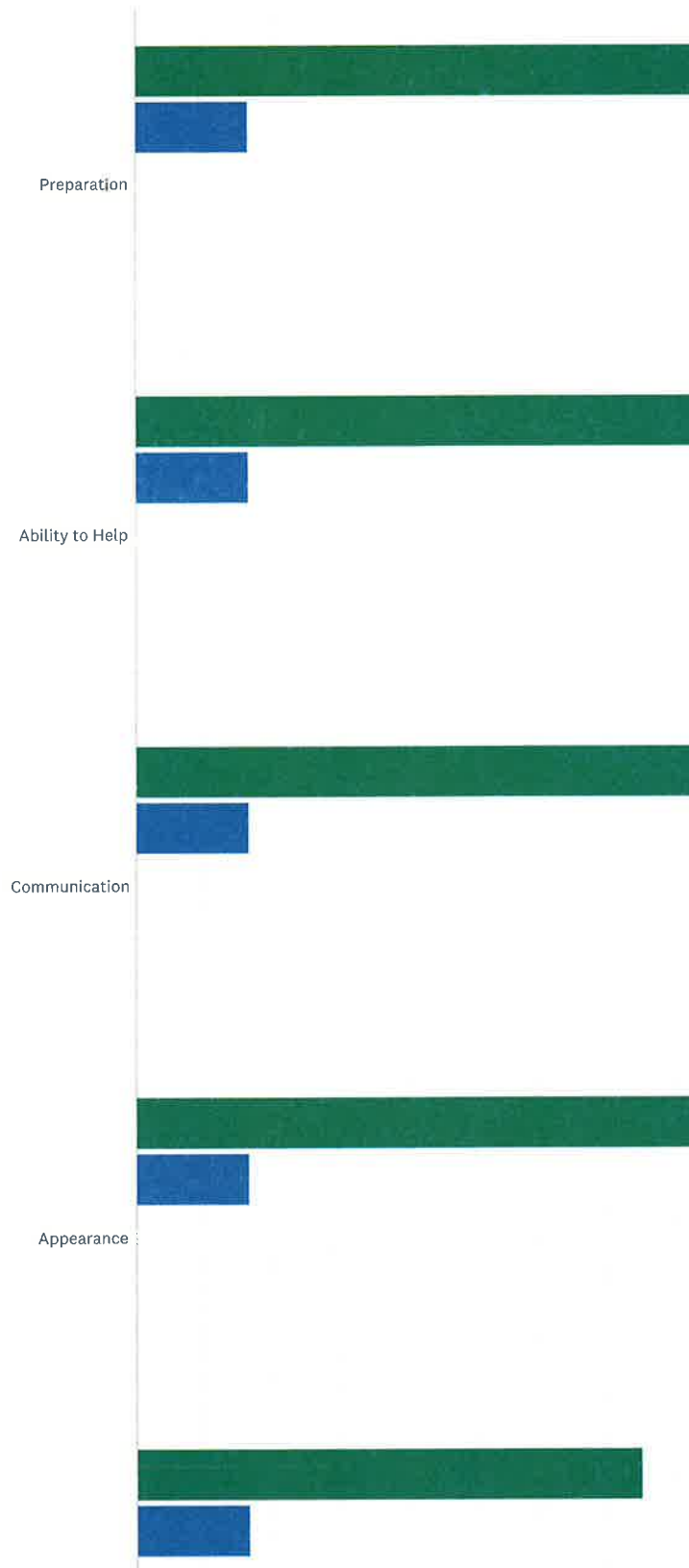


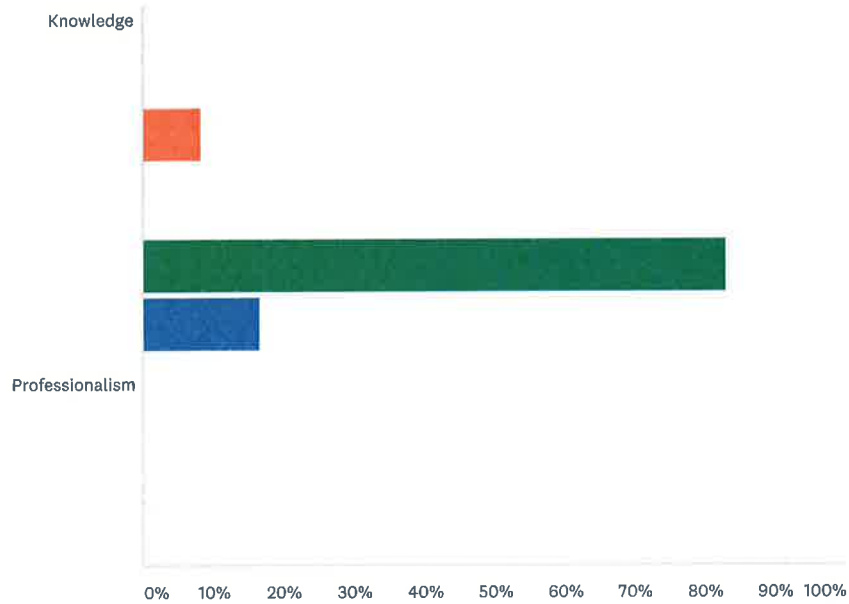
	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Cleanliness and Upkeep	66.67% 8	33.33% 4	0.00% 0	0.00% 0	0.00% 0	12	3.67
Convenience of Location	75.00% 9	25.00% 3	0.00% 0	0.00% 0	0.00% 0	12	3.75



## Q4 Please Rate the Event Staff:

Answered: 12 Skipped: 0



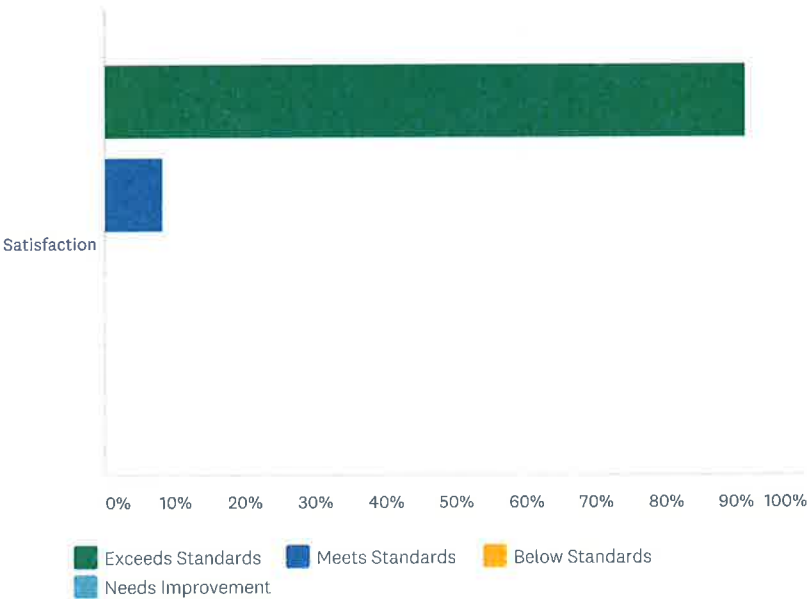


■ Exceeds Standards 
 ■ Meets Standards 
 ■ Below Standards 
 ■ Needs Improvement 
 ■ N/A

