



**PUBLIC HEARING**  
**January 18, 2021**  
**7:00 PM**

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a Public Hearing to Review Limited Bond BINA Resolution #2021-01 on January 18, 2021 at 7:00 PM via phone conference. Conference call # (786) 535-3211, Participant Access Code: 699-720-597. Public comments are welcome via email [bpattermann@genevaparks.com](mailto:bpattermann@genevaparks.com) or voicemail 630-262-2202 until 6:45 PM on January 18, 2021 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

Review Limited Bond BINA Resolution #2021-01

Hearing of Guests

Adjourn



## **REGULAR SCHEDULED MEETING**

**January 18, 2021**

**7:05 P.M.**

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a regular scheduled meeting on January 18, 2021 at 7:00 PM via phone conference. Conference call # (786) 535-3211, Participant Access Code: 699-720-597. Public comments are welcome via email [bpattermann@genevaparks.com](mailto:bpattermann@genevaparks.com) or voicemail 630-262-2202 until 6:45 PM on January 18, 2021 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: Christy Powell – 15 years!!!

Reading of Minutes: Regular Scheduled Meeting – December 14, 2020  
Public Hearing (Tax Levy Ordinance) – December 14, 2020  
Long Range Planning Committee – January 12, 2021

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

### **CORRESPONDENCE**

#### **OLD BUSINESS**

Safety Committee Report Review  
Limited Bond BINA Resolution #2021-01  
COVID-19 Financial Update

#### **COMMUNICATIONS**

##### **STAFF REPORTS**

Superintendent of Parks and Properties

Superintendent of Recreation

#### **NEW BUSINESS**

2020 Stone Creek Miniature Golf/Disc Golf Annual Report  
2021 Short & Long Range Plan Annual Goals & Objectives and 2021 Master Plan Update Details  
2021 Budget & Personnel Evaluation Calendar  
Vehicle Auction Results  
Policy Manual Updates: Birthday Party, Playhouse 38, Park Maintenance

#### **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  
REGULAR SCHEDULED MEETING MINUTES  
December 14, 2020  
7:05 p.m.**

**CALL TO ORDER**

President VanderVeen called the meeting to order at 7:05 p.m.

**ROLL CALL**

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

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

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](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

**HEARING OF GUESTS**

None

**READING OF MINUTES**

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of November 16, 2020 as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

**CLAIMS AND ACCOUNTS**

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

**TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT**

Superintendent of Finance & Personnel Powell reviewed the November financial reports & stated two CD's that the District shares with the School District have matured and were renewed for another term. The District is 58% through the fiscal year and on track. The COVID projections are trending where we had expected them to be, however due to the latest changes in mitigation, our programs have been affected and refunds will be issued. Executive Director Lambillotte noted that in January, an updated COVID projection will be shared with the Board. Ms. Powell stated that a BINA meeting is scheduled in January along with the BINA Resolution. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

**APPROVAL OF THE AGENDA**

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

## CORRESPONDENCE

Executive Director Lambillotte stated that there were numerous positive comments and emails included electronically for the Board to review. All the Board Members expressed their gratitude and thanked staff for their continued dedication, hard work and innovation during the past year with the ever-changing obstacles that have been presented during the pandemic.

## **OLD BUSINESS**

### TAX LEVY ORDINANCE #2020-07

Supt. of Finance & Personnel Powell stated this is the third draft of the ordinance presented to the board and it has remained the same. There have been no changes made to the ordinance since the October board meeting. The ordinance will be filed with the Kane County Clerk before the last Tuesday in December. Commissioner Moffat made a motion to approve the Tax Levy Ordinance #2020-07 as presented. Vice President Frankenthal seconded. Roll call vote was taken with all in favor. Motion carried.

### SMOKING – TOBACCO FREE POLICY

President VanderVeen stated that a voice vote was taken at last month's meeting and with the virtual Open Meeting Act regulations, a roll call vote is needed to pass the Smoking – Tobacco Free Policy. Vice President Frankenthal made a motion to approve the Smoking – Tobacco Free Policy as presented at the November 16, 2020 Board Meeting. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

### POLICY MANUAL UPDATE: OPERATIONS PROCEDURES, PARK ORDINANCE, BLOODBORNE PATHOGENS, SPRC & SCC

President VanderVeen stated that a voice vote was taken at last month's meeting and with the virtual Open Meeting Act regulations, a roll call vote is needed to pass the Policy Manual Updates for the Operations Manual, Park Ordinance, Bloodborne Pathogens, SPRC and SCC. Vice President Frankenthal made a motion to approve the Policy Manual Updates for the Operations Manual, Park Ordinance, Bloodborne Pathogens, SPRC and SCC as presented at the November 16, 2020 Board Meeting. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

## COMMUNICATIONS

Director Lambillotte stated that the District has received the first portion of the Cares Act Funding for the money that was spent on COVID related items. Staff is gathering information to submit to the County as it relates to additional COVID relief funding.

Director Lambillotte stated the Annual Short and Long Range Plan Committee meeting will need to be scheduled in January with staff and two board representatives, Bre Cullen and John Frankenthal. A meeting was set for January 12<sup>th</sup>, 2021 at 4:00 p.m.

Staff have been working on finalizing documents associated with the \$100,000 Island Park grant project.

Staff is preparing to begin the 2021-2022 budget process as well as preparing for annual staff evaluations.

With Tier 3 mitigations still in place, staff has begun the process of refunding a number of classes for the remainder of the fall season. Plans are underway for navigating through the ever changing mitigations and how programs can successfully run. This will likely adversely affect our previous COVID 19 revenue/expense projections which we will update the Board on at our January meeting.

The District has been contacted by the UP Railroad to approve an updated appraisal of our Dryden Park property so that they may request an extension of our present temporary easement agreement.

The virtual version of Wine Cheese and Trees will be held on February 27<sup>th</sup>, 2021. Plans are being finalized and promotional materials have begun to be distributed.



Staff has planted the first 50 trees for an Oak Savannah at Peck North. An additional 50 trees will be planted this upcoming spring.

### **FUTURE MEETINGS**

Long Range Plan Committee (Bre Cullen & John Frankenthal)	January 12, 2021	4:00 PM
Regular Scheduled Meeting	January 18, 2021	7:00 PM
Regular Scheduled Foundation Meeting	January 26, 2021	7:00 PM

### **STAFF REPORTS**

#### **SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks Culp reviewed his report. Staff members finished planting 50 trees at Peck North for the new Oak Savannah. Tennis courts are being cleared off daily as usage is still in high demand. Staff installed Christmas decorations at facilities throughout the District. The entryway pillars at Sunset Community Center have been repainted. Staff is in the process of replenishing play surfaces this winter. Three ash trees were removed at Eaglebrook this last week, staff will continue monitoring ash trees around the District. We continue looking for ways to upgrade and improve the ice pre-treatment. Staff installed railings on three box culvert bridges at Esping Park. Staff is working on the winter maintenance list. The natural boulder seating at Peck North has been installed. Contractor is working on crossing beacons for the crosswalk between Peck Farm North and South. Additional park signs are being installed. Several prescribed burns have been completed this year, totaling around 100 acres. If weather permits, staff plans to complete more burns. Staff continues working on grant paperwork for the Island Park Drainage Project.

#### **SUPERINTENDENT OF RECREATION**

Supt. of Recreation Vickers reviewed her report. Tier 3 mitigations remain in effect for the foreseeable future. We have been able to hold a small number of programs outdoors and were successful in transitioning certain programs to a virtual platform which included the Playhouse 38 production, and fitness programs. Fitness centers are allowed to remain open with additional measures put into place. The two most notable changes include reduction of capacity to 25% coupled with a reservation system, and mandating masks be worn at all times including while engaging in physical exercise. Preschool is still up and running, they are currently working on recording a holiday celebration to be sent out to the parents. Winter break camps can continue to operate over the 2-week holiday break. The Hello Santa calls will be made this week. Santa's special delivery was very successful and visited over 50 households. SRFC and SPRC membership and revenue were reviewed.

### **NEW BUSINESS**

#### **2020 SUNSET POOL & MILL CREEK POOL SURVEYS**

Aquatics & Recreation Supervisor Kalwat reviewed the surveys for both pools. The overall top box score for the entire survey at Sunset Pool was 97.07% and for Mill Creek Pool it was 98.31%. As typical with all surveys, staff evaluates the results and makes adjustments where necessary to elevate the facilities. Cleanliness of the pools and locker rooms will continue to be one of the main focuses for the upcoming season. Staff also plans to look into additional shade structures for the pools and to complete tile work at Mill Creek Pool.

#### **2020 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS**

Aquatics & Recreation Supervisor Kalwat was present to review the 2020 Annual Pool Reports. This was Sunset Pool's 24<sup>th</sup> summer of operation and Mill Creek Pool's 14<sup>th</sup> summer of operation, 7<sup>th</sup> managed by the Geneva Park District. Both pools were able to open successfully in record time due to the COVID pandemic. There were 15,838 unique visits between both facilities. This was the 13<sup>th</sup> summer that the District used StarGuard Elite and was given a 5 star audit in August, the highest rating that can be given. Swim lessons took place in a reduced manner with only private lessons being offered. New aqua fitness classes were offered and garnered much interest. Concession stands at both facilities did not operate in 2020 due to COVID. Mr. Kalwat reviewed the season pass fees and daily fees. The revenue and expenses were reviewed. Staff recommends to continue selling pool memberships online, cross training staff in multiple positions and continue using

StarGuard Elite as the Lifeguard certifying agency. Staff recommends increasing pool membership fees as they have not been increased for the last few years. Mr. Kalwat reviewed the recommendations for the 2021 season. Executive Director Lambillotte and Supt. Vickers recognized Joey Kalwat for a successful year despite all the challenges COVID presented stating what an excellent and valuable Supervisor he is. After some discussion, Commissioner Moffat made a motion to approve the Geneva Park District 2020 Sunset Pool & Mill Creek Pool Annual Reports with the recommendations for the 2021 season as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

#### 2021 BOARD MEETING SCHEDULE

The regular scheduled board meetings will be held on the third Monday of the month at 7:00 p.m. except for the December board meeting, which will be held at 7:00 p.m. on the second Monday. The 2021 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Moffat made a motion to approve the 2021 Board Meeting Schedule as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

#### POLICY MANUAL UPDATE: PERSONAL TRAINING, GYMNASTICS, GIRLS & ADULT SOFTBALL, DANCE, SUMMER CAMP & KID'S ZONE

Executive Director Lambillotte stated that as a matter of housekeeping, department heads & staff have all reviewed the following to include more accurate information of current procedures: Personal Training, Gymnastics, Girls & Adult Softball, Dance, Summer Camp and Kid's Zone. After some discussion, Commissioner Moffat made a motion to approve the Personal Training, Gymnastics, Girl's & Adult Softball, Dance, Summer Camp and Kid's Zone as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

#### EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session at 8:31 p.m. for the purpose of discussing personnel. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

At 8:51 p.m. the Board returned to the Regular meeting from Executive Session.

#### ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:51 p.m. Commissioner Cullen seconded. A roll call vote was taken with all in favor. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT  
PUBLIC HEARING  
Tax Levy Ordinance #2020-07  
December 14, 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), Vice President Frankenthal (remote), Commissioner Lenski (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present.

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

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](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

Press: None

Guests: None

TAX LEVY ORDINANCE #2020-07

President VanderVeen opened up the floor for questions regarding the ordinance. Supt. Powell reviewed the tax levy ordinance.

HEARING OF GUESTS

None

At 7:05 p.m. Commissioner Moffat made a motion to adjourn from the public hearing meeting. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

With no public comment, President VanderVeen closed the Public Hearing at 7:05 p.m.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

## **MINUTES OF LONG RANGE PLANNING COMMITTEE**

**DATE:** January 12<sup>th</sup>, 2020

**TIME:** 4:00 p.m.

**PLACE:** Virtual Via GoToMeetings

**ROLE CALL:** The Long Range Planning Committee Meeting was called to order at 4:03 p.m. Vice President Frankenthal (remote) and Commissioner Cullen (remote) both answered present.

**PRESENT:** Commissioner Cullen (remote), Vice President Frankenthal (remote), Executive Director Sheavoun Lambillotte (remote), Supt. of Parks & Properties Jerry Culp, Supt. of Recreation Nicole Vickers (remote), Supt. of Finance & Personnel Christy Powell and Administrative Assistant Brynn Pattermann (remote).

### **ADOPT TEMPORARY PUBLIC COMMENT RULES:**

Vice President Frankenthal made 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](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen seconded. All ayes. Motion carried.

**PRESS:** None

**GUESTS:** None

### **SUBJECT MATTER DISCUSSED:**

Executive Director Lambillotte went over the purpose of the committee meeting which was to discuss the short and long range plans of the Park District. Each year the Geneva Park District updates and revises the Short and Long Range Plan Annual Goals and Objectives of the District. The leadership team used the same format from last year as it is more user friendly for the staff and the Board. Short/Long term goals are listed first and include past completed goals as well as specific goals staff plans to tackle next fiscal year. Ongoing goals are listed next, as a guideline for forming short/long term goals in the future. Also included were the District's Vision and Value Statements that were reviewed and approved by the Board last year. Input and direction for this process comes from program surveys, comment forms, Park District staff, the Board of Commissioners, the Master Plan, and the most recent Community Survey results. While staff feels it is important to review this document each year, our short term goals largely revolve around COVID-19 recovery. Due to the impact of COVID-19, many of the District's goals and objectives, including Capital purchases, have been deferred as we navigate recovery. The primary focus going forward will be to bring the District back to its financial position prior to March of 2020. The Park District staff and Board members will attempt to accomplish their goals to the best of their ability.

Ms. Vickers highlighted several ongoing and completed projects done in the Recreation Department. These include the completion of Confined Space training for a few staff members and completion of Bassett training for the entire Recreation Department. Staff is researching a Pandemic policy along with procedures for the District to adopt. On the horizon is the renovation of the Mini Golf hut; renovation of the locker rooms at Sunset Pool, including a family restroom; evaluating Halloween events for future viability and growth; continuing to develop partnerships

with private businesses to increase participation and awareness of our programs; and continue to work cooperatively with the School District. Staff is working to incorporate event specific training for volunteers and also cross-train the front office staff at both facilities to provide additional coverage when needed. Ms. Vickers added that the interpretive signage at Peck Farm Park is nearly complete and should be installed within the upcoming months.

Ms. Powell highlighted several administrative items that will be addressed over the next year and also highlighted items that have been completed. The District has completed and implemented Reasonable Suspicion training due to the legalization of marijuana and has also developed an onboarding and off-boarding employee program. We continue implementing the IL minimum wage law which began on Jan 1, 2020 and will continue through Jan 1, 2025. With that, comes analyzing the budgetary impact of increased minimum wage rates and wage compression. The District plans to provide cost recovery training to employees to ensure proper financial management of programs. Ms. Powell stated that we will conduct a salary survey of all full-time employees to ensure we are in alignment with market rates and compliance with exempt employee legislation and minimum wage. The District is in the process of reviewing programs and the registration process for possible updates and computer technology upgrades; utilizing widely used email/text messaging as a communication link with program participants. The District will continue training and promoting a strong workplace culture which includes focusing on inter-department relations. The District is also looking into purchasing software to implement paperless employee packets. The District is in the process of converting over to MetroNet as our internet service provider, which will result in faster internet speeds at all our facilities for the same cost as our old provider. Ms. Powell stated that we will continue to monitor and report to the board the financial impact of COVID-19 on the budget. Lastly, the District has applied and received grant relief funding for COVID-19 expenditures and will continue to look for additional funding when available.

Mr. Culp highlighted several partially completed projects and ongoing projects that the Parks Department are working on and will continue to work on. These include removing Osage Orange and Ash trees from Washburn Park; addressing water intrusion at Island Park with the Grant the District received; implement a Master Key system for buildings; customizing facility inspection checklists for preventative maintenance; research outdoor surveillance cameras at facilities; and research new dog friendly elements at some parks. Vice President Frankenthal asked about the dog friendly elements. Supt. Culp stated that the District is looking to add in some of our parks more dog friendly elements that dog owners can utilize while their dogs are on leash. Staff is in the process of mapping all memorial trees with GIS and develop a maintenance plan. Several new park signs have been designed and installed throughout our parks and will continue until they are all replaced. The first 50 trees have been planted at Peck North to start the Oak Savannah, an additional 50 trees are on order and will be planted in conjunction with Earth Day. Staff has been collecting acorns and have been planting them in our greenhouse to give them away in the spring. Vice President Frankenthal added that this was a great idea and we should consider utilizing the acorn trees at some of our events. The Parks Department's cross training of staff to learn more trades has proven to be beneficial and has provided cost savings for the District. We have been able to do many tasks in-house including concrete work and repurposing limbs/trees as furniture to be added in the parks. The renovation of the Skate Park has been put off, but staff looks forward to this process once we have financially recovered from COVID-19. Staff continues to research the best practices for ice/snow control and conducts training on the reduction of salt use. Plans continue for vehicles and equipment that come up for replacement with units that have idle shutdown. Staff has been partnering with other districts and agencies to do trainings for prescribed burns, proper use of equipment and the use of chainsaws.

Ms. Lambillotte discussed some ongoing and completed projects as well. Some of these projects include the completion of Fourth Street, Bricher Park and Library Park Playground renovations. The sprayground at Sunset Pool has been installed. Staff has met with Garden Club to discuss and plan the redesign and Phase 1 of Garden Club Park once the District has recovered from COVID-19. The District is looking to pursue completing the Wheeler west bike path through to State Street. On the horizon, staff is researching options to replace the Kid's Korral indoor playground at SPRC, renovating the locker rooms at Sunset Pool, investigate resurfacing Sunset bathhouse and sprayground, investigate cost and work schedule to repair the basement of the Peck House and develop the Peterson property. With the popularity of pickleball, staff plans to offer an outdoor pickleball league. Staff is in the process of developing additional pandemic guidelines to continue offering all programs, events and facility usage. The 1<sup>st</sup> compost bin has been installed at the Community Gardens. The Foundation has agreed to assist with the addition of a play/climbing area at Peck Farm Ball Fields. Staff is preparing to be "Shovel Ready" for any grants that may become available for funding to renovate the Wheeler Park Mini Golf Hut and expand it into a recreation support facility.

Ms. Lambillotte reviewed the 2020 Master Plan Details. This document mirrors much of what is in the Long and Short Range Plan. It provides CIP project descriptions, highlights fixed cost items, the vehicle replacement schedule, five year technology budget, and park playground replacement schedule.

Ms. Lambillotte highlighted several projects on the construction fund summary (CIP) noting that an additional column has been added for COVID projections. She also mentioned that the District's park acreage has changed slightly due to the renovation and relocation of Library Park. Ms. Lambillotte added that playground replacements and vehicle/equipment replacements for this fiscal year have been deferred due to COVID-19. On the horizon, the District plans to hire an Assistant Superintendent of Finance & Personnel. The District plans to integrate the Peterson property into the Master Plan, repurpose an additional storage building at Peck Farm, a small ballfield renovation at Sunset, updating the Geneva Park District Master Plan in 2024 and Distinguished Agency reaccreditation in 2022-2023. She also added that the Community Survey was put off due to COVID.

With no further discussion, Vice President Frankenthal made a motion to adjourn the committee meeting at 5:33 PM. Commissioner Cullen seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

DATE: 01/11/21  
TIME: 16:53:32  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 011121

CONSTRUCTION PAID

FROM CHECK # 115330 TO CHECK # 115335

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115330	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-NOVEMBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	415.00
			CHECK TOTAL	415.00
115331	CENTRAL TREE SERVICE, LLC	PLAYGROUND MULCH-VARIOUS PKS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	3,360.00
		PLAYGROUND MULCH-VARIOUS PKS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,120.00
			CHECK TOTAL	4,480.00
115332	CURRIE MOTORS	2020 DUMP TRUCK W/CHIPPER	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	57,951.00
			CHECK TOTAL	57,951.00
115333	EXPERT ROOFING INC.	FINAL PAYMENT-WHLR ROOF PROJ	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	4,350.00
			CHECK TOTAL	4,350.00
115334	L.S.M. MASONRY INC.	SCC FRONT PILLARS PROJECT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	500.00
			CHECK TOTAL	500.00
115335	POST CONCRETE REPAIR &	DEEP WELLPOOL CRACKS/JOINT RPR	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	3,500.00
			CHECK TOTAL	3,500.00
			WARRANT TOTAL	71,196.00

DATE: 01/14/21  
TIME: 15:01:29  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 011521

CONSTRUCTION UNPAID

PAGE: 1

FROM CHECK # 115336 TO CHECK # 115343

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115336	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-DECEMBER	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,776.25
			CHECK TOTAL	2,776.25
115337	BLACK LINE FOX VALLEY LLC	BLACKLINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.50
			CHECK TOTAL	615.50
115338	CENTRAL TREE SERVICE, LLC	FIBAR MULCH-VARIOUS PKS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,120.00
			CHECK TOTAL	1,120.00
115339	DRIESSEN CONSTRUCTION CO.INC.	SCC FRONT ENTRANCE PROJECT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	9,500.00
			CHECK TOTAL	9,500.00
115340	ENGINEERING RESOURCE ASSOC.INC	SCC PKING LOT PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,060.00
			CHECK TOTAL	2,060.00
115341	GRAYBAR ELECTRIC COMPANY, INC.	PFP CONDUIT FOR FIBER OPTIC	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	245.25
			CHECK TOTAL	245.25
115342	MENARDS	PFP FIBER OPTIC PROJECT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	56.46
		PFP FIBER OPTIC PROJECT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	42.69
		IRRIGATION PIPE	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	69.99
		PFP FIBER OPTIC PROJECT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	72.56
		PFP BARN ELECTRIC REPAIR PARTS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	141.18
		PFP FIBER OPTIC PROJECT SPLYS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	76.32
			CHECK TOTAL	459.20
115343	RECYCLE DESIGN INC.	REPLACED BENCH TRUSSES-ISLAND	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	589.00
		REPLACEMENT BENCHES-4TH STR PK	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,176.00
			CHECK TOTAL	2,765.00
			WARRANT TOTAL	19,541.20



DATE: 01/11/21  
TIME: 16:50:00  
ID: AP490000.WOW

GENEVA PARK DISTRICT  
WARRANT NUMBER 011121

GENERAL PAID

PAGE: 1

FROM CHECK # 75075 TO CHECK # 75136

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75075	ABLE PEST CONTROL, INC.	PEST CONTROL-DECEMBER	RECREATION / SPRC	105.00
		PEST CONTROL-DECEMBER	CORPORATE / PECK FARM	85.00
			CHECK TOTAL	190.00
75076	ACTION PRINTING CORP	WINTER BROCHURE	RECREATION / PUBLIC INFORMATION	10,715.72
			CHECK TOTAL	10,715.72
75077	JORGE ALEJO	FY 20/21 BOOT REIMB	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
75078	ALLEGIANFIRE PROTECTION	ANNUAL SPRINKLER SYSTEM TEST	RECREATION / SUNSET RACQUETBALL & FITNESS	210.00
			CHECK TOTAL	210.00
75079	ANTHONY ROOFING TECTA AMERICA	INSTALL NEW SKYIGHT-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	1,600.00
			CHECK TOTAL	1,600.00
75080	AT&T	AT&T-PFP MAINT INTERNET	CORPORATE / PECK FARM	68.06
			CHECK TOTAL	68.06
75081	BANNER UP SIGNS	SIGNAGE-COMM GARDENS	CORPORATE / PARKS ADMINISTRATION	86.00
		SIGNAGE-LIVE YOUR BEST LIFE	RECREATION / REC ADMINISTRATION	150.00
			CHECK TOTAL	236.00
75082	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
75083	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00
75084	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	97.34
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	519.16
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	169.96
		CALL ONE MONTHLY SVC	RECREATION / SPRC	808.62
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	198.01
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	49.50
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	125.37
			CHECK TOTAL	1,967.96

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FROM CHECK # 75075 TO CHECK # 75136

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75085	CHASE CARD SERVICES	SAFETY PERSON AWARD	CORPORATE / PARKS ADMINISTRATION	17.50
		SAFETY PERSON AWARD	RECREATION / REC ADMINISTRATION	17.50
		REFUND FOR TAX CHARGE	RECREATION / REC ADMINISTRATION	-49.99
		VIRTUAL MTG SVC	RECREATION / REC ADMINISTRATION	39.57
		KZN MILL CREEK-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	51.92
		KZ WLMSBRG-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	103.98
		WINTER BREAK TRIP EXPENSE	RECREATION / IN SERVICE DAYS PROGRAMS	133.67
		KZN FABYAN-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	40.62
		ANIMAL FOOD	CORPORATE / PECK FARM	161.54
		MIC TO USB ADAPTER-RECORDING	RECREATION / PLAYHOUSE 38	13.99
		4 - 3D MASKS	RECREATION / REC ADMINISTRATION	79.92
		RAIN PONCHO & UMBRELLAS	RECREATION / NORTH POLE TRAIN	41.94
		3-3D COVID MASKS	RECREATION / REC ADMINISTRATION	59.94
		PH38 COSTUME SPLYs	RECREATION / PLAYHOUSE 38	58.98
		BUS DECORATIONS	RECREATION / NORTH POLE TRAIN	262.03
		PIZZAS FOR SANTA DELIVERY	RECREATION / NORTH POLE TRAIN	405.00
		SPARK CAMP PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	145.36
		3-THERMOMETERS & BATTERIES	RECREATION / REC ADMINISTRATION	149.69
		DECORATIONS FOR HOLIDAY SHOW	RECREATION / PARK DISTRICT PRESCHOOL	140.61
		GMAIL ACCOUNT SERVICE FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		SPRC SPEED BUMP SIGNAGE	CORPORATE / PARKS ADMINISTRATION	89.40
		DRILL-WHLR PK	CORPORATE / PARKS ADMINISTRATION	219.00
		ENTRANCE LIGHT FIXTURE	RECREATION / SUNSET RACQUETBALL & FITNESS	63.20
		POWER WASHER ATTACHMENT	CORPORATE / PARKS ADMINISTRATION	70.99
		FUSES	RECREATION / SUNSET RACQUETBALL & FITNESS	24.86
		HAND SANITIZER	RECREATION / REC ADMINISTRATION	3.21
		KEYBOARD COVER	RECREATION / REC ADMINISTRATION	9.95
		STAFF APPRECIATION-GIFT CARDS	RECREATION / SPRC	190.78
		SPRC VENDING MACHINE SPLYs	RECREATION / SPRC	57.88
		SRFC VENDING MACHINE SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	29.16
		ZIP TIES	RECREATION / NORTH POLE TRAIN	3.82
		REPLACEMENT CABLES	RECREATION / SPRC	114.33
		2-ZOOM ACCOUNT-VIRTUAL FITNESS	RECREATION / REC ADMINISTRATION	29.98
		PFP PRINTER CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	123.89
		NITRILE WORK GLOVES	CORPORATE / PARKS ADMINISTRATION	179.99
		WORK LIGHT	CORPORATE / PARKS ADMINISTRATION	53.00
		TRUCK #218 BACK-UP CAMERA	CORPORATE / PARKS ADMINISTRATION	206.50
		VARIOUS MECHANIC SHOP SPLYs	CORPORATE / PARKS ADMINISTRATION	412.19

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FROM CHECK # 75075 TO CHECK # 75136

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75085	CHASE CARD SERVICES	PRE-TREATMENT SPRAYER PARTS	CORPORATE / PARKS ADMINISTRATION	14.19
		SAFETY GLASSES, GOGGLES	CORPORATE / PARKS ADMINISTRATION	116.48
		NEW PARK SIGN POSTS	CORPORATE / PARKS ADMINISTRATION	1,064.58
		PRAIRIE BURN GEAR	CORPORATE / PARKS ADMINISTRATION	86.58
		POSTAGE TO RETURN FENCE	CORPORATE / PARKS ADMINISTRATION	129.40
		LED EMERGENCY LIGHT FIXTURES	CORPORATE / PECK FARM	65.69
			CHECK TOTAL	5,238.82
75086	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	135.37
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	315.85
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	55.72
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	-5.43
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	29.03
		CITY WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION	104.45
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	44.63
		CITY WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION	41.88
		CITY WATER/SEWER-SCC POOL	RECREATION / SUNSET POOL	302.50
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	341.20
		CITY WATER/SEWER-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	74.18
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	44.57
		CITY ELECTRIC-HARRISON	CORPORATE / PARKS ADMINISTRATION	86.64
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.41
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	58.38
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	490.08
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	170.65
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	627.97
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.69
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,123.30
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	319.76
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	236.55
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	355.71
		CITY ELECTRIC-SUNSET BALLFIELD	RECREATION / ADULT SOFTBALL	51.51
		CITY ELECTRIC-SPRC	RECREATION / SPRC	5,344.55
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	41.22
		CITY ELECTRIC-ESPING PK	CORPORATE / PARKS ADMINISTRATION	23.31
		CITY WATER/SEWER-MOORE PK	CORPORATE / MOORE SPRAY PARK	66.91
		CITY ELECTRIC-MOORE PK	CORPORATE / MOORE SPRAY PARK	16.88
			CHECK TOTAL	10,602.60

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FROM CHECK # 75075 TO CHECK # 75136

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75087	CITYTECH USA, INC.	PUBLIC SALARY MEMBERSHIP FEE	CORPORATE / PARKS ADMINISTRATION	175.00
		PUBLIC SALARY MEMBERSHIP FEE	RECREATION / REC ADMINISTRATION	175.00
			CHECK TOTAL	350.00
75088	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	841.72
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	93.52
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	415.82
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	46.20
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	358.05
			CHECK TOTAL	1,755.31
75089	COMCAST CABLE	COMCAST-SPRC CABLE/INTERNET	RECREATION / SPRC	742.53
			CHECK TOTAL	742.53
75090	COMCAST CABLE	COMCAST-SCC INTERNET	RECREATION / REC ADMINISTRATION	283.92
		COMCAST-SRFC CABLE/INTERNET	RECREATION / SUNSET RACQUETBALL & FITNESS	553.61
			CHECK TOTAL	837.53
75091	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
75092	COMMUNICATIONS DIRECT INC.	2-2WAY RADIOS	CORPORATE / PARKS ADMINISTRATION	640.00
			CHECK TOTAL	640.00
75093	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SRFC VENDING MACHINE SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
75094	FRANK DELGIUDICE	PROP SPLYs-PH38 GOD OF CARNAGE	RECREATION / PLAYHOUSE 38	143.34
			CHECK TOTAL	143.34
75095	DUNHAM WOODS FARM, INC.	HORSEMANSHIP INSTR FEE-FALL	RECREATION / YOUTH	160.00
			CHECK TOTAL	160.00
75096	ELEVATOR TECHNICIANS, INC.	SPRC ELEVATOR TESTING	RECREATION / SPRC	299.00
			CHECK TOTAL	299.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75097	EVP ACADEMIES, LLC	VOLLEYBALL INSTR FEE	RECREATION / YOUTH VOLLEYBALL-INDOOR	499.07
			CHECK TOTAL	499.07
75098	GAMETIME INC.	LIONS PK PLAY EQUIP PART	CORPORATE / PARKS ADMINISTRATION	52.62
			CHECK TOTAL	52.62
75099	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MONTHLY MAINT	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESCH MONTHLY MAINT	RECREATION / SPRC	174.18
		GORDON FLESCH MONTHLY MAINT	CORPORATE / PARKS ADMINISTRATION	173.86
		GORDON FLESCH MONTHLY MAINT	RECREATION / REC ADMINISTRATION	260.79
			CHECK TOTAL	739.83
75100	W.W. GRAINGER CORP.	PICNIC TABLE REPAIR PARTS	CORPORATE / PARKS ADMINISTRATION	95.40
		HARD HATS & REPLACEMENT VISORS	CORPORATE / PARKS ADMINISTRATION	76.94
			CHECK TOTAL	172.34
75101	HAIGES MACHINERY, INC.	SPRC DRYER REPAIR	RECREATION / SPRC	185.00
			CHECK TOTAL	185.00
75102	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75103	ILLINOIS STATE POLICE	EMPLOYEE BACKGROUND CHECKS	CORPORATE / PARKS ADMINISTRATION	500.00
		EMPLOYEE BACKGROUND CHECKS	RECREATION / REC ADMINISTRATION	500.00
			CHECK TOTAL	1,000.00
75104	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	81.42
		IGS-SPRC	RECREATION / SPRC	487.23
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	18.95
		IGS-PFP MAINT	CORPORATE / PECK FARM	49.97
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	76.68
		IGS-PFP HOUSE	CORPORATE / PECK FARM	50.83
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	8.62
		IGS-SCC	RECREATION / REC ADMINISTRATION	481.63
			CHECK TOTAL	1,255.33
75105	JAKE KAPLAN	SPARK CAMP SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	143.16
			CHECK TOTAL	143.16

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75106	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	60.00
75107	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
75108	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
75109	TRACY LAPSHIN	FALL FENCING INSTR FEE	RECREATION / MARTIAL ARTS	800.00
			CHECK TOTAL	800.00
75110	MENARDS	DEICER SPRAYER PART	CORPORATE / PARKS ADMINISTRATION	35.41
		COAX CABLE	RECREATION / SPRC	8.57
		BATTERIES -TOWEL DISPENSERS	RECREATION / SPRC	78.48
		TREE CHEMICAL	CORPORATE / PARKS ADMINISTRATION	43.98
		FIBERGLASS REPAIR KIT/RESIN	CORPORATE / PARKS ADMINISTRATION	30.97
		HANDY REACHER	CORPORATE / PARKS ADMINISTRATION	9.97
			CHECK TOTAL	207.38
75111	METRO FIBERNET LLC	METRONET-MC POOL INTERNET	RECREATION / MILL CREEK POOL	17.25
			CHECK TOTAL	17.25
75112	METRO FIBERNET LLC	METRONET-PH38 INTERNET FEE	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
75113	METRO FIBERNET LLC	METRONET-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	102.20
			CHECK TOTAL	102.20
75114	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	99.75
		WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	8.07
			CHECK TOTAL	107.82
75115	NORTH AMERICAN CORP	BRUSH ASSEMBLY	RECREATION / SPRC	48.18
			CHECK TOTAL	48.18
75116	OFFICE DEPOT	DIVIDERS,TABS,PENS	RECREATION / REC ADMINISTRATION	85.79

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FROM CHECK # 75075 TO CHECK # 75136

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75116	OFFICE DEPOT	BINDER CLIPS,POST ITS	RECREATION / REC ADMINISTRATION	41.91
		LEXMARK CARTRIDGE-SCC FRONT	RECREATION / REC ADMINISTRATION	83.14
		LEXMARK CARTRIDGE-SCC FRONT	RECREATION / SUNSET RACQUETBALL & FITNESS	83.15
		DESK CHAIR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	109.99
			CHECK TOTAL	403.98
75117	PLAYPOWER LT FARMINGTON	HARDWARE FOR SLIDE-HIGHLAND PK	CORPORATE / PARKS ADMINISTRATION	25.77
			CHECK TOTAL	25.77
75118	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75119	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
75120	RENTAL MAX, L.L.C.	RENTAL OF TRENCHER	CORPORATE / PARKS ADMINISTRATION	237.65
			CHECK TOTAL	237.65
75121	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	40.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	65.00
75122	SIGN TECH, INC.	DECALS FOR DUMP TRUCK	CORPORATE / PARKS ADMINISTRATION	270.00
			CHECK TOTAL	270.00
75123	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75124	SUBURBAN TIRE AUTO CARE CENTER	TRUCK FLAT TIRE REPAIRED	CORPORATE / PARKS ADMINISTRATION	39.73
			CHECK TOTAL	39.73
75125	BUMPER TO BUMPER	ABI HYDRO FILTER	CORPORATE / PARKS ADMINISTRATION	11.62
		MOWER BATTERY	CORPORATE / PARKS ADMINISTRATION	63.99
		TRANSMISSION FLUID	CORPORATE / PARKS ADMINISTRATION	13.18
		2014 TRUCK FRONT BRAKES	CORPORATE / PARKS ADMINISTRATION	201.84
			CHECK TOTAL	290.63

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75126	ULINE	10 BOXES-PLASTIC GLOVES	RECREATION / REC ADMINISTRATION	275.13
			CHECK TOTAL	275.13
75127	FRANK VAN AELST & ASSOC INC	ACCOUNTING SVC-NOVEMBER	RECREATION / REC ADMINISTRATION	425.00
		ACCOUNTING SVC-NOVEMBER	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00
75128	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.78
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	49.53
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	148.59
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	59.34
			CHECK TOTAL	259.24
75129	VESSEL, INC.	SOIL-RESTORATION OF STUMP AREA	CORPORATE / PARKS ADMINISTRATION	175.00
			CHECK TOTAL	175.00
75130	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
75131	WEE HEART MUSIC, INC.	WEE HEART FALL INSTR FEE	RECREATION / TODDLERS	33.60
			CHECK TOTAL	33.60
			CHECK TOTAL	0.00
75133	PARKINK	3 PLY MASKS (2,000)	RECREATION / REC ADMINISTRATION	1,434.30
			CHECK TOTAL	1,434.30
75134	GENEVA CONSTRUCTION COMPANY	SUNSET PARKING LOT PROJECT	SPECIAL RECREATION / SPECIAL RECREATION	264,932.10
			CHECK TOTAL	264,932.10
75135	ILLINOIS ASSOCIATION OF PARK D	IAPD ANNUAL MEMBERSHIP-2021	CORPORATE / PARKS ADMINISTRATION	3,163.45
		IAPD ANNUAL MEMBERSHIP-2021	RECREATION / REC ADMINISTRATION	3,163.45
			CHECK TOTAL	6,326.90
			WARRANT TOTAL	317,563.08



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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75136	ACE HARDWARE GENEVA	PAINT FOR SCC PILLARS	RECREATION / SUNSET RACQUETBALL & FITNESS	33.29
		FIBERGLASS BONDO	CORPORATE / PARKS ADMINISTRATION	8.09
		FIBERGLASS PLAY EQUIP RPR SPLY	CORPORATE / PARKS ADMINISTRATION	29.29
		PROPANE TANK REFILL	CORPORATE / PECK FARM	39.98
			CHECK TOTAL	110.65
75137	ALL STAR SPORTS INSTRUCTION	ALL STAR SPORTS INSTR-FALL	RECREATION / TINY SLUGGERS- ASSI	3,100.00
		ALL STAR SPORTS INSTR-FALL	RECREATION / TINY SPORTS- ASSI	10,079.00
			CHECK TOTAL	13,179.00
75138	ALLEGIANT FIRE PROTECTION	ANNUAL SPRINKLER TESTING-WHLR	CORPORATE / PARKS ADMINISTRATION	210.00
		ANNUAL SPRINKLER TESTING-SPRC	RECREATION / SPRC	260.00
			CHECK TOTAL	470.00
75139	AT&T	AT&T-PFP MAINT	CORPORATE / PECK FARM	68.06
			CHECK TOTAL	68.06
75140	BLACK LINE FOX VALLEY LLC	BLACKLINE MNTHLY EMAIL SVC	RECREATION / REC ADMINISTRATION	185.60
		BLACKLINE MNTHLY ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	90.75
		BLACKLINE MNTHLY ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	90.75
		BLACKLINE MNTHLY COMPUTER MAIN	RECREATION / REC ADMINISTRATION	2,002.20
		BLACKLINE MNTHLY COMPUTER MAIN	RECREATION / REC ADMINISTRATION	820.00
			CHECK TOTAL	3,189.30
75141	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	98.30
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	524.26
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	171.64
		CALL ONE MONTHLY SVC	RECREATION / SPRC	880.86
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	204.01
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	51.00
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	135.19
			CHECK TOTAL	2,065.26
75142	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	47.24
		CITY ELECTRIC-ESPIG PK	CORPORATE / PARKS ADMINISTRATION	45.29
		CITY WATER/SEWER-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	68.44
		CITY ELECTRIC-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	17.31
			CHECK TOTAL	178.28

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75143	COM ED	COMED ELECTRIC-MC POOL	RECREATION / MILL CREEK POOL	454.31
		COMED ELECTRIC-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	42.88
		COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.47
			CHECK TOTAL	516.66
75144	PHIL COOPER	FOLK MUSIC PERFORMANCE-1/8/21	RECREATION / LIBRARY SEMINARS	200.00
			CHECK TOTAL	200.00
75145	CORRECT ELECTRIC, INC.	ANNUAL FIRE ALARM SYSTEM INSP	RECREATION / MILL CREEK POOL	540.00
			CHECK TOTAL	540.00
75146	COMCAST CABLE	COMCAST-SCC INTERNET	RECREATION / REC ADMINISTRATION	284.93
		COMCAST-SRFC CABLE/INTERNET	RECREATION / SUNSET RACQUETBALL & FITNESS	554.55
			CHECK TOTAL	839.48
75147	COMCAST CABLE	COMCAST-SPRC INTERNET/CABLE	RECREATION / SPRC	744.48
			CHECK TOTAL	744.48
75148	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE SVC	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
75149	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN WATER SVC	CORPORATE / PECK FARM	25.00
		CULLIGAN WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN WATER SVC	RECREATION / REC ADMINISTRATION	41.00
			CHECK TOTAL	91.00
75150	DEKANE EQUIPMENT CORPORATION	KUBOTA RTV BALL JOINT	CORPORATE / PARKS ADMINISTRATION	37.63
			CHECK TOTAL	37.63
75151	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-DECEMBER	SPECIAL RECREATION / SPECIAL RECREATION	689.19
			CHECK TOTAL	689.19
75152	GENEVA LIONS CLUB	GENEVA LIONS 2ND QTR DUES	RECREATION / REC ADMINISTRATION	25.00
		GENEVA LIONS 2ND QTR DUES	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	50.00
75153	GOODMARK NURSERIES LLC	TREES/SHRUBS-GPDF PROJECT	CORPORATE / PARKS ADMINISTRATION	6,909.60
			CHECK TOTAL	6,909.60

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GENEVA PARK DISTRICT  
WARRANT NUMBER 011421

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FROM CHECK # 75136 TO CHECK # 75176

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75154	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	114.46
		REFUSE DISPOSAL	CORPORATE / PECK FARM	241.50
		REFUSE DISPOSAL	RECREATION / SPRC	128.74
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	370.72
			CHECK TOTAL	855.42
75155	HAIGES MACHINERY, INC.	SPRC DRYER THERMOSTATS REPLACE	RECREATION / SPRC	266.88
			CHECK TOTAL	266.88
75156	ILLINOIS SHOTOKAN KARATE	FALL 2020 KARATE INSTR FEES	RECREATION / MARTIAL ARTS	5,648.82
			CHECK TOTAL	5,648.82
75157	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	128.91
		IGS-SPRC	RECREATION / SPRC	547.38
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	61.90
		IGS-PFP MAINT	CORPORATE / PECK FARM	120.69
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	80.71
		IGS-PFP HOUSE	CORPORATE / PECK FARM	61.51
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	39.19
		IGS-SCC	RECREATION / REC ADMINISTRATION	561.87
			CHECK TOTAL	1,602.16
75158	MTL TENNIS MGMNT GROUP	TENNIS INSTR FEE-FALL	RECREATION / INDOOR TENNIS- SPRC	1,823.21
			CHECK TOTAL	1,823.21
75159	MENARDS	SOFTNER SALT	CORPORATE / PECK FARM	18.45
		SPRAY PAINT & BRUSHES	CORPORATE / PECK FARM	33.83
		SAND-BENCH INSTALLED ESPING PK	CORPORATE / PARKS ADMINISTRATION	45.00
		WOOD PLANER & BLADES	CORPORATE / PARKS ADMINISTRATION	172.68
		EXTERIOR PAINT FOR SIGNS	CORPORATE / PARKS ADMINISTRATION	74.92
		WHLR SHOP PEGBOARD,SPLYS	CORPORATE / PARKS ADMINISTRATION	133.84
		COMPRESSION SPRING	CORPORATE / PARKS ADMINISTRATION	2.92
		EXTENSION CORD REEL	CORPORATE / PARKS ADMINISTRATION	152.81
		ICE RINK SIGN MATERIAL	CORPORATE / PARKS ADMINISTRATION	7.37
		WHLR SHOP AIRHOSE PARTS	CORPORATE / PARKS ADMINISTRATION	50.35
		SHOP RACK/SHELVES	CORPORATE / PARKS ADMINISTRATION	403.79
		FUSES & OUTLET BOXES	CORPORATE / PARKS ADMINISTRATION	37.10
		SHOP SHELVING SPLYS	CORPORATE / PARKS ADMINISTRATION	154.50

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GENEVA PARK DISTRICT  
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FROM CHECK # 75136 TO CHECK # 75176

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75159	MENARDS	SHOP RACKS	CORPORATE / PARKS ADMINISTRATION	74.90
		LUBRICANTS	CORPORATE / PARKS ADMINISTRATION	34.15
		SINAGE MATERIAL	CORPORATE / PARKS ADMINISTRATION	25.43
		AIR HOSE PARTS	CORPORATE / PARKS ADMINISTRATION	13.11
			CHECK TOTAL	1,435.15
75160	METALLO SERVICES, INC.	VARIOUS PARKS-STUMP REMOVAL	CORPORATE / PARKS ADMINISTRATION	2,025.00
			CHECK TOTAL	2,025.00
75161	METRO FIBERNET LLC	METRONET-INTERNET SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	287.20
		METRONET-INTERNET SVC	RECREATION / MINIATURE GOLF	-11.49
			CHECK TOTAL	275.71
75162	M.I.P.E.	MIPE DUES-CULP, KERFOOT, KATOR	CORPORATE / PARKS ADMINISTRATION	75.00
			CHECK TOTAL	75.00
75163	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	204.07
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	188.94
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	51.11
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	79.55
		NICOR-PFP BARN	CORPORATE / PECK FARM	138.31
		NICOR-PFP MAINT	CORPORATE / PECK FARM	99.15
		NICOR-SCC	RECREATION / REC ADMINISTRATION	338.65
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	94.05
		NICOR-SPRC	RECREATION / SPRC	370.92
		NICOR-PH38	RECREATION / PLAYHOUSE 38	82.17
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	90.79
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	266.19
			CHECK TOTAL	2,003.90
75164	NOVA COMMUNICATIONS, INC.	SCC PHONE REPAIR	RECREATION / REC ADMINISTRATION	64.00
			CHECK TOTAL	64.00
75165	OFFICE DEPOT	PRINTER INK CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	109.36
		COMBO PACK-INK CARTRIDGES	CORPORATE / PARKS ADMINISTRATION	122.99
		DATE SELF-INK STAMP	RECREATION / SUNSET RACQUETBALL & FITNESS	23.99
		DATE STAMP,STAPLES,RUBBERBANDS	RECREATION / REC ADMINISTRATION	52.08
		CARTRIDGE TONER-FRONT DESK	RECREATION / REC ADMINISTRATION	139.96
			CHECK TOTAL	448.38

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GENEVA PARK DISTRICT  
WARRANT NUMBER 011421

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FROM CHECK # 75136 TO CHECK # 75176

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75166	PDRMA	PDRMA QUARTERLY LIABILITY INS	LIABILITY INSURANCE / LIABILITY INSURANCE	40,062.18
			CHECK TOTAL	40,062.18
75167	PDRMA	PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	29,181.95
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	25,648.40
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	191.40
			CHECK TOTAL	55,021.75
75168	P,L,A.Y. BATAVIA	PRESCHOOL FAIR REG FEE	RECREATION / PARK DISTRICT PRESCHOOL	40.00
			CHECK TOTAL	40.00
75169	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MONTHLY MAINTENANCE	RECREATION / SPRC	181.80
			CHECK TOTAL	181.80
75170	SHAW MEDIA	LEGAL NOTICE-BINA 2021	RECREATION / REC ADMINISTRATION	45.15
		LEGAL NOTICE-BINA 2021	CORPORATE / PARKS ADMINISTRATION	45.15
			CHECK TOTAL	90.30
75171	STEVENS STREET PROPERTIES	PH38 RENTAL FEE	RECREATION / PLAYHOUSE 38	1,800.00
		PH38 STORAGE FEE	RECREATION / PLAYHOUSE 38	318.00
			CHECK TOTAL	2,118.00
75172	BUMPER TO BUMPER	AIR FILTER	CORPORATE / PARKS ADMINISTRATION	16.06
		FUEL & AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	215.60
			CHECK TOTAL	231.66
75173	TOWN SQUARE PUBLICATIONS	GENEVA TOWN PUBLICATION AD FEE	RECREATION / PUBLIC INFORMATION	495.00
			CHECK TOTAL	495.00
75174	UNIQUE PRODUCTS	DISINFECTANT SPRAYER SPLYS	RECREATION / REC ADMINISTRATION	2,195.00
			CHECK TOTAL	2,195.00
75175	U.S. POSTAL SERVICE	PERMIT FEE #681	RECREATION / REC ADMINISTRATION	240.00
			CHECK TOTAL	240.00
75176	VESSEL, INC.	TOPSOIL	CORPORATE / PARKS ADMINISTRATION	60.00
			CHECK TOTAL	60.00
			WARRANT TOTAL	147,164.76

## **Geneva Park District Board Meeting**

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

Submitted by Christy Powell

January 18, 2021

#### **Monthly Reports**

Attached is the December Investment Report, Revenue & Expenditure Reports, and quarterly debt service report for your review.

#### **Third Quarter Unemployment Statement**

The District received its third quarter unemployment benefit statement (7/1/20-9/30/20). The total benefits paid were \$8,690. The District received word from Unemployment Consultants that because all amounts were COVID-19 related the District does not owe any money. The Federal Government is paying 50% of the COVID-19 charges and the State of Illinois is paying the other 50% of COVID-19 related charges.

#### **Debt Service**

Debt Service payments of \$1,982,703 were made in the month of December for the Districts General Obligation and Alternative Revenue Bond issue. Of this amount, corporate bond payments totaled approximately \$1.15M and bond and interest fund payments totaled approximately \$825k.

#### **2020 Loss Control Award**

The District once again received a \$1500 award check from PDRMA for achieving accreditation in the Loss Control Review Process. These funds will be placed in the Liability Fund to offset liability costs.

#### **BINA Hearing and BINA Resolution, Series 2021 Limited Bond Issue (#2021-01)**

Before the regularly scheduled meeting begins, there will be a public hearing at 7:00pm to discuss the non-referendum limited bonds. The purpose of the hearing will be to receive public comments on the proposed sale in the amount of \$1.6M to fund various capital projects. Possible capital projects over the next two years include: Sunset Community Center Renovation, Parking Lot Repairs, Park Trail Maintenance/Improvements, Tennis Court Improvements, Sunset Swimming Pool Bathhouse Renovation, Playground & Equipment Replacement, Vehicles & Equipment Replacement, Building Maintenance/Improvements, etc.

After the hearing, during our regularly scheduled board meeting, the BINA Resolution, which is included in your packets, will need to be approved. The BINA Resolution is a declaration of the intention of the Park District to issue \$1.6 million in non-referendum limited bonds.

#### **Upcoming 2021 Limited Bond Issuance Timeline**

Below is a timeline that shows the various steps for the issuance of limited bonds.

