

REGULAR SCHEDULED MEETING June 15, 2020 7:00 PM

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a Regular Scheduled Meeting on June 15, 2020 at 7:00 PM via phone conference. Conference call # (312) 757-3121, Access Code: 767-399-573. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on June 15, 2020 and will be shared at the meeting. Submitted by Sheavoun Lambillotte, Geneva Park District Board Secretary.

AGENDA

Call to Order

Roll Call

Adopt Temporary Public Comment Rule

Hearing of Guests:

Reading of Minutes: Public Hearing Meeting – May 18, 2020

Regular Scheduled Meeting - May 18, 2020

Annual Meeting - May 18, 2020

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OLD BUSINESS

COMMUNICATIONS

STAFF REPORTS

Superintendent of Recreation

Manager of Peck Farm Park

Superintendent of Parks and Properties

NEW BUSINESS

Sunset Parking Lot Plan

Pool Opening-Aquatic Update

COVID Operations Update - Phase 3 and 4

EXECUTIVE SESSION

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

Personnel- (5ILCS 120/2 (c) (1)) -

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

ADJOURN

GENEVA PARK DISTRICT PUBLIC HEARING MINUTES May 18, 2020 7:00 P.M.

CALL TO ORDER

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

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers (remote), Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell (remote), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2020-04

Executive Director Sheavoun Lambillotte stated that the ordinance has not changed since the April meeting and it has been on display for public review for 30 days. Supt. of Finance & Personnel Christy Powell stated the District published a legal notice of the hearing in the Kane County Chronicle on April 30. There were no questions asked by staff or by any guests.

The President waited seven minutes and asked for a motion to adjourn the meeting. Commissioner Moffat made a motion to adjourn the Public Hearing Mtg. at 7:07 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

GENEVA PARK DISTRICT REGULAR SCHEDULED MEETING MINUTES May 18, 2020 7:07 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:07 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers (remote), Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell (remote), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of April 20, 2020 and the Recreation Committee Meeting Minutes of May 11, 2020 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked for clarification on the Peterson property taxes that are paid and when the District can claim tax exempt status on the property. Executive Director Lambillotte stated the land is farmed, therefore the District pays taxes. Once we no longer farm, we will be able to obtain tax exempt status. With no further questions, Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the April financial reports. This is the 12 month Revenue and Expenditure Report. Supt. Powell stated that there will be some adjustments to the report as we continue making year-end adjustments. Supt. Powell pointed out that these are preliminary numbers and may change once the audit is complete, but this report serves as a good estimate. The financial impact of COVID-19 was shared. Director Lambillotte stated that before COVID-19 hit, the District was on track to meet and exceed our revenue projections. The operating and opening of pools this summer was discussed. Commissioner Moffat made a motion to approve the Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

None

<u>ANNUAL MEETING</u> – Temporary Adjournment to Annual Meeting

Commissioner Moffat made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:56 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to return to the Regular Meeting at 8:06 p.m. President VanderVeen seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

OLD BUSINESS

BUDGET AND APPROPRIATION ORDINANCE #2020-04

Supt. of Finance & Personnel Powell stated the ordinance had been available for public inspection at the Park District for thirty days. The budget was reviewed and approved by the Finance Committee and Board in April. A budget hearing notice was published in the Kane County Chronicle and the ordinance will be filed with the county. Commissioner Lenski made a motion to approve the Budget and Appropriation Ordinance #2020-04 as presented. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal—aye, Lenski—aye, Moffat-aye, VanderVeen—aye. Five ayes. Motion carried.

ADA AUDIT COMPLIANCE UPDATE

Executive Director Lambillotte stated that each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asked for the board's formal commitment to continued compliance. Vice President Frankenthal noted that a couple of projects listed on the report referenced projects to be completed in 2019. Director Lambillotte stated that the Peck Farm restrooms and the Clover Hills playgrounds are complete and the report will be updated to reflect that. Commissioner Moffat made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Vice President Frankenthal seconded. All ayes. Motion carried.

COMMUNICATIONS

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

Staff received word from Senator Oberweis' office to continue the process of pursuing "Rebuild Illinois funds" for drainage work at Island Park in the amount of \$100,000. The submittal is due by June 24th. Additional grant money is also available. Discussion was had in regards to projects we could pursue. Vice President Frankenthal made a motion to pursue grant funding of up to \$600,000 for the Mini Golf Hut Renovation. Commissioner Moffat seconded. All ayes. Motion carried.

The Recreation Staff have been working hard to navigate what summer programming may look like to ensure we are doing all we can to meet our resident's recreational needs during this unprecedented time.

The Annual Meeting of the Geneva Park District Foundation was held on May 7. Under these unprecedented circumstances as it relates to COVID-19, the Foundation has suspended all operations through December 31, 2020. The Annual Giving Tree Letter will be sent out later this year and the Foundation will reconvene in January 2021 to hopefully plan Wine, Cheese and Trees.

Staff is pursuing the possibility of keeping Autumn Fair on the calendar for the fall on a smaller scale without the fundraising function of the GPDF.

Work on Bricher, Fourth Street and Library Parks are in progress. We hope to have work substantially complete by June 1st.

We have tentatively scheduled a formal dedication of the trees planted at Peck Farm Ballfields in honor of John Burns the evening of Friday, July 17th. Hopefully, all board members are able to attend.

Enclosed in your packet is a list of operational changes and modifications based on the Governor's "Stay at Home" order as well as a copy of the phasing plan from the Governor's website for your review.

FUTURE MEETINGS

Foundation Meeting TBD TBD
Regular Scheduled Meeting June 15, 2020 7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Jerry Culp reviewed his report. Construction projects are moving along. The parks have never been busier. Staff has been busy mowing and with spring clean-up. Restrooms are open and are being cleaned three times a day. Tennis courts are open and additional signage has been placed to remind people about social distancing. Disc Golf is open. Parks staff are planting annual beds. Staff installed netting on the Butterfly House. The baseball fields on the North Field at South Street is complete. Each field that we have completed helps with maintenance and recovery time. Working with the City to obtain a permit for the new park sign to be installed at Sunset Community Center. Staff met with an engineer in regards to the ADA upgrades at the Sunset parking lot. The Moore Park sprayground painting is complete. Lions Park tennis court renovation has started and pickleball lines will be added. Fertilization and weed control is approximately 80% complete. Peck North OSLAD trails are 99% excavated and the majority of the project should be complete by the end of June. Bricher Park equipment is installed and the asphalt path and basketball court should be started soon. Fourth Street equipment is installed, the restoration and the poured in place for the swings are in progress. Contractors have started work at Library Park. Commissioner Lenski asked if the High School tennis courts are open. Director Lambillotte stated that the school district has the tennis courts locked.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Virtual programming remains a high priority. Some highlights include; over 100+ players participating in our virtual athletic leagues, Playhouse 38 radio show had an additional 30 participants, Live Your Best Life link on our website received over 2,600 views this past month and over 30,000 views on our social media accounts. Staff has spent a great deal of time participating in webinars, conferences and trainings in preparation of opening facilities and programs. The brochure goes live this week and post cards will be delivered to residents about the brochure being online exclusively. Registration will not require participants to pay for the class until 48 hours prior to the start of the class, this will help staff to accurately process the fees associated with the program due to uncertainties related to COVID-19. Mini Golf has opened under strict guidelines and has received great feedback from participants. Staff was able to produce a tee time reservation system allowing participants to electronically register for Mini Golf. We are ready for pools to open and awaiting guidance to be issued by the Illinois Department of Public Health in regards to how to proceed. The Fitness center report is not included due to no participation or revenue. Supt. Vickers noted that there have been a total of 19 Fitness Memberships that have been cancelled to date. Phase 3 of Restore Illinois allows for limited child care and summer camp participation which remains a high priority for the District. Staff intends to move forward in a safe manner with planning for child care and summer camps. Director Lambillotte noted that after surveying participants, summer child care remains a need for residents so staff is considering eliminating indoor summer programming so we can accommodate summer camps. Communication was had about different locations and options for summer camps. Ms. Vickers noted that in Phase 3, Outdoor Fitness programs with restrictions are permitted and staff is planning and preparing a calendar of class offerings.

MANAGER OF PECK FARM PARK

Peck Farm Park Manager Trish Burns reviewed her report. The first-floor windows of the Peck House have been restored and installed and look amazing. The contractor has removed the second-floor windows and begun restoration. Hawks Hollow is currently closed and staff is working hard to get it ready for reopening. All of the wood surfaces have been power washed, sanded and stained. The splash pad is scheduled to get cleaned this

week but will remain closed until playgrounds are allowed to reopen. The Butterfly House was unable to open as planned, but staff released butterflies and shared a virtual post on our Facebook page. Staff continues to offer virtual programs for residents.

NEW BUSINESS

RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of John Frankenthal & Bre Cullen. Ms. Vickers made note that we were on track to surpass not only participation, but also overall net revenue before the onset of COVID-19. Ms. Vickers stated that many of the goals from last year were completed and she reviewed a couple highlights. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2020-2021 goals and objectives from the staff. President VanderVeen stated that staff has done a great job staying ahead of the challenges that COVID-19 has presented. Commissioner Moffat made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Lenski seconded. All ayes. Motion carried.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Commissioner Moffat made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD with Christy Powell and Nicole Vickers appointed as alternates. Vice President Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 9:08 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes, discuss personnel and land acquisition. Vice President Frankenthal seconded. All ayes. Motion carried.

The Board returned from executive session at 9:45pm. Commissioner Moffat made a motion to approve executive session minutes dated November 18, 2019; January 20, 2020; March 6, 2020; March 16, 2020; March 31, 2020 and April 20, 2020 as presented; and approve the release of executive session minutes dated February 19, 2018; November 18, 2019; March 6, 2020 and March 16, 2020 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Cullen seconded. All in favor.

<u>ADJ</u>OURN

Vice President Frankenthal made a motion to adjourn the meeting at 9:46 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

GENEVA PARK DISTRICT ANNUAL MEETING May 18, 2020

CALL TO ORDER

President VanderVeen called the meeting to order at 7:56 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers (remote), Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell (remote), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Moffat nominated Commissioner Lenski as President Pro Tem. Vice President Frankenthal seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Lenski asked for nominations for President. Commissioner Moffat nominated and made a motion to approve Susan VanderVeen for President. Vice President Frankenthal seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Lenski asked for nominations for Vice President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for Vice President. Commissioner Moffat seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President Susan VanderVeen appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS & ADA COORDINATOR

President Susan VanderVeen appointed Sheavoun Lambillotte, Christy Powell & Administrative Assistant each as both FOIA & OMA Officers; Supt. of Recreation Nicole Vickers and Supt. of Finance & Personnel Christy Powell as Safety Coordinators and Supt. of Parks & Properties Jerry Culp as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, President VanderVeen made a motion to approve the proposed committee appointments as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to adjourn the annual meeting at 8:06 p.m. and return to the Regular Scheduled meeting. President VanderVeen seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

President's Message 2020

As I reflect over this past year of Park District operations, it is with great pride that I report many of our accomplishments. It is with mixed feelings (sadness, compassion, especially gratitude and pride) that I reflect on how the year ended. Our staff embraced the challenge of the pandemic with professionalism, innovation and enthusiasm. Their plans and back up plans to move forward safely while offering fun activities to our patrons are incredible.

The year began with our District working together to develop our mission, vision and values. These core values guide the direction and decision making of the board, staff and leadership team. Our seven core values include:

Customer Commitment

We will strive to exceed customers' expectations by delivering professional, helpful, efficient, and friendly service during all interactions.

Responsible Leadership

We will strive to hire and retain quality employees through the promotion of staff development and continuing education in the pursuit of maintaining professional staff.

Fiscal Responsibility

We will earn the public's trust by maintaining financial health, stability, and transparency in providing cost effective services that maximize value to the tax payer.

Safety

We will provide a safe environment through exceptional training and constant evaluation of risk management practices.

Community Collaboration

We will work collaboratively with all community partners, both public and private, to share resources and ideas that will build strategic alliances to enhance our community.

Innovation

We will remain steadfast in continuously evolving to meet the needs of the community by providing relevant and innovative programs, events, facilities and parks.

Stewardship & Sustainability

We will minimize our impact on the environment by implementing best practices, and by promoting environmental education leading to a lifelong commitment to conservation.

To highlight some of our accomplishments over the past year...

As it relates to Customer Commitment:

Our District improved pool survey results, introduced drop in fitness classes, increased the mobile experience for web access, and hosted numerous public meetings for input on our parks.

As it relates to Fiscal Responsibility:

Realized an 11% savings on our utilities after switching over to LED lighting, received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting, and received grant funding of \$400,000 for our Peck Farm North Trail Project.

As it relates to Safety:

Our staff completed trainings including chainsaw safety, proper pesticide application, prescribed burn, and plowing and ice control.

As it relates to Community Collaboration:

Our District continued its successful partnership with the School District to provide after school care, collaborated with the Library on the development of Library Park at the new Library site, and collaborated with the Natural Resource committee and the Garden Club to raise \$30,000 to reforest Geneva!

As it relates to Innovation:

These past few months we have been challenged to innovate in all areas of our operations due to the pandemic forcing us to redefine and reinvent how we deliver our services to the public.

As it relates to Stewardship and Sustainability:

Our District has performed prescribed burns on over 150 acres of Park District property, planted over 200 trees throughout the community, converted all facilities to LED lighting and transitioned to hand dryers in all restroom facilities.

Other important milestones this past year include having renovated playgrounds at Bricher and Fourth Street Parks and having installed a new playground at Library Park. We have also completed work on the Peck Farm North Trail, adding over 2.5 miles of trails and natural attractions for all to enjoy!

Finally, I feel blessed to serve this amazing community. I am honored to work with a very talented staff and committed volunteers and never more than through this most difficult and trying time.

Sincerely,

Susan VanderVeen
Park Board President

GENEVA PARK DISTRICT WARRANT NUMBER 060912

GENERAL PAID

PAGE: 1

FROM CHECK # 74368 TO CHECK # 74411

DATE: 06/09/20

TIME: 13:13:47

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
74368	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-MARCH	SPECIAL RECREATION / SPECIAL RECR	EATION CHECK TOTAL	1,281.04
74369	LIFTWORKS, INC.	WHLR TENNIS COURT LIGHTS RPR	RECREATION / REC ADMINISTRATION	CHECK TOTAL	400.00 400.00
74370	MIDWEST MECHANICAL	GREENHOUSE-THERMOSTAT REWIRED	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	623.29 623.29
74371	PARKINK	DISPOSABLE MASKS-1,000	RECREATION / REC ADMINISTRATION	CHECK TOTAL	712.30 712.30
74372	ABLE PEST CONTROL, INC.	MONTHLY PEST CONTROL-PFP HOUSE	CORPORATE / PECK FARM	CHECK TOTAL	85.00 85.00
74373	ACTION SCREEN PRINT	SUMMER POSTCARD MAILER	RECREATION / PUBLIC INFORMATION	CHECK TOTAL	1,730.42 1,730.42
74374	AHW LLC - ELBURN	AXLE SPACER FOR MOWER	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	12.00 12.00
74375	AT&T	AT&T MINI GOLF INTERNET	RECREATION / MINIATURE GOLF	CHECK TOTAL	104.71 104.71
74376	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	40.00
74377	BUTTERFLY DAN'S	LIVE BUTTERFLIES FOR BH PUPA FOR BUTTERFLY HOUSE	CORPORATE / PECK FARM	CHECK TOTAL	1,035.00 592.50 1,627.50
74378	TRISH BURNS	REIMB CELL PHONE USAGE REIMB MILEAGE	CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	50.00 125.00 175.00
				CHECK TOTAL	0.00
74380	COM ED	COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	19.69 19.69

DATE: 06/09/20 GENEVA PARK DISTRICT PAGE: 2
TIME: 13:13:47 WARRANT NUMBER 060912

FROM CHECK # 74368 TO CHECK # 74411

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
	CONSERV FS, INC.	UNLEADED FUEL UNLEADED FUEL DIESEL FUEL UNLEADED FUEL	RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION		559.32 355.50 39.50
74382	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	30.00 30.00
74383	DAVEY TREE EXPERT COMPANY	WOOD MULCH	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	
74384	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MAINTENANCE FEE GORDON FLESCH MAINTENANCE FEE	RECREATION / PARK DISTRICT PRESCH RECREATION / SPRC RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION		36.76 202.65 135.10
74385	CLAIRE GORNICKI	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	30.00 30.00
74386	HOME DEPOT CREDIT SERVICE		RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION		33.92 103.88 137.80
74387	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	40.00 40.00
74388	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	40.00 40.00
74389	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	30.00 30.00
74390	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	50.00 50.00

DATE: 06/09/20 GENEVA PARK DISTRICT PAGE: 3
TIME: 13:13:47 WARRANT NUMBER 060912

FROM CHECK # 74368 TO CHECK # 74411

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
			CORPORATE / PARKS ADMINISTRATION		100.00
74392	LIFTWORKS, INC.	HARRISON TENNIS COURT LIGHTS	RECREATION / REC ADMINISTRATION	CHECK TOTAL	
74393		POSTAGE METER AGREEMENT	RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / SUNSET RACQUETBALL & RECREATION / SPRC		24.00 24.00
74394	MENARDS	SIGNAGE SPLYS HAND SANITIZER SCRUB BRUSHES & SPONGES HAND SANITIZER MATERIALS FOR SPRINKLERS WOOD FOR SIGNS FOAM BRUSH SET CONCRETE FORMINGS CLEANING SPLYS HAND SANITIZER	CORPORATE / PARKS ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION RECREATION / MILL CREEK POOL RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION		75.74 15.98 11.75 23.97 19.17 24.18 6.97 38.95 17.94 7.99 33.53
74395	MIDWEST TRADING HORTICULTURAL	MUSHROOM COMPOST-RIVER PK	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	
74396	MIDWEST GROUNDCOVERS CORP	RIVER PARK PATHWAY LANDSCAPING	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	1,999.20 1,999.20
74397			RECREATION / MILL CREEK POOL RECREATION / MILL CREEK POOL	CHECK TOTAL	
				CHECK TOTAL	0.00

FROM CHECK # 74368 TO CHECK # 74411

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION		187.51
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION		315.69
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION		49.61
		NICOR-PFP HOUSE			
		NICOR-PFP BARN NICOR-PFP MAINT NICOR-SCC	CORPORATE / PECK FARM CORPORATE / PECK FARM CORPORATE / PECK FARM RECREATION / REC ADMINISTRATION		64.76
		NICOR-PFP MAINT	CORPORATE / PECK FARM		92.71
		NICOR-SCC	RECREATION / REC ADMINISTRATION		266.36
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL &	FITNESS	89.46
		NICOR-SPRC	RECREATION / SPRC		317.06
		NICOR-PH38	RECREATION / PLAYHOUSE 38		42.94
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL		219.03
		NICOR-MC POOL	RECREATION / PLAYHOUSE 38 RECREATION / SUNSET POOL RECREATION / MILL CREEK POOL		41.25
				CHECK TOTAL	
74400	NORTH AMERICAN CORP	SANITATION SPLYS	RECREATION / SPRC		449.98
			RECREATION / REC ADMINISTRATION		449.99
				CHECK TOTAL	899.97
74401	PDRMA	PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION		24,520.44
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION		25,443.80
			CORPORATE / ADMINISTRATIVE		191.40
				CHECK TOTAL	50,155.64
74402	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION		
				CHECK TOTAL	40.00
74403	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION		40.00
				CHECK TOTAL	40.00
74404	STEVE SLIVKA	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION		
				CHECK TOTAL	40.00
74405	STEVENS STREET PROPERTIES	PH38 RENTAL FEES	RECREATION / PLAYHOUSE 38 RECREATION / PLAYHOUSE 38		1,800.00
		PH38 STORAGE RENTAL FEE	RECREATION / PLAYHOUSE 38		318.00
				CHECK TOTAL	2,118.00
74406		OIL FILTER			
		OIL FILTERS	CORPORATE / PARKS ADMINISTRATION		7.90

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TIME: 13:13:48 WARRANT NUMBER 060912