	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	N/A	TOTAL	WEIGHTED AVERAGE
Preparation	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Ability to Help	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Communication	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Appearance	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83
Knowledge	75.00% 9	16.67% 2	0.00% 0	0.00% 0	8.33% 1	12	3.82
Professionalism	83.33% 10	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	3.83

Q5 Please Rate your Overall Satisfaction with this Event:

Answered: 12 Skipped: 0



	EXCEEDS STANDARDS	MEETS STANDARDS	BELOW STANDARDS	NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Satisfaction	91.67% 11	8.33% 1	0.00% 0	0.00% 0	12	3.92



## Q6 What did you like most about the program?

Answered: 8   Skipped: 4

#	RESPONSES	DATE
1	Mr. Steve was fantastic!	10/23/2019 10:32 AM
2	Entertainment	10/22/2019 8:53 PM
3	Such a great family fun event!	10/22/2019 6:53 PM
4	It started right on time and we got an email reminder the day of. I also loved that it wrapped up by 7:15- just enough time for little attention spans and bedtime! The pizza was SO good (Aurillos) and there was plenty of it! Mr. Steve was great, too!	10/22/2019 12:19 PM
5	It was a great event for our young daughter. Plenty of food and the show was a lot of fun.	10/22/2019 8:25 AM
6	Mr Steve	10/22/2019 8:10 AM
7	Good size event (not too big but not too small). Really involved the kids (they loved it)	10/22/2019 7:29 AM
8	The entertainment	10/22/2019 7:19 AM

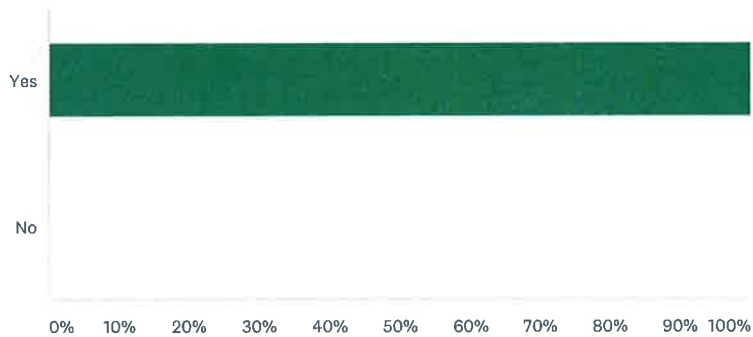
**Q7 Please offer any suggestions that you feel would help the Geneva Park District improve this event.**

Answered: 4   Skipped: 8

#	RESPONSES	DATE
1	If you could offer some healthy food options, that would be great, but otherwise it was superb and we really enjoyed it!	10/22/2019 12:19 PM
2	Nothing -- this was great!	10/22/2019 8:25 AM
3	It would have been helpful to know what red ribbon week was before signing up. I was not familiar with it and I had no idea that it was centered around saying no to drugs/alcohol. I would have talked with my 7 year old a little bit before arriving if I had realized it. I think it's a very important topic and I'm glad we attended, it just would have been nice to have a few conversations beforehand (then it would have been more meaningful for him)	10/22/2019 7:29 AM
4	We missed the nothing bundt cakes. But this is our 4th year in a row....we love it.	10/22/2019 7:20 AM

Q8 Will you attend this event again in the future?

Answered: 12 Skipped: 0



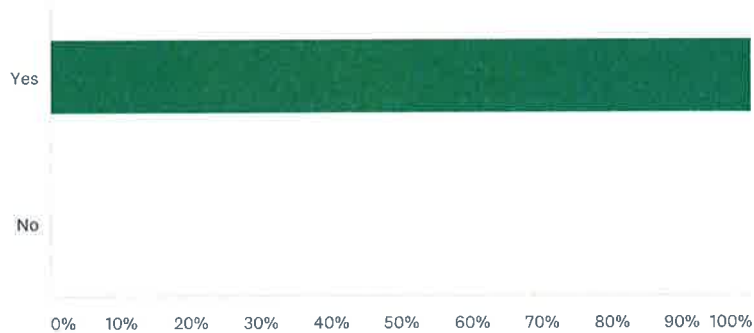
ANSWER CHOICES		RESPONSES	
Yes		100.00%	12
No		0.00%	0
TOTAL			12

#	IF NOT PLEASE EXPLAIN WHY:	DATE
	There are no responses.	



## Q9 Would you recommend this program to a friend?

Answered: 12 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		100.00%	12
No		0.00%	0
TOTAL			12

#	IF NOT PLEASE EXPLAIN WHY:	DATE
1	Wonderful event and FREE! Can't get much better than that!	10/22/2019 12:19 PM

## Q10 Additional Comments:

Answered: 4   Skipped: 8

#	RESPONSES	DATE
1	Thank you, Sarah!	10/22/2019 12:19 PM
2	Thank you so much!! We love this family event!!	10/22/2019 8:10 AM
3	Thank you! We enjoyed the event!	10/22/2019 7:29 AM
4	Sarah does such a great job with this event. I think the way it was set up this year was better then years past.	10/22/2019 7:19 AM

## MEMORANDUM

TO: Geneva Park District Board of Commissioners

From: Christy Powell, Superintendent of Finance

C: Sheavoun Lambillotte, Executive Director

Date: November 18, 2019

RE: Revised Drug Free Work Policy and Alcohol and Drug Procedures for CDL Employees

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On June 4, 2019, Governor Pritzker signed into law House Bill 1438, the Cannabis Regulation and Tax Act. The employment-related provisions of the act become effective Jan. 1, 2020. The act has a number of provisions that directly affect employers.

The District's current Drug Free Work Policy and Alcohol and Drug Procedures for CDL employees was written by PDRMA. PDRMA has provided a model policy which abides with the changes in the law.

In regards to the new law, the District will:

- Communicate to all employees the drug free work policy with regard to marijuana use. Making clear the district's prohibition on the use or possession of marijuana in the workplace as well as the prohibition of employees working under the influence. Employees will be required to review the written policy and return a signed acknowledgement indicating they received, reviewed and will abide by the policy. This signed acknowledgement form is kept in their personnel file.
- Provide an appeal process for employees seeking to challenge the good faith determination that they were under the influence of marijuana in the workplace.
- Provide training for management on how to properly observe and document the symptoms of impairment in the workplace and their impact on the employee's job performance and follow a process for terminating employees believed to be under the influence in the workplace in order to ensure consistency.