1. Bond Hearing Notice, Kane County Chronicle, Thursday December 24, 2020
2. BINA Hearing- at Regular Board Meeting, January 18, 2021
3. BINA Resolution- approved at Regular Board Meeting, January 18, 2021
3. Self-Purchase Pricing approximately \$1.6 million, February 11, 2021
4. Passage of Bond Ordinance, at Regular Board Meeting, February 15, 2021

GENEVA PARK DISTRICT  
INVESTMENTS  
December 31, 2020

Blended Rate

0.56%

**General Account**

Checking Account	Harris Bank Checking	\$	229,916.74	0.20%	Upcoming Bond Payments:		
MM Acct.	Harris Bank Money Market	\$	4,392,497.80	0.20%	S2014 ARB	6/15/21	\$ 61,370
		\$	<b>4,622,414.54</b>		Ltd B&I 2021	6/15/21	\$ -
					<b>Total</b>		<b>\$ 61,370</b>
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		
CD	12 mos State Bank of Geneva	\$	71,449.98	0.75%	06/09/21		
IPDLAF	IPDLAF	\$	10,368.09	0.02%			
IMET	Convenience Fund		2,191,316.35	0.28%			
IMET	1-3 Year Fund		592,398.27	3.61%			
	<b>TOTAL</b>	<b>\$</b>	<b>3,065,532.69</b>				
	<b>Grand Total General</b>	<b>\$</b>	<b>7,687,947.23</b>				

**Construction Account**

Harris Checking	Harris Bank Checking	\$	307,387.19	0.20%			
Harris MM	Harris Money Market	\$	863,525.26	0.20%			
		\$	<b>1,170,912.45</b>				
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account		
CD	State Bank of Geneva	\$	9,919.71	0.75%	06/09/20		
IPDLAF	IPDLAF	\$	4,367.69	0.02%			
IMET	Convenience Fund		6,462.31	0.28%			
IMET	1-3 Year Fund		224,236.96	3.61%			
	<b>SUBTOTAL</b>	<b>\$</b>	<b>1,098,986.67</b>				
	<b>Grand Total Construction</b>	<b>\$</b>	<b>2,269,899.12</b>				

**GPD/GSD304 Western Ave. Gym**

CD	21 mo U.S. Bank	\$	142,977.51	0.20%	06/14/22		
	<b>GPD Portion of CD</b>	<b>\$</b>	<b>71,488.76</b>				

**GPD/GSD304 Harrison St. Gym**

CD	21 mo U.S. Bank	\$	92,171.23	0.20%	06/14/22		
	<b>GPD Portion of CD</b>	<b>\$</b>	<b>46,085.62</b>				

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



Geneva Park District  
Revenue and Expenditure Report  
For December 31, 2020

Monthly % of Annual Budget

67%

	Dec Actual	YTD Actual	Annual Budget	% of Budget	
<b>GENERAL FUND REVENUES</b>					
Real Estate Taxes	\$ 5,102	\$ 3,953,083	\$ 3,890,000	102%	(a)
Replacement Taxes	1,320	21,123	30,000	70%	
Investment Income	1,762	12,672	6,500	195%	
Reimbursements	7,715	12,928	8,500	152%	(b)
Rentals & Leases	-	975	5,000	20%	
Peck Farm Receipts	(75)	14,412	26,000	55%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(c)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(c)
Birthday Parties- Peck Farm	-	150	9,000	2%	
Learn from the Experts- Peck Farm	5,250	10,570	9,000	117%	
Peck Farm General Programs	2,635	8,054	16,000	50%	
Community Garden	1,812	6,462	5,000	129%	
Peck Farm School/Scout Groups	-	72	7,500	1%	
<b>Total Revenues</b>	<b>\$ 25,521</b>	<b>\$ 4,040,501</b>	<b>\$ 4,065,500</b>	<b>99%</b>	
<b>GENERAL FUND EXPENDITURES</b>					
Administration	\$ 737,704	\$ 2,021,147	\$ 3,885,050	52%	
Peck Farm	4,027	54,581	115,750	47%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	-	-	11,350	0%	
Birthday Parties- Peck Farm	-	58	3,800	2%	
Learn from the Experts- Peck Farm	-	50	7,000	1%	
Peck Farm General Programs	-	2,414	5,000	48%	
Community Garden	110	4,228	4,400	96%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	84	4,365	10,050	43%	
<b>Total Expenditures</b>	<b>\$ 741,925</b>	<b>\$ 2,086,841</b>	<b>\$ 4,065,500</b>	<b>51%</b>	
<b>Total General Fund Net Surplus (Deficit)</b>	<b>\$ (716,404)</b>	<b>\$ 1,953,660</b>	<b>\$ -</b>	<b>n/a</b>	

**Geneva Park District  
Revenue and Expenditure Report  
For December 31, 2020**

**Monthly % of Annual Budget**

**67%**

	Dec Actual	YTD Actual	Annual Budget	% of Budget	
<b>RECREATION FUND REVENUES</b>					
Real Estate Taxes	\$ 2,070	\$ 1,604,191	\$ 1,575,000	102%	(a)
Replacement Taxes	1,320	21,123	30,000	70%	
Investment Income	1,762	12,672	6,500	195%	
Reimbursements	35,239	35,239	-	0%	(b)
Public Information- Advertising & Sponsorships	1,317	10,534	14,000	75%	
Community Center Rentals	80	3,388	9,000	38%	
General Recreation	10,154	45,053	234,500	19%	
Playhouse 38	1,226	16,724	83,700	20%	
Preschool/ Toddler	34,626	172,765	385,000	45%	(d)
Active Older Adults	10	(839)	28,000	-3%	
Dance	3,941	25,898	132,850	19%	
Camps	-	157,401	355,000	44%	(c)
Contracted & Co-op	1,579	4,361	15,200	29%	
Special Events	1,160	26,423	75,100	35%	
Tennis	(513)	20,121	16,500	122%	
Tumbling/ Gymnastics/Cheerleading	1,937	19,237	166,700	12%	
Baseball/ Softball	120	34,640	64,000	54%	
General Athletics	3,895	89,482	369,900	24%	
Sunset Racquetball & Fitness	6,442	40,560	212,750	19%	
Pool	-	170,467	602,300	28%	(e)
Mini Golf	1,665	73,747	98,500	75%	
After School Programs	(1,017)	129,059	870,000	15%	(f)
Scholarships	-	295	7,000	4%	(g)
SPRC	16,838	129,355	685,750	19%	
<b>Total Revenues</b>	<b>\$ 123,850</b>	<b>\$ 2,841,896</b>	<b>\$ 6,037,250</b>	<b>47%</b>	
<b>RECREATION FUND EXPENDITURES</b>					
Administration	\$ 682,734	\$ 1,456,047	\$ 2,386,190	61%	
Public Information	10,716	32,085	144,500	22%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	2,708	21,738	116,500	19%	
Playhouse 38	385	30,281	75,050	40%	
Preschool/ Toddler	18,464	123,443	351,400	35%	
Active Older Adults	-	(115)	19,000	-1%	
Dance	505	5,814	67,450	9%	
Camps	845	134,058	273,600	49%	
Contracted & Co-op	-	-	11,100	0%	
Special Events	1,514	13,999	52,875	26%	
Tennis	4,654	15,307	11,000	139%	
Tumbling/ Gymnastics/Cheerleading	738	9,001	107,500	8%	
Baseball/ Softball	52	17,194	26,450	65%	
General Athletics	1,368	14,830	236,425	6%	
Ice Rinks	-	-	-	0%	
Gymnasiums	1,768	15,013	52,500	29%	
Sunset Racquetball & Fitness	8,177	62,471	139,560	45%	
Pool	2,047	243,221	575,900	42%	
Mini Golf	252	35,286	37,500	94%	
After School Programs	26,138	175,232	810,650	22%	
Scholarships	-	332	7,000	5%	(g)
SPRC	31,400	233,385	533,600	44%	
<b>Total Expenditures</b>	<b>\$ 794,464</b>	<b>\$ 2,638,866</b>	<b>\$ 6,037,250</b>	<b>44%</b>	
<b>Total Recreation Fund Net Surplus (Deficit)</b>	<b>\$ (670,613)</b>	<b>\$ 203,030</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For December 31, 2020

Monthly % of Annual Budget

67%

	Dec Actual	YTD Actual	Annual Budget	% of Budget	
<b>LIABILITY FUND REVENUES</b>					
Real Estate Taxes	\$ 217	\$ 167,997	\$ 167,000	101%	(a)
Replacement Taxes	220	3,520	5,000	70%	
Investment Income	21	167	250	67%	
PDRMA Reimbursements	1,500	1,500	1,500	100%	
Transfers	-	-	71,250	0%	
<b>Total Revenues</b>	<b>\$ 1,958</b>	<b>\$ 173,184</b>	<b>\$ 245,000</b>	<b>71%</b>	
<b>LIABILITY FUND EXPENDITURES</b>					
Liability Insurance	\$ -	\$ 80,124	\$ 165,000	49%	(h)
State Unemployment	-	-	80,000	0%	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 80,124</b>	<b>\$ 245,000</b>	<b>33%</b>	
<b>Total Liability Fund Net Surplus (Deficit)</b>	<b>\$ 1,958</b>	<b>\$ 93,060</b>	<b>\$ -</b>	<b>n/a</b>	

<b>IMRF FUND REVENUES</b>					
Real Estate Taxes	\$ 234	\$ 181,620	\$ 180,000	101%	(a)
Replacement Taxes	792	12,674	18,000	70%	
Investment Income	125	1,000	1,500	67%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
<b>Total Revenues</b>	<b>\$ 1,151</b>	<b>\$ 195,293</b>	<b>\$ 330,000</b>	<b>59%</b>	
<b>IMRF FUND EXPENDITURES</b>					
IMRF Expense	\$ 21,119	\$ 184,917	\$ 330,000	56%	
<b>Total Expenditures</b>	<b>\$ 21,119</b>	<b>\$ 184,917</b>	<b>\$ 330,000</b>	<b>56%</b>	
<b>Total IMRF Fund Net Surplus (Deficit)</b>	<b>\$ (19,968)</b>	<b>\$ 10,376</b>	<b>\$ -</b>	<b>n/a</b>	

<b>AUDIT FUND REVENUES</b>					
Real Estate Taxes	\$ 14	\$ 10,681	\$ 10,100	106%	(a)
Replacement Taxes	\$ 132	\$ 2,112	\$ 3,000	70%	
Transfer from Fund Balance	-	-	-	n/a	
<b>Total Revenues</b>	<b>\$ 146</b>	<b>\$ 12,793</b>	<b>\$ 13,100</b>	<b>98%</b>	
<b>AUDIT FUND EXPENDITURES</b>					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 13,100</b>	<b>\$ 13,100</b>	<b>100%</b>	
<b>Total Audit Fund Net Surplus (Deficit)</b>	<b>\$ 146</b>	<b>\$ (307)</b>	<b>\$ -</b>	<b>n/a</b>	

<b>SOCIAL SECURITY FUND REVENUES</b>					
Real Estate Taxes	\$ 455	\$ 352,573	\$ 323,500	109%	(a)
Replacement Taxes	572	9,153	13,000	70%	
Investment Income	208	1,667	2,500	67%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
<b>Total Revenues</b>	<b>\$ 1,235</b>	<b>\$ 363,393</b>	<b>\$ 364,000</b>	<b>100%</b>	
<b>SOCIAL SECURITY FUND EXPENDITURES</b>					
FICA/ Medicare	\$ 18,179	\$ 188,909	\$ 364,000	52%	
<b>Total Expenditures</b>	<b>\$ 18,179</b>	<b>\$ 188,909</b>	<b>\$ 364,000</b>	<b>52%</b>	
<b>Total Social Security Fund Net Surplus (Deficit)</b>	<b>\$ (16,943)</b>	<b>\$ 174,484</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For December 31, 2020

Monthly % of Annual Budget

67%

	Dec Actual	YTD Actual	Annual Budget	% of Budget	
<b>FVSRA FUND REVENUES</b>					
Real Estate Taxes	\$ 732	\$ 567,342	\$ 560,000	101%	
Transfer from Fund Balance	-	-	200,000	0%	(a)
<b>Total Revenues</b>	<b>\$ 732</b>	<b>\$ 567,342</b>	<b>\$ 760,000</b>	<b>75%</b>	
<b>FVSRA FUND EXPENDITURES</b>					
Contractual Services	\$ 600	\$ 13,102	\$ 55,000	24%	
ADA Structural Improvements	-	100	442,547	0%	
FVSRA- Program Payments	131,227	262,453	262,453	100%	(i)
<b>Total Expenditures</b>	<b>\$ 131,827</b>	<b>\$ 275,655</b>	<b>\$ 760,000</b>	<b>36%</b>	
<b>Total FVSRA Fund Net Surplus (Deficit)</b>	<b>\$ (131,094)</b>	<b>\$ 291,687</b>	<b>\$ -</b>	<b>n/a</b>	
<b>BOND &amp; INTEREST FUND REVENUES</b>					
Real Estate Taxes	\$ 1,086	\$ 841,338	\$ 836,927	101%	(a)
<b>Total Revenues</b>	<b>\$ 1,086</b>	<b>\$ 841,338</b>	<b>\$ 836,927</b>	<b>101%</b>	
<b>BOND &amp; INTEREST FUND EXPENDITURES</b>					
Bond Payments	\$ 825,133	\$ 836,927	\$ 836,927	100%	(j)
<b>Total Expenditures</b>	<b>\$ 825,133</b>	<b>\$ 836,927</b>	<b>\$ 836,927</b>	<b>100%</b>	
<b>Total Bond &amp; Interest Fund Net Surplus (Deficit)</b>	<b>\$ (824,048)</b>	<b>\$ 4,411</b>	<b>\$ -</b>	<b>n/a</b>	
<b>CONSTRUCTION FUND REVENUES</b>					
Reimbursements	\$ -	\$ 7,364	\$ 75,000	10%	
Bond Issue	-	-	1,647,098	0%	
Farming Revenue	1,400	1,400	1,000	140%	
Grant Revenue	-	168,994	200,000	84%	
Donations	-	8,000	10,000	80%	
Land Cash Revenue	-	62,580	50,000	125%	
Investment Income	12,411	28,082	10,000	281%	
Audit Transfer	-	-	1,400,000	0%	
<b>Total Revenues</b>	<b>\$ 13,811</b>	<b>\$ 276,420</b>	<b>\$ 3,393,098</b>	<b>8%</b>	
<b>CONSTRUCTION FUND EXPENDITURES</b>					
Planning/ Architect/ Engineering	\$ 18,517	\$ 53,380	\$ 342,000	16%	
Buildings & Improvements	8,350	228,803	795,000	29%	
Parks/ Playground Improvements/ Acquisitions	4,808	1,167,573	2,613,139	45%	
Landscaping & Groundskeeping	2,688	16,066	50,000	32%	
Operating Equipment & Vehicles	58,567	179,015	220,021	81%	
Recreation Equipment/ Repairs	-	-	3,000	0%	
Emergency Repairs/ Replacements	-	10,479	81,090	13%	
<b>Total Expenditures</b>	<b>\$ 92,929</b>	<b>\$ 1,655,316</b>	<b>\$ 4,104,250</b>	<b>40%</b>	
<b>Total Construction Fund Net Surplus (Deficit)</b>	<b>\$ (79,119)</b>	<b>\$ (1,378,896)</b>	<b>\$ (711,152)</b>	<b>n/a</b>	

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

(b) Unbudgeted Kane County Coronavirus Relief Funds are included in reimbursements for the General and Recreation Fund. One of two payments have been received.

(c) All camp revenue collected in Mar & Apr of 2020, the prior fiscal year, for camps held in the Summer of 2020 have been accrued and recognized as revenue in May 2020. Likewise, revenue collected in Mar & Apr 2021 will be deferred until FY2021-22.

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

(e) Pool Membership Pass revenue collected in Mar & Apr of 2020, the prior fiscal year, for Summer 2020 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2021 will be deferred until FY2021-22.

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

(g) 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.

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

Geneva Park District  
Revenue and Expenditure Report  
For December 31, 2020

Monthly % of Annual Budget 67%

	Dec Actual	YTD Actual	Annual Budget	% of Budget
--	---------------	---------------	------------------	----------------

- (i) FVSRA payments are scheduled to be made in the months of June and November.
- (j) Bond payments are made in the months of June and December.

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

FUND: RECREATION					
FOR 8 PERIODS ENDING DECEMBER 31, 2020					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	1,025.00	13,369.25	46,000.00	32,630.75
02-2313-4-0000-23	TICKET SALES	201.00	3,142.60	33,500.00	30,357.40
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	0.00	212.00	3,200.00	2,988.00
		-----			
TOTAL RECEIPTS		1,226.00	16,723.85	83,700.00	66,976.15
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	1,086.50	9,476.49	28,000.00	18,523.51
		-----			
TOTAL SALARIES & WAGES		1,086.50	9,476.49	28,000.00	18,523.51
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	0.00	295.94	700.00	404.06
02-2313-6-0000-07	ELECTRIC	41.22	577.63	1,500.00	922.37
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	(958.81)	1,744.99	11,000.00	9,255.01
02-2313-6-0000-12	RENTAL FEES	0.00	16,944.00	25,500.00	8,556.00
		-----			
TOTAL CONTRACTUAL SERVICES		(917.59)	19,562.56	38,950.00	19,387.44
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	100.00	100.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	216.31	1,225.11	6,500.00	5,274.89
02-2313-7-0000-28	CONCESSION SUPPLIES	0.00	16.67	1,500.00	1,483.33
		-----			
TOTAL COMMODITIES		216.31	1,241.78	8,100.00	6,858.22
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00
		-----			
TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		1,226.00	16,723.85	83,700.00	66,976.15
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		1,226.00	16,723.85	83,700.00	66,976.15
TOTAL EXPENSE		385.22	30,280.83	75,050.00	44,769.17
NET SURPLUS (DEFICIT)		840.78	(13,556.98)	8,650.00	22,206.98

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

FUND: RECREATION					
FOR 8 PERIODS ENDING DECEMBER 31, 2020					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TOTAL FUND REVENUES		1,226.00	16,723.85	83,700.00	66,976.15
TOTAL FUND EXPENSES		385.22	30,280.83	75,050.00	44,769.17
FUND SURPLUS (DEFICIT)		840.78	(13,556.98)	8,650.00	22,206.98

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ADMINISTRATIVE/OPERATIONS				
REVENUES				
RECEIPTS	41,708	1,683,759	1,083,666	(600,093)
EXPENSES				
SALARIES / WAGES	63,567	495,013	586,333	91,319
CONTRACTUAL SERVICES	44,009	289,019	451,799	162,779
COMMODITIES	5,101	41,286	15,866	(25,420)
MAINTENANCE / CAPITAL INVEST.	580,771	662,810	511,046	(151,764)
TRANSFERS	0	0	122,080	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS	693,449	1,488,131	1,687,126	198,994
NET SURPLUS (DEFICIT)	(651,740)	195,628	(603,459)	(799,087)
COMMUNITY CENTER RENTALS				
REVENUES				
RECEIPTS	80	3,387	6,000	2,612
EXPENSES				
SALARIES / WAGES	0	248	1,000	751
CONTRACTUAL SERVICES	0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS	0	248	1,000	751
NET SURPLUS (DEFICIT)	80	3,139	5,000	1,860
GENERAL RECREATION				
REVENUES				
RECEIPTS	11,379	61,777	212,133	150,356
EXPENSES				



GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT		DECEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
GENERAL RECREATION					
	SALARIES / WAGES	3,502	29,328	76,133	46,804
	CONTRACTUAL SERVICES	(625)	21,302	43,533	22,231
	COMMODITIES	216	1,387	8,033	6,645
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	3,093	52,018	127,699	75,681
-----					
	NET SURPLUS (DEFICIT)	8,286	9,758	84,433	74,674
-----					
PRESCHOOL					
REVENUES					
	RECEIPTS	34,625	172,764	256,666	83,901
EXPENSES					
	SALARIES / WAGES	17,310	116,379	205,333	88,953
	CONTRACTUAL SERVICES	1,012	3,824	23,999	20,175
	COMMODITIES	140	3,215	4,533	1,317
	MAINTENANCE / CAPITAL INVEST.	0	22	399	377
	TOTAL EXPENSES: PRESCHOOL	18,464	123,442	234,266	110,823
-----					
	NET SURPLUS (DEFICIT)	16,161	49,322	22,400	(26,921)
-----					
ACTIVE OLDER ADULTS					
REVENUES					
	RECEIPTS	10	(839)	18,666	19,505
EXPENSES					
	SALARIES / WAGES	0	60	4,666	4,606
	CONTRACTUAL SERVICES	0	(175)	7,999	8,174
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	0	(115)	12,666	12,781
-----					
	NET SURPLUS (DEFICIT)	10	(724)	6,000	6,724
-----					
DANCE					
REVENUES					
	RECEIPTS	3,941	25,897	88,566	62,668
EXPENSES					
	SALARIES / WAGES	505	5,895	22,466	16,570
	CONTRACTUAL SERVICES	0	0	4,799	0
	COMMODITIES	0	(81)	17,699	17,781
	TOTAL EXPENSES: DANCE	505	5,813	44,966	39,152
-----					
	NET SURPLUS (DEFICIT)	3,436	20,084	43,600	23,516
-----					
CAMPS					
REVENUES					
	RECEIPTS	0	157,401	236,666	79,265
EXPENSES					

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GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	DECEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING
-----					
TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	4,654	15,306	7,333	(7,973)
	TOTAL EXPENSES: TENNIS	4,654	15,306	7,333	(7,973)
-----					
	NET SURPLUS (DEFICIT)	(5,167)	4,813	3,666	(1,146)
-----					
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	1,937	19,237	111,133	91,895
	RECEIPTS	1,937	19,237	111,133	91,895
EXPENSES					
	SALARIES / WAGES	738	8,749	61,333	52,583
	CONTRACTUAL SERVICES	0	0	6,533	0
	COMMODITIES	0	250	3,466	3,215
	MAINTENANCE / CAPITAL INVEST.	0	0	333	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	738	9,000	71,666	62,665
-----					
	NET SURPLUS (DEFICIT)	1,198	10,236	39,466	29,230
-----					
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	120	34,640	42,666	8,026
	RECEIPTS	120	34,640	42,666	8,026
EXPENSES					
	SALARIES / WAGES	0	2,482	2,666	183
	CONTRACTUAL SERVICES	51	6,117	6,066	(50)
	COMMODITIES	0	8,594	8,899	305
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	51	17,193	17,633	439
-----					
	NET SURPLUS (DEFICIT)	68	17,446	25,033	7,587
-----					
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	3,894	89,481	246,599	157,118
	RECEIPTS	3,894	89,481	246,599	157,118
EXPENSES					
	SALARIES / WAGES	69	2,714	35,533	32,818
	CONTRACTUAL SERVICES	1,299	12,058	117,099	105,041

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	DECEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING
-----					
GENERAL ATHLETICS					
	COMMODITIES	0	57	4,983	4,926
	TOTAL EXPENSES: GENERAL ATHLETICS	1,368	14,829	157,616	142,786
	NET SURPLUS (DEFICIT)	2,526	74,652	88,983	14,331
-----					
ICE RINKS					
	EXPENSES				
	SALARIES / WAGES	0	0	0	0
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ICE RINKS	0	0	0	0
	NET SURPLUS (DEFICIT)	0	0	0	0
-----					
GYMNASIUMS					
	EXPENSES				
	SALARIES / WAGES	1,767	15,012	19,333	4,320
	CONTRACTUAL SERVICES	0	0	15,666	0
	TOTAL EXPENSES: GYMNASIUMS	1,767	15,012	34,999	19,987
	NET SURPLUS (DEFICIT)	(1,767)	(15,012)	(34,999)	(19,987)
-----					
FITNESS CENTER					
	REVENUES				
	RECEIPTS	6,442	40,560	141,833	101,272
	RECEIPTS	6,442	40,560	141,833	101,272
	EXPENSES				
	SALARIES / WAGES	5,881	43,154	56,333	13,178
	CONTRACTUAL SERVICES	1,898	16,037	24,409	8,371
	COMMODITIES	481	1,683	7,296	5,613
	MAINTENANCE / CAPITAL INVEST.	(84)	1,595	4,999	3,404
	TOTAL EXPENSES: FITNESS CENTER	8,176	62,470	93,039	30,568
	NET SURPLUS (DEFICIT)	(1,734)	(21,910)	48,793	70,703
-----					
POOL					
	REVENUES				
	RECEIPTS	0	170,467	401,532	231,065
	RECEIPTS	0	170,467	401,532	231,065
	EXPENSES				
	SALARIES / WAGES	0	157,529	266,799	109,270
	CONTRACTUAL SERVICES	2,046	63,441	67,633	4,192

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT		DECEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
POOL					
	COMMODITIES	0	18,848	44,233	25,384
	MAINTENANCE / CAPITAL INVEST.	0	3,402	5,266	1,863
TOTAL EXPENSES: POOL		2,046	243,221	383,932	140,710
NET SURPLUS (DEFICIT)		(2,046)	(72,754)	17,600	90,354
-----					
MINI GOLF					
REVENUES					
	RECEIPTS	1,665	73,747	65,666	(8,080)
	RECEIPTS	1,665	73,747	65,666	(8,080)
EXPENSES					
	SALARIES / WAGES	202	30,936	17,566	(13,369)
	CONTRACTUAL SERVICES	49	2,888	2,033	(855)
	COMMODITIES	0	1,364	5,233	3,868
	MAINTENANCE / CAPITAL INVEST.	0	96	166	70
TOTAL EXPENSES: MINI GOLF		251	35,285	24,999	(10,286)
NET SURPLUS (DEFICIT)		1,413	38,461	40,666	2,205
-----					
AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	(1,017)	129,354	584,666	455,312
	RECEIPTS	(1,017)	129,354	584,666	455,312
EXPENSES					
	SALARIES/WAGES	16,943	102,219	274,333	172,113
	CONTRACTUAL SERVICES	8,402	68,185	233,333	165,147
	COMMODITIES	790	4,826	31,166	26,340
	MAINTENANCE/CAPITAL INVESTMTS	0	331	6,266	5,934
TOTAL EXPENSES: AFTER SCHOOL PROGRAMS		26,137	175,563	545,099	369,536
NET SURPLUS (DEFICIT)		(27,154)	(46,209)	39,567	85,776
-----					
UNDEFINED GROUP					
REVENUES					
	RECEIPTS	16,837	129,354	457,166	327,811
	RECEIPTS	16,837	129,354	457,166	327,811
EXPENSES					
	SALARIES/ WAGES	20,740	145,561	219,533	73,971
	CONTRACTUAL SERVICES	9,533	74,880	106,733	31,852

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
FOR 8 PERIODS ENDING					
ACCOUNT		FISCAL	FISCAL		
NUMBER	DESCRIPTION	DECEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING
-----					
UNDEFINED GROUP					
	COMMODITIES	718	4,723	19,133	14,409
	MAINTENANCE/ CAPITAL INVEST.	407	8,218	10,333	2,114
	TOTAL EXPENSES: UNDEFINED GROUP	31,399	233,384	355,732	122,348
-----					
	NET SURPLUS (DEFICIT)	(14,562)	(104,029)	101,433	205,463
-----					
	TOTAL FUND REVENUES	123,850	2,841,896	4,024,831	1,182,934
	TOTAL FUND EXPENSES	794,463	2,638,866	4,024,827	1,385,960
	SURPLUS (DEFICIT)	(670,613)	203,029	3	(203,025)
-----					
FUND: CORPORATE					
LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	1,957	173,184	163,333	(9,851)
	RECEIPTS	1,957	173,184	163,333	(9,851)
EXPENSES					
	SPECIAL FUND EXPENSE	0	80,124	163,333	83,208
	TOTAL EXPENSES: LIABILITY INSURANCE	0	80,124	163,333	83,208
-----					
	NET SURPLUS (DEFICIT)	1,957	93,060	(0)	(93,060)
-----					
	TOTAL FUND REVENUES	1,957	173,184	163,333	(9,851)
	TOTAL FUND EXPENSES	0	80,124	163,333	83,208
	SURPLUS (DEFICIT)	1,957	93,060	(0)	(93,060)
-----					
FUND: CORPORATE					
IMRF					
REVENUES					
	RECEIPTS	1,151	195,293	219,999	24,706
	RECEIPTS	1,151	195,293	219,999	24,706
EXPENSES					
	SPECIAL FUND EXPENSE	21,119	184,917	220,000	35,082
	TOTAL EXPENSES: IMRF	21,119	184,917	220,000	35,082
-----					
	NET SURPLUS (DEFICIT)	(19,967)	10,376	(0)	(10,376)
-----					
	TOTAL FUND REVENUES	1,151	195,293	219,999	24,706

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT		DECEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
TOTAL FUND EXPENSES		21,119	184,917	220,000	35,082
SURPLUS (DEFICIT)		(19,967)	10,376	(0)	(10,376)
FUND: CORPORATE					
AUDIT					
REVENUES					
RECEIPTS		145	12,793	8,733	(4,060)
RECEIPTS		145	12,793	8,733	(4,060)
EXPENSES					
SPECIAL FUND EXPENSE		0	13,100	8,733	(4,366)
TOTAL EXPENSES: AUDIT		0	13,100	8,733	(4,366)
NET SURPLUS (DEFICIT)		145	(306)	0	306
TOTAL FUND REVENUES		145	12,793	8,733	(4,060)
TOTAL FUND EXPENSES		0	13,100	8,733	(4,366)
SURPLUS (DEFICIT)		145	(306)	0	306
FUND: CORPORATE					
SOCIAL SECURITY					
REVENUES					
RECEIPTS		1,235	363,393	242,666	(120,726)
RECEIPTS		1,235	363,393	242,666	(120,726)
EXPENSES					
SPECIAL FUND EXPENSE		18,178	188,908	242,666	53,757
TOTAL EXPENSES: SOCIAL SECURITY		18,178	188,908	242,666	53,757
NET SURPLUS (DEFICIT)		(16,943)	174,484	(0)	(174,484)
TOTAL FUND REVENUES		1,235	363,393	242,666	(120,726)
TOTAL FUND EXPENSES		18,178	188,908	242,666	53,757
SURPLUS (DEFICIT)		(16,943)	174,484	(0)	(174,484)
FUND: CORPORATE					
SPECIAL RECREATION					
REVENUES					

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2020	
		FOR 8 PERIODS ENDING			
ACCOUNT		DECEMBER	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
SPECIAL RECREATION					
	RECEIPTS	732	567,342	506,666	(60,675)
	RECEIPTS	732	567,342	506,666	(60,675)
EXPENSES					
	CONTRACTUAL SERVICES	599	13,102	36,666	23,564
	CAPITAL IMPROVEMENTS	0	100	295,031	294,931
	SPECIAL FUND EXPENSE	131,227	262,453	174,968	(87,484)
TOTAL EXPENSES: SPECIAL RECREATION		131,826	275,655	506,666	231,011
NET SURPLUS (DEFICIT)		(131,094)	291,686	0	(291,686)
TOTAL FUND REVENUES		732	567,342	506,666	(60,675)
TOTAL FUND EXPENSES		131,826	275,655	506,666	231,011
SURPLUS (DEFICIT)		(131,094)	291,686	0	(291,686)
FUND: CORPORATE					
BOND AND INTEREST					
REVENUES					
	RECEIPTS	1,085	841,338	557,951	(283,386)
	RECEIPTS	1,085	841,338	557,951	(283,386)
EXPENSES					
	CONTRACTUAL SERVICES	825,133	836,926	557,951	(278,975)
TOTAL EXPENSES: BOND AND INTEREST		825,133	836,926	557,951	(278,975)
NET SURPLUS (DEFICIT)		(824,047)	4,411	0	(4,411)
TOTAL FUND REVENUES		1,085	841,338	557,951	(283,386)
TOTAL FUND EXPENSES		825,133	836,926	557,951	(278,975)
SURPLUS (DEFICIT)		(824,047)	4,411	0	(4,411)
FUND: CORPORATE					
PROJECT REVENUE					
REVENUES					
	PROJECT REVENUE	13,810	276,419	2,262,065	1,985,645
	PROJECT REVENUE	13,810	276,419	2,262,065	1,985,645
NET SURPLUS (DEFICIT)		13,810	276,419	2,262,065	1,985,645



FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 8 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	18,517	53,379	227,999	174,620
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		18,517	53,379	227,999	174,620
NET SURPLUS (DEFICIT)		(18,517)	(53,379)	(227,999)	(174,620)
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	8,350	228,802	529,999	301,197
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		8,350	228,802	529,999	301,197
NET SURPLUS (DEFICIT)		(8,350)	(228,802)	(529,999)	(301,197)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	4,808	1,167,573	1,742,092	574,519
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		4,808	1,167,573	1,742,092	574,519
NET SURPLUS (DEFICIT)		(4,808)	(1,167,573)	(1,742,092)	(574,519)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	2,687	16,066	33,333	17,267
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		2,687	16,066	33,333	17,267
NET SURPLUS (DEFICIT)		(2,687)	(16,066)	(33,333)	(17,267)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	58,566	179,015	146,680	(32,334)
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		58,566	179,015	146,680	(32,334)
NET SURPLUS (DEFICIT)		(58,566)	(179,015)	(146,680)	32,334
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	2,000	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	2,000	0
NET SURPLUS (DEFICIT)		0	0	(2,000)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	0	10,478	54,059	43,581
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		0	10,478	54,059	43,581

GENEVA PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 8 PERIODS ENDING 31, 2020

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		0	(10,478)	(54,059)	(43,581)
TOTAL FUND REVENUES		13,810	276,419	2,262,065	1,985,645
TOTAL FUND EXPENSES		92,929	1,655,315	2,736,166	1,080,850
SURPLUS (DEFICIT)		(79,118)	(1,378,895)	(474,100)	904,795

**Geneva Park District**  
**Debt Service Payment Schedule**

**Alternative Revenue Bonds**

Fiscal Year Ending	Refunded Series 2014		Refunded Series 2010		Total	Increase/(Decrease) Over Prior Year
	Principal	Interest	Principal	Interest		
4/30/2019	600,000	179,265	1,320,000	61,530	2,160,795	12,640
4/30/2020	365,000	164,265	775,000	23,250	1,327,515	(833,280)
4/30/2021	1,080,000	155,140	-	-	1,235,140	(92,375)
4/30/2022	1,005,000	122,740	-	-	1,127,740	(107,400)
4/30/2023	810,000	92,590	-	-	902,590	(225,150)
4/30/2024	790,000	68,290	-	-	858,290	(44,300)
4/30/2025	660,000	44,590	-	-	704,590	(153,700)
4/30/2026	490,000	24,790	-	-	514,790	(189,800)
4/30/2027	300,000	9,600	-	-	309,600	(205,190)
4/30/2028	-	-	-	-	-	(309,600)
Total	6,100,000	861,270	2,095,000	84,780	9,141,050	

Note: Alternative Revenue Bonds are abated annually and paid from the General and Recreation operating budgets.

Purpose: S2014: SPRC

S2010: Swimming Pool, Sunset Community Center

**General Obligation Bonds**

Fiscal Year Ending	Series Limited		Total	Increase/(Decrease) Over Prior Year
	Principal	Interest		
4/30/2019	792,535	11,888	804,423	(805,793)
4/30/2020	785,435	35,884	821,319	16,895
4/30/2021	813,340	23,587	836,927	15,608
4/30/2022	-	-	-	(836,927)
4/30/2023	-	-	-	-
4/30/2024	-	-	-	-
4/30/2025	-	-	-	-
4/30/2026	-	-	-	-
4/30/2027	-	-	-	-
4/30/2028	-	-	-	-
Total	2,391,310	71,358	2,462,668	

Note: General Obligation Bonds are paid from the Bond & Interest Fund tax levy.

Purpose: Series Limited: Issued biennially to fund Capital Projects Fund

**Geneva Park District, Illinois****General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014**

\*\*\*Final\*\*\*

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/25/2014	-	-	-	-	-
12/15/2014	-	-	101,039.03	101,039.03	101,039.03
06/15/2015	-	-	106,982.50	106,982.50	-
12/15/2015	565,000.00	2.000%	106,982.50	671,982.50	778,965.00
06/15/2016	-	-	101,332.50	101,332.50	-
12/15/2016	580,000.00	2.000%	101,332.50	681,332.50	782,665.00
06/15/2017	-	-	95,532.50	95,532.50	-
12/15/2017	590,000.00	2.000%	95,532.50	685,532.50	781,065.00
06/15/2018	-	-	89,632.50	89,632.50	-
12/15/2018	600,000.00	2.500%	89,632.50	689,632.50	779,265.00
06/15/2019	-	-	82,132.50	82,132.50	-
12/15/2019	365,000.00	2.500%	82,132.50	447,132.50	529,265.00
06/15/2020	-	-	77,570.00	77,570.00	-
12/15/2020	1,080,000.00	3.000%	77,570.00	1,157,570.00	1,235,140.00
06/15/2021	-	-	61,370.00	61,370.00	-
12/15/2021	1,005,000.00	3.000%	61,370.00	1,066,370.00	1,127,740.00
06/15/2022	-	-	46,295.00	46,295.00	-
12/15/2022	810,000.00	3.000%	46,295.00	856,295.00	902,590.00
06/15/2023	-	-	34,145.00	34,145.00	-
12/15/2023	790,000.00	3.000%	34,145.00	824,145.00	858,290.00
06/15/2024	-	-	22,295.00	22,295.00	-
12/15/2024	660,000.00	3.000%	22,295.00	682,295.00	704,590.00
06/15/2025	-	-	12,395.00	12,395.00	-
12/15/2025	490,000.00	3.100%	12,395.00	502,395.00	514,790.00
06/15/2026	-	-	4,800.00	4,800.00	-
12/15/2026	300,000.00	3.200%	4,800.00	304,800.00	309,600.00
<b>Total</b>	<b>\$7,835,000.00</b>	<b>-</b>	<b>\$1,570,004.03</b>	<b>\$9,405,004.03</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$54,114.86
Average Life	6.907 Years
Average Coupon	2.9012438%
Net Interest Cost (NIC)	2.4840226%
True Interest Cost (TIC)	2.4303117%
Bond Yield for Arbitrage Purposes	2.3676344%
All Inclusive Cost (AIC)	2.6002305%

**IRS Form 8038**

Net Interest Cost	2.3572468%
Weighted Average Maturity	6.883 Years

**Geneva Park District, Illinois****General Obligation Refunding Bonds (Alternate Revenue Source)**

Series 2010 \*\*\*Final Revised\*\*\*

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/01/2010	-	-	-	-	-
12/15/2010	-	-	76,032.22	76,032.22	76,032.22
06/15/2011	-	-	83,450.00	83,450.00	-
12/15/2011	215,000.00	2.000%	83,450.00	298,450.00	381,900.00
06/15/2012	-	-	81,300.00	81,300.00	-
12/15/2012	365,000.00	2.000%	81,300.00	446,300.00	527,600.00
06/15/2013	-	-	77,650.00	77,650.00	-
12/15/2013	375,000.00	2.000%	77,650.00	452,650.00	530,300.00
06/15/2014	-	-	73,900.00	73,900.00	-
12/15/2014	390,000.00	2.000%	73,900.00	463,900.00	537,800.00
06/15/2015	-	-	70,000.00	70,000.00	-
12/15/2015	690,000.00	2.300%	70,000.00	760,000.00	830,000.00
06/15/2016	-	-	62,065.00	62,065.00	-
12/15/2016	1,040,000.00	2.600%	62,065.00	1,102,065.00	1,164,130.00
06/15/2017	-	-	48,545.00	48,545.00	-
12/15/2017	1,270,000.00	2.800%	48,545.00	1,318,545.00	1,367,090.00
06/15/2018	-	-	30,765.00	30,765.00	-
12/15/2018	1,320,000.00	2.900%	30,765.00	1,350,765.00	1,381,530.00
06/15/2019	-	-	11,625.00	11,625.00	-
12/15/2019	775,000.00	3.000%	11,625.00	786,625.00	798,250.00
<b>Total</b>	<b>\$6,440,000.00</b>	<b>-</b>	<b>\$1,154,632.22</b>	<b>\$7,594,632.22</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$42,678.78
Average Life	6.627 Years
Average Coupon	2.7054013%
Net Interest Cost (NIC)	2.7818839%
True Interest Cost (TIC)	2.7835525%
Bond Yield for Arbitrage Purposes	2.7110212%
All Inclusive Cost (AIC)	2.9438580%

**IRS Form 8038**

Net Interest Cost	2.7230112%
Weighted Average Maturity	6.616 Years

# GENEVA PARK DISTRICT

## Final \$1,598,775 TAXABLE GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2019 CAPITAL PROJECTS - 2 YEARS TO MATURITY

Date of Bonds: 04-Mar-19

Date	Principal	Final Interest Rate	Interest	Principal and Interest	Levy Year	Final Series 2019 Debt Service	DSEB	(Over)/Under DSEB
15-Dec-19	785,435	2.850%	\$35,883.51	\$821,318.51	2018	821,318.51	821,320.55	2.04
15-Jun-20			11,793.43	11,793.43				
15-Dec-20	813,340	2.900%	11,793.43	825,133.43	2019	836,926.86	836,925.64	(1.22)
Total	\$1,598,775		\$59,470.37	\$1,658,245.37		\$1,658,245.37	\$1,658,246.19	\$0.82

Net Interest Rate: 2.885%  
Bond Years: 2,061.273  
Average Life: 1.289

SPEER FINANCIAL, INC.

Premium  
Discount

run date: 12-Feb-19  
file name: genevapd 2019 ltd go/2019

# Geneva's Wine, Cheese & Trees Going Virtual

The Natural Resources Committee and Geneva Park District Foundation are teaming to sponsor the 10th annual event in February.

- **Press Release Desk**, News Partner
- Posted Sun, Jan 10, 2021 at 5:14 pm CT

## Press release from the City of Geneva:

Geneva's Wine, Cheese & Trees fundraiser may be going virtual in 2021, but the overall mission of raising money to plant new trees in the community remains the same.

The City's Natural Resources Committee and the Geneva Park District Foundation are teaming together to sponsor the 10th annual event, which will be held virtually at 7 p.m. Saturday, Feb. 27.

Tickets are [can be purchased online](#) for \$70, which includes three bottles of wine that will be available for pick up the week before the event at Geneva Wine Cellars and Tasting Room, 227 S. Third St.

The evening will feature a virtual wine tasting, raffle and live auction. Some of the live auction items up for bid are an instant wine cellar, Wisconsin getaways and Geneva restaurant gift certificate baskets. Raffle prizes include family memberships at Geneva Park District facilities, a craft beer set, wireless speakers, a lottery ticket tree, and more.

Organizers have a fundraising goal of \$20,000. Wine, Cheese & Trees helps both the City and the Geneva Park District continue to recover from the devastation caused by the emerald ash borer.

The Natural Resources Committee has pledged to grow the City's urban tree canopy under its Greening Geneva Initiative by planting parkway trees throughout the community. To date, the committee has funded the planting of hundreds of trees in downtown Geneva, City Hall, at each of the schools in Geneva Community Unit School District 304, and on Geneva Park District properties.

The Park District Foundation allocates the majority of event proceeds to plant additional trees throughout parks and natural areas. The remaining funds go toward projects that enhance the parks and natural areas, such as the acquisition of Peck Farm Park and Hawks Hollow Nature Playground. For more information about Wine, Cheese & Trees, contact Natural Resources Committee Chairman Jay Womack at 630-299-9945 or via email. To learn more about [the committee](#), visit the City's website or the "NRC Geneva" on Facebook.





Engaged Citizens. Involved Communities. Open Government.



## Geneva's Wine, Cheese & Trees Event Goes Virtual

Rick Nagel / January 11, 2021 / Comments Off on Geneva's Wine, Cheese & Trees Event Goes Virtual / Clubs and Organizations, Communities, Education, Government, Homeowners, Parks and Recreation, Public Service, Quality of Life, WK-Communities

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For more information about Wine, Cheese & Trees, contact Natural Resources Committee Chairman Jay Womack at 630-299-9945 or email him at [jay.womack@gza.com](mailto:jay.womack@gza.com).

To learn more about the **Natural Resources Committee**, visit the city's website at [www.geneva.il.us](http://www.geneva.il.us) or the "NRC Geneva" on Facebook.

For more information about the Geneva Park District Foundation, visit the Park District's website at [www.genevaparks.org](http://www.genevaparks.org).

*SOURCE: city of Geneva news release*

# Memo

**To:** Geneva Park District Board of Commissioners

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

**cc:** Sheavoun Lambillotte, Executive Director

**Date:** January 18, 2021

**Re:** Safety Report

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**The following is an overview of safety related highlights during the timeframe of September - January:**

- 7 accident reports were filed for patrons
- 3 accident reports were filed for employees
- 0 property damage report filed
- 27 certificates of insurance were collected and filed

**Safety Highlights:**

- Safety adaptations to Fall special events including Autumn Fair, Halloween HayDay, Hustle S'more 5K, Escape the Mansion, and Polar Express Storytime
- Playground repairs based on safety inspections
- Pothole repairs along the Fox River Trail
- Tree removal and trimming
- Addition of a speed table at the SPRC parking lot
- Safety manual review and updates
- Completion of prescribed burns
- Adjustments to programs/facilities in-line with mitigation measures
- Installation of emergency shut-off switch at Moore Park Spray Ground
- Continued increase in cleaning/disinfecting schedules
- Snow and ice removal in addition to utilization of pre-treatment
- Chainsaw maintenance training

**Safety Person of the Month:**

September	Ethan Peterson	Snake removal at Peck North
October	Christine Shiel	Joining the safety committee
November	Kyle Schultz	Preventative maintenance on vehicles
December	Jim Huetson	Implementing safety measures for Election Day
January	Larry Miller	Removal of dangerous tree

As the months continue to pass, COVID still remains our largest safety driven challenge. Staff will continue to focus on mitigation measures and implement best practices not only for our patrons, but also internally for our employees.

**MINUTES** of a regular public meeting of the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, held at the Geneva Community Center, 710 Western Avenue, Geneva, Illinois 60134 in said Park District at 7:00 o'clock P.M. on the 18th day of January, 2021.

\* \* \*

The meeting was called to order by the President, and upon the roll being called by the Secretary, the following Park Commissioners answered present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were absent: \_\_\_\_\_

The President announced that the Bond Issue Notification Act of the State of Illinois required a declaration of the intention of the Park District to issue non-referendum general obligation bonds or limited bonds of the Park District to provide additional funds to finance the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same, and for the payment of the expenses incident thereto, and that the Board of Park Commissioners was required to hold a public hearing prior to the adoption of an ordinance providing for the sale of said bonds and the levy of a direct annual tax to pay the principal and interest thereon.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read in full a resolution as follows:

**RESOLUTION #2021-01** concerning a hearing required to be held pursuant to the Bond Issue Notification Act of the State of Illinois prior to the sale of \$1,750,000 Taxable General Obligation Limited Tax Park Bonds, Series 2021 of the Geneva Park District, Kane County, Illinois.

\* \* \*

**WHEREAS**, pursuant to the provisions of The Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “**Park Code**”), the Geneva Park District, Kane County, Illinois (the “**District**”), is authorized to issue non-referendum general obligation bonds or limited bonds for various purposes of the District; and

**WHEREAS**, before the District may adopt an ordinance selling non-referendum general obligation bonds or limited bonds, the Board of Park Commissioners of the District (the “**Board**”) proposing to sell the bonds shall hold at least one public hearing concerning the District's intent to sell the bonds pursuant to the Bond Issue Notification Act of the State of Illinois (the “**Act**”); and

**WHEREAS**, pursuant to the Act, the Secretary of the Board shall publish notice of the hearing at least once in a newspaper of general circulation in the District not less than seven (7) nor more than thirty (30) days before the date of the hearing; and

**WHEREAS**, on the 24th day of December, 2020, notice of the hearing was published once in the *Kane County Chronicle*, the same being a newspaper of general circulation in the District, and an affidavit evidencing the publication of such notice, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board, and made a part of the permanent records of the Board; and

**WHEREAS**, notice of the hearing was given by posting at least forty-eight (48) hours before the hearing a copy of the notice at the principal office of the Board; and

**WHEREAS**, at the hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits:

**NOW, THEREFORE, Be It and It Is Hereby Resolved** by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, as follows:

**Section 1. Incorporation of Preambles.** The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

**Section 2. Hearing.** The persons desiring to be heard presenting written or oral testimony on this date were as follows:

See Schedule 1 attached hereto and made a part hereof.

The hearing was finally adjourned at \_\_:\_\_ p.m. on the 18th day of January, 2021.

**Section 3. Decision to Proceed.** Upon review of the written and oral testimony, the Board deems it advisable, necessary and for the best interests of the District that the non-referendum general obligation limited bonds be sold and that the ordinance selling said bonds be adopted after a period of at least seven (7) days after the date hereof.

**Section 4. Severability.** If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

**Section 5. Repeal.** All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this resolution shall be in full force and effect forthwith upon its adoption.

**ADOPTED** January 18, 2021

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President, Board of Park Commissioners

Attest:

---

Secretary, Board of Park Commissioners



**SCHEDULE 1: PERSONS DESIRING TO BE HEARD PRESENTING WRITTEN  
OR ORAL TESTIMONY**

[NONE]

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said resolution as presented and read by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution as read.

Upon the roll being called, the following Park Commissioners voted **AYE**: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NAY**: \_\_\_\_\_

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS       )  
                                          ) SS  
COUNTY OF KANE        )

**CERTIFICATION OF RESOLUTION AND MINUTES**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of January, 2021, insofar as same relates to the adoption of a resolution entitled:

**RESOLUTION** concerning a hearing required to be held pursuant to the Bond Issue Notification Act of the State of Illinois prior to the sale of \$1,750,000 Taxable General Obligation Limited Tax Park Bonds, Series 2021, of the Geneva Park District, Kane County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the principal office of the Board at least forty-eight (48) hours in advance of the holding of such meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of The Park Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said resolution.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and seal of said Park District, this 18th day of January, 2021.

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Secretary, Board of Park Commissioners

[SEAL]  
36861228.1/135452.00011

## MEMORANDUM

TO: Geneva Park District Board

From: Christy Powell, Superintendent of Finance & Personnel

C: Sheavoun Lambillotte, Executive Director

Date: January 18, 2021

RE: COVID19 Financial Impact

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Please find below the most recent financial projections regarding the financial impact of COVID19. The board was provided in September with a COVID19 financial projection. This projection used YTD actuals and projections based on program registration down 50% and fitness revenue down 25%; for a projected audit transfer of \$750,000 (loss in recreation fund of approximately \$250k combined with surplus in general fund of \$1M).

Thru December 31, 2020 the District was on track with these projections. However, given the more recent State of Illinois mitigation rules, and the schools most recent pause to on-line learning for a two week period, many of the District's programs were cancelled.

Below are updated projections using actuals thru December 31, 2020 and a more dismal scenario for the last four months of the fiscal year which assumes program registration down 75% and fitness revenue down 65%. Using this scenario, current projections show a loss in the Recreation Fund of approximately \$500,000 and a surplus in the General Fund of about \$1,050,000 which would provide an audit transfer of \$550,000. For FY20-21, the District budgeted an audit transfer of \$1.4M in the CIP. The District did adjust its CIP expenditure budget in FY21 and FY22 which would accommodate this lower audit transfer for FY21 and FY22.