FROM CHECK # 74368 TO CHECK # 74411

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
			CORPORATE / PARKS ADMINISTRATION		50.99
74407	VERIZON WIRELESS	VERIZON CELL PHONE USAGE VERIZON CELL PHONE USAGE VERIZON CELL PHONE USAGE VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION RECREATION / B/A SCHOOL PROGRAMS-	KID ZONE CHECK TOTAL	18.70
74408	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	CHECK TOTAL	70.00 70.00
	CHASE CARD SERVICES	COVID FACE MASKS TSHIRTS-5TH GRADE GRADS PRINTER CARTRIDGES EXCHANGED DANCE COSTUMES FIRST AID/CPR TRAINING	RECREATION / REC ADMINISTRATION RECREATION / B/A SCHOOL PROGRAMS- CORPORATE / PECK FARM RECREATION / BALLET DANCE RECITAL RECREATION / REC ADMINISTRATION RECREATION / SUNSET RACQUETBALL & RECREATION / SPRC RECREATION / SPRC RECREATION / SPRC RECREATION / PLAYHOUSE 38 CORPORATE / PARKS ADMINISTRATION RECREATION / MILL CREEK POOL CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION	KID ZONE	188.00 40.52 59.95 -260.20 364.00 514.45 514.45 280.57 550.22 82.15 102.20 72.15 85.25 166.33
74410		DEPOSIT-LAKE GENEVA TRIP GOOGLE SUBSCRIPTION MNTHLY FEE	CORPORATE / PARKS ADMINISTRATION RECREATION / B/A SCHOOL PROGRAMS- RECREATION / PUBLIC INFORMATION RECREATION / REC ADMINISTRATION RECREATION / ACTIVE OLDER ADULTS RECREATION / B/A SCHOOL PROGRAMS- CORPORATE / MOORE SPRAY PARK CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION	- TRIPS KID ZONE	100.00

GENEVA PARK DISTRICT

DATE: 06/09/20 PAGE: 6 TIME: 13:13:48 WARRANT NUMBER 060912

FROM CHECK # 74368 TO CHECK # 74411

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
			CORPORATE / PARKS ADMINISTRATION		199.98
					2,189.30
74411	CITY OF GENEVA	WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION RECREATION / SUNSET RACQUETBALL & CORPORATE / PARKS ADMINISTRATION		61.40
		WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL &	FITNESS	143.26
		WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION		44.80
		WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION		175.93
		WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION		16.94
		WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION		52.54
		WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION		104.45
		WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION		112.02
		WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION		18.97
		WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL		301.76
		WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN		74.18
		ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / SUNSET POOL CORPORATE / COMMUNITY GARDEN CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION RECREATION / REC ADMINISTRATION RECREATION / SUNSET RACQUETBALL &		56.74
		ELECTRIC-HSS TENNIS COURTS	CORPORATE / PARKS ADMINISTRATION		84.94
		ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION		18.30
		ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION		59.06
		ELECTRIC-SCC	RECREATION / REC ADMINISTRATION		21.02
		ELECTRIC-SCC	RECREATION / REC ADMINISTRATION		925.93
		ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL &	FITNESS	151.30
		ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL &	FITNESS	933.28
		ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL		443.27
		ELECTRIC-SPRC	RECREATION / SPRC		3,903.52
		ELECTRIC-PH38	RECREATION / PLAYHOUSE 38		46.13
		WATER/SEWER-SPRC	RECREATION / SPRC		182.72
		ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION		697.99
		ELECTRIC-PFP HOUSE	RECREATION / SUNSET RACQUETBALL & RECREATION / SUNSET POOL RECREATION / SPRC RECREATION / PLAYHOUSE 38 RECREATION / SPRC CORPORATE / PARKS ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PECK FARM RECREATION / ADULT SOFTBALL		188.43
		ELECTRIC-PFP MAINT	CORPORATE / PECK FARM		583.89
		ELECTRIC-SUNSET BALLFIELDS	RECREATION / ADULT SOFTBALL		18.30
				CHECK TOTAL	9,421.07
			V	VARRANT TOTAL	85,607.90

DATE: 06/11/20 TIME: 11:37:14 ID: AP490000.WOW

GENEVA PARK DISTRICT WARRANT NUMBER 061220

GENERAL UNPAID

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FROM CHECK # 74412 TO CHECK # 74440

"		TRANSACTION DESCRIPTION			AMOUNT
74412	ACE HARDWARE GENEVA	WHLR NORTH PLUMBING SPLYS GARDEN HOSE REPAIR PART HOSE SHUTOFF VALVE AND NOZZLE CLOTHESLINE FOR WISHING WELL		CHECK TOTAL	7.19
74413	ACCURATE EDGE LANDSCAPE INC	MOWING SERVICE-MAY	CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	10,527.29 10,527.29
74414	AT&T	AT&T INTERNET-PFP	CORPORATE / PECK FARM	CHECK TOTAL	68.06 68.06
74415	BLUE LION SYSTEMS, INC	BLUE LION-CAMERA SVC	CORPORATE / PECK FARM	CHECK TOTAL	98.00 98.00
74416	BLACK LINE FOX VALLEY LLC	BLACKLINE-EMAIL SVC BLACKLINE-ANTIVIRUS SVC BLACKLINE-ANTIVIRUS SVC BLACKLINE-COMPUTER MAINT BLACKLINE-SERVER MAINT	RECREATION / REC ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION RECREATION / REC ADMINISTRATION RECREATION / REC ADMINISTRATION		1,231.01 820.00
74417	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK CITY WATER/SEWER-MOORE SPRYPK CITY ELECTRIC-MOORE SPRYPK CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION CORPORATE / MOORE SPRAY PARK CORPORATE / MOORE SPRAY PARK CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	25.04 68.42 17.79 21.53 132.78
	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	CHECK TOTAL	171.34 171.34
74419	COMCAST CABLE	COMCAST-SCC INTERNET SVC COMCAST-SRFC INTERNET/CABLE	RECREATION / REC ADMINISTRATION RECREATION / SUNSET RACQUETBALL &	FITNESS CHECK TOTAL	282.92 549.68 832.60
74420	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE SVC SPRC VENDING MACHINE SVC	RECREATION / SUNSET RACQUETBALL & RECREATION / SPRC	FITNESS CHECK TOTAL	8.95 17.90 26.85

DATE: 06/11/20 GENEVA PARK DISTRICT PAGE: 2 TIME: 11:37:14 WARRANT NUMBER 061220

FROM CHECK # 74412 TO CHECK # 74440

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
74421	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN WATER SVC CULLIGAN WATER SVC CULLIGAN WATER SVC	CORPORATE / PECK FARM RECREATION / SPRC RECREATION / REC ADMINISTRATION	CHECK TOTAL	25.00 25.00 41.00 91.00
			CORPORATE / PARKS ADMINISTRATION		700.00
74423		COMBINATION LOCK-BURGESS FLD	CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION		30.05 22.33
74424		REFUSE DISPOSAL	CORPORATE / COMMUNITY GARDEN CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION	CHECK TOTAL	359.95
74425	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-MC COMM PARK PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION RECREATION / REC ADMINISTRATION RECREATION / REC ADMINISTRATION CORPORATE / COMMUNITY GARDEN RECREATION / REC ADMINISTRATION		82.50 160.00 90.00 82.50
74426		IGS-SUNSET POOL IGS-PECK MAINT IGS-SRFC IGS-PFP HOUSE IGS-GREENHOUSE IGS-SCC	RECREATION / SUNSET POOL CORPORATE / PECK FARM RECREATION / SUNSET RACQUETBALL & CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION	FITNESS CHECK TOTAL	65.67 497.01 305.51
74427	MENARDS	MC POOL HYDRANT HAND SANITIZER & BOTTLES SPRINKLER PART	RECREATION / MILL CREEK POOL CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION		33.89 51.73 17.80

GENEVA PARK DISTRICT

DATE: 06/11/20 PAGE: 3 TIME: 11:37:14 WARRANT NUMBER 061220 ID: AP490000.WOW

FROM CHECK # 74412 TO CHECK #	74440

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
	MENAPOG	DVC FLROW	CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION RECREATION / MILL CREEK POOL CORPORATE / PARKS ADMINISTRATION CORPORATE / PECK FARM CORPORATE / PARKS ADMINISTRATION		7 62
		CONCESSION BATHROOM AERATOR	RECREATION / MILL CREEK POOL		7.98
		PRUNER, GAS CANS, HOE	CORPORATE / PARKS ADMINISTRATION		235.69
		HAWKS HOLLOW MAPLE TREE	CORPORATE / PECK FARM		102.00
		SIGNAGE SPLYS	CORPORATE / PARKS ADMINISTRATION		25.23
		SANITIZER	RECREATION / REC ADMINISTRATION		23.97
		REPAIR PARTS FOR TRAILER	CORPORATE / PECK FARM		59.67
		PAINT SPLYS	CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION CORPORATE / PECK FARM		12.60
		VOLUNTEER SPLY	CORPORATE / PECK FARM		4.76
		ANTIBACIERIAL WIPES	CODDODATE / DECK FARM		27 01
		PREEN WEED	CORPORATE / PECK FARM	CHECK TOTAL	645 50
					043.39
74428	NORTH AMERICAN CORP	AUTOFOAM SOAP	CORPORATE / PARKS ADMINISTRATION CORPORATE / PECK FARM		653.03
, 1120	TOTAL THE PROPERTY COME	AUTOFOAM SOAP	CORPORATE / PECK FARM		161.12
			, , , , , , , , , , , , , , , , , , , ,	CHECK TOTAL	
74429	PARKINK	DISPOSABLE MASKS	RECREATION / REC ADMINISTRATION		712.20
				CHECK TOTAL	
74430	PEERLESS FENCE INC.	BASEBALL FENCING	RECREATION / PECK FARM BASEBALL CORPORATE / PARKS ADMINISTRATION		30.00
		SKATE PARK FENCING	CORPORATE / PARKS ADMINISTRATION		30.00
				CHECK TOTAL	60.00
74431	RANDALL PRESSURE SYSTEMS, INC.	HYDRAULIC HOSE EXTENSION	CORPORATE / PARKS ADMINISTRATION		47.00
				CHECK TOTAL	47.00
74432			CORPORATE / PARKS ADMINISTRATION		
		TRIMMER LINE			
		2 CYCLE OIL	CORPORATE / PARKS ADMINISTRATION		
				CHECK TOTAL	256.40
74433	SUBURBAN TIRE AUTO CARE CENTER	TUBES FOR TIRES	CORPORATE / PARKS ADMINISTRATION		
				CHECK TOTAL	209.88
74434	BUMPER TO BUMPER	AIR & OIL FILTERS	CORPORATE / PARKS ADMINISTRATION		65.85
		FAN BELT	CORPORATE / PARKS ADMINISTRATION		13.99

GENEVA PARK DISTRICT

DATE: 06/11/20 PAGE: 4 TIME: 11:37:14 WARRANT NUMBER 061220

FROM CHECK # 74412 TO CHECK # 74440

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
74434	BUMPER TO BUMPER		CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CHECK	TOTAL	4.59 19.08 103.51
74435	TYLER MEDICAL SERVICES		CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CORPORATE / PARKS ADMINISTRATION CHECK	TOTAL	168.00 504.00 168.00 840.00
74436	ULTRA TUFF MANUFACTURING INC.	MOORE PK SPLASH PAD TUFF COAT MOORE PK SPLASH PAD TUFF COAT	CORPORATE / PARKS ADMINISTRATION RECREATION / REC ADMINISTRATION CHECK	TOTAL	4,207.50 4,207.50 8,415.00
74437	WILD GOOSE CHASE, INC.	MONTHLY GOOSE CONTROL	CORPORATE / PARKS ADMINISTRATION CHECK	TOTAL	975.00 975.00
74438	FOREST PRESERVE DIST. KANE CO.	FY19/20 LFE PAYOUT	CORPORATE / LEARN FROM THE EXPERTS CHECK	TOTAL	2,968.57 2,968.57
74439	LIFE FITNESS CORP.	TREADMILL PART	RECREATION / SPRC	TOTAL	193.35 193.35
74440	ST. CHARLES PARK DISTRICT	FY 19/20 LFE PAYOUT	CORPORATE / LEARN FROM THE EXPERTS CHECK	TOTAL	2,968.57 2,968.57
			WARRANT	TOTAL	37,231.28

DATE: 06/09/20 TIME: 13:16:31

ID: AP490000.WOW

GENEVA PARK DISTRICT WARRANT NUMBER 060820

CONSTRUCTION PAID

PAGE: 1

FROM CHECK # 115174 TO CHECK # 115178

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115174	MENARDS	RED BARN REPAIRS AND FANS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	305.55 305.55
115175	NUTOYS LEISURE PRODUCTS INC	HARRSION STR EQUIPMENT RPR	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	423.50 423.50
			CHECK TOTAL	0.00
115177	CHASE CARD SERVICES	LED LIGHTS FOR ISLAND PK TURF SPRAYER PARTS 2' MANILA ROPE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING & CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	211.32 413.81 294.22 919.35
115178	CROSSROAD CONSTRUCTION, INC.	SUNSET SPRYGRND TOP COAT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM CHECK TOTAL	2,385.20 2,385.20
			WARRANT TOTAL	4,033.60

GENEVA PARK DISTRICT WARRANT NUMBER 061120

CONSTRUCTION UNPAID PAGE: 1

FROM CHECK # 115179 TO CHECK # 115194

DATE: 06/11/20

TIME: 10:48:39

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115179			CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	
115180	AMERICAN SEALCOATING	LIONS TENNIS COURT RESURFACED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM CHECK TOTAL	
115181	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTER-MAY	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST CHECK TOTAL	
115182	AHW LLC - ELBURN	TRACTOR HYDRAULIC RPRS	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI CHECK TOTAL	
115183	BLACK LINE FOX VALLEY LLC	BLACKLINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI CHECK TOTAL	
115184	ENGINEERING RESOURCE ASSOC.INC	ENGINEER SVC-ISLAND DRAINAGE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST CHECK TOTAL	
115185	HACIENDA LANDSCAPING INC	PFP NORTH OSLAD PROJ #3	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	•
115186	INNOVATION LANDSCAPE, INC.	LIBRARY PLAYGROUND PROJ #2	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	55,347.93 55,347.93
115187	DEERE & COMPANY	JOHN DEERE UTILITY TRACTOR	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI CHECK TOTAL	
115188	MARTENSON TURF PRODUCTS INC.	TURF TREATMENT-WESTERN AVE	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING & CHECK TOTAL	743.00 743.00
115189	MENARDS	STAIN FOR HAWKS HOLLOW	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	
115190	PARKREATION INC.	BRICHER PK SHADE STRUCTURE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU CHECK TOTAL	
115191	PECOVER DECORATING SERVICES	SUNSET POOL PAINTED	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM CHECK TOTAL	

DATE: 06/11/20 GENEVA PARK DISTRICT

ID: AP490000.WOW

PAGE: 2 TIME: 10:48:39 WARRANT NUMBER 061120

FROM CHECK # 115179 TO CHECK # 115194

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115192	SPRING GREEN CORP	SHANNON PARK FERTILIZED SPRC FERTILIZED PFP SOCCER FIELDS FERTILIZED BURGESS PARK FERTILIZED LOVETT PARK FERTILIZED FORNI PARK FERTILIZED STERLING MANOR PK FERTILIZED RANDALL SQ PK FERTILIZED	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING & CHECK TOTAL	241.10 157.75 888.45 299.90 694.35 904.65 593.05 694.35 4,473.60
115193	THOMAS PUMP COMPANY, INC.	POOL PUMP MOTOR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM CHECK TOTAL	6,438.00 6,438.00
115194	TRUGREEN CHEMLAWN	TRUGREEN LAWN SVC-OLD MILL PK	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING & CHECK TOTAL	155.95 155.95
			WARRANT TOTAL	175,190.50

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report
Submitted by Christy Powell
June 15, 2020

Monthly Reports

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

COVID 19 Financial Impact

Projections were provided to the Board as to the financial impact of COVID19. Thru May 31, 2020 the estimated financial impact was a net loss of \$638,048, the actual financial impact is a net loss of \$659,058. This figure includes net loss in Kidszone, Preschool, SPRC, SRFC and registered programs. The net loss in camp revenue and pool revenue is not included and is dependent on capacity and attendance which will be reflected in the June report.

Blended Rate 1.18%

GENEVA PARK DISTRICT INVESTMENTS

		May	31, 2020	0				
General Account	t							
Checking Account		Harris Bank Checking	\$	134,370.39	0.30%	Upcoming Bond Paymer	nts:	
MM Acct.		Harris Bank Money Market	\$	2,037,745.46	0.30%	Rec 2014	6/15/20 \$	77,570
			\$	2,172,115.85		Ltd B&I 2019	6/15/20 \$	11,793
						Total	\$	89,363
CD	12 mos	State Bank of Geneva	\$	52,391.28	2.25%	06/09/20		
MBS CD	6 mos	Hancock Whitney Bank	\$	200,000.00	1.65%	07/16/20		
MBS CD	6 mos	Umpqua Bank	\$	100,000.00	1.65%	08/21/20		
MBS CD	6 mos	TIAA FSB	\$	110,000.00	1.53%	09/25/20		
MBS CD	9 mos	Wells Fargo Bank	\$	100,000.00	1.70%	10/19/20		
MBS CD	8 mos	Goldman Sachs	\$	25,000.00	1.42%	11/25/20		
MBS CD	8 mos	Synchrony Bk	\$	50,000.00	1.49%	11/27/20		
MBS CD	9 mos	American Express	\$	100,000.00	1.47%	12/16/20		
MBS CD	12 mos	Morgan Stanley Bank	\$	100,000.00	1.70%	01/15/21		
MBS CD	11 mos	Kessler Fed Cr Un	\$	100,000.00	1.49%	02/26/21		
IPDLAF		IPDLAF	\$	10,364.95	0.43%			
IMET		Convenience Fund		2,187,048.84	0.47%			
IMET		1-3 Year Fund		589,313.30	4.48%			
		TOTAL	\$	3,724,118.37				
		Grand Total General	\$	5,896,234.22				
Construction Acc	count							
Harris Checking		Harris Bank Checking	\$	220,482.85	0.30%			
Harris MM		Harris Money Market	\$	962,785.50	0.30%			
			\$	1,183,268.35				
CBA		Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance	Account	
GPD Bonds		S2019 Limited Bonds	\$	813,340.00	2.89%	12/15/20		
CD		State Bank of Geneva	\$	27,631.33	2.25%	06/09/20		
IPDLAF		IPDLAF	\$	4,366.36	0.43%			
IMET		Convenience Fund		6,449.73	0.47%			
IMET		1-3 Year Fund		223,096.09	4.48%			
		SUBTOTAL	\$	1,928,883.51				
		Grand Total Construction	\$	3,112,151.86				
GPD/GSD304 W	estern A	ve. Gym						
CD	21 mo	U.S. Bank	\$	141,338.62	1.55%	11/14/20		
		GPD Portion of CD	\$	70,669.31				
GPD/GSD304 Ha	arrison S	t. <i>G</i> ym						
CD		U.S. Bank	\$	91,114.72	1.55%	11/14/20		
25	1110	CDD Bostion of CD	ø.	15.557.26	1.5570	11/11/20		

45,557.36

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.