Staff would ask the Board to approve the revised Drug Free Work Policy and Alcohol and Drug Procedures for CDL Employees. Staff will be happy to answer any questions you have in regards to the policy.





# ***Geneva Park District Personnel Policy Manual***

Board Draft 11/2019  
Modified Sections: Drug Free Work Policy and  
Alcohol and Drug Procedures for CDL  
Employees

## **TABLE OF CONTENTS**

0.0	FACILITY INFORMATION
1.0	INTRODUCTION
2.0	DEFINITION AND CLASSIFICATION OF EMPLOYEES
2.01	Park District
2.02	Board
2.03	Director
2.04	Department Heads
2.05	Managerial Employees
2.06	Supervisory Employees
2.07	Regular Employees
2.08	Full-Time Employees
2.09	Part-Time Employees
2.10	Introductory Employees
2.11	Short-Term Employees
2.12	Volunteers
2.13	Acting Appointments
2.14	Contractual Employees
2.15	Calendar Year
2.16	Fiscal Year
3.0	EQUAL EMPLOYMENT OPPORTUNITY
4.0	PRE-EMPLOYMENT TESTS
4.01	Pre-Employment Medical Examination
4.02	State Criminal Conviction Background Check
4.03	Internal Procedure for Criminal Conviction Results
4.04	Waiver and Release of All Claims Form
4.05	Pre-Employment Drug Test
4.06	Drivers License Abstract
4.07	Vehicle Driver Pre-Employment Process
5.0	REFERENCES
5.01	Reference Checks for Prospective Employees
5.02	References for Current/Former Employees
5.03	Reference Release for Prospective Employee
5.04	Reference Release for Current/Former Employee
5.05	Pre-Employment Telephone Reference Check
6.0	CHILD LABOR LAWS: EMPLOYMENT OF MINORS
6.01	Statement of Prospective Employer
7.0	AMERICANS WITH DISABILITIES ACT FOR EMPLOYEES
7.01	Pregnancy Non-Discrimination

- 8.0 STATEMENT OF INTEGRITY
- 9.0 CHAIN OF COMMAND – SUCCESSION PROCEDURE
  - 9.01 Absence of Department Heads
- 10.0 WORK WEEK AND HOURS OF WORK
  - 10.01 Director, Department Heads, Managerial, Supervisory
  - 10.02 Independent Contractors
  - 10.03 Regular Employees
  - 10.04 Part-time and Short-term Employees
  - 10.05 Lateness
  - 10.06 Full Time Employee Informational Meetings
- 11.0 TIME REPORTS
  - 11.01 Pay Day
  - 11.02 Deductions
  - 11.03 Reporting New Employees
- 12.0 COMPENSATION PROGRAM
- 13.0 FAIR LABOR STANDARDS ACT: OVERTIME & COMPENSATORY TIME
  - 13.01 Definitions
  - 13.02 Eligibility
  - 13.03 Overtime Obligations & Approval
  - 13.04 Compensation
  - 13.05 Termination of Employment
- 14.0 PAYROLL PERIODS & PAYDAY
- 15.0 PAYROLL DEDUCTIONS
- 16.0 IMRF PENSION PLAN
  - 16.01 Introduction
  - 16.02 Contribution
  - 16.03 Return of Contributions
  - 16.04 Pension
  - 16.05 Disability Benefit
  - 16.06 Death Benefits
- 17.0 DEFERRED COMPENSATION

18.0 INSURANCE

- 18.01 General
- 18.02 Health Insurance
- 18.03 Employee Assistance Program
- 18.04 Worker's Compensation
- 18.05 Life Insurance
- 18.06 Retirement Benefits
- 18.07 Waiver of Health Insurance Coverage
- 18.08 Waiver of Health Insurance Coverage Form

19.0 EMPLOYEE BENEFITS

- 19.01 Payment for Use of Personal Vehicles/Use of Park District Vehicles
- 19.02 Professional Organizations
- 19.03 Park District Expenses
  - 19.03.01 Travel Companions
  - 19.03.02 Cash Advances
  - 19.03.03 Airfare/ Hotel
  - 19.03.04 Reimbursable Expenses/ Reimbursement Reports
  - 19.03.05 Issues/Abuse
- 19.04 Participation in Programs and Use of Facilities
- 19.05 Continuing Education, Training, and Tuition Reimbursements
- 19.06 Personal Use of Park District Property
- 19.07 Kane County Credit Union
- 19.08 Suggestion System
- 19.09 Nursing Mothers in the Workplace

20.0 HOLIDAYS

21.0 VACATIONS

- 21.01 First Year of Employment
- 21.02 Schedule
- 21.03 Requirements for Vacation
- 21.04 Vacation Pay
- 21.05 Failure to Return to Work
- 21.06 Vacation Credit for Prior Service
- 21.07 Treatment of Unused Vacation Days

22.0 PAID SICK DAYS

- 22.01 Full-time Employees
- 22.02 Preschool Teachers and Aides
- 22.03 Senior Coordinator

23.0 PERSONAL DAYS

- 23.01 Eligibility
- 23.02 Request for Personal Day
- 23.03 Treatment of Unused Personal Day

24.0 BEREAVEMENT LEAVE



- 25.0 JURY DUTY
- 26.0 MILITARY LEAVE
- 27.0 ABSENCE WITHOUT LEAVE
- 28.0 PERSONAL LEAVE (Unpaid)
  - 28.01 Eligibility
  - 28.02 Request for Leave
  - 28.03 Beginning and Length of Leave
  - 28.04 Reinstatement
  - 28.05 Failure to Return
  - 28.06 Benefits While on Leave
- 29.0 FAMILY AND MEDICAL LEAVE ACT (Including Pregnancy)
  - 29.01 Eligibility, Beginning and Length of Leave
  - 29.02 Request for Leave
    - 29.02.01 Intermittent Leave
  - 29.03 Extension of Leave
  - 29.04 Reinstatement
  - 29.05 Failure to Return
  - 29.06 Benefits While on Leave
  - 29.07 Certain Highly Compensated Key Employees
- 30.0 VICTIMS' ECONOMIC SAFETY AND SECURITY ACT
  - 30.01 Employees Covered under VESSA
  - 30.02 When to Grant VESSA Leave
  - 30.03 Notice and Certification Requirements
  - 30.04 Employee Rights and Protections under VESSA
  - 30.05 Workplace Adjustments
  - 30.06 Enforcement
- 31.0 CHILD BEREAVEMENT LEAVE
- 32.0 EVALUATIONS
- 33.0 COMPLIANCE WITH SUPERVISORY DIRECTIVE
- 34.0 OPPORTUNITY FOR ADVANCEMENT
- 35.0 TEMPORARY AND PERMANENT SEPARATION FROM EMPLOYMENT
  - 35.01 Disciplinary Actions
    - 35.01.01 Oral Warning
    - 35.01.02 Written Warning
    - 35.01.03 Suspension
    - 35.01.04 Dismissal
    - 35.01.05 Examples of Reasons for Disciplinary Action
  - 35.02 Employment-At-Will