# **GENEVA PARK DISTRICT COVID PROJECTIONS**

## **REVENUES BY SOURCE AND EXPENDITURES BY OBJECT FOR GENERAL FUND**

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	2020-21 YTD Actual	2020-21 PROJECTED	
<b>GENERAL FUND REVENUES</b>						
Real Estate Taxes	\$ 3,764,056	\$ 3,837,846	\$ 3,890,000	\$ 3,953,083	\$ 3,953,083	based on YTD actuals
Replacement Taxes	31,855	39,745	30,000	21,123	32,249	based on YTD actuals trended out for remainder of year
Investment Income	69,857	79,992	6,500	12,672	18,672	based on YTD actuals trended out for remainder of year using YTD actual plus prior year(s) normal oper at 25%; includes
Reimbursements	9,725	7,685	8,500	12,928	16,085	Kane County CRF funds
Rentals & Leases	5,425	3,835	5,000	975	1,306	using YTD actual plus prior year(s) normal oper at 25%
Peck Farm Receipts	19,803	23,349	26,000	14,412	15,431	using YTD actual plus prior year(s) normal oper at 25%
Camp Coyote- Peck Farm Camp	38,284	38,461	35,000	-	-	no camps in FY21
Camp Adventure - Peck Farm Camp	11,632	12,114	18,000	-	-	no camps in FY21
Birthday Parties- Peck Farm	5,295	3,150	9,000	150	256	using YTD actual plus prior year(s) normal oper at 25%
Learn from the Experts- Peck Farm	10,964	9,722	9,000	10,570	11,620	using YTD actual plus prior year(s) normal oper at 25%
Peck Farm General Programs	11,018	11,936	16,000	8,054	9,792	using YTD actual plus prior year(s) normal oper at 25%
Community Garden	3,804	3,930	5,000	6,462	6,462	using YTD actuals thru August plus prior year actual
Peck Farm School/Scout Groups	5,804	5,515	7,500	72	170	using YTD actual plus prior year(s) normal oper at 25%
Total Revenue	3,987,522	4,077,280	4,065,500	4,040,501	4,065,126	
<b>GENERAL FUND EXPENDITURES</b>						
Administration	3,468,413	3,019,927	2,995,770	2,021,147	2,908,927	debt Service on ARB declines beginning in FY20; use ytd actual plus prorated budget
Peck Farm	88,828	97,359	115,750	54,581	92,704	use ytd actual plus prorated budget
Camp Coyote- Peck Farm Camp	18,635	26,289	22,500	-	-	No camps in FY21
Camp Adventure- Peck Farm Camp	8,831	6,203	11,350	-	-	No camps in FY21
Birthday Parties- Peck Farm	1,887	774	3,800	58	145	using YTD actual plus prior year(s) normal oper at 25%
Learn from the Experts- Peck Farm	8,173	6,753	7,000	50	451	using YTD actual plus prior year(s) normal oper at 25%
Peck Farm General Programs	1,595	6,073	5,000	2,414	2,677	using YTD actual plus prior year(s) normal oper at 25%
Community Garden	3,091	3,470	4,400	4,228	4,559	using YTD actuals plus prior year actuals
Peck Farm School/Scout Groups	566	208	600	-	8	using YTD actual plus prior year(s) normal oper at 25%
Moore Spray Park	8,342	6,334	10,050	4,365	4,672	using YTD actuals plus prior year actuals
Total Expenditures	\$ 3,608,361	\$ 3,173,390	\$ 3,176,220	\$ 2,086,841	\$ 3,014,143	
Total General Fund Net Surplus (Deficit)	379,161	903,890	889,280	1,953,660	1,050,983	
Less Audit Transfer to CIP	200,000	900,000	889,280	-	-	
Total General Fund Net Surplus (Deficit)	179,161	3,890	-	1,953,660	1,050,983	

REVENUES BY SOURCE AND EXPENDITURES BY OBJECT FOR RECREATION FUND						
	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	2020-21 YTD Actual	2020-21 PROJECTED	
<u>RECREATION FUND REVENUES</u>						
Real Estate Taxes	\$ 1,543,850	\$ 1,559,353	\$ 1,575,000	\$ 1,604,191	\$ 1,604,191	based on YTD actuals
Replacement Taxes	31,855	39,745	30,000	21,123	32,249	based on YTD actuals trended out for remainder of year
Investment Income	69,828	79,999	6,500	12,672	18,672	based on YTD actuals trended out for remainder of year
Reimbursements	-	-	-	35,239	63,739	Kane County CRF Funds-based on YTD actual plus projected
Public Information- Advertising & Sponsorship	14,140	14,794	14,000	10,534	10,972	using YTD actual plus prior year(s) normal oper at 25%
Community Center Rentals	9,378	7,020	9,000	3,388	4,492	using YTD actual plus prior year(s) normal oper at 25%
General Recreation	198,961	145,796	234,500	45,053	59,440	using YTD actual plus prior year(s) normal oper at 25%
Playhouse 38	87,402	67,879	83,700	16,724	23,397	using YTD actual plus prior year(s) normal oper at 25%
Preschool/ Toddler	375,686	268,113	385,000	172,765	214,080	using YTD actual plus prior year(s) normal oper at 25%
Active Older Adults	24,727	32,658	28,000	(839)	2,515	using YTD actual plus prior year(s) normal oper at 25%
Dance	133,281	119,485	132,850	25,898	36,575	using YTD actual plus prior year(s) normal oper at 25%
Camps	348,719	391,497	355,000	157,401	157,401	using YTD actual plus prior year(s) normal oper at 25%
Contracted & Co-op	14,396	9,486	15,200	4,361	5,129	using YTD actual plus prior year(s) normal oper at 25%
Special Events	73,284	82,133	75,100	26,423	35,948	using YTD actual plus prior year(s) normal oper at 25%
Tennis	13,657	19,063	16,500	20,121	20,121	using YTD actual plus prior year(s) normal oper at 25%
Tumbling/Gymnastics/Cheerleading	158,665	133,944	166,700	19,237	33,618	using YTD actual plus prior year(s) normal oper at 25%
Baseball/Softball	60,044	50,990	64,000	34,640	37,033	using YTD actual plus prior year(s) normal oper at 25%
General Athletics	376,920	327,101	369,900	89,482	109,353	using YTD actual plus prior year(s) normal oper at 25%
Sunset Racquetball & Fitness	207,587	186,943	212,750	40,560	67,786	using YTD actual plus prior year(s) normal oper at 35%
Pool	611,816	583,254	602,300	170,467	170,468	using YTD actual plus prior year(s) normal oper at 25%
Mini Golf	87,494	96,524	98,500	73,747	74,172	using YTD actual plus prior year(s) normal oper at 25%
After School Programs	1,044,651	773,588	870,000	129,059	232,119	using YTD actual plus prior year(s) normal oper at 25%
Scholarships	1,951	4,951	7,000	295	295	using YTD actual plus prior year(s) normal oper at 25%
SPRC	687,932	606,929	685,750	129,355	226,339	using YTD actual plus prior year(s) normal oper at 35%
Total Recreation Fund Revenue	6,176,224	5,601,245	6,037,250	2,841,896	3,240,104	

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 BUDGET	2020-21 YTD Actual	2020-21 PROJECTED	
<b>RECREATION FUND EXPENDITURES</b>						
Administration	2,082,399	1,867,913	2,203,070	1,456,047	1,979,910	debt Service on ARB declines beginning in FY20; use ytd actual plus prorated budget
Public Information	134,931	91,960	144,500	32,085	80,223	use ytd actual plus prorated budget
Community Center Rentals	665	659	1,500	248	301	using YTD actual plus prior year(s) normal oper at 25%
General Recreation	98,541	94,652	116,500	21,738	29,451	using YTD actual plus prior year(s) normal oper at 25%
Playhouse 38	73,252	80,965	75,050	30,281	54,052	using YTD actual plus prior year(s) normal fixed and variable costs at 25%
Preschool/Toddler	316,797	324,209	351,400	123,443	253,550	using YTD actual plus prior year(s) normal fixed and variable costs at 25%
Active Older Adults	18,530	26,491	19,000	(115)	2,065	using YTD actual plus prior year(s) normal oper at 25%
Dance	61,652	66,284	67,450	5,814	12,766	using YTD actual plus prior year(s) normal oper at 25%
Camps	224,961	265,039	273,600	134,058	137,542	using YTD actual plus prior year(s) normal oper at 25%
Contracted & Co-op	8,690	8,101	11,100	-	1,239	using YTD actual plus prior year(s) normal oper at 25%
Special Events	51,236	57,938	52,875	13,999	20,854	using YTD actual plus prior year(s) normal oper at 25%
Tennis	9,217	12,220	11,000	15,307	15,307	using YTD actual plus prior year(s) normal oper at 25%
Tumbling/Gymnastics/Cheerleading	111,681	107,764	107,500	9,001	17,878	using YTD actual plus prior year(s) normal oper at 25%
Baseball/Softball	26,178	29,216	26,450	17,194	17,841	using YTD actual plus prior year(s) normal oper at 25%
General Athletics	250,708	245,035	236,425	14,830	50,650	using YTD actual plus prior year(s) normal oper at 25%
Ice Rinks	-	-	-	-	-	using YTD actual plus prior year(s) normal oper at 25%
Gymnasiums	-	-	52,500	15,013	15,997	using YTD actuals plus prior year actuals
Sunset Racquetball & Fitness	140,314	132,086	139,560	62,471	108,618	using YTD actual plus prior year(s) normal oper
Pool	533,734	574,754	575,900	243,221	254,361	using YTD actual plus prior year(s) normal oper
Mini Golf	35,210	37,039	37,500	35,286	35,801	using YTD actual plus prior year(s) normal oper
After School Programs	713,345	698,120	810,650	175,232	269,004	using YTD actual plus prior year(s) normal fixed and variable costs at 25%
Scholarships	7,660	9,402	7,000	332	7,000	using YTD actual plus prior year(s) normal oper at 25%
SPRC	498,668	490,933	533,600	233,385	379,766	using YTD actual plus prior year(s) normal oper
Total Expenditures	\$ 5,398,369	\$ 5,220,780	\$ 5,854,130	\$ 2,638,866	\$ 3,744,176	
Total Recreation Fund Net Surplus (Deficit)	777,855	380,465	183,120	203,030	(504,072)	
Less Audit Transfer to CIP	600,000	400,000	183,120	-	-	
Total Recreation Fund Net Surplus (Deficit)	177,855	(19,535)	-	203,030	(504,072)	

# **DIRECTOR'S MONTHLY AGENDA AND REPORT January 18, 2021**

## **STAFF RECOGNITION**

It has been a pleasure to have such a responsible and caring financial professional on our team these past 15 years. Thank you Christy, for all your hard work and dedication to both your financial responsibilities as well as your willingness to become the fine HR professional you have turned out to be. Congratulations on your 15 Years with the GPD!!!

## **SAFETY REPORT REVIEW BY NICOLE VICKERS**

Superintendent of Recreation, Nicole Vickers, will present our safety report reviewing the last 6 months of activity in this area. Staff will be available to answer any questions the board may have.

## **LIMITED BOND BINA RESOLUTION #2021-01**

The BINA resolution #2021-01 announcing the District's intent to sell \$1.75M in limited bonds will be presented for approval. The sale of the bonds would occur at the February 15 board meeting. The district is purchasing its own bonds at an estimated net interest rate of 1.17%. Possible capital projects include: building improvements, parking lot repairs, park trail improvements, tennis court improvements, playground & equipment replacement, vehicles & equipment, etc. Staff would ask for a motion and roll call vote to approve the Limited Bond Bina Resolution.

## **COVID-19 FINANCIAL UPDATE**

Enclosed in your packet is a memo from Christy Powell outlining the updated financial projections for the District based on actuals through December 31<sup>st</sup>, and projections through the end of this fiscal year. We are anticipating remaining in Tier 3 mitigations through at least February 8th.

## **COMMUNICATIONS**

Staff and Committee met on January 12<sup>th</sup> to go over the Short/Long Range Plan. Documents and minutes from the meeting are included in your packet.

Staff will be virtually attending the Illinois Park and Recreation Association Conference January 28-30.

Staff is presently working on annual full-time staff evaluations in preparation for our Personnel Policy Committee Meeting in March.

Work continues in preparing grant documents for the Sunset Fitness Center renovation as well as the renovation of the mini golf hut.

There are presently no candidate positions up for reelection this year on our Park Board. Susan VanderVeen and Pat Lenski will be up next in 2023.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese and Trees Fundraiser that will be held virtually this year on February 27<sup>th</sup>.



The IAPD annual meeting will be held virtually at the IPRA Conference Saturday, January 30 at 3:30 PM. Jay Moffat is the assigned delegate for this meeting and Sheavoun Lambillotte is the alternate.

You will soon be receiving your Statements of Economic Interests by email. As in past years, you must complete the statement online by May 1, 2021. If your statement is not filed by the May 1 deadline you will be assessed a late fee penalty.

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

**FUTURE MEETINGS**

Geneva Park District Foundation Meeting	January 26, 2021	7:00 P.M.
Regular Scheduled Meeting	February 15, 2021	7:00 P.M.
Personnel & Policy Committee (Bre Cullen & Susan VanderVeen)	TBD	TBD
Finance Committee – Budget Meeting (Jay Moffat & Susan VanderVeen)	April ???, 2021	TBD

**2020 STONE CREEK MINIATURE GOLF/DISC GOLF ANNUAL REPORT**

Enclosed is this year's report prepared by Ryan Coffland. Please review the report as presented. Staff will answer any questions you have. Staff would request a motion to approve the report upon the Park Board's review and comment.

**2021 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES AND  
2021 MASTER PLAN UPDATE DETAILS**

Enclosed are the updated plans reviewed and approved by the Long Range Plan Committee (Bre Cullen & John Frankenthal). The minutes of the meeting are also included for your review and approval. Each year the staff presents this update to the board as a part of the overall Master Plan of the Park District. If the Park board agrees with the committee's recommendations, please approve the updated goals and objectives and plan details as presented. Staff will review the documents and answer any questions at the meeting. The goals and objectives are placed on the Park District website after Board approval.

**2021 BUDGET AND PERSONNEL EVALUATION CALENDAR**

Enclosed are the proposed calendars for committee meetings to discuss the personnel reviews and budget recommendations for 2021.

**VEHICLE AUCTION RESULTS**

Enclosed in your packet is information summarizing the final vehicle replacements and auctions of the fiscal year. Superintendent of Parks & Properties, Jerry Culp, will review the information and be available to answer any questions the Board may have.

**POLICY MANUAL UPDATE**

In anticipation of our Distinguished Agency Accreditation process we will be reviewing many policy manuals over the next year. Enclosed is the fourth set of manual updates for your review. Staff has updated each manual with necessary changes. Those changes have been marked to expedite your review. Staff would ask for a motion to approve the enclosed manuals-Birthday Party, Playhouse 38 and Park Maintenance.

# JAN 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

SCC & SPRC  
Closed Today

02

03

04

City Council &  
Comm of the  
Whole Mtg @ 7

05

06

07

CAC Mtg @ 7

08

Folk Music  
Zoom Concert:  
February Sky

09

10

11

School District  
Mtg @ 7

12

13

14

Plan Comm  
Mtg @ 7

15

16

17

18

GPD Board  
Meeting @ 7

19

City Council &  
Comm of the  
Whole Mtg @ 7

20

HPC Meeting  
@ 7

21

Friendship  
Station  
Preschool  
Open House  
5:30-7pm

22

23

24/31

25

School District  
Mtg @ 7

26

Foundation  
Board Meeting  
@ 7

27

28

IAPD  
Conference  
Plan Comm  
Mtg @ 7  
Library  
Meeting @ 7

29

IAPD  
Conference

30

IAPD  
Conference

# FEB 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

City Council &  
Comm of the  
Whole Mtg @ 7

02

03

04

CAC Mtg @ 7

05

06

07

Super Shuffle  
5K

08

School Dist  
Mtg @ 7

09

10

11

Planning &  
Zoning Mtg @ 7

12

13

14

15

GPD Board  
Meeting @ 7

16

City Council &  
Comm of the  
Whole Mtg @ 7

17

HPC Mtg @ 7

18

19

20

21

22

School Dist  
Mtg @ 7

23

24

25

Planning &  
Zoning Mtg @ 7

26

Library Mtg @ 7

27

Wine, Cheese &  
Trees Virtual  
Fundraiser

28

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

January 18<sup>th</sup>, 2021

## **Operations**

- Staff is busy cleaning up after several snow/ice events over the past few weeks.
- Starting on picnic table repairs.
- Removing trees and vines from the fence at Burgess Soccer Fields.
- Completed Western Avenue clean up, removed three dead ash trees and cleaned up fence line.
- Removed Christmas lights at Sunset, SPRC and Peck Courtyard.
- Removed dead Cottonwood at Island Park and removed dead Hickory at Sandholm.
- Installed Memorial Bench at Island Park.
- Installed new park signs at Bennet Park, Moore Park and Lions Park.
- Checking all plow operations in preparation for winter.
- Working on shop repairs and organization.
- Playground safety surface replenishment has slowed due to the snow events, but will continue once snow melts off playground surface.
- Installed lift gate and backup camera on truck 218.
- Completed preventative maintenance service on soccer field liners/sprayers.

Cut and finished two new log seats for Library play area.



Staff has installed the safety fence around the ice rinks, installed the liners and filled with water in anticipation of colder weather.



Installed a new log bench at Island Park Playground. The log was repurposed from a Cottonwood tree that was removed.



## Baseball/Softball

- Season is over, equipment has been cleaned and stored for winter.

## **Facilities**

### **Mill Creek Pool**

- Checking heat in pump room daily.

### **Sunset Pool**

- Checking heat in pump room and exercising pumps daily.

### **Peck North OSLAD Project**

- Contractor installed concrete bases for crossing beacons. Once beacons are delivered, contractor will install. Estimated delivery is the end of January.

### **Moore Park**

- Repaired light fixture in Moore Park Pavilion.

### **Peck Farmhouse**

- Replaced two hallway emergency lights.
- Started the installation of the fiber optic conduit between house and operation building in preparation for switching over to Metronet.

### **Wheeler Operations**

- Started installing motion sensors on lights in the shops.

## **Natural Resource Work**

- See Report below by:  
Mandy Morgan, Foreman or Parks and Properties  
Natural Resource and Certified Burn Manager



# Prescribed Burns and Natural Area Progress Report

## Spring and Fall of 2020

It is exciting to report that our 2020 spring and fall burn seasons were successful thanks to great weather days and an eager crew. We were able to persevere despite Covid-19 shutting us down at what turned out to be the perfect week to light prairies on fire. This meant that we did have a rather small spring season, although we did log a lot of acres. Our team was able to make up for lost time with great, dry weather this fall and successfully burned for five more days.

Our priority objectives when burning natural areas are to slow non-native invasive species that are not fire tolerant, reduce fuel loads in the fields – helping to prevent accidental fires, and provide the land with the nutrients that fire gives. We do our best to keep our burn units in a 3-season rotation so that each field will benefit from both spring and fall fires. Weather, and now Covid-19, are the biggest factors in how much we are able to burn in a season. We ebb and flow from one season to the next, but overall, we have remained consistent. In addition, once our Burn List is decided and prioritized, we are able to set plans for our natural areas in the District. Fire has a wonderful way of clearing the land for us to work easier in a fields clearing out the non-native invasive species that the fires have already helped us knock back.

**Number of Prescribed Fires:** 11 total: 4 in the spring (2 days) and 7 in the fall (5 days).

**Number of Acres burned:** 224 acres total: 115 acres in the spring and 117 acres in the fall.

**Burn Crew Members:** Mandy Morgan, Jerry Culp, Larry Miller, Ethan Peterson, Adam Hodge, Jonathan Buettner, Emily Zavacki, Rich Kator, Jamie Queen, Nicole Vickers, Joey Kalwat, Elliott Bortner.

**Training/Certificates:** Jerry and Ethan participated in a Field Day hosted by Illinois DNR at Starved Rock and after a long year of waiting on the state... are now Illinois Certified Prescribed Burn Managers! Also, Jonathan Buettner joined our burn team this fall, starting by learning the tasks, tools, terms and weather. We were also joined by a few members of the Recreation Department.

### **Natural Area work done:**

- The Peck Farm crew spent January and February clearing the invasive shrubs and trees out of the woods at Weaver Park. The result is a woodland that you can see into and the small trail system has been rejuvenated.
- Seed collecting our own seeds in Park District fields and at Forest Preserves with the County's Seed Team. The Forest Preserve counts our hours spent collecting with them and then gives us a percentage of seeds back. For each of the last three years, we have received about \$7,000 worth of Kane County prairie seed for our time!
- Managed, with both mechanical and chemical efforts, targeted invasive species including Black Locust, Chervil, Thistle, Poison Hemlock, Teasel, Burdock, Crown Vetch, Phragmite, Cattails, Reed Canary Grass, and Narrow-leaf Willow.
- Removed and treated woody and invasive species from the fields that have burned (Callery Pears at Peck North and Cottonwood from Peck Farm for example).
- Planted 50 native trees in the southwest field of Peck North to start a savanna.
- Over-seeded our Pollinator Gardens with prairie seed that we harvested this past fall.

### **Prescribed Fire recap:**

**River Park** on March 17<sup>th</sup> (.75 acres) – River Park is always a hot fire thanks to the high quality native plants. We had a clear beautiful day and a visitor! Sharon Jones, one of River Parks long time



## Prescribed Burns and Natural Area Progress Report Spring and Fall of 2020

volunteers, was so excited when she saw the smoke from her home across the river that she actually RAN over to see us!

**Peck Farm North around SPRC on March 17<sup>th</sup> (2 acres)**

– This is the best result I have seen yet in this small section of prairie. The hill behind the building and playground burned all the way across, which shows an increase of quality native plant material.



**Peck Farm Park on March 25<sup>th</sup> (40 acres) Southeast (Miller-Thompson area)** – This particular field burned off completely, blistering the young Cottonwood saplings that are trying to take over the field. In the weeks that followed this fire, two crew members spent days clearing the field of the saplings.



**Peck Farm Park on March 25<sup>th</sup> (72 acres) Southwest corner (Kaneville and Fabyan)** – The weather shifted on us in the afternoon when we burned this field and it worked well in our favor! Our back burn sped up, but never to the point that we feared that we would lose control. The result was a hot and slow fire that blistered every small invasive tree in the field, which is one of the primary reasons that we burn our fields.

**Peck Farm North on November 12<sup>th</sup> (50 acres)** – This field burned well, which considering the construction traffic that it endured this past summer, was more than we hoped for. With the plants cleared off, our crew has been able to go into the field and cut down the Callery Pear that are trying to take over.

**Randall Square Park on November 13<sup>th</sup> (3 acres)** – This little wetland is usually easy to burn, so we went out on a Friday afternoon to complete the project. Thanks to perfect timing, 3 of our friends from the Recreation Department were able to join us! Nicole and Joey were in full burn gear, while Elliott was our official photographer. The fire burned perfectly and Nicole and Joey were able to set the head fire to finish the burn.



**Hathaway Park on November 30<sup>th</sup> (1.25 acres)** – Hathaway is made up of 3 small units. We burned a cattail pothole for the first time this year, around the pond, and the wetland of the third unit. The results were about 75%, but still enough that we can access the area to cut out invasive trees and shrubs.

**Peck Farm Park on December 1<sup>st</sup> (15 acres)** – The main objective of this fire was to burn the Phragmite and cattails in the bottom of the wetland. The results were only at about 50%, but we were able to see where we have more work to do and make plans to move forward with our restoration efforts.



## Prescribed Burns and Natural Area Progress Report Spring and Fall of 2020



**Peck Farm North** on December 3<sup>rd</sup> (40 acres) – We only burned a small portion of this large burn unit with the sole purpose to clear the field fast and make planting our new savanna of 50 trees easier to plant. Of course, it never hurts the native plants to get a little extra fire through the field either.

**Looking ahead in 2021**, in addition to our “normal” tasks, we plan to:

- Continue to cut out non-native trees and shrubs from our natural areas, emphasizing on the areas we burned in the fall.
- We will prioritize the School District burn units because they have not been burned since the spring of 2019.
- Work on the area around the lake at Peck Farm North to reduce the cattails and increase the view from the new shelter area and observation deck.
- Start planting small native trees in the woods at Weaver Park to supplement some of the thinner areas and also increase the biodiversity of the woods.
- Cast woodland flower seeds in the woods at Weaver Park to begin the process of a carpet of spring flowers. This will not only beautify the area, but also increase the quality of these woods.
- Add to the savanna at Peck Farm North by planting more native trees.



# Prescribed Burns and Natural Area Progress Report

## Spring and Fall of 2020

Total Burnable Acres:	
Park District	School District
331 acres	8 acres

339 acres total

Total Number of Burn Units:	
Park District	School District
21 units	7 units

28 units total

Acres Burned in 2016-17 season:			
Park District		School District	
74 acres	30%	8 acres	100%

81 acres total – 24%

Number of units burned in 2016-17 season:	
Park District	School District
9 units	7 units

16 units total

Acres Burned in 2017-18 season:			
Park District		School District	
325 acres	98%	5 acres	63%

330 acres total – 97%

Number of units burned in 2017-18 season:	
Park District	School District
21 units	5 units

26 units total

Acres Burned in 2018-19 season:			
Park District		School District	
143 acres	43%	7 acres	88%

150 acres total - 44%

Number of units burned in 2018-19 season:	
Park District	School District
5 units	4 units

9 units total

Acres Burned in 2019-20 season:			
Park District		School District	
255 acres	77%	0 acres*	0%

255 acres total - 75%

\*COVID-19 in spring season

Number of units burned in 2019-20 season:	
Park District	School District
8 units	0 units

8 units total

Acres Burned in 2020-21 season:			
Park District		School District	
117 acres	35%	0 acres	0%

117 acres total - 34%

\*only “halfway” through season\*

Number of units burned in 2020-21 season:	
Park District	School District
7 units	0 units

7 units total

**GENEVA PARK DISTRICT  
RECREATION BOARD REPORT  
NICOLE VICKERS, CPRP  
SUPERINTENDENT OF RECREATION  
January 18, 2021**

**UPDATE:**

**I. WINTER PROGRAMS**

The majority of winter programs are currently in a holding pattern as we await changes in COVID-19 mitigation measures. Tier 3 mitigation measures have been in place since November 20<sup>th</sup>, at which time indoor programs were cancelled and refunds were issued. It is our understanding that should Kane County meet all the required metrics, indoor classes could resume as soon as January 15<sup>th</sup>.

Tier 3 mitigation measures did allow for personal one-on-one training opportunities. Staff introduced a wide variety of sports specific personal training programs (basketball, baseball, tennis, dance, etc.) and have experienced success in executing more than 50 training sessions.

**II. PROGRAM HIGHLIGHTS**

- a) The Super Shuffle 5K trail race is scheduled for February 7<sup>th</sup>. The mitigation measures will determine whether or not an in-person event can be held. In the event the measures are restrictive and therefore cost prohibitive, staff will present a virtual option.
- b) The Just Dad 'N Me Dance is slated for February 21<sup>st</sup>. Staff is currently working on plans to defer this event to potentially mid-summer. This popular event typically has over 1,000 participants and therefore is unfeasible to hold at this time. Should the event be held during the summer months, we would have the option to hold it outdoors which could provide a safer environment.
- c) A small amount of staff will be virtually attending educational sessions at the IPRA Conference on January 28<sup>th</sup> – 30<sup>th</sup>.
- d) Staff is preparing to begin accepting/processing registrations for preschool and kid's zone for next school year.
- e) The Kane County Certified Naturalist program has begun. Staff had previously planned for both in-person and virtual learning opportunities, however, they have since pivoted to an all virtual platform. The program still remains popular with nearly 40 participants.
- f) Plans for summer camps are currently underway, including some adjustments to Peck Farm camps to better align with our traditional camp program.
- g) Community Garden plots are currently open for 2021 reservations. In addition, staff has introduced a variety of programming opportunities for the gardeners slated to begin in the Spring.

### **III. FACILITIES**

The 2020 Stone Creek Miniature Golf report is enclosed in your packet. Ryan Coffland will be presenting the report and answering any questions that might arise.

Stone Creek has also introduced winter “pop-up” events. In the month of December staff was able to open the course on two separate occasions collectively accommodating over 250 golfers. Staff will continue to offer occasional opportunities for golfing throughout the winter months as the weather allows.

Plans for summer of 2021 are underway in regards to seasonal facilities. While many aspects of the season remain unknown, staff is brainstorming through several scenarios in an effort to be prepared to welcome back visitors to our aquatic facilities.

Best Life Fitness continues to operate at a reduced capacity, in addition to, more stringent safety guidelines. Visitation has increased in comparison to November, however, staff has encountered very few challenges staying below the required 25% capacity the current guidelines require.

Peck Farm Park remains closed during the Tier 3 mitigation measures. Staff has been focused on identifying and executing winter projects in preparation for the Spring months, including needed maintenance repairs to the butterfly house.

## **INFORMATION:**

### **I. SUNSET REPORT**

Comparison figures for Sunset Racquetball and Fitness Center are as follows

<b>SRFC December Totals</b>		
	<b>December 2019</b>	<b>December 2020</b>
Annual Membership Revenue	\$23,845	\$3,151
EFT/Ongoing Revenue	\$4,219	\$2,829
Court Hours	\$275	\$0
Guests	\$828	\$189
Monthly Memberships	\$0	\$0
Vending	\$83	\$21
<b>Total Revenue</b>	<b>\$29,250</b>	<b>\$6,190</b>
	<b>December 2019</b>	<b>December 2020</b>
Resident SRFC Pre-Paid:		
New	19	8
Renew	71	14
Resident SRFC ONGOING:		
New	2	3
Renew	5	1
Non-Resident SRFC Pre-Paid:		
New	2	2
Renew	7	0
Non-Resident SRFC ONGOING:		
New	0	0
Renew	0	1
<b>New</b>	23	13
<b>Renew</b>	83	16
<b>Totals</b>	106	29

SRFC December Memberships Totals				
	December 2019		December 2020	
Total Membership Revenue	\$28,064		\$5,980	
SRFC Usage Breakdown				
	December 2019		December 2020	
Members	5,000		2,702	
Guests	206		36	
Total Usage	5,206		2,738	
Weight room Usage	4,850		2,702	
Court Usage				
Reserved Court Time	40		0	
Walk-on Court Time	21		0	
Court Percentages				
Prime Time	19%		0%	
Non-Prime Time	11%		0%	
Racquetball	11%		0%	
Wally ball	3%		0%	
SRFC Year to Date Comparison				
	2019/2020		2020/2021	
Total EFT/Ongoing Memberships	110		73	
Total # of Memberships/Members (excludes Gold)	588	1,041	425	680
Total Membership Revenue	\$110,594		\$37,917	
Projected EFT/Ongoing Annual Rev.	\$16,876		\$11,316	

Note: In December 2019, 45 membership renewals were purchased despite not having expired during that month as fees increased in January 2020. As an additional reference, total number of Sunset memberships sold in December 2018 was 43.

## II. SPRC REPORT

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

<b>SPRC General</b>		
	<b>December 2019</b>	<b>December 2020</b>
Total Membership Revenue	<b>\$73,235</b>	<b>\$18,600</b>
Memberships	216	54
Track Passes	79	32
Guests	150	65

<b>SPRC Membership Breakdown</b>		
	<b>December 2019</b>	<b>December 2020</b>
Resident Gold Pre-Paid:		
New	10	3
Renew	11	0
Resident Gold ONGOING:		
New	5	0
Renew	2	0
Non-Resident Gold Pre-Paid:		
New	0	0
Renew	1	0
Non-Resident Gold ONGOING:		
New	0	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	53	22
Renew	80	11
Resident SPRC ONGOING:		
New	11	0
Renew	5	2
Non-Resident SPRC Pre-Paid:		
New	7	11
Renew	27	5
Non-Resident SPRC ONGOING:		
New	2	0
Renew	2	0
<b>New</b>	<b>88</b>	<b>36</b>
<b>Renew</b>	<b>128</b>	<b>18</b>
<b>Totals</b>	<b>216</b>	<b>54</b>

SPRC Usage Breakdown				
	December 2019		December 2020	
Members	12,487		5,145	
Guests	150		65	
Total Usage	12,637		5,210	
Morning Nursery	541	Avg. 20	0	Avg. 0
12-4 pm Nursery	372	Avg. 14	0	Avg. 0
Evening Nursery	285	Avg. 11	0	Avg. 0
TOTAL NURSERY	1,198		0	
Open Gym Youth	757		92	
Open Gym Adult	530		30	
SPRC December Totals				
	December 2019		December 2020	
Annual Membership Revenue:	\$54,181		\$6,720	
EFT/Ongoing Membership Revenue:	\$16,256		\$9,854	
Monthly Memberships	0	\$0	0	\$0
Track Pass	79	\$1,987	32	\$1,110
Holiday – One Month	21	\$811	23	\$916
Holiday – Two Month	0	\$0	0	\$0
Total Membership Revenue	\$73,235		\$18,600	
Kidz Korral Revenue	\$4,810		\$0	
Birthday Parties	7	\$793	0	\$0
Guest Fees	150	\$1,280	65	\$392
Open Gym Youth	757	\$1,942	92	\$0
Open Gym Adult	530	\$824	30	\$0
Vending	\$243		\$50	
Total Additional Revenue	\$9,892		\$442	
SPRC Year to Date Comparisons				
	2019/2020		2020/2021	
Current Memberships/Members	1,554	3,182	1,071	2,239
Gold Annual	190	419	146	340
Gold Ongoing	90	204	49	134
SPRC Annual	892	1,687	657	1,222
SPRC Ongoing	382	872	219	543
Track Passes	686		612	
Total Membership Revenue	\$314,264		\$109,445	
Projected EFT/Ongoing Annual Rev.	\$65,024		\$39,416	

Note: In December 2019, 83 membership renewals were purchased despite not having expired during that month as fees increased in January 2020. As an additional reference, total number of SPRC/Gold memberships sold in December 2018 was 133.



# *STONE CREEK MINIATURE GOLF*



## *2020 ANNUAL REPORT*

*By: Ryan Coffland*

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## I. INTRODUCTION

The Stone Creek Miniature Golf Course Annual Report will document the 31<sup>st</sup> full season of operation. The report is based on operations from May through October. Due to COVID-19, this season was unique. From May 8<sup>th</sup> through July 20<sup>th</sup>, Stone Creek only took online payments. During the month of May, golfers were required to reserve a tee time through an online reservation system. For this time period, only groups up to two were allowed and tee times were spread out in 15-minute increments. From June 1<sup>st</sup> through July 20<sup>th</sup>, groups of up to 4 golfers every 10 minutes were allowed. From July 20<sup>th</sup> through July 31<sup>st</sup>, payments were taken both online and at Stone Creek. Starting August 1<sup>st</sup> through the end of the season all payments were taken down at Stone Creek and online reservations were no longer required.

## II. DAYS/HOURS OF OPERATION

**The course operation was from May 8<sup>th</sup> - October 4<sup>th</sup>. We delayed opening by one week due to COVID.**

Hours of Operation were as follows:

*May 8<sup>th</sup> – May 31<sup>st</sup>*

Friday	6:00pm-10:00pm
Saturday	11:00am-10:00pm
Sunday	11:00am-7:00pm

*June 1<sup>st</sup> – August 18<sup>th</sup>*

Daily	11:00am-10:00pm
-------	-----------------

*August 18<sup>th</sup> – October 4<sup>th</sup>*

Friday	6:00pm – 10:00pm
Saturday	11:00am-10:00pm
Sunday	11:00am-7:00pm

*Memorial Day, July 4<sup>th</sup>, Labor Day, and Columbus Day*  
11:00am-6:00pm

**With District 304 delaying the start of school in August, we stayed open for 6 additional days that we would have been closed: 8/20, 8/21, and 8/24 through 8/27 (hours: 6-10 pm).**

### III. FEES

The daily fees at Stone Creek were as follows for 2020

#### **RATES**

<i>Resident</i>	
Adult	\$5
Youth/Senior	\$5

<i>Non-Resident</i>	
Adult	\$6
Youth/Senior	\$6

<i>Group</i>	
Resident	\$4
Non-Resident	\$5

### IV. ATTENDANCE

The total attendance for the 2020 season was 13,411. (refer to table 8 and chart 1). This number includes: daily admissions, groups, birthday parties, bulk cards, Groupon redemptions, free games, special events and programs. This was a decrease in 9,471 participants from 2019. The daily fees attendance numbers remained similar to the 2019 numbers, however, a large decrease was seen in group rentals, camp visitation, and free rounds due to COVID.

**Table 1**

#### **MONTHLY ATTENDANCE (Daily Fees)**

	<b>Res</b>	<b>NR</b>	<b>Total</b>	<b>Difference from 2019</b>
<b>May</b>	348	N/A	348	-794
<b>June</b>	3,155	N/A	3,155	-426
<b>July</b>	3,171	584	3,755	-479
<b>August</b>	1,675	2,407	4,082	68
<b>September</b>	671	1,000	1,671	704
<b>October</b>	39	121	160	42
<b>TOTAL</b>	<b>9,059</b>	<b>4,112</b>	<b>13,171</b>	<b>-885</b>

**Table 2**

**Attendance By Year (Daily Fees)**

<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
12,197	13,392	14,979	11,296	14,056	13,171

In 2020, the daily fees were down due to COVID, especially early on in the season, yet surpassed 2015 and 2018.

\*This does not include any Groupon's or free rounds.

**Table 3**

**GROUP RENTALS (Per Person)**

	<b>Resident</b>	<b>Non-Resident</b>	<b>Total</b>	<b>Difference from 2019</b>
<b>May</b>	0	0	0	-99
<b>June</b>	20	0	20	-84
<b>July</b>	0	0	0	-278
<b>August</b>	15	57	72	-26
<b>September</b>	12	0	12	-98
<b>TOTAL</b>	<b>47</b>	<b>57</b>	<b>104</b>	<b>-585</b>

Group rounds are reserved through the Stone Creek Mini Golf Manager. A group must consist of a minimum of 10 and the fee is \$4 for resident groups and \$5 for non-resident groups. In 2020, there were 104 group rounds purchased which is a decrease of 585 from 2019.

**Table 4**

**CAMPS, SPECIAL EVENTS**

	<b>GPD Camp</b>	<b>Special Events</b>	<b>Total</b>	<b>Difference from 2019</b>
<b>May</b>	N/A	0	0	-
<b>June</b>	N/A	41	41	-452
<b>July</b>	N/A	0	0	-280
<b>August</b>	N/A	0	0	-98
<b>September</b>	N/A	0	0	-
<b>TOTAL</b>	<b>N/A</b>	<b>41</b>	<b>41</b>	<b>-830</b>

Camps did not come to Mini Golf in 2020 due to COVID as they did not travel off site for any trips this year. The Cosmic Golf numbers are lower due to COVID, Swedish Days being cancelled, and heavy rain on one of the Cosmic Golf days.

**Table 5**

**COUPON REDEMPTION AND FREE GAMES**

	Coupon/Free Round	Groupon	Total	Difference from 2019
May	N/A	N/A	0	-435
June	N/A	N/A	0	-1,626
July	10	0	10	-2,425
August	42	4	46	-1,952
September	38	0	38	-481
October	1	0	1	-252
TOTAL	91	4	95	-7,171

**Note:** Due to online reservations, Groupons, or free rounds of golf, were not accepted until July 20<sup>th</sup>. During the 2020 season, we did not sell any new Groupons. The Groupons used were purchased in previous years and were honored for their face value.

**Table 6**

**Groupon Revenue History**

2015	2016	2017	2018	2019	2020
\$9,964.41	\$6,332.16	\$13,869.96	\$6,879.20	\$8,025.12	N/A

\*Free rounds include the Two for Tuesday promotion, direct mail coupons and free game coupons given out throughout the course of the year in a variety of avenues.

\*We did not sell any Groupons for 2020 due to COVID.

**Table 7**

**ANNUAL ATTENDANCE COMPARISONS**

	2015	2016	2017	2018	2019	2020	Difference from 2019
<b>May</b>	1,673	2,463	2,147	1,451	1,676	348	-1,328
<b>June</b>	4,315	5,301	5,959	4,795	5,804	3,216	-2,588
<b>July</b>	5,774	5,459	7,812	6,755	7,227	3,765	-3,462
<b>August</b>	4,596	4,279	5,690	4,161	6,208	4,200	-2,008
<b>September</b>	1,751	1,792	2,597	1,524	1,596	1,721	125
<b>October</b>				421	371	161	-210
<b>TOTAL</b>	<b>18,109</b>	<b>19,294</b>	<b>24,205</b>	<b>19,107</b>	<b>22,882</b>	<b>13,411</b>	<b>-9,471</b>

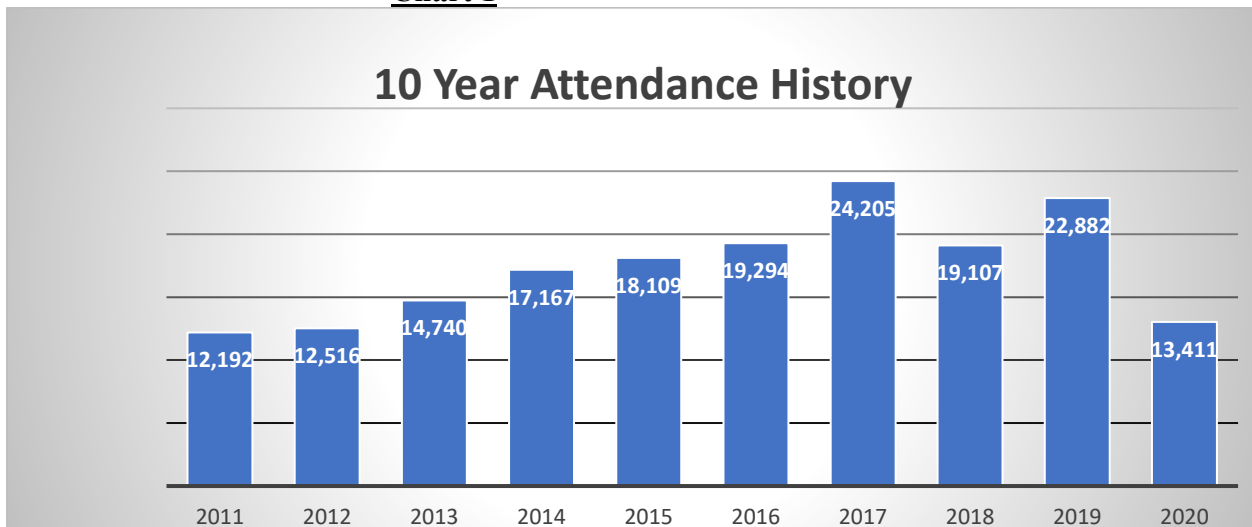
**Table 8**

**10 Year Annual Attendance Comparison**

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
12,192	12,516	14,740	17,167	18,109	19,294	24,205	19,107	22,882	13,411

The overall annual attendance for Stone Creek Miniature Golf Course for 2020 was 13,411 a decrease in 9,471 from 2019. The attendance was down this year with COVID having to limit the number of golfers that could be on the course at a time.

**Chart 1**



## V. REVENUE

Revenue at Stone Creek Miniature Golf Course is received through daily admissions, program fees, rentals, birthday parties, special events and concessions. Total revenue for this season was \$71,160.30 a decrease of \$23,487.33 from the 2019 season. Table 10 shows the revenue comparisons for the last five years and percentage figures for the current season. Concessions were not sold until the end of July and only included beverages. While the daily use revenue was down, the biggest reductions in revenue due to COVID came from not selling concessions and restrictions on group rentals. Birthday parties at Mini Golf did have a little bit of a resurgence and brought in more revenue than 2019 as Mini Golf parties were one of the only birthday party options this summer.

**Table 9**

### COMPARISON OF REVENUE SOURCES

	2016	2017	2018	2019	2020	% of REVENUE
Daily Use	\$84,751.03	\$96,180.15	\$71,168.31	\$80,653.95	\$68,527.50	96%
Concessions	\$9,185.69	\$10,921.42	\$8,755.00	\$8,631.68	\$958.80	1%
Birthday Parties	\$1,180.00	\$1,385.00	\$1,453.00	\$783.00	\$953.00	1%
Rentals	\$1,946.00	\$2,878.00	\$2,281.00	\$3,075.00	\$393.00	1%
Special Events	\$1,848.00	\$2,088.00	\$1,550.00	\$1,504.00	\$328.00	1%
Total Rev.	\$98,910.72	\$113,452.57	\$85,207.31	\$94,647.63	\$71,160.30	



## VI. EXPENDITURES

Expenditures for the current season totaled \$33,782.31 which is an increase of \$1,139.18 from 2019. The largest increase comes in staff salaries due to the increase in minimum wage and extra staff needed for sanitizing equipment with COVID-19. Concessions were not sold until the end of July.

**Table 10**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>% of Expenditures</b>
<b>Salaries</b>	\$23,997.53	\$22,580.51	\$22,661.29	\$24,821.58	\$30,556.76	90%
<b>Contractual</b>	\$2,437.82	\$2,582.33	\$2,616.67	\$805.71	\$1,589.04	5%
<b>Repr.&amp; Maint.</b>	\$462.07	\$495.42	\$188.25	\$55.05	\$96.09	1%
<b>Commodities</b>	\$5,556.32	\$6,340.82	\$7,503.52	\$6,254.01	\$805.88	2%
<b>Birthday Parties</b>	\$395.14	\$545.72	\$851.65	\$455.89	\$485.08	1%
<b>Special Events</b>	\$462.14	\$462.40	\$383.65	\$250.89	\$249.46	1%
<b>Total Expenses</b>	<b>\$33,311.02</b>	<b>\$33,007.20</b>	<b>\$34,205.03</b>	<b>\$32,643.13</b>	<b>\$33,782.31</b>	

## VII. NET GAIN (LOSS)

Per the unaudited revenue and expenditure breakdown for Stone Creek Miniature Golf Course operational budget, the net gain for the 2020 season was \$37,377.99. Table 12 shows net gain (loss) comparisons for the last five years.

**Table 11**

### NET GAIN (LOSS) COMPARISON

	2016	2017	2018	2019	2020
<b>Revenue</b>	\$98,910.72	\$113,452.57	\$85,207.31	\$94,647.63	\$71,160.30
<b>Expense</b>	\$33,311.02	\$33,007.20	\$34,205.03	\$32,643.13	\$33,782.31
<b>Net</b>	\$65,599.70	\$80,445.37	\$51,002.28	\$62,004.50	\$37,377.99

**Table 12**

### 10 Year Net Gain Comparison

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
\$36,864	\$45,207	\$58,946	\$67,885	\$68,122	\$65,600	\$80,445	\$51,002.28	\$62,004.50	\$37,377.99

## VII. REPAIRS/MAINTENANCE/IMPROVEMENTS

The Construction Fund Expenditures (Acct. C-1331) totaled \$497.96. The following is an itemized list of repairs and maintenance.

Paint and Staining Supplies            \$497.96

## IX. INVENTORY

Based on our ending inventory this year we should order additional putters, grips to repair deteriorated ones, golf balls to compensate for lost or stolen balls (including additional clear balls for Twilight Golf). We also had a lot of broken adult putters that will need to be replaced in 2021.

Colored Grips:	\$50
Colored Golf Balls:	\$450
Clear Golf Balls:	\$300
Golf Clubs:	\$700.00
Total:	\$1,500.00

## X. FEE COMPARISON

**Table 13**

### DAILY ADMISSION FEES

	Res. Adult	Res. Youth/Senior	N/R Adult	N/R Youth/Senior
<b>Geneva</b>	\$5	\$5	\$6	\$6
<b>St Charles</b>	\$6	\$5	\$6	\$5
<b>Wheaton</b>	\$5	\$4	\$5	\$4
<b>Glen Ellyn</b>	\$5	\$5	\$5	\$5
<b>Carol Stream</b>	\$5	\$4	\$5	\$5
<b>Downers Grove</b>	\$5	\$5	\$5	\$3

## XI. OPENING DAY COMPARISON

Below is a comparison of when other neighboring district's open their Mini Golf course due to COVID in 2020. Stone Creek opened close to a month earlier than most of the courses in the area.

**Table 14**

### DATE OF OPENING IN 2020

<b>Geneva</b>	<b>5/8/2020</b>
<b>St Charles</b>	<b>6/1/2020</b>
<b>Wheaton</b>	<b>7/6/2020</b>
<b>Glen Ellyn</b>	<b>6/8/2020</b>
<b>Carol Stream</b>	<b>6/15/2020</b>
<b>Downers Grove</b>	<b>6/15/2020</b>

## **MINI GOLF RECOMMENDATIONS**

1. Increase marketing and promotions for special events.
  - Increase exposure of special events through email marketing possibly incorporating a coupon to attract more participants.
2. Continue to offer the Groupon deal.
3. Research the feasibility of sound system replacement throughout the course.
4. Continue to offer special price days such as Grandparent Mondays and Two for Tuesdays.
5. Purchase the following inventory for the 2021 season: Colored Grips-\$200; Colored golf balls - \$300; Clear golf balls - \$300; additional golf clubs -\$700. Total: \$1,500.
6. Continue to use the scorecard app for phones. Research any additional scorecard apps.
7. Add new course obstacle/feature for 2021.
8. Research a new feature to replace the Dynamite Shack on the 18<sup>th</sup> hole.
9. Purchase additional equipment to assist with cleanliness of facility.
10. Increase amount of disc golf tournaments and leagues.
11. Research the possibility of implementing new special events at Stone Creek.
12. Streamline concessions offerings.
13. Implement dispersing and tracking parameters for free coupons.
14. Increase group rental sales by 15%.
15. Revise employee policy and procedure manual to ensure best practices are being implemented at all levels of staff.
16. Research the implementation of a frequent customer card program. (Buy 9 rounds and get your 10<sup>th</sup> free, as an example).
17. Market directly with, or collaborate with, local golf courses.
18. Run a Mini Golf Tournament.
19. Work with neighboring Mini Golf courses to have a “Tour of Mini Golf Course Challenge”.



**GENEVA PARK DISTRICT  
LONG RANGE PLAN COMMITTEE MEETING  
JANUARY 12, 2021  
4:00 PM**

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a Long Range Plan Committee meeting on January 12, 2021 at 4:00 PM via phone conference. Conference call # (872) 240-3311, Participant Access Code: 589-799-861. Public comments are welcome via email [bpattermann@genevaparks.com](mailto:bpattermann@genevaparks.com) or voicemail 630-262-2202 until 3:45 PM on January 12, 2021 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

Review & Discussion of Annual Goals and Objectives for 2020 & 2021

Review & Discussion of Master Plan for 2021

Review & Discussion of Vehicle/Equipment Replacement Schedule

Review & Discussion of Five Year CIP

Public Comment

Adjourn

# MEMO

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**TO:** LONG RANGE PLANNING COMMITTEE (Bre Cullen & John Frankenthal)

**FROM:** GENEVA PARK DISTRICT STAFF

**RE:** ANNUAL REVIEW OF GOALS AND OBJECTIVES, MASTER PLAN UPDATE AND SUPPORTING MATERIALS

**DATE:** MEETING SCHEDULED FOR January 12, 2021 at 4:00 PM

Enclosed are the documents prepared by Park District staff which, in conjunction with the 2013 Master Plan, will help guide the future of the Geneva Park District.

The leadership team has changed the format to make it more user friendly for the staff and Board. Short/Long term goals are listed first. They include past completed goals as well as specific goals we plan to tackle next fiscal year. Ongoing goals are listed next, as a guideline for forming short/long term goals in the future. Short/Long term goals are also generated by reviewing staff goals, budget and the Capital Improvement Plan. While we feel it is important to review this document each year, our short term goals largely revolve around COVID-19 recovery.

Staff will be present at the meeting to review highlights and answer any questions. Staff requests approval of the following documents from the committee in order to present them to the Board at the January meeting.

- Annotated Short & Long Range Goals and Objectives 2020-2022 and Ongoing Goals and Objectives for the District.
- Master Plan Update for 2021
- Vehicle/Equipment Replacement Schedule
- Five Year Capital Improvement Plan

## **SUMMARY OF PROCESS**

Each year the Geneva Park District updates and revises the Long Range Plan Annual Goals and Objectives of the district. Input and direction for this process comes from park district staff, the Board of Commissioners, the master plan, and the most recent community survey results. The park district attempts to plan for improvements to programs and facilities that will serve the majority of its residents.

The Mission Statement, Annual Goals and Objectives and the Master Plan are tools used to prepare budgets and finance plans. Each year's budget or funding availability will dictate what programs and projects we may be able to accomplish. Due to the impact of COVID-19, many of the District's goals & objectives, including Capital purchases, have been deferred as we navigate recovery. Our primary focus in 2020-21 will be to bring the District back to its financial position prior to March of 2020. The park district staff and board members will attempt to accomplish their goals to the best of their ability.



*Geneva Park District*

*Short and Long Range Plan*

*Annual Goals & Objectives*

*2020/21 Update*



**Mission Statement**

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

**Vision Statement**

We aspire to enhance the quality of our community by providing exceptional recreation programs, facilities, and open space which inspire residents to live their Best Life.

**Value Statements****I. Customer Commitment**

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

**II. 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.

**III. 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 taxpayer.

**IV. Safety**

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

**V. 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.

**VI. 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.

**VII. 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.

## Summary of Goals

1. The Geneva Park District will provide a safe environment at all programs, properties, and facilities.
2. The Geneva Park District will attempt to construct new facilities and acquire additional open space for park sites and facilities to meet the needs of District residents.
3. The Geneva Park District will provide and maintain a quality system of existing parks, trails and facilities by updating and improving each site as per recent surveys and the Master Plan.
4. The Geneva Park District will provide creative programs and facilities to meet the needs of its residents as influenced by evaluations, surveys, the Master Plan and other research tools.
5. The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.
6. The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.
7. The Geneva Park District will offer educational programs, classes, and stewardship opportunities that increase the environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management and sustainability.
8. The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out the goals and objectives of the District.