\$

GPD Portion of CD

	May Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ 202,764	\$ 202,764	\$ 3,890,000		(a)
Replacement Taxes	5,239	5,239	30,000	17%	
Investment Income	1,623	1,623	6,500	25%	
Reimbursements	-	-	8,500	0%	
Rentals & Leases	-	-	5,000	0%	
Peck Farm Receipts	1,000	1,000	26,000	4%	
Camp Coyote- Peck Farm Camp	7,925	7,925	35,000	23%	(b)
Camp Adventure - Peck Farm Camp	3,500	3,500	18,000	19%	(b)
Birthday Parties- Peck Farm	-	-	9,000	0%	
Learn from the Experts- Peck Farm	-	-	9,000	0%	
Peck Farm General Programs	1,175	1,175	16,000	7%	
Community Garden	4,200	4,200	5,000	84%	
Peck Farm School/Scout Groups	-	-	7,500	0%	
Total Revenues	\$ 227,426	\$ 227,426	\$ 4,065,500	6%	•
GENERAL FUND EXPENDITURES					
Administration	\$ 128,325	\$ 128,325	\$ 3,885,050	3%	
Peck Farm	5,585	5,585	115,750	5%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	_	-	11,350	0%	
Birthday Parties- Peck Farm	_	-	3,800	0%	
Learn from the Experts- Peck Farm	-	-	7,000	0%	
Peck Farm General Programs	-	-	5,000	0%	
Community Garden	97	97	4,400	2%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	112	112	10,050	1%	
Total Expenditures	\$ 134,119	\$ 134,119	\$ 4,065,500	3%	•
Total General Fund Net Surplus (Deficit)	\$ 93,307	\$ 93,307	\$ -	n/a	

		May Actual		YTD Actual		Annual Budget	% of Budget	
		Actual		Actual		Duugei	Buuget	
RECREATION FUND REVENUES								
Real Estate Taxes	\$	82,283	\$	82,283	\$	1,575,000	5%	(a
Replacement Taxes	*	5,239	Ψ	5,239	Ψ	30,000	17%	
Investment Income		1,623		1,623		6,500	25%	
Public Information- Advertising & Sponsorships		3,775		3,775		14,000	27%	
Community Center Rentals		-		-		9,000	0%	
General Recreation		_		_		234,500	0%	
Playhouse 38		_		_		83,700	0%	
Preschool/ Toddler		_		_		385,000	0%	
Active Older Adults		_		_		28,000	0%	
Dance		285		285		132,850	0%	
Camps		80,361		80,361		355,000	23%	
Contracted & Co-op		_		-		15,200	0%	
Special Events		10,150		10,150		75,100	14%	
Tennis		, -		, <u>-</u>		16,500	0%	
Tumbling/ Gymnastics/Cheerleading		_		_		166,700	0%	
Baseball/ Softball		14,306		14,306		64,000	22%	
General Athletics		849		849		369,900	0%	
Sunset Racquetball & Fitness		52		52		212,750	0%	
Pool		111,505		111,505		602,300	19%	
Mini Golf		2,924		2,924		98,500	3%	
After School Programs		-		-		870,000	0%	
Scholarships		_		_		7,000	0%	
SPRC		89		89		685,750	0%	
Total Revenues	\$	313,440	\$	313,440	\$	6,037,250	5%	
DECREATION FUND EVENDITURES								
RECREATION FUND EXPENDITURES Administration	¢	9E 622	Ф	05 622	c	2 206 100	10/	
	\$	85,622	Ф	85,622	Ф	2,386,190	4% 2%	
Public Information		2,394		2,394		144,500 1,500	2% 0%	
Community Center Rentals General Recreation		-		-			0%	
		2 200		2 200		116,500	3%	
Playhouse 38 Preschool/ Toddler		2,208		2,208		75,050		
Active Older Adults		8,397		8,397		351,400	2% 1%	
Dance		100		100		19,000 67,450	0%	
		117		417			0%	
Camps Contracted & Co-op		417		417		273,600	0%	
		-		-		11,100	0%	
Special Events		-		-		52,875	0%	
Tennis		700		700		11,000	1%	
Tumbling/ Gymnastics/Cheerleading		789		789		107,500	0%	
Baseball/ Softball		18		18		26,450 236,425		
General Athletics		56		56		230,423	0% 0%	
Ice Rinks		020		- 020		- 52 500		
Gymnasiums Supert Pagguethall & Fitness		928		928		52,500 130,560	2% 3%	
Sunset Racquetball & Fitness Pool		3,729		3,729		139,560	3% 0%	
		1,680		1,680		575,900		
Mini Golf		1,302		1,302		37,500	3%	
After School Programs		13,124		13,124		810,650	2%	
Scholarships		45.005		45.005		7,000	0%	
SPRC		15,285	•	15,285	•	533,600	3%	
Total Expenditures Total Recreation Fund Net Surplus (Deficit)	<u>\$</u> \$	136,050 177,391	<u>\$</u> \$	136,050 177,391	\$	6,037,250	2%	<u> </u>

		May Actual		YTD Actual		Annual Budget	% of Budget	
						Ü	ŭ	
LIABILITY FUND REVENUES	•	0.047	•	0.047	•	407.000	5 0/	
Real Estate Taxes	\$	8,617	\$	8,617	\$	167,000	5%	٠,
Replacement Taxes		873		873		5,000	17%	
Investment Income		21		21		250	8%	
PDRMA Reimbursements		-		-		1,500	0%	
Transfers		0.544	•	0.544	•	71,250	0%	
Total Revenues	\$	9,511	Þ	9,511	\$	245,000	4%	
LIABILITY FUND EXPENDITURES								
Liability Insurance	\$	-	\$	-	\$	165,000	0%	(g)
State Unemployment		-		_		80,000	0%	
Total Expenditures	\$	-	\$	-	\$	245,000	0%	•
Total Liability Fund Net Surplus (Deficit)	\$	9,511	\$	9,511	\$	-	n/a	•
IMPE FUND DEVENUES								
IMRF FUND REVENUES Real Estate Taxes	ф	0.246	φ	9,316	\$	100 000	5%	(-)
	\$	9,316 3,143	Ф	•	Ф	180,000	17%	٠,
Replacement Taxes		3,143 125		3,143 125		18,000	8%	
Investment Income		125		125		1,500		
Transfer from Recreation Programs & Fund Balance Total Revenues	\$	12,584	¢	12,584	\$	130,500	0% 4%	
Total Revenues	Ψ	12,304	Ψ	12,304	Ψ	330,000	4 /0	
IMRF FUND EXPENDITURES								
IMRF Expense	\$	31,076	\$	31,076	\$	330,000	9%	
Total Expenditures	\$ \$	31,076	\$	31,076	\$	330,000	9%	
Total IMRF Fund Net Surplus (Deficit)	\$	(18,492)	\$	(18,492)	\$	-	n/a	
AUDIT FUND REVENUES								
Real Estate Taxes	\$	548	\$	548	\$	10,100	5%	(a)
Replacement Taxes	\$	524	\$	524	Ψ	3,000	17%	٠,,
Transfer from Fund Balance	Ψ	-	Ψ	-		-	n/a	
Total Revenues	\$	1,072	\$	1,072	\$	13,100	8%	
AUDIT FUND EXPENDITURES	ф.		æ		æ	12 100	00/	
Audit Expense	\$ \$	<u>-</u>	\$ \$	-	\$ \$	13,100	0%	
Total Expenditures Total Audit Fund Net Surplus (Deficit)	\$	1,072	\$ \$	1,072	э \$	13,100	0% n/a	-
rount tallet and the complete (2 choise)	*	.,		.,	<u> </u>			
SOCIAL SECURITY FUND REVENUES								
Real Estate Taxes	\$	18,084	\$	18,084	\$	323,500	6%	
Replacement Taxes		2,270		2,270		13,000	17%	
Investment Income		208		208		2,500	8%	
Transfer from Recreation Programs		-		-		25,000	0%	
Transfer from Fund Balance				<u>-</u>		-	0%	
Total Revenues	\$	20,563	\$	20,563	\$	364,000	6%	
SOCIAL SECURITY FUND EXPENDITURES								
FICA/ Medicare	\$	23,874	\$	23,874	\$	364,000	7%	
Total Expenditures	\$ \$	23,874		23,874		364,000	7%	
Total Social Security Fund Net Surplus (Deficit)	\$	(3,311)		(3,311)		-	n/a	-

		May		YTD		Annual	% of
		Actual		Actual		Budget	Budget
						Ŭ	J
FVSRA FUND REVENUES							
Real Estate Taxes	\$	29,101	\$	29,101	\$	560,000	5%
Transfer from Fund Balance	•	, -	•	-	•	200,000	0% (a)
Total Revenues	\$	29,101	\$	29,101	\$	760,000	4%
	-	,	•	,	•	•	
FVSRA FUND EXPENDITURES							
Contractual Services	\$	-	\$	-	\$	55,000	0%
ADA Structural Improvements		-		-		442,547	0%
FVSRA- Program Payments		-		-		262,453	0% (h)
Total Expenditures	\$	-	\$	-	\$	760,000	0%
Total FVSRA Fund Net Surplus (Deficit)	\$	29,101	\$	29,101	\$		n/a
BOND & INTEREST FUND REVENUES							
Real Estate Taxes	\$	43,155	\$	43,155	\$	836,927	5% (a)
Total Revenues	\$ \$	43,155	\$	43,155	\$	836,927	5%
BOND & INTEREST FUND EXPENDITURES							
Bond Payments	\$ \$	-	\$	-	\$	836,927	0% (i)
Total Expenditures	\$	-	\$	-	\$	836,927	0%
Total Bond & Interest Fund Net Surplus (Deficit)	\$	43,155	\$	43,155	\$	-	n/a
CONSTRUCTION FUND REVENUES			_		_		-01
Reimbursements	\$	-	\$	-	\$	75,000	0%
Bond Issue		-		-		1,647,098	0%
Farming Revenue		-		-		1,000	0%
Grant Revenue		-		-		200,000	0%
Donations		8,000		8,000		10,000	80%
Land Cash Revenue		-		-		50,000	0%
Investment Income		624		624		10,000	6%
Audit Transfer					_	1,400,000	0%
Total Revenues	\$	8,624	\$	8,624	\$	3,393,098	0%
CONCEDUCTION FUND EXPENDITURES							
CONSTRUCTION FUND EXPENDITURES	Φ.		Φ.		Φ.	242.000	00/
Planning/ Architect/ Engineering	\$	-	\$	-	\$	342,000	0%
Buildings & Improvements		400 470		400 472		795,000	0% 5%
Parks/ Playground Improvements/ Acquisitions		120,173		120,173		2,613,139	5%
Landscaping & Groundskeeping		6,493		6,493		50,000	13%
Operating Equipment & Vehicles		-		-		220,021	0%
Recreation Equipment/ Repairs		-		-	•	3,000	0%
Emergency Repairs/ Replacements				-	\$	81,090	0%
Total Expenditures	\$	126,666	\$	126,666	\$	4,104,250	3%

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

Total Construction Fund Net Surplus (Deficit)

- (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.

(118,042)

(118,042)

(711,152)

n/a

May	YTD	Annual	% of
Actual	Actual	Budget	Budget

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

TIME: 11:47:20

GENEVA PARK DISTRICT DETAILED REVENUE & EXPENSE REPORT

PAGE: 1 DATE: 06/09/2020 F-YR: 21 MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING ID: GL47GP02.WOW

> FUND: RECREATION FOR 1 PERIODS ENDING MAY 31. 2020

ACCOUNT NUMBER DESCRIPTION	FOR 1 PERIODS ENDING MA ACTUA		-DATE YEAR	\$
PLAYHOUSE 38 REVENUES				
RECEIPTS				
02-2313-4-0000-11 PROGRAM FEES	0.0	0.00	46,000.00	46,000.00
02-2313-4-0000-23 TICKET SALES	0.0		·	33,500.00
02-2313-4-0000-39 SPONSORSHIP / ADVERTISI	ING FEES 0.0	0.00	· · · · · · · · · · · · · · · · · · ·	1,000.00
02-2313-4-0000-77 CONCESSIONS	0.0	0.00	3,200.00	3,200.00
TOTAL RECEIPTS	0.0	0.00	83,700.00	83,700.00
SALARIES & WAGES				
02-2313-5-0000-10 SALARIES & WAGES	0.0	0.00	28,000.00	28,000.00
TOTAL SALARIES & WAGES	0.0	0.00	28,000.00	28,000.00
CONTRACTUAL SERVICES				
02-2313-6-0000-05 WATER & SEWER	0.0	0.00	0.00	0.00
02-2313-6-0000-06 NATURAL GAS	42.9			657.06
02-2313-6-0000-07 ELECTRIC	46.1			1,453.87
02-2313-6-0000-09 ADVERTISING & PRINTING	0.0			250.00
02-2313-6-0000-11 PROFESSIONAL SERVICES	0.0			11,000.00
02-2313-6-0000-12 RENTAL FEES	2,118.0	0 2,118.00	25,500.00	23,382.00
TOTAL CONTRACTUAL SERVICES	2,207.0	7 2,207.07	38,950.00	36,742.93
COMMODITIES				
02-2313-7-0000-01 OFFICE SUPPLIES	0.0	0.00	0.00	0.00
02-2313-7-0000-18 CLOTHING	0.0	0.00		100.00
02-2313-7-0000-25 PROGRAM OPERATING SUPPL	JIES 0.0	0.00	6,500.00	6,500.00
02-2313-7-0000-28 CONCESSION SUPPLIES	1.1	7 1.17	1,500.00	1,498.83
TOTAL COMMODITIES	1.1	7 1.17	8,100.00	8,098.83
MAINTENANCE / CAPITAL				
02-2313-8-0000-23 EQUIPMENT	0.0	0.00	0.00	0.00
TOTAL MAINTENANCE / CAPITAL	0.0	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38	0.0	0.00	83,700.00	83,700.00
EXPENSES				
DEPT. SUMMARY:				
TOTAL REVENUE	0.0	0.00	83,700.00	83,700.00
				•
TOTAL EXPENSE	2,208.2	4 2,208.24	75,050.00	72,841.76

DATE: 06/09/2020 TIME: 11:47:20 ID: GL47GP02.WOW

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

PAGE: 2 F-YR: 21

FUND: RECREATION

FOR 1 PERIODS ENDING MAY 31, 2020

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL FUND REY TOTAL FUND EXI FUND SURPLUS	PENSES	0.00 2,208.24 (2,208.24)	0.00 2,208.24 (2,208.24)	83,700.00 75,050.00 8,650.00	83,700.00 72,841.76 10,858.24

TIME: 11:45:50

GENEVA PARK DISTRICT

PAGE: 1 F-YR: 21 DATE: 06/09/2020 SUMMARIZED REVENUE & EXPENSE REPORT ID: GL480000.WOW

FUND: CORPORATE

		FOR 1 PERIODS ENDING	31, 2020		
			FISCAL	FISCAL	
ACCOUNT		MAY	YEAR-TO-DATE	YEAR	\$
NUMBER	DESCRIPTION	ACTUAL	ACUAL	BUDGET	REMAINING
PARKS ADMINISTR	ATION				
REVENUES					
RECEIPT	S	227,425	227,425	338,791	111,365
EXPENSES					
SALARIE	S / WAGES	85,317	85,317	132,416	47,099
CONTRAC	TUAL SERVICES	36,855	36,855	43,187	6,332
COMMODI	TIES	4,121	4,121	9,383	5,261
MAINTEN	ANCE / CAPITAL INVEST.	7,824	7,824	79 , 697	71,872
TRANSFE	RS	0	0	74,106	0
TOTAL EXPENSE	S: PARKS ADMINISTRATION	134,119	134,119	338,791	204,672
NET SURPLUS(D	EFICIT)	93,306	93,306	0	(93, 306)
TOTAL FUND REVE	NUES	227,425	227,425	338,791	111,365
TOTAL FUND EXPE		134,119	134,119	338,791	204,672
SURPLUS (DEFICI		93,306	93,306	0	(93,306)
		FUND: CORPORATE			
ADMINISTRATIVE/	OPERATIONS				
REVENUES					
RECEIPT	S	92,919	92,919	135,458	42,538
EXPENSES					
	S / WAGES	43,152	43,152	73,291	30,138
	TUAL SERVICES	38,856	38,856	56,474	17,618
COMMODI		1,671	1,671	1,983	311
	ANCE / CAPITAL INVEST.	4,335	4,335	63,880	59,545
TRANSFE		0	0	15,260	122.074
TOTAL EXPENSE	S: ADMINISTRATIVE/OPERATIONS	88,016	88,016	210,890	122,874
NET SURPLUS (D	EFICIT)	4,903	4,903	(75,432)	(80,335)
COMMUNITY CENTE	R RENTALS				
REVENUES					
RECEIPT	S	0	0	750	0
EXPENSES					
SALARIE	S / WAGES	0	0	125	0
	TUAL SERVICES	0	0	0	0
TOTAL EXPENSE	S: COMMUNITY CENTER RENTALS	0	0	125	0
NET SURPLUS(D	EFICIT)	0	0	625	0
GENERAL RECREAT	ION				
REVENUES					
RECEIPT	S	0	0	26,516	0
EXPENSES					

GENEVA PARK DISTRICT

PAGE: 2 F-YR: 21 SUMMARIZED REVENUE & EXPENSE REPORT

31, 2020

FUND: CORPORATE FOR 1 PERIODS ENDING

		TOR I TENTODO ENDINO	FISCAL	FISCAL	
ACCOUNT		MAY	YEAR-TO-DATE	YEAR	\$
NUMBER	DESCRIPTION	ACTUAL	ACUAL	BUDGET	REMAINING
GENERAL RECREATION					
SALARIES /	WAGES	0	0	9,516	0
CONTRACTUA	L SERVICES	2,207	2,207	5,441	3,234
COMMODITIE	S	1	1	1,004	1,002
MAINTENANC	E / CAPITAL INVEST.	0	0	0	0
TOTAL EXPENSES:	GENERAL RECREATION	2,208	2,208	15,962	13,754
NET SURPLUS (DEFI	CIT)	(2,208)	(2,208)	10,554	12,762
PRESCHOOL					
REVENUES					
RECEIPTS		0	0	32,083	0
EXPENSES				, , , , , ,	
SALARIES /	WAGES	8,277	8,277	25,666	17,389
CONTRACTUA		119	119	2,999	2,880
COMMODITIE		0	0	566	0
	E / CAPITAL INVEST.	0	0	49	0
TOTAL EXPENSES:		8,396	8 , 396	29,283	20 , 886
TOTAL EXPENSES:	PRESCHOOL	0,390	0,390	29,203	20,000
NET SURPLUS (DEFI	CIT)	(8,396)	(8,396)	2,800	11,196
ACTIVE OLDER ADULT	S				
REVENUES					
RECEIPTS		0	0	2,333	0
EXPENSES				•	
SALARIES /	WAGES	0	0	583	0
CONTRACTUA		100	100	999	899
COMMODITIE		0	0	0	0
	ACTIVE OLDER ADULTS	100	100	1,583	1,483
NET SURPLUS (DEFI	CIT)	(100)	(100)	750	850
DANCE					
REVENUES					
RECEIPTS		285	285	11,070	10,785
EXPENSES		200	200	11,070	10,700
SALARIES /	MACES	0	0	2,808	0
CONTRACTUA		0	0	599	0
			0		
COMMODITIE		0	0	2,212	0
TOTAL EXPENSES:	DANCE	U	Ü	5,620	0
NET SURPLUS (DEFI	CIT)	285	285	5,450	5,165
CAMPS					
REVENUES					
RECEIPTS		80,361	80,361	29,583	(50,777)
EXPENSES					

GENEVA PARK DISTRICT PAGE: 3
SUMMARIZED REVENUE & EXPENSE REPORT F-YR: 21

FUND: CORPORATE
FOR 1 PERIODS ENDING 31, 2020

	FOR I FERIODS ENDING	31, 2020		
		FISCAL	FISCAL	
ACCOUNT	MAY	YEAR-TO-DATE	YEAR	\$
NUMBER DESCRIPTION	ACTUAL	ACUAL	BUDGET	REMAINING
CAMPS				
SALARIES / WAGES	416	416	17,499	17,083
CONTRACTUAL SERVICES	0	0	4,279	0
COMMODITIES	0	0	1,020	0
TOTAL EXPENSES: CAMPS	416	416	22,799	22,382
NET SURPLUS(DEFICIT)	79,944	79,944	6,783	(73,160)
CONTRACTED				
REVENUES				
RECEIPTS	0	0	1,016	0
EXPENSES				
CONTRACTUAL SERVICES	0	0	683	0
NET SURPLUS (DEFICIT)	0	0	333	0
CO-OPS				
REVENUES				
RECEIPTS	0	0	250	0
RECEIPTS	0	0	250	0
EXPENSES				
CONTRACTUAL SERVICES	0	0	241	0
TOTAL EXPENSES: CO-OPS	0	0	241	0
101112 20121020				
NET SURPLUS (DEFICIT)	0	0	8	0
SPECIAL EVENTS				
REVENUES				
RECEIPTS	10,150	•	6,258	(3,891)
RECEIPTS	10,150	10,150	6,258	(3,891)
SALARIES / WAGES	0	0	124	0
CONTRACTUAL SERVICES	0	0	1,512	0
COMMODITIES	0	0	2,668	0
UNDEFINED CODE	0	0	100	0
NET SURPLUS (DEFICIT)	10,150	10,150	1,852	(8,297)
TENNIS				
REVENUES				
RECEIPTS	0	0	1,375	0
RECEIPTS	0	0	1,375	0
			•	

EXPENSES

GENEVA PARK DISTRICT PAGE: 4 F-YR: 21 SUMMARIZED REVENUE & EXPENSE REPORT

31, 2020

FUND: CORPORATE FOR 1 PERIODS ENDING

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TENNIS	ES / WAGES	0	0	0	0
	ACTUAL SERVICES	0	0	916	0
TOTAL EXPENS		0	0	916	0
TOTAL EXPENS	DES: IENNIS	Ü	Ü	910	U
NET SURPLUS (DEFICIT)	0	0	458	0
GYMNASTICS/TUM	MBLING				
REVENUES					
RECEIP	PTS	0	0	13,891	0
RECEIP	PTS	0	0	13,891	0
EXPENSES					
	ES / WAGES	789	789	7,666	6,877
	ACTUAL SERVICES	0	0	816	0
COMMOD		0	0	433	0
	NANCE / CAPITAL INVEST.	0	0	41	0
	SES: GYMNASTICS/TUMBLING	789	789	8,958	8,169
NET SURPLUS (DEFICIT)	(789)	(789)	4,933	5,722
BASEBALL & SOF	TRAI.I.				
REVENUES	131111				
RECEIP	PTS	14,306	14,306	5,333	(8,972)
RECEIP		14,306	14,306	5,333	(8,972)
EXPENSES	TRO / MACRO	0	0	333	0
	ES / WAGES		_		0
	ACTUAL SERVICES	18	18	758	740
COMMOD		0	0	1,112	0
	MENT REPAIR	0	0	0	0
TOTAL EXPENS	ES: BASEBALL & SOFTBALL	18	18	2,204	2,185
NET SURPLUS (DEFICIT)	14,287	14,287	3,129	(11,158)
GENERAL ATHLET	PICS				
REVENUES					
RECEIP	PTS	849	849	30,824	29 , 975
RECEIP	PTS	849	849	30,824	29,975
EXPENSES					
	ES / WAGES	55	55	4,441	4,386
	ACTUAL SERVICES	0	0	14,637	0