- 35.03 Layoffs
- 35.04 Resignations
- 35.05 Retirement
- 35.06 Return of Park District Property
- 35.07 Separation of Service
- 35.08 References
- 35.09 Exit Interview
- 35.10 Exit Interview Form
- 36.0 REVIEW OF DISMISSAL / SUSPENSION
  - 36.01 Review of Disciplinary Action other than Dismissal
  - 36.02 Review of Dismissal
  - 36.03 Employee's Response
- 37.0 GRIEVANCE PROCESS AND PROCEDURE
- 38.0 ACCIDENTS AND INJURIES
- 39.0 NEPOTISM POLICY/ ROMANTIC RELATIONSHIPS
- 40.0 EMPLOYMENT IN MORE THAN ONE DEPARTMENT
- 41.0 OUTSIDE WORK
- 42.0 POLITICAL ACTIVITY
- 43.0 GIFTS, GRATUITIES AND REWARDS
- 44.0 ETHICS ORDINANCE
- 45.0 WORK ATTIRE
  - 45.01 Clothing Specifics for Administrative, Recreation and Office Staff
  - 45.02 Exceptions to Clothing Specifics for Administrative, Recreation and Office Staff
  - 45.03 Parks Department Uniforms, Clothing and Safety Gear
- 46.0 SMOKING
- 47.0 WEAPONS
- 48.0 SEARCH OF LOCKERS, DESKS, AND OTHER PARK DISTRICT PROPERTY
  - 48.01 Workplace Inspections
- 49.0 COMPUTERS
  - 49.01 Geneva Park District Email
  - 49.02 Internet Access on GPD Computers
  - 49.03 Utilization of GPD and Personal Social Media
    - 49.03.01 Administration of GPD Social Media
    - 49.03.02 Content and Comments for GPD Social Media

- 49.03.03 Best Practices for GPD Social Media & Personal Sites
- 49.04 Acknowledgement of Email, Internet and Social Media Computer Policy

## 50.0 TELEPHONES

- 50.01 Personal Calls and Texting
- 50.02 General Cell Phone Procedures
- 50.03 Geneva Park District Cell Phones
- 50.04 Use of District-Provided Cell Phones
- 50.05 Personal Cell Phones Utilized for Business Purposes
- 50.06 Safety Issues for Cell Phone Use
- 50.07 Additional Information, Requirements, Responsibilities

## 51.0 DRUG-FREE WORKPLACE ACT

- 51.01 Purpose
- 51.02 Acts Prohibited
- 51.03 Definitions
- 51.04 Voluntary Treatment
- 51.05 Screening and Testing
- 51.06 Treatment
- 51.07 Use of Legal Drugs
- 51.08 Notice of Convictions
- 51.09 Discipline / Penalties for Violation
- 51.10 Pre-employment Screening
- 51.11 Inspections
- 51.12 Records
- 51.13 Consent To Drug And/Or Alcohol Screening Or Testing

## 52.0 ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES

- 52.01 Introduction
- 52.02 Adverse Effects of Alcohol and Drug Use
- 52.03 Affected Employees
- 52.04 Employee Requirements
- 52.05 Tests Performed
  - 52.05.01 Alcohol Test
  - 52.05.02 Controlled Substances Test
- 52.06 Six Circumstances Under Which Testing Will Be Performed
  - 52.06.01 Pre-employment Testing
  - 52.06.02 Random Testing
  - 52.06.03 Reasonable Suspicion Testing
  - 52.06.04 Post Accident Testing
  - 52.06.05 Return to Duty Testing
  - 52.06.06 Follow-up Testing
- 52.07 Consequences of Failed or Refused Tests
- 52.08 Required Training

## 53.0 CHILD ABUSE AND NEGLECT

- 53.01 General Employee Guidelines
- 53.02 Handling Allegations of Abuse
- 53.03 State of Illinois Abused and Neglected Child Reporting Act

53.04 Abuse and Neglected Child Act Acknowledgement

54.0 MODIFIED DUTY

- 54.01 Objectives
- 54.02 Modified Duty Basic Program Requirements
- 54.03 Department Responsibilities
- 54.04 Employee Responsibilities
- 54.05 Worker's Compensation Provider Responsibilities
- 54.06 Potential Modified Duty Tasks
- 54.07 Memorandum
- 54.08 Modified Duty Physician Evaluation Form
- 54.09 Modified Duty Request Memorandum

55.0 NON-DISCRIMINATION AND ANTI-HARASSMENT

- 55.01 Definitions of Harassment
- 55.02 Retaliation is Prohibited
- 55.03 Reporting Procedure
- 55.04 Direct Communication with Offender
- 55.05 Report to Supervisory and Administrative Personnel
- 55.06 Report to Director/President of the Park Board of Commissioners
- 55.07 Harassment Allegations Against Non-Employees/Third Parties
- 55.08 Important Notice To All Employees
- 55.09 Responsibilities of Supervisors and Witnesses
- 55.10 The Investigation
- 55.11 Responsive Action
- 55.12 False and Frivolous Complaints
- 55.13 Transgender Rights
- 55.14 Contacting the Illinois Department of Human Rights
- 55.15 Acknowledgement of Non-Discrimination and Anti-Harassment Policy

56.0 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

- 56.01 Sample Business Associate Agreement / Contract Amendment
- 56.02 Notice of Privacy Practices for PDRMA & AFLAC
  - 56.02.02 Protected Health Information May Be Used or Disclosed for Plan Administration
  - 56.02.03 Additional Uses and Disclosure Allowed by Law
  - 56.02.04 Other Protections You May Have Under State Laws
  - 56.02.05 No Other Uses or Disclosures Without Your Authorization
  - 56.02.06 You May Request Restrictions
  - 56.02.07 You May Receive Confidential Communications
  - 56.02.08 You May Access Your Protected Health Information
  - 56.02.09 Amendment of Your Protected Health Information
  - 56.02.10 Accountings of Disclosures of Your Protected Health Information
  - 56.02.11 Copy of Notice
  - 56.02.12 Complaints
- 56.03 Plan Document Section 11 – HIPAA
  - 56.03.01 Disclosure of Summary Health Information
  - 56.03.02 Use and Disclosure of Protected Health Information (PHI)
  - 56.03.03 The Plain Administrator Will Use and Disclose PHI Only as Required by Law



and as Permitted by Authorization of the Individual or Beneficiary  
56.03.04 With Respect to PHI, the Plan Sponsor(s) Agrees to Certain Conditions  
56.03.05 Adequate Separation Between the Plan and Plan Sponsor Must Be Maintained  
56.03.06 Limitations on PHI Access and Disclosure  
56.03.07 Privacy Official  
56.03.08 Minimum Necessary  
56.03.09 Legal Standards  
56.03.10 Noncompliance Issues  
56.03.11 Access and Copying of PHI  
56.03.12 Amending PHI  
56.03.13 Accounting for Disclosures of PHI  
56.04 HIPAA Privacy Procedures  
56.04.01 Geneva Park District Privacy Staff  
56.04.02 Uses and Disclosures of Protected Health Information (PHI)  
56.04.03 Handling And Storage of PHI  
56.04.04 Employee Requests To Authorize Or Restrict Disclosures; Inspect, Copy And Amend PHI; Restrict Disclosures  
56.04.05 Training  
56.05 HIPAA Compliance Checklist  
56.06 Employee Confidentiality Agreement  
56.07 Fax Cover Page  
56.08 Authorization for Release of Health Information  
56.09 Individual Request Not to Use or Disclose Health Information  
56.10 Individual Request to Inspect Health Information  
56.11 Response to Inspection Request  
56.12 Individual Request to Correct or Amend a Record  
56.13 Response to Amendment or Correction Request