# Short/Long Range Goals & Objectives

Geneva Park District		Annual Goals and Objectives	
Goal #1	The Geneva Park District will provide a safe environment at all programs, properties, and facilities.		
DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION	SHORT-TERM		
	• Create spreadsheet for incident/accident report recording. • Complete and implement reasonable suspicion training. • Maintain annual files in conjunction with the PDRMA loss review.	2020-2021	C
		2020-2021	C/Ongoing
		2020-2021	Ongoing
	• Research & adopt Pandemic policy/procedures.	2020-2021	P/C
	LONG-TERM		
	• Prepare for PDRMA Review in 2022-23.	2022-2024	
PARKS	SHORT-TERM		
	• Implement electronic work order and asset management system for facility inspection and repair. • Remove Osage Orange and Ash trees from Washburn Park. • Confined Space Training.	2017-2021	C
		2020-2022	PC
		2020-2021	C
	• Address water intrusion issues at Island Park.	2020-2022	PC
	• Implement a new ADA transition plan to obtain compliance for all facilities, parks and services (postponed due to COVID)	2014-2021	COVID
RECREATION	SHORT-TERM		
	• Complete BASSETT training for entire Recreation Department. • Revise safety program in-line with PDRMA Review and Recommendations. • Implement updated monthly facility checklists at Community Centers.	2020-2021	C
		2020-2021	C
		2020-2021	C
	• Increase safety awareness procedures to all patrons.	2020-2021	C/Ongoing
	LONG-TERM		
	• N/A		
FACILITIES	SHORT-TERM		
	• Install surveillance cameras at Parks fuel stations. • Implement Master Key system for buildings. • Customize facility inspection checklist for preventative maintenance.	2019-2020	C
		2020-2021	PC
		2020-2021	PC
	LONG-TERM		
	• Research outdoor surveillance cameras at facilities.	2020-2021	PC
	• Update Confined Space Policy.	2021-2022	

Geneva Park District		Annual Goals and Objectives	
Goal #2	The District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.		
DEPARTMENT	OBJECTIVES	YEAR	STATUS
PARKS	SHORT-TERM		
	<ul style="list-style-type: none"><li>• Complete construction of new restrooms at Peck Farm Park.</li><li>• Research orientation barn ceiling replacement.</li><li>• Complete develop of all units of Phase III and IV at Peck Farm Park including paved trails.</li><li>• Complete Fourth Street Park playground replacement.</li><li>• Complete Bricher Park playground replacement.</li><li>• Research Skate Park replacement.</li><li>• Aquire land west of Randall Rd for future Community Park site.</li><li>• Complete Library Park playground.</li><li>• Complete Garden Club Park redesign and Phase I.</li></ul>	2018-2020	C
		2020-2021	COVID
		2016-2021	C
		2019-2021	C
		2019-2021	C
		2019-2022	COVID
		2020-2021	COVID
		2019-2021	C
		2020-2021	PC-COVID
	LONG-TERM		
	<ul style="list-style-type: none"><li>• Research development of Art in the Park Program at Bennett North.</li><li>• Research new dog friendly elements at some parks.</li><li>• Identify &amp; pursue bike path connections such as Trout Farm (Batavia) bike path to the south across McKee Street to connect with Batavia Park District Trail, and west on Keslinger from Randall Rd.</li><li>• Research plans to renovate Gray Barn @ Peck Farm Maintenance.</li><li>• Complete Wheeler west bike path through to State St.</li></ul>	2016-2022	PC
		2019-2021	PC
		2015-2021	PC
		2020-2023	
		2017-2021	PC
RECREATION / FACILITIES	SHORT-TERM		
	<ul style="list-style-type: none"><li>• Review renovating &amp; expanding Stone Creek Mini Golf to include expanded concessions.</li><li>• Complete SRFC sign replacement.</li></ul>	2018-2023	PC
		2020-2021	C
	LONG-TERM		
	<ul style="list-style-type: none"><li>• Outdoor pool third phase expansion to include lap lanes &amp; activities for older children.</li><li>• Install Sprayground at Sunset Pool.</li><li>• Renovate locker rooms @ Sunset Pool, include family restroom.</li><li>• Research options to replace the Kids Korral Indoor Playground at SPRC.</li></ul>	2020-2023	PC
		2018-2020	C
		2021-2023	COVID
		2018-2023	PC

Geneva Park District	Annual Goals and Objectives
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**Goal #3** The District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent Community Survey and Master Plan.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>PARKS</b>	<b>SHORT-TERM</b>		
	• Add play/climbing area to Peck Ball Fields.	2020-2021	COVID
	• Map all memorial trees with GIS and develop maintenance plan.	2020-2021	PC
	• Complete new park sign design and replace as needed.	2020-2021	PC
	• Restore historic windows & front door of Peck House (Phased Project).	2016-2021	C
	• Update interpretive signage at Peck Farm Park.	2019-2021	C
	• Investigate resurfacing Sunset bathhouse and Sprayground.	2020-2021	
	• Investigate cost and work schedule to repair basement of Peck House.	2019-2020	C
	• Research adding Pickleball courts to Don Forni Park.	2019-2021	C
	<b>LONG-TERM</b>		
	• Complete a tree audit system to account for new plantings, maintenance & removals, as well as the location of all memorials.	2015-2021	PC
	• Plant Oak Savannah at Peck North.	2020-2023	PC
	• Develop Peterson property.	2018-2025	
	• Exercise stations at parks and adult playground or fitness centers.	2020-2025	
	• Construct pickleball courts @ Don Forni Park.	2020-2022	
	• Final plan for Bennett North property.	2018-2021	
	• Restore Good Templar Acquisition Property.	2015-2021	PC
	• Work with UP on retaining wall between south access road at Island Park and railroad property.	2015-2023	PC
<b>RECREATION / FACILITIES</b>	<b>SHORT-TERM</b>		
	• Prepare sign audit and replacement at Stone Creek Miniature Golf.	2020-2021	
	• SCC roof replacement.	2016-2021	C
	• SCC HVAC replacement.	2016-2021	C
	• Sunset Phase 3 Improvements including parking lot and addressing ADA issues in front walkway.	2020-2021	PC
	• Wheeler Park Recreational Support Facility (Mini Golf Hut).	2019-2022	PC
	<b>LONG-TERM</b>		
	• Install pickleball lines on some tennis courts.	2019-2021	C/Ongoing
	• Update Sunset Pool locker rooms.	2020-2023	

Geneva Park District		Annual Goals and Objectives		
Goal #4	The Geneva Park District will provide creative programs and facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.			
DEPARTMENT	OBJECTIVES	YEAR	STATUS	
ADMINISTRATION/ FINANCE	SHORT-TERM			
	• Review programs and the registration process for possible updates and computer technology upgrades.	2019-2021	C/Ongoing	
	• Utilize widely used email/text messaging as a communication link with program participants.	2018-2021	PC	
	LONG-TERM			
	• N/A			
RECREATION	SHORT-TERM			
	• Increase search engine optimization for all facilities.	2020-2022		
	• Eliminate AOA variety programming and re-brand to be inclusive of all adults.	2018-2021	PC	
	• Increase programming and camp participation at Peck Farm Park to increase revenue by 10% per year.	2016-2021		
	• Offer Full day camp option @ Peck Farm.	2020-2021	C	
	• Research "drop-in" option for fitness programs.	2019-2021	C	
	• Offer outdoor pickleball league.	2020-2021		
	• Increase birthday party revenue at all facilities.	2020-2021	Inc	
	• Evaluate Halloween events for future viability and growth.	2019-2021	C/O	
	• Re-brand entire district to "BestLife".	2020-2021	Ongoing	
	• Increase opportunities beyond affiliates with special interest groups & private sector organizations.	2020-2022		
	• Develop customer loyalty program.	2020-2022		
	• Expand "Welcome" program for new residents.	2020-2022		
		LONG-TERM		
		• N/A		
FACILITIES	SHORT-TERM			
	• Complete District wide community survey.	2020-2021	COVID	
	• Expansion of girls sports leagues and/or "Travel".	2017-2021	PC	
	• Introduce new marketing campaign & staff training at fitness centers.	2018-2021	C/Ongoing	
	• Complete renovation plan for Skate Park.	2020-2022	COVID	
	• Increase special events at pools.	2019-2021	Ongoing	
	• Develop additional pandemic guidelines to continue offering all programs, events and facility usage.	2020-2022		
		LONG-TERM		
	• Complete 10 year Master Plan.	2023-2024		
PARKS	SHORT-TERM			
	• Develop Oak Savannah at Peck North.	2020-2022	PC	
	• Acorn collection/planting with a spring giveaway.	2020-2021		

Geneva Park District	Annual Goals and Objectives
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**Goal #5** The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION-FINANCE	<b>SHORT-TERM</b>		
	• N/A		
	<b>LONG-TERM</b>		
PARKS	• N/A		
	<b>SHORT-TERM</b>		
	• Chainsaw Training.	2020-2021	C/Ongoing
	• Work with Garden Club on re-design of park.	2019-2021	PC
	• Burn Training.	2020-2021	C/Ongoing
	<b>LONG-TERM</b>		
	• Promote cooperative training with other "like" agencies.	2019-2021	C/Ongoing
	• Research cooperative use of equipment between "like" agencies.	2019-2021	PC/Ongoing
RECREATION	• Equipment Training.	2020-2021	PC/Ongoing
	<b>SHORT-TERM</b>		
	• Develop partnerships with private businesses to increase participation and awareness.	2020-2022	Ongoing
	• Increase presence/awareness at community wide events.	2020-2021	Ongoing
	<b>LONG-TERM</b>		
	• N/A		

Geneva Park District	Annual Goals and Objectives
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**Goal #6** The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION-FINANCE	<b>SHORT-TERM</b>		
	• Update employee policies, procedures and training concerning legalization of cannabis on Jan 1, 2020.	2019-2021	C
	• Develop new onboarding & offboarding employee programs.	2018-2020	C
	• Continue training and promoting a strong work place culture including inter-department interactions.	2020-2021	C/Ongoing
	• Provide full-time employees wellness training in managing COVID-19 related stress in the workplace and in personal lives.	2020-2021	C/Ongoing

<b>PARKS</b>	<b>LONG-TERM</b>		
	• Natural Resource Permanent Part-Time Position.	2020-2021	COVID
	<b>SHORT-TERM</b>		
	• Train Park II staff in the trades.	2020-2022	C
	• Investigate a phone app for playground safety inspection record keeping.	2019-2021	
<b>RECREATION</b>	<b>LONG-TERM</b>		
	• Tablets with data plan to get real time work recorded.	2020-2023	
	• Research GIS planning intern.	2020-2023	
	<b>SHORT-TERM</b>		
	• Continue to implement ID Badges for all GPD employees.	2019-2021	PC/O
<b>FACILITIES</b>	• Incorporate event specific training for volunteers.	2020-2021	C/Ongoing
	• Complete and implement intern program.	2019-2021	PC
	• Develop Employee Wellness program.	2020-2022	
	<b>LONG-TERM</b>		
	• Research reorganization of Recreation Department to include Assistant Superintendent position.	2020-2022	C
<b>FACILITIES</b>	<b>SHORT-TERM</b>		
	• Cross-train front office staff at both facilities.	2019-2021	C/Ongoing
	<b>LONG-TERM</b>		
	• N/A		

Geneva Park District	Annual Goals and Objectives
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**Goal #7** The Geneva Park District offers educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>ADMINISTRATION-FINANCE</b>	<b>SHORT-TERM</b>		
	• Implement paperless employee packets. Need to purchase software if objective is to remain.	2022-2023	
<b>PARKS</b>	<b>SHORT-TERM</b>		
	• Research adding idle shutdown to existing vehicles.	2020-2021	C
	• New vehicles and equipment with idle shutdown.	2020-2021	C/Ongoing
	• Implement a composting demonstration at Community Garden.	2017-2021	PC
	• Training on reduction of salt use for winter ice control.	2019-2020	C
	• Develop signage explaining environmental impacts of salt.	2019-2021	PC
	• Research changing completely to liquid application for ice/snow control. (Combination is the best option)	2019-2020	C
	• Provide programs/training regarding changes to recycling standards.	2019-2021	C/Ongoing
	• Increase volunteer opportunities as it relates to conservation & environmental opportunities and increase volunteer recognition.	2020-2022	
	<b>LONG-TERM</b>		



- Replace ballfield lights with upgrade to better automation and reduced energy. (Automated @ Peck, now Bob Cox Field)
- Research solar energy for summer pool operations.
- Implement improved energy use plans per energy audit.
- Install motion activated light sensors in shops.
- Solar Power off grid lighting research.
- Research low voltage office lighting & solar power.

2019-2022	PC
2020-2021	PC
2019-2021	PC
2020-2021	PC
2020-2021	
2020-2021	

Geneva Park District	Annual Goals and Objectives
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**Goal #8** The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION/FI	<b>SHORT-TERM</b>		
	<ul style="list-style-type: none"> <li>• Fuel Monitoring System for fleet vehicles.</li> <li>• Implement IL minimum wage law beginning Jan 1, 2020 thru Jan 1, 2025. Analyze budgetary impact of increased minimum wage rates and wage compression.</li> <li>• Provide cost recovery training to employees to ensure proper financial management of programs. Training was cancelled due to COVID.</li> <li>• Conduct salary survey of all full-time employees to ensure alignment with market rates and compliance with exempt employee legislation, and minimum wage.</li> <li>• Monitor and report financial impact of COVID-19 on budget.</li> <li>• Apply for COVID-19 grant relief where available.</li> </ul>	2020-2021	COVID
		2020-2025	PC
		2021-2022	
		2020-2021	C/Ongoing
		2020-2022	
		2020-2022	PC
	<b>LONG-TERM</b>		
	• N/A		

# Ongoing Goals & Objectives

Geneva Park District	Annual Goals and Objectives
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**Goal #1** The Geneva Park District will provide a safe environment at all programs, properties, and facilities.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>ADMINISTRATION</b>	<b>ONGOING</b>		
	<ul style="list-style-type: none"> <li>Update all staff on current CPR/AED standards.</li> </ul>	2021-2022	Ongoing
<b>PARKS</b>	<ul style="list-style-type: none"> <li>Complete required annual PDRMA trainings and develop required</li> <li>Seasonal refresher courses for training and current procedures.</li> </ul>	2021-2022	Ongoing
		2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Continue installation of fibar and investigate alternative installation methods for safety surface applications.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Complete defensive driving training twice per year for all staff driving Park District vehicles that includes seasonal staff and follow up with winter weather conditions.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Continue to educate and certify certain full-time Parks Dept. employees concerning playground inspections, reports and maintenance.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Set facility &amp; park inspection schedule and adhere to it throughout the year to ensure that all facilities and parks are inspected appropriately with documentation.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Include 1-3 safety trainings @ each full-time staff meeting.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Attend additional prescribed burn training as necessary.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Pre-project awareness training.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Continue to educate parks staff in tree, turf and natural area maintenance.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Plant more diverse trees to replace trees removed.</li> </ul>	2020-2025	Ongoing
	<ul style="list-style-type: none"> <li>Active Shooter Training</li> </ul>	2021-2022	Ongoing
<b>RECREATION</b>	<b>ONGOING</b>		
	<ul style="list-style-type: none"> <li>Water intrusion/drainage plans for Park District properties.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Perform and document spring storm drills, fall fire drills and annual intruder training at Kids' Zone, SPRC, GCC, PFP, Playhouse 38 and Friendship Station.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Provide Board with bi-annual Safety Committee Reports.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Continue to increase safety awareness among full-time staff and instructors by increased training and communication at meetings in addition to biannual full- time staff meetings.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Maintain an efficient checklist to make sure all staff and volunteers have updated applicable certifications for First Aid, CPR and Coaches training as well as a completed background check.</li> </ul>	2021-2022	Ongoing
<b>FACILITIES</b>	<b>ONGOING</b>		

- Implement emergency response training at Park District facilities, Kids' Zone & Preschool.
- Train and implement winter ice control process including pre-treatment.

2021-2022	Ongoing
2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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**Goal #2** The District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>PARKS</b>	<b>ONGOING</b>		
	• N/A		
<b>RECREATION-FACILITIES</b>	<b>ONGOING</b>		
	• Continue to accept donated parcels of land as they fit into overall park, land and open space footprint.	2021-2022	Ongoing
	• Continue to investigate opportunities to acquire open space for passive and active recreation.	2021-2022	Ongoing
	• Construct additional bike/pedestrian trails per City of Geneva Strategic Plan & GPD Master Plan.	2021-2022	Ongoing
	• Update and renovate soccer fields.	2021-2022	Ongoing
	• Update and renovate baseball fields.	2021-2022	Ongoing
	• Update and renovate football fields.	2021-2022	Ongoing
	• Update and renovate lacrosse fields.	2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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**Goal #3** The District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent Community Survey and Master Plan.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>PARKS</b>	<b>ONGOING</b>		
	• Resurface Fox River Trail or portions thereof as necessary.	2021-2022	Ongoing
	• Investigate use of sustainable methods of technology for buildings & facilities (ie wind power, solar panels, green roofing, etc).	2021-2025	Ongoing
	• Remove and replace ash trees and other compromised trees and plants with native and Illinois hardy species.	2021-2022	Ongoing
	• Implement a natural area work plan inventory to gauge progress and implement maintenance and procedures to promote healthy sustainable landscapes.	2021-2022	Ongoing
	• Continue development of prairie at River Park and other natural areas throughout district.	2021-2022	Ongoing
	• Invasive removal at Peck South, including area around silo and orientation barn.	2021-2022	Ongoing
<b>RECREATION / FACILITIES</b>	<b>ONGOING</b>		

<ul style="list-style-type: none"> <li>Seal surface at all Park District tennis courts and basketball courts as needed.</li> <li>Implement a 2-3 year rotation of baseball field laser grading.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>Make annual improvements to the Links Disc Golf Course.</li> <li>Evaluate all roofing systems and create preventative maintenance and replacement plans.</li> </ul>	2021-2022	Ongoing
	2021-2022	Ongoing
	2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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<b>Goal #4</b>	The Geneva Park District will provide creative programs and facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.
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DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION/	ONGOING		
FINANCE	<ul style="list-style-type: none"> <li>Investigate the addition of social networking sites and other internet options to screen potential employees.</li> <li>Increase "wellness" focused programs.</li> </ul>	2021-2022	Ongoing
		2021-2022	Ongoing
RECREATION	ONGOING		
	<ul style="list-style-type: none"> <li>Increase overall benefits &amp; awareness of facilities &amp; trails per Community Survey results.</li> <li>Expand program offerings with a focus on evenings and weekends for working parents.</li> <li>Increase special interest programming for adults per Community Survey results.</li> <li>Increase tumbling and beginning gymnastics participation.</li> <li>Continue to communicate with parents and increase participant satisfaction of swim lesson programs.</li> <li>Expand Kids' Zone.</li> <li>Consider preschool before/after care.</li> <li>Continue to expand Family Programs.</li> <li>Continue growth of all athletic leagues.</li> <li>Expand Toddler and Youth programs.</li> <li>Increase marketing efforts for general programs.</li> <li>Continue to implement pricing program matrix for select programs and facilities.</li> <li>Increase customer satisfaction with times programs are offered per Community Survey results.</li> <li>Work with Marketing/Public Relations Coordinator to increase promotions of programs and special events.</li> <li>Expansion of Cultural Arts programs.</li> <li>Increase variety of programming at PFP and Playhouse 38 per Community Survey results.</li> <li>Increase fitness, health &amp; wellness programming for all ages per Community Survey results.</li> <li>Streamline sponsorship efforts to fully realize sponsorship potential.</li> <li>Increase data driven marketing opportunities in relation to programs and events.</li> <li>Increase outdoor recreational opportunities.</li> </ul>	2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
		2021-2022	Ongoing
FACILITIES	ONGOING		

- Work to maximize program space utilizing all facilities including Parks & Peck Farm.
- Continue to implement retention programs at SRFC & SPRC, along with marketing campaigns.
- Continue growth in small group fitness programs, and personal training.
- Increase marketing efforts for all seasonal facilities.
- Increase focus and marketing on corporate memberships.
- Increase participation at special events.
- Increase special events at pools.

2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing

#### PARKS

#### ONGOING

- N/A

#### Geneva Park District

#### Annual Goals and Objectives

#### Goal #5

The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION/ FINANCE	ONGOING		
	• Continue to work with the City of Geneva regarding the Strategic Plan Bike/Pedestrian issues. Work should be financed between City, Park District, Forest Preserve & Township.	2021-2022	Ongoing
	• Continue to meet with legislators to inform them of park District issues.	2021-2022	Ongoing
PARKS	ONGOING		
	• Promote cooperative training with other "like" agencies.	2021-2022	Ongoing
	• Research cooperative use of equipment between "like" agencies.	2021-2022	Ongoing
	• Research land acquisition possibilities with Forest Preserve District, City and School District.	2021-2022	Ongoing
RECREATION	ONGOING		
	• Conduct joint programs with the Library, School District, Forest Preserve and other Park Districts.	2021-2022	Ongoing
	• Continue developing the Kane County Naturalist Network with the Forest Preserve and nearby Park Districts.	2021-2022	Ongoing
	• Continue to develop and maintain positive relationships with all affiliate organizations for the purpose of advancing opportunities for youth.	2021-2022	Ongoing
	• Reviewing & updating IGAs with School District and other organizations.	2021-2022	Ongoing

- Work with the School District, City of Geneva and the Library District to develop Intergovernmental Agreements as a way to enhance value for the taxpayers by sharing resources.
- Continue to cooperate with the Youth Coalition to promote positive choices.
- Work with Chamber of Commerce on events and marketing of Geneva Park District.
- Schedule quarterly meetings with School District to review programs and facility usage.

2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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**Goal #6**

The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
ADMINISTRATION/ FINANCE	<b>ONGOING</b>		
	• Reduce paper in employment files by electronically storing files where possible.	2021-2025	Ongoing
	• Per law, new Board members need to complete electronic training on Open Meetings Act within 90 days of taking the Oath of Office.	2021-2022	Ongoing
	• Continue to schedule and improve the new employee orientation system whereby all employees are trained on Park District Customer Service Standards.	2021-2022	Ongoing
	• Update computer system software as necessary. Continue to update and improve website.	2021-2022	Ongoing
	• Assess the salaries and benefits for part-time and full- time employees.	2021-2025	Ongoing
	• Encourage continuing education and training for all full time staff.	2021-2022	Ongoing
	• Develop a culture of continuous improvements.	2021-2022	Ongoing
PARKS	<b>ONGOING</b>		
	• Continue volunteer program for Peck Farm to operate butterfly house, assist with programs & operations.	2021-2022	Ongoing
	• Expand volunteer program to include assistance with Natural Areas management.	2021-2022	Ongoing
	• Hold staff training and communication meetings at least twice per year.	2021-2022	Ongoing
	• Continue to research new ideas for park maintenance and equipment to improve efficiencies.	2021-2022	Ongoing

<b>RECREATION</b>	<b>ONGOING</b>		
	• Continue to implement ID Badges for all GPD employees.	2021-2023	PC/O
	• Develop Culture Committee to improve work place culture.	2021-2022	Ongoing
	• Implement service quality task force standards and procedures to achieve service quality goals based on Community Survey Results.	2021-2022	Ongoing
<b>FACILITIES</b>	<b>ONGOING</b>		
	• Cross-train front office staff at both facilities.	2021-2022	Ongoing
	• Continue training fitness center staff so they fully understand equipment, operations and safety measures.	2021-2022	Ongoing
	• Hold staff training meetings for seasonal staff 2-3 times per season.	2021-2022	Ongoing
	• Evaluate all staff including seasonal, at least annually.	2021-2022	Ongoing
	• Continue to develop and implement fitness facility training program.	2021-2022	Ongoing
	• Prepare & implement Quality Assurance Program for locker room cleanliness at pools.	2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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**Goal #7** The Geneva Park District offers educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>PARKS</b>	<b>ONGOING</b>		
	• Develop and implement plan for paperless office.	2021-2022	Ongoing
	• Actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.	2021-2022	Ongoing
	• Office Green Initiatives: Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.	2021-2022	Ongoing
	• Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies. (LED Lights)	2021-2022	Ongoing
	• Purchase products for use in facility and park operations, which minimize negative environmental impacts, taking into consideration the effects of product production, use, storage and disposal.	2021-2022	Ongoing
	• Protect and restore indigenous natural communities such as grass lands, woodlands & wetlands and promote the reclamation, acquisition, preservation & management of other open space areas, including river corridors, greenways & trails.	2021-2022	Ongoing
	• Acquire electric and propane vehicles and equipment as opportunities present.	2021-2022	Ongoing
	• Attend training on pesticide/herbicide reduction.	2021-2022	Ongoing
	• Continued LED replacements.	2021-2022	Ongoing

<ul style="list-style-type: none"> <li>• Provide education and interpretative opportunities for staff and public to increase appreciation for the natural world &amp; promote environmentally conscious lifestyles, emphasizing selective consumption &amp; low-impact resource use.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>• Continue to recycle paper, plastic and metals using waste hauler or scrap metal recyclers.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>• Use LEED guidelines when fiscally prudent in the construct of new facilities.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>• Implement Natural Areas Management Plan to establish long term goals.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>• Burn natural areas 1/3 each burn season, weather permitting.</li> </ul>	2021-2022	Ongoing
<ul style="list-style-type: none"> <li>• Enforce "No idling" policy.</li> </ul>	2021-2022	Ongoing

Geneva Park District	Annual Goals and Objectives
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<b>Goal #8</b>	The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.
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DEPARTMENT	OBJECTIVES	YEAR	STATUS
<b>ADMINISTRATION/</b>	<b>ONGOING</b>		
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>Review Full &amp; Part time salaries based on minimum wage &amp; Exempt Employee Legislation.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Develop multi-year operating budget as a tool for future financial planning.</li> </ul>	2021-2025	Ongoing
	<ul style="list-style-type: none"> <li>Continue to implement formal pricing strategy and guidelines for all District programs and operations.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Provide financial education to the board and public so as to provide a better understanding of the District's financial position and its relations to other micro- economic conditions.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Provide monthly Investment Reports to the Board at the Regular Board Meeting.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Provide monthly Revenue &amp; Expenditure reports to the Board at the Regular Board Meeting.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Ensure safety of District's cash and investments while maximizing rate of return on investments. Return on investment is of secondary importance compared to the safety of investments.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Ensure annual tax levy includes new growth and inflationary increases to meet additional demand and maintain existing levels of services.</li> </ul>	2021-2022	Ongoing
	<ul style="list-style-type: none"> <li>Issue biennial Limited General Obligation Bonds to fund the District's Capital Improvement Plan. Consider purchase of bonds to provide savings in bond issuance costs and generate investment income revenue.</li> </ul>	2021-2022	Ongoing



- . Reduce dependence on Real Estate taxes by further diversifying revenue streams, reducing expenditures and/or introducing cost efficiencies where possible.
- . Maintain or improve District's credit rating.
- . Maintain Fund Balance Policy on an annual basis.
- . Maintain our Certificate of Achievement Award from GFOA demonstrating transparency and full disclosure in the District's financial statements.
- . Conduct quarterly departmental revenue/expense meetings to evaluate and control budget.

2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing
2021-2022	Ongoing



*Geneva Park District*

*2021*

*Master Plan Update Details*

*January, 2021*

# GENEVA PARK DISTRICT- FIVE YEAR CIP

## CONSTRUCTION FUND SUMMARY

	2020-21 BUDGET	Revised 2020-21 COVID Projected	2021-22 BUDGET	Revised 2021-22 COVID BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
<b>REVENUES</b>							
Investment Income	\$ 10,000	\$ 20,000	\$ 10,200	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824
Bond Issues	1,647,098	1,647,098	-	-	1,696,882	-	1,748,170
Grant Revenue	200,000	200,000	1,360,000	1,360,000	-	-	-
Land Cash Revenue	50,000	80,000	50,000	50,000	50,000	50,000	50,000
Reimbursements	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Farming Revenue	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Donations- GPD Foundation	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Audit Transfer	1,400,000	750,000	1,500,000	800,000	1,700,000	1,800,000	1,900,000
Fund Balance	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>3,393,098</b>	<b>2,783,098</b>	<b>3,006,200</b>	<b>2,306,200</b>	<b>3,543,286</b>	<b>1,946,612</b>	<b>3,794,994</b>
<b>EXPENDITURES</b>							
<b>C-1100- PLANNING, CONSULTING, GRANT CONSULTANTS</b>							
Landscape Architect C-1105	60,000	60,000	30,000	30,000	50,000	50,000	50,000
Architects/Engineers C-1106	200,000	50,000	60,000	60,000	60,000	60,000	60,000
Master Plan/Comm. Survey C-1108	40,000	-	-	40,000	-	45,000	-
Grant Consultant C-1120	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Legal/ Bond Issue Expense C-1150	35,000	35,000	25,000	25,000	35,000	25,000	35,000
<b>C-1200- BUILDINGS &amp; IMPROVEMENTS</b>							
SPRC C-1210	50,000	50,000	50,000	50,000	50,000	200,000	50,000
Sunset Fitness & Comm Ctr. C-1220	50,000	25,000	1,750,000	1,750,000	50,000	50,000	50,000
Parking Lot Repairs C-1230	58,000	58,000	112,989	112,989	217,946	139,348	180,000
Wheeler Maint. Facility C-1240	35,000	35,000	25,000	25,000	5,000	5,000	5,000
Sunset Swimming Pool C-1250	75,000	75,000	375,000	75,000	375,000	75,000	75,000
Mill Creek Swimming Pool C-1260	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Roof Repairs C-1270	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Tennis Courts C-1280	500,000	125,000	15,000	15,000	240,000	15,000	15,000
Envriornmental Green Initiatives C-1290	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>C-1300- PARKS, PLAYGROUNDS IMPROVEMENTS &amp; ACQUISITIONS</b>							
Skate Park C-1302	5,000	5,000	1,000	1,000	1,000	1,000	1,000
Bennett Pk Stream Stabiliz C-1304	2,500	-	2,500	2,500	2,500	2,500	2,500
Island Park C-1305	17,500	2,500	17,500	17,500	50,000	50,000	50,000
Island Park Bridge C-1306	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Soccer Fields C-1307	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Fox River Trail Repairs/Imp C-1308	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Football & Lacrosse Fields C-1309	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Baseball Fields & Parking C-1310	55,000	55,000	25,000	25,000	25,000	25,000	25,000
Park Trail Improvements C-1311	76,439	25,000	74,847	74,847	75,404	73,604	75,000
Play Equip Repairs/Replace C-1312	500,000	375,000	300,000	10,000	300,000	300,000	300,000
Community Gardens C-1313	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Nature Playground C-1314	25,000	5,000	5,000	5,000	5,000	5,000	5,000
Park Renovation C-1315	100,000	10,000	-	-	-	-	-
Stonecreek Mini Golf C-1331	10,000	10,000	10,000	10,000	10,000	350,000	10,000
Moore Park Sprayground C-1340	15,000	5,000	5,000	5,000	5,000	5,000	5,000
Land Acquisition C-1378	556,200	8,000	556,440	8,000	556,200	556,200	556,200
PF Maintenance Facility C-1398	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Peck Farm C-1399	1,200,000	900,000	75,000	75,000	75,000	75,000	75,000

# GENEVA PARK DISTRICT- FIVE YEAR CIP

## CONSTRUCTION FUND SUMMARY

	2020-21 BUDGET	Revised 2020-21 COVID Projected	2021-22 BUDGET	Revised 2021-22 COVID BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET
<b>C-1400- LANDSCAPING &amp; GROUNDSKEEPING</b>							
Trees & Shrubs C-1450	-	-	-	-	-	-	-
Natural Areas C-1455	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Park Turf Treatment C-1457	40,000	40,000	40,000	40,000	40,000	40,000	40,000
<b>C-1500- OPERATING EQUIPMENT &amp; VEHICLES</b>							
Vehicle & Maint Equipment C-1505	155,080	155,080	153,190	-	132,547	157,270	156,265
Office Equip Replacement C-1570	64,941	15,000	50,363	50,363	57,297	35,243	47,204
<b>C-1600- RECREATION EQUIPMENT &amp; REPAIRS</b>							
Gymnastic Supplies C-1616	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>C-1900- CONSTRUCTION EMERGENCY REPAIRS &amp; REIMBURSEMENT</b>							
School/Park Facility Repairs C-1902	16,090	16,090	16,412	16,412	16,740	17,075	17,417
Emergency Maint & Repairs C-1903	50,000	50,000	50,000	50,000	50,000	50,000	50,000
WAS & HSS Gymnasiums C-1905	15,000	15,000	5,000	5,000	5,000	5,000	5,000
<b>Total Expenditures</b>	<b>\$ 4,104,250</b>	<b>\$ 2,302,170</b>	<b>\$ 3,927,741</b>	<b>\$ 2,676,111</b>	<b>\$ 2,587,133</b>	<b>\$ 2,509,739</b>	<b>\$ 2,038,086</b>
<b>Surplus (Deficit)</b>	<b>(711,152)</b>	<b>480,928</b>	<b>(921,541)</b>	<b>(369,911)</b>	<b>956,152</b>	<b>(563,127)</b>	<b>1,756,908</b>
<b>Beginning Fund Balance</b>	<b>4,519,046</b>	<b>4,519,046</b>	<b>4,999,974</b>	<b>4,999,974</b>	<b>4,630,063</b>	<b>5,586,215</b>	<b>5,023,088</b>
<b>Plus YE Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>3,807,894</b>	<b>4,999,974</b>	<b>4,078,433</b>	<b>4,630,063</b>	<b>5,586,215</b>	<b>5,023,088</b>	<b>6,779,996</b>

**GENEVA PARK DISTRICT  
CAPITAL IMPROVEMENT FUND - PROJECT DESCRIPTIONS  
JANUARY 2021**

- C-1105     Landscape Architect - Retain landscape architects and engineers for the design, bidding and development phases of new park projects and renovating parks.
- C-1106     Architects/Engineers - Retain architect/engineer to review and determine grade elevation needs for park development, and to consult on new and existing facility/park design.
- C-1108     Master Plan/Community Survey/Consulting Fees – Retain consultants to assist in developing future master plans for growth and trends. Also to ensure current and future recreational and open space needs of the community are addressed as well as other planning and evaluation tools.
- C-1120     Grant Consultant – Retain grant consultant to prepare grant applications for County, State and Federal grants as they become available.
- C-1150     Legal and Bond Issue Expenses - Legal fees and bond issue expenses related toward capital improvements, land acquisition, etc. Includes Geneva Park District general counsel, bond counsel, and financial analysis firm.
- C-1210     Stephen D. Persinger Recreation Center – Maintenance, repairs and improvements for entire building and outdoor landscape areas including floor surfaces, locker rooms, weight room, and program rooms. Net revenue from this facility needed for future expansion and repairs.
- C-1220     Geneva Community Center/Sunset Racquetball & Fitness Center Repairs – Maintenance, repairs and improvements for entire building and outdoor landscape areas including floor surfaces, locker rooms, weight room, and program rooms. Net revenue from this facility needed for future expansion and repairs.
- C-1230     Parking Lot Repairs - Sealcoating, patching, resurfacing, and striping of parking lots, asphalt trails, certain basketball courts and replacement of parking barriers and lights as necessary.
- C-1240     Wheeler Park Maintenance Facility – Improvements and repairs to buildings and grounds, including greenhouses.
- C-1250     Sunset Swimming Pool – Repair, improve or expand Sunset Pool. Net revenue from this facility needed for future expansion and repairs.
- C-1260     Mill Creek Pool – Repair or improve Mill Creek Pool.
- C-1270     Roof Repairs – Roofing repairs to all Geneva Park District buildings.
- C-1280     Tennis Courts - New tennis courts and court repairs including lights.
- C-1290     Environmental Green Initiatives – Purchase materials or equipment to assist in achieving the Park District's goal to increase recycling and incorporate other energy efficient green initiatives.
- C-1302     Skate Park – Repairs, improvements and new amenities to skate facility.

- C-1304 Bennett Park –Improvements and restoration to the shoreline at Bennett Park, Good Templar acquisition and Bennett North.
- C-1305 Island Park & Old Mill Park - Vegetation protection & landscaping. Future wall replaced at Northeast section of Island. Erosion control measures at Island Park and Old Mill Park. Maintenance and repairs to Old Mill Park hardscape.
- C-1306 Island Park Bridges – Repairs/replacement of the Island Park bridges.
- C-1307 Soccer Fields –Repair existing and construct new soccer fields and parking.
- C-1308 Fox River Trail Improvements – Signage, asphalt or sealcoating to existing path system. Includes paths at the Nicor Trail and other regional trails.
- C-1309 Football Fields - Repair existing and construct new football fields and parking.
- C-1310 Baseball Fields & Parking – Repair existing and construct new baseball fields and parking.
- C-1311 Park Trail Improvement – Signage, asphalt or sealcoating to the Peck Farm Paths, small bike trails within neighborhood & community parks.
- C-1312 Repairs and Replacement of Park Amenities and Play Equipment – Repairs and replacement of existing park amenities and playground equipment as necessary per schedule including landscaping and Fibar playground surface.
- C-1313 Community Gardens – Funds for the development of Community Garden Plots in partnership with the City of Geneva and the Kane County Forest Preserve.
- C-1314 Nature Playground – Funds for the maintenance and repair of the Nature Playground at Peck Farm Park.
- C-1331 Stonecreek Mini Golf - Repairs or improvements to the miniature golf course. Net revenue from this facility needed for future expansion and repairs.
- C-1340 Moore Park Sprayground - Repairs to Moore Park and Sprayground.
- C-1378 Land Acquisition - Land acquisition and related items such as surveys, appraisals, etc.
- C-1398 Peck Farm Maintenance Facility - Improvements and repairs to the facility and grounds.
- C-1399 Peck Farm Park – Improvements to the lake, habitat restoration, tree plantings, path system. Phase III & IV including Units D and stewardship as dictated by 2002 Peck Farm Master Plan. Maintenance and repair of historic buildings.
- C-1450 New Trees and Shrubs - Replacement of trees and shrubs for any existing park as needed. Includes Ash tree replacement and GPD Foundation Living Tree Program projects.
- C-1455 Natural Areas – Repairs or improvements to natural areas throughout the district. Stewardship services for all parks other than Peck Farm Park.

- C-1457      Park Turf Treatment - Re-seed and fertilize parks. Contract with weed spraying company to control broadleaf weeds in all parks.
- C-1505      Vehicle and Maintenance Equipment - Replace existing and purchase new vehicles and operating equipment as per schedule. Major repairs to equipment.
- C-1570      Office Equipment Replacement – Purchase new office equipment, such as desks, file cabinets, printers, fax machines, computers and software and hardware for network system, etc.
- C-1616      Gymnastics Supplies - Purchase new equipment such as exercise mats and gymnastics apparatuses for the gymnastics program at the high school and tumbling equipment at the community center.
- C-1902      School District/Park District Facility Repairs - Joint capital improvement projects, and repair and maintenance of the Kids' Zone Before and After School Program sites as well as other school district buildings where Park District programs are conducted.
- C-1903      Emergency Maintenance and Repairs - Emergency maintenance and repairs to existing facilities, parks, etc. that are not anticipated or budgeted. Emergency tree removal due to storm damage is included in this account. Weather related phone, internet, and cable emergency repair.
- C-1905      Western Avenue and Harrison St. Gymnasiums - Maintenance and repairs of Western Avenue School and Harrison Street School Gymnasiums. These improvements would be joint projects with the school district. Presently have a long-term interest-bearing account with school district for future major repairs. Includes bleacher improvements as required by State of Illinois.

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SRA Fund - Member contribution for Special Recreation services through FVSRA including inclusion services and any other expenditures associated with special needs and/or ADA accessibility. Improvements to facilities and parks to implement and complete the Park District's ADA Transition Plan.

**GENEVA PARK  
DISTRICT  
CAPITAL IMPROVEMENT FUND - FIXED COST ITEMS  
JANUARY 2021**

- Replace, repair and purchase additional playground equipment as needed.
- Replace, repair and purchase additional picnic tables, benches, bleachers, recycling containers, signs and drinking fountains as needed.
- Replace, repair and purchase additional vehicles as needed.
- Replace, repair and purchase additional maintenance equipment as needed.
- Resurface parking lots, replace lights and barriers as needed.
- Resurface tennis courts, repair fencing and lights as needed.
- Replace, repair and maintain buildings as needed.
- Replace, repair and maintain restrooms as needed.
- Replace and purchase additional trees as needed. Removal of Ash trees and other hazardous trees.
- Replace, repair and maintain ball diamond lights, fencing and grounds as needed.
- Replace, repair and maintain football fields & irrigation as needed.
- Replace, repair and maintain soccer & lacrosse fields as needed.
- Resurface, sealcoat and repair all bike/pedestrian trails as needed.
- Replace, repair and maintain office equipment as needed.
- Replace, repair and maintain computer system as needed.
- Provide payment for legal fees and bond issue expenses as needed.
- Provide consulting for Community Survey, Master Plan and other planning and evaluation tools.
- Provide payment for architectural and engineering expenses as needed.
- Replace and maintain Stone Creek Miniature Golf Course building and the Links Disc Course equipment & utilities, landscaping & golf holes as needed.
- Replace, repair and improve Wheeler Park Maintenance Garage as needed including painting and adding indoor space as needed.
- Replace, repair and maintain Community Gardens as needed.



- Replace, repair and maintain Wheeler Greenhouses as needed. New roof has been completed.
- Replace, repair and maintain Western Avenue School Gym/Park, Harrison Street School Gym and Friendship Station Preschool, Kids' Zone Before and After School Program buildings, tennis courts, grounds and equipment as needed.
- Repair, replace and maintain Sunset Pool buildings, lighting, equipment and landscaping as needed.
- Repair, replace and maintain Mill Creek building, lighting, parking lot, equipment and landscaping as needed.
- Replace, repair and maintain the Stephen D. Persinger Recreation Center and Sunset Community Center buildings, grounds and equipment as needed.
- Replace, repair and maintain the Peck Farm Park Interpretive Center, maintenance facility, buildings, grounds, and equipment and as needed including house windows, front door, basement and cupola.
- Replace, repair and maintain Hawks Hollow facility and equipment as needed.
- Repair/replace Orientation Barn siding.
- Replace, repair and maintain Skate Park facility and equipment as needed.
- Replace, repair and maintain Moore Park Sprayground equipment, surfacing & landscaping as needed.
- Replace, repair, maintain and enhance natural areas and incorporate best practices for natural area maintenance including invasive species removal and controlled burning.
- Provide funds for grant projects to match secured grant funding received through grant consultant.
- Obtain surveys, appraisals etc. and incur any other expenditures associated with land acquisition.
- Repair, replace and maintain gymnastics equipment as needed.
- Purchase OSHA and other safety equipment as needed.
- Replace, repair or retrofit equipment and facilities per ADA requirements.
- Replace, repair and maintain permanent landscaped areas as needed.
- Replace, repair and maintain River Park property and amenities as needed.
- Capital improvements associated with Playhouse 38.

[illegible]

DESCRIPTION	ASSET#	LOC	YEAR	ORIG	MILES	SALVAGE	LIFE/YRS	RESERVE	FY	REPLACE	NET	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
			ACQ	COST					DATE	COST							
Vehicles																	
2010 Ford 15 Passenger Van	206	Rec	2010	40,730	24,200	3,344	14	4,162	2024	61,608	58,264				58,264		
2014 Ford F250 4x4 w/ plow & gate	214	Peck Fields	2014	31,370	15,400	3,182	11	3,453	2025	41,160	37,978					37,978	
2018 Ford F450 Dump Truck	208	Wheeler	2018	33,129	14,700	3,360	11	3,863	2029	45,858	42,498						
2009 Dodge Van	213	Rec	2009	18,201	80,100	1,334	16	1,605	2025	27,019	25,686					25,686	
2020 Ford F150 (security)	218	Security	2020	25,715	-	3,939	7	3,955	2027	31,626	27,688						
2020 Dump Truck	209	Wheeler	2020	57,951	-	5,878	11	6,758	2031	80,218	74,340						
2019 Ford F450 Bus (26 passenger)	217	Rec	2019	107,000	-	7,842	16	10,241	2035	171,704	163,862						
2013 Ford F250 Pickup 4x4 with snow	207	Wheeler	2013	28,245	18,500	2,652	12	2,945	2025	37,986	35,334					35,334	
2018 Ford 4x4	200	Wheeler	2018	27,519	35,000	3,040	10	3,394	2028	36,983	33,943						
2015 Ford Dump	216	Peck	2015	39,085	5,300	3,670	12	3,027	2027	40,000	36,330						
2013 Chevy 2500 4x4	201	Wheeler	2013	30,042	19,000	3,319	10	3,706	2023	40,374	37,055			37,055			
2014 Ford F250 4x4 w/ snow plow	202	Wheeler	2014	28,295	10,000	3,126	10	3,490	2024	38,026	34,901				34,901		
2015 Ford 4x4	203	Peck	2015	30,635	8,900	3,107	11	3,372	2026	40,196	37,089						37,089
2015 Ford 4x4 liftgate	204	Peck	2015	31,485	14,200	3,193	11	3,465	2026	41,311	38,118						38,118
2014 Ford F250 4x4 Super Cab	219	Wheeler	2014	25,645	32,400	3,116	9	3,372	2023	33,461	30,345						
2016 Ford F150	221	Peck	2016	25,180	9,300	2,781	10	2,945	2026	32,233	29,451						29,451
2008 Ford F-450 Flatbed	205	Wheeler	2008	33,544	11,800	1,969	21	2,589	2029	56,340	54,371	46,324					
2017 Chevy Volt	220	Rec/Peck	2017	31,441	1,900	2,952	12	3,077	2029	39,875	36,922						
2014 Ford F250 4x4 Crew Cab	212	Parks Supt	2014	31,484	31,500	3,478	10	3,883	2024	42,312	38,834				38,834		
2014 Ford F-250 4x4 w/snow plow	215	Wheeler	2014	28,295	17,500	2,657	12	2,950	2026	38,054	35,397						35,397
2011 Ford F-250 4X4	210	Wheeler	2011	30,464	30,900	2,861	12	3,381	2023	43,434	40,574			40,574			
Facility Manager Truck																	
Tractors					Hrs												
2001 John Deere gator	99	Wheeler	2001	7,428	2,000	-	no replace	-	TBD	-	-						
2011 Skidsteer	152	Wheeler	2011	48,757	1,750	2,861	21	4,183	2032	90,702	87,841						
ABI Force Ballfield Machine	100	Ballfields	2019	22,270	-	2,460	10	2,605	2029	28,507	26,047						mve to 2029
2016 Smithco Ballfield Machine	101	Ballfields	2016	19,763	150	4,154	5	3,751	2021	22,910	18,756	18,756					
ABI Force Ballfield Machine	101	replai	Ballfields	2020	24,311	-	3,291	8	3,438	2028	30,796	27,505					
2014 Laser Grader	162	Ballfields	2014	13,244	n/a	2,028	7	2,037	2021	16,288	14,259	40,000					
John Deere Compact Utility Tractor	162	replai	Wheeler	2020	34,279	-	2,653	15	3,383	2035	53,406	50,752					
2015 Kubota Tractor	154	Peck	2015	10,805	300	1,096	11	1,260	2026	14,957	13,861						13,861
2012 Kubota M7040 Loader Tractor	151	Peck	2012	31,422	600	2,303	16	3,008	2028	50,423	48,120						
2006 Befco overseeder	161	Peck	2006	9,795	n/a	554	22	828	2028	18,768	18,214						
2018 (polaris) Ranger 900	97	Peck	2018	18,779	1,350	1,905	11	2,190	2029	25,995	24,090						
Mowers																	
2018 Land Pride Flex Mower	164	Peck	2018	13,250	n/a	778	21	1,137	2039	24,649	23,871						
2015 Scag mower	105	Wheeler	2015	10,185	725	1,802	6	1,727	2021	12,161	10,359	25,000					
2016 Scag mower	110	Wheeler	2016	10,167	700	2,137	5	1,930	2021	11,787	9,649	25,000					
John Deere Wide Area Mower	105&110	Wheeler	2020	47,485	-	7,273	7	7,304	2027	58,401	51,128						
2016 Kubota RTV 1100- no plow	111	Peck	2016	21,697	100	2,637	9	2,718	2025	27,096	24,459					24,459	
2016 Kubota RTV 1100- with plow	112	Wheeler	2016	21,697	100	2,037	12	2,408	2028	30,935	28,897						
2016 Scag 72" Mower	113	Wheeler	2016	12,046	325	1,845	7	1,782	2023	14,319	12,474			12,474			
2016 Scag 72" Mower	114	Wheeler	2016	12,046	1,025	1,631	8	1,704	2024	15,260	13,629				13,629		
2017 Scag 72" mower	115	Wheeler	2017	12,311	425	1,666	8	1,667	2025	15,000	13,333					13,333	
2017 Scag 72" mower	116	Wheeler	2017	12,311	375	2,178	6	2,016	2023	14,277	12,099			12,099			
2018 Scag mower	108	Peck	2018	11,447	1	1,753	7	1,693	2025	13,607	11,854						
2018 Scag mower	109	Peck	2018	11,447	1	2,025	6	1,941	2024	13,668	11,643						
John Deere WAM 1600	106	Wheeler	2019	47,488	1	7,273	7	7,304	2026	58,404	51,131				11,643		
2019 Vermeer C1500 Wood Chipper	133	Wheeler	2018	45,995	10	3,560	15	4,540	2033	71,659	68,099						
2008 Woods mower	165	Peck	2008	8,497	n/a	499	21	729	2029	15,807	15,308						
2009 Flat bed trailer	254	Peck	2009	5,400	n/a	396	16	476	2025	8,016	7,621					7,621	
2015 Aluminum Trailer	253	Wheeler	2015	3,591	n/a	203	22	304	2037	6,880	6,677						
2016 Atlas Enclosed Trailer	252	Ballfields	2016	6,766	n/a	-	21	599	2037	12,586	12,586						
2019 Richland Mow Trailer	249	Wheeler	2019	5,795	n/a	425	16	555	2035	9,299	8,875						
2011 Skid Steer Trailer	256	Wheeler	2011	5,395	n/a	395	16	516	2027	8,657	8,262						
2004 trailer	255	Wheeler	2004	935	n/a	69	16	89	TBD	1,500	1,432						
2006 Ballfield Trailer	251	Peck	2006	1,595	n/a	117	16	153	TBD	2,560	2,443						
2008 Flatbed Trailer	250	Wheeler	2008	5,215	n/a	295	22	441	2030	9,992	9,697				mve to 2030		
TOTALS (C-1505)				\$ 1,309,067		\$ 135,097		\$ 150,049		\$ 1,829,050	\$ 1,693,953	\$ 155,080	\$ -	\$ 132,547	\$ 157,270	\$ 156,265	\$ 153,911

**GENEVA PARK DISTRICT PARK ACREAGE  
JANUARY 2021**

<b><u>EXISTING</u></b>	<b><u>ACRES</u></b>	<b><u>OWNED</u></b>	<b><u>LEASED FROM</u></b>
1 6th Street Park-Library Park	0.17		Library
2 Arline "Kay" Lovett Park	5.0	X	
3 Batavia Highlands	1.0	X	
4 Bennett Park / Bennett North	9.57	X	
5 Braeburn Park	5.5	X	
6 Bricher Park	1.96	X	
7 Carriage Crest Park	3.8	X	
8 Clover Hills Park	4.1	X	
9 Community Gardens	2.0		County/City
10 Deerpath Park	2.5	X	
11 Don Forni Park	8.5	X	
12 Dryden Park	5.7	X	
13 Eaglebrook Park	5.36	X	
14 Elm Street Park	4.2		City
15 Esping Park	8.0	X	
16 Fargo Park	1.39	X	
17 Fourth Street School/Park	2.0		Schools
18 Frank Burgess Park	2.2	X	
19 Garden Club Park/	.6		City
20 Good Templar Acquisition	6.0	X	
21 Harrison St. School/Park	8.0		Schools
22 Hathaway Park	13.84	X	
23 Island Park	11.5	X	
24 Jaycee Park	1.0	X	
25 Linden Park	1.2	X	
26 Lions Park	5.3	X	
27 Marjorie Murray Park and Courts	1.5		Schools
28 Meadows Park	1.5	X	
29 Michael Arbizzani Park	2.0	X	
30 Mill Creek Community Park	34.1	X	
31 Moore Park	13.7	X	
32 Old Mill Park	1.2	X	
33 Peck Farm Park	384.1	X	
34 Pepper Valley Park	8.59		Pepper Valley
35 Preston Park	1.0	X	
36 Randall Square Park	6.0	X	
37 River Park	2.7	X	
38 Sandholm Woods Park	5.5	X	
39 Shannon Park	1.8	X	
40 South Street Fields	17.0		City
41 Somerset Park	2.8	X	
42 Sterling Manor Park	4.9	X	
43 Sunrise Park	4.4	X	
44 Sunset Park	18.0	X	
45 Terney Park	1.0	X	
46 Washburn Park	2.8	X	
47 Weaver Park	2.0	X	
48 Wellington Park	.5	X	
49 Western Ave. School/Park	13.0		Schools
50 Wheeler Park	57.3	X	
51 Williamsburg Park	4.5	X	
	<b>51</b>	<b>40</b>	<b>11</b>
	<b>712.28</b>	<b>652.52</b>	<b>60.59</b>

**PROPOSED**

- |    |                                  |                  |
|----|----------------------------------|------------------|
| 1. | Mill Creek Parks                 | TO BE DETERMINED |
| 2. | Settlements of La Fox Parks      | TO BE DETERMINED |
| 3. | Landmeier Property – Batavia     | TO BE DETERMINED |
| 4. | Land Acquisition per Master Plan | TO BE DETERMINED |

[illegible]

JANUARY 2021

GENEVA PARK DISTRICT PLAYGROUND  
EQUIPMENT AND FACILITIES JANUARY 2021

Playground	Year Installed	Estimated Replacement Year
Linden Park	2016	2030-2031
Batavia Highlands Park	2016	2029-2030
Don Forni Park	2016	2030-2031
Shannon Park*	2016	2031-2032
Pepper Valley Park	2016	2033-2034
Stanley Esping Park	2017	2036-2037
Arline "Kay" Lovett Park	2017	2037-2038
Michael Arbizzani Park	2017	2037-2038
SPRC Indoor Playground	2008	2022-2023
Clover Hills Park	2019	2039-2040
Bricher Park	2004	Replaced
Burgess Park	2018	2036-2037
Elm Street Park	2018	2038-2039
Preston Park	2018	2038-2039
Seventh Street Park(Library Park)	2000	Replaced
Marjorie Murray Park	2003	2021-2022
Fourth Street School Park	1999	Replaced
Dryden Park	2003	2021-2022
Hathaway Park	2005	2023-2024
Moore Park	2005	2023-2024
Williamsburg Park	2005	2024-2025
Carriage Crest Park*	2006	2025-2026
Jay-Cee Park	2006	2025-2026
Mill Creek Community Park	2006	2026-2027
Randall Square Park	2007	2026-2027
Wellington Park	2007	2027-2028
Braeburn Park*		TBD
Sterling Manor Park	2011	2029-2030
Deerpath Park	2012	2032-2034
Island Park	2012	2031-2032
Fargo Park	2013	2033-2034
Lions Park	2013	2032-2033
Peck Farm Park / Hawks Hollow	2013	2027-2028
Meadows Park	2014	2034-2035
Washburn Park	2014	2034-2035
Eagle Brook Park	2014	2028-2029
Terney Park	2015	2035-2036
Weaver Park	2015	2035-2036
Wheeler Park	2015	2028-2029
Bennett Park/Bennett North		TBD

GENEVA PARK DISTRICT PLAYGROUND  
EQUIPMENT AND FACILITIES JANUARY 2021

Levi Newton Park*		TBD
Old Mill Park		TBD
Somerset Park*		TBD
Sunrise Park		TBD
* Shared Park with Batavia Park District		



Geneva Park District  
Master Plan  
Technology Needs

	FY 2020-21 BUDGET	FY 2021-22 BUDGET	FY 2022-23 BUDGET	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>Computers</b>					
<i>(7-10 Computers Replaced every 4-5 years)</i>	\$ 33,000	\$ 28,000	\$ 34,500	\$ 12,000	\$ 23,500
<b>Servers</b>					
<i>(replaced every 5 years if needed)</i>					
SQL Server	\$ -	\$ -	\$ -	\$ -	\$ -
Exchange Server	\$ -	\$ -	\$ -	\$ -	\$ -
Econnect Server	\$ -	\$ -	\$ -	\$ -	\$ -
Offsite Backup Software	\$ 6,541	\$ 6,738	\$ 6,940	\$ 7,148	\$ 7,362
Hubs/Switches/Modems	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	<u>\$ 7,541</u>	<u>\$ 7,738</u>	<u>\$ 7,940</u>	<u>\$ 8,148</u>	<u>\$ 8,362</u>
<b>Annual Expenses for Software Maintenace/ Licenses</b>					
SSL Certificate (secure econnect access for users)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Firewall/ Anti Virus Software	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
MSI Financial Software Maintenance	\$ 4,176	\$ 4,301	\$ 4,430	\$ 4,563	\$ 4,700
MSI Web Based One Time Cost Manadatory	\$ -	\$ 5,875	\$ -	\$ -	\$ -
Time & Attendance Software	\$ 3,114	\$ 3,208	\$ 3,304	\$ 3,403	\$ 3,505
Recreation Software Maintenance	\$ 13,371	\$ 14,039	\$ 14,741	\$ 15,478	\$ 16,252
Website Employment Application Software	\$ 812	\$ 836	\$ 861	\$ 887	\$ 914
Microsoft SQL Server License	\$ -	\$ -	\$ -	\$ -	\$ -
Email Gateway Service (spam protection)	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
Annual Internet Service	\$ 3,574	\$ 3,682	\$ 3,792	\$ 3,906	\$ 4,023
	<u>\$ 27,697</u>	<u>\$ 34,591</u>	<u>\$ 29,778</u>	<u>\$ 30,887</u>	<u>\$ 32,044</u>
<b>Software Upgrades</b>					
Windows 10 Computer Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
Time Clock Plus Upgrade (Rebudget in FY22)	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Server and Outlook Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -
Software Program Upgrades	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100
	<u>\$ 13,100</u>	<u>\$ 3,100</u>	<u>\$ 3,100</u>	<u>\$ 3,100</u>	<u>\$ 3,100</u>
<b>Additional Hardware</b>					
Fax Machines (replaced every 4 years or as needed)	\$ -	\$ -	\$ -	\$ -	\$ -
Small Copy Machines (2 replaced every 5-7 years or as needed)	\$ -	\$ -	\$ -	\$ -	\$ -
Large Copy Machine (replaced every 5-7 years or as needed)	\$ -	\$ -	\$ -	\$ -	\$ -
Printers Replacement (replaced every 4 years or as needed)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
IPAD Chargers	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Off Site File Backup System	\$ 7,500	\$ 7,725	\$ 7,957	\$ 8,195	\$ 8,441
Misc Equipment- Speakers, Sound Bars, Scanners, Pos Keys	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
DSL Equipment	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Rectrac Hardware for Seasonal Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Hardwiring	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Computer Backup Batteries Replacement	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
ESI Phones Replacement	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	<u>\$ 11,300</u>	<u>\$ 11,525</u>	<u>\$ 11,757</u>	<u>\$ 11,995</u>	<u>\$ 12,241</u>
<b>IT Annual Maintenance Contract (AMI)</b>	\$ 38,110	\$ 39,253	\$ 40,431	\$ 41,644	\$ 42,893
<b>Estimated Total Per Fiscal Year</b>	<u><b>\$ 130,748</b></u>	<u><b>\$ 124,207</b></u>	<u><b>\$ 127,506</b></u>	<u><b>\$ 107,774</b></u>	<u><b>\$ 122,140</b></u>
<b>Total Operating Budget</b>	\$ 65,807	\$ 73,844	\$ 70,209	\$ 72,531	\$ 74,937
<b>Total Capital Budget</b>	\$ 64,941	\$ 50,363	\$ 57,297	\$ 35,243	\$ 47,203

**GENEVA PARK DISTRICT  
NEW VEHICLES AND MAINTENANCE EQUIPMENT  
2021-2022**

The Board of Commissioner previously approved the 2020-2021 auction and replacement of the following:

<u>Veh #</u>	<u>Year</u>	<u>Description</u>	<u>Location</u>	<u>MILES</u>	<u>Estimated Replacement Date</u>
<u>Vehicles</u>					
209	2009	Ford F-350 4X4 Dump	Wheeler	17,398	2020-2021
<u>Equipment</u>					
101	2016	Smith-Co Ballfield Machine	Peck	n/a	2020-2021
162	2014	Laser Grader	Peck	n/a	2020-2021
105	2015	Scag Zero Turn Mower	Wheeler	n/a	2020-2021
110	2016	Scag Zero Turn Mower	Wheeler	n/a	2020-2021

The following may be presented for Board Approval for the 2021-2022 fiscal year.