GENEVA PARK DISTRICT SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE FUND: CURPORATE

FOR 1 PERIODS ENDING 31, 2020

FISCAL PAGE: 5

F-YR: 21

ACCOUNT NUMBER	DESCRIPTION	FOR 1 PERIODS ENDING MAY ACTUAL	31, 2020 FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL ATHLET	 ICS				
COMMOD:	ITIES	0	0	622	0
TOTAL EXPENSE	ES: GENERAL ATHLETICS	55	55	19,701	19,646
NET SURPLUS(DEFICIT)	793	793	11,123	10,329
ICE RINKS					
EXPENSES					
	ES / WAGES	0	0	0	0
COMMOD		0	0	0	0
TOTAL EXPENSI	ES: ICE RINKS	0	0	0	0
NET SURPLUS (DEFICIT)	0	0	0	0
GYMNASIUMS					
EXPENSES					
	ES / WAGES	928	928	2,416	1,488
	CTUAL SERVICES	0	0	1,958	0
TOTAL EXPENSE	ES: GYMNASIUMS	928	928	4,374	3,446
NET SURPLUS (DEFICIT)	(928)	(928)	(4,374)	(3,446)
FITNESS CENTER					
REVENUES					
RECEIP'	IS	52	52	17,729	17,676
RECEIP'	IS	52	52	17,729	17,676
EXPENSES					
	ES / WAGES	1,616	1,616	7,041	5,425
CONTRAC	CTUAL SERVICES	2,103	2,103	3,051	947
COMMOD	ITIES	9	9	912	902
MAINTE	NANCE / CAPITAL INVEST.	0	0	624	0
TOTAL EXPENSE	ES: FITNESS CENTER	3,728	3,728	11,629	7,900
NET SURPLUS (DEFICIT)	(3,676)	(3,676)	6,099	9,775
POOL					
REVENUES					
RECEIP'		111,504	111,504	50,191	(61,313)
RECEIP	IS	111,504	111,504	50,191	(61,313)
EXPENSES					
	ES / WAGES	0	0	33,349	0
	CTUAL SERVICES	1,662	1,662	8,454	6,792
		_, 002	_,	-, - - -	-,

GENEVA PARK DISTRICT SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 6

F-YR: 21

FUND: CORPORATE
FOR 1 PERIODS ENDING 31, 2020

	FOR 1 PERIODS ENDING	31, 2020			
		FISCAL	FISCAL		
ACCOUNT	MAY	YEAR-TO-DATE	YEAR	\$	
NUMBER DESCRIPTION	ACTUAL	ACUAL	BUDGET	REMAINING	
 POOL					
COMMODITIES	17	17	5,529	5,511	
MAINTENANCE / CAPITAL INVEST.	0	0	658	0	
TOTAL EXPENSES: POOL	1,679	1,679	47,991	46,311	
NET SURPLUS (DEFICIT)	109,824	109,824	2,200	(107,624)	
MINI GOLF					
REVENUES					
RECEIPTS	2,924	2,924	8,208	5,284	
RECEIPTS	2,924	2,924	8,208	5,284	
EXPENSES					
SALARIES / WAGES	1,059	1,059	2,195	1,136	
CONTRACTUAL SERVICES	242	242	254	11	
COMMODITIES	0	0	654	0	
MAINTENANCE / CAPITAL INVEST.	0	0	20	0	
TOTAL EXPENSES: MINI GOLF	1,302	1,302	3,124	1,822	
NET SURPLUS (DEFICIT)	1,621	1,621	5,083	3,461	
AFTER SCHOOL PROGRAMS					
REVENUES					
RECEIPTS	0	0	73,083	0	
RECEIPTS	0	0	73,083	0	
EXPENSES					
SALARIES/WAGES	6,795	6 , 795	34,291	27,496	
CONTRACTUAL SERVICES	6,327	6,327	29,166	22,838	
COMMODITIES	. 0	0	3,895	3,895	
MAINTENANCE/CAPITAL INVESTMTS	0	0	783	0	
TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	13,123	13,123	68,137	55,013	
NET SURPLUS(DEFICIT)	(13,123)	(13,123)	4,945	18,069	
UNDEFINED GROUP					
REVENUES					
RECEIPTS	88	88	57,145	57 , 057	
RECEIPTS	88	88	57,145	57 , 057	
EXPENSES					
SALARIES/ WAGES	7,131	7,131	27,441	20,310	
CONTRACTUAL SERVICES	7,730	7,730	13,341	5,611	
				-	

GENEVA PARK DISTRICT SUMMARIZED REVENUE & EXPENSE REPORT

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F-YR: 21

FUND: CORPORATE

ACCOUNT NUMBER	DESCRIPTION	FOR 1 PERIODS ENDING MAY ACTUAL	31, 2020 FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$
	DESCRIPTION	ACIOAL	ACUAL	BUDGE I	REMAINING
UNDEFINED GROUP COMMODIT	IES	423	423	2,391	1,968
MAINTENA	NCE/ CAPITAL INVEST.	0	0	1,291	0
TOTAL EXPENSES	: UNDEFINED GROUP	15,285	15,285	44,466	29,181
NET SURPLUS (DE	FICIT)	(15,196)	(15,196)	12,679	27,875
TOTAL FUND REVEN	UES	313,440	313,440	503,103	189,663
TOTAL FUND EXPEN		136,049	136,049	503,102	367,053
SURPLUS (DEFICIT)	177,390	177,390	0	(177,389)
		FUND: CORPORATE			
LIABILITY INSURA	NCE				
REVENUES					
RECEIPTS		9,511	9,511	20,416	10,905
RECEIPTS		9,511	9,511	20,416	10,905
EXPENSES					
	FUND EXPENSE	0	0	20,416	0
TOTAL EXPENSES	: LIABILITY INSURANCE	0	0	20,416	0
NET SURPLUS (DE	FICIT)	9,511	9,511	(0)	(9,511)
TOTAL FUND REVEN	UES	9,511	9,511	20,416	10,905
TOTAL FUND EXPEN		0	0	20,416	0
SURPLUS (DEFICIT)	9,511	9,511	(0)	(9,511)
		FUND: CORPORATE			
IMRF					
REVENUES					
RECEIPTS		12,584	12,584	27,499	14,915
RECEIPTS		12,584	12,584	27,499	14,915
EXPENSES					
	FUND EXPENSE	31,075	31,075	27,500	(3,575)
TOTAL EXPENSES	: IMRF	31,075	31,075	27,500	(3,575)
NET SURPLUS (DE	FICIT)	(18,491)	(18,491)	(0)	18,491
TOTAL FUND REVEN	UES	12,584	12,584	27,499	14,915

DATE: 06/09/2020 TIME: 11:45:51

GENEVA PARK DISTRICT SUMMARIZED REVENUE & EXPENSE REPORT PAGE: 8

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9,770

6,459

3,311

30,333

30,333

(0)

20,562

23,874

(3,311)

FUND: CORPORATE

FOR 1 PERIODS ENDING 31, 2020 FISCAL FISCAL
YEAR-TO-DATE YEAR
ACUAL BUDGET YEAR \$ ACCOUNT MAY BUDGET REMAINING DESCRIPTION ACTUAL NUMBER 31,075 31,075 27,500 (3,575) (18,491) (0) 18,491 TOTAL FUND EXPENSES SURPLUS (DEFICIT) FUND: CORPORATE AUDIT REVENUES 1,071 1,071 1,071 1,071 1,091 RECEIPTS 1,091 19 RECEIPTS EXPENSES 0 0 SPECIAL FUND EXPENSE 0 1,091 0 0 1,091 TOTAL EXPENSES: AUDIT 1,071 (1,071) NET SURPLUS (DEFICIT) 1,071 1,071 1,071 1,091 0 1,091 19 0 TOTAL FUND REVENUES 0 0 TOTAL FUND EXPENSES 0 1,071 1,071 (1,071)SURPLUS (DEFICIT) FUND: CORPORATE SOCIAL SECURITY REVENUES
 20,562
 20,562
 30,333
 9,770

 20,562
 20,562
 30,333
 9,770
 RECEIPTS RECEIPTS EXPENSES SPECIAL FUND EXPENSE

 23,874
 23,874
 30,333

 23,874
 23,874
 30,333

 23,874 23,874 30,333 6,459 TOTAL EXPENSES: SOCIAL SECURITY 6,459 (3,311) (3,311) 3,311 NET SURPLUS (DEFICIT)

20,562

23,874

(3,311)

FUND: CORPORATE

SPECIAL RECREATION REVENUES

TOTAL FUND REVENUES

TOTAL FUND EXPENSES

SURPLUS (DEFICIT)

ID: GL480000.WOW

GENEVA PARK DISTRICT PAGE: 9 F-YR: 21 SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE FOR 1 PERIODS ENDING 31, 2020

FOR 1 PERIODS ENDING MAY ACTUAL	31, 2020 FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
29,100	29,100	63,333	34,232 34,232
•		•	0
0	0	•	0
0	0	63,333	0
29,100	29,100	0	(29,100)
29,100	29,100	63,333	34,232
0 29,100	0 29 , 100	63 , 333 0	0 (29,100)
FUND: CORPORATE			
43,154 43,154	43,154 43,154	69,743 69,743	26,589 26,589
0	0	69,743 69,743	0
43,154	43,154	 0	(43,154)
·	·	60 742	26,589
·	•		20,309
43,154	43,154	0	(43,154)
FUND: CORPORATE			
8,623	8,623	282,758	274,134
8,623	8,623	282,758	274,134
8,623	8,623	282,758	274,134
	MAY ACTUAL 29,100 29,100 0 0 0 29,100 29,100 29,100 43,154 43,154 43,154 43,154 FUND: CORPORATE 8,623 8,623 8,623	## FISCAL ACTUAL MAY YEAR-TO-DATE ACUAL 29,100	MAY YEAR-TO-DATE YEAR BUDGET 29,100 29,100 63,333 29,100 29,100 63,333 0 0 4,583 0 0 36,878 0 0 0 21,871 0 0 0 63,333 29,100 29,100 0 29,100 29,100 0 29,100 29,100 0 29,100 29,100 63,333 29,100 29,100 63,333 0 0 63,333 29,100 29,100 63,333 0 0 63,333 0 0 69,743 43,154 43,154 69,743 43,154 43,154 69,743 43,154 43,154 69,743 43,154 43,154 69,743 43,154 43,154 69,743 43,154 43,154 69,743 0 0 69,743 43,154 43,154 69,743 0 0 69,743 43,154 43,154 69,743 0 0 69,743 0 0 69

GENEVA PARK DISTRICT

SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 10

F-YR: 21

FUND: CONSTRUCTION / CAPITAL IMPROV. FOR 1 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	FOI DESCRIPTION	R 1 PERIODS ENDING MAY ACTUAL	31, 2020 FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
 PLANNING/CONSTR					
EXPENSES	COCITON/ GRANIS				
CONTRAC	CTUAL SERVICES	0	0	28,499	0
TOTAL EXPENSE	ES: PLANNING/CONSTRUCTION/GRANTS	0	0	28,499	0
NET SURPLUS(D	DEFICIT)	0	0	(28, 499)	0
BUILDINGS & IMP EXPENSES					
	CTUAL SERVICES	0	0	66,249	0
TOTAL EXPENSE	CS: BUILDINGS & IMPROVEMENTS	0	0	66,249	0
NET SURPLUS (D	DEFICIT)	0	0	(66,249)	0
PARKS/PLAYGROUN	IDS IMPRV/ACQ				
EXPENSES	CTUAL SERVICES	120,173	120,173	217,761	97,588
	CS: PARKS/PLAYGROUNDS IMPRV/ACO	120,173	120,173	217,761	97 , 588
	Illino, I Ellionousso Illino, llog	,	120,110	211,7101	31,7000
NET SURPLUS (D	DEFICIT)	(120,173)	(120,173)	(217,761)	(97,588)
LANDSCAPING & G EXPENSES	GROUNDSKEEPING				
	CTUAL SERVICES	6,492	6,492	4,166	(2,326)
TOTAL EXPENSE	CS: LANDSCAPING & GROUNDSKEEPING	6,492	6,492	4,166	(2,326)
NET SURPLUS (D	DEFICIT)	(6,492)	(6,492)	(4,166)	2,326
OPERATING EQUIP EXPENSES	P. & VEHICLES				
	CTUAL SERVICES	0	0	18,335	0
TOTAL EXPENSE	CS: OPERATING EQUIP. & VEHICLES	0	0	18,335	0
NET SURPLUS (D	DEFICIT)	0	0	(18,335)	0
RECREATION EQUI EXPENSES	P. REPAIRS				
	CTUAL SERVICES	0	0	250	0
TOTAL EXPENSE	ES: RECREATION EQUIP. REPAIRS	0	0	250	0
NET SURPLUS(D	DEFICIT)	0	0	(250)	0
EMERGENCY REPAI EXPENSES	RS/REIMB.				
	CTUAL SERVICES	0	0	6,757	0
TOTAL EXPENSE	S: EMERGENCY REPAIRS/REIMB.	0	0	6,757	0

GENEVA PARK DISTRICT SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 11 F-YR: 21

FUND: CONSTRUCTION / CAPITAL IMPROV. FOR 1 PERIODS ENDING 31, 2020

FISCAL FISCAL

ACCOUNT	DESCRIPTION	MAY	YEAR-TO-DATE	YEAR	\$
NUMBER		ACTUAL	ACUAL	BUDGET	REMAINING
NET SURPLUS (DEFICIT)	0	0	(6,757)	0
TOTAL FUND REV	ENSES	8,623	8,623	282,758	274,134
TOTAL FUND EXP		126,666	126,666	342,020	215,354
SURPLUS (DEFIC		(118,042)	(118,042)	(59,262)	58,779

From: "johnabixby@aol.com" <johnabixby@aol.com>

Date: June 13, 2020 at 10:38:04 PM CDT **To:** Jerry Culp < <u>JCulp@genevaparks.com</u>>

Cc: Sheavoun Lambillotte < <u>SLambillotte@genevaparks.com</u>>

Subject: Thank You for Taking Good Care of the Bike Path Along the Fox River

Reply-To: johnabixby@aol.com

Greetings Mr. Culp,

Thank you and your staff for taking such good care of the bicycle paths.

My wife finally has been bitten by the bike bug.

So, far this year, we have ridden almost 600 miles together. In the past, 700 miles was her record, for an entire season. This provides us 90 to 120 minutes of talk time together each day.

In addition, I have ridden 500 miles on my own.

We even had our 50 year old tandem bike fixed up. We have also had that bike on the trail.

I am sure you know, with COVID, people are more and more depending on the walk/bike trail. And, they are counting on all looking good and being safe on the bike paths.

Please keep it up.

Respectfully,

John Bixby

Mobile: 630-877-7404

DIRECTOR'S MONTHLY AGENDA AND REPORT June 15, 2020

COMMUNICATIONS

With the State of Illinois moving in to phase 3 this month we have been afforded the opportunity to offer more in person recreation programs and open up more of our facilities. That included opening up Mill Creek pool for limited programming which we are very excited about! The Superintendent of Recreation will report in more detail on all our present program offerings.

With phase 4 on the horizon, board and staff will need to make a decision as to whether we will open Sunset Pool this summer. Staff have prepared budget projections on many different scenarios based on the number of people who might be allowed in the pool at any one time. Those projections show a loss of between \$150,000-\$200,000 for the season. Mill Creek Pool projections show a loss of between \$30,000 to \$50,000 for the season. We were extremely conservative in our revenue estimates. Included in your packet are the detailed budget projections for both pools.

We have prepared two grant applications to capture Rebuild Illinois funding. One is for the drainage work at Island Park and the other is for the Mini Golf Hut. Funding for Island Park is still available and we feel we have a good chance of capturing that. The grant for the Mini Golf Hut has been placed on hold as the State received \$230M in applications with only \$25M in funding. We are looking into other grant opportunities for the Mini Golf Hut.

Staff is ready to proceed with the Community Survey and the ADA Transition Plan and would like the Board's direction as to the proper timing for each project. Both are budgeted for this fiscal year.

The Park staff continue to work very hard at maintaining our highly utilized parks this summer as well as moving forward with all the typical summer preparations.

The Recreation staff continue working hard to navigate what summer programming may look like to ensure we are doing all we can to meet our resident's recreational needs during this unprecedented time.

Staff is looking at what special events we may be able to host this summer. Those include concerts in the park, movies in the park and Autumn Fair.

A formal Memorial Tree Dedication in honor of John Burns has been scheduled for June 17th, 2020 at 5:30 PM at the Peck Farm Park Baseball Fields. Hopefully, all Board members are able to attend.

The board calendars are not included this month as facilities are closed and all programs are cancelled due to the coronavirus pandemic.

FUTURE MEETINGS

John Burns Dedication	July 17 th	5:30 pm
Regular Scheduled Meeting	July 20 th	7:00 pm

SUNSET PARKING LOT PLAN

Enclosed in your packet is a memo and schematic plan of the Sunset Community Center parking lot renovation. Jerry Culp will present the details and cost estimate for that plan at our meeting. Staff will answer any questions the board may have and will then finalize those plans to go out to bid later this summer.

POOL OPENING-AQUATIC UPDATE

Late Friday night, June 5th, the IDPH released updated guidelines on swimming pool operations that went into effect immediately as an addition to phase 3 guidelines that were already in place. We began filling the pool Saturday morning and staff has worked non-stop since then in an effort to get the pool opened as quickly as possible. We are thrilled to report that the pool opened Monday, June 15th for lap swimming, water exercise, lessons and programs. We are hopeful that in phase 4 we will be able to provide open swimming and group rentals for daily use of our pools in addition to what we are already offering.

COVID 19 OPERATIONS UPDATE, PHASE 3 AND 4

Enclosed in your packet is a detailed listing of park district operations in phase 3 and projected openings and additional programming we anticipate in phase 4. We believe phase 4 will begin on June 27th. I have also included additional literature for your review as it pertains to the details of each phase.