## 57.0 IDENTITY PROTECTION POLICY

57.01 Introduction and Identification of Act  
57.02 Definitions  
57.03 Statement Of Purpose  
57.04 Prohibited Activities  
57.05 Coordination With The Freedom Of Information Act And Other Laws  
57.06 Limited Employee Access To Social Security Numbers  
57.07 Embedded Social Security Numbers  
57.08 Applicability  
57.09 Availability of Policy  
57.10 Amendments  
57.11 Effective Date

## 58.0 EMPLOYMENT ACKNOWLEDGEMENT

## **51.0 DRUG FREE WORKPLACE ACT POLICY**

51.01 Purpose: The Geneva Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

This policy also expresses the Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require the transport of participants (see Alcohol and Drug Procedures For CDL Employees). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees the provisions of any other Park District policy,

rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees and employees that transport patrons will control.

Please review the comprehensive Alcohol and Drug Abuse Policy and the Alcohol and Drug Procedures for CDL Employees (Section 54)

51.02 Acts Prohibited: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Park District property, during any on-call period or while acting on behalf of the Park District.

51.03 Definitions: For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.), which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Director of Parks and Recreation of the Geneva Park District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.
7. "Drugs" mean Prescription/OTC Drugs ~~Legal Drugs~~ and controlled substances including cannabis and medical marijuana.
- ~~8. "Legal Drugs" mean prescription drugs and over the counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.~~
- ~~98.~~ "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
9. "On Call" means the employee is scheduled with at least 24 hours' notice by the district to be on standby or otherwise responsible for performing tasks related to his or her employment

either at the district's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

10. "Policy" means this Alcohol and Drug Abuse Policy of the Geneva Park District.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

12. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.

123. "Public Safety Responsibility" means a safety-sensitive position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive district vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

134. "Under the Influence" or "impaired" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

51.04 Voluntary Treatment: It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a



defense for violating the Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Park District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Park District management and /or the district's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Superintendent of Finance and Personnel for details. Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

51.05 **Screening And Testing:**

**Pre-Employment Testing.** The Park District may require applicants ~~employees~~ whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the district to do so.

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**Reasonable Suspicion Testing.** The district will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the district.

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**Random Testing.** The district may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

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**Post-accident or Post-incident Testing.** The district may require the screening or testing of any employee following a workplace accident or injury that results in property damage to district or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the district

will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

**The Testing Process.** ~~random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a~~ A medical facility selected by the Park District at the Park District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC legal drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test ~~will be conducted~~ from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

**Opportunity to Contest.** After the district receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the district's determination. However, the district will make a final decision at its sole and exclusive discretion.

**Consent Forms Required.**—Each Park District employee is required to sign a consent form, a copy of which is included with this Policy, ~~at the time this Policy is distributed to the employee.~~ Prospective employees applying for positions that require a commercial driver's license or pre-employment drug testing will be required to sign a consent form prior to taking the pre-employment drug screening. ~~Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.~~

—Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

51.06 Treatment: If the medical facility recommends treatment, the Park District may, depending on the

circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

51.07 Use Of ~~Legal~~-Prescription/OTC Drugs: Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a ~~legal~~-prescription/OTC drug (including medical marijuana) must report the use of such ~~legal~~-prescription/OTC drug to their immediate supervisor if the ~~legal~~-prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the district will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the ~~legal~~-prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether or not the employee may safely continue to perform the job while using the ~~legal~~-prescription/OTC drug. Failure to declare the use of such ~~legal~~-prescription/OTC drugs may be cause for discipline up to and including dismissal.

51.08 Notice Of Convictions: Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and

including dismissal.

#### 51.09 Discipline/Penalties For Violation:

1. The district reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.

~~1.2.~~ An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal-prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance-counseling or rehabilitation program approved for such purposes by the Park District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

~~2.3.~~ In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

~~51.10 Pre-Employment Screening: As a final prerequisite in the Park District's employment selection~~



~~procedure, persons otherwise offered a full-time, labor intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.~~

51.11 Inspections: In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances or cannabis (including medical marijuana)-employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

51.12 Records: The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a medical file separate from the regular personnel files. Access will be limited to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

51.13 Consent To Drug And/Or Alcohol Screening Or Testing:

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Geneva Park District ("Park District") at the Park District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance ~~to determine if I have alcohol or any controlled substance in my system.~~ I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his,/-her/its or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a Park District official or a designated representative but to no other person without my written consent. If the results of such testing indicate that I have violated the District Alcohol and Drug Abuse Policy, I understand that I will be subject to non-hire, or disciplinary action up to and including immediate discharge.

If I test positive for a drug which may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility which administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed

drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription bottles or physician's letters authorizing the use of any such medicines, which many explain the positive test results, and I will execute any required consent or authorization forms. ~~may be required.~~ I understand that the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a district official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or district regarding my reported use of prescription/OTC drugs in accordance with the district's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any, and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the Park District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Park District the use of ~~legal~~ prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination. I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

\_\_\_\_\_ ☐ I agree to the test \_\_\_\_\_ ☐ I will not agree to the test

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_

☐ I agree to the test \_\_\_\_\_ ☐ I will not agree to the test

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_

## **52.0 ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES**

### **D.O.T. DRUG AND ALCOHOL PROCEDURE**

52.01 Introduction: In an effort to promote public safety and to help prevent accidents and injuries, the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero- tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Geneva Park District employees who violate this policy are subject to disciplinary action, up to and including discharge.

52.02 Adverse Effects of Alcohol and Drug Use: Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments that drugs cause can result in users (and their nearby co-workers) suffering more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to establish and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The Geneva Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Superintendent of Finance and Personnel. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the Superintendent of Finance and Personnel.

#### 52.03 Affected Employees:

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who have a valid CDL driver's license, or are required to have a valid CDL driver's license as a condition of employment, and operate a commercial vehicle for the Geneva Park District. This includes full-time and part-time employees.