***\*\*\*Nothing to be replaced due to COVID-19 for fiscal year 2021-22.***

**GENEVA PARK DISTRICT  
FUTURE FULL TIME AND PART TIME PERSONNEL  
2021-2022**

Administration-Assistant Superintendent of Finance & Personnel

Peck Farm Park-Additional Part-time Naturalist/Program Specialist, Butterfly House Attendants & Museum Attendants

Parks Department-Permanent Part-Time Natural Resource Staff Member (25 hrs/week)

**GENEVA PARK DISTRICT  
FUTURE OFFICE EQUIPMENT  
2021-2022**

Facilities - Nothing at this time.

## **FUTURE FACILITY NEEDS**

**2021-2022**

### **SUMMARY**

- Integrate Peterson property into Master Plan utilizing, repurposing or demolishing existing buildings.
- Construct or repurpose an additional storage building at Peck Farm Park Maintenance Facility.
- Implement maintenance plan for paths, picnic tables, natural areas, wildflower restoration, formal gardens, etc. throughout the Park District.
- Develop bike/pedestrian trails to link with existing paths. Consult City Strategic Plan/Kane County approved trail maps.
- Acquire land to develop new neighborhood & community parks in the future.
- Continue constructing new game and practice fields for soccer, lacrosse, baseball and football fields as necessary.
- Expand Mini Golf Hut for year round use.
- Mitigate basement leaking and structural integrity of Peck House.
- Future Pre-school facility plans.
- Landmeier farm property development (Winding Creek).
- Family Restrooms – Sunset Pool.
- Sunset Community Center Racquetball Court renovation.
- Adopt red metal barn into Nature Center at Peck Farm Park or Program/Rental Space.

## **FUTURE CAPITAL PROJECTS OR EQUIPMENT**

**2021-2022**

(No specific order)

- Repair retaining walls at Island Park.
- Remove tree stumps in all parks. (Ongoing)
- Maintain and expand natural areas and open spaces.
- Continue to develop the Community Garden plots including additional beds as needed. Install raised beds.
- Complete Good Templar Acquisition restoration.
- Complete Peck Lake restoration, prairie restorations, boardwalks and storm water wetland mitigation.
- Continue over-seeding prairie and wetlands at Peck Farm Park and other natural areas.
- Repair basement walls at the Peck house.
- Develop educational, office, storage and meeting spaces at Peck Farm Park.
- Implement plan for infield/outfield repairs on baseball fields including laser grading. (Ongoing)
- Replace hut and replace carpet as needed at Stone Creek Mini Golf.
- Continue to upgrade outdoor Ice Rinks installed including lighting. (Ongoing)
- Replace SPRC Kids Korral Playground structure.
- Phase III Sunset.
- Continue with annual pool repairs and research new slide towers and other play features at Sunset Pool & Mill Creek Pool.
- Develop Bennett North property.
- Repair or replace racquetball courts.
- Small ballfield renovation at Sunset Park.
- Island Restroom Renovation.

## **FINANCE – REVENUES 2021**

The Geneva Park District has determined the need to have user fees from programs and facilities financially assist the Capital Budget and Recreation Budget. For these two budgets to progress, this philosophy should continue into the future. For example, the Recreation Budget cannot and does not exist on taxes alone. A major portion of the Recreation Budget is supported by user fees from residents as well as non-residents. The Capital Budget has been supported each year from revenues generated from programs and facilities by transferring \$100,000 to \$750,000 to this fund prior to the audit. Revenues generated contribute greatly to the present success of the Geneva Park District and its citizens.

### **PECK FARM PARK MASTER PLAN**

Peck Farm Park Master Plan was incorporated into the Geneva Park District Master Plan in 2014.

Future Development of Peterson Property.

### **GENEVA PARK DISTRICT MASTER PLAN**

The Geneva Park District Master Plan will be updated in 2024.

### **PDRMA REVIEW 2014-2015 COMPLETED**

The Geneva Park District will be up for reaccreditation in 2023.

### **GENEVA PARK DISTRICT COMMUNITY SURVEY**

A new Community Survey will be distributed to residents pending board approval in 2020.  
(Community Survey was put off due to COVID)

### **DISTINGUISHED AGENCY REVIEW**

The Geneva Park District will be up for reaccreditation in 2022-2023.

## **2021 BUDGET CALENDAR**

### **February 17, 18 & 19 (WEDNESDAY, THURSDAY, FRIDAY)**

- First meeting of proposed budget review with Director
- Wednesday-Nicole
- Thursday-Jerry
- Friday-Nicole

### **February 24, 25 & 26 (WEDNESDAY, THURSDAY & FRIDAY)**

- Second meeting of proposed budget review with Director
- Wednesday-Nicole
- Thursday-Jerry
- Friday-Nicole

### **March 10, 11 & 12 (WEDNESDAY, THURSDAY & FRIDAY)**

- Third meeting of proposed budget review with Director
- Wednesday-Jerry & Nicole
- Thursday-Nicole
- Friday-Nicole

### **March 17, 18 & 19 (WEDNESDAY, THURSDAY & FRIDAY)**

- Fourth and final meeting of proposed budget review with Director if needed

### **March 22 - 26 (MONDAY – FRIDAY)**

- Christy Finalize Budget

### **PLEASE NOTE: March 29-April 2 is Spring Break**

### **April 5-7 (Monday, Tuesday or Wednesday) or April 12-13 (Monday-Tuesday)**

- Finance Committee meeting to review proposed budget
- Jay Moffat & Susan VanderVeen

### **April 19 (MONDAY)**

- Finance Committee to present proposed budget at regular scheduled meeting for possible approval
- Review of Preliminary Budget Appropriation Ordinance at regular scheduled meeting

### **May 17 or June 21 (MONDAY)**

- Budget Appropriation Ordinance hearing and approval at regular scheduled meeting



## **2021 PERSONNEL EVALUATION CALENDAR**

### **January 4<sup>th</sup>-15<sup>th</sup> (MONDAY-FRIDAY)**

- All Full-time evaluations given to Staff to complete 1/4/21 & return by 1/15/21
- Supervisors to review & comment January 18<sup>th</sup> -February 5<sup>th</sup>
- Include a list of employee's accomplishments for the past year
- Includes employee succession status: promote, develop, retain, replace/remove

### **FEBRUARY 5<sup>th</sup>-12<sup>th</sup> (FRIDAY-FRIDAY)**

- Evaluations review by the Director

### **FEBRUARY 26<sup>th</sup> (FRIDAY)**

- All evaluations complete & reviewed with employees
- Follow up meetings with Director as needed
- Department Heads provide recommendations to Director
- Director sets recommendations for committee

### **WEEK OF MARCH 8<sup>th</sup>**

- Personnel & Policy Committee meeting to review recommendations
- Bre Cullen & Susan VanderVeen

### **March 15<sup>th</sup> (MONDAY)**

- Personnel & Policy Committee to present recommendations at the regular scheduled meeting in executive session

# Memo

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

**From:** Jerry Culp

**CC:** Christy Powell

**Date:** 1/14/2021

**Re:** Vehicle transactions/replacements

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**Purpose:**

The purpose of this memorandum is to provide the Board of Commissioners with an update on vehicle and equipment replacements/auctions.

**Background:**

The Geneva Park District Board of Commissioners approved the replacement of the following vehicles and equipment for the 2020-21 fiscal year:

Asset #	Description	Replacement Budget
#205	2008 Ford F-450 Flatbed	\$46,324
#101	2016 Smithco Ballfield Machine	\$18,756
#162	2014 Laser Grader	\$40,000
#105	2015 Scag Zero Turn Mower	\$25,000
#110	2016 Scag Zero Turn Mower	<u>\$25,000</u>
<b>Total</b>		<b>\$155,080</b>

Based on the scheduled replacements, the total net replacement for the above listed vehicles and equipment is \$155,080.

**2008 Ford F-450 Flatbed** – Staff has reviewed the condition of this truck and has determined that the truck is in good condition and replacing it is not warranted at this time. The condition of this truck will be monitored yearly to evaluate whether it should be replaced.

**2009 Ford F-350 Dump Truck** – This truck was approved to be replaced in fiscal year 2019-20 and the new truck was ordered in 2019, but was just delivered in November of 2020. This truck was also auctioned off in 2020.

**2014 Laser Grader** – Staff is researching possible interest in the Laser Grader before listing it at auction. The plan is to auction the laser grader in spring of 2021.

The following equipment was auctioned in 2020:

<b>Asset #</b>	<b>Description</b>	<b>Original Cost</b>	<b>Auction results</b>
#101	2016 Smithco Ballfield Machine	\$19,763	\$3,650
#105	2015 Scag Zero Turn Mower	\$10,185	\$4,400
#110	2016 Scag Zero Turn Mower	\$10,167	\$4,400
#209	2011 F-350 Dump Truck	<u>\$33,694</u>	<u>\$32,750</u>
Totals		<b>\$73,809</b>	<b>\$45,200</b>

Equipment purchased in 2020:

<b>Description</b>	<b>Cost</b>
John Deere Wide Area Mower (replaced 2 Scag Mowers)	\$47,519.36
John Deer Tractor (replaced laser grader)	\$34,279.85
Lazer Grader ABI (replaced laser grader)	\$ 3,199.00
ABI Force Ballfield Machine (replaced Smithco ballfield machine)	\$24,310.73
2020 Chipper Truck (replaced 2009 Ford F350 Dump Truck)	\$57,951.00
Vehicle/equipment purchases 2020 Total	\$167,259.94
Auction Totals	\$ 45,200
Total Cost	\$122,059.94
Budgeted	\$ 155,080
Balance Remaining	<b>\$33,020.06</b>



## PARTY HOST HANDBOOK

Board Approved January~~October~~ 2021~~16~~

Dear Staff,

The Geneva Park District would like to welcome you to the Birthday Party team. We hope you enjoy working in the birthday party program and find it a fulfilling experience.

Your employment with this program has a direct result on the overall operation. You will be working with Geneva's most important population, the youth of the community. Through positive experiences, these children will grow with the park district's quality programs, which the community has come to expect. You are a front line staff member in a growing park district and community and we are very excited to have you on board.

In being such an important member of the Geneva Park District, please remember you represent us at work, as well as out in the community. Be sure to act in an appropriate manner, for you are a role model to the children. Please be courteous to all park district patrons and try to be as helpful as possible. If you are unable to help in a situation, please refer them to your immediate supervisor.

Remember, a child's birthday party is something they will remember for the rest of their lives. It's up to you to make sure it's a great memory!

Many thanks,

Sara Hawke

SPRC Customer Service Manager/Birthday Party Coordinator

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<del>12.0</del>	<del>Party Contract</del>
<del>13.0</del> 11.0	Employee Signature Page

## 1.0 OPENING STATEMENT

As an employee of the Geneva Park District, it is your responsibility to follow all Park District policies and procedures. It is your responsibility to review and follow all policies and procedures outlined in the Geneva Park District Part-Time Procedures Manual as well as this Party Host Manual. If you have a question about a policy, procedure or situation not discussed in this manual or the Geneva Park District Part-Time Manual please contact your immediate supervisor.

## 2.0 IMAGE AWARENESS

It is very important that as an employee of the Geneva Park District your image reflects professionalism. Be aware that while on duty you are representing the Geneva Park District. Proper staff appointed shirt must be worn. This shirt must be free of holes, tears and look presentable. ~~Aacceptable uniform pants are khakis or athletic pants. Capris are allowed during warmer months.~~ Shorts are not allowed except at outdoor parties. Remember, you will be working with children. Your attire should reflect this. All employees must be in shoes that allow them to be active and properly lead/demonstrate games or activities. ~~Staff that is not in proper attire will be sent home to change and receive disciplinary action.~~

Another aspect of image awareness is one's personal behavior while on the job. It is very important to remember that while on duty behavior should be appropriate and professional. Conversations pertaining to work related issues should be kept behind closed doors and away from customers. If you have a concern/problem about another employee discuss this with your immediate supervisor not fellow party hosts.

## 3.0 WORK PERFORMANCE EXPECTATIONS

1. Your shift begins 45 minutes (unless otherwise told) before the party is scheduled to start and ends one half hour after party leaves. This time is for you to set up and tear down the party room.
2. If pizza was ordered and does not show up, contact Aurelio's. ~~you are expected to contact the pizza vendor. (see the birthday party contract for the phone number.)~~
3. Party storage space(s) is(are) expected to be kept in order and clean.
4. You are to come to work in uniform and ready to work.
5. You must attend all staff trainings and meetings throughout your employment.
6. You must follow all rules and procedures of the Geneva Park District.
- ~~7. Make sure all payments have been received.~~
- ~~8-7.~~ Contact your immediate supervisor if any problems arise.
- ~~9-8.~~ Lead games and interact with the children in a positive, enthusiastic manner.
- ~~10-9.~~ Accommodate the party family to the best of your ability.
- ~~11. Distribute and collect Birthday Party Evaluations for each party.~~

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#### 4.0 SUBSTITUTION POLICY

If for some reason you are unable to work your shift it is your responsibility to find a sub. Once you have a sub, please call or email your immediate supervisor ~~and the front desk staff to notify of the change as soon as possible.~~ If you arrange for a substitute at the last minute or if you are ill and have been unable to find a sub, call your immediate supervisor immediately and leave voicemail if necessary. If you do not find a sub and do not show up, disciplinary action will take place.

#### 5.0 DISCIPLINE PROCEDURES

An employee can be written up for any action which the Party Coordinator deems inappropriate. Examples are: late arrival to work, not showing up for work, mistreating another staff member, and insubordination to a supervisor. A first time offense will result in a written warning. If the same action is repeated or a more severe action occurs, a second written warning will be issued. Finally, if the action continues a third warning will be written and the employee will be terminated from employment. If an employee is terminated they cannot re-apply for another job within the Geneva Park District. **Note: If you miss a party without justifiable cause you may be terminated without written warning.**

#### 6.0 EMPLOYEE BENEFITS

As a member of the birthday party staff you ~~may be~~ are entitled to a free membership to use the fitness center at the Stephen D. Persinger Recreation Center (Proper paperwork must be filled out prior to using the center). You may also be entitled to a discount on park district programs depending on class availability and average number of hours worked.



## 7.0 DO'S AND DON'TS

Please do...

1. Interact with the kids in your party.
2. Offer to help with anything during the party time.
3. Pay attention to the birthday child.
4. Help out your co-workers.
5. Become familiar with our party packages.
6. Make sure room and storage space are cleaned and left as you found it.
7. Have fun and enjoy your job!

Please do not...

1. Wait for instruction from a party parent.
- ~~2. Act like a tip is expected from working.~~
- ~~3-2. Lose focus on the birthday child.~~
- ~~4-3. Take park district supplies for personal use.~~
- ~~5-4. Use cell phones during the party.~~
- ~~6-5. Leave the room a mess for someone else to clean up.~~
- ~~7-6. Use inappropriate language when at work. This includes mature subject areas, weekend plans, relationships, etc. Avoid personal conversations with staff members or parents during work hours.~~

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## 8.0 GENERAL SAFETY RULES

1. Be aware of all of your surroundings – watch all areas around you.
2. Take head counts frequently.
3. Maintain a visual view of the participants at all times.
4. Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
5. Rough housing, play fighting and wrestling are never allowed.
6. Do not hesitate to call 911 if a situation warrants it.
7. Participants are not allowed in storage or kitchen areas, staff members are responsible for getting out equipment and games and returning them.
8. Equipment is only to be used for the purpose of which it was intended.
9. Any equipment that is broken or unsafe should be removed from the site and turned into office for disposal, repair or replacement.
10. Maintain a "safety area" around swinging bats, etc.
11. Never leave an area unattended.

## 9.0 ACCIDENT / INCIDENT PROCEDURES

It is very important for our site to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact your supervisor immediately.-
7. Fill out accident report form immediately.

\* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District [\(630\) 232-4542.-](tel:6302324542)

## 10.0 BIRTHDAY PARTY DESCRIPTIONS

### **NEW! Star Wars® Party:** Ages 4-12 - \$225 (N/R \$250)

Calling all Luke Skywalkers, Princess Leias, Chewbaccas, and Darth Vaders. The force will be strong at this intergalactic party. A variety of games and activities will be played. Invitees are encouraged, but not required, to wear their favorite Star Wars costume

### **NEW! Super Hero Party:** Ages 4-12 - \$225 (N/R \$250)

Calling all superheros, caped crusaders, masked marvels, and mighty mutants. Your special powers are needed to help celebrate and have a good time. Come prepared to move and play a variety of games and activities. Invitees are encouraged, but not required, to wear their favorite superhero costume.

### ~~**NEW! Minion Party:** Ages 4-12 - \$225 (N/R \$250)~~

~~Inviting all minions, you will not cry or whine or laugh or giggle or sneeze or burp or fart! This party is as fun as BA—NA—NAS. Join us for a variety of despicable games and activities to make all your minion dreams come true.~~

### **Kids in the Kitchen Party:** Ages 5-10 - \$225 (N/R \$250)

It's time to get cooking! Come join us for a cooking experience with all your friends! During the party kids will make delicious individual English muffin pizzas as well as scrumptious dirt pudding cups. This party is a recipe for fun!

### ~~**Gymnastics Party:** Ages 4-10 - \$200 (N/R \$225)~~

~~Jump, flip, and hop your way to an awesome gymnastics and tumbling party! Enjoy time with your friends while you learn how to tumble and do gymnastics. Parties will be held in the Jungle Gym at the Sunset Community Center.~~

### **Magic Party:** Ages 5-8 - \$225 (N/R \$250)

Abracadabra! Alakazam! ~~This is no illusion, your birthday will be a blast with our magic party!~~ Join us to experience a variety of magic tricks. You will feel like a real magician at the end when you learn a special trick to amaze your friends and family!

**PARTY at "THE FARM":** Ages 4-7 - (\$175 N/R \$200)

~~Old MacDonald had a farm Ee-i-ee-i-oh!! And on his farm he had a birthday party! Come on down to "The Farm" and have a blast running, jumping and sliding your way into a fun party at our indoor playground.~~

**Pretty Princess Party:** Ages 5-11 - \$200 (N/R \$225)

Once upon a time in a faraway land, a princess celebrated her birthday! The princess and her royal guests will play a variety of activities including Jasmine's carpet ride, pass the tiara, crown the princess, freeze dance, as well as having the opportunity to make a crown to take home!

**SUPER ATHLETE PARTY:** Ages 6-12 - (\$175 N/R \$200)

Put on your gear and get ready to play, come join us for a sports party today! Choose from a variety of sports including soccer, basketball, dodge ball, floor hockey, and flag football. Make sure your special day is a home run and bring all your teammates to join you!

**WACKY GAMES:** Ages 5-10 - (\$175 N/R \$200)

Come join us for a wild and wacky party! This party is our most popular because it is filled with tons of exciting games for everyone! During the party, kids will play a variety of games including scooter races, relay races, and join together to play with the parachute!

~~**All Star Sports DANCE TEAM PARTY:** Ages 5-12 - \$225 (N/R \$250)~~

~~Shimmy, shake, twist, and twirl! It is time to do a dance for your birthday today! Join us and All Star Sports Instruction for a fun dance party. During the party you will learn an entire dance using cool moves, real poms, and kid friendly tunes. *Only available on Sundays.*~~

**Movie Pajama Party:** (Ages 4-10) \$175 (N/R \$200)

Have your friends join you for your favorite movie, NEW or Classic! Make sure you bring blankets and pillows; we'll provide the movie-going experience and popcorn! **Movies must be provided by family.** The Geneva Park District will provide DVD player, projector, screen and speakers.

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**Nerf Party: (Ages 7-10) \$225 (N/R \$250)**

**Come test out your Nerf Blasters and Skills! Marksmanship and strategies will be used in a variety of supervised activities and games using Nerf or other dart blasters in our Junior Gym at the Sunset Community Center. Please note: Nerf blasters and darts are NOT PROVIDED. Guests are asked to bring their own. Safety glasses provided. Maximum of 15 guests for this party option.**

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**Please Note: All updated birthday party descriptions and themes can be requested from your supervisor or accessed on the website or in the brochure.**

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**PARTY DETAILS**

Birthdays are hassle free when you have a party with us! Our party attendants will keep the children entertained with the party of your choice while you enjoy the fun. Leave the planning and mess up to us! Theme parties are filled with a variety of games and activities.

Parties run **90 minutes**~~2 hours~~ and includes up to 15 children.

For additional guests over 15 please add \$5 per person.

~~Most parties are held Friday's from 5:00-7:00 pm, and Saturday or Sunday from 11:00 am-1:00 pm, 2:00-4:00 pm, or 4:30-6:30 pm, unless otherwise noted.~~

All parties include a decorated room and table, ~~invitations, envelopes,~~ paper goods, party host, water, juice, and cupcakes. Pizza can be added to any party for an additional \$20, per pizza. *All parties are held at Stephen D. Persinger Recreation Center (SPRC), 3507 Kaneville Road, unless otherwise noted.*

***Payment is due in full at time of reservation. Reservations must be made two weeks in advance. Fees and party packages are subject to change.***

For more information, please email the Birthday Party Coordinator at

~~[fborman@genevaparks.com](mailto:fborman@genevaparks.com), [shawke@genevaparks.com](mailto:shawke@genevaparks.com) or~~

~~call 630-232-4542 or~~ to leave a message on the birthday party voicemail line or fill out Party Request Form on the Geneva Park District website.

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### GENEVA PARK DISTRICT BIRTHDAY PARTY EVALUATION

Return to Stephen D. Persinger Recreation Center, 3507 Kaneville Rd., Geneva, IL 60134

#### What type of party did you book?

☐ Wacky Games    ☐ Party at "The Farm"    ☐ Super Athlete    ☐ Dance  
☐ Gymnastics    ☐ Kids in the Kitchen    ☐ Magic    ☐ Minion  
☐ Star Wars    ☐ Pretty Princess    ☐ Super Hero

#### How did you hear about our birthday party program?

☐ Brochure    ☐ Internet    ☐ Attended previous    ☐ School  
☐ Flyer    ☐ Word of Mouth    Other

#### Please Rate the Birthday Party Coordinator(s).

(circle one)    ☐ Excellent    ☐ Average    ☐ Below Average

Preparation    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Ability to teach and lead    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Communication    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Appearance    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Attitude and Rapport    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Enthusiasm    ☐ 5    ☐ 4    ☐ 3    ☐ 2    ☐ 1

Additional Comments on the  
Coordinator(s)

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**Please Rate the Party Content**

(circle one) \_\_\_\_\_ Excellent \_\_\_\_\_ Average \_\_\_\_\_ Below Average

Was the party a good value for the fees paid? \_\_\_\_\_ 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1

Did the party meet your expectations? \_\_\_\_\_ 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1

Was the party fun and enjoyable? \_\_\_\_\_ 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1

Would you have your party here again? \_\_\_\_\_ Yes \_\_\_\_\_ No

What did you like most about the party?

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Improvements? \_\_\_\_\_

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**OPTIONAL**

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

Please add any additional comments.





## ~~SPRC/GYMNASTICS Birthday Party Contract~~

**Party Theme:** **SPRC: \$175/\$225(N/R \$200/\$250) up to 15 kids**

Date of Party: \_\_\_\_\_ Activities: \_\_\_\_\_

Time: \_\_\_\_\_

~~Childs Name:~~ **Gymnastics/Tumbling: \$200(N/R \$225) up to 15 kids**

~~Age: \_\_\_\_\_ M or F \_\_\_\_\_ All Star Sports Dance Team: \$225 (N/R \$250)~~

Parent Name: \_\_\_\_\_ # of Children \_\_\_\_\_ # of Adults \_\_\_\_\_

Email: \_\_\_\_\_ Additional Children (\$5 each) \_\_\_\_\_

~~Phone Number: 18" Pizza (\$20/Pizza)(Firehouse 630 262 8000)~~

~~White, Chocolate, 50/50~~ ~~Cheese~~ ~~Sausage~~ ~~Pepperoni~~

~~-Frosting~~                      ~~- Sprinkles~~                      ~~Delivery Time~~

Apple Juice, Sprite, Water	Total Due
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~~Staff & Staff – Please take all payments to front desk for processing~~

Room # \_\_\_\_\_

**PERSONS WITH SPECIAL NEEDS:** The Park District makes reasonable accommodations for persons with special needs to participate. Please specify any adaptive equipment, personnel or other accommodations you need to participate in a program for which you have registered.

## Geneva Park District Waiver and Release of All Claims

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, parents and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physical fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

## WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

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

Please read this form carefully and be aware that in signing and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child might sustain as a result of participating in all activities connected with and associated with the program(s) activity(ies) (including transportation services, when provided) I recognize and acknowledge that there are certain risks involved in participating in the Program(s) and I understand that I am assuming the risk of injury or damage to myself or my minor child. I understand that I am assuming the risk of injury or damage to myself or my minor child in all activities connected with or associated with the program(s) activity(ies). I further agree to waive and release all claims for injury or my minor child/waive and release the Parties from any and all claims for injuries, damages or loss against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties") I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child or I may have or which may accrue to me or my minor child/waive and arising out of, connected with, or in any way associated with the program(s) activity(ies). I have read and fully understand the above important information. I understand that I am assuming the risk of injury or damage to myself or my minor child/waive and release the Parties from any and all claims for injuries, damages or loss that my minor child or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/waive or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District. **PHOTO/VIDEO WILL BE USED IF THE SIGNATURE OF adult participant or parent/guardian and date are not on this waiver. Photo/Video Disclaimer:** All participants permit the taking of photos and video images of themselves and their family members, including but not limited to, program events, and facilities for publication and use as the Park District deems necessary in marketing materials. If you and your child do not wish to be photographed or videotaped, a written notice must be filed with the Park District.

## PAYMENT

Please indicate your choice of payment:

☐ Check    ☐ Cash    ☐ Visa    ☐ Mastercard

**Card Number**

[illegible]

Expiration Date

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**NOTE:** Faxed registration must be paid by credit card. When registering by fax, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

**SIGNATURE**

I have carefully read the Insurance Liability waiver on this form and understand that my signature is required below in order for myself or my child/ward to participate in the Geneva Park District programs. My signature also authorizes payment via the credit/debit card number if provided for payment.

Signature of Participant, Parent or Guardian  
and Credit/Debit Card Holder if applicable \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only	Prepared by:	Date:	Amount:				Pmt Method:
	Copy given to:	for:	Special Needs	Personal Training	Priv. Lesson	RB/WB League	Other

**~~14.0~~12.0 BIRTHDAY PARTY STAFF POLICY AND PROCEDURES MANUAL  
ACKNOWLEDGEMENT FORM**

Policy and Procedures Manual

I have reviewed the material outlined in the Policy and Procedures Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal.

Working in the Birthday Party Program

I understand I have been hired to work the in the birthday party program and I will be required to work the hours I was hired for including nights and weekends.

Mandatory Training Sessions

I understand that staff training sessions/meetings may be held occasionally and my attendance is mandatory as part of my position and ongoing training.

Geneva Park District Part-time and Safety Manual

I have read and reviewed to material in the Part time Staff and Safety Manuals and agree to follow the outlined policies. I realize the failure to adhere with the policies will result in disciplinary action and possible dismissal.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# *Geneva Park District Playhouse 38 Operations Manual*

Board Approved ~~October 2016~~ January  
2021

## Welcome Letter

Dear Playhouse 38 Staff Member,

The Geneva Park District would like to welcome you to the Cultural Arts Department and to the Playhouse 38 team! We are tremendously excited to have you on board to further cultural arts in Geneva and the Fox Valley.

As a Geneva Park District employee, you are part of a positive, dynamic, and highly trained team. Your success and the success of the Geneva Park District is dependent upon the ability to work with others as a cohesive unit. The patron's safety and enjoyment of our facilities is of the highest importance. Our job is to represent the Geneva Park District in a friendly and customer service oriented manner.

Your employment has a direct result on the overall operation and perception of Playhouse 38 and the Geneva Park District. You will be working with a variety of community members of all ages, many of whom have participated in park district programs and have come to expect a high level of customer service and a high quality experience.

The mission of the Geneva Park District is to provide recreational programs, facilities, and open space that will enhance the quality of life for residents of all age groups and abilities. Playhouse 38 holds true to this mission as we provide opportunities for all participants to develop a positive self-image through experiences in a friendly, structured and safe environment. Participants of all backgrounds and experience levels have an outlet to be creative, expressive, and, most of all, have fun in Playhouse 38 programs.

Sincerely,

Recreation Department  
Elliott Bortner  
Joey Kalwat  
Aquatics & Recreation Supervisor

**Commented [EB1]:** We've been talking a bit about removing names from the reports specifically, so these types of things don't have to be updated each time around. Maybe want to say "Rec Department" or "Superintendent of Recreation" to keep in generic?

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## 1.0 FACILITY OPERATIONS

### 1.01 Hours of Operation:

Playhouse 38 does not have set hours of operation. The facility is most often used for park district programs, production rehearsals, ~~productions shows~~ performances, and special events.

### 1.02 Facility Closings:

~~The facility~~ Playhouse 38 is closed on the following days:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

### 1.03 Directions to Facility:

Playhouse 38 is located at 321 Stevens Street, Suite P, Geneva, IL 60134 west of North 1<sup>st</sup> Street (Route 31), north of West State Street (Route 38) and east of Anderson Boulevard. If heading north on Route 31, take a left (west) on Stevens Street. If heading east on Route 38, take a left on North 4<sup>th</sup> Street.

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1.04 Crisis Management Plan at a Glance:

A crisis, whether real or perceived, is defined as a situation or event that causes, or has the potential to cause, significant concern for the public and district. It could be, but is not limited to, a facility evacuation, an accidental or near drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on Park District Property. The Geneva Park District has developed this crisis management plan to ensure that crisis situations are managed properly and communicated promptly and effectively. Additional details of the District's Crisis Management Plan are available in the Geneva Park District Safety Manual.

If you become aware of a crisis, follow the steps below:

1. Address the immediate emergency or crisis. If needed, dial 911.
2. Contact the Aquatics & Recreation Supervisor. In the event the Aquatics & Recreation Supervisor is unavailable, the following is the order of responsibility:
  - A. Nicole Vickers, Superintendent of Recreation
  - B. Sheavoun Lambillotte, Executive Director

Fire, ~~P~~police, and ~~ambulance~~EMS 911

Park Security 630-921-0239

Com Ed 1-800-334-7661

Nicor 1-888-642-6748

Poison Control 1-800-222-1222

Child Abuse Hotline 1-800-25-ABUSE

\*All Park District employees are required to contact their immediate supervisor to discuss ~~the possibility~~the possibility of allegations of abuse prior to contacting authorities. If immediate supervisor is unavailable, follow the Crisis Management Plan.

## 1.05 New Employee Orientation

As a part-time employee, here is some information that may be helpful as you orient yourself to your new position. On the following pages you will find an outline of the orientation meetings you will have and an overview of what will be covered in each.

Playhouse 38 phone number: All calls routed through Sunset Community Center 630-232-4542

Playhouse 38 address: 321 Stevens Street, Suite P.

Your email: \_\_\_\_\_

### Your Supervisor

~~Elliott Bortner~~ Joey Kalwat, Aquatics & Recreation Supervisor

Phone Number: 630-262-2220 ~~314~~ (direct office line)

Cell phone number: 630-346-9546 ~~991-0723~~

E-mail: ~~ebortner~~ JKalwat@genevaparks.com



# PEOPLE TO KNOW:

Executive Director	Sheavoun Lambillotte
Superintendent of Recreation	Nicole Vickers
Administrative Assistant to the Director	<del>Amy McConnell</del> <u>Brynn Pattermann</u>
<u>Assistant Superintendent of Recreation</u>	<u>Elliott Bortner</u>
Athletics/ <del>Facility</del> Supervisor	<del>Keith Schmerer</del> <u>Ryan Coffland</u>
Recreation Supervisor <del>I</del>	Beth Keen
<del>Recreation Supervisor II</del> <u>Sunset Facility Manager</u>	<del>Elliott Bortner</del> <u>Jim Huetson</u>
Recreation Supervisor <del>III</del>	Kelly <del>Rathke</del> <u>Wales</u>
Recreation Coordinator	<del>Becky Densmore</del> <u>Vacant</u>
<del>Facility/Aquatic Manager</del> <u>SPRC Facility Manager</u>	<del>Mickey Boyle</del> <u>Sandy Harris</u>
<del>Recreation and Aquatic Supervisor</del> <u>Aquatics &amp; Recreation Supervisor</u>	<del>Sarah Sielisch</del> <u>Joey Kalwat</u>
SPRC Customer Service Manager	<del>Sara Hawke</del> <u>Mike Hay</u>
Director of Marketing/Public Relations	Traci Wicks
<del>Senior/Trip Coordinator</del> <u>Sunset Customer Service Manager</u>	<del>Diane Rowe</del> <u>Francesca Borman</u>
Superintendent of Finance & Personnel	Christy Powell
Accounts Payable & Payroll Manager	Linda Fox
Accounting/Customer Service	Dawn Flesvig
<del>SREC/SCC Facility/Aquatic Manager</del>	<del>Joann Able</del>
<del>SREC/SCC Customer Service Manager</del>	<del>Dianne Jackson</del>
Superintendent of Parks & Properties	<del>Larry Gabriel</del> <u>Jerry Culp</u>
Foreman of Parks & Properties (east)	Ken Kerfoot
Foreman of Parks & Properties (west)	<del>Adam Schultz</del> <u>Mandy Morgan</u>
Mgr. Peck Farm Park <del>Interpretive Center</del>	<del>Trish Burns</del> <u>Christine Shiel</u>
<del>Naturalist</del>	<del>Kim Bohannon</del> <u>Vacant</u>

1.06 Clocking in/Scheduled Work Hours:

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is considered to be time actually spent on the job performing assigned duties. Employees should clock in at the time clock no sooner than 7 minutes prior to their start time and no later than 7 minutes after the end of their work shift. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. ~~Overtime work must always be approved by the supervisor before it is performed.~~

No one is to work more than 40 hours per week without prior approval from the Aquatics & Recreation Supervisor. All overtime must be approved by the Aquatics & Supervisor before the hours are worked. Any employee working, or having an employee work, more than 40 hours in one week, without prior approval by the Aquatics & Supervisor, will be subject to disciplinary action, up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

1.07 Staff Absences and No Show Procedures:

Geneva Park District employees typically work when others engage in leisure and recreational activities. It is the nature of our business. Employees that are going to be late or absent from work must notify their supervisor immediately prior to the start of their shift time. Failure to do so may lead to disciplinary action, up to and including termination. ~~Their~~ Supervisors, co-workers, and customers count on each employee to be here-present and on time when scheduled to work.

Un-excused Absences from work for three (3) consecutive days without notifying a Supervisor or Human Resources, will be considered a voluntary resignation. If employees are absent because of an illness for three (3) or more successive days, employees are to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing a Supervisor will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

1.08 Opening/Closing Procedures:

**Opening Procedures**

- \_\_\_\_\_ Turn on house lights (light switch near door)
- \_\_\_\_\_ Turn off work lights (using highlighted fuses in breaker box)
- \_\_\_\_\_ Clock into work

Check the following areas to ensure no building materials, tools or any other items were left out that may be a safety concern to participants or staff:

- \_\_\_\_\_ Seating area
- \_\_\_\_\_ Stage
- \_\_\_\_\_ Backstage

**Closing Procedures**

Check the following areas to ensure all building materials, tools or any other items were put away safely and neatly:

- \_\_\_\_\_ Seating area
- \_\_\_\_\_ Stage
- \_\_\_\_\_ Backstage
- \_\_\_\_\_ Ensure backstage door is locked
- \_\_\_\_\_ Turn off backstage lights
- \_\_\_\_\_ Turn off power to speakers
- \_\_\_\_\_ Ensure storage room door is locked
- \_\_\_\_\_ Turn off storage room lights
- \_\_\_\_\_ Turn off stage lights
- \_\_\_\_\_ Turn off work lights (using highlighted fuses in breaker box)
- \_\_\_\_\_ Turn off wall sconces
- \_\_\_\_\_ Clock out of work
- \_\_\_\_\_ Turn off house lights
- \_\_\_\_\_ Lock Playhouse 38 door
- \_\_\_\_\_ (If after 5:00pm) Ensure shared use door to building is locked

1.09 Cash Handling Procedures:

This procedure outlines cash control practices that are important for employee protection and to protect the interest of the Geneva Park District. It is imperative that these procedures be followed at all times. If employees on your shift are not following the procedures, report this to your supervisor immediately.

NOTE: Cash will only be onsite during production shows or special events.

**General Cash Drawer Handling**

1. The designated staff member will open and close cash bag. It is strongly encouraged to limit access to the cash bag.
2. It is the responsibility of the designated staff member to verify all starting cash in the cash bag. At no time will any employee use any other starting cash other than what is supplied to them.
3. At no time will the cash bag remain open after completing a transaction.
4. When the cashier is leaving the area for any reason or any length of time, the cash bag should stay with cashier, or placed in lower file cabinet drawer on Tech Platform.
5. Under no circumstances will it be acceptable to cash a check for anyone including Park District employees.
6. All cash and checks taken are required to stay in cash bag and placed in lower file cabinet drawer on Tech Platform at the end of each event. If there are questions, please contact your supervisor.
7. No change shall be given back if form of payment is in check, credit or debit.

1.10 Phone Usage:

The telephone located within Playhouse 38 is provided for business use (instructions for use are listed below). Calls which are made by employees that are not business related should be limited to two minutes in length. Staff is to limit usage of their personal cell phones for emergency purposes only.

**Instructions for ESI telephones**

1. To make an interoffice call: Lift handset dial extension
2. To answer an interoffice call: Talk, lift handset, or press Speaker key
3. To make an outside call: Lift handset press an open line, Dial 9, then 1 + telephone number (including area code)
4. To answer an outside call: Lift handset or press speaker key
5. To transfer a call to a phone: Press transfer button, Press the line you want to transfer the call to,  
Hang up handset
6. To transfer a call to a mailbox: Press voice mail button, Press the line you line to the mailbox you want to transfer to, Hang up handset
7. To place a call on hold: Press the hold key
8. Redial: Press Redial key
9. Speakerphone: Press Speaker on and off
10. Speaker/Headset Volume Adjustment: Press Volume up and down keys
11. Standard Telephone Greeting: State location, State first name, How may I help you?  
Example: "Thank you for calling the Geneva Park District, this is (name), how may I help you."

Exit Greeting: Example: "Thank you and have a great day."

1.11 Facility Keys:

Staff members that will be responsible for opening the facility will be issued a master key.

1.12 Custodial Cleaning Product Protocol:

All Playhouse 38 product information is kept in the SDS binder located in the Storage Room, adjacent to the theatre. In the event that there is ever a question/accident with cleaning supplies, staff should refer to the SDS binder. In the event new cleaning product is used, staff must update the SDS binder with appropriate information.

1.13 Storage Areas:

All Playhouse 38 storage space should be kept secure with lights out when not occupied. In order to maximize the capacity of storage space, areas should be kept organized, presentable, and inventoried to ensure the proper items are in their designated areas.

1.14 Signage Policy:

On occasion, members of the community may request that their respective flyers and various materials and promotional announcements be displayed in GPD facilities. The [Aquatics &](#) Recreation Supervisor may approve the display of these materials upon review of content and appropriateness. The [Aquatics &](#) Recreation Supervisor will designate a specific area in which community materials may be displayed. The [Aquatics &](#) Recreation Supervisor or his/her designate will review displayed materials on a regular basis and will remove expired announcements, events, etc. promptly.

## 2.0 EMERGENCY PROCEDURES

### 2.01 Evacuation Plan:

In the event of an emergency necessitating the evacuation of ~~the Stephen D. Persinger Recreation Center~~ Playhouse 38, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. **Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, natural gas or chemical leak, bomb threat or acts of violence.**

The following plan should be followed:

1. In the event of smoke or fire any staff member may initiate the evacuation plan by activating the nearest fire alarm pull station. Upon activation of the fire alarm system, the following zone personnel and procedures will be followed:

Zone 1 – Seating Area - The staff member will check the seating area, directing patrons or participants to the nearest exit and the assembly area. The staff member will close main Playhouse 38 door to signify completion and help reduce the spread of fire.

Zone 2 – Stage and Backstage - The staff member will check the stage and backstage areas, directing patrons or participants to the nearest exit and the assembly area. The staff member will close the backstage door to signify completion and help reduce the spread of fire.

Zone 3 – Storage Room - The staff member will check the storage room, directing patrons or participants to the nearest exit and the assembly area. The staff member will close all doors to signify completion and help reduce the spread of fire.

2. All employees and patrons will be directed to assemble near the trees across the parking lot from Playhouse 38.
3. When all employees and patrons are evacuated, the staff member onsite will ~~report to contact the Aquatics & Recreation Supervisor, what areas within their zone that were not evacuated. (Ex. Unable to evacuate group exercise room due to unsafe conditions)~~
4. The ~~Recreation Supervisor~~ staff member onsite will meet the fire and police personnel to communicate pertinent information including sharing the emergency services team binder.
5. The Aquatics & Recreation Supervisor will contact the Superintendent of Recreation and/or Executive Director to activate the District's Crisis Management Plan.

2.02 Fire Exit Locations:

- Playhouse 38 entrance door
- Backstage double-door
- Storage room

2.03 Fire Extinguishers Locations:

- Immediately adjacent to Playhouse 38 entrance door

2.04 Weather Related Closings:

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements or predetermined local area radio stations.

Due to the nature of Park District operations, various employee departments may be required to work. These instances will be determined and communicated on a case by case basis as deemed necessary. Emergency closure is considered unpaid time in the case of non-exempt personnel.

In the Event of emergency situations, please refer to the Crisis Management Plan located in the District's Safety Manual.

2.05 First Aid Kits/AED locations:

**First Aid Kit Locations**

- Tech platform

**AED Locations**

- Tech platform



2.06 Accident Reporting:

1. Involving Participants: Minor first aid may be administered, i.e., minor cuts, abrasions, etc. Contact supervisor, fill out accident report and turn in to your supervisor within 24 hours. Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and return to Aquatics & Recreation Supervisor immediately.

Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all media inquiries to the Superintendent of Recreation or the Executive Director.

Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.

2. Involving an Employee: If an employee is injured while on the job and who does not require immediate medical assistance must report to their supervisor who will direct the employee to the proper medical locations if necessary. An accident form must be completed and returned to supervisor within 24 hours.
3. Accident Reports: All accident reports must be filled out within 24 hours and returned to your supervisor. Emergency phone numbers are located in the first aid kit and are posted by all phones.

2.07 First Aid:

All Geneva Park District staff are required to become and maintain CPR, AED and First-Aid certifications. In the event of an emergency involving a situation that requires the use of these certifications, it is the expectation that staff will follow their training to assist the individual.

2.08 Safety:

Employee Responsibilities:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the Aquatics & Recreation Supervisor.
3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety programs and in-service education meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility.

General Safety Rules:

1. Smoking is not allowed.
2. Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs is not permitted.
3. Equipment is to be operated only by trained and authorized personnel.
4. Periodic inspections of workstations will be conducted to identify potentially dangerous conditions.
5. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
6. All accidents must be reported on the Accident Report form to a supervisor, regardless of the severity of the injury or damage.
7. All employees must follow recommended work procedure outlines for their job.
8. All employees are responsible for maintaining an orderly environment.
9. Safety and restraint belts must be fastened before operating any motorized vehicle.
10. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate.
11. All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
12. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
13. Each employee in the department must follow department rules and procedures specific to departmental operations.
14. Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
15. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
16. Personal protective equipment must be used when potential hazards cannot be eliminated.
17. Equipment is to be operated only by trained and authorized personnel.
18. Periodic inspections of workstations will be conducted to identify potential hazards to ensure that equipment or vehicles are in safe operating condition.
19. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
20. If there is any doubt about safety, your supervisor should be consulted immediately.
21. Observe the Safety Policy Statement located in the Geneva Park District Safety Manual.

### 3.0 PLAYHOUSE 38 OPERATIONS

#### 3.01 Facility Amenities

- 2,025 square feet
- 486 square foot stage, with 4-foot-deep and 14-foot-wide proscenium, all sitting 18" above main level
- 162 square foot backstage, with ADA ramp to stage
- 64 square foot tech platform, sitting 21" above main level
- Seating area that accommodates 100 seats

#### Stage Lighting & Sound Equipment

- ~~Four (4) ETC Source Four PARs~~
- ~~Four (4) ETC Source Four Zooms~~
- ~~Option to hang on four different batten pipe positions~~

#### Facility Sound

- ~~2 15" JBL EON 515XT speakers~~
- ~~Choir microphones~~
- ~~Wireless and wired microphones~~

#### Concessions

- 2 refrigerators (1 for water/soda/candy, 1 for alcoholic beverages)

#### 3.02 Staff Expectations during Programs, Productions and Events

Playhouse 38 staff are representatives of the Geneva Park District and should exude courtesy and professionalism at all times. Enthusiasm, initiative, a positive attitude, job knowledge and a strong work ethic are always expected at Playhouse 38.

All staff members are held to the expectations below:

- Report to work on time, dressed in attire appropriate for that day's scheduled activities
- Take attendance at the beginning of program
- Respect other staff members – do not contradict each other in front of participants
- You are never allowed to transport participants in personal vehicles
- There is no smoking allowed on park district property – please do not come to work smelling of smoke
- Treat participants with respect and equality; listen to what they say
- Use good judgment – make decisions that provide a safe and structured environment for all participants
- Never be alone with a participant
- Greet all participants as they enter the room
- Maintain a strict "hands off" policy towards instructors and participants at all times
- Acknowledge and positively reinforce good behavior

**Commented [EB2]:** We could probably go with more broad descriptions, just say stage lighting and sound. We've added to our stage lighting since this was written last; I imagine this will continue to change year to year.