2020 SUNSET POO June 27 - Septem Aqua Fitness, Lap Swim, Swim I	ber 7 (73 days	(ning			
REVE	NUES				N		
Description	Number of Guests		Daily Fee	Number of Hours	Days Days		Total
Aqua Fitness	10	\$	35.00	2	7	\$	4,900.00
Lap Swim (1 hour time slots)	8	\$	5.00	2	49		3,920.00
Swim Lessons: Private Lessons Swim Lessons: Parent/Tot Class	5 10	\$	35.00 52.00	2	30	\$	5,250.00 3,120.00
Swim Lessons: Stroke School/Stroke Clinic	10	\$	52.00	2	3	\$	3,120.00
Daily Open Swim 6/27-9/7 (2 Hours Residents - Non School Day		\$	7.00	1	60	\$	84,000.00
Daily Open Swim 8/19-9/7 (75 min Residents - School Days) Total Revenues	100	\$	5.00	1	13	\$	6,500.00 110,810.00
EXPE	NSES					Ģ	110,010.00
SALARIES							
Position	Number of Employees		Hourly Rate	Hours	Number of Days		otal Wages & Salaries
Lifeguard (M-Sat: Lap Swim & Aqua Fitness)	7		11.00	3.25	42	-	10,510.50
Lifeguard (Open Swim - Non School Days)	13	\$	11.00	10.25	60	\$	87,945.00
Liferguard (Open Swim - School Days) Lifeguards (Open Swim - Slides Open)	13	\$	11.00	3.25 7	13	S S	6,041.75 18,480.00
Manager (Mon-Sat - Non School Days)	1		14.00	14	50	\$	9,800.00
Manager (Sunday)	1	\$	14.00	11	10	\$	1,540.00
Manager (School Days)	1	_	14.00	3.5	13	\$	637.00
Assistant Manager (Non-School Days) Assistant Manager (School Days)	1	\$	13.00	10.25	60	s	7,995.00 591.50
Aqua Fitness Instructor	1	\$	17.00	2.5	42	\$	1,785.00
Swim Instructor: Private Lessons	1		13.00	1	30	\$	390.00
Swim Instructor: Mom/Tot	2		11.00	2.5	36	\$	1,980.00
Swim Instructor: Stroke School/Stroke Clinic Deck Staff/Cleaning (Full Day - Non School Days)	1		11.00	2.5	36 60	\$	1,980.00 9,240.00
Deck Staff/Cleaning (Open Swim - Non -School Days)		\$	11.00	10.25	60	\$	6,765.00
Deck Staff/Cleaning (School Days)	1	-	11.00	3.5	13	\$	500.50
Front Desk (Full Day - Non School Days) Front Desk (Full Day - School Days)	1	\$ \$	10.50	3.5	13	S S	8,820.00 477.75
Managers (Pre-Season Setup & Pre-Season Training)	9		14.00	3.5	13	\$	4,410.00
Lifeguard Inservice	60		11.00	2	10		13,200.00
Lifeguard Training (Instructors)	5	\$	14.00	25	1	\$	1,750.00
Total Salaries CONTRACTUAL SERVICES						\$	194,839.00
	Number of			Number			Total
Description of Service	Days/Uses		Rate	of Weeks			Services
StarGuard Agreement Additional Services	1	#	######	1		\$	5,000.00 Rate
Telephone							\$1,794.00
Alarm System							\$574.00
Water & Sewer							21,481.00
Natural Gas Electricity							\$9,388.00
Advertising & Printing							\$350.00
Training & Conferences							\$0.00
Maintenance Agreements Refuse Disposal							\$8,878.00 \$662.00
Office Supplies							\$342.00
Total Services							\$70,190.00
SUPPLIES							
Description of Supplies Program Operations Supplies	Quantity 1			Rate \$1,000.00		\$	tal Supplies 1.000.00
Chemicals	1			########		\$	11,198.00
Guard Supplies	1			\$ 300.00		\$	300.00
Staff Apparel Swim Suits	120			\$ 5.00 \$ 20.00		\$ \$	600.00 1,200.00
Hip Packs	60			\$ 5.00		\$	300.00
Masks	60			\$ 7.50		\$	450.00
Whistles	60			\$ 3.00 \$ 0.50		\$	180.00 30.00
Lanyards Cleaning/Custodial Supplies	1			\$ 3,000.00		\$	3,000.00
Adult CPR Manikins (Pack of 10)	1			\$ 585.00		\$	585.00
Infant CPR Manikins (Pack of 4)	1			\$ 450.00		\$	450.00
New Signage	60			\$ 125.00 \$ 13.00		\$	125.00 780.00
Face Coverings First Aid Supplies	1			\$ 350.00		\$	350.00
Total Supplies						\$	20,548.00
MAINTENANCE & CAPITAL							
Description of Supplies	Quantity					T	
	1			Rate \$ 765.00			-
Building/Equipment Contracted Repairs Building/Equipment Parts Repairs				\$ 765.00 \$ 948.00		Tot \$ \$	765.00 948.00
Building/Equipment Contracted Repairs Building/Equipment Parts Repairs Equipment	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$	765.00 948.00 841.00
Building/Equipment Contracted Repairs Building/Equipment Parts Repairs Equipment Tools	1			\$ 765.00 \$ 948.00		\$ \$	765.00 948.00
Building/Equipment Contracted Repairs Building/Equipment Parts Repairs Equipment	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Tool Maintenance & Capital Revenue Expenses	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	948.00 841.00 116.00 2,670.00 110,810.00 288,247.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Total Maintenance & Capital Revenue Expenses Net	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Tool Maintenance & Capital Revenue Expenses Net Cost Recovery	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Total Maintenance & Capital Revenue Expenses Net Cost Recovery NOTES:	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Tool Maintenance & Capital Revenue Expenses Net Cost Recovery	1 1			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Revenue Expenses Net Cost Recovery NOTES: Monday-Saturday Daily Schedule: 7-30am-9-30am: Aqua Filmses Class (Deep end and/or activity pool) Scolam-10-00am: Lap Swim -8 lanes for 2 hours, reserve 1 hour time s	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Only		\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Tools Revenue Expenses Net Cost Recovery NOTES: Monday-Saturday Daily Schedule: 7:30am-9:30am: Aqua Fitness Class (Deep end and/or activity pool) 8:00am-10:00am: Lap Swim - 8 lanes for 2 hours, reserve 1 hour time s 10:00am-12:00pm: Open Swim - 50 people (10:00am-11:30am Lap & in 10:15am-11:45am: Swim Lesson Rezma & Tot Costs in Plungs, Stroke 10:15am-11:45am: Swim Lesson Rezma & Tot Costs in Plungs, Stroke 10:15am-11:45am: Swim Lesson Rezma & Tot Costs in Plungs, Stroke 10:15am-11:45am: Swim Lesson Rezma & Tot Costs in Plungs, Stroke 10:15am-11:45am: Swim Lesson Rezma & Tot Costs in Plungs, Stroke	1 1 1 1 1 1 Control of the control o			\$ 765.00 \$ 948.00 \$ 841.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
Building Equipment Contracted Repairs Building Equipment Parts Repairs Equipment Tools Total Maintenance & Capital Revenue Expenses Net Cost Recovery NOTES: Monday-Saturday Daily Schedule: 7:30am 9:30am: Aqua Fitness Class (Deep end and/or activity pool) 8:00am-1000am: Lap Swim: 8 lanes for 2 hours, reserve 1 hour time s 10:15am-12:09bm: 715am: Swim Lessons (Paren & Tot class in Plunge, Stroke 10:15am-11:45am: Swim Lessons (Paren & Tot class in Plunge, Stroke 12:00pm-12:30pm: CLEANING - Chairs, Locker Room, Surfaces, Gal	1 1 1 1 1 1 1 Control of the control	ane	s)	\$ 765.00 \$ 948.00 \$ 841.00 \$ 116.00		\$ \$ \$ \$	765.00 948.00 841.00 116.00 2,670.00 110,810.00 288,247.00 177,437.00
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June June	CREEK POOL O 15 - August 16th (27 - August 16 (51 m Lessons, Open S	Lap day	Swim) ys)				
2000 5 1111, 5 111	REVENUES						
5	Number of	1	Daily		Number of		m . 1
<u>Description</u>	Guests	•	Fee 5 00	Hours	Days	•	Total
Daily Lap Swim Fee (1 hour)	5	\$	5.00	2	63	\$	3,150.0
Swim Lessons: Private Lessons	1	\$	35.00	1	100	\$	3,500.0
Swim Lessons: Parent/Tot Class	10	\$	52.00	1	3	\$	1,560.0
Daily Open Swim 6/27-9/7 (90 min Hours Resi	idents 150	\$	7.00	1	51	\$	53,550.0
Total Revenues	EXPENSES:					\$	61,760.0
A TOTAL OF THE STATE OF THE STA	EXPENSES:						
ARIES							
	Number of		Hourly		Number of		otal Wage
Position	Employees		Rate	Hours	Days		& Salaries
Lifeguard	5	\$	11.00	12.75	63	\$	44,178.7
Manager	1	\$	14.00	13.25	51	\$	9,460.5
Fronr Desk/Check-In	1	\$	11.00	12.75	51	\$	7,152.7
Deck Staff/Cleaning	1	\$	10.50	12.75	51	\$	6,827.6
Swim Instructor: Private Lessons	1	\$	13.00	1	20	\$	260.0
Swim Instructor: Mom/Tot	4	\$	13.00	2.5	51	\$	6,630.0
Lifeguard Inservice	20	\$	11.00	2	7	\$	3,080.0
Total Salaries						\$	74,509.6
NTRACTUAL SERVICES							
	Number of			Number			Total
Description of Service	Days/Uses		Rate	of Weeks			Services
StarGuard Agreement	1		<u>14410</u> 	1		\$	3,500.0
Additional Services	-	at		•		4	Rate
Telephone							\$942.00
Alarm System							\$551.00
						_	
Water & Sewer							\$3,720.00
Natural Gas							\$2,213.00
Electricity						_	\$7,063.00
Advertising & Printing							\$0.00
Training & Conferences							\$0.00
Maintenance Agreements							\$3,925.00
Refuse Disposal							\$157.00
Office Supplies							\$0.00
Total Services							\$22,071.
PLIES							
Description of Supplies	Quantity			Rate		To	tal Supplie
Program Operations Supplies	1			\$ 500.00		\$	500.0
Chemicals	1			########		\$	1,899.0
Guard Supplies	1			\$ 150.00		\$	150.0
Staff Apparel	40			\$ 5.00		\$	200.0
Swim Suits	20			\$ 20.00		\$	400.0
Hip Packs	20			\$ 5.00		\$	100.0
Masks	20			\$ 7.50		\$	150.0
Whistles	20			\$ 3.00		\$	60.0
Lanyards	20			\$ 0.50		\$	10.0
Cleaning/Custodial Supplies	1			\$ 450.00		\$	450.0
Adult CPR Manikins (Pack of 10)	1			\$ 585.00		\$	585.0
Infant CPR Manikins (Pack of 4)	1			\$ 450.00		\$	450.0
New Signage	1			\$ 100.00		\$	100.0
Face Coverings	20			\$ 13.00		\$	260.0
First Aid Supplies	1			\$ 175.00		\$	175.0
Total Supplies				ψ 175.00		\$	5,489.0
						φ	2,407.0
INTENANCE & CAPITAL	<u>.</u>			ъ.		т	-137
Description of Supplies	Quantity			Rate			al Maint/C
Building/Equipment Contracted Repairs	1			\$ 657.00		\$	657.0
Building/Equipment Parts Repairs	1			\$ 767.00		\$	767.0
Equipment	1			\$ 860.00		\$	860.0
Tools						\$	-
						\$	2,284.0
Total Maintenance & Capital						\$	61,760.0
Total Maintenance & Capital enue							104,353.6
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GENEVA PARK DISTRICT RECREATION BOARD REPORT NICOLE VICKERS, CPRP SUPERINTENDENT OF RECREATION June 15, 2020

I. SUMMER PROGRAMS

Although not our typical start to summer, we are happy to report some summer programming has resumed!

During Phase 3, we are allowed to hold fitness programs outdoors with less than 10 participants. We are offering a variety of classes including Yoga, Boot Camp, Kickboxing, and Pilates. Classes began on June 8th, and over the course of the first week we had over 150 participants.









Summer camps opened for the season on June 8th! We have incorporated a wide range of safety measures as they have been outlined by the Illinois Department of Public Health, Center for Disease Control, and the American Camp Association. Some additional measures include increased cleaning/sanitation, temperature checks of participants, social distancing, wearing masks when applicable, redesign of activities, groups smaller than 10, and no contact drop-off/pick-up procedures. The first week of camp welcomed over 100 participants. We anticipate the number to increase over the course of the summer as we enter into Phase 4.





In addition to camps and fitness, some general programming has also begun. We are actively working to host any outdoor programs that have registrations. Certain programs might be different in content as we adhere to social distancing and smaller groups, however, we are implementing solutions to provide a fun experience while remaining safe. Currently we have begun tennis programs, softball, and AllStar Sports programs and anticipate a variety of other programs to start gaining traction.





Friendship Station Preschool ended for the school year. The teachers did a great job with virtually staying in touch with students and providing fun learning experiences from a distance. Over the course of the last scheduled week, the teachers hosted a farewell parade which allowed for students/parents to retrieve any personal items and also celebrate the end of the school year without ever having to leave their vehicle.







II. SUNSET POOL/MILL CREEK POOL

On Friday, June 5th the Illinois Department of Public health released the long awaited Swimming Facility Guidelines. The guidelines are somewhat restrictive on what activities can take place, and also no more than 10 people to allow for social distancing. Staff evaluated the guidelines and determined it was still worthwhile to pursue operating Mill Creek Pool, albeit in a limited capacity, but also still a great service to the community. As of the writing of this report, we have filled the pool and started up all mechanical necessities such as pumps, chemical controllers, and the heater. Extensive plans for training will be taking place the remainder of the week, and Mill Creek Pool is scheduled to open June 15th.







Staff anticipates further discussion in regards to opening Sunset Pool for the 2020 season.

III. STONE CREEK MINIATURE GOLF

As the board is aware, Stone Creek Miniature Golf opened to the public on May 9th (weekends only) while introducing strict guidelines as it relates to safety, hygiene, social distancing, and a non-contact reservation system. As Illinois entered into Phase 3, the guidelines for group sizes was revised. On May 30th we began allowing 4 golfers per group, and also began operating at full hours. The weather was not overly cooperative the first few weekends in May, however, that has improved and we are seeing more golfers on a daily basis. Since opening this year we have had 983 golfers, resulting in a revenue of \$4,915.

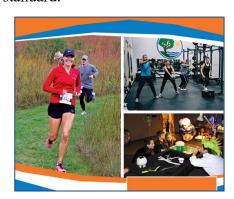




IV. BROCHURE

The Summer brochure has been released online which allows for participants to register for a program without taking payment. This process allows staff to analyze participation interest in determining whether a program should run, or be cancelled, and avoid having to process refunds should a class not garner enough interest. We anticipate increased enrollment as we begin rolling into Phase 4.

Staff continues to plan for the upcoming Fall season with the anticipation of functioning within a more normalized standard.



V. <u>BESTLIFE FITNESS</u>

Staff is planning to open both BestLife Fitness Centers in conjunction with Phase 4. Barring any unforeseen circumstances, we are planning to open the doors on Saturday, June 27th. Staff is currently focusing on plans for additional sanitation, methods of enforcing social distancing, and implementing guidelines as outline by IDPH and the Center for Disease Control. We have missed our members, and are excited to welcome them back.

VI. VIRTUAL PROGRAMMING

Virtual programming continues through Live Your BestLife at home website. Since mid-March the website has had over 50,000 views, and over 16,000 unique users. The top five viewed pages of the website include:

- Live Your BestLife at Home
- COVID Updates
- Activity Guide
- Stone Creek Miniature Golf
- Peck Farm Park

Peck Farm Park Report

Sheavoun Lambillotte

Executive Director

June 15, 2020

Natural Areas / Site Management

1. Peck House Windows: TMC Windows were on site and installed the restored windows on the first-floor of the Peck House. They look amazing, like brand new windows. The second-floor windows were removed to begin restoration work. The second-floor windows are expected to be complete in 4 weeks.





2. Hawks Hollow Playground: The playground is currently closed but the Parks staff is working hard to get it ready for reopening. All of the wood surfaces commonly touched have been power washed, sanded and stained. A good portion of the hard surfaces were also power washed. The creek was thoroughly cleaned. The splash pad spring cleaning is complete. The water in the creek and splash pad will not be turned on until all playgrounds are open, but summerizing of both is complete.

Interpretation / Programs

- 1. Butterfly House: The Butterfly House will remain closed through June. Butterflies were released into the Butterfly House and a virtual program was shared on our Facebook page and posted on our website. The Butterfly House will be maintained and ready to open when the stay at home order is lifted and we have more specific direction in opening the facility. The Butterfly House will have amended hours and specific COVID operational procedures when it does open.
- 2. Virtual Programs: We have developed a whole series of virtual programs. The following list includes some of the topics covered:
 - Camping at Home
 - Butterflies of Illinois

- Migratory Birds
- Earth Day at Home
- Recycling Tips
- Outdoor Activity Rocks!
- Bug Hotels at Home
- How to grow a tree from seed
- Grow plants using an egg carton
- 3. Upcoming Events & Programs: All programs and events have been cancelled during the month of June due to low enrollment.

4. Program report (April):

2019	2020		2019	2020	
11	0	Family Programs	197	0	
3	0	Adult Program	205	0	
7	0	Children's Programs	73	0	
0	0	Birthday Parties	0	0	
0	0	On-site Field Trips – Staff Led	0	0	
1	0	Outreach Programs	185	0	Friendship Station
5	0	KidsZone	290	0	
0	0	Scout Programs	0	0	
0	0	On-site Field Trip- Self Guided	0	0	
1	0	Community Group Meetings	42	0	FVAS
1	0	Partnered Programs	58	0	FVAS Star Party
0	0	In-house OB Rental	0	0	
0	0	OB Rentals	0	0	
0	0	Picnic Shelter Rental	0	0	
0	0	3-Sided Barn Rental	0	0	
0	0	Facility Rental	0	0	Includes all buildings
1	0	Special Event	350	0	Earth Day
		Walk in Attendance	657		
30	0	Total Events	2057	0	Total Tracked Participants

5. Program Comparison (4-Years)

	2018		2018 2017			2016	2015		
Events	Participants	Events	Participants	Events	Participants	Events	Participants		
41	2329	48	2180	48	2811	46	2076		

GENEVA PARK DISTRICT PARKS AND PROPERTIES BOARD REPORT

June 15th, 2020

Operations

- Restrooms are open and staff is cleaning 3 times daily.
- Park disposal is back down to two times per week, parks are busy.
- Tennis courts are open, new rules that allow doubles to play have been posted.
- Staff is working on brush cleanup and tree removal at Bennet North and Wheeler Park.
- Spring mulching of landscape beds and tree rings is continuing.
- Stone Creek Mini Golf spring cleanup is complete.
- Staff completed the cleanup and planting in the Butterfly House.
- Crews are working on cleanup from storm damage and flooding in the parks.
- Irrigation is up and running at the small quad in Wheeler and the Peck Sensory Garden.
- Staff is working on grinding cleanup of stumps that were removed over the winter.
- Security is completing interior and exterior building checks nightly.
- Disposal dumpster pick up service has been reduced to Wheeler and Peck sites but will resume normal operations once fitness centers open.
- Staff assisted the Recreation Department setting up for summer camps.
- Power washing of the pools is complete in preparation for opening this summer.
- Hawks Hollow playground has been power washed and stained.
- Working on landscaping around the Peck house.
- Painting interior shutters for Peck house as windows get replaced.
- Flower beds have been planted and are complete.

Baseball/Softball

- Working on renovation plans for Sunset west field and South Street north field.
- Staff is dragging fields for GBA practices.
- Crews are cleaning up and making improvements when time permits.

Facilities

Sunset Community Center

- Working with City and Contractor on permits for new entrance sign.
- Staff is working with Engineering Resource on the ADA upgrades and repaving of the main parking lot.

Mill Creek Pool

• Staff has completed spring startup procedures and is ready to open.

Sunset Pool

- Finalizing spring cleanup and startup procedures in the event we are able to open during phase 4.
- Pool and spray ground are ready for startup should we decide to open.

Moore Park

• Spray ground is ready for startup.

Natural Resource Work

• Working on seasonal invasive plants; teasel, thistle and chervil at Peck. Also working on removal of woody invasive plants like honeysuckle at Wheeler and Bennett Park.

Wheeler Park

• Staff is working on the repair of the storm water lift station at Wheeler Park, power is out and caused flooding during the rain events in May.

Park Projects

• Lions Park tennis court resurfacing is complete, pickleball lines were added to the court.



- Wheeler tennis court bid was approved and contractor is scheduled to start in June. Project should take approximately two weeks to finish.
- Contracted and in-house fertilization and weed control of park turf is complete.
- Aerating and overseeding of parks is underway.

Peck North OSLAD Project

• Contractor has completed the concrete work for the shelter and sundial area.

- Excavation and concrete forming is complete at the overlook and solstice.
- The contractor has completed the trail excavation and is currently working on installation of the stone base.

Bricher and 4th Street Playgrounds

- The 4th Street playground is complete. Contractor is working on punch list.
- The installation of Bricher playground equipment is complete contractor is working on installing the new path and half-court basketball court.

Library Playground

• Contractor has poured the concrete in the entrance area of the playground and is working on the playground installation.

Geneva Park District

Memo

To: GPD Board of Commissioners, Sheavoun Lambillotte

From: Jerry Culp

CC: Christy Powell

Date: 6/11/2020

Re: Sunset Community Center Parking Lot

Purpose

The Purpose of this memorandum is to provide the Board of Commissioners with information to review the improvement plan for the Sunset Community Center Parking lot.