2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

52.04 Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the district places the following requirements upon affected employees. Exceptions to these requirements may be made by the Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the Park District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the Park District.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.



## 52.05 Tests Performed:

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

### 52.05.01 Alcohol Test:

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test then a medical exam will be performed.
- c. If test results are negative the employee returns to work. Results will be reported to the Director.
- d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- e. If retest results are negative, test is reported to the Director as negative.
- f. If retest results are positive, the test results are immediately reported to the Director.

52.05.02 Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regulations - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and the test will be attempted again.
- c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
- d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Director.
- e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative, the M.R.O. reports a negative result to the Director.

- f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Director will be contacted to tell the employee to contact the M.R.O. If contact is not made within 72 hours, the M.R.O. will determine the test results as positive. The M.R.O. reports to the Director test results as positive or negative.
- g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

52.06 Six circumstances under which testing will be performed:

52.06.01 Pre-employment Testing (382.301.413)

- a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
- b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
- c. Alcohol test results must be below 0.04 & controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the results & seek an evaluation.
- d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

52.06.02 Random Testing (382.305)

- a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

- b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and ~~25~~50% per year for illegal drugs.
- c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
- d. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
- e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

#### 52.06.03 Reasonable Suspicion Testing (382.307)

- a. When a department head/supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another department head/supervisor who will also observe the employee. If both department heads/supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The department head/supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
- c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
- d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
- e. The department head/supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a department head/supervisor.
- f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.

- g. Testing for reasonable suspicion of alcohol should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
- h. The department head/supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

#### 52.06.04 Post Accident Testing (382.303)

- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
- c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
- d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

#### 52.06.05 Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. The employee will be responsible for all costs associated with this classification of return to duty testing or
- b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

#### 52.06.06 Follow-up Testing (382.311.605)



- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuse problem will be subject to follow-up testing.
- b. The Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five years.
- c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.
- d. Employee is responsible for all costs associated with follow-up testing.

52.07 Consequences of failed or refused tests (382.605):

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Director.
4. The S.A.P. will report back to the Director that the employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
  - b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
  - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to

report back to the S.A.P. Employees are advised that the D.O.T. regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

6. When the S.A.P. reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
  - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

52.08 Required Training:

1. All affected employees will be informed of the new D.O.T. regulations and these policies and procedures to implement the regulations.
2. All department heads and supervisors will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee ordering another employee to submit to reasonable suspicion testing. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired department heads and supervisors will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All department heads and supervisors will sign an in-service training form stating that they attended the training. The in-service training form will be kept in Park District records.



# *Geneva Park District*

## *Part-Time & Short-Term Personnel Policy Manual*

Board Draft 11/2019

Modified Sections: Drug Free Work Policy and  
Alcohol and Drug Procedures for CDL  
Employees

## **TABLE OF CONTENTS**

0.0	FACILITY INFORMATION
1.0	INTRODUCTION
2.0	DEFINITION AND CLASSIFICATION OF EMPLOYEES
2.01	Park District
2.02	Board
2.03	Executive Director
2.04	Department Heads
2.05	Managerial Employees
2.06	Supervisory Employees
2.07	Regular Employees
2.08	Full-Time Employees
2.09	Part-Time Employees
2.10	Introductory Employees
2.11	Short-Term Employees
2.12	Volunteers
2.13	Acting Appointments
2.14	Contractual Employees
2.15	Calendar Year
2.16	Fiscal Year
3.0	EQUAL EMPLOYMENT OPPORTUNITY
4.0	PRE-EMPLOYMENT TESTS
4.01	Pre-Employment Medical Examination
4.02	State Criminal Conviction Background Check
4.03	Internal Procedure for Criminal Conviction Results
4.04	Waiver and Release of All Claims Form
4.05	Pre-Employment Drug Test
4.06	Drivers License Abstract
4.07	Vehicle Driver Pre-Employment Process
5.0	REFERENCES
5.01	Reference Checks for Prospective Employees
5.02	References for Current/Former Employees
5.03	Reference Release for Prospective Employee
5.04	Reference Release for Current/Former Employee
5.05	Pre-Employment Telephone Reference Check
6.0	CHILD LABOR LAWS: EMPLOYMENT OF MINORS
6.01	Statement of Prospective Employer
7.0	AMERICANS WITH DISABILITIES ACT FOR EMPLOYEES



- 8.0 STATEMENT OF INTEGRITY
- 9.0 CODE OF CONDUCT
- 10.0 WORK WEEK AND HOURS OF WORK
  - 10.01 Executive Director, Department Heads, Managerial, Supervisory
  - 10.02 Contractual Employees
  - 10.03 Regular Employees
  - 10.04 Part-time and Short-term Employees
  - 10.05 Lateness
  - 10.06 Full Time Employee Informational Meetings
- 11.0 TIME KEEPING
  - 11.01 Pay Day
  - 11.02 Deductions
  - 11.03 Reporting New Employees
- 12.0 FAIR LABOR STANDARDS ACT: OVERTIME & COMPENSATORY TIME
  - 12.01 Definitions
  - 12.02 Eligibility
  - 12.03 Overtime Obligations & Approval
  - 12.04 Compensation
  - 12.05 Termination of Employment
- 13.0 PAYROLL PERIODS & PAYDAY
- 14.0 PAYROLL DEDUCTIONS
- 15.0 IMRF PENSION PLAN
  - 15.01 Introduction
  - 15.02 Contribution
  - 15.03 Return of Contributions
  - 15.04 Pension
  - 15.05 Disability Benefit
  - 15.06 Death Benefits
- 16.0 DEFERRED COMPENSATION
- 17.0 EMPLOYEE BENEFITS
  - 17.01 Participation in Programs and Use of Facilities
- 18.0 PAID SICK DAYS
  - 18.01 Preschool Teachers and Aides
  - 18.02 Senior Coordinator

- 19.0 FAMILY AND MEDICAL LEAVE ACT (Including Pregnancy)
  - 19.01 Eligibility, Beginning and Length of Leave
  - 19.02 Request for Leave
    - 19.02.01 Intermittent Leave
  - 19.03 Extension of Leave
  - 19.04 Reinstatement
  - 19.05 Failure to Return
  - 19.06 Benefits While on Leave
  - 19.07 Certain Highly Compensated Key Employees
- 20.0 VICTIMS' ECONOMIC SAFETY AND SECURITY ACT
  - 20.01 Employees Covered under VESSA
  - 20.02 When to Grant VESSA Leave
  - 20.03 Notice and Certification Requirements
  - 20.04 Employee Rights and Protections under VESSA
  - 20.05 Workplace Adjustments
  - 20.06 Enforcement
- 21.0 EVALUATIONS
- 22.0 COMPLIANCE WITH SUPERVISORY DIRECTIVE
- 23.0 TEMPORARY AND PERMANENT SEPARATION FROM EMPLOYMENT
  - 23.01 Disciplinary Actions
    - 23.01.01 Oral Warning
    - 23.01.02 Written Warning
    - 23.01.03 Suspension
    - 23.01.04 Dismissal
    - 23.01.05 Examples of Reasons for Disciplinary Action
  - 23.02 Employment-At-Will
  - 23.03 Layoffs
  - 23.04 Resignations
  - 23.05 Retirement
  - 23.06 Return of Park District Property
  - 23.07 Separation of Service
  - 23.08 References
- 24.0 REVIEW OF DISMISSAL / SUSPENSION
  - 24.01 Review of Disciplinary Action other than Dismissal
  - 24.02 Review of Dismissal
  - 24.03 Employee's Response
- 25.0 GRIEVANCE PROCEDURE
- 26.0 ACCIDENTS AND INJURIES
- 27.0 NEPOTISM POLICY/ ROMANTIC RELATIONSHIPS