The following expectations are more specific to youth programs and productions:

- Greet all parents and participants as they enter the room
- If a participant is not picked up by the end of the program, after 5 minutes contact the [Aquatics & Recreation Supervisor](#) and follow late pick up procedures.
- Keep the parent informed about how the participant's progress or behavior in the program/production as this shows a parent that their child is important to the staff and the program/production. This also helps to open lines of communication between staff and the parent.
- Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day.
- Be prepared – know important information about the participant; read over notes or any other information you may have.
- Always discuss sensitive situations and concerns you may have with the [Aquatics & Recreation Supervisor](#) ahead of time, before talking to the parent.

The following are expectations are for hostile situations, when a person who becomes verbally abusive during a program:

- Maintain the highest level of professionalism
- Try to direct the person away from participants in the program
- Attempt to make arrangements to discuss at another time when you can devote your full attention
- If behavior or language continues to be inappropriate, you should ask the person to leave.
- If they become too overwhelming, never hesitate to send them to the [Aquatics & Recreation Supervisor](#) – simply give the individual the supervisor's card and tell them they will need to speak to the [Aquatics & Recreation Supervisor](#).
- Document the incident in writing as soon as possible and contact the [Aquatics & Recreation Supervisor](#) immediately
- If the individual will not leave, call 911 and the [Aquatics & Recreation Supervisor](#)

### 3.03 Facility Expectations

Playhouse 38 is one of many different units rented in the 321 Stevens Street building; therefore, it is important to respect the other tenants by following the guidelines below:

- Do not leave or store anything in the hallway or lobby-area
- When playing music or participating in a loud activity, be sure to keep volume to a respectable level

#### Cleanliness

Each week, there are a variety of programs, rehearsals, set builds, events, etc. occurring at Playhouse 38, many of which happen on the same day. It is vitally important to keep the

space clean and clutter-free after every program to present a professional-looking facility for anyone who visits.

Geneva Park District security staff are scheduled to do basic cleaning biweekly, so it is imperative Playhouse 38 staff maintain a high level of cleanliness in between those cleanings. Below is the checklist that you should be cognizant of when assessing the cleanliness of the facility:

#### Playhouse Room

- Vacuum carpeted area (including under tables and chairs)
- Take out garbage and replace with new bags
- Trash and recycling dumpsters located on west side of building
- Turn lights off
- Ensure all doors are locked (main door, fire exit door, and backstage door)

#### Bathrooms (men's, women's and unisex)

- Check/replace paper towels
- Check/replace toilet paper
- Clean toilet
- Clean sink and mirror
- Spot mop bathroom
- Take out garbage and replace with new bags
- Turn lights off

#### Set Builds

Each youth and adult production brings with it a unique set build that spans multiple days. Staff and volunteers who are building are expected to ensure that all tools and building supplies are put back into storage after EACH day of the set build. Any building materials that are left out will not be tolerated.

If you arrive to the facility and it was left in an unsatisfactory condition, please notify the [Aquatics & Recreation Supervisor](#).

### 3.04 Inclusion

The Geneva Park District works in cooperation with the Fox Valley Special Recreation Association (FVSRA.) FVSRA provides assistance to recreation agencies through inclusion services. These services provide opportunities for people with disabilities and those without to participate in recreational activities together. If a participant needs special assistance for a Playhouse 38 program, they simply mark the “Special Accommodations” section on the park district’s registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will find the appropriate assistance and continue to monitor progress throughout the program.

If a child is having problems after being assessed by FVSRA, a meeting will be scheduled with the ~~Cultural Arts Coordinator~~, Aquatics & Recreation Supervisor, FVSRA, the participant and their parents/guardians.

If a behavior report needs to be written, staff must contact the Aquatics & Recreation Supervisor.

Remember: Any FVSRA Inclusion Aide is considered a part of the GPD staff and should be included in all activities.

## 4.0 **FACILITY JOB DESCRIPTIONS**

4.01 Aquatics & Recreation Supervisor

~~4.02 Cultural Arts Coordinator~~

~~4.023~~ Youth Musical Director



# *Geneva Park District*

## *Park Maintenance Manual*

Board Approved ~~January~~August 2021~~16~~

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## **1.0 INTRODUCTION**

The Board of Park Commissioners welcomes you to the Geneva Park District. We offer our community three resources: quality facilities, quality parks, and professional recreation programs. We believe that the key to a truly great Park District lies in our employees who provide the service that makes our facilities, parks, and programs so outstanding.

The Geneva Park District was organized in 1953 under the Park District Code. The Park District owns or leases a number of park sites. Among the recreational facilities currently operated by the Park District are Sunset Pool, Sunset Community Center/Sunset Racquetball & Fitness Center, Stephen D. Persinger Recreation Center, Stone Creek Miniature Golf, Mill Creek Pool, Playhouse 38, Western Avenue School/Park Gymnasium, Harrison Street School/Park Gymnasium and Peck Farm Park Interpretive Center & Athletic Complex.

The Park District is governed by a 5 member Board of Park Commissioners who are local residents elected to serve six-year terms.

The Geneva Park District has prepared this Personnel Policy Manual as a reference guide for its employees. It includes the Park District's basic policies and rules, as well as many benefits which the Park District makes available to its employees. It supersedes all prior manuals, handbooks, policy statements, practices or customs. Please note, however, that these policies do not purport to be all encompassing statements of the Park District's policies, rules and benefits. The Park District may, from time to time, modify, add to or delete policies. Whenever possible, it will give its employees advance notice of changes.

Nothing contained in these policies or any written or oral statement interpreting, explaining, or clarifying these policies is intended to create or shall create an employment contract, either expressed or implied, between the Park District and an employee. An employee (including, without limitation, a Short-Term Employee) has the right to terminate his or her employment at any time and the Park District retains a similar right.

## **2.0 MODIFIED DUTY**

The Geneva Park District is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Park District ("work-related injury"). The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable, in accordance with the Americans with Disabilities Act (ADA). The feasibility of Modified Duty shall be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the Park District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including dismissal.

### **2.01 Objectives**

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury to themselves or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the Park District.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified employees and experienced Geneva Park District employees.
5. To further the Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

## 2.02 Modified Duty Basic Program Requirements

1. Employees may be assigned to a Modified Duty Assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the Park District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the Park District. When possible, employees shall be compensated at their regular salary. If not practical, the Geneva Park District's worker's compensation coverage provider (PDRMA) will be notified of the wage differential and be requested to pay employees 2/3 of the wage differential accordance with the Illinois Worker's Compensation Act.
3. There shall be regular communication among the agency claims contact, department head, the employee's supervisor, the physician and the worker's compensation third party administrator (PDRMA) throughout the course of treatment and recovery.
4. An employee who declines a modified duty position, which meets a physician's requirements, may be subject to disciplinary actions and possible discharge.
5. Periodic review shall be conducted after an employee has been on modified duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. Upon request of the Geneva Park District, a review may be conducted at any time.

## 2.03 Department Responsibilities

1. The department head is typically responsible for the management of employees on modified duty status. They may also coordinate modified duty assignments with other departments, the agency risk manager, Executive Director, claims contact, and PDRMA.
2. When an employee is injured, the department head should provide the employee with the Modified Duty Guidelines Memorandum, which explains the modified duty policy, and the Physician Evaluation Form, which provides the physician with a form to list physical limitations.
  - A. At the initial visit and any subsequent visits to the treating physician, the injured employee is to give the Physician Evaluation Form to the attending physician for updating.
  - B. After the treating physician has completed the Physical Evaluation Form, it should be returned to the department head by the employee.
  - C. The department head should then forward a copy of the completed Physician Evaluation Form to the claims contact.
  - D. The department head then assigns the employee a modified duty assignment in accordance with the doctor's specifications, subject to periodic review and reassessment.
  - E. In some cases, departments may not have any available modified tasks. If so, they should

use the Modified Duty Request Memorandum to request available modified duty assignments in other departments.

- F. An employee who declines a modified duty position may be subject to disciplinary actions and possible discharge.
  - G. If applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parts involved.
3. Departments should coordinate with the claims contact and worker compensation coverage provider (PDRMA) to review existing medical restrictions of the going medical status and work-adjustment.

- 2.04 Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Superintendent of Finance & Personnel promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of Park District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the Park District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the Park District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible dismissal. The employee may also lose eligibility for workers compensation benefits.

Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

2.05 Worker's Compensation Coverage Provider Responsibilities

1. Inform treating physician(s) about the Modified Duty Program.
2. Assists in obtaining medical statements from physician(s).
3. Notifies the Geneva Park District and the department of an employee's potential availability for modified duty assignment.



2.06 Potential Modified Duty Tasks - Please Note: Don't limit modified duty assignments to one department.

Answer phones, filing, paperwork, general office work  
Inspections -vehicle, buildings, parks, etc.  
Transfer to other departments with light duty tasks  
Continue duties in supervisory capacity or paperwork  
Clean and repair athletic equipment  
Clean all fitness center equipment  
Inventories (seasonal)  
Joint purchase lists  
Assist safety committee on outstanding projects, training procedures  
Organize stockrooms  
Deliver mail  
Dusting  
Clean and disinfect all preschool toys  
Copy, collate and staple District flyers, programs, manuals, etc.  
Pick up program and special event supplies  
Collect and tally surveys  
Develop special event checklists  
Umpire/supervise umpires  
Supervise outdoor sports activities  
Update sports league materials  
Assist in brochure development  
Cashier  
Inventory of maintenance shop/video/equipment  
Light painting and janitorial work, replace heating filters  
Inventory of shop/video  
Limited greenhouse tasks  
Clean toilets, windows, light fixtures  
Minor building repairs, caulking windows & doors  
Use of riding lawn mowers, sharpen mower blades  
Painting playground equipment, park benches, etc.  
Grass trimming around trees, fences, and playground equipment  
Sweeping and floor mopping  
Ball field dragging using tractor  
Organize tools and mark with Park District identification  
Trim low tree branches  
Assist mechanic, lubricate equipment

2.07 Memorandum

To: The Attending Physician  
From: The Geneva Park District  
Subject: Modified Duty Guidelines

The Geneva Park District is committed to providing employees with every reasonable opportunity to maintain career and employment benefits. To that end, the Geneva Park District has developed a temporary Modified Duty Program for employees injured during the course of their employment. We feel that our Modified Duty Program is beneficial and may aid in the employee's recovery.

The agency will attempt to provide work assignments that will bring minimum physical stress upon an injured employee. The program works in this way: as directed, under the advice of the attending or evaluating physician, an employee may continue to work but under reduced physical job requirements.

Please review the attached Physician Evaluation Form and provide an assessment of the physical work capacity and limitations of the injured employee. You may want to keep a copy for your files and return the original form to the injured employee.

Please feel free to contact the Geneva Park District risk manager/claims contact at 232-4542 should you need further information or have any specific questions.

2.08 Modified Duty Physician Evaluation Form

Please check the appropriate area that best suits the type of work the employee can perform according to his/her injury.

Employee Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Injury \_\_\_\_\_

1. \_\_\_\_\_ **Fit for Full Duty.** Effective Date: \_\_\_\_\_
2. \_\_\_\_\_ **Medium Work**  
May require some lifting up to 50 lbs., bending, carrying loads up to 30 lbs.
3. \_\_\_\_\_ **Light Work**  
May require infrequent lifting of item up to 20 lbs. Some walking, standing, and/or pushing or pulling. Majority of work would be sedentary.
4. \_\_\_\_\_ **Sedentary Work**  
May require infrequent lifting of light items up to 10 lbs., sitting, minimal walking, and answering phones.
5. \_\_\_\_\_ **Cannot be assigned** alternate duty at this time for the duration of \_\_\_\_\_ days.
6. Restriction until \_\_\_\_\_ (enter date).
7. Projected date employee will be returned to full duty: \_\_\_\_\_ (enter date).
8. Date of next medical evaluation: \_\_\_\_\_.

Special Instructions:

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\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

2.09 Modified Duty Request Memorandum

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Date: \_\_\_\_\_  
Subject: Request for available modified duties

Please review the attached Physician Evaluation form. Please indicate whether any modified duty tasks are available in your department and within the physician's recommended limitations. Please complete and return this form to the requesting department when received.

Employee Name \_\_\_\_\_

Date Available \_\_\_\_\_

Can your department accommodate employee listed above? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **3.0 GENERAL SAFETY RULES**

Safety while on the job is the responsibility of every Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, employees must at all times be careful, attentive, alert, and follow proper safety procedures. The Park District will not condone any breach of safety rules or regulations by employees. Employees are expected to be alert for safety hazards that may exist and could affect the general public or employees of the Park District. Employees are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment.

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor. If the supervisor is unavailable, utilize the Park District Chain of Command.

9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
12. All employees must follow recommended work procedures outlined for their job, department and/or facility.
13. Employees are responsible for maintaining an orderly environment. All equipment must be stored in a designated place. Scrap/waste material must be discarded in a refuse container.
14. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended, and notify your supervisor.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your license.
19. All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
22. Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.
23. Employees must never attempt to catch a falling object.
24. The Geneva Park District's philosophy is to promote health and a clean air environment. A Tobacco Free Policy was adopted by the Park District Board of Commissioners at the November 16<sup>th</sup>, 2020 meeting. The use of any and all tobacco products including but not limited to e-cigarettes and marijuana is prohibited in all park district buildings, facilities, parks and trails. Smokers must be off of Park District property completely.

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## 4.0 SHOP SAFETY RULES

### **Floors - Slip Hazards**

Highly polished, greasy, oily floors; gasoline spills, anti-freeze spills, wash bays, etc.

#### SOLUTIONS

1. Keep floors in good repair and clean.
2. Use non-slip paints.
3. Use oil dry.
4. Remove grease, oil, anti-freeze, and related spills immediately.

### **Floors - Trip Hazards**

Floors that are uneven, electrical cords, auto parts, portable equipment, creepers, air hoses, tools, etc.

#### SOLUTIONS

1. Keep immediate work area clear of all unnecessary equipment.
2. Install retractable extension cords, air hoses, etc.
3. Paint floor changes yellow to make them more visible

### **Fire Hazards**

Lack of fire protection devices, improper storage of flammable liquids, smoking, lack of safe welding procedures, noncompliance with painting safety standards, improper grounding and bonding of flammable liquid containers, improper compressed cylinder practices.

#### SOLUTIONS

1. Enforce no smoking policies in shop area.
2. Install sprinkler systems whenever possible.
3. Keep fire extinguishers accessible and check regularly.
4. Use NFPA approved flammable storage cabinets.
5. Use NFPA approved (metal) portable gasoline containers.
6. Use non-flammable parts cleaning solutions when possible.
7. Use metal covered oily rag safety containers.
8. Follow spray painting safety procedures
9. Ground all metal drums of flammable liquids.
10. Bond transfer containers when dispensing flammable liquids.
11. Follow compressed gas cylinder safety standards:
12. Chain and cap all cylinders when not in use away from ignition sources.
13. Never store oxygen with acetylene or propane.
14. When transporting, remove regulators and cap. Must be secured in vehicle.

### **Electrical Hazards**

Not clearly marking electrical panel circuits, no lockout/tagout policy, worn electrical cords, working with electricity in wet environments, etc.

#### **SOLUTIONS**

1. Clearly label all breaker panel switches.
2. Establish lockout/tagout procedures for machinery repairs.
3. Replace worn electrical cords immediately.
4. Install ground-fault outlets near all wet processes.
5. Inspect wet process equipment (steam cleaners, floor cleaners, etc.) for proper grounding and cord damage.

### **Hand Tools and Power Equipment Hazards**

Not inspecting hand tools for damage and wear, lack of proper instruction, not following air tool safety practices, not mounting drill presses, improper guarding of wood cutting saws, grinders, not wearing safety glasses.

#### **SOLUTIONS**

1. Inspect all tools regularly and replace when necessary.
2. Train staff in safe operating procedures for power tools.
3. Inspect air tool connections for wear.
4. Reduce air to 30 PSI for blowing.
5. Mount drill presses, grinders, and related equipment.
6. Maintain hoods, face shields, tool rests (1/8 inch) on bench grinders. Also, ring test new abrasive wheels.
7. Maintain lower blade guard and return spring on radial arm saws. Also, cutting head should not exceed table edge closest to operator.
8. Maintain lower blade guard on table saw. Always use a push stick when needed.



### **Painting Hazards**

Lack of approved spray painting booth, ignition sources in painting area, lack of proper respirator protection, poor housekeeping, lack of booth maintenance, lack of operator training.

#### **SOLUTIONS**

1. Spray painting booths must:
2. Be constructed of non-combustible materials
3. Be equipped with a sprinkler system
4. Have mechanical ventilation
5. Be free of all ignition sources (lights, motors, electricity, flame)
6. And much more per OSHA standards!
7. A formalized respirator program must be established and include proper selection, fit testing, operator training, and more.
8. Never store paint in booth area.
9. Maintain good housekeeping practices.

### **Lifts and Material Handling Hazards**

Lack of proper employee lifting instruction, lack of floor lift safety procedures, not using blocks or stands, no maintenance schedule on lifts, lack of hoists or jib cranes, sudden movement of a vehicle, oil pans, tool boxes, and related equipment not on wheels.

#### **SOLUTIONS**

1. Review safe lifting practices regularly.
2. Establish standard safety use procedures for your lift equipment.
3. *Always* use lift safety pins, latches, and blocks.
4. *Never* trust a floor jack or lift.
5. Establish a regular maintenance schedule with the lift manufacturer.
6. *Always* engage parking brake and chock wheels.
7. Install overhead hoists and electrical lifts when possible.
8. Place tool boxes, oil pans, and all related equipment on wheels.

### **Personal Protective Equipment (PPE)**

Lack of necessary PPE provided for existing hazards, employees' reluctance to wear PPE, improper clothing, lack of respirators, lack of eye, hand, ear, and foot protection.

#### **SOLUTIONS**

1. Implement PPE compliance program per the Illinois Department of Labor.
2. Provide required PPE by using owner's manuals, SDS sheets, past accidents, and outside sources such as your risk pool contact or safety equipment vendor.
3. Convince employees to use necessary PPE by personal concern for their safety, past accident cases, common sense, strict disciplinary procedures.
4. Use these common types of PPE on a regular basis.

These include:

1. *Respirator protection* should be matched to the substance being used. Always refer to the SDS sheet to determine the type of respiratory protection that is needed.
2. *Eye protection* should be matched to the specific job hazard. For high impact work, use high impact safety glasses. When using chemicals, use chemical splash goggles. Use a welding helmet with appropriate lenses when welding. For outdoor work, use safety sunglasses, etc.
3. *Hand protection* can protect skin from absorbing toxic chemicals, burns, dermatitis, cuts, etc. Gloves can become a safety hazard when used near rotating equipment.
4. *Hearing protection* should be used for all loud work tasks that exceed 80 DBA. Prolonged exposure to high noise levels can result in a permanent hearing loss.
5. *Foot protection* such as steel-toed shoes should be worn at all times in mechanics shops.
6. Do not wear *tight clothing* or jewelry when working near rotating parts such as engine fans, grinders, drills, etc.

### **Health Exposures Hazards**

Employees not trained in the safe handling of chemical substances. Lack of necessary PPE available to protect chemical entry routes through inhalation, absorption, and ingestion. Employees not using provided PPE. Lack of emergency response plans and first aid materials.

#### **SOLUTIONS**

1. Comply with Illinois's "Right to Know" law by maintaining SDS sheets and conducting annual training programs with all employees exposed to toxic substances on a regular basis.
2. Provide and use all necessary PPE designed to protect workers from toxic chemical exposures.
3. Establish strict disciplinary policies for those not using necessary PPE.
4. Document and practice emergency response plans for a variety of emergencies.
5. Train staff in CPR and first aid.
6. Provide first aid kits.
7. Provide emergency eye wash and shower.

8. Provide changing areas for employees so that contaminated clothing is not taken home.

#### **Specific Health Hazards for Mechanics**

1. *Absorption of toxic chemicals* through the skin from gasoline (benzene), brake fluid (trichlorethylene), parts cleaning solutions, oil, etc. Use gloves to minimize the exposure.
2. *Inhalation of hazardous substances* such as asbestos fibers (brakes and clutches), welding fumes (aluminum, stainless steel, welding rods), carbon monoxide (vehicle exhausts), numerous chemical aerosol spray cans, etc. Use proper respirator protection for the specific exposure. Install ventilation systems to exhaust fumes.
3. *Ingestion of hazardous substances* through eating in the work area. Wash hands thoroughly before all meals.
4. *Skin conditions* from working with solvents that remove skin oils can cause irritation, swelling, or itching. As the condition worsens, hand skin can thicken and crack, which can allow the entry of bacteria and finally dermatitis. Toxic chemicals can then enter the bloodstreams. These chemicals can affect the kidneys, liver, bone marrow, and the central nervous system, causing severe sickness, cancer, or death. Use gloves whenever possible. If a chemical contacts the skin, wash as soon as possible with soap and water. Avoid very abrasive hand cleaners to minimize hand irritation. Use creams or lotions to replace natural skin oils. If gloves cannot be used for certain jobs, use a barrier cream to help protect your skin.
5. *White finger* caused by working with high vibration tools on a regular basis. Rotate employees or use anti-vibration gloves to minimize exposure.

#### **Mechanic Work Practices**

Based on loss data and field observations, there are certain common work practices that have resulted in mechanic injuries. Some of these include:

1. Lack of eye protection working under vehicles or when using compressed air.
2. Lack of assistance in lifting heavy or awkward objects.
3. Being distracted by other employees or the phone while in the middle of a work project
4. Poor housekeeping practices.

## **5.0 AFTER HOURS USE POLICY**

Employees are prohibited from taking or using any park district supplies, materials or tools without the approval of the Executive Director or a Superintendent. The use of equipment or facilities is not for the personal gain of the employee.

After receiving permission from the Executive Director or a Superintendent for use of tools, equipment or facilities, you must sign and date the sign-out and sign-in sheet.

Equipment, tools and facilities must be returned or left in the condition that they were in before your use was incurred. If these guidelines are not followed, the person or persons not doing so may be denied these privileges and may be required to pay for repairs or replacement of the item.

## 6.0 ACCIDENTS AND INJURIES

If an employee is involved in a work-related accident or injury, no matter how minor, it must be immediately reported to his/her supervisor. In case of emergency, the employee may go to the nearest available hospital or the ~~Dreyer Medical Clinic~~[Advocate Aurora](#) at 2500 W Fabyan Pkwy, Batavia, IL 60510 for treatment, whichever is more applicable. The employee shall notify his/her supervisor of the action taken as soon as possible.

If a participant is involved in an accident or injury, no matter how minor, it must be immediately reported to a supervisor. Depending on the seriousness of the accident, it may be necessary to call 911 for medical assistance. Staff shall notify a supervisor of the action taken as soon as possible.

All accidents and injuries should be documented on an Accident Report Form. The form should be submitted to the supervisor of the program/facility and then forwarded to the Safety Coordinator. The Safety Coordinator may then send the report to PDRMA depending on the severity of the accident. Accident report forms are available at all facilities.

## 7.0 CRISIS MANAGEMENT PLAN

### 7.01 What Is A Crisis?

A crisis is a situation or event that causes, or has the potential to cause, keen public or media concern. It could be, among other things, an accidental drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on agency property. The potential crisis list is endless.

The Geneva Park District has appointed the Executive Director as the head of its Crisis Team. This person will decide whether the crisis plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the crisis team is not available, a potential or immediate crisis should be reported to any Department Head.

### 7.02 Chain of Responsibility:

In the event that the Executive Director is absent, the most applicable Department Head will be appointed as the head of the Crisis Team per the Succession Procedure listed in Section 16.03. The remaining Department Heads will act as support to complete the Crisis Team. All decisions and public responses should come through a consensus of the crisis team members.

The following is a listing of Crisis Team Members. Dependant upon the crisis, other staff members may be added to the crisis team.

1. Executive Director
2. Superintendent of Recreation
3. Superintendent of Parks
4. Superintendent of Finance and Personnel
5. ~~Manager of Peck Farm Park and Interpretation~~ Assistant Superintendent of Recreation
6. Parks Foreman

The Executive Director will act as the main spokesperson contact. If the Executive Director is absent, the most applicable Department Head will be appointed as the main spokesperson per the Succession Procedure listed in the next section. Spokespersons will be responsible for making official statements to the media on behalf of the crisis team. All spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis.

7.03 Chain Of Command - Succession Procedure:

In the absence of the Executive Director, for whatever reason including vacation, illness, etc., the following personnel shall be in command.

1. If the subject matter has to do with any general Parks Department business or construction projects then the Superintendent of Parks will be in command.
2. If the subject matter has to do with any Peck Farm Park business or construction projects then the Manager of the Peck Farm Park Interpretive Center will be in command.
3. If the matter is related to the Recreation Department programs or facilities, then the Superintendent of Recreation is in command.
4. If the subject matter is regarding finance or personnel then the Superintendent of Finance and Personnel will make the decision.
5. If the above personnel are confronted with an unusual task, request, or a major budget issue is at hand, then the person in charge shall contact the President and/or Vice-President of the Park District Board of Commissioners for a final decision-making process.

In the absence of the Executive Director and Department Heads: Upon the absence of the Executive Director and a Department Head, the next in command shall be a Park Foreman for the Superintendent of Parks, the Superintendent of ~~Parks-Recreation~~ for the Manager of ~~Natural Areas~~Peck Farm Park and Interpretation, the Office Manager for the Superintendent of Finance and Personnel, and the Assistant Superintendent of Recreation for the Superintendent of Recreation.~~shall appoint the next in command for the Recreation Department.~~

7.04 General Action Steps When a Crisis Occurs:

1. Whenever a crisis occurs that involves personal injury and/or property damage, the first responsibility of the Crisis Team is to ensure that the agency's emergency response plan is activated and that necessary and appropriate actions are taken to respond to the pending crisis and to minimize further loss. Priority shall always be given to the immediate safety needs of person and property. Through the designated spokesperson, the crisis team will implement the media response plan. Under ordinary circumstances, the initial media contact will be made only after the safety of persons and property has been fully addressed and facts verified.
2. The agency recognizes the emotional and physical impact a crisis may have on staff. All efforts should be made to steady and reassure your staff so that the process of managing the crisis can begin. Employees exhibiting signs of unusual stress and/or an inability to effectively attend to their respective duties should be relieved of all responsibilities and directed to a designated area. Crisis team members exhibiting symptoms of unusual stress and/or inability to effectively attend to his/her crisis team responsibilities should similarly be relieved of responsibilities. The agency's EAP should be immediately contacted to provide individual and group staff counseling.

3. Employees directly involved in the crisis incident should not remain at the scene or site of the incident unless specifically requested to do so. They should be directed to a secure facility where they will be debriefed and their physical and emotional conditions assessed and attended to. This will often be the crisis team meeting location.
4. Identify a safe and secure facility location for the crisis team to meet and begin to implement the crisis management plan. At this location, the crisis team will begin fact finding and coordinating crisis response with key third parties such as emergency response agencies, PDRMA, EMS, local police, key staff, legal counsel, and the media.
  - a. Communicate to all agency staff that a crisis exists and that all relevant information about the crisis needs to be immediately communicated to the crisis management team. Identify the agency spokesperson and reinforce to all staff that any and all media inquiries should be directed to the agency spokesperson.
  - b. The Crisis Team Leader will direct staff actions, coordinate the gathering of information, serve as liaison to PDRMA and other third parties, interface with emergency responders such as police and fire services, and provide direction on needed resources and related needs.
5. PDRMA and the Agency Attorney should be immediately contacted in all crisis or potential crisis situations. Often, PDRMA staff will be on-site to advise and assist the member crisis team.
6. Depending upon the nature of the crisis, contact the governing Board President to make him/her aware of the situation, **followed by notifying other available Board members.**
7. The crisis team will obtain, compile, monitor, and verify the accuracy of incoming information. Documenting **all** events and information in chronological order is critical to accurately assessing and addressing the crisis. New and incoming information must be verified and reviewed with past and other known information. The compilation, accuracy and availability of information are necessary to making well-informed decisions, revisiting and adapting to the crisis, and ultimately in evaluating the results of the crisis.
8. All staff directly involved in the crisis should be interviewed and debriefed by the crisis team as soon as possible.
9. Staff should be assigned to monitor (and videotape if possible) television news reports. In addition, local news radio stations should be monitored to determine how the crisis is being reported to the public.



10. The Crisis Team should assign staff to verify the accuracy of information as it becomes known. This information will be relied on by the Crisis Team in responding to the crisis, preparing a media relations plan, addressing public relations, determining the scope and nature of investigative action, and attending to the needs of victims, staff, relatives, and other affected parties.
11. Establish a communication team to answer in-coming phone calls, monitor incoming faxes and e-mails, and relay any pertinent information to the Crisis Team. This team should document all information received by callers including who called, information provided/requested, their title, time of call, and return phone number. Similarly, faxes and e-mails should immediately be forwarded to the Crisis Team.
12. In determining a media relations strategy, the Crisis Team should consider:
  - a. The newsworthiness of the incident/event;
  - b. The need to reassure the community and public relations;
  - c. The availability and accuracy of information;
  - d. Coordinating dissemination of all information with legal counsel;
  - e. Limiting initial contact to a written press release;
  - f. Debriefing and preparing the agency spokesperson;
  - g. Determine the manner and means of addressing the media
  - h. An on-camera response may be as limited as the designated spokesperson reading a prepared written statement to the press or as in depth as a full press conference. The Crisis Team should regularly reassess the need to address the media. Factors to take into consideration should include the stage of the crisis, the scope and extent of the crisis, the expectations of your community, public relations, the need to balance inaccurate reporting, and the ability of the press to fairly report the crisis. Generally, the spokesperson should never admit or address fault or liability. Admissions or allegations as to fault or liability may be premature, inaccurate, and/or compromise the rights and liability of the agency and its staff. Therefore, it is critical to coordinate all media response with legal counsel.

7.05 Specific Action Steps for Crisis Team:

During a crisis it can be difficult for the crisis team to know where to start in the information gathering process. The following is a list of sample questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the magnitude of the crisis, there may be much more information to gather.

1. Have the proper authorities been notified? (Police, fire, poison control, EPA, utility companies, etc.)
2. Is the emergency response portion of the crisis (agency response and public service response) completed or continuing?
3. Has the crisis team been notified and gathered? Will a crisis center need to be established? Where?
4. Has PDRMA, the Agency attorney and board members been notified?
5. What is the status of the internal investigation?
6. Is there an investigation being conducted by any third party? (i.e. police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)
7. Have potential witness been identified and interviewed?
8. Has the crisis situation been fully investigated? Has investigative findings been reviewed? What is the potential for a secondary crisis?
9. Are damage/loss estimates available?
10. Has the family of all victims been notified?
11. How can the Crisis Team assure the public that the crisis is under control?
12. Has the waiting media been contacted by an agency representative to inform them that information will be provided, when available? Has the media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
13. Is a formal press conference or written press statement appropriate and/or necessary?  
When?      Where?
14. Has the spokesperson been updated with current information and thoroughly prepared (i.e. anticipated questions, rehearsed responses, etc.)?
15. Have false statements been reported by the media which should be balanced with facts?
16. Are there visual images of the incident and/or post-incident damages/losses (i.e. photographs, digital images, videos, etc.)?
17. Should the EAP and/or other counseling services be made available for employees, witnesses, and members of the public who may have been traumatized by the crisis?

7.06 Executive Director Duties:

Often, the Executive Director will act as the official crisis team head and as the spokesperson. The Executive Director will be responsible for the overall coordination of the agency's crisis management plan. The Executive Director may be the primary voice of the park district throughout the crisis, but may request that others with more knowledge of the affected department's operation also speak to the media.

7.07 Department Head Duties:

The appropriate Department Head will coordinate the processing of incoming information -such as witness statements, employee statements, in-coming phone calls, radio reports, television reports, accident investigation results by safety coordinator and PDRMA. The Department Head is further responsible for establishing the following:

1. Exactly what happened?
2. Who was/is involved?
3. Where did the incident occur?
4. When did it happen?
5. Why did it happen?
6. What is currently being done to control or minimize the existing crisis?
7. If the answers to the above questions are not known, when will they be known?
8. Update the official spokesperson about changes in the situation as they occur.

7.08 Supervisor Duties:

Agency supervisory staff may be assigned to assist the Executive Director, spokesperson, superintendents, crisis team, safety coordinator, or clerical staff. Some potential assignments may include:

1. Providing specific information on a program or facility.
2. Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or open public forum.
3. Help assemble accurate information and formulate accurate answers to questions.
4. Contact the news media as directed by the spokesperson.
5. Obtain information about callers and inquiries from office administration.
6. Assist the spokesperson in responding to inquiries as directed.
7. Record and date all statements given to the media.

7.09 Safety Coordinator Duties:

1. Assist PDRMA with investigative efforts.
2. Coordinate the identification of witnesses and gather contact information.
3. Take photographs and preserve any evidence.
4. Contact the necessary governmental agencies when applicable (i.e. EPA following chemical spills, IDOL following the death of an employee, etc.)

5. Obtain, compile, or present pertinent safety documentation or practices conducted by the agency.
6. Complete the Accident/Incident Report Form which should be faxed to PDRMA within 24 hours. The safety coordinator will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
7. Contact EAP services or other counseling agencies as directed by the crisis team head.
8. Review the accident circumstances and causes and decide a course of action to eliminate, or hopefully, prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

7.10 Office Staff Duties:

Answer telephone inquiries associated with the emergency and screen reporters, photographers, or others who arrive unannounced at the administration building. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

1. the name of the person who is calling or visiting
2. their title and organization
3. the name of the newspaper, radio, or TV station (if applicable)
4. the telephone number where the inquirer can be reached
5. their FAX number (if applicable)
6. reporter's deadline (if applicable)

The telephone response should be limited to providing the caller with official information that has been pre-approved by the crisis team and spokesperson. If possible, a script should be provided (and up-dated) for all staff responsible for answering the telephone. Let the callers know that they will be contacted as soon as practical as new developments/information become known. If a reporter, photographer, attorney, investigator, or victim's family appears in-person at the administrative or similar building, obtain the above information and immediately contact the crisis team and official spokesperson. Staff should never release or disclose any information to any party that has not been pre-approved by the crisis team.

7.11 Spokesperson Duties:

The role of the spokesperson is represent the agency and to serve as agency liaison to the media and other third parties. At the direction of the Crisis Team, the spokesperson will present official, accurate, and pre-approved information to the media on behalf of the agency. It should be recognized that the agency is not obligated to share any information with the media. However, at times it is practical and advisable to proactively cooperate with the media.

The spokesperson should never respond to media inquiries by stating: "no comment". Stating "no comment" can be misinterpreted by others that the agency has something to hide. This can lead to unwarranted speculation and innuendo and force the media to go to other sources for information – sources that may be unreliable and/or with hidden agendas. The agency can always provide a written press release (to be read or forwarded by the spokesperson) providing the following limited information:

- Acknowledge the incident/crisis
- Explain that it is premature to provide details pending further investigation
- Highlight rescue/proactive efforts/safety record, etc.
- Emphasize the matter is currently under investigation and that your agency is fully cooperating with other agencies
- Assure the public that a plan is in place
- Show compassion and support for victims and their families
- Assure public that you will provide further facts as they become known

The designated spokesperson should have in-depth knowledge of the organization, be well spoken, present oneself in a professional manner, and be comfortable and confident in the role as spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable tool to prepare your spokesperson(s) for future crisis. Remember, the spokesperson is the primary liaison between the agency and the public and is a reflection of the agency.

On behalf of the agency and crisis team the spokesperson should present factual information to the media in a means and manner determined by the crisis team. If the agency determines to have a press conference or in-person interview, it is advisable to begin by reading a prepared statement to accurately present the agency's response to a crisis. This allows the agency to proactively list points the agency wants to make, even if not asked.

The spokesperson should refrain from answering any questions when verified facts are not available. In this circumstance, the spokesperson can make a comment like this:

*"Regretfully, we all must respect the pending investigation and it is premature to address this question/issue at this time. I certainly would not want to inadvertently provide any inaccurate or misleading information. Of course, as facts become known and verified, I would be pleased to revisit this question/issue."*

In addition, spokespersons **should never:**

- Release victim information until family members are notified;
- Speculate on liability, damage costs, causes, etc. (until verified/reviewed by counsel);
- Fix blame on others or mislead;
- Speak off the record.

The spokesperson should admit that a crisis has occurred, and highlight what steps are being taken to control it. The spokesperson should highlight and expand upon the written press statement, and discuss the following:

- State the facts surrounding the crisis;
- Highlight rescue efforts or what is being done to remedy the problem/situation;
- Highlight positive safety record;
- Highlight that the agency is currently investigating the crisis and is fully cooperating;
- Use the media to tell the agency's story;
- Balance any false statements made by the public or others;
- Express concern for victims and families.

An effective way to prepare a spokesperson is to conduct a simulated press conference. This role playing exercise can help the spokesperson to answer difficult questions the media may ask pertaining to the crisis at hand. It will also assist the agency in determining whether or not to conduct a press conference or on-camera interviews.

The spokesperson should also keep agency employees regularly informed (and up-dated) regarding the facts of a crisis, when appropriate. Employees often need reassurance and/or better understanding of the crisis at hand. This is also an opportunity for the spokesperson to remind employees that media and third party requests for information should be directed to the spokesperson. Failure to keep employees well informed during a crisis can lead to the release of misinformation, speculation and false rumors.

#### 7.12 Role of Board Members and Elected Officials:

Board members and elected officials will understandably be concerned during a crisis. Often, they will feel the need and obligation to speak to the media and third parties. It is crucial that all board members and elected officials recognize their respective roles in the event of a crisis. It is recommended that board members and elected officials not make any statements to the news media or any third party until after the crisis has ended and media attention subsided. Despite their good intent, board members and officials may inadvertently compromise the agency's reputation and ability to minimize potential liability exposure.

Board members and officials must understand and appreciate that any statements made to the news media and other third parties should only come through a designated spokesperson. A designated representative of the board (or elected official) should be part of the Crisis Team. Should the Crisis Team approve any board member or official speaking with the media or other third party, that board member/official should be prepared in advance, no different than the agency spokesperson.

7.13 Role of Employees in Dealing with the News Media:

All employees must recognize their role (or lack of) in a crisis. Employee must understand that it is the agency's policy and expectation that all information should be released on behalf of the agency through the designated spokesperson. Employees should promptly be advised as to the name and number of the agency spokesperson.

Employees who were directly or indirectly involved in the crisis must recognize and appreciate that they may be approached by reporters and other third parties. The same holds true for employees participating in the investigative process and/or information flow. Your media response policy must be reinforced with these employees.

Here are some guidelines employees can follow when approached by reporters and other third parties:

1. If you are questioned by a reporter or any person, you are not required to give an interview and we prefer that you direct the person to our designated spokesperson. Therefore, you can say, "I'm sorry; I'm not the best person to answer that question. You should contact (state designated spokesperson), and I am confident he/she can assist you."
2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know", and direct the reporter/person to the spokesperson.
3. It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the agency's spokesperson.
4. Don't say, "No comment." Reporters may interpret the "no comment" phrase to imply guilt or that you have something to hide. Instead, you can say "please understand that I am not the best person to discuss this event. I would not want to unintentionally provide inaccurate or incomplete information. You should direct your inquiry to (provide name and number of designated spokesperson)."
5. Don't say anything you don't want to see in print. A negatively phrased "joke" loses its humor in print and can be very embarrassing when read later.
6. Never make an "off-the-record" statement. There is no such thing as an "off-the-record" comment. Any statement made off-the-record can be front page headlines. The confidentiality of off-the-record statements cannot and often will not be guaranteed.

7.14 Media Relations Plan:

Through direction of the Crisis Team, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to initiate contact with the media after basic information is

received and verified. This decision as to the time, place and means of sharing information with the media and/or responding to media requests should be made by the crisis team, with advice by legal counsel. However, and as earlier noted, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The spokesperson may designate other individuals to be interviewed, as appropriate, and will coordinate these interviews and be present for difficult questions. The agency's legal counsel or PDRMA's counsel may also be available to prepare the agency and/or assist in answering certain questions and generally responding to the media.

When possible, you want to show that you are a willing partner in sharing information to the public and that you are committed to cooperating with the media. Media should be made relatively comfortable and consideration should be given to providing access to electrical power, a comfortable indoor waiting area, internet/computer access, administrative support services such as fax machines and copiers, and beverages.

Do not make promises to reporters that you cannot or will not keep! Keep promises made to reporters and return all calls quickly. Ask for deadline information and try to provide information prior to any deadline. Avoid using industry jargon – speak in short quotable sentences. Anticipate all potential questions and script your answers in advance. And remember, practice makes perfect!

Monitor all news media to determine whether your crisis is being reported and, if so, whether the reports are objective and accurate. When appropriate, prepare to balance false statements; determine the points you want to make; and make those points! Always prepare an initial written press release.



7.15 Sample Initial Press Release:

The Geneva Park District has recently been informed that on \_\_\_\_\_  
(date of crisis)

at approximately \_\_\_\_\_, the following occurred:  
(time of crisis)

(briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed. We are currently in the process of investigating this matter in full cooperation with:

(identify investigative authorities)

Out of respect for the investigation process and in fairness to the families and parties involved, we are unable to provide further details at this time. However, we are committed to providing further facts and developments as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact Sheavoun Lambillotte at 630-232-4542. We are also providing up-dated information on our agency website: [www.genevaparks.org](http://www.genevaparks.org).



7.16 Emergency Phone List:

Home phone numbers, cell phone numbers and office numbers of people to contact in the event of a crisis situation are all listed on the main staff list (legal size paper). Please call these individuals. If there is no response, then call the next person on the list.

<b>Executive Director</b>	Time Called _____
<b>Department Head</b>	Time Called _____
<b>Department Head</b>	Time Called _____
<b>Supervisor</b>	Time Called _____
<b>Safety Coordinator</b>	Time Called _____

**PDRMA** Time Called \_\_\_\_\_  
Office (630) 769-0332  
Fax (630) 769-0449  
PDRMA After Hours - answering machine will give emergency number

**Park District Attorney** Time Called \_\_\_\_\_

<b>Board President</b>	Time Called _____
<b>Board Vice President</b>	Time Called _____
<b>Board Member</b>	Time Called _____
<b>Board Member</b>	Time Called _____
<b>Board Member</b>	Time Called _____

7.17 News Media Outlets:

**TELEVISION STATIONS**

WGN - Channel 9  
WLS - Channel 7 (ABC)  
WMAQ - Channel 5 (NBC)  
WBBM - Channel 2 (CBS)  
WFLD - Channel 32 (FOX)

**PHONE NUMBER**

773-528-2311  
312-750-7777  
312-836-5555  
312-944-6000  
312-565-5532

**RADIO STATIONS**

WBBM AM 780  
WGN AM 720

**PHONE NUMBERS**

312-944-6000  
312-222-4700

**DAILY NEWSPAPERS**

Chicago Tribune  
Chicago Sun Times  
Daily Herald  
Kane County Chronicle

312-222-3232 (3143)  
312-321-3000 (3084)  
847-427-4300  
630-232-9222

7.18 Post Crisis Evaluation Form:

This questionnaire should be completed by everyone involved with the crisis situation.

1. Name, Date, Position, Department
2. What was your role?
3. How did you learn of the incident?
4. Were you satisfied with how you were notified?
5. How could notification be improved?
6. Rank how you feel the park district handled the crisis. ( Scale of 1 - 10; 1 = poor, 10 = excellent)
7. How can the park district improve its Crisis Plan?
8. How could this accident have been prevented?
9. What steps need to be taken to prevent a future incident?

7.19

Geneva Park District  
Crisis Management Plan Acknowledgment of Receipt

The Geneva Park District Crisis Management Plan supplements the many safety policies and procedures already in place at the agency. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

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Printed Name of Employee

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Signature of Employee

---

Date

## 8.0 STATEMENTS OF ADMISSION POLICY & SOCIAL MEDIA POLICY

Although the Geneva Park District practices good risk management techniques, accidents can and do happen. After an accident, many questions will be asked of the agency, such as: “Who will pay for the damage, who was at fault, what could the agency have done to prevent the accident?” Employees not familiar with agency policy could put the agency at risk of loss, either financially or through reputation. Employees may provide inadequate information, may be unknown to all of the facts, or confused due to the accident. To provide the most consistent information to the public and possible media outlets, please adhere to the following “Statements of Admission & Social Media” policy.

**When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel must be directed to a department head or other designated manager.**

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the agency’s communication policy. It is critical to the reputation of the agency that all incident-related communications be accurate, appropriate and properly attributed. Only those employees officially designated by the agency have the authorization to speak on behalf of the agency. In this matter, (identify Spokesperson) has been designated the agency Spokesperson. Staff is expected to refer all media inquiries to \_\_\_\_\_, as our agency Spokesperson. Should anyone from the media contact you, a simple and appropriate response would be: “Please understand that \_\_\_\_\_ has been designated as the Agency’s/SRA’s Spokesperson. Kindly direct your inquiries to \_\_\_\_\_.” You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Agency/SRA and our staff, and compromise our ability to defend potential litigation. Similarly, the agency recognizes and respects the right of employees to use social networking, personal websites, texting and weblogs as a medium of self-expression. Again, only those employees officially designated by the agency have the authorization to speak on behalf of the Agency/SRA. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed.

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to coworkers, the victim(s), our patrons and others. While we cannot prevent you from using social media, we strongly recommend you do not use it to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representation may not be accurate, may violate attorney/client privilege, may violate privacy rights, and can later

be used against you or the agency by the media in a future lawsuit against the agency. In short, remember that what you post will be around for a long time, so consider the content carefully.

The agency and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please see any manager if you have questions about this policy.

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Statements of Admission & Social Media Policy  
Acknowledgment of Receipt

The Geneva Park District Statements of Admission & Social Media Policy supplements the many safety policies and procedures already in place at the agency. As an employee, you are expected to read this policy thoroughly and return this completed acknowledgment of receipt form, which will be placed in your personnel file.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



## 9.0 VEHICLE SAFETY POLICY

The operation of vehicles is indispensable in conducting Park District business and the way each vehicle is handled will directly affect the loss picture of the District. To help prevent vehicle accidents and the types of loss exposures associated with them, the following fleet safety policy rules have been established.

1. Driver's license number can be found on employee application. Drivers of vehicles that are owned, rented or leased by the Park District are required to follow defensive driving practices.
2. In order to operate a Park District vehicle, drivers must possess a valid and proper class license for the type of vehicle that the driver is driving. The Park District also reserves the right to verify driving records with the Secretary of State.
3. A driver's license abstract will be obtained for all full-time/part-time personnel who will be driving a Park District vehicle.
4. The driver should be capable of driving the type of vehicle he/she is assigned to, whether that vehicle is a car, van, bus or truck. Instructions on the safe operation of the vehicles with particular emphasis on equipment such as mowers, hydraulic equipment will be given to all new drivers. A road check will also be given to new drivers to test their ability to operate the vehicle.
5. The District maintains a vehicle maintenance schedule on all Park District vehicles to be sure they are kept in safe mechanical condition.
6. Prior to operating a vehicle, a driver should inspect the vehicle as to condition of tires and air pressure, lights, turn signals, brakes, horn, windshield wiper blades, etc. If something is not working properly it should be reported to the Parks Superintendent and another vehicle should be used if the present one is found to be unsafe. Vehicles having steering or brake defects should not be driven until it has been repaired. If the vehicle has to be moved, it should be towed to the repair shop.
7. The Geneva Park District currently owns two buses for transporting camp and program patrons. A Pre-Trip Check Form should be utilized prior to operating either bus on all trips. The Check Form should include date and time, the mileage traveled on each trip and the condition of the vehicle prior to and following each trip.
8. Fleet Vehicle Safety Inspections Forms should also be routinely used to help properly maintain the vehicles.
9. Seat belts are required to be worn by all drivers and passengers.
10. Drivers are responsible for costs of tickets incurred while operating a Park District vehicle.
11. Parks department employees are required to complete a 360° walk around their vehicle for safety every time prior to getting into the vehicle to drive.

12. Parks department employees are required to place two orange safety cones near their vehicle upon parking somewhere other than a designated parking place. Common sense needs to be used when placing the cones. Whenever possible, cones should be placed on the ground on the driver's side, one in front and the other behind, the vehicle. During certain situations, both cones may be placed either in front or behind the vehicle. The cones will need to be picked up during the 360° walk around for safety
13. No use of alcohol while operating a Park District vehicle.
14. If a driver does not abide by the fleet safety rules set forth, disciplinary action will be taken as defined in the District's personnel manual.

The Illinois Motor Vehicle Code (625 ILCS 5/7-601) states that vehicles owned by the United States, the State of Illinois, or any political subdivision, municipality or local mass transit district are exempt from being required to carry proof of liability insurance. Since Park Districts are political subdivisions of the State, they are exempt. However, not all law enforcement officers are aware of this exemption. It is for that reason PDRMA identifies itself on the Geneva Park District vehicle accident worksheet as the insurance provider. (See Form J in Section 3 of the Safety Manual.) If an officer requests proof of insurance, present the accident form, and if clarification is needed, the officer may call PDRMA. If the officer requests the policy number, inform the officer that PDRMA is self-insured and that there is no policy number. If there is any confusion, encourage the officer to call PDRMA.

If an auto collision does occur and insurance information was exchanged, please fill out the vehicle accident worksheet as soon as possible and transfer this information onto the PDRMA auto claim form. Then mail or fax the information to PDRMA. The sooner we receive the information, the quicker the claim can be resolved and the vehicle repaired. A delay in the process may create ill feelings to those involved.

## **10.0 MOWING SAFETY GUIDELINES**

1. Do not operate mowers on slopes that exceed the angle limits specified by the manufacturer. If such information is unavailable, follow the general rule of not using mowers on slopes with an angle greater than 15 degrees.
2. Use string trimmers, push mowers or special equipment to mow in areas with a slope greater than 15 degrees.
3. Never leave a mower unattended on a slope and of proper procedures for level areas; after turning mower off, set the brake, remove the key, and wait until all moving parts have stopped before leaving the area.
4. Do not use mowers in areas where the drive wheels are within five feet – as measured from the outside wheel edge – of unprotected edges of retaining walls, embankments, levees, etc. Use a string trimmer or push mower in these areas.
5. When using a riding mower near ponds, creeks, golf course water hazards or other bodies of water, establish a safety zone to ensure the mower is a safe distance from those hazards.

## 11.0 HIGH RISK DRIVER POLICY

The purpose of this policy is to make it absolutely clear to all employees and prospective employees that the Geneva Park District is very concerned about motor vehicle safety.

Our greatest concern is for the life and physical well-being of our employees. No monetary consideration can be placed above the safety of an employee. Safety is the responsibility of everyone. It is the policy of the Geneva Park District to provide and maintain safe working conditions and to follow practices that will safeguard all employees and the public.

To ensure that the Geneva Park District selects and maintains safety-conscious drivers, we have developed the following guidelines to identify High Risk drivers.

### **Prospective Employee Not Eligible to Drive**

A prospective employee applying for a position in which he/she may drive a Geneva Park District vehicle or their own vehicle on district business would be considered a High Risk if they have had any one of the following:

- An evoked or suspended license within the last two years from the date of application.
- More than two moving violations (points assigned) within the past 12 months.
- More than three moving violations (points assigned) within the past 24 months.

### **Current Employee Driving Standard**

Employees who currently drive a Geneva Park District vehicle or their own vehicle on district business must maintain a good driving record. The district recognizes that drivers who consistently violate state motor vehicle codes expose themselves and the community to potential bodily injury and property damage. To reduce our exposure we have established criteria that will identify current High Risk drivers. Employee drivers would be considered high risk if they had any one of the following:

- Two or more moving violations within a 12 month period.
- One moving violation and have one preventable accident while driving a Geneva Park District vehicle within a 12 month period.
- Any combination of moving violations or preventable accidents while driving a Geneva Park District vehicle within a 24 month period totaling more than three.

Drivers meeting the above criteria would be considered a high risk to the Park District and community. Employee designated as a high risk will be required to participate in a driver improvement course and subject to frequent road checks.