Background

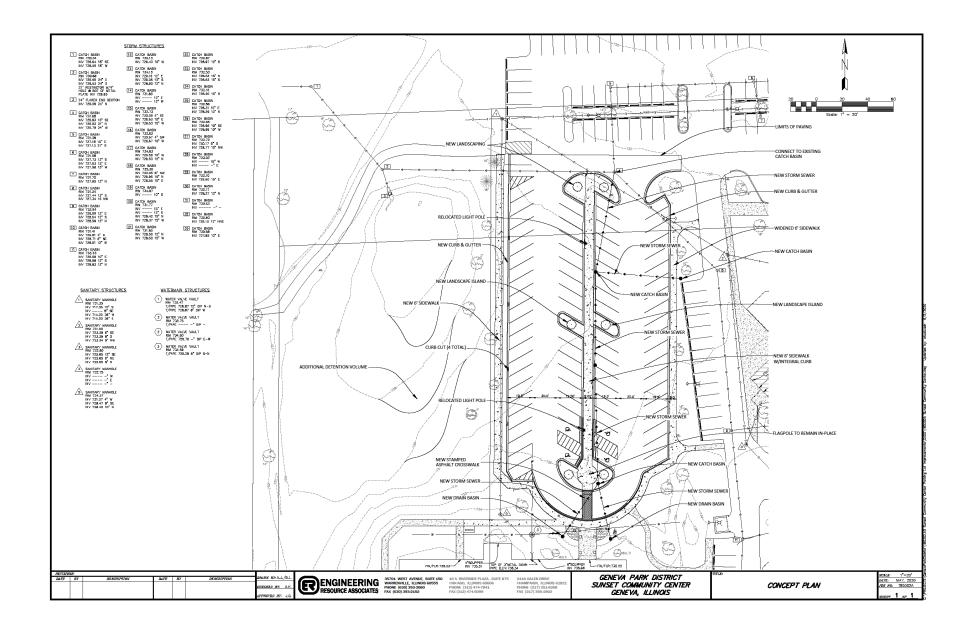
The District has been working on a phased approach for several upgrades to the Sunset Community Center. One of the upgrades includes improvements to the parking lot. The parking lot has lasted well beyond its useful life and is in need of repair. Currently the parking lot and the front entrance do not meet ADA regulations. Staff has been working with Engineering Resource Inc. to develop and prepare a plan to reconstruct the parking lot to better serve the needs of the facility and comply with current ADA regulations. The project includes the addition of accessible sidewalks on both sides of the parking lot and down the middle isle. Also included in the plan is modification to the entrance walk to meet ADA requirements. Finally, the project will include improved drainage and resurfacing of the existing lot. This plan was prepared with input from the Board and staff and addresses the safety issues that were raised at that time.

Financial

Funds for this project are allocated in the Special Recreation Fund.

Recommendation

Staff is presenting this to the Board for review to get input and direction as we move forward with the improvements.



COVID-19 Operational Update - Phase 3 & 4

Below is a compilation of Park District operations under the present Stay at Home Order as well as what we anticipate for Phase 4:

Phase 3 – May 30th

- Tennis courts opened with strict social distancing and additional sanitation and safety procedures. Doubles play is now permitted.
- Disc Golf opened with strict social distancing and additional sanitation and safety procedures.
- Mini Golf opened with strict social distancing and additional sanitation and safety procedures for participants and staff. Groups of 4 are now permitted.
- Skate Park opened with strict social distancing and additional sanitation and safety procedures.
- Community Gardens opened on April 20th with strict social distancing and additional sanitation and safety procedures.
- Restrooms at Island Park, Wheeler Park and Peck Farm Park opened and are being sanitized 3 times daily.
- Parks and trails remain open.
- Playgrounds remain closed.
- Custodial staff moved to the Parks Department, but transitioning back as facilities open and programming indoors begins.
- Part-time staff beginning to be rehired as needed.
- Summer camps are running with limited capacity.
- Park staff working at full capacity in staggered shifts to reduce contact.
- Recreation and Administrative staff working remotely but returning to office as necessary.
- Work spaces are being cleaned and sanitized regularly.
- Masks are being utilized as outlined in the June 1st Stay at Home Order.
- Four full-time staff were laid off or furloughed and two were transitioned to parks department.
- Mill Creek pool has opened as of June 15th for lap swimming, aqua fitness, lessons and programs with limited capacity and strict social distancing, sanitation and safety guidelines.

 Outdoor programming in groups of 10 or less including baseball, softball, tennis, fitness, All-star sports, soccer and more are running with limited capacity and strict social distancing, sanitation and safety guidelines.

Phase 4 – June 27th

- Fitness centers and Peck Farm facilities may open with limited capacity and strict social distancing, sanitation and safety guidelines.
- Butterfly house may open with limited capacity and strict social distancing, sanitation and safety guidelines.
- Sunset pool opening is still uncertain.
- Spray grounds may open with limited capacity and strict social distancing, sanitation and safety guidelines.
- Indoor and outdoor summer programming as scheduled for groups less than 50 may continue.
- Hawks Hollow may reopen with limited capacity and strict social distancing, sanitation and safety guidelines.
- Playgrounds may reopen with limited capacity and strict social distancing, sanitation and safety guidelines.

HEALTH & FITNESS BUSINESSES GUIDELINES



RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cove our faces to maintain progress in overcoming COVID-19.

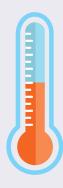
This document is applicable to businesses that meet the following criteria:

- Customer-facing facilities engaged in health and fitness services
 - Examples of health and fitness centers include (non-exhaustive): gyms; fitness centers; yoga, cycling, pilates, and barre studios
- In Phase III, health and fitness services are limited to:
 - 1-1 training
 - Outdoor fitness classes with up to 10 participants and prohibition on contact activities

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

- 1. All employees who can work from home should continue to do so
- Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
- 3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
- 4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
- 5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available









HR AND TRAVEL POLICIES

i. Minimum guidelines

- All employees should complete health and safety training related to COVID-19
 when initially returning to work. Resources to design a training are posted on the
 DCEO Restore Illinois guidelines website
- 2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
- 3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

 Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

- Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
- All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
- 3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
- 5. Where appropriate, notify employees who have been exposed.
- 6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop











¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to health and fitness businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

- 1. Fitness center should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
- 2. Fitness center should configure workout stations or implement protocols (e.g. decommissioning equipment) to allow for 10-ft, social distancing between individuals without barrier OR 6-ft. apart with barriers
- 3. Fitness center should configure any employee workstations to allow for 6-ft. social distancing between employees
 - a. If not practical, install an impermeable barrier between employees
- 4. Ancillary accommodations (e.g., saunas, hot tubs, steam rooms, childcare areas) should be closed
- 5. Locker rooms and showers should be configured with signage, tape, and other markings to ensure members can maintain 6-ft. of social distance
- 6. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles

ii. Encouraged best practices

- 1. Display signage with guidelines for members to clean equipment before and after each use
- 2. Where possible, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
- 3. If practical, implement touchless check-in (e.g., confirm membership with a QR code)
- 4. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

- 1. 1-1 training
 - a. Fitness center should provide sanitizing supplies near all equipment and exercising areas (e.g. treadmills, weights, studios)
 - b. Fitness center employees should fully clean and sanitize exercising areas (e.g. yoga room) before and after use by individuals
 - c. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every hour recommended for high-traffic areas
 - d. Sanitization of locker rooms and showers should be completed at least
 - e. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis

2. Outdoor fitness

- a. Fitness center should provide sanitizer or hand-washing station
- b. Fitness center employees should fully clean and sanitize any equipment provided before and after use by individuals









STAFFING AND ATTENDANCE

i. Minimum guidelines

- 1. 1-1 training
 - a. Fitness center should operate at no more than 50% of occupancy at any given time OR 5 people per 1000 sq. feet
 - b. Fitness center should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements



- a. Fitness classes should allow for 10-ft. social distancing between participants and is limited to a maximum of 10 participants
- b. Multiple groups permitted in a space at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft. of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups



ii. Encouraged best practices

- 1. Minimize the number of in-person interactions among employees
 - a. If an in-person interaction or meeting of employees is necessary, limit to 10 people with social distancing
- 2. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

- 1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, fitness center should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, fitness center should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- 2. Fitness center should keep log of all external vendors who enter premises
- 3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Limit contact between external vendors and employees







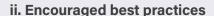


CUSTOMER BEHAVIORS

i. Minimum guidelines

- 1. Reservations only, no walk-ins permitted
- 2. Before allowing entrance or before class, fitness center should ask whether member is currently exhibiting COVID-19 symptoms. If member does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
- 3. Members should clean and sanitize equipment (e.g., weights, treadmills, any equipment used outdoors) before and after use
- 4. Members should maintain 10-ft. of distance during exercise
- 5. Members should wear face covering whenever not exercising (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- 6. Contact exercises such as boxing, sparring, wrestling, etc. are not permitted.

 Drills related to such activities such as use of punching bags are allowed but equipment should be sanitized before and after each use
- 7. Equipment should not be shared between members at the same time unless from the same household



- 1. If possible, fitness center takes member temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- 2. Members arrive at facility dressed in workout attire
- 3. Members wear face coverings over their nose and mouth while working out (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

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Additional Resources:

- · CDC Interim Guidance for Businesses and Employers
- CDC Workplace Decision Tool
- IDPH Testing Guidance
- IDPH FAQs
- Symptoms of Coronavirus
- IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19
- CDC Guidelines on Cleaning and Disinfecting Your Facility
- CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes
- EPA Disinfectants for Use Against SARS-CoV-2











OUTDOOR RECREATION GUIDELINES



RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cove our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Customer-facing establishments primarily engaged in providing outdoor recreational and amusement services
 - Examples of outdoor recreation businesses include (non-exhaustive): driving ranges, outdoor shooting ranges, paintball courses, outdoor adventure parks

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

- 1. All employees who can work from home should continue to do so
- Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
- 3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
- 4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
- Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available











HR AND TRAVEL POLICIES

i. Minimum guidelines

- All employees should complete health and safety training related to COVID-19
 when initially returning to work. Resources to design a training are posted on the
 DCEO Restore Illinois guidelines website
- 2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
- 3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

 Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

- Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
- 2. All employers should have a wellness screening program. Resources outlining best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
- 3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
- 5. Where appropriate, notify employees who have been exposed
- 6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop











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Guidelines specific to Outdoor recreation businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

- Operator should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
- If facility has stations for individual recreation activities, operator should ensure at least 10-ft. between stations. If stations cannot be moved, operator should limit number of open stations to ensure social distancing
- Clubhouse and any other communal gathering place should be closed
- Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles

ii. Encouraged best practices

- 1. Display visual markers 6-ft. apart at customer queue points
- If practical, install impermeable barrier between employee and customer at checkout



DISINFECTING/CLEANING PROCEDURES

- Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
- Clean and disinfect common areas (e.g., restrooms, cafeterias)
 and surfaces which are touched by multiple people (e.g., entry/exit
 doorknobs, stair railings) frequently; every 2 hours recommended for
 high-traffic areas
- 3. Sanitization of locker rooms and showers should be completed at least every 2 hours
- 4. Operator should thoroughly sanitize all rental equipment before and after use by a customer









STAFFING AND ATTENDANCE

i. Minimum guidelines

- Operator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
- Operator should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
- 3. Group sizes should be limited to 10 people with social distancing
 - a. If social distancing is not feasible, groups should be limited to people within the same household
- 4. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft. of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups



ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

- Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, operator should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, operator should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- 2. Operator should keep log of all external suppliers who enter premises
- Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

 Limit contact between external suppliers/ other non-customer visitors and employees









CUSTOMER BEHAVIORS

i. Minimum guidelines

- Customers should wear face coverings over their nose and mouth (exceptions
 can be made for people with medical conditions or disabilities that prevent them
 from safely wearing a face covering)
- Operator should develop a method to inform customers of available facility capacity before customers arrive at the facility (e.g. reservation system) and customers should check for available capacity before going to the outdoor recreation facility

ii. Encouraged best practices

1. Customers avoid touching facility accessories (e.g., pin flags, targets)



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Additional Resources:

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RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

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APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

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This document is applicable to businesses that meet the following criteria:

- Organizations operating recreational sport activities for youth
 - Examples of youth sports include (non-exhaustive): competitive sports games or matches, group sports lessons, team or group sports practices
- In Phase III, youth sports activities are limited to:
 - Drills, practices, and lessons that do not involve contact between individuals and allow for 6-ft of social distancing to be maintained (no competitive games allowed)

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

- 1. All employees who can work from home should continue to do so
- Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
- 3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
- 4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
- 5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available











HR AND TRAVEL POLICIES

i. Minimum guidelines

- All employees should complete health and safety training related to COVID-19
 when initially returning to work. Resources to design a training are posted on the
 DCEO Restore Illinois guidelines website
- 2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
- 3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

 Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

- Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
- 2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person and mid-shift screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
- 3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
- 5. Where appropriate, notify employees who have been exposed
- 6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop











¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to youth sports:

PHYSICAL WORKSPACE

i. Minimum guidelines

- 1. As applicable, sport organizer should display signage at entry with face covering Minimum guidelines, social distancing guidelines, and cleaning protocols, in multiple languages as needed
- 2. Activities (e.g. practices, drills, lessons) should be set up to allow for 6-ft. of distancing between participants. Any activities that do not allow for 6-ft. of distancing should be suspended
- 3. If a sporting facility has stations for individual recreation activities, operator should ensure at least 10-ft. between stations. If stations cannot be moved, operator should limit number of open stations to ensure social distancing
- 4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
- 5. Sport organizer should close facility concession stands

ii. Encouraged best practices

- 1. Display visual markers 6-ft. apart at any queue points (e.g. check-in, along sidelines)
- 2. Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity session to isolate from others before being picked up to leave
- 3. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

- Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
- 2. For outdoor activities, instructors or league employees should make hand sanitizer or hand washing stations available to participants
- Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
- Minimize sharing of high-touch equipment between non-household individuals. If equipment should be shared, instructors or league employees should sanitize equipment before and after use (see <u>EPA approved list of</u> <u>disinfectants</u>)
- Sport organizer should sanitize any individual recreation stations before and after participant use

ii. Encouraged best practices

- 1. If practical, sanitize shared equipment during use (e.g., between drills) and encourage frequent hand sanitizing or hand washing
- 2. If practical, assign shared equipment to one household for duration of sports season









STAFFING AND ATTENDANCE

i. Minimum guidelines

- 1. For indoor facilities, maximum occupancy of 50% of facility capacity
- 2. Team / group sizes should be limited to 10 participants or fewer per every one adult
- 3. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants, employees and spectators, 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
- 4. Teams / groups should be static, with no mixing of employees or participants between groups for the duration of the season
- Sport organizer should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) or volunteer(s) to monitor capacity limits and social distancing during all activities



ii. Encouraged best practices

- 1. Teams / groups do not add new participants once the season has started
- 2. If practical, assign participants from the same household to the same team or group
- 3. If practical, stagger activity start and end times to minimize contact between teams or groups
- 4. Designate an area for spectators

EXTERNAL INTERACTIONS

i. Minimum guidelines

- Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, sport organizer should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, sport organizer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- Volunteers should abide by static team / group guidelines applied to employees with no mixing between groups for the duration of the season / volunteer period
- 3. Sport organizer should keep log of all external suppliers/ visitors who enter premises
- 4. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

- 1. Suspend post-activity group snacks
- 2. As practical, parents dropping off or picking up participants wait at designated drop-off/ pick-up areas and arrive during designated time window









CUSTOMER BEHAVIORS

i. Minimum guidelines

- 1. Activity sessions held by appointment only (e.g. no walk-ins, no pick-up games)
- 2. Before participating in the sport, instructors should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared, and after afebrile and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 3. Sport organizer should maintain attendance log of participants
- 4. Participants should wash hands with soap and water or use hand sanitizer before participating
- 5. Spectators are not permitted unless required for parental supervision or non-household members are able to social distance from participants and from one another
- 6. Participants should bring their own source of water
- 7. No handshakes at the beginning or end of practice

ii. Encouraged best practices

- 1. If practical, before participating in the activity, sport organizer takes participant temperature using thermometer (infrared / thermal camera preferred, touchless thermometers permitted).
 - a. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
- Participants should wear face coverings over their nose and mouth when within 6-ft of others (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- 3. Participants should sanitize hands regularly
- 4. Participants should avoid touching facility accessories (e.g. goal posts, flags)
- Participants should use their own equipment (e.g., helmet, bat, gloves) as much as practical
- 6. Participants should place personal belongings at least 6-ft. away from others' personal belongings



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Additional Resources:

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- CDC Workplace Decision Tool
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- Symptoms of Coronavirus

- IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19
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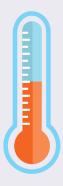
This document is applicable to businesses that meet the following criteria:

- Day camps not licensed by the Department of Children and Family Services (DCFS) operating over the summer months
 - Examples of day camps include (non-exhaustive): recreational day camps, educational day camps, religious day camps
- In Phase III, day camps are limited to:
 - Camps taking place during the day only (no overnight camps permitted)

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

- 1. All employees who can work from home should continue to do so
- Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
- 3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
- 4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
- 5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available









HR AND TRAVEL POLICIES

i. Minimum guidelines

- All employees should complete health and safety training related to COVID-19
 when initially returning to work. Resources to design a training are posted on the
 DCEO Restore Illinois guidelines website
- 2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
- 3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

 Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

- Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
- All employers should have a wellness screening program. Resources outlining screen program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
- 3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
- 5. Where appropriate, notify employees who have been exposed
- 6. Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.







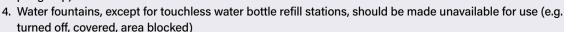


Guidelines specific to day camps:

PHYSICAL WORKSPACE

i. Minimum guidelines

- 1. Day camp coordinator should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
- 2. Activities should be set up to allow for 6-ft. of distancing between participants. Any activities that do not allow for 6-ft. of distancing should be suspended
 - a. If it is unsafe for kids to be outdoors, day camp should be conducted indoors in adherence with 6-ft. distancing guidelines
- 3. Even if day camp is based outdoors, enough available indoor space should be secured to accommodate all participants (in adherence with guidelines around 6-ft. of distancing and 10 or less participants per group)



- a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
- 5. Activities requiring physical exertion and/ or exertion of voice should take place outdoors
- 6. Day camp coordinator/ employees should refer to guidelines on playgrounds for participant playground use
- 7. Water-based activities are not permitted

ii. Encouraged best practices

- 1. Emphasize outdoor, socially distant activities as much as possible
- 2. Designate area (room) separate from others for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave
- 3. Display visual markers 6-ft. apart to encourage social distancing in practical areas (e.g., eating area)
- 4. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
- 5. If practical, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
- 6. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

- 1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
- 2. Day camp coordinators should make hand sanitizer available to participants, with sanitization stations available for each separate participant group
- 3. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
 - a. If one space is used by multiple participant groups at different points in time, all common areas and high-touch surfaces should be disinfected between groups
- 4. Minimize sharing of objects between non household individuals; if objects should be shared, employees should sanitize equipment before and after use, including at the beginning and end of each day or in between groups (see EPA approved list of disinfectants)











ii. Encouraged best practices

- Keep participants personal belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings should be taken home each day to the cleaned.
- 2. 2. Provide adequate supplies to minimize sharing of high tough materials to the extent possible (art supplies, equipment etc. assigned to a single participant)
- 3. 3. Assign any shared equipment to one household for length of day camp if practical

STAFFING AND ATTENDANCE

- 1. For indoor facilities, maximum occupancy of 50% of facility capacity permitted
- 2. Day camp coordinator should maintain groups sizes of 10 participants or fewer
 - a. If practical, day camp coordinator should maintain ratio of 2 adults per group
 - b. If not practical, day camp coordinator may assign 1 floater employee per every 2 groups
- Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
- 4. Day camp coordinator/ employees should limit group sizes for activities to 10 or fewer participants. If social distancing is not feasible, groups should be limited to people within the same household or activity should be suspended.
- 5. Groups should be static, with no mixing of employees or participants between groups for the duration of the day camp
 - a. Exception may be made if there is a floater employee per every 2 groups
 - If the day camp runs on an alternating day/ shift schedule, group leaders/ employees may lead 2 groups across days/ shifts maximum
- Day camp coordinator should assign employees to designated group of participants
- 7. Day camp coordinator should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement.
- 8. Day camp coordinator should designate pool of substitute employees to replace employees as needed
 - a. Substitute employees should be used for full days only no part-time substitutions are allowed
- 9. Day camp coordinator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing









ii. Encouraged best practices

- 1. If practical, participants from the same household should be within the same group
- 2. If indoors, day camp coordinator should designate room or space for each participant group to use for duration of the day camp
- Stagger shift start and end times to minimize congregation of employees during changeovers
- 4. Employees should supervise young children when using sanitizer
- 5. Participants/ employees should wear colors corresponding with their group to make social distancing easier to manage/ enforce