- 28.0 EMPLOYMENT IN MORE THAN ONE DEPARTMENT
- 29.0 POLITICAL ACTIVITY
- 30.0 GIFTS, GRATUITIES AND REWARDS
- 31.0 ETHICS ORDINANCE
- 32.0 WORK ATTIRE
  - 32.01 Clothing Specifics for Administrative, Recreation and Office Staff
  - 32.02 Exceptions to Clothing Specifics for Administrative, Recreation and Office Staff
  - 32.03 Parks Department Uniforms, Clothing and Safety Gear
- 33.0 SMOKING
- 34.0 WEAPONS
- 35.0 SEARCH OF LOCKERS, DESKS, AND OTHER PARK DISTRICT PROPERTY
  - 35.01 Workplace Inspections
- 36.0 COMPUTERS
  - 36.01 Use of Internet Access
  - 36.02 Use of E-Mail
  - 36.03 Acknowledgement of Email, Internet and Social Media Computer Policy
- 37.0 TELEPHONES
  - 37.01 Personal Calls and Texting
  - 37.02 General Phone Procedures
  - 37.03 Safety Issues for Cell Phone Use
  - 37.04 Additional Information, Requirements, Responsibilities
- 38.0 DRUG-FREE WORKPLACE ACT
  - 38.01 Purpose
  - 38.02 Acts Prohibited
  - 38.03 Definitions
  - 38.04 Voluntary Treatment
  - 38.05 Screening and Testing
  - 38.06 Treatment
  - 38.07 Use of Legal Drugs
  - 38.08 Notice of Convictions
  - 38.09 Discipline / Penalties for Violation
  - 38.10 Pre-employment Screening
  - 38.11 Inspections
  - 38.12 Records
  - 38.13 Consent Form

- 39.0 ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES
  - 39.01 Introduction
  - 39.02 Adverse Effects of Alcohol and Drug Use
  - 39.03 Affected Employees
  - 39.04 Employee Requirements
  - 39.05 Tests Performed
    - 39.05.01 Alcohol Test
    - 39.05.02 Controlled Substances Test
  - 39.06 Six Circumstances Under Which Testing Will Be Performed
    - 39.06.01 Pre-employment Testing
    - 39.06.02 Random Testing
    - 39.06.03 Reasonable Suspicion Testing
    - 39.06.04 Post Accident Testing
    - 39.06.05 Return to Duty Testing
    - 39.06.06 Follow-up Testing
  - 39.07 Consequences of Failed or Refused Tests
  - 39.08 Required Training
- 40.0 CHILD ABUSE AND NEGLECT
  - 40.01 General Employee Guidelines
  - 40.02 Handling Allegations of Abuse
  - 40.03 State of Illinois Abused and Neglected Child Reporting Act
  - 40.04 Abuse and Neglected Child Act Acknowledgement
- 41.0 MODIFIED DUTY
  - 41.01 Objectives
  - 41.02 Modified Duty Basic Program Requirements
  - 41.03 Department Responsibilities
  - 41.04 Employee Responsibilities
  - 41.05 Worker's Compensation Provider Responsibilities
  - 41.06 Potential Modified Duty Tasks
  - 41.07 Physician Memorandum
  - 41.08 Modified Duty Physician Evaluation Form
  - 41.09 Modified Duty Request Memorandum
- 42.0 NON-DISCRIMINATION AND ANTI-HARASSMENT
  - 42.01 Definitions of Harassment
  - 42.02 Retaliation is Prohibited
  - 42.03 Reporting Procedure
  - 42.04 Direct Communication with Offender
  - 42.05 Report to Supervisory and Administrative Personnel
  - 42.06 Report to Executive Director/President of the Park Board of Commissioners
  - 42.07 Harassment Allegations Against Non-Employees/Third Parties
  - 42.08 Important Notice To All Employees
  - 42.09 Responsibilities of Supervisors and Witnesses
  - 42.10 The Investigation



- 42.11 Responsive Action
- 42.12 False and Frivolous Complaints
- 42.13 Contacting the Illinois Department of Human Rights
- 42.14 Acknowledgement of Non-Discrimination and Anti-Harassment Policy

43.0 YOUR RIGHT TO KNOW

44.0 IDENTITY PROTECTION POLICY

- 44.01 Introduction and Identification of Act
- 44.02 Definitions
- 44.03 Statement Of Purpose
- 44.04 Prohibited Activities
- 44.05 Coordination With The Freedom Of Information Act And Other Laws
- 44.06 Limited Employee Access To Social Security Numbers
- 44.07 Embedded Social Security Numbers
- 44.08 Applicability
- 44.09 Availability of Policy
- 44.10 Amendments
- 44.11 Effective Date

45.0 EMPLOYMENT ACKNOWLEDGEMENT

## **38.0 DRUG FREE WORKPLACE ACT POLICY**

38.01 Purpose: The Geneva Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

This policy also expresses the Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require the transport of participants (see Alcohol and Drug Procedures For CDL Employees). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the

Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees and employees that transport patrons will control.

Please review the comprehensive Alcohol and Drug Abuse Policy and the Alcohol and Drug Procedures for CDL Employees

38.02 Acts Prohibited: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Park District property, during any on-call period or while acting on behalf of the Park District.

38.03 Definitions: For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 538/1 et seq.) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Executive Director" is the Executive Director of the Geneva Park District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.
7. "Drugs" mean ~~Legal Drugs~~ Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.
- ~~8. "Legal Drugs" mean prescription drugs and over the counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.~~
- ~~98.~~ "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

9. "On Call" means the employee is scheduled with at least 24 hours' notice by the district to be on standby or otherwise responsible for performing tasks related to his or her employment either at the district's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
10. "Policy" means this Alcohol and Drug Abuse Policy of the Geneva Park District.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
123. "Public Safety Responsibility" means a safety-sensitive position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive district vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.
134. "Under the Influence" or "impaired" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.