**GENEVA PARK DISTRICT  
CHECK RIDE**

Driver Name \_\_\_\_\_

Date \_\_\_\_\_

License Number \_\_\_\_\_

Classification: A   B   C   D

Orientation or Review \_\_\_\_\_

Type of Vehicle \_\_\_\_\_

A = Acceptable  
NA = Not Acceptable

Comments  
(x)

Vehicle Preparation

Outside Inspection \_\_\_\_\_

Seat Belts \_\_\_\_\_

Mirror Adjustment \_\_\_\_\_

Driving Style

Mirror Use \_\_\_\_\_

Blind Spot \_\_\_\_\_

Turn Signals \_\_\_\_\_

Speed (Adjusted) \_\_\_\_\_

Following Distance \_\_\_\_\_

Center of Lane \_\_\_\_\_

Intersections (Visual Checks) \_\_\_\_\_

Backing Technique \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

## 12.0 IDOL INSPECTION PROCEDURES

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions." Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job. The Illinois Department of Labor is charged with enforcing the Act. The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

1. The Illinois Department of Labor inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. The Executive Director or Superintendent of Finance and Personnel will meet with the IDOL inspector.
2. In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if the agency staff is available or not. The Chain of Succession will be enacted if the Executive Director is not at the workplace when the inspector arrives.
3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
4. The opening conference will most likely include a check-list and the inspector will outline what records will be reviewed. It is advisable the agency personnel create a cooperative environment and not one that is adversarial. Records include:
  - a) Safety training program/hazard communication program (Employee Right-to-Know)
  - b) Current OSHA 200 log
  - c) Any prior IDOL inspection reports
5. The inspection will then begin. Have agency representative accompany the inspector. The inspector AND employer may take photographs/material samples for agency records.
6. The inspector may solicit employee input at any time during the inspection and this may be done in private. Allow employees to participate when requested.
7. Correct minor violations during the course of the inspection (house keeping) etc.
8. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the employer to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations. Present the agency's view of the situation and discuss an abatement period.
9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. Establish procedure and timeline to correct noted violations.

## 13.0 EMERGENCY RESPONSE PLAN

### 13.01 Response Team:

#### 13.01.01 DEFINITION

The response teams will consist of the following:

Sunset Community Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stephen D. Persinger Recreation Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stone Creek Miniature Golf Course

1. Manager or Attendant on Duty

Sunset & Mill Creek Pool

1. Pool Management staff
2. Lifeguard/Instructor

Wheeler Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Maintenance Safety Representatives

Peck Farm Park

1. Manager of ~~Peck Farm Park~~ Natural Areas and Interpretation
2. Park Foreman

Peck Farm Park Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Maintenance Safety Representatives

Playhouse 38

1. Instructor
2. Maintenance Safety Representatives

Friendship Station Preschool

1. Instructors
2. Aides

### 13.01.02 RESPONSIBILITIES

The response teams will be responsible for notifying the safety coordinator and EMS of the situation. They will also take charge of emergency procedures and oversee the evacuation process. Appendix D contains a signed copy of the Geneva Park District's Emergency Response Policy. This policy will be reviewed by the response team and Geneva Park District Board of Directors. Appendix E is a copy of the memo delegating the responsibility of the 911 phone call. This memo states that the employee with most seniority on each response team will make the phone call.

### 13.02 In - Service Training:

All facilities will hold at least two safety drills per year. These drills will be coordinated with the Safety Coordinator and the EMS. All Geneva Park District employees shall read and become familiar with the Emergency Response plan for their facility. When a drill is being conducted, all employees will react in a professional manner and treat the situation as if it were real. Managers will document the drill and record any problems that may have come up. This documentation will be filed with the Safety Coordinator.

### 13.03 Procedures:

#### 13.03.01 FIRST AID EMERGENCY

1. Assess the situation
  - Gather information about accident
  - Look to see if it is safe to approach the victim
2. Administer First Aid to the best of your ability
3. Call 911 or instruct a bystander to do so if you are administering first aid and can't leave your victim. Do not transport the victim yourself.
4. Report details to emergency personnel when they arrive and help control the crowd
5. Fill out an accident form:
  - Accident forms are located at the front desk of the office, at the maintenance shop and at all facilities
  - Fill out information thoroughly and as accurately as possible
  - If victim is unconscious and cannot give his name and address, fill in everything else and seek name and address from a bystander
  - Be sure to sign and date the report
  - All emergency reports must be submitted to PDRMA within 24 hours
  - No matter how big or small an accident is, you should always fill out an accident report



#### FIRST AID PROCEDURES - STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
  - breathing
  - circulation
  - bleeding
  - illness
3. At no time will you administer medications

#### EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Call 911
4. Circulation
5. Bleeding
6. Poisoning
7. Shock
8. Sudden illness

#### BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage the victim should be removed from the water

#### CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

#### BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

#### POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

#### POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

#### SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

#### SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

#### HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

#### HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

#### STROKE: TREATMENT

1. If the victim is unconscious, check for respiration and pulse
2. If absent, begin CPR
3. If victim is conscious, help him or her to a comfortable position
4. Maintain normal body temperature

#### CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

#### CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

#### FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT STROKE: Heat stroke is a life threatening, most severe case of overheating.

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

#### HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

#### BURNS

##### FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

##### SECOND DEGREE BURNS

Are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

##### THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

#### **REMEMBER**

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

### 13.03.02 UTILITY FAILURE

The loss of power - electricity, steam, refrigeration, gas, etc. - will shut down operations. In many cases, using systems once power has been restored can be more dangerous than when it initially went out, i.e., pool chlorinating systems, power saws without reset button, etc.

- To minimize the effects a utility failure, the following preventative measures are recommended:
- Obtain flashlight
- Turn off computers, machinery, and office equipment
- Call administrative offices to inform them of a particular utility failure.
- If any gas or burning odor is detected, evacuate building immediately.
- Enforce NO SMOKING policy.
- Contact parents of any minors to have them picked up. Send adult participants home.
- Call emergency telephone numbers as appropriate for: Fire Department, City of Geneva, or Northern Illinois Gas.
- Mini golf course and pool patrons should be notified and cleared from the course or pool.

### 13.03.03 FIRE

To stop the spread of fire, early detection and extinguishment are essential. If a fire gets out of control, then evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employee trained to use extinguisher.

Fire Extinguisher Use - Good judgment is necessary. If an employee has the slightest doubt whether to fight or not fight, they shouldn't. As a general guideline, "Don't Fight a Fire If any of the Following are True":

- The fire is spreading beyond the immediate spot where it started.
- The fire could block your exit.
- You have not been trained to use an extinguisher properly.
- You do not have the proper extinguisher to use on a fire.

Fight a Fire with your Extinguisher only if all of the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin (waste basket, cushion, small appliance, etc.)
- You have a way out, and can fight the fire with your back to the exit
- You have the proper extinguisher, know exactly how to use it and it is in good working order.
- You use careful judgment and know to get out first if your effort is failing. Get out, closing the door behind you.

Basic Action and Evacuation - If a visual sighting of unusual smoke or fire has been made, general

recommendations include, but are not limited to: (see appendix A)

- Begin evacuation of occupants and give directions for other response team members to continue the same, according to posted evacuation routes.
- Pull the nearest fire alarm and have response team member contact the fire department by calling 911.
- Close any doors or windows only if the size of the fire will permit this.
- Attempt to extinguish the fire under the above recommended guidelines.
- Do not silence the alarm until the fire department has arrived and has instructed you to do so.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the fire department. No one is to enter the facility until told to do so.

If an alarm should go off in the building: (see appendix A)

- Leave the area immediately, in a calm, orderly fashion.
- Assist in evacuation of occupants from the area. Follow the posted emergency exit routes or alternate routes.
- All area windows should be closed IF TIME PERMITS. Doors should be closed upon evacuation of the area.
- Response team members should hold route doors open while patrons evacuate. Response team members should assist in or give direction to clear all areas.
- Do not silence the alarm until the fire department has arrived and has instructed you to do so.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the fire department. No one is to enter the facility until told to do so.

If false alarm is determined: (see appendix A)

- Immediate Supervisor checks all detectors to signal trouble.
- Assist in evacuation of occupants from the area. Follow the posted emergency exit routes or alternate routes.
- Response team members should hold route doors open while patrons evacuate.
- Response team members should assist in or give direction to clear all areas.
- Response team members should assist in or give direction to clear washroom, locker rooms and other remote areas.
- Silence the alarm when faulty detector, pulled alarm, etc. has been determined and located. Contact Fire Department of false alarm immediately.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the attending supervisor.

### Specific Fire Evacuation Plans

#### 1. WHEELER MAINTENANCE FACILITY

Evacuations should take place through nearest door. The facility has three doors that can be opened for easy evacuation. The facility also has six overhead doors. Whenever possible, these doors should only be used for a quick evacuation if they are already open. Overhead doors should only be opened during a fire if absolutely necessary. Try to close doors behind you to help contain flames. The person nearest the phone will be responsible to call 911 from their cell phone. ~~If a phone is inaccessible, they may go to the miniature golf course to use the phone or a nearby house. Truck radios may also be used to notify the Geneva Park District office of the fire and then they can make the 911 emergency call.~~ An incident report must be filed following any fire.

#### 2. SUNSET / SCC

The Sunset Community Center and Sunset Racquetball and Fitness Center should be evacuated in accordance with Appendix A.

#### 3. STEPHEN D. PERSINGER RECREATION CENTER

The Stephen D. Persinger Recreation Center should be evacuated according to the evacuation routes displayed in the facility and in Appendix A.

#### 4. POOLS

Evacuate the bathhouse and keep all patrons away from the building. Call 911 from a pool phone or send a runner to the park district office. During this time the pool deck and water should be cleared.

#### 5. MINIATURE GOLF

Exit through the nearest door or window. Call the fire department from the mini-golf phone or a cell phone ~~from the pay phone in the parking lot.~~

#### 6. PRESCHOOL

For fire evacuating at the Geneva Preschool, Geneva Middle School procedures should be followed. Charts have been placed on the walls and teachers have been notified of all safe exits.

#### 7. PFP HOUSE

Exit from one of the three doors on the lower level located in the kitchen, office, and front hallway. Notify fire department from PFP Maintenance Facility phone, SPRC phone, or cell phone. Review the posted evacuation plan posted on the wall near the North stairway.

#### 8. PFP MAINTENANCE FACILITY

Exit through the nearest door or window. Call the fire department from the PFP house phone or a cell phone. Review the posted evacuation plan mounted on wall adjacent to the center employee entrance.

## 9. PFP ORIENTATION BARN

Exit through the nearest doorway. Two fire exits exist on the south side and the main door on the north side. Review the posted evacuation plan just inside the main door to the right. Notify fire department from the PFP House phone or PFP maintenance facility phone.

### 13.03.04 TORNADOS

1. When threatening conditions exists: The office staff will monitor the weather online and keep all facility staff informed with updates.
2. Tornado Watch (conditions exist in the area that may spawn a tornado): If area is placed under a tornado watch, the office staff will monitor the weather online and keep all facility staff informed with updates. Staff should consider relocation or suspension of activities based upon the threat until severe weather has passed. In many areas adequate shelter may not be available to meet the volume of patrons, especially if the majority are minors. Strong consideration towards rescheduling or suspension of the activity should be made.
3. Tornado Warning (Tornado sighted in area): If the area is placed under a tornado warning, office staff will post a lookout. Staff should immediately inform patrons of the imminent danger and assist them in seeking appropriate shelter. Runners will be sent to classes or athletic teams who are outside the building, instructing them to come in. An announcement will be made over the public address system informing all building occupants of the tornado warning, and alerting them to the possibility of the Tornado Plan being put into effect in case of a tornado is sighted in the immediate area. If a tornado is sighted, the lookout is to inform the main office. An announcement will be made that the Tornado Plan is now in effect.
  - All participants are to stay away from windows.
  - Participants and staff are to move quickly to their assigned shelter area. (See Tornado Plan in Appendix B for specific assignments). Once in assigned areas, participants and staff should get into the approved position: on the knees with elbows on the floor and hands behind the neck.
  - Remain in this position until an all-clear is announced.
  - If a tornado occurs without warning, instructors and staff are to instruct their participants to take cover by getting under anything in the room that will give them protection (desks, chairs, next to cabinets, etc.) Warn them to stay clear of all glass areas.



### 13.03.05 LIGHTNING

In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity of lightning strikes to the ground. Lightning strikes occur most frequently during the spring and summer months when thunderstorms are prevalent. It is the policy of the Geneva Park District that all persons supervising outdoor activities are aware that when lightning or thunder is observed or heard, outdoor programs should be suspended and everyone should seek appropriate shelter. Supervisors should adhere to the following procedures and guidelines:

#### 1. Outdoor Program:

- Instructors and supervisors should listen to current weather forecasts the morning of any outdoor planned activities so that employees can be alert to changing weather conditions.
- Monitor weather conditions as they appear on the horizon.
- Monitor weather radios when possible.
- Designate buildings that can be used when severe weather occurs.
- Plan alternative indoor activities for camps and related programs.
- Whenever lightning is observed or thunder is audible, all outdoor activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.

#### 2. When Outside:

- Avoid areas that are higher than the surrounding landscape.
- Do not use a tree for shelter.
- Keep away from metal objects, including bicycles, golf carts, umbrellas, etc.
- Avoid standing near tall or metal objects such as fences, light poles, or power lines.
- Boaters and swimmers should immediately leave the water and find shelter.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small as possible target and minimize your contact with the ground.

#### 3. When Indoors:

- When indoors, stand clear from doors and windows.
- Do not use electrical equipment, including hair dryers, curling irons, computers, etc.
- Do not attempt to unplug TVs, stereos, or computers during a storm.
- Avoid contact with sinks, faucets, and related piping.
- Do not use the telephone unless for emergency use.

### 13.03.06 FLOODING

A good emergency response plan addresses flooding before, during and after a flood situation. In most cases, the flooding cannot be prevented; however, planning can help reduce the severity.

1. Examples of permanent measures that can be implemented to minimize the effects of flooding:
  - Flood walls and dikes
  - Bricking up ground level windows (only halfway if low-level flooding is expected)
  - Flood doors
  - Hand-operated valves in piping to prevent back flow through floor drains or plumbing fixtures
  - Low walls around vital equipment such as boilers, furnaces, pool filter and pump systems
  - Pumps
  - Liquid storage tanks anchored or braced
2. Examples of equipment/materials to minimize flood loss:
  - Flood shields for windows, doors, ground level openings
  - Clearly marked, accessible fuses and circuit breakers
  - Sand, bags for making sandbags
  - Mops, squeegees, pails
  - Large plastic sheets for covering equipment and stock
  - Means of transporting or raising building contents: vehicles, carts, pulleys, pallets
  - Sump pumps in proper working condition
3. Examples of response measures to flood warning:
  - Shutting down electrical services
  - Shutting down flammable liquid and gas systems
  - Securing any outside equipment
  - Filling empty storage tanks to prevent them from floating
  - Covering large, stationary machines with water displacing, rust-preventive compound or large plastic sheets
  - Placing sandbags around possible entry points and vital protection equipment such as the fire pump house
  - Closing emergency valves to the sewer drains
  - Final check of sump pumps to make sure they are functioning properly
  - If heavy floating debris is expected, installing barriers around sprinkler risers to protect them from damage
  - Roof, floor and yard drains are checked to see that they are clear and then monitored to ensure they remain clear
  - A salvage crew is on alert and prepared to take action (agency staff, as well as neighboring agencies)

Understand the following if driving:

1. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
  2. A foot of water will float many vehicles.
  3. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
4. Examples of recovery measures to be implemented after the flood:
- Initiating salvage and clean-up operations by the salvage crew
  - Establishing a procedure for removing combustible debris as it accumulates
  - Eliminating all unnecessary open flames or heat sources, including smoking
  - Checking all flammable liquid or gas piping and tanks for leaks or damage
  - Restoring electrical services on an item-by-item basis, only after thorough checkout by competent persons
  - Initiating drying and oiling of equipment
  - Relocating salvageable and undamaged stock and supplies
  - Conducting cutting and welding operations using Factory Mutual's hot work permit system
  - Initiating a continual fire watch until normal operations are resumed
  - Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
  - Listen for news reports to learn whether the community's water supply is safe to drink.
5. Restoring sprinkler protection:
- Testing all sprinkler control valves for the open position and for physical damage. If valves are found closed, check for broken or disconnected piping before reopening
  - Removing water and mud from valve pits
  - Checking yard and sprinkler systems for obstructions if pumps operated which take suction from open bodies of water
  - Checking yard main system and tank foundations for washouts
  - Checking all fire pumps, and immediately restoring any flood-damaged pumps, drivers and controllers
  - Checking all fire protection supervisory system circuits for integrity

### 13.03.07 BOMB THREATS

Bomb threats are potentially dangerous, disruptive situations that can occur at any facility at any time. Persons making such threats are dependent on the "panic" demonstrated by the targeted agency.

#### **How to Prepare**

1. Contact your local police and fire departments to see what roles they will take in a bomb threat situation at your facilities.
  - Will they assist in a building search?
  - Do they have procedures for you to follow?
2. Establish evacuation options. The decision to evacuate or not is one of the most critical steps in a bomb threat scenario. Options:
  - **Immediate Evacuation** - When a bomb threat is made, evacuation of the premises can be conducted immediately. This takes care of public safety, but also causes disruption, media attention, and can be costly.
  - **Evacuation after evaluation of threat** - Information given by the caller, its credibility, content, motive, specifics and type of caller provide indication to evacuate the premises or not.
3. Training - All employees should be trained annually on the bomb threat checklist and evacuation procedures. Persons who are assigned as "designated searchers" should be trained annually on this topic.

#### Actual Threat

Contact the local law enforcement agency as soon as possible. Give as much information as the person receiving the call was able to gather.

1. The person taking the phone call should not panic. Refer to Appendix C, the "Telephone Call Questionnaire for Bomb Threat, Parts I & II" which should be kept near all phones. Check the phone to see if the phone number from which the person is calling is displayed on the phone. Ask as many questions as the caller will answer. Try to remember exact statements and any descriptive hints (i.e. age, gender, accent or dialect, background noise, voice tone) as to the caller's identity.
2. If the caller does not want to answer questions, try to encourage them by expressing a desire to save lives. Try to keep the caller on the line as long as possible and attempt to alert someone to call the phone company and police to trace the call.
3. After the caller hangs up, immediately notify senior management and the police.
4. If a written threat is received, all materials including the envelope or container must be saved. Any unnecessary handling should be avoided. While most written messages are usually generalized threats and/or extortion attempts, they should never be ignored. The police should be notified immediately.

General Evacuation/Partial Evacuation/Building Search

1. The agency's designated official will need to decide the next response. Options are:
  - Limited or general building evacuation?
  - Conduct a limited or general building search?
  - Combination of options.
2. In evaluating the response, consider the following:
  - The occupancy of the building.
  - Time needed to evacuate.
  - Types of activities taking place.
  - Likely areas of the explosive's location.
3. Also, the credibility of the threat:
  - The time of day.
  - Specifics of the threat (place, time of explosion)
  - Identity of caller (child, slurred or affected speech indicating possible intoxication or drug use, etc.)
  - Possibility of access to the area. (How easily could this be accomplished)
  - Motive

#### Enacting the Response

1. If evacuation is ordered, conduct a room by room sweep. Do not panic patrons by announcing a bomb threat. If general evacuation, announce "Ladies and gentlemen - at this time, please calmly exit the building using exits...All staff please assist in a general evacuation". If a device has been located, evacuate away from it immediately.
2. Determine who is being evacuated and to where. Some type of roll call or accounting of persons/staff should be taken. All persons should remain 300 ft. from the building and not allowed to re-enter.

#### Bomb Search Guidelines

Since emergency personnel are not familiar with agency buildings and contents, agency staff may need to be involved in a bomb search. A complete search should be made of the targeted area by key employees selected by a manager who are familiar with the building and its contents. Once an area or room has been searched, it should be marked or sealed with a piece of tape and reported to the supervisor. **No unfamiliar object should be touched or moved. Emergency officials should be informed immediately if a potential object is recognized.**

1. A time deadline should be established and the search conducted as quickly as possible. When searching an area, scan from ground to waist, waist to head and head to ceiling. All areas of building should be searched.
2. Particular attention should be made to easily accessible public areas such as:

Washrooms	Lockers
Lounges	Reception Areas
Trash Containers etc.	Outside Area Adjacent to Building
3. Do not use two way radios. The frequency may detonate any potential device.
4. If a potential device is found, do not touch it or move it. Evacuate **immediately**, secure area and inform authorities.

#### Re-Entry...and Aftermath

1. If a device is found, no one should re-enter until professionals have removed the device.
2. A building search should then be conducted to insure no secondary device was set.
3. If a search finds no such device, management then must make the decision to re-occupy the building. Keep in mind, this has been a high stress time period for all employees and patrons.
4. The decision for re-entry is made using all of the caller information (time of detonation, location, call credibility) and by the thorough search. Seek any recommendations by the emergency persons on the scene.

Warning Signs for Mail Bombs	Warning Signs for Car Bombs
<ul style="list-style-type: none"><li>•restrictive markings</li><li>•excessive postage</li><li>•handwritten or poorly typed address</li><li>•titles but no name for addressee</li><li>•misspelling of common words</li><li>•oily stains or discolored envelope</li><li>•no return address</li><li>•excessive weight</li><li>•rigid, lopsided or uneven envelope</li><li>•protruding wires or aluminum foil</li><li>•excessive marking tape or string</li><li>•visual distractions</li></ul>	<ul style="list-style-type: none"><li>• heavily laden vehicles when no bulk is visible</li><li>• hastily parked vehicles</li><li>• erratic, nervous drivers</li><li>• vehicles with suspicious boxes or bottles in the back or cargo area</li><li>• vehicles parked illegally near buildings</li><li>• license plates with signs of tampering</li><li>• idle vehicles with no driver in the area</li></ul>

### 13.03.08 ARMED ROBBERY/INTRUDER

The handling of cash in park and recreation facilities is a very common occurrence. Security measures can greatly assist in reducing the likelihood of a robbery, but such measures can never fully prevent an incident from occurring. The education and awareness of staff is a critical element in both preventing an armed robbery and minimizing the potential injury to both staff and patrons.

The following practices and procedures can assist towards proactively addressing a potential armed robbery scenario:

#### 1. Pre-Event Security Procedures:

- Report to authorities suspicious activity in and around facilities. Often, assailants will “case” or conduct surveillance prior to the holdup.
- Count money out of public view and in a secure room.
- Install drop-safes and post signage stating that staff does not have access to safes. Safes should be secured so they cannot be moved. Money drops should be conducted frequently to assure large cash amounts do not accumulate in registers.
- If staff conduct drops, extreme caution should be made at night. Times of drops and routes should be varied to prevent establishing a noticeable pattern.
- When opening/closing facilities, check your surroundings for suspicious persons or vehicles.
- After/before hours, doors should be kept locked. In evenings, exits should be minimized to control access to main entrances.
- Park police or security can be utilized to “check-in” on a random basis. Times should vary as to not make a routine.
- Establish procedures in the event of a robbery attempt. Employees should never resist. They should turnover any monies or other valuables.
- Conduct training for all staff.



2. During an Armed Robbery/Intruder:

During an armed robbery, the goal is to first prevent physical harm to staff/patrons. Along with this, observations can assist police with apprehension.

- Exit Facility Immediately- If you can't see nor hear the intruder and have a clear path to the exit, exit immediately and continue until you have achieved a safe distance from the facility. Call 911 as soon as you are safe.
- Take Cover- If you do not have a clear path to an exit, however a safer place to take cover is possible, do so with caution initializing lockdown procedures below once safe.
- Lockdown- In the event that you do not feel that it is safe to leave the location you are in, lock yourself down as quickly as possible by barricading the entrances to the space you are occupying, cover any windows and remain as calm and quiet as possible.
- Stay calm, and make mental observations regarding physical description, voice, vehicle description, clothing, etc.
- Obey the assailant's commands. Do not do any more or less.
- Use alarms only if it can be done without raising attention.
- Give a robber the money or merchandise he asks for.
- Life is much more important than property.
- Do not try and be a hero.
- Your actions can make the difference between an unfortunate robbery or a robbery gone bad resulting in a murder.

3. Aftermath:

- Immediately contact police. Inform them of your observations and what happened.
- Secure the area for police. Do not touch potential evidence. Do not let anyone else in or allow others to leave. Witness statements will be necessary.
- Write out your observations and description immediately. Rough notes will help you remember details.
- Do not discuss details with anyone but the police. Specific details known only by robbers can be incriminating evidence at an interrogation.
- Never chase robbers. Leave pursuit to the proper authorities.

#### 13.04 Accident Reporting:

1. Involving Participants: Minor first aid may be administered, i.e., minor cuts, abrasions, etc. Contact supervisor, fill out accident report and turn in to your supervisor within 24 hours. Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and return to supervisor immediately.

Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Superintendent of Recreation or the Executive Director. Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.

2. Involving An Employee: If an employee is injured while on the job and who does not require immediate medical assistance must report to their supervisor who will direct the employee to the proper medical locations if necessary. An accident form must be completed and returned to supervisor within 24 hours.
3. Accident Reports: All accident reports must be filled out within 24 hours and returned to your supervisor. Emergency phone numbers are located in the first aid kit and are posted by all phones.

#### STEPS TO BE TAKEN

1. Employee nearest the injured shall attend to the victim.
2. Second employee shall call 911 if needed and alert the Supervisor.
3. Emergency first aid shall be applied.
4. Third employee shall direct bystanders away from the injured.
5. A written accident report shall be submitted to the office that day.
6. The Park District office as well as the parents should be notified by phone.

REMEMBER: Accidents can be prevented. Look for problems and correct them before an accident occurs.

**APPENDIX A****FIRE EVACUATION ROUTES**

<b><u>LOCATION</u></b> <b><u>STAFF</u></b>	<b><u>PRIMARY EXIT</u></b>	<b><u>SECONDARY EXIT</u></b>	<b><u>RESPONSIBLE</u></b>
SCC-105,106,107,108 Instructor/	Exit west door to outside	Exit east door, turn left and exit  double doors to outside	Program  Custodian
SCC-109,110	Exit south door to outside	Exit north door, turn left, turn left again and exit south doors to outside	Custodian/ Staff
SCC-Back Hall, Wash Rooms	Exit west through back hall thru double doors to outside	Exit north through front hall, through main doors to outside	Custodian/ Staff
SCC-104, Lobby, Kitchen Instructor/	Exit west double doors to  corridor, turn right & exit double doors to outside	Exit east doors, turn left  & exit main doors to outside	Program  CSA I
SCC-Activity Room  Instructor/	Exit east door, turn left, exit main doors to outside	Exit west door, go through kitchen & community room, turn right & exit  double doors to outside	Program  CSA I
SCC-101	Exit east door, turn left & exit main doors to outside	Exit west door, go through closet & comm. room, turn right and exit double doors	101/ CSA I

SCC-Front Hall	Exit north thru hallway & exit main doors to outside	Exit through employee corridor, and exit door to outside	CSA I/ Staff
SCC-Conference Room	Exit west door, turn right & exit main doors to outside	Exit south door, turn left, go through employee corridor, and exit door to outside	Staff
Executive Director's Office	Exit west door, turn right & exit main doors to outside	Exit 2 south doors, turn left, go through employee corridor and exit door to outside	Staff
SCC-General Offices	Exit through west door, turn right & exit main doors to outside	Exit through employee corridor and exit door to outside	Staff
SCC-Weight room	Exit northeast door, turn left through corridor to exit main doors to outside	Exit south door to outside	CSA II/ Staff

SCC-Locker Rooms	Exit north through hallway to main doors to outside	Exit south through hallway & exit south door to outside	CSA II/ Staff
SCC-Racquetball Courts	Exit to south exit door to outside	Exit to north corridor to main doors to outside	CSA II/ Staff
SPRC-Fitness Center, I/Management Locker Rooms	Exit to east emergency exit in Fitness Center	Exit out main entrance of facility	CSA
SPRC-Studio, II/Management	Exit south emergency door in studio	Exit Studio door, down hall to main corridor, turn left, exit main entrance	CSA
SPRC-Kidz Korral, II/Management Indoor Playground	Exit room, turn right to south facing emergency exit Prior to studio	Exit room, turn left to main corridor, turn left and exit main entrance.	CSA
SPRC-Office Area, Lobby I Restrooms	Exit main entrance of facility	Exit south corridor to studio, exit south emergency door prior to studio	Management/CSA
SPRC-Gymnasium I	Exit nearest emergency exit	Exit next available emergency exit	Management/CSA
SPRC-201,202	Exit room, down stairs, out Main entrance	Exit room to the left, enter 203 to south emergency exit entering track, turn left to south facing emergency exit, down stairs, Exit to south of building	Custodian/Staff
SPRC- 203,Track	Exit either east or south emergency exits		Custodian/Staff

SPRC-Kitchen,204	Exit room, turn right, down stairs, Exit main entrance	Enter 203 to south emergency exit, enter track turn left to east emergency exit, down stairs Exit to the outside	Custodian/staff
Wheeler Maintenance <del>Foreman</del> <del>Mechanic</del>	Exit south main door to	Exit southeast or north door	<del>Park</del> <del>Mechanic</del>
Greenhouse	Exit north main door	Exit south door	Parks Staff
Peck Farm House <del>PFP</del> <del>Nat. Areas</del>	Exit north front door	Exit south kitchen door	<del>Manager</del> of <del>Nat.</del>
Peck Farm Maintenance Facility	Exit either east door to outside	Exit north or south door to outside	Park Foreman Park Staff
Orientation Barn <del>PFP</del> <del>Nat. Areas</del>	Exit north double entry door	Exit either south exit door	<del>Manager</del> of  Park Foreman
Peck Farm Silo <del>PFP</del> <del>Nat. Areas</del>	Exit west door to outside		<del>Manager</del> of  Park Foreman
Stone Creek Miniature Golf	Exit south main door	Exit through concession windows	Mini Golf Staff
Playhouse 38	Exit main door	Exit south door within audience eating. Turn left, take exit outside OR Exit south door behind stage. Take left,	Staff  Staff

		follow hallway to outside exit	
Preschool	Follow school dist. evacuation plan		Instructors
Sunset Pool	Exit through either bath house	Exit nearest gate	Staff
Mill Creek Pool	Exit Main Door	Exit gate from concession stand	Staff
All activities in School buildings	Follow school dist. evacuation plan		Instructor

\* All staff are responsible for properly assisting in the evacuation procedures and insuring that all patrons have evacuated the listed areas. All staff are to evacuate immediately following all patrons and not to return to the facility until told to do so by the Fire Department. Customer Service Attendant (CSA) I, II will be determined by desk assignments.

**\* FOR FALSE ALARMS:**

The staff is still responsible for evacuating their area. Check all possibilities of the smoke detector that is tripped. Look for a solid red light on the detector. The Facilities Supervisor, or if (s)he is unavailable, the Superintendent of Recreation is responsible for contacting Alarm Detection and Fire Department to notify them of a fire or false alarm.

**APPENDIX B****TORNADO PLAN**

<b><u>LOCATION</u></b>	<b><u>SHELTER ASSIGNMENT</u></b>
Activity Room	Activity Room
105-106	Activity Room
109-110	Men's/Women's Restrooms
Conference Room	Conference Room
Community Room/Kitchen	Community Room/Kitchen
Executive Director's Office	Conference Room
General Offices	Conference Room
Locker Rooms	Locker Rooms
Room 101	Activity Room
Racquetball Court/TRX Room	Men's Locker Room
Weight Room	Men's Locker Room
SPRC	1 <sup>st</sup> - Men's Locker Room 2 <sup>nd</sup> -Women's Locker Room 3 <sup>rd</sup> - Main Floor Men's, Women's and Family Restrooms
Pools	Women's Locker Room
Mini Golf Course	Back Office of Club House (leaving selling windows open)
Playhouse 38	Center of Program Room
Preschool	Follow School Plan



Wheeler Maintenance Facility	<del>1<sup>st</sup>-Employee Locker Room</del>	Wheeler Maintenance Facility Mechanic's	Formatted: Superscript
	<del>2<sup>nd</sup>-Wheeler Maintenance Facility Tool Bay</del>		Formatted: Superscript
Greenhouse	<del>1<sup>st</sup>-Wheeler Maintenance Facility</del>	Mechanic's Bay	Formatted: Superscript
	<del>2<sup>nd</sup>-Wheeler Maintenance Facility Tool Bay</del>		Formatted: Superscript
Wheeler Cold Storage Building	<del>1<sup>st</sup>-Wheeler Maintenance Facility</del>	Mechanic's Bay	Formatted: Superscript
	<del>2<sup>nd</sup>-Wheeler Maintenance Facility Tool Bay</del>	<del>Locker Room</del>	Formatted: Superscript
Peck Farm House	Center of Basement of Peck House		
All other Peck Farm Buildings And Summer Camps	Center of Basement of Peck House		
All activities in school district buildings	Follow school district plans		

## APPENDIX C

### TELEPHONE CALL QUESTIONNAIRE FOR BOMB THREAT

#### Part I - Bomb Description

Inform the caller that the building is occupied and detonation of the bomb could lead to serious injury or death to many innocent victims.

1. Is phone number from which the person is calling displayed on phone? \_\_\_\_\_
2. Exact location of the bomb? \_\_\_\_\_  
\_\_\_\_\_
3. Time set for detonation? \_\_\_\_\_  
\_\_\_\_\_
4. What does it look like? \_\_\_\_\_  
\_\_\_\_\_
5. What is the explosive? \_\_\_\_\_  
\_\_\_\_\_
6. Why was it placed? \_\_\_\_\_  
\_\_\_\_\_
7. Name of caller/organization? \_\_\_\_\_  
\_\_\_\_\_

## Part II - Caller Description

Obtain as much detail as possible about the bomb and its location. **Legitimate callers usually wish to avoid injury or death** -- request more data by expressing a desire to save lives.

1. Date \_\_\_\_\_ Time of call \_\_\_\_\_ AM PM
2. Exact language used. \_\_\_\_\_  
\_\_\_\_\_
3. Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_  
Estimate Age \_\_\_\_\_ Race \_\_\_\_\_
4. Speech (Check applicable boxes)  
Slow \_\_\_\_\_ Excited \_\_\_\_\_ Disguised \_\_\_\_\_ Impediments \_\_\_\_\_  
Rapid \_\_\_\_\_ Loud \_\_\_\_\_ Broken \_\_\_\_\_  
Normal \_\_\_\_\_ Normal \_\_\_\_\_ Sincere \_\_\_\_\_  
Accent \_\_\_\_\_
5. Background noises: \_\_\_\_\_  
\_\_\_\_\_
6. Name of person receiving call. \_\_\_\_\_  
\_\_\_\_\_

Do not discuss the call with other personnel. Notify your manager. Follow instructions.  
Remain available because law enforcement officials will want to talk to you.  
Remember: You should not try to determine the validity of the call.  
Contact your manager and they will contact the authorities.

## APPENDIX D

### GENEVA PARK DISTRICT EMERGENCY RESPONSE POLICY

No operation is immune from emergencies and management recognizes its responsibilities for the safety of its employees and the public during such times. In addition, management has identified the need to protect property and assets, to lessen environmental impact and to expedite the recovery of the organization and its functions.

It shall therefore be the policy of the Geneva Park District to identify exposed areas of its operations including employee workstations, public facilities and programs for inclusion in the Emergency Response Plan. The Plan shall give consideration in each identified case, to:

- \* inherent or highly probable emergencies
- \* public notification
- \* employee training and accountability
- \* alarm or warning systems
- \* evacuation and medical care
- \* communications
- \* evaluation and testing of the plan

As part of its comprehensive loss control program, the Geneva Park District will rely on its Safety Coordinator and Safety Committee to continually review changes in facilities which would necessitate changes to the Emergency Response Plan. The Safety Coordinator will ensure that Department Heads are instrumental in changes and are notified of changes once they are implemented.

\_\_\_\_\_  
President of Board

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Safety Coordinator(s)

\_\_\_\_\_  
Approval Date

**APPENDIX E**

**Emergency Response Plan Drill**  
**IN-SERVICE TRAINING**  
**GENEVA PARK DISTRICT**

Topic \_\_\_\_\_

Supervisor \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Comments \_\_\_\_\_

Please have those in attendance sign the roster below.

NAME (Print)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

## **APPENDIX F**

### **METEOROLOGY:**

#### **NATIONAL WEATHER SERVICE WATCHES AND WARNINGS**

National Weather Service forecaster issues a Tornado Watch for a specific area where tornadoes are most likely to occur during the valid time of the watch. A watch alerts people to check for threatening weather, make plans for action, and listen for a Tornado Warning. A Tornado Warning means that a tornado has been sighted or indicated by radar, and that safety precautions should be taken at once. A Hurricane Watch means that an existing hurricane poses a threat to coastal and inland communities in the area specified by the Watch. A Hurricane Warning means hurricane force winds and/or dangerously high water and exceptionally high waves are expected in a specified coastal area within 24 hours.

**TORNADO** - A violent rotating column of air in contact with the ground and pendant from a thundercloud, usually recognized as a funnel-shaped vortex accompanied by a loud roar. With rotating winds, est. up to 300 mph, on a local scale, it is the most destructive storm. Tornado paths have varied in length from a few feet to nearly 300 miles (avg. 5 mi.); diameter from a few feet to over a mile (average 220 yards); average forward speed, 30 mph.

**CYCLONE** - An atmospheric circulation of winds rotating counterclockwise in the northern hemisphere and clockwise in the southern hemisphere. Tornadoes and hurricanes shown on weather maps are examples of cyclones having various sizes and intensities. Cyclones are usually accompanied by precipitation or storm weather.

**HURRICANE** - A severe cyclone originating over tropical ocean waters and having winds 74 miles an hour or higher. (In the western Pacific, such storms are known as typhoons). The area of strong winds takes the form of a circle or an oval, sometimes as much as 500 miles diameter. In the lower latitudes hurricanes usually move toward the west or northwest at 10 to 15 mph. When the center approaches 25° to 30° North Latitude, direction or motion often changes to northeast, with increased forward speed.

**BLIZZARD** - A severe weather condition characterized by strong winds bearing a great amount of snow. The National Weather Service specifies a wind of 35 miles an hour or higher, and sufficient falling and/or blowing snow to reduce visibility to less than 1/4 of a mile for a duration of three hours or longer.

**SEVERE THUNDERSTORM** - A thunderstorm with winds of 58 mph or greater and/or hail three-fourths of an inch or larger in diameter.

**FLOOD** - The condition that occurs when water overflows the natural or artificial confines of a stream or other body of water, or accumulates by drainage over low lying areas.

## **14.0 PERSONAL PROTECTIVE EQUIPMENT COMPLIANCE PROGRAM**

### **14.01 Introduction:**

OSHA's Personal Protective Equipment Standard (PPE) is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register. In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eye, hands, foot, etc. Agencies must certify in writing that a workplace hazard assessment has been performed.

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employers are also required to certify in writing that training has been carried out and that employees understand it.

While the PPE Standard will primarily effect maintenance departments, there are still many recreation related work activities that need to be included in a hazard assessment which will require the use of personal protective equipment. For example, employees that add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties.

While the PPE Standard is a state mandated compliance program for employees at your agency, good safety practices dictate that your assessment could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that a patron PPE assessment be completed following your employee assessment.

While reviewing specific sections within this compliance assistance program, words such as "must", "shall", "required", and "necessary" indicate requirements under the OSHA\IDOL Standards. Procedures indicated by "should", "may", "suggested", and "recommended" constitute generally accepted good safety practices.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois in the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that effect employees.

It is the responsibility of the Geneva Park District to develop a comprehensive PPE program, which will include the mandatory documentation for PPE assessment and training. This documentation may be requested by the IDOL inspector and reviewed for content and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety-related problems at public agencies and assist in complying with any regulations that are outstanding. Typically, fines will only be assessed when an agency has been informed of a specific violation, and does not respond to correct a violation within the prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with sample materials to assist in complying with a safety and health regulation. PDRMA can also provide you with sample materials to assist you in your compliance efforts.

#### 14.02 Mandatory Written Requirements Of The PPE Standard:

##### Written Hazard Assessment

The Geneva Park District is required to assess the workplace to determine if hazards that require the use of head, eye, face, hand or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, the Park District must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, when using almost any type of power equipment, all manufacturers will strongly recommend the use of eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example would be the use of a certain chemical that has toxic or related health effects that would require the use of a properly selected respirator, eye protection, special clothing, gloves, etc. to also protect the employee from the chemical hazards.

Employers must certify in writing that a workplace hazard assessment has been performed. This written hazard assessment must contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

Section 3 of the Safety Manual includes a sample hazard assessment form, which can be used to identify areas that may require the use of personal protective equipment.



It is recommended that the written hazard assessment be completed by a supervisory level staff member that has a good knowledge of safety and health issues. The hazard assessment could also be performed by the safety committee which typically is represented by all departments and facilities within your agency who have specific knowledge of the equipment and other work hazards that exist.

Two other excellent sources of information in completing the hazard assessment are the employees' knowledge of work hazards and equipment owners' manuals that clearly outline the necessary personal protective equipment needed to operate such tools or machinery. These two sources can be very valuable in comprehensively completing the hazard assessment.

#### Training Requirements

Before performing work requiring the use of personal protective equipment, employees MUST be trained in the following:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly use and adjust PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of PPE.

The Geneva Park District is required to certify in writing that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of training, and identify the subject of the training. An in-service training form should always be used to document training. Form D in Section 3 of the Safety Manual is a sample training outline form.

The PPE Standard currently only requires that employers show employee understanding through documenting the training which includes the subject and dates. PDRMA recommends that agencies provide a brief 5 to 10 question quiz to employees following training to help ensure that employees understand the most important portions of your training including the use, selection, and related issues concerning specific PPE.

#### 14.03 Specific PPE Considerations:

##### 14.03.01 Head Protection

Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects. For example, employees should be required to wear hard hats whenever working in or around backhoes, tractors, trenching or overhead loading. Head protection resists the penetration of flying objects and also can absorb the shock of a blow. It is important to stress that severe head injuries can be fatal or cause significant impairments that can affect quality of life.

##### **1. Selection of hard hats**

Each type and class of head protector is intended to provide protection against specific hazardous conditions.

For industrial purposes, three classes of hard hats are recognized:

Class A - General service, limited voltage protection;

Class B - Utility service, high voltage protection;

Class C - Special service, no voltage protection.

All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category.

##### **2. Inspection and maintenance of hard hats**

The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140°F) that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded. Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection. All hard hats should be replaced at the end of a two year period.

#### 14.03.02 Eye and Face Protection

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. The Geneva Park District is responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed;
- Be reasonably comfortable when worn;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable and capable of being disinfected;
- Be kept clean and in good repair.

OSHA, the National Society to Prevent Blindness and PDRMA recommend that emergency eye washes be placed in all hazardous locations such as chemical rooms, battery charging areas, etc.

##### **1. Selection of eye protection**

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the agency should consider the type of hazard and degree of hazard and select the protector accordingly. When the agency has a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. Geneva Park District may also consider providing tinted eye safety glasses when employees will be working and driving outside in sunlight.

Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- Eyeglasses with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles;
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

There is a vast variety of eye protection that come in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet

When selecting eye protection, agencies need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

All eye and face protection purchased prior to July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

## **2. Eye protection fit**

The fitting of goggles and safety glasses should be done by someone skilled in this procedure. It is recommended that agencies work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with your employees.

Prescription safety glasses should be fitted only by qualified optical professionals.

## **3. Inspection and maintenance of eye protection**

The inspection and disinfection of eye protection is essential since it is often used as an excuse by employees not to wear eye protection.

Eye protection that has pitted lenses, dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to keep personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators that are located by specific power equipment can be stored in disinfected metal coffee cans that have a plastic lid which will keep them from accumulating dust and dirt. Employees are more apt to use eye protection when it is readily available, is clean and damage free.

Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage your eye protection.

#### 14.03.03 Ear Protection:

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods of time can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, IDOL regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment. PDRMA staff may be able to help you determine if your agency needs to implement a comprehensive hearing conservation program. PDRMA has additional detailed compliance information on implementing a hearing conservation program.

##### **1. Selection of hearing protection**

The two most common types of ear protection are moldable earplugs and earmuffs.

Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable type earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of glasses, long side-burns, long hair or facial movement such as chewing can reduce protection. Important Note: Plain cotton is ineffective as protection against hazardous noise levels.

#### 14.03.04 Respiratory Protection:

Respirators shall be provided when such equipment is necessary to protect the health of the employee. Respirators provided should be suitable for the hazards identified in an assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are safety data sheets. SDS sheets help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

It should be noted that respiratory protection is not specifically covered in the PPE Standard. However, it is recommended by PDRMA that respiratory protection be included in a hazard assessment to identify the jobs and tasks performed by employees that need respiratory protection.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheet).
- When all feasible engineering and work practice controls have been implemented and they are not sufficient to reduce exposures to or below the PEL.
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees that have not received specific training in emergency response procedures that require respiratory protection should contact your local EMS provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

#### 14.03.05 Torso Protection:

Park and recreation employees become involved in a variety of work tasks that may expose their torso to harm. These include working with various pool chemicals, the use of winter clothing to reduce the potential for hypothermia, welding aprons, special protective coveralls to be used when applying pesticides and related work activities. Selection of torso protection should be made after reviewing safety data sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold. Another excellent source of information in identifying the best possible and most cost effective type of torso protection is a safety equipment supply vendor.

#### 14.03.06 Arm and Hand Protection:

There are numerous types of injuries that can occur to arms and hands, which include burns, cuts, electrical shock, amputation, and the absorption of chemicals. Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries. During a hazard assessment, it should be determined what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is required for specific jobs, the duration of such jobs, frequency, and degree of exposure. Performance oriented criteria should be used when selecting various gloves and related hand protection which should include a determination as to how long the glove can be worn and whether or not it should be re-used. Characteristics to be considered include chemical use, puncture potential, tear and abrasion resistance.

#### 14.03.07 Foot and Leg Protection:

The use of foot and leg protection will be determined by the type of job being undertaken by the employee. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities when there is the potential for heavy objects to fall upon the foot, heavy work boots or safety shoes should be considered. Foot protection should also be considered when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chain saws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When it is determined that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiber glass, or galvanized steel. It is recommended that the agency work with your local safety supply vendor who will often bring out various types of safety shoes to be tested by employees prior to purchase.

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. Agencies may want to require that employees have both a standard work boot and safety shoe available in their locker so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

#### 14.03.08 Personal Protective Equipment for Working Near Water:

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees working on or near water should wear the life vest at all times, even if they are a strong swimmer. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

#### 14.03.09 Traffic Control and Night Maintenance:

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit which will reflect light so that they are visible to moving vehicles.

14.04 Conclusion:

For the personal protective equipment program to be effective, it should be coordinated by the Safety Coordinator and relative department heads. Supervisors and employees must be educated in when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with the personal protective equipment procedures should be subject to discipline or retraining.



## 15.0 HAZARD COMMUNICATION PROGRAM

The Illinois Toxic Substance Disclosure to Employees Act (P.A. 38-240) and the Hazard Communication Standard (29 CFR 1910.1200) are both laws that give agency employees in Illinois a right to know about the hazardous materials with which they work. The Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law (RTK), became effective for public sector employees on July 1, 1988. As a result of this standard, employers are required to establish and implement a written Hazard Communication Program. This program must include provisions for container labeling, obtaining Safety Data Sheets (M.S.D.S.), and employee training.

### 15.01 Introduction:

The Geneva Park District has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees. The program is intended to meet all requirements of the Illinois Employee Right-to-Know Law.

The Right-to-Know Law, requires the Geneva Park District to train employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical which can be a physical or health hazard. A few examples of “hazardous chemicals” used in the Geneva Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, and fertilizers.

The Geneva Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of six basic elements as listed below:

- Posting of Right-To-Know sign
- A written Hazcom program
- An inventory of hazardous chemical products
- An inventory of Safety Data Sheets
- A labeling procedure for hazardous material containers
- A Hazcom employee training program

It is Park District’s policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Geneva Park District employees must include Hazcom compliance as an essential consideration in all phases of their work.

15.02 Definitions:

**Hazardous Substance:** Any substance which is a physical or health hazard or is included in the List of Hazardous Substances as listed by local, state, or federal regulations.

**Health Hazard:** A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, and agents that damage the lungs, skin, eyes, or mucous membranes.

**Label:** Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.

**Safety Data Sheet (SDS):** Written or printed material concerning a hazardous substance.

**Physical Hazard:** A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

15.03 Written Hazcom Program:

Executive Director

1. Designates a Hazcom coordinator for Geneva Park District operations.
2. Approves the written Hazcom program.
3. Ensures workplace compliance with the written Hazcom program and the Toxic Substances Disclosure to Employees Act (820 ILCS 255/1 et seq.).

Safety Coordinator

1. Maintains an inventory of all hazardous substances used or stored in the workplace.
2. Maintains an SDS file/binder for inventoried hazardous substances.
3. Ensures training of new employees on specific hazards and safety precautions for hazardous substances and training of all employees on hazards of newly introduced chemical products. Examples of this specific training include:
  - Personal protective equipment to be worn.
  - Health and physical hazards of each chemical products
  - Review of the Geneva Park District written Hazcom program.
4. Maintains Hazcom training documentation.
5. Ensures that all chemical containers have proper labeling.

Employees

1. Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
2. Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

Hazcom Program Coordinator (Parks Department Staff, Larry Miller as of March, 2004)

1. Coordinates Hazcom Standard compliance activities.
2. Maintains an up-to-date hazardous substance inventory for all departments.
3. Requests current SDS directly from chemical manufacturers and suppliers.
4. Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
5. Ensures that area managers and supervisors are aware of their Hazcom program functional responsibilities.
6. Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
7. Maintains a copy of the OSHA Hazard Communication Standard and the Illinois Worker Right-to-Know Law.

The following sections briefly highlight the policies and regulatory compliance program of Geneva Park District concerning hazardous chemicals in the workplace.

#### Signs

The Geneva Park District must post a sign that summarizes employee rights under the Illinois Right-To-Know Law. The sign must be posted in the area where employee notices are kept.

#### Labeling

Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see a later section for further information on labeling requirements.

#### Safety Data Sheets (SDS)

SDS should be obtained from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor's office; automotive products in the shop office; and so forth.

Under the Right-To-Know Law, employees have the right to obtain SDS for each hazardous material in the work place. SDS must be kept available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site. Please see Section 11.06 for further information on how to read and understand a SDS.

#### Chemical Inventory List to IDOL

*Section not applicable as of 2010 – Toxic Substance Division of IDOL not accepting due to budget restrictions.*

#### Chemical Inventories

An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in each work area. The Hazcom Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased-out. Updated inventories are posted and copies are provided to the Hazcom Coordinator noting new chemical additions.

#### Employee Information and Training

Employees will be trained when they are first employed during employee orientation and annually thereafter. Employees will also be trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Geneva Park District training focuses on the following subjects:

1. Details of the written Hazard Communication program and the Illinois Right-to-Know Law, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
2. Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
3. Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
4. Explanations of the labeling system and Safety Data Sheets.

#### Documentation

Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

#### Non-routine Tasks and Emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

15.04 Notification and Information:

On-Site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the Geneva Park District. The Hazcom coordinator has the responsibility for making available to contractors and their subcontractors information normally available to Geneva Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Geneva Park District Employee Information

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Geneva Park District Hazcom coordinator.

15.05 Labeling Requirements:

It is the policy of the Geneva Park District that no container of hazardous chemicals will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

If at any time the hazardous material was not received with the above information or the hazardous material is transferred to another carton, container, or drum; the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should have a blank space for the chemical name and its hazard rating. The hazard rating will describe by number, the severity of the fire hazard, health hazard, and reactivity.

A version of the hazard rating method was developed by the National Fire Protection Association (NFPA). This system ranks hazards from 0 to 4 (low to high) in four areas using standard colors. Blue is for health hazards; red is for fire hazards; yellow is for reactivity hazards; and white is for specific hazard or personal protective equipment.

PLEASE NOTE: Personal Protective Equipment Requirements may be substituted for the "Specific Hazard" area when the latter does not apply.

## LABELING REQUIREMENTS - HAZARD RATING INDEX

HEALTH	
4	<p>Materials which upon very limited exposure could cause death or major residual injury even though prompt medical treatment is given, including those which are too dangerous to be approached without specialized protective equipment. This degree should include:</p> <ul style="list-style-type: none"> <li>• Materials which can penetrate ordinary rubber protective clothing;</li> <li>• Materials which under normal conditions or under fire conditions give off gases which are extremely hazardous (i.e., toxic or corrosive) through inhalation or through contact with absorption through the skin.</li> </ul>
3	<p>Materials which upon short-term exposure could cause serious temporary or residual injury even though prompt medical treatment is given, including those requiring protection from all bodily contact. This degree should include:</p> <ul style="list-style-type: none"> <li>• Materials giving off highly toxic combustion products;</li> <li>• Materials corrosive to living tissue or toxic by skin absorption.</li> </ul>
2	<p>Materials which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given, including those requiring use of respiratory protective equipment with independent air supply. This degree should include:</p> <ul style="list-style-type: none"> <li>• Materials giving off toxic combustion products;</li> <li>• Materials giving off highly irritating combustion products;</li> <li>• Materials, which either under normal conditions or under fire conditions, give off toxic vapors lacking warning properties.</li> </ul>
1	<p>Materials which on exposure would cause irritation but only minor residual injury event if no treatment is given, including those which require use of an approved canister type gas mask. This degree should include:</p> <ul style="list-style-type: none"> <li>• Materials which under fire conditions would give off irritating combustion products;</li> <li>• Materials which on the skin could cause irritation without destruction of tissue.</li> </ul>
0	<p>Materials, which, upon exposure under fire conditions, would offer no hazard beyond that of ordinary combustible material.</p>

	FLAMMABILITY
4	<p>Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or which are readily dispersed in air and which will burn readily. This degree should include:</p> <ul style="list-style-type: none"> <li>• Gases;</li> <li>• Cryogenic materials</li> <li>• Any liquid or gaseous material which is a liquid while under pressure and has a flashpoint below 73°F and a boiling point below 100°F. [Class IA flammable liquids]</li> </ul> <p>Materials which, on account of their physical form or environmental conditions, can form explosive mixtures with air and which are readily dispersed in air, such as dusts of combustible solids &amp; mists of flammable or combustible liquid drops.</p>
3	<p>Liquids and solids that can be ignited under almost all ambient temperature conditions. Materials in this degree produce hazardous atmospheres with air under almost all ambient temperatures, are readily ignited under almost all conditions. This degree would include:</p> <ul style="list-style-type: none"> <li>• Liquids having a flashpoint below 73°F and having a boiling point at or above 100°F and those liquids having a flashpoint at or above 73°F and below 100°F. [Class IB and IC flammable liquids]</li> <li>• Solid materials in the form of coarse dusts which may burn rapidly but which generally do not form explosive atmospheres with air;</li> <li>• Solid materials in a fibrous or shredded form which may burn rapidly and create flash fire hazards, such as cotton, sisal and hemp;</li> <li>• Materials which burn with extreme rapidity, usually by reason of self-contained oxygen (e.g., dry nitrocellulose and many organic peroxides);</li> <li>• Materials that ignite spontaneously when exposed to air.</li> </ul>
2	<p>Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur. Materials in this degree would not under normal conditions form hazardous atmospheres with air, but under high ambient temperatures or under moderate heating may release vapor in sufficient quantities or produce hazardous atmospheres with air. This degree should include:</p> <ul style="list-style-type: none"> <li>• Liquids having a flashpoint above 100°F, but not exceeding 200°F;</li> <li>• Solids and semi-solids which readily give off flammable vapors.</li> </ul>
1	<p>Materials that must be preheated before ignition can occur. Materials in this degree require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur. This degree should include:</p> <ul style="list-style-type: none"> <li>• Materials which will burn in air when exposed to a temperature of 1500°F for a period of 5 minutes or less;</li> <li>• Liquids, solids and semisolids having a flashpoint above 200°F;</li> <li>• This degree includes most ordinary combustible materials.</li> </ul>
0	<p>Materials which in themselves are normally stable, even under fire exposure condition and which are not reactive with water.</p>



	REACTIVITY
4	Materials which in themselves are readily capable of detonation or of explosive decomposition or explosive reaction at normal temperatures and pressures. This degree should include materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.
3	Materials which in themselves are capable of detonation or of explosive reaction but which require a strong initiating source or which must be heated under confinement before initiation. This degree should include materials which are sensitive to thermal or mechanical shock at elevated temperatures and pressures or which react explosively with water without requiring heat or confinement.
2	Materials which in themselves are normally unstable and readily undergo violent chemical change but do not detonate. This degree should include materials which can undergo chemical change with rapid release of energy at normal temperatures and pressures or which can undergo violent chemical change at elevated temperatures and pressures. It should also include those materials which may react violently with water or which may form potentially explosive mixtures with water.
1	Materials, which themselves are normally stable, but which can become unstable at elevated temperatures and pressures or which may react with water with some, release of energy but not violently.
0	Materials, which in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.
	<u>SPECIAL NOTICE</u>
OX	Denotes materials that are oxidizing agents. These compounds give up oxygen easily, remove hydrogen from other compounds, or attract negative electrons.
W	Denotes materials that are water-reactive. These compounds undergo rapid energy releases on contact with water.

#### 15.06 How To Read A Safety Data Sheet:

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product.

##### **Section I – Products Identification:**

The identity of the product on the SDS must be the same name found on the label. The company responsible for the data on the SDSs will be identified.

##### **Section II – Hazardous Ingredients:**

The precise chemical identities of the hazardous chemicals in a mixture or trade name product will be identified. The OSHA Permissible Exposure Level (PEL) and the ACGIH Threshold Limit Value (TLV) are the maximum allowable concentrations of the product in the work place air. These levels are reported in “parts per million” (ppm or p/m). As a general rule, the lower the number, the greater the health hazard posed by the product.

##### **Section III – Physical Properties:**

This section describes whether vapors sink or rise in air, whether a material sinks or floats in water, whether a material is water soluble, the temperature at which vapors will ignite, & appearance & odor.

##### **Section IV – Fire and Explosion Hazard Data:**

This section describes emergency preplanning, conditions to avoid, and any special firefighting equipment that may be necessary. The lower explosive limit (LEL) and upper explosive limit (UEL) describe the concentration of material in the air required to sustain ignition.

##### **Section V – Reactivity Data:**

Some materials cannot be mixed or even stored with one another, may react with water, or be self-reactive. Examples of reactive materials include lye, ammonia, bleach, and battery acid.

##### **Section VI – Health Hazard Data:**

This section lists acute (immediate) health effects and chronic (long-term or delayed) health effects. If a material is a cancer-causing agent (a carcinogen), it must be stated on the SDS. The primary route of exposure will be listed: inhalation, or breathing in of vapor; ingestion, or swallowing of material; and skin absorption.

##### **Section VII – Precautions for Safe Handling and Use:**

This section describes precautions during use, storage, spill or leak clean up, and disposal. Some materials cannot simply be rinsed down the drain or tossed in a trashcan. They may need to be disposed as hazardous waste.

##### **Section VIII – Control Measures:**

This section lists proper protective gear like eyewear, gloves, apron and respiratory protection. Special ventilation requirements and special precautions needed during use are included.

## **16.0 BLOOD BORNE PATHOGENS & INFECTIOUS DISEASES POLICY**

### **16.01 Introduction**

The Geneva Park District Board of Commissioners has approved the following guidelines. They are based on an extensive review of currently available information including recommendations and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, and Public Health Service and the Surgeon General's Report as well as new regulations as adopted by the Illinois Department of Labor (IDOL) with respect to blood borne pathogens. These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Geneva Park District recognizes that communicable diseases are a genuine health risk. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of this and other communicable diseases and to minimize workplace exposure to communicable diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

The Geneva Park District further recognizes that employees with life-threatening illnesses, or communicable diseases including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, the Park District believes it should take affirmative steps to reasonably ensure that they are treated equally with other employees.

The following guidelines are intended to assist the Park District in striking a reasonable balance between societal and individual concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the operations of the Park District. They are not intended to create, and shall not be construed as creating 1) contractual or other obligations on the part of the Park District or 2) rights on the part of employees, program participants or park users, which are not already imposed by law.

## 16.02 Current Information

### Human Immunodeficiency Virus (HIV) and AIDS:

All current scientific evidence supports the following conclusions:

1. The HIV virus, which may cause AIDS, is fragile outside the body. Soap and water, rubbing alcohol and household bleach will kill it.
2. HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or chicken pox. These infections are transmitted through respiratory secretions. The HIV virus may be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and possibly through breast-feeding. It may also be transmitted by infected blood or other body fluids coming into contact with non-intact skin, *i.e.*, cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails.
3. There is no evidence that HIV or AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting or runny nose.
4. There is no evidence that HIV or AIDS has been contracted from swimming in pools or hot tubs, from toilet seats, bathtubs or showers, or from eating in restaurants, or using dishes, glasses, straws, utensils or food handled by a person with HIV or AIDS.
5. There is no evidence that HIV or AIDS has been contracted from door-knobs, linens, clothing, telephones, office machinery, furniture or other articles touched by a person with HIV or AIDS.
6. In an infected person the HIV virus or AIDS may be found in a variety of body fluids and secretions including semen, blood, saliva, and tears. However, there is no evidence that saliva or tears have transmitted the HIV virus or AIDS.
7. Although current evidence indicates that the HIV virus or AIDS may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, tuberculosis, and salmonellosis are sometimes also found in persons with HIV or AIDS, particularly in the latter stages of the disease. These other opportunistic infections may be transmitted through social contact.

### Hepatitis B Virus (HBV):

The Hepatitis B Virus (HBV) causes Hepatitis B, a serious liver disease once known as serum hepatitis. According to OSHA, an estimated 300,000 persons in the United States, primarily young adults, are infected with HBV annually. As many as 1,000,000 Americans are infectious carriers of the disease. Symptoms of Hepatitis B include anorexia, malaise, nausea, vomiting, abdominal pain, jaundice, skin rashes, arthralgias and arthritis. The fatality rate for the disease is less than two percent. Hepatitis B can also cause acute and chronic hepatitis, cirrhosis and liver cancer.

Like HIV, HBV is a contagious (transmissible) and infectious disease. HBV also is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle or other sharp object, receiving into one's bloodstream infected blood or blood products, and from mother to fetus. Like HIV, HBV can also be transmitted by infected blood or other body fluids coming into contact with a person's mouth, nose, other mucous membrane or non-intact skin, *i.e.*,

cuts, open sores or lesions, skin that is chafed or abraded and even hang-nails.

HBV is a heartier virus than HIV. According to the Centers for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

There are two types of Hepatitis B vaccines currently licensed and available in the United States. OSHA reports that field trials of these vaccines have found that they are between 80 and 95 percent effective in preventing infection before and/or after exposure. (Vaccination is recommended for persons who may be exposed to blood or blood contaminated body fluids and for unvaccinated persons who actually have contacted such fluids.)

Other Communicable Diseases:

Other common infectious diseases that can pose a threat to children and adults include the following:

<u>Disease</u>	<u>Transmission</u>
Chicken pox (Varicella)	Respiratory & Lesion Secretions
Meningitis	Respiratory Secretions
Mumps	Respiratory Secretions
Measles (Rubeola)	Respiratory & Lesion Secretions
Pneumonia	Respiratory Secretions
Salmonellosis	Food Handling
Tuberculosis	Airborne Droplets
Whooping Cough (Pertussis)	Respiratory Secretions
Hepatitis A and C	
Impetigo	

Although these diseases are not regarded as blood borne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms that are identifiable (*i.e.*, measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

#### 16.03 Participation In Programs By Infected Persons

##### General:

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
  - The nature of the risk (how the diseases are transmitted);
  - The duration of the risk (how long is the carrier infectious);
  - The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
  - The probabilities that the diseases will be transmitted and will cause varying degrees of harm;
  - The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person, the person's physician, public health personnel, appropriate Park District personnel and, in the case of a minor, the minor's parents or legal guardian(s), Park District's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Executive Director will make the final decision after consideration of the review team's recommendation.
3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
4. If the Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's

condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Executive Director.

5. If the Executive Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the Park District's refund policy.

Children/Mentally Challenged:

The participation of known infected children and persons who are mentally challenged will be assessed as set forth above, with the following additional considerations. Infected children and mentally challenged persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections associated with HIV or HBV infected child or mentally challenged person, under these conditions.

Even with the incorporation of additional precautions and safety measures, children and mentally challenged persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the better or worse. Accordingly, assessment of a child's as well as a mentally challenged person's participation should be performed regularly by the review team.

#### 16.04 Privacy Considerations:

1. The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the Park District who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or Park District personnel other than personnel specifically designated by the Executive Director of the Park District. The legal ramifications to both the employee involved and the Park District of a breach of confidentiality should be clearly explained to employees.

2. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the Park District may not advise the public or program participants or their parents of the participation in its programs or the employment by the Park District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the Park District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the Park District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with Park District's legal counsel.

3. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in Park District programs should be directed to a single spokesperson, such as the Executive Director of the Park District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the Park District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the Park District has received and is receiving expert medical and legal advice on this matter.



#### 16.05 Employees

1. Neither prospective nor current employees shall be asked or required to respond to the question of whether they are infected with the HIV or HBV virus, or AIDS, or with any other specific disability. The Park District may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job.
2. Testing for HIV, HBV, or AIDS shall not be routinely conducted or required.
3. As provided in the Park District personnel policies and consistent with the Park District's uniformly applied practices and procedures for infectious disease control, as a condition of return to work or continued employment the Park District may uniformly require an employee who has been absent from work for three or more consecutive days or in other circumstances deemed appropriate by the Board, to provide a statement from his attending physician that such employee's return to or continued presence at work will not pose any substantial threat of transmission of an infectious disease to the employee's co-workers or to users of Park District property, when such employee is acting in the ordinary course of his duties or in the course of duties which he may reasonably be called upon to perform given the nature of the Park District's activities.
4. An employee infected with the HIV or HBV virus, AIDS, or any other disabling disease shall be dealt with as any other employee with a chronic illness or disability. As long as the employee is able to perform the essential functions of his job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, the should be considered otherwise qualified for his job. If the infected person is unable to perform the essential functions of his job or there is a demonstrable risk of communicating a contagious disease to others, the Park District should also consider whether any "reasonable accommodation" would enable the person to perform those functions. The determination of what constitutes "reasonable accommodation" in the particular instance shall be made by the Park District in consultation with the review team.
5. Recommendations regarding employment or continued employment of an infected person shall, to the extent practicable, be made by the review team. In making such recommendation, the same factors will be considered as set forth in the previous paragraph regarding general participation in programs by participants (Section 3.0), with respect to program participants. The Park District shall make the final decision after consideration of the review team's recommendation. Any employee who poses a significant risk of communication of a disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
6. As in the case of an infected program participant, and as earlier noted, an infected employee's right to privacy shall be respected including maintaining confidential records.

#### 16.06 Hepatitis B Post Exposure

If any employee actually comes into contact with blood or other potentially infectious materials, the Park District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
2. Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
3. Prompt testing of the source material or individual's blood with his or her consent to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
4. Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
5. Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
6. Counseling.
7. Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation, with a copy of the IDOL/OSHA regulations. The Park District will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with: (1) a description of the employee's duties as they relate to the exposure incident; (2) documentation of the route(s) of exposure and the circumstances under which exposure occurred; (3) results of the source material or individual's blood testing, if available; and (4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status. The Park District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional who performs a post-exposure evaluation. The Superintendent of Finance and Personnel shall ensure all of the above named procedures have been completed in regards to post-exposure.

#### 16.07 Education And Training

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the Park District's implementation of preventative measures, the Park District believes education and training of Park District personnel is essential. Training sessions and materials shall be made available to all employees annually, to new employees as soon as they are hired, and to current employees as soon as a change in job tasks may result in exposure to blood borne pathogens, at no cost to the employees. The educational sessions and materials should include current information about what the HIV virus, the HBV virus and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should also explain and stress the need for confidentiality. In particular, the Park District's training program will include discussion on:

1. IDOL's regulations relating to blood borne pathogens.
2. Spread, prevention and symptoms of blood borne diseases.
3. Modes of transmission of blood borne pathogens.
4. Recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials.
5. Use and limitations of methods by the Park District that will prevent or reduce exposure, including work practices and personal protective equipment.
6. Personal protective equipment.
7. Appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
8. Procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available.
9. Post-exposure evaluation and follow-up that the Park District will provide for the employee if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign the attached compliance statement indicating their understanding of the procedures and agreement to comply with them.

#### 16.08 Personal Protective Equipment

1. The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.
2. The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.
3. Personal Protective Equipment which will be made available and kept in first aid kits include:
  - Disposable Latex Gloves
    1. Gloves should be worn in any situation in which there is potential hand contact with blood.
    2. Gloves should be checked for holes, tears, or punctures before wearing.
    3. Hands should be washed immediately after removing gloves.
    4. Disposable gloves should never be washed or decontaminated for reuse.
    5. Hypoallergenic gloves will be made available where needed.
    6. Utility gloves may be decontaminated and used again. They should not be reused if they are cracked, torn, peeling, or punctured.
  - CPR Microshields/Respirators
4. Other personal protective equipment such as smocks, coveralls, material removal apparatus, etc. will be purchased should a need arise (i.e., job description change.)
5. The Facilities Supervisor is responsible for ensuring that all PPE provisions are met.

#### 16.09 Housekeeping

The Park District shall ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be cleaned, the type of soil present, and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood.

#### 16.10 Precautions And Procedures

Because other infections in addition to the HIV Virus, the Hepatitis B Virus and AIDS can be present in blood, non-intact skin, exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious.

##### General:

1. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towlettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves, which are impervious to blood, must be worn. Such gloves should be immediately available for use in areas where need is most predictable. Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including *e.g.*, van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore large quantities of bodily waste or fluids should be picked up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (*i.e.*, broken glass) employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band-aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.

8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

#### Cleaning Up Blood or Other Body Fluid Spills:

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves that should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of it.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.

#### Food Handling:

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.

#### Laundry:

1. Pre-soak heavily soiled items.
2. Follow manufacturer's directions for detergent use.
3. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
4. If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle.
5. Use hot cycle on washer and dryer.

6. Clean laundry carts when soiled linen is washing before using for clean linen.

Cleaning of Equipment:

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

Use of Microshield or Respirators for CPR:

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

First Aid Training:

Unless first aid is specific to a job description (*i.e.*, Park Police, lifeguard, health club supervisor) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. Instructors should explain sanitary manikin practice. Each student should be provided his or her own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.
3. Manikin Practice
  - Manikins should be sanitized prior to the practice session.
  - New disposable head bags, airways, etc. should be inserted.
  - Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500-ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
  - Always rinse the items in clean water after disinfections and allow to dry before storing.
  - Instructor trainees should be encouraged to immediately clean manikins following a first aid/CPR class they may teach.

#### 16.11 Incident Records

To the extent practicable, the Park District must keep records noting incidents of employee contact with blood or other potentially infectious materials, and of non-compliance with these guidelines by employees observed during routine monitoring of the workplace. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved should be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action should be taken. In particular the Park District will maintain two categories of records:

##### Medical records:

The Park District shall establish and maintain an accurate record concerning each employee who may come into contact with blood or other possibly infectious materials, including the employee's name and Social Security number, his or her hepatitis B vaccination record, including any copies of results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials. These records shall be maintained during the duration of an employee's employment, plus an additional 30 years, and shall be kept confidential, except with the express written consent of the employee or as may be required by law.

##### Training Records:

The Park District shall maintain a record of the dates of all employee-training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three years after the training occurs.

#### 16.12 State Regulations

The Illinois Department of Labor (IDOL) has adopted regulations to protect employees from exposure to blood borne pathogens, including the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). To the extent that these regulations differ from the foregoing procedures, the Park District will comply with whatever standard is most strict.



16.13 Staff/Volunteer Compliance Statement:

I understand the foregoing precautionary procedures relating to blood borne pathogens and infectious diseases are a result of concern for my health, safety and physical well-being, and that of fellow employees, volunteers and participants I am serving. I have read, understand and agree to follow and comply with all of the procedures. I understand that my failure to do so may subject me to disciplinary action, including termination of my employment/volunteer services.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature

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

(If under the age of 18, parental signature is required.)

\_\_\_\_\_  
PRINT NAME OF PARENT

\_\_\_\_\_  
Signature

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

This signed statement is to become a part of the employee/volunteer personnel/volunteer records.

## 17.0 LIFTING TECHNIQUES

### 17.01 Reasons to practice smart lifting techniques?

- To help prevent injuries to ourselves or others.
- More specifically to minimize in frequency and severity back, neck or limb injuries.
- To minimize the possibility of the lifted object(s) being dropped thus preventing damage to the lifted object(s) as well as the surrounding area.

### 17.02 How do injuries occur?

- In general, back and neck injuries can develop gradually as a result of microtrauma brought about by repetitive activity over time or can be the product of a single traumatic event. Acute back injuries can be the immediate result of improper lifting techniques and/or lifting loads that are too heavy for the back to support. Often the real cause of an acute injury is the combination of a single incident after years of weakening to the musculoskeletal support by repetitive microtrauma.
- Injuries result from exceeding the capability of the muscles, tendons, discs or the cumulative effect of several contributors:
  - Reaching while lifting.
  - Bad body mechanics—how one lifts, pushes, pulls or carries objects.
  - Repetitive lifting of awkward items of equipment.
  - Twisting while lifting.
  - Bending while lifting.
  - Heavy lifting.
  - Lifting with forceful movement.

### 17.03 Potential hazards and possible solutions

#### 17.03.01 Awkward Postures

##### Potential Hazards

- Bending while lifting forces the back to support the weight of the upper body as well as the weight you are lifting. Bending while lifting places strain on the back even when lifting something as light as a screwdriver.
- Bending moves the load away from the body increasing the stress on the lower spine and fatigues the muscles.
- Reaching moves the load away from the back, increases the effective load and places considerable strain on the shoulders.
- Carrying loads on one shoulder, under an arm or in one hand, creates uneven pressure on the spine.
- Poor housekeeping limits proper access to objects being lifted, and forces awkward postures.

##### Possible Solutions

- Store and place materials that need to be manually lifted and transported at a level between about mid-thigh and mid-chest.

- Minimize bending and reaching by placing heavy objects on shelves, tables or racks.
- Avoid twisting, especially when bending forward while lifting. Turn by moving the feet rather than twisting the torso.
- Keep the load close to the body.
- Break down loads into smaller units and carry one in each hand to equalize loads. Use buckets with handles, or similar devices, to carry loose items.
- Optimize employee access to heavy items through good housekeeping and preplanning.

#### 17.03.02 High-Frequency and Long-Duration Lifting

##### Potential Hazards

- Holding items for a long period of time, even if loads are light, increases risk of back and shoulder injury.
- Repeatedly exerting can fatigue muscles by limiting recuperation times. Inadequate rest periods do not allow the body to rest.

##### Possible Solutions

- Rotate tasks so workers are not exposed to the same activity for too long.
- Work in teams.
- Take regular breaks and break tasks into shorter segments.
- Plan work activities so workers can limit the time spent holding loads.

#### 17.03.03 Inadequate Handholds

##### Potential Hazard

- Inadequate handholds make lifting more difficult, move the load away from the body, lower lifting heights and increase the risk of contact stress and of dropping the load.

##### Possible Solutions

- Utilize proper handholds, including handles, slots or holes with enough room to accommodate gloved hands.
- Ask suppliers to place their materials in containers with good handholds.
- Move materials from containers with poor handholds into containers with good handholds.
- Ensure gloves fit properly and provide adequate grip to reduce the chance of dropping the load.

#### 17.03.04 Environmental Factors

##### Potential Hazards

- Cold temperatures can cause decreased muscle flexibility, which can result in muscle pulls.
- Excessively hot temperatures can lead to dehydration, fatigue and increased metabolic load.
- Low visibility or poor lighting increases the chance of trips or falls.

##### Possible Solutions

- Adjust work schedules to minimize exposure to extreme temperatures.
- Wear warm clothing when exposed to cold temperatures.

- Drink lots of water to avoid dehydrations in excessive heat.
- Provide proper lighting for areas with low light and perform work during daylight hours.

## 18.0 SNOW REMOVAL

The removal of snow and ice from many of our parking lots and sidewalks to help ensure the safety of our patrons, contractors and employees is one of our top considerations from November 1<sup>st</sup> until April 30<sup>th</sup> annually. Snow and ice are removed from designated parking lots and sidewalks using snowplows, snow throwers, shovels and ice melt. This is coordinated based on several factors: employee rotation schedule, amount of snow or ice, time of snowfall, and program schedule.

The schedule will be determined in November, and will commence the Friday prior to Thanksgiving Day and end the last Friday in April. Transition from one employee to the next will occur at 12:00 ~~pm-am~~ every ~~Monday~~~~Friday~~ unless otherwise arranged.

Employees are strongly encouraged to communicate with each other before an anticipated snowfall and during removal to ensure completion. Employees are also encouraged to take breaks during removal. Employees should communicate with each other when they need a break to ensure adequate coverage at Sunset.

### 18.01 Employee Rotation Schedule:

Wheeler Maintenance Staff Rotation Schedule: There are five specific rotating schedules: ~~Sunset-AM,~~ ~~Sunset PM, Sunset sidewalks, Western Avenue School and Harrison Street School~~ AM1, AM2, PM1, PM2 and PM3/Weekend. ~~The number of weeks. The amount of time that~~ it takes for an employee to rotate through all five schedules will depend on the number of full-time parks employees.

The times for employee coverage will vary based on types and amounts of wintry precipitation as well as facility hours ~~his/her schedule location~~ and program times. Generally, An employees scheduled for AM1 and AM2 will need to begin their shift at 3:30am Monday through Friday and at 5:00am Saturday and Sunday. Their main responsibilities/priorities are to plow Wheeler Dr., plow Sunset and clear Sunset sidewalks.

Employees scheduled for PM1 and PM2 will generally work until 10:00pm Monday through Friday and until 8:00pm Saturday and Sunday. Their main responsibilities/priorities are plow Sunset, clear Sunset sidewalks, plow Western and Harrison after 3:00pm Monday through Friday and all day Saturday and Sunday when GPD has programs and plow Wheeler Dr.

Employees scheduled for PM3/Weekend will generally work until 8:00pm Monday through Friday as needed and 7:00am to 5:00pm Saturday and Sunday as needed. Their responsibilities/priorities are to assist PM1 and PM2 employees as needed Monday through Friday and assist AM and PM employees as needed Saturday and Sunday to ensure all responsibilities are covered including the clearing of Sunset sidewalks when the facility is open.

After main responsibilities have been completed, employees will need to plow our remaining lots at Wheeler, Bennett, Moore, Lions, Esping and Sandholm Woods, clear and sweep our ice rinks at Wheeler

~~and clear the trails at Wheeler. Employees are also expected to communicate with the Peck crew and work as a team to ensure all responsibilities are completed in a timely manner. who is scheduled for Sunset AM needs to be aware that the Sunset Racquetball and Fitness Center opens at 5:30 AM Monday through Friday and at 7:00 AM Saturday and Sunday. Holiday times may vary. Many patrons arrive an hour or so prior to opening. Therefore it is advised that the Sunset AM employee start his/her day 1 1/2 hours prior to opening at the Wheeler Park Maintenance Facility to retrieve a plow truck and be able to have the entrance to Sunset cleared prior to the arrival of patrons. When possible, Monday through Friday, the Sunset AM employee will have the option ending his/her shift after eight hours or work until the normal time of 3:30 PM. The employee must confer with the Foreman or Superintendent of Parks about this decision.~~

~~An employee who is scheduled for Sunset PM needs to be aware that the Sunset Racquetball and Fitness Center closes at 9:30 PM Monday through Friday and at 8:00 PM Saturday and Sunday. Holiday times may vary. Other considerations are programs, rentals and board meetings which may end later than these times. Although employees should not stay until all vehicles are out, it is advised that they remain until most vehicles have left the parking lot. This may take about 1/2 hour after the scheduled closing or program ending.~~

~~An employee who is scheduled for Sunset sidewalks should follow the same times as the Sunset AM employee with the possible exception of the starting time. If the snowfall is relatively light, the employee should start his/her day at Sunset one hour prior to opening. If the snowfall is heavier, then he/she should start at the Wheeler Park Maintenance Facility 1 1/2 hours prior to opening to retrieve a plow truck. This way they can assist the Sunset AM employee if needed.~~

~~Employees who are scheduled for Western Avenue School and Harrison Street School need to be aware that the Geneva School District is responsible for these parking lots from 12:00 AM until 12:00 PM Monday through Friday. We are responsible for these parking lots, on days that programs are scheduled, from 12:00 PM until 12:00 AM Monday through Friday and all day Saturday and Sunday. However employees are discouraged from plowing snow in these lots until after 3:00 PM Monday through Friday due to school activities. These employees still need to come in on Saturday and Sunday by 7:30 AM even if no programs are scheduled that day or if they are not scheduled until later in the day. This will allow them to assist the Sunset AM and Sunset sidewalk employees in clearing snow and ice from the other parking lots.~~

Peck Farm Maintenance Staff Rotation Schedule: There are two rotating schedules with two employees assigned to each shift each day. Each employee will be assigned to a shift that will alternate-rotate from AM for a week then off for a week then PM for a week then to another off week. This includes the Stephen D. Persinger Center lot and sidewalks, Peck Farm Athletic lot, PFP lot and courtyard area, and Don Forni parking lot, Mill Creek Community lot and Mill Creek Pool lot. The AM shifts start 2 hours before the SPRC opens and ends at 12 PM. The PM shifts start at 12pm and ends when the SPRC closes. The only variance in the times of the schedule will be based on late programs at the SPRC or at PFP. One employee is to clear the parking lots and the other employee is to clear the sidewalks at SPRC, the PFP courtyard

area and walkways.

The times for employee coverage will vary based on his/her schedule location and program times. An employee who is scheduled for SPRC AM needs to be aware that the Stephen D. Persinger Recreation Center opens at 5:30 am Monday through Friday and at 7:00 am Saturday and Sunday. Holiday times may vary. Many patrons arrive an hour or so prior to opening. Therefore it is advised that the AM employee start his/her day 1-1/2 hours prior to opening at the Peck Farm Park Maintenance Facility to retrieve a plow truck and be able to have the entrance to SPRC cleared prior to the arrival of patrons. When possible, Monday through Friday, the AM employee will have the option ending his/her shift after eight hours or work until the normal time of 3:30 PM. The employee must confer with the Foreman or Superintendent of Parks about this decision.

An employee who is scheduled for PM needs to be aware that the SPRC closes at 9:30 PM Monday through Friday and at 8:00 PM Saturday and Sunday. Holiday times may vary. Other considerations are programs, and rentals which may end later than these times. Although employees should not stay until all vehicles are out, it is advised that they remain until most vehicles have left the parking lot. This may take about ½ hour after the scheduled closing or program ending.

*The order of priority for the lots to be plowed is also based off the times at which the individual facility opens.*

*SPRC lot and sidewalks are the first and main priority for either shift any day of the week.*

*Peck Athletic lot is the second priority due to the school bus over flow usage during the weekday mornings. The Peck athletic lot should be clear and treated by 8 AM during the week. At night and on the weekends the Peck athletic lot can be cleared after the SPRC lot and walkways and the Peck Farm lot and courtyard area are cleared and treated.*

*Peck Farm lot during the week is the third priority based on the opening time of the facility being 8:30 AM. This also includes a cleared path to facility from the lot for staff by 8:30 AM. At that point the Peck Farm courtyard can be cleared as well.*

*Don Forni Park lot, Mill Creek Community Park lot and Mill Creek Pool lot are loweris final priority. This lot can be cleared once all the other lots have been cleared and treated. When a snow event happens later at night this lot can be cleared the following morning by the employees on the AM shift the following day.*

*Peck Farm trails and the Mill Creek Pool ice rink are the lowest priorities. They will be cleared after all parking lots have been cleared and treated.*

#### 18.02 Amount of Snow

There is no definitive amount of snow that requires an employee to come in for removal. Employees are

to use their judgment and are encouraged to err on the side of caution. Any employee who is unsure if they should come in may obtain additional information by calling the Sunset Racquetball and Fitness Center at (630)232-7867, the Stephen D. Persinger Recreation Center at (630)232-4501 or Peck Farm Park at (630)262-8244 and ask the attendant about the condition of the parking lot and sidewalks. Employees may also call the Geneva Police Department non-emergency number at (630)232-4736 and ask if the City of Geneva is out plowing. Any further questions may be directed to one of the Foreman or to the Superintendent of Parks. Employees should also be advised that ice may be more of a problem than snow. There are times where parking lots and sidewalks may be slick due to melting and freezing conditions not associated with a storm. Although these conditions are not common, they should be considered.

#### 18.03 Time of Snowfall

The timing of snowfall is very crucial in determining which employees need to come in and when. The times for coverage at Western Avenue School and Harrison Street School (the Schools) are a major factor as well.

When snowfall occurs during our normal workday Monday through ~~Fri~~Thursday, the PM1 and PM2 employees will need to stay if the parking lots ~~and sidewalks are is~~ not cleared by 3:40 PM. ~~The PM3 employee may need to stay as well. The employees covering the Schools will have to stay if programs are taking place at their respective sites and the parking lots are not cleared by 4:00 PM.~~ If the snowfall occurs after 3:40 PM Monday through ~~Fri~~Thursday, the PM1 employees will need to return. ~~PM2 and PM3 employees may need to return as well depending on the amount of snow/ice that is accumulating. Communication between the employees is required so we have adequate coverage. PM employees are expected to communicate with AM employees letting them know the status of the parking lot and sidewalks at Sunset. Doing so will help the AM employees know whether or not they will need to begin their shifts early the next morning. Employees covering the Schools may have to return depending on programs. If snowfall does not start until an hour before their respective facility closes or program ends, then they will not have to come in for removal.~~

When snowfall occurs during the morning Saturday or Sunday, the AM employees will need to report and continue working until removal is completed or until the PM employees arrive around 12:00pm. In most cases, the PM3/Weekend employee will need to report as well to assist AM and PM employees so all priority parking lots and sidewalks are cleared.

When snowfall occurs after 3:30pm Sunday through Thursday, our remaining lots at Wheeler, Bennett, Moore, Lions, Esping, Sandholm Woods, Don Forni, Mill Creek Community and Mill Creek Pool along with our ice rinks and trails will be cleared the following day during our normal shift. When snowfall occurs between 3:30pm Friday and 3:30pm Sunday, those remaining lots will be cleared by the scheduled employees after they have completed their priority responsibilities. In the event of these scenarios, the AM employees and Sunset sidewalk employees should report for removal the next morning. Also in the event of these scenarios, the parking lots at Wheeler, Bennett, Moore, Lions, Esping, Forni, and South St. (when applicable) will be cleared during the next workday. These parking lots will often be referred to as the



outlying lots.

~~When snowfall occurs during our normal workday on Friday, the PM employees will need to stay if the parking lot is not cleared by 4:00 PM. The employees covering the Schools will have to stay if programs are taking place at their respective sites and the parking lots are not cleared by 4:00 PM. If the snowfall occurs after 4:00 PM on Friday, the PM employees will need to return. Employees covering the Schools may have to return depending on programs. If snowfall does not start until an hour before their respective facility closes or program ends, then that employee will not have to come in for removal. Employees covering the Schools who do not have programs should come in to help clear the outlying lots if snowfall has ended by 8:00 PM and no additional snowfall is expected by sunrise the next morning. Under these conditions, these employees may also want to consider clearing their respective school site if a program is scheduled for Saturday or Sunday. In the event of these scenarios, the AM employees and Sunset sidewalk employees should report for removal the next morning. Also in the event of these scenarios, the outlying lots will need to be cleared Saturday morning if they were not cleared Friday night.~~

~~When snowfall occurs during the morning Saturday or Sunday, the AM employees will need to report and stay until removal is completed or until the PM employees arrive around 12:00 PM. The Sunset sidewalk employee should also report and remain until sidewalks are clear or until 12:00 PM whichever occurs first. Employees covering the Schools may have to report depending on programs. Outlying lots should be checked and cleared when possible. When snowfall occurs during the afternoon Saturday or Sunday, the PM employees will need to report and stay until removal is complete or until closing whichever occurs first. Employees covering the Schools may have to report depending on programs. If snowfall does not start until an hour before their respective facility closes or program ends, then that employee will not have to come in for removal. Outlying lots should be checked and cleared when possible. In the event of these scenarios, the AM employees and Sunset sidewalk employee should report for removal the next morning. Also in the event of these scenarios, the outlying lots will need to be cleared the next morning if they were not cleared at night. When snowfall occurs Sunday night, the outlying lots will be cleared Monday morning.~~

The Sunset Racquetball & Fitness Center & the Stephen D. Persinger Recreation Center both ~~close~~ typically closes ~~at around~~ 1:00 PM Christmas Eve and New Year's Eve ~~and remain open.~~ ~~It will be~~ closed Christmas Day and New Year's Day. Employees are not expected to remove snow during those times. Depending on weather conditions, employees have the option, but are not obligated to remove snow while the facilities are closed. Employees are expected to have snow removed prior to opening on December 26<sup>th</sup> and January 2<sup>nd</sup>. ~~Depending on weather conditions, employees have the option, but are not obligated to remove snow during the above days and times.~~

#### 18.04 Program Schedule

The same parking lot for the Sunset Racquetball & Fitness Center is also used for the Sunset Community Center (SCC). Programs and rentals are held at SCC, SPRC & PFP on a regular basis. Sometimes these programs and rentals do not end until after the normal closing time. The ending times for these programs and rentals may be obtained at the front desk of the main office. Board meetings may also run late

depending on the agenda. The December board meeting is held the second Monday of the month. All other board meetings are on the third Monday of the month. Typically board meetings are held at SCC.

On a monthly basis a schedule of programs for Western Avenue School and Harrison Street School will be posted for employees to review. On occasion, a program will be scheduled at another school possibly requiring coverage for snow removal. When this occurs, arrangements will be made prior to the program.

#### 18.05 Snow Removal Procedures and Safety

Although snow removal may seem as simple as pushing snow with a plow truck or a shovel, there is much more involved. Prior to the snow season, all plow pumps and plows are inspected, repaired and connected to our trucks by our mechanic. All employees are required to learn how to ~~should learn the~~ connect and disconnect plows from our trucks~~procedures~~. Training will be provided. Also prior to the season, all employees responsible for snow removal shall visit all designated locations for snow removal. While at each site employees will discuss where snow may or may not be pushed. Employees will also review any obstacles posing danger such as light poles, trees, barriers, fences, etc.

##### 18.05.01 Procedures Prior to Snow Removal

Prior to snow removal, employees should inspect the following equipment for safe operation:

- Control pad—does plow move in all directions?
- Are pins in place connecting plow to frame?
- Salt spreader—check electrical connection and pin
- Salt bags in bed of truck—remove or weigh down empty bags
- Fuel in truck—add if below ½ tank
- Check all lights—if headlights or taillights do not operate, do not use that truck!
- Snow thrower intake and discharge—do not put hands or feet into these areas!
- Shovels—check for cracked handles or blades

##### 18.05.02 Procedures for Employees While Removing Snow

Employees should do the following while removing snow:

- Angle plow blade to the right (towards the curb) when traveling
- Turn off control pad when traveling
- When parking, put plow in down position
- Always wear seatbelt and do not plow with your head outside the window
- Push snow away from patrons and vehicles
- Dress appropriately—wear layers
- Take breaks to avoid physical and mental exhaustion
- Drink water during breaks
- Turn on headlights or amber strobe lights if equipped
- Use common sense
- Anticipate the unexpected
- Be courteous to patrons

## 19.0 MOORE PARK SPRAYGROUND

The parks department maintains a sprayground at Moore Park on Geneva Dr. The sprayground is open Monday through Thursday from 10:00 am until 7:00 pm and Friday through Sunday from 10:00 am until 6:00 pm. The sprayground opens for the season the first Saturday in June. It remains open daily through and closes Labor Day. If weather conditions allow, the sprayground may remain open on Saturdays and Sundays through the month of September.

The sprayground is unsupervised and free to the public. It has numerous water spray features designed to alleviate some of the demand placed on the Sunset Pool during the summer months. Daily maintenance during the season is required as well as preseason start-up and postseason shut-down. Various rules signs are in place advising users of prohibited activities.

## 20.0 SKATE PARK

The parks department maintains a skate park at the South Street Athletic Fields. The skate park ~~is~~ opens Monday through Saturday at 9:00 am and Sunday at 11:00 am. The skate park closes daily at 8:00 pm or dusk, whichever occurs first. The skate park is open yearly from March 1<sup>st</sup> until November 30<sup>th</sup>.

The skate park is unsupervised and free to the public. Tuesday and Friday are designated bike days with the remaining days for skateboards and inline skates. A general rules sign is posted at the entrance as well as additional rules signs posted advising users of prohibited activities. The rules signs are listed on the following page.

GENEVA PARK DISTRICT  
SKATE PARK RULES

- Skate/Bicycle Park is unsupervised and participants skate/bike at their own risk.
- It is required that proper protective equipment such as helmets, elbow pads, etc. Be used during skating and cycling activities.
- **Caution** – bicycling, inline skating. And skateboarding are high risk recreational activities with inherent risk of serious injury.
- No personally owned ramps, boxes, or other devices may be brought into the facility.
- No motorized equipment may be brought into the facility.
- Please be courteous of other Park users.
- Bringing glass into the area is prohibited.
- Please keep your skate park clean.
- The skate park is open March 1-November 30 (weather permitting).

Daily Hours:	Mon-Sat.	9:00 a.m. – 8:00 p.m., or dusk
	Sunday	11:00 a.m. – 8:00 p.m., or dusk
- Park will be closed during inclement weather.
- In the event rules are not being followed, the Geneva Park District may choose, at its own discretion to temporarily or permanently close this facility.
- The Geneva Park District reserves the right to revise policies and/or rules regarding this skate park.

**The skate park is a Smoke & Drug free facility.**

**Bicycles only – Tuesday & Friday**

**Skateboards and Inline skates only – Mon., Wed., Thurs., Sat., & Sun.**

**No Profanity**

## 21.0 JOB DESCRIPTIONS

Board Approved 10/2020

### Position:

#### **Superintendent of Parks and Properties**

### Summary:

Under the direction of the Executive Director, the Superintendent has the administrative responsibility for the maintenance, repairs and improvement of all grounds, buildings, and facilities of the Park District. The Superintendent of Parks shall administer and coordinate all work activities of the Parks Department. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

### Supervisor:

The Superintendent of Parks and Properties reports to the Executive Director.

### Qualifications:

Graduate from a college or university with a Bachelor's Degree in Park and Recreation Administration or Landscape Architecture or other related fields with a minimum of five years practical management experience. The above may be substituted with at least ten years' experience within a park system or a related field with full time management experience. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

### Essential Functions:

#### Administration:

1. Supervise the operations of the Parks Department in accordance with the policies established by the Board of Commissioners and the Executive Director.
2. Supervise all maintenance work and the general cleanup of the parks and special facilities; monitor the appearance and condition of parks and properties.
3. Analyze vehicle operations, equipment operations and manpower efficiency to determine the most effective use of Park District resources.
4. Implement the District's maintenance program for all parks and equipment.
5. Coordinate all general park construction projects with contractors and provide general supervision during construction. Assist the Manager of the Peck Farm Park Interpretive Center with the coordination of Peck Farm Park construction projects.
6. Maintain records for safety inspections and maintenance to all parks and equipment.
7. Oversee, coordinate and modify, as needed, the tree donation and dedication programs.
8. Supervise natural area maintenance and restoration.

9. Oversee horticulture crews.
10. Assist with special events.
11. Hire, train and supervise all staff.

Finance:

1. Prepare and administer the annual Parks Department budget.
2. Review all Parks Department invoices and follow expenditure procedures.

Communications:

1. Inform the Executive Director and other staff members of all pertinent matters.
2. Communicate with other departments to assure maximum utilization of available resources and to insure harmonious working relationships.
3. Conduct staff meetings with all Parks Department personnel.

Personnel:

1. Recruit, hire, train, and evaluate all full-time and part-time personnel for the Parks Department, including two park foremen.
2. Develop and implement a safety training program for all personnel of the Parks Department.
3. Supervise all full-time, part-time, and seasonal employees of the Parks Department.

Planning:

1. Develop and implement a park operation and maintenance plan.
2. Recommend equipment needs and capital improvements to the Executive Director. Prepare specifications and follows through with the bidding process and construction site inspections.

Special Facilities:

1. Oversee the start-up and physical operation of the swimming pools, community centers, miniature golf course, gymnasium, ice rinks, sprayground, and lighted athletic courts and fields including facilities at Peck Farm Park.

Safety Program:

1. Oversee the timely and accurate inspection of all Park District playgrounds.
2. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.
3. Plan, direct and supervise prescribed burns throughout the district.

Marginal Functions:

1. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.
2. Assist all employees of the Park district as needed.

Physical Requirements:

1. Ability to operate Park District vehicles. Valid driver's license.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and employees.
2. The Superintendent of Parks and Properties must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Board Approved 10/2020

Position:

**Park Foreman**

Function:

Under the direction of the Superintendent of Parks and Properties, the Foreman shall assist in planning and organizing the daily work schedule including repairs, improvement of grounds, facilities, and buildings of the Park District. Shall assist and carry out work activities as scheduled and supervise full and part-time personnel to complete these functions. May be in charge of Parks Department during absence of Superintendent of Parks and Properties.

Supervisor:

The Park Foreman reports to the Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Graduate from a College or University with a Bachelor's Degree in Parks & Recreation administration or other related field with a minimum of 4 years' experience. The above may be substituted with at least 8 years practical experience with a park system or related field. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. Controlled burn training, natural area maintenance and construction supervision also desirable.

Essential Functions:

Administration:

1. Assist in the day-to-day operation of the parks department and the organization of a daily, weekly and monthly work schedule.
2. Assist in maintaining necessary operational records of the parks department.
3. Assist in development and implementation of budget.

Personnel:

1. Supervise and work with full and part-time Parks Department personnel.
2. Conduct, or assist with, full-time and part-time staff interviewing, hiring and training.

Construction and Maintenance:

1. Perform work in general construction, maintenance, repairs, and landscaping.
2. Operate and maintain motorized equipment.
3. Perform custodial maintenance as necessary.
4. Maintain an orderly and functional set up of the maintenance facility.
5. Remain on call for snow removal, repairs, and maintenance as deemed necessary.
6. Maintain and fortify natural areas throughout the district.



Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

1. Assist with the development and implementation of a safety program for all personnel of the Parks Department.
2. Assist in recommending equipment needs for the department.
3. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles. Valid driver's license, CDL preferred.
3. Ability to secure controlled burn license within 6 months.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and Parks Department employees.
2. The Park Foreman must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when driving to meetings or when performing outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Board Approved 10/2020

Position:

**Horticulturist/Park Specialist**

Summary:

Under the direction of the Superintendent of Parks and Properties, the Parks Department Maintenance Employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime will be required as needed. Weekend work is necessary for greenhouse during growing season. Nights and weekends may be required for special events and other duties as assigned.

Supervisor:

The Parks Department Horticulturist/Park Specialist reports to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of horticulture, turf, trees, shrubs, flowers, building maintenance, and equipment operations. Degree in horticulture or related field preferred. 2 years-experience in horticulture field required.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate motorized equipment.
4. Remain on call for snow removal, repairs and maintenance as deemed necessary.
5. Responsible for selection, source identification, ordering, and acquisition of all required plant and seed material including annuals, perennials, and natives.
6. Responsible for germination, transplanting, establishment, and growing on of all plant materials in District owned greenhouses. General greenhouse management and maintenance items including watering, heating, cooling and ventilation controls, and sanitation.
7. Responsible for inventory and ordering of all required greenhouse and horticulture supplies as needed including fertilizers, insecticides, soil components, and containers.
8. Preparation and maintenance of all designated garden and planting areas including acquisition and installation of amendments and fertilizers.

9. Oversees design, installation, growing on, and maintenance of all garden and landscape areas.
10. Responsible for insect, herbivore and pest control management and record keeping.
11. Participates in tree and shrub selection, installation, and maintenance.
12. Responsible for record keeping of plants, quantities, and garden performance.
13. Participates in development and implementation or coordination of horticulture classes.
14. Will be required to attain pesticide operator license.

Safety Program:

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

- Assist all employees of the Park District as needed.

Physical Requirements:

- Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
- Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Salary:

35,000-55,000 depending on qualifications.

Board Approved 10/2020

Position:

**Park Custodial/Security Maintenance Attendant**

Summary:

Under the direction of the Superintendent of Parks and Properties and Superintendent of Recreation, this Parks Department employee shall perform tasks which include, but are not limited to, custodial duties, facility security, repairs and maintenance of grounds and facilities, maintenance of operating equipment. This employee will perform custodial duties at Western Avenue School, Playhouse 38 and Geneva High School and conduct security checks at various parks and facilities throughout the Park District on a daily basis. The work day for this position is normally scheduled from 2:30 p.m. to 11:00 p.m., Tuesday through Saturday.

Supervisor:

The Park Custodial/Security Maintenance Attendant reports to the Park Foreman, Superintendent of Parks and Properties, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of facility, grounds and equipment repairs and maintenance, construction and facility security.

Essential Functions:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the facilities as assigned, including but not limited to outdoor restrooms, Western Avenue School, Geneva High School, Playhouse 38, Sunset Pool, the Skate Park, Stone Creek Miniature Golf Course and Stephen D. Persinger Recreation Center.
2. Complete security checks at the Community Center and Sunset Racquetball & Fitness Center, Peck Farm Park, Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned, including but not limited to, the Sunset Pool, the Mill Creek Pool, the Skate Park, the Stone Creek Miniature Golf Course, Moore Spray Park, gymnasiums, parking lots and outdoor restrooms.
3. Complete night lock up of various seasonal facilities, including but not limited to, outdoor restrooms, Moore Spray Park and the Skate Park.
4. Complete facility maintenance schedules and checklists of Community Center Sunset Racquetball & Fitness Center, as well as seasonal facilities as assigned.
5. Set-up and clean-up classes/programs offered at Western Avenue School, gymnastics at Geneva High School, and at the Community Center as described below.

Western Avenue School

- Open Western Ave School and set up for programs
- Clean bathrooms, gym and foyer area at Western Avenue School
- Clean bathroom sinks, toilets, mirrors, windows
- Check all dispensers for needed refills
- Vacuum gym and foyer rugs

- Dust mop or spot wet mop gym floor and foyer as needed
- Maintain order and cleanliness of bleachers, storage area and gym floor
- Clean gym floor with scrubber if necessary
- Lock outside doors, check bathrooms, turn off lights, check doors, set alarm

#### Geneva High School Gymnastics

- Maintain stock in all dispensers
- Dispose of any garbage
- Sweep and mop floors
- Vacuum carpets
- Clean counter tops, cabinets, desks, drinking fountains, equipment (don't clean bars) and landing area
- Dust furniture in lobby
- Wash windows
- Supervise building while on duty

#### Playhouse 38

- Performance Room:
  - Sweep stage
  - Wipe down tables & chairs, straighten chairs
  - Vacuum floor & empty garbage
- Bathrooms:
  - Clean toilets, sinks, mirrors & wipe down grab bars
  - Restock toilet paper, hand towels & soap
  - Empty garbage & mop floors
- Hallway:
  - Vacuum carpet
  - Sweep/mop tile

6. Complete minor construction and repair projects as necessary.
7. Operate and maintain motorized equipment and cleaning equipment
8. Review inventory of cleaning supplies, outdoor restroom supplies and equipment, and notify the proper personnel when products need to be ordered; assist with distribution as directed.
9. Remove snow on all sidewalks and at all exit doors of the community center.
10. Remain on call for snow removal, repairs and maintenance as deemed necessary.

#### Safety Program:

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Relocate any furniture/equipment when requested.
2. Assist with any repairs/installation of equipment.
3. Set up for park District classes.
4. Assist all employees of the Park District as needed.
5. Perform other general Park District duties as assigned.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Park Security and Custodial/Maintenance Attendant must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Board Approved 10/2020

Position:

**Parks Maintenance Level 1**

Summary:

Under the direction of the Superintendent of Parks & Properties & the Parks Foreman, the Parks Maintenance Level 1 shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course, ~~and~~ Moore Park Spray Ground, and Skate Park.
5. Plant & maintain trees.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any

employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

- Assist all employees of the Park District as needed.
- Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

- Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
- Ability to operate Park District vehicles.

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and work together with other employees.
- The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.



Board Approved 10/2020

Position:

**Parks Maintenance Level 2**

Summary:

Under the direction of the Superintendent of Parks & Properties and Parks Foreman, the Parks Maintenance Level 2 shall have specialized skills in one or more of the following categories: specialized equipment operation, GIS Specialist, HVAC, Certified Playground Inspector and Sports Field Specialist. In addition, employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. Also assists with Park District Special Events. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

Essential Functions:

Personnel:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course and Moore Park Spray Ground.
5. Plant & maintain trees, shrubs, and flowers.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

- Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Board Approved 10/2020

**Position:**

**Parks