EXTERNAL INTERACTIONS

i. Minimum guidelines

- Before allowing external supplier, volunteer, or visitor to enter, or while
 requiring them to wait in a designated area, day camp coordinator should
 ask whether external supplier, volunteer, or visitor is currently exhibiting
 COVID-19 symptoms
 - a. If practical, day camp coordinator should take external supplier, volunteer, or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- Suppliers, volunteers, or visitors should wear face coverings over their
 nose and mouth when entering premises (exceptions can be made for
 people with medical conditions or disabilities that prevent them from safely
 wearing a face covering)
- Volunteers should abide by static classroom guidelines applied to employees with no mixing between groups for the duration of the day camp/ volunteer period
- 9. Day camp coordinator should keep log of all external visitors who enter premises
- 10. No field trips outside of designated day camp area allowed
- 11. Family-style meals are not permitted
- 12. Reusable dishware, except for refillable water bottles, will not be allowed. All dishware should be single use and disposed of after each use

ii. Encouraged best practices

- 1. Limit contact between visitors, day camp participants, and employees
- Participant meals brought from home should be in single-use containers to be thrown out after each meal
 - a. If meals are stored in a communal refrigerator they must be spaced apart and not touching and handled only by an employee
- 3. Provided snacks should be pre-packaged and only handled by staff utilizing safety guidelines
- 4. Parents dropping off or picking up kids should wait at designated drop-off/pick-up areas and arrive during designated time window









CUSTOMER BEHAVIORS

i. Minimum guidelines

- 1. Enrollment in day camp should be coordinated in advance and completed online/ through the phone (e.g., no walk-ins)
- 2. Before being granted entrance to day camp, employees should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
 - a. If practical, day camp coordinator should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
- 3. If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- 4. Day camp coordinator should maintain attendance log of participants
- 5. If the day camp coordinator is providing participants with transportation to and / or from the day camp program:
 - a. Interior of vehicle should be sanitized before and after use by participants
 - b. Day camp coordinator should provide hand sanitizer at the entrance of the vehicle
 - c. All riders should wash or sanitize hands prior to boarding the vehicle
 - d. Participants, employees and drivers should wear masks when in the vehicle
 - e. Participants should maintain social distance from non-household members while in the vehicle
 - i. Participants should sit one to a seat unless sitting with one additional household member
 - ii. If practical, participants should sit in staggered rows (one participant per seat, per row)
 - f. If a rider in the vehicle is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical and before the vehicle is put back in service
 - g. There should be a supervisor to oversee participants on the bus (can be bus driver)

ii. Encouraged best practices

- 1. If possible, employer should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
 - a. Participant temperatures should be taken upon arrival to day camp. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
- 2. Participants wear face covering over their nose and mouth at all times except for when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- 3. Participants should sanitize hands regularly









If you have questions or need additional support: Please call our hotline at 1-800-252-2923 or e-mail us at ceo.support@illinois.gov or return to lllinois.gov/businessguidelines

Additional Resources:

- CDC Interim Guidance for Businesses and Employers
- CDC Workplace Decision Tool
- IDPH Testing Guidance
- IDPH FAQs
- Symptoms of Coronavirus
- IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19
- CDC Guidelines on Cleaning and Disinfecting Your Facility
- CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes
- EPA Disinfectants for Use Against SARS-CoV-2







COVID-19 Phase 3 Aquatic Facility Re-opening Recommendations

On June 5, 2020, the Illinois Department of Public Health (IDPH) announced that you *cannot* open aquatic facilities licensed by IDPH (including, but not limited to, swimming pools, water parks, splashpads, bathing beaches, spas and whirlpools) except for: lap swimming, diving, swimming lessons, swim team practices and therapy pool use. Your water parks and bathing beaches must remain closed in Phase 3. PDRMA will continue to monitor updates from public health officials and the Department of Commerce and Economic Opportunity (DCEO) and update this document when needed.

Agencies should review and revise their operating policies, procedures and practices according to recommendations and guidelines from <u>IDPH</u> and <u>DCEO</u>. You should also consider best practices from the Centers for Disease Control and Prevention (CDC) as well as other industry leaders. Any areas not addressed, or for unique scenarios affecting your agency, contact your local health department and corporate counsel for advice before moving forward.

It is important to note that IDPH uses the word "should," which allows discretion in some (but not all) areas, rather than dictate strict requirements (e.g., "shall," "must," etc.). PDRMA recommends you follow these guidelines absent a compelling reason, such as heightened safety risks, not to adopt them.

Below are PDRMA's recommendations and best practices to consider along with IDPH's guidance.

Guidance

- Agencies should consider operational and financial issues prior to deciding whether to open at all. Because you cannot offer general public pool use, and there are significant limitations on capacity because of social distancing, the financial costs of reopening for the five allowed activities may not make sense for your agency. Further, given the delay in IDPH's guidance and the injury risks at pools, you should carefully consider whether you can adequately hire and train staff prior to opening.
- Agencies should understand they must also follow all other applicable statutes, regulations and
 rules for aquatic facilities as articulated by <u>IDPH</u>, such as the Illinois Swimming Facility Act,
 Illinois Swimming Facility Code, etc.
- IDPH guidance states you should make daily temperature checks for employees, patrons and visitors available before entering the facility. PDRMA recommends members avoid having staff conduct temperature checks of employees, patrons or visitors on-site. Instead, we encourage policies that explain the signs and symptoms of COVID-19 to employees and patrons and require them to stay home if they have signs/symptoms, have recently tested positive or have had close contact with someone diagnosed with or suspected of having COVID-19; allow employees and patrons to take their own temperatures prior to arriving on-site; or have staff do symptom screening (such as a symptom questionnaire) from a social distance (6 or more feet) that does not cause patrons or staff to congregate or create other additional heightened safety risks. Please refer to LRN Alert 20-11 (sent May 5) and the COVID-19 Phase 3 Re-opening FAQs for

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additional information on the topic of temperature checks. (You can download both from the COVID-19 Resources page of the <u>PDRMA website</u> under Related Information, LRN Alerts and Facility/Operations, respectively.)

• Although IDPH states you should conduct patron, staff and visitor health screening/questionnaires in person before allowing them to enter the facility, PDRMA recommends providing a health questionnaire to patrons and staff in advance of arrival, so they can conduct a self-questionnaire prior to coming to your facility. This will help prevent sick employees and patrons from coming on-site at all (and potentially infecting others) when diagnosed with or exhibiting signs and symptoms of COVID-19. DCEO has sample questions to ask in a self-questionnaire. However, if/when CDC releases new signs/symptoms, you will need to update your questionnaires accordingly.

Lifeguard Training

- There should be no decrease in the quality of training a lifeguard receives. You should not feel pressured to open quickly at the expense of a high-quality lifeguard training program.
- Ellis, SGE and ARC (lifeguarding agencies) have extended current lifeguard certifications and licenses. Please check with your specific agency to learn more about how they have extended licenses/certifications.
- Ellis, SGE and ARC have program changes related to training classes and response protocols.
 Please check with your specific agency to learn more. Layperson CPR program changes do not apply to lifeguards, who fall under "professional rescuer" CPR guidelines.
- Conduct as much training online as your lifeguard certifying agency and individual facility onboarding capabilities allow.
- Even with certification/license extensions and virtual training options, all lifeguards will need
 facility-specific, on-site, in-service training before taking the stand. You must consider whether
 your agency can and/or how to operate this training safely according to current guidelines and the
 governor's Executive Order.
- Encourage regular hand washing and the use of hand sanitizer prior to the start of class and throughout its duration.
- Maintain 6 feet of social distancing whenever possible. Consider staggering skills practice, spacing out in the pool or offering multiple training sessions.
- Limit group sizes to local, state and federal guidance on current requirements.
- Ensure you have enough necessary PPE for maintenance staff prior to opening. Follow
 OSHA/IDOL guidance and SDS information to protect employees assigned to clean and disinfect
 facilities. Ensure each location has adequate supplies such as hand soap, hand sanitizer and
 paper towels.
- Ensure a plentiful supply of disposable PPE and cleaning supplies prior to opening.
- Consider purchasing additional CPR mannequins and other reusable supplies and/or reduce class sizes to meet equipment availability.
- Thoroughly clean and disinfect equipment prior to and following each use. See <u>CDC guidelines</u> for cleaning and disinfecting.
- Staff should practice skills on mannequins as much as possible. Avoid using person-to-person, hands-on skills practice, including CPR, first aid, etc.
- When practicing team CPR, consider designating a separate mannequin for each role. (Ex: one mannequin for airway, one mannequin for breaths, one mannequin for compressions, etc.)
- When possible, assign specific equipment to an individual lifeguard for the duration of the class.

Facility Considerations

- You should make showers and restrooms available, and clean and disinfect them regularly.
- Display signage at entrances with guidelines for face coverings, social distancing and cleaning/disinfecting protocols.
- Determine how much enforcement of social distancing is both practical and realistic for your staff. Consider if signage and regular announcements are sufficient and how your agency will address patrons who do not comply.
- Regularly clean/disinfect frequently touched surfaces throughout the day, including deck chairs, gates, diving boards, ladders, railings, restrooms, etc.
- Clean and disinfect lifejackets and other program equipment before and after each use.
- For smaller facilities or facilities with tight deck space, consider having one-way traffic flow.
- Ensure the ventilation systems of indoor facilities operate properly and increase circulation of
 outdoor air as much as possible by opening doors and windows, using fans or other methods. Do
 not, however, open windows or doors if doing so poses a safety risk to staff, patrons or
 swimmers.

Admissions Considerations

- Consider staggering entry/program times.
- Encourage online or contactless transactions.
- Patrons should wear face coverings whenever they are not in the water.
- Use clear markings to educate patrons on appropriate social distancing in lines.
- Add protective "sneeze guard" barriers to admission terminals.
- Provide admissions staff with facial coverings and hand washing/sanitizing stations.
- Clean and disinfect point-of-sale terminals before and after each use.
- Consider other admission criteria mandated by local authorities.

Lifeguarding

- Consult with your lifeguard agency on lifeguards' use of face coverings. They should not use a face covering when in the water as it may restrict breathing.
- Whenever possible, assign equipment to each lifeguard for the duration of the season or shift.
- Clean and disinfect all lifeguard equipment before and after each use and in between shifts.
- Consider adjustments to rotations if you cannot maintain social distancing with current system.
- Ensure a plentiful supply of PPE.
- Consider handheld, battery operated whistles or other communication devices that could prevent
 additional exposure to lifeguards through the use of mouth-operated equipment. Handheld
 devices will require additional considerations such as disinfection procedures and potential issues
 if equipment is not waterproof.
- You may require additional rescue equipment. See your lifeguard certifying agency for guidance
- Lifeguards assigned to a zone of protection provide surveillance of swimmers only and are not responsible for enforcing social distancing or any other duties that could distract from swimmer surveillance.

Maintenance

 Ensure a plentiful supply of necessary PPE for maintenance staff. Follow OSHA/IDOL guidance and SDS information for protecting workers assigned to cleaning and disinfecting duties.

- Provide facial coverings when staff cannot maintain social distancing or for any indoor public spaces.
- Consider if current staffing levels are enough for more frequent cleaning and disinfecting procedures.
- Provide adequate time for cleaning and disinfecting duties. Consider whether you need additional public closure time throughout the day for cleaning/disinfecting.
- Consider making your cleaning and sanitizing team or custodial crews highly visible to provide reassurance to guests and show a conscious regard for their safety.
- It is vital to maintain proper water treatment to ensure the virus cannot survive within the pool. Maintain the chlorine residual between 1.0 and 4.0 p.p.m. If the pool temperature is higher than 85 degrees Fahrenheit, you must maintain a free chlorine residual at or above 2.0 p.p.m. You should maintain a pool water pH between 7.2 and 7.6.

First Aid

- Limit the number of staff administering first aid.
- Have appropriate PPE available at all times for staff administering first aid (i.e. face covering, gloves, eye protection, etc.).
- Provide guests requiring first aid with a face covering, if they do not have their own.
- Limit family members/guardians/care givers permitted to enter the first aid area.
- Have a plan for a secondary or backup area in case multiple patrons require first aid at the same time or while you are cleaning and disinfecting one space.

General Staff Considerations

- Review current attendance and sick leave policies and procedures. Develop new policies and procedures outlining mandatory leave for participants and staff with close-contact exposure to, symptoms of or a confirmed case of COVID-19.
- Promote frequent hand washing.
- Assess staff areas to determine if you can maintain social distancing. If not, consider different layouts or rules for use.
- Disinfect staff areas frequently.
- Post required educational materials for employees. Consider extra reminders for social distancing where needed.
- Consider limiting exposure among staff by assigning specific shift groups that cannot comingle.
- Update training materials with new policies and procedures.
- Consider other return-to-work requirements as mandated by local authorities.
- Agencies should require via a written contract that outside contractors have adopted COVID-19
 policies, procedures and protocols that meet or exceed applicable federal, state and local
 guidelines; document when outside vendors enter and leave your facility.

Swim Lessons

 Follow guidance from IDPH on group sizes and social distancing, which includes groups sizes of 10 or less. You may be allowed multiple groups of up to 10 if your facilities allow for social distancing of patrons and employees, and you maintain 30 feet of distance between groups.
 Determine program size and class offerings based on available space without compromising program safety.

- Clearly mark your group areas. Consider lane lines, backstroke flags or other barriers that do not create a visual obstruction for lifeguards or safety hazard for participants.
- Limit hands-on instruction whenever possible. You may decide only to offer swim-lesson levels that do not require hands-on instruction. Or you may modify your program formats to include parents in the lesson for younger participants to allow for social distancing between staff members and family groups. Ensure every lesson has enough pool space for each family to spread out from one another.
- If the instructor will not be going under the water, consider having the instructor wear a face covering during the lesson. However, if the instructor will go under water, she should remove or not use a face covering.
- Clean and sanitize all swim lesson equipment before and after each use. Consider reducing the amount of equipment used during lessons to lessen the frequency of sanitizing.

Swim Team

- IDPH guidelines only allow swim team practices.
- Follow all general guidelines for Phase 3 operations and reference USA Swimming's guide and recommendations for social distancing during practices.
- Keep waiting areas, viewing areas and any other communal gathering places closed.

Concessions

 Concession stands licensed to serve food may do so for curb-side pickup, delivery or outdoor dining consistent with <u>outdoor restaurant guidelines</u>.

Conclusion

There will likely be significant financial and human resources burdens in safely re-opening aquatic facilities while following guidelines. PDRMA recommends you consider all recommendations along with those from your lifeguard agency, develop a timeline for safe and realistic re-opening and discuss it with agency leadership. As state and local governments provide more aquatic guidance, you will be better prepared to meet any changes.

Resources

Many organizations have issued additional guidance regarding aquatic facilities. The resources below are often national in scope and not tailored to Illinois. Your state-specific resources are IDPH Swimming Facility Guidelines, DCEO's guidance for businesses and any other applicable guidance (such as DCEO guidance for restaurants and/or offices if applicable to your facility). We also encourage you to revisit our **COVID-19 Phase 3 Reopening FAQs** document frequently (located on the COVID-19 Resources page of the **PDRMA website**), as we will continue to update it.

- IDPH Swimming Facility Guidelines.
- DCEO Phase 3 FAQs
- DCEO Restore Illinois Phase 3 Business Reopening Guidelines.
- USA Swimming Community Quarantine Resources
- CDC's Considerations for Aquatics During COVID-19
- CDC's COVID-19 Guidance for Businesses and Employers.
- CDC's Recommendations for Cleaning and Disinfecting Your Facility.
- Restore Illinois Plan.
- Opening Up America Again Plan.



COVID-19 Phase 3 Day Camp Re-opening Recommendations

Beginning May 29, 2020, Illinois entered Phase 3 of the Restore Illinois Plan, which allows certain businesses and operations to re-open. Governor Pritzker's <u>Executive Order 2020-38</u> allows non-DCFS-licensed day camp operations to open as part of this phase. As you open your agency's day camps, the health and safety of the community, program participants and staff should be a top priority.

The Illinois Department of Commerce and Economic Opportunity (DCEO) issued minimum <u>guidelines</u> and <u>best practices</u> as well as a <u>tool kit</u> that agencies should be familiar with. You should revise your agency policies and procedures to align with DCEO's guidelines.

It is important to note that DCEO uses words and phrases specifically designed to allow discretion in some (but not all) areas (e.g., "may," "if practical," "where possible," etc.), rather than dictate strict requirements (e.g., "shall," "must," etc.). PDRMA recommends you read and follow these guidelines absent a compelling reason, such as heightened safety risks, from adopting the guidelines.

Below are additional PDRMA recommendations and best practices you should consider along with DCEO's guidance.

Guidance

- DCEO states you should make daily temperature checks for employees and campers available before entering camp. PDRMA's recommendation remains for members to avoid having their staff conduct temperature checks of employees or patrons on-site. Instead, we encourage policies that explain the signs and symptoms of COVID-19 to employees and patrons and require them to stay home if they have signs/symptoms, have recently tested positive or have had close contact with someone diagnosed with or suspected of having COVID-19; allow employees and patrons to take their own temperatures prior to arriving on-site; or have staff do symptom screening (such as a symptom questionnaire) from a social distance (6 or more feet) that does not cause patrons or staff to congregate or create other additional heightened safety risks. Please refer to LRN Alert 20-11 (sent May 5) and the COVID-19 Phase 3 Re-opening FAQs for additional information on the topic of temperature checks. (You can download both from the COVID-19 Resources page of the PDRMA website under Related Information, LRN Alerts and Facility/Operations, respectively.)
- Although DCEO states you should conduct camper and staff health screening/questionnaires on-site before allowing them to enter or report to work, PDRMA recommends parents conduct a health questionnaire prior to bringing their child to camp and staff should conduct a self-questionnaire prior to reporting to work. This will help prevent sick employees and campers from coming on-site at all (and potentially infecting others) when diagnosed with or exhibiting signs and symptoms of COVID-19. DCEO has sample questions to ask in a self-questionnaire. However, if/when the Centers for Disease Control and Prevention (CDC) releases new signs/symptoms, you will need to update your questionnaires accordingly.

Additional Recommendations

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- You should evaluate whether you have adequate staff, resources and PPE to re-open and operate day camps safely.
- We encourage you to hold as much programming outside as possible, in a socially distanced
 manner, keeping in mind related issues such as patron and staff hydration, shade, etc.
 However, evaluate your indoor spaces for compliance with DCEO guidelines and the executive
 order should a weather-related event or other issue necessitate indoor programming.
- Consider staggering drop-off and pick-up times to avoid overcrowding of children and parents/guardians.
- Families should provide snacks or lunches for their respective children.
- Parents/guardians should use their own pens when signing their children in and out, or your agency should move to an electronic system.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans or other methods. Do not, however, open windows and doors if they pose a safety or health risk (e.g., allow pollens in, exacerbate asthma symptom(s) or provide unsupervised ingress or egress) to children using your facilities.
- Take steps to ensure all hand washing and touchless water-bottle-refill stations are safe to use
 after a prolonged facility shutdown to minimize the risk of Legionnaire's disease and other waterborne diseases.
- Ensure you have enough necessary PPE for maintenance staff. Follow OSHA/IDOL guidance and SDS information to protect employees assigned to clean. Ensure each location has adequate supplies of hand soap, hand sanitizer and paper towels.
- Post handwashing, sanitizing and other hygiene information as well as updated policies and procedures related to COVID-19 on your website, social media and distribute it to all parents.
- Camp staff should review the usual absentee patterns among both campers and staff. Notify local health department officials about large increases in camper and staff absenteeism, particularly if they appear to be due to respiratory illnesses.
- Review current attendance and sick leave policies and procedures. Develop new policies and procedures outlining mandatory leave for campers and staff with close-contact exposure to, symptoms of or a confirmed case of COVID-19.
- Correspond via emails and letters with camp families and staff about health and sanitation practices and COVID-19 policies and procedures.
- Evaluate potential inclusion issues as soon as possible, as many of the "normal" inclusion
 practices may create a direct safety threat to staff and/or patrons. Consider implementing a
 deadline well prior to the start of day camp by which patrons must request inclusion or other
 accommodations/ modifications, so you can evaluate such requests and, where applicable, seek
 alternate accommodations/modifications.

Additional Resources

A variety of organizations have issued additional guidance regarding day camps. While we reference the resources below, please remember they are often national in scope and not tailored to Illinois. Your state-specific resources are the May 29 Executive Order 2020-38 and DCEO's guidance for general businesses and day camps, specifically. We also encourage you to revisit our **COVID-19 Phase 3 Reopening FAQs** document frequently, as we will continue to update the document.

- American Camping Association
- US Chamber of Commerce Return-to-work Plan
- Centers for Disease Control and Prevention



COVID-19 Phase 3 Fitness Facility Re-opening Recommendations

On May 29, 2020, Illinois entered Phase 3 of the Restore Illinois Plan, which allows certain businesses and operations to re-open. Governor Pritzker's <u>Executive Order 2020-38</u> allows health and fitness centers limited operations including 1:1 training and outdoor fitness classes with up to 10 participants and no contact activities.

The Illinois Department of Commerce and Economic Opportunity (DCEO) issued minimum <u>guidelines</u> <u>and best practices</u> along with a <u>tool kit</u> agencies should be familiar with. You should revise your agency policies and procedures to align with DCEO's guidelines.

It is important to note that DCEO uses words and phrases specifically designed to allow discretion in some areas (e.g., "may," "if practical," "where possible," etc.) rather than dictate strict requirements (e.g., "shall," "must," etc.). PDRMA recommends you read and follow these guidelines absent a compelling reason, such as heightened safety risks, from adopting the guidelines.

Below are additional PDRMA recommendations and best practices you should consider along with DCEO's guidance.

Guidance

- DCEO guidance states you should make daily temperature checks for employees, fitness members and visitors available before entering the facility. PDRMA's recommendation remains for members to avoid having their staff conduct temperature checks of employees, fitness members or visitors on-site. Instead, we encourage policies that explain the signs and symptoms of COVID-19 to employees and patrons and require them to stay home if they have signs/symptoms, have recently tested positive or have had close contact with someone diagnosed with or suspected of having COVID-19; allow employees and patrons to take their own temperatures prior to arriving on-site; or have staff do symptom screening (such as a symptom questionnaire) from a social distance (6 or more feet) that does not cause patrons or staff to congregate or create other additional heightened safety risks. Please refer to LRN Alert 20-11 (sent May 5) and the COVID-19 Phase 3 Re-opening FAQs for additional information on the topic of temperature checks. (You can download both from the COVID-19 Resources page of the PDRMA website under Related Information, LRN Alerts and Facility/Operations, respectively.)
- Although DCEO states you should conduct fitness member, staff and visitor health screening/questionnaires in person before allowing them to enter the facility, PDRMA recommends sending a health questionnaire to fitness members and staff, so they can conduct a self-questionnaire prior to coming to your facility. This will help prevent sick employees and patrons from coming on-site at all (and potentially infecting others) when diagnosed with or exhibiting signs and symptoms of COVID-19. DCEO has sample questions to ask in a self-questionnaire. However, if/when the Centers for Disease Control and Prevention (CDC) releases new signs/symptoms, you will need to update your questionnaires accordingly.

Additional Recommendations

- You should evaluate whether you have adequate staff, resources and PPE to re-open and operate 1:1 personal training and outdoor fitness programs (to the extent they meet the guidelines) safely.
- Add physical barriers between staff and patrons at registration/check-in areas to discourage
 patrons from getting within 6 feet of your employee or other patrons. Options may include peoplemover ropes, furniture or floor markings.
- Promote one-way traffic throughout the facility including the fitness floor.
- Add clear markings on the floor at entranceways and queue lines to remind patrons to maintain 6 feet of social distance.
- Conduct periodic public announcements of select rules and practices.
- Ensure you have enough necessary PPE for maintenance staff. Follow OSHA/IDOL guidance and SDS information to protect employees assigned to clean.
- Be sure each location has adequate supplies of hand soap, hand sanitizer and paper towels.
- You should post handwashing, sanitizing and other hygiene information as well as updated policies and procedures related to COVID-19 on your website, social media and distribute it to all patrons (e.g., registration information packets, on internal monitors, etc.).
- Determine whether current staffing levels are adequate for more frequent routine cleaning and disinfecting procedures.
- Ensure all hand washing and touchless water-bottle-refill stations are safe to use after a
 prolonged facility shutdown to minimize the risk of Legionnaire's disease and other diseases
 associated with water.
- Physical fitness facilities must always have an AED accessible and someone with proper training
 available on-site. If you cannot accomplish this because of illness or social distancing concerns,
 your facility should remain closed. Similarly, if your AED is inside, but you are only holding
 classes outside making the AED distant or in a locked area, you should make the AED accessible
 or provide another AED for the location. Review your specific certifying agency for any updated
 guidance regarding administering CPR or using an AED during the COVID-19 pandemic.

Sources and Additional Resources

A variety of organizations have issued additional guidance regarding re-opening fitness facilities. While we reference the resources below, please remember some are national in scope and not tailored to Illinois. Your state-specific resources are the May 29 Executive Order 2020-38 and DCEO's guidance.

- Restore Illinois Phase 3.
- CDC Disinfecting Your Facility.
- CDC COVID-19 Symptoms.



COVID-19 Best Practices to Re-open Golf Courses

If your agency plans to re-open its golf course on May 1, be sure to follow all federal, state and local guidance and mandates. While the state of Illinois is allowing the re-openings, counties and cities may have more stringent requirements your facility must meet. You should also review OSHA's **Guidance on Preparing**Workplaces for COVID-19 and the Professional Golfers' Association (PGA) best practices, remembering that the PGA guidance is not specifically tailored to the Illinois state requirements.

OSHA has established risk levels of Very High, High, Medium and Low for job tasks and considers many of the tasks park district employees are currently doing to bLow Exposure Risk. However, your agency should still evaluate and implement reasonable safety measures. Review the OSHA guidelines to determine the exposure level of your golf operations and then determine your back-to-work processes for employees and how best to reopen your course. Once you begin implementing those procedures, communicate your golf course regulations and procedures to both employees and the public.

Golf Maintenance – PGA Best Practices

- Maintain social distancing at all times (6 feet between people). If employees cannot maintain social distancing due to job task requirements (e.g., two-person lift), provide appropriate PPE for them.
- Train staff and provide resources on personal hygiene.
- Adopt (if your agency has not already) and enforce sick policies for employees.
- Stagger start times/shifts.
- Limit number of employees at meetings, lunch breaks, etc., and suspend use of common areas.
- Encourage lunch and breaks in open-air locations if possible.
- Do not allow visitors (e.g., contractors, distributors) in maintenance areas.
- Conduct meetings and training remotely, using a virtual platform when possible or in open-air locations if not.
- Allow employees to telework if their position (e.g., administrative tasks) does not require being on-site.
- Keep all personal belongings in personal vehicles.
- Create and implement cleaning and disinfecting procedures for facility and equipment.
- Restrict areas such as irrigation structures/pump houses to employees specific to the task.
- Wear disposable gloves and face coverings and change when necessary.
- Assign carts, radios and other tools to each employee requiring them to avoid multiuse.
- Stagger or break up crews in different parts of the course to limit exposure to others.
- Create and communicate end-of-shift procedures for cleaning and disinfecting.
- Develop policy requiring employees to leave immediately after their shift to prevent socializing.

Golf Operations - PGA Best Practices

Re-opening your golf course includes evaluating work exposure-levels as well as following state guidelines for a phased opening. Click here to see Illinois's current golf operational restrictions as well as future updates. Follow these requirements when your agency opens its golf course.

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Golf Operations - Beginning May 29, 2020

- Create and implement social distancing protocols for all golfers.
- Use signage to describe organizational changes including no congregating in groups larger than 10, increased frequency of cleaning and disinfecting, no handshakes and maintaining social distance between players.
- Consider posting IL DCEO guidance (and any amended guidance) prominently, such as on your agency's website.
- Provide only telephone or online tee-time reservations spaced at least 10 minutes apart per state quidelines to maintain social distancing.
- Do not allow spectators or guests; permit only registered golfers.
- Players may be in foursomes.
- Golf carts are permitted. Individuals not members of the same household shall use individual carts. Golf course shall sanitize each cart after each use.
- Keep on-course practice facilities and touchpoints (such as c, benches, bag drops, ball washes, rental equipment and water coolers, etc.) closed.
- Driving ranges, practice ranges, chipping greens and putting greens can operate at 50-percent capacity.
- Keep clubhouses closed. Pro shops may re-open in compliance with the retail quidelines.
- Halfway houses are allowed for takeaway service and outdoor seating consistent with <u>outdoor</u> <u>restaurant guidelines</u>. The indoor dining room should remain closed.
- Restaurants can remain open for takeaway service and outdoor seating consistent with outdoor restaurant guidance. The indoor dining room should remain closed.
- Provide hand sanitizer and soap in all open restrooms, including those on the course.
- Sanitize restrooms regularly. Follow the CDC's <u>Guidance for Administrators in Parks and</u> <u>Recreational Facilities</u> on which products to use.
- Encourage golfers to bring their own hand sanitizer to use during the round.
- Courses will operate at a minimum basic operations level of employees to limit customer/employee contact (i.e., starter, course manager, maintenance crew, kitchen staff to prepare to-go only food service). Create an environment that promotes very little interaction between golfer and staff.
- Establish an atmosphere of social distancing in parking lots and other typical gathering areas.
- Require face coverings when golfers are within 6 feet of each other.
- Eliminate rakes at bunkers and encourage golfers to use their feet to clean bunkers as best they can.
- Elevate the "bottom" of the cup: You can do this by placing the cup upside down, so the new bottom is roughly an inch below the lip of the hole or place Styrofoam in the bottom of the cup.
- Provide signage to tell golfers not to touch flags.
- Instruct golfers to bring home anything they brought onto the course including broken tees.
- You can offer outdoor golf lessons for individuals and groups of 10 or less, including the golf instructor(s). Individuals should remain a minimum 6 feet apart during the lesson or wear face coverings when within 6 feet of each other. Individuals should handle only their own clubs.
- Remove all water jugs and restrict use of water fountains. Use signage and possibly barriers to close off water fountains.

Golfer Restrictions

State, county and local villages and cities may implement player restrictions. Review all restrictions and communicate them to golfers. Click here for current state player restrictions. Check your local government website for postings of restrictions.



COVID-19 Phase 3 Outdoor Recreation Re-opening Recommendations

Beginning May 29, 2020, Illinois entered Phase 3 of the Restore Illinois Plan, which allows certain businesses and operations to re-open. Governor Pritzker's **Executive Order 2020-38** allows for Outdoor Recreation services to operate. Notably, outdoor recreation includes: driving ranges, outdoor shooting ranges, paintball courses, outdoor adventure parks and similar operations. However, more specific guidelines exist for youth sports, gyms and fitness centers, day camps, campgrounds, golf, boating/fishing, indoor/outdoor tennis and certain other activities. Outdoor recreational activities must also allow for 6-foot social distancing and follow Phase 3 guidelines. As PDRMA members begin to provide outdoor recreation, the health and safety of the community, program participants and staff should continue to be a top priority.

The Illinois Department of Commerce and Economic Opportunity (DCEO) issued minimum <u>guidelines</u> <u>and best practices</u> for Outdoor Recreation services along with separate <u>guidelines for campgrounds</u>. Illinois Department of Natural Resources (IDNR) has also issued additional guidelines for public campsites. Revise your agency policies and practices to align with DCEO and IDNR guidelines.

Restore Illinois Phase 3 plan identified areas that will not open at all during this phase.

- Phase 3 does NOT permit operation of water parks and splash pads.
- Phase 3 does NOT allow the reopening of playgrounds.

We encourage members to review the DCEO FAQ regularly for program-specific answers.

It is important to note that DCEO and IDNR use words and phrases specifically designed to allow discretion in some (but not all) areas (e.g., "may," "if practical," "where possible," etc.), rather than dictate strict requirements (e.g., "shall," "must," etc.). PDRMA recommends you read and follow these guidelines absent a compelling reason, such as heightened safety risks, not to adopt the guidelines.

Below are PDRMA recommendations and best practices to consider along with DCEO and IDNR guidance.

Guidance

POEO states you should make daily temperature checks for employees available before reporting to work. PDRMA's recommendation remains for members to avoid having their staff conduct temperature checks of employees on-site. Instead, we encourage policies that explain the signs and symptoms of COVID-19 to employees and patrons and require them to stay home if they have signs/symptoms, have recently tested positive or have had close contact with someone diagnosed with or suspected of having COVID-19; allow employees and patrons to take their *own* temperatures prior to arriving on-site; or have staff do symptom screening (such as a symptom questionnaire) from a social distance (6 or more feet) that does not cause patrons or staff to congregate or create other additional heightened safety risks. Please refer to LRN Alert 20-11 (sent May 5) and the COVID-19 Phase 3 Re-opening FAQs for additional information on the topic of temperature checks. (You can download both from the COVID-19

Resources page of the <u>PDRMA website</u> under Related Information, LRN Alerts and Facility/Operations, respectively.)

Although DCEO states you should conduct staff health screening/questionnaires on-site before
allowing employees to report to work, PDRMA recommends staff should conduct a selfquestionnaire *prior* to reporting to work. This will help prevent sick employees from coming onsite at all (and potentially infecting others) when diagnosed with or exhibiting signs and
symptoms of COVID-19. DCEO has <u>sample questions</u> to ask in a self-questionnaire. However,
if/when the Centers for Disease Control and Prevention (CDC) releases new signs/symptoms,
you will need to update your questionnaires accordingly.

Additional Recommendations

- Evaluate whether you have adequate staff, resources and PPE to re-open and operate outdoor recreation operations.
- Conduct an analysis of each outdoor recreation activity and operation to identify the risk exposure and risk tolerance your agency is willing to accept.
- Control communication to prevent multiple people talking loudly, shouting, or singing as these
 activities increase the distance respiratory droplets can travel and thus, increase the possibility of
 spreading COVID-19. Encourage quiet, nonverbal activities when possible.
- Review the current executive order, state guidelines, local guidelines and professional organizations' recommendations to determine if the activity is appropriate for each phase.
- Analyze the risk of each outdoor recreation activity and operation to determine the agency's ability to operate in compliance with all laws, standards and guidelines.
- Take steps to ensure all water fountains and hand washing stations, except for touchless water bottle refill stations, are unavailable or turned off.
- Ensure you have enough necessary PPE for maintenance staff. Follow OSHA/IDOL guidance and SDS information to protect employees assigned to clean. Ensure each location has adequate supplies such as hand soap, hand sanitizer and paper towels.
- Post handwashing, sanitizing and other hygiene information as well as updated policies and
 procedures related to COVID-19 on your website, social media and entrances to outdoor
 recreation areas. Include that the public and employees must wash hands with soap and water
 or use hand sanitizer before participating in activities and regularly throughout the activity.
- Review current attendance and sick leave policies and procedures. Develop new policies and procedures outlining mandatory leave for the public and staff with close-contact exposure to, symptoms of or a confirmed case of COVID-19.
- Provide detailed behavior management policies and code of conduct that includes details for social distancing, wearing face coverings, behavior expectations, accommodations restrictions, etc.
- Create and implement a system for regularly cleaning and disinfecting restrooms/showers.
- Provide online registration or payment as frequently as possible to avoid in-person transactions.

Additional Resources

- Boating and Fishing Guidelines.
- Indoor/Outdoor Tennis.
- Camping
- US Chamber of Commerce Return-to-work Plan.
- Centers for Disease Control and Prevention.



COVID-19 Phase 3 Youth Sports Re-opening Recommendations

Beginning May 29, 2020, Illinois entered Phase 3 of the Restore Illinois Plan, which allows certain businesses and operations to re-open. Governor Pritzker's Executive Order 2020-38 allows for Youth Sports to operate in limited situations, which include drills, practices and lessons without contact between individuals. These activities must maintain 6-foot social distancing and does not allow competitive games. As PDRMA members bring back youth sports, the health and safety of the community, program participants and staff should be a top priority.

The Illinois Department of Commerce and Economic Opportunity (DCEO) issued minimum <u>guidelines</u> <u>and best practices</u> along with a <u>toolkit</u> agencies should be familiar with. Revise your agency's policies and practices to align with DCEO's guidelines and regularly review them along with DCEO's <u>FAQ</u> document for program-specific answers.

It is important to note DCEO uses words and phrases specifically designed to allow discretion in some (but not all) areas (e.g., "may," "if practical," "where possible," etc.), rather than dictate strict requirements (e.g., "shall," "must," etc.). PDRMA recommends you read and follow these guidelines absent a compelling reason, such as heightened safety risks, not to adopt the guidelines.

Below are some additional PDRMA recommendations and best practices to consider.

Guidance

- DCEO states you should make daily temperature checks for employees and participants available (if practical) before entering the program. PDRMA's recommendation remains for members to avoid having their staff conduct temperature checks of employees or patrons onsite. Instead, we encourage policies that explain the signs and symptoms of COVID-19 to employees and patrons and require them to stay home if they have signs/symptoms, have recently tested positive or have had close contact with someone diagnosed with or suspected of having COVID-19; recommend both employees and patrons take their *own* temperatures prior to arriving on-site; or have staff do symptom screening (such as a symptom questionnaire) from a social distance (6 or more feet) that does not cause patrons or staff to congregate or create other additional heightened safety risks. Please refer to LRN Alert 20-11 (sent May 5) and the COVID-19 Phase 3 Re-opening FAQs for additional information on the topic of temperature checks. (You can download both from the COVID-19 Resources page of the PDRMA website under Related Information, LRN Alerts and Facility/Operations, respectively.)
- Although DCEO states you should conduct participant and staff health screening/questionnaires on-site before allowing a participant to enter or employees to report to work, PDRMA recommends parents conduct a health questionnaire prior to bringing their child to the program and staff should conduct a self-questionnaire prior to reporting to work. This will help prevent sick employees and participants from coming on-site at all (and potentially infecting others) when diagnosed with or exhibiting signs and symptoms of COVID-19. DCEO has sample questions to ask in a self-questionnaire. However, if/when the Centers for Disease Control and Prevention (CDC) releases new signs/symptoms, you will need to update your questionnaires accordingly.

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Additional Recommendations

- You should evaluate whether you have adequate staff, resources and PPE to re-open and operate youth sports safely.
- Conduct an analysis of each sport to identify the risk exposure and risk tolerance your agency is willing to accept.
- Review the current executive order, state guidelines, local guidelines and professional organizations' recommendations to determine if the sport is appropriate in each phase.
- Analyze the risk of each sport to determine your agency's ability to operate in compliance with all laws, standards and guidelines.
- Consider staggering drop-off and pick-up times to avoid overcrowding of children and parents/guardians.
- Families should provide snacks and drinks for their respective children.
- Take steps to ensure all water fountains and hand washing stations, except for touchless water bottle refill stations, are unavailable or turned off.
- Ensure you have enough necessary PPE for maintenance staff. Follow OSHA/IDOL guidance and SDS information to protect employees assigned to clean. Ensure each location has adequate supplies such as hand soap, hand sanitizer and paper towels.
- You should post handwashing, sanitizing and other hygiene information as well as updated
 policies and procedures related to COVID-19 on your website, social media and distribute it to all
 parents. Include that participants and employees must wash hands with soap and water or use
 hand sanitizer before participating.
- Review current attendance and sick leave policies and procedures. Develop new policies and procedures outlining mandatory leave for participants and staff with close-contact exposure to, symptoms of or a confirmed case of COVID-19.
- Correspond via emails and letters with youth sport families and staff about health and sanitation practices, and COVID-19 policies and procedures.
- Provide detailed behavior management policies and codes of conduct that include details about social distancing, wearing face coverings, behavior expectations, accommodations, restrictions, etc.
- Identify all indoor entrances, foyers, hallways, nearby meeting rooms, gathering areas and locker rooms where large volumes of people can pass through, congregate or wait in line.
 - Display visual markers 6 feet apart at any queue points.
 - Limit the number of entrances through which the public can enter and exit.
 - Provide appropriate signage to discourage gathering or congregating.
 - Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity to isolate before being picked up to leave. Please note, children should not be left alone in isolated areas of the facility and should not be isolated 1:1 with staff.
 - Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to maximum extent possible.
- See additional guidance in PDRMA's COVID-19 Best Practices to Re-open and Restaff
 Facilities document. You can download it from the COVID-19 Resources page of the PDRMA website under Related Information, Facility/Operations.
- Evaluate the current open space available for youth sports to develop a plan to maintain a minimum of a 30-foot distance between each group of 10 people.

Professional Organizations/ Affiliate Groups

Many agencies contract their athletic or sporting programs with affiliate groups and/or belong to large national organizations. When analyzing your agency's sports and athletics, identify the risk exposure each sport presents. Many professional organizations such as the Illinois High School Association (IHSA), Little League, American Youth Soccer Organization (AYSO) and others have guidelines that include administrative and engineering considerations for each sport. As the Restore Illinois Plan continues to roll out, refer to the specific recommendations of the executive orders, state and local guidelines and those of professional organizations. We also encourage you to revisit our COVID-19 Phase 3 Re-opening FAQs document frequently, as we continue to update it.

- Best practices when working with outside groups:
 - Review rental agreements, affiliate agreements, contracts and intergovernmental agreements for any additions needed during the Restore Illinois Plan.
 - Review all contracts and agreements with your corporate counsel.
 - o Implement policies and procedures to which outside groups must adhere.
 - o Communicate expectations to each outside group.

Additional Resources

- Youth sport organizations.
 - o AYSO.
 - o Little League.
 - o IHSA.
- US Chamber of Commerce Return-to-work Plan.
- Centers for Disease Control and Prevention.