38.04 Voluntary Treatment: It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. - The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Park District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Park District management and /or the district's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Superintendent of Finance and Personnel for details. Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

38.05 Screening And Testing:

Pre-Employment Testing. The Park District may require applicants ~~employees~~ whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the district to do so.

Reasonable Suspicion Testing. The district will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the district.

Random Testing. The district may require random screening or testing of employees whose job

functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

**Post-accident or Post-incident Testing.** The district may require the screening or testing of any employee following a workplace accident or injury that results in property damage to district or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the district will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

The Testing Process. ~~random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a~~ A medical facility selected by the Park District at the Park District's expense. will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC legal drugs, including medical marijuana and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test ~~will be conducted~~ from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

**Opportunity to Contest.** After the district receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the district's determination. However, the district will make a final decision at its sole and exclusive discretion.

**Consent Forms Required.** Each Park District employee is required to sign a consent form, a copy of which is included with this Policy. ~~at the time this Policy is distributed to the employee.~~ Prospective employees applying for positions that require a commercial driver's license or pre-

employment drug testing will be required to sign a consent form prior to taking the pre-employment drug screening. ~~Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.~~

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

- 38.06 Treatment: If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

- 38.07 Use Of ~~Legal-Prescription/OTC~~ Drugs: Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a ~~legal-prescription/OTC~~ drug (including medical marijuana) must report the use of such ~~legal-prescription/OTC~~ drug to their immediate Supervisor if the ~~legal-prescription/OTC~~ drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the district will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the ~~legal-prescription/OTC~~ drug may have such a potential side effect-or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The information will be retained by the Park District in a confidential manner and will be

disclosed only to persons who need to know. The employee's immediate Supervisor, after conferring with the Department Head or Executive Director, will decide whether or not the employee may safely continue to perform the job while using the ~~legal-prescription/OTC~~ drug. Failure to declare the use of such ~~legal-prescription/OTC~~ drugs may be cause for discipline up to and including dismissal.

38.08 Notice Of Convictions: Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal.

38.09 Discipline/Penalties For Violation:

1. The district reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.

1.2. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of ~~legal~~ prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse ~~assistance-counseling~~ or rehabilitation program approved for such purposes by the Park District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.



~~23.~~ In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

38.10 ~~Pre Employment Screening: As a final prerequisite in the Park District's employment selection procedure, persons otherwise offered a full-time, labor intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.~~

38.11 Inspections: In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property.. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

38.12 Records: The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a medical file separate from the regular personnel files. Access will be limited to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

### 38.13 Consent To Drug And/Or Alcohol Screening Or Testing:

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Geneva Park District ("Park District") at the Park District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance ~~to determine if I have alcohol or any controlled substance or cannabis in my system.~~ I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/~~her/~~~~or~~ its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a Park District official or a designated representative but to no other person without my written consent. If the results of such testing indicate that I have violated the District Alcohol and Drug Abuse Policy, I understand that I will be subject to nonhire, or disciplinary action up to and including immediate discharge.

If I test positive for a drug which may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility which administered the test to contact my physician or pharmacist to verify my reported use of legally-prescribed drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription bottles or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms ~~may be required~~. I understand that the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a district official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or district regarding my reported use of prescription/OTC drugs in accordance with the district's Alcohol and Drug Abuse Policy

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any, and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the Park District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Park District the use of legal prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination. I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

☐ I agree to the test ☐ I will not agree to the test

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

(if under 18 parental signature required)

☐ I agree to the test ☐ I will not agree to the test

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_



### 39.0 ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES

#### **D.O.T. DRUG AND ALCOHOL PROCEDURE**

39.01 Introduction: In an effort to promote public safety and to help prevent accidents and injuries, the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Geneva Park District employees who violate this policy are subject to disciplinary action, up to and including discharge.

39.02 Adverse Effects of Alcohol and Drug Use: Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments that drugs cause can result in users (and their nearby co-workers) suffering more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to establish and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The Geneva Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Superintendent of Finance and Personnel. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the Superintendent of Finance and Personnel.

39.03 Affected Employees:

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who have a valid CDL driver's license, or are required to have a valid CDL driver's license as a condition of employment, and operate a commercial vehicle for the Geneva Park District. This includes full-time and part-time employees.
2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

39.04 Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the Park District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the Park District.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation

of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

#### 39.05 Tests Performed:

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382.

A brief description of the testing procedure follows.

##### 39.05.01 Alcohol Test:

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test then a medical exam will be performed.
- c. If test results are negative the employee returns to work. Results will be reported to the Executive Director.
- d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- e. If retest results are negative, test is reported to the Executive Director as negative.
- f. If retest results are positive, the test results are immediately reported to the Executive Director.

##### 39.05.02 Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regulations - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and the test will be attempted again.
- c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.

- d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director.
- e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative, the M.R.O. reports a negative result to the Executive Director.
- f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made within 72 hours, the M.R.O. will determine the test results as positive. The M.R.O. reports the final concluded test results to the Executive Director.
- g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

39.06 Six circumstances under which testing will be performed:

39.06.01 Pre-employment Testing (382.301.413)

- a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
- b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
- c. Alcohol test results must be below 0.04 & controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the results & seek an evaluation.



- d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

39.06.02 Random Testing (382.305)

- a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.
- b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and ~~38~~50% per year for illegal drugs.
- c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
- d. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
- e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

39.06.03 Reasonable Suspicion Testing (382.307)

- a. When a Department Head/Supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another Department Head/Supervisor who will also observe the employee. If both Department Heads/Supervisors are in agreement, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The Department Head/Supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
- c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).

- d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
- e. The Department Head/Supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a Department Head/Supervisor.
- f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.
- g. Testing for reasonable suspicion of alcohol should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
- h. The Department Head/Supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

#### 39.06.04 Post Accident Testing (382.303)

- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a Supervisor advises that testing will not be necessary.
- c. A driver cannot consume any alcohol within eight hours following an accident unless a Supervisor advises that no testing will be required or testing has already been performed.
- d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could

not be performed within two hours if such is the case and a record if either testing could not be performed.

39.06.05 Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. The employee will be responsible for all costs associated with this classification of return to duty testing or
- b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

39.06.06 Follow-up Testing (382.311.605)

- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.
- b. The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five years.
- c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.
- d. Employee is responsible for all costs associated with follow-up testing.

39.07 Consequences of failed or refused tests (382.605):

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.
4. The S.A.P. will report back to the Executive Director that the employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
  - b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
  - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed by the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
  - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Executive Director.

39.08 Required Training:

1. All affected employees will be informed of the new D.O.T. regulations and these policies and procedures to implement the regulations.
2. All Department Heads and Supervisors will receive training in recognizing physical signs of



alcohol misuse and controlled substance use prior to any employee ordering another employee to submit to reasonable suspicion testing. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.

3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired Department Heads and Supervisors will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All Department Heads and Supervisors will sign an in-service training form stating that they attended the training. The in-service training form will be kept in Park District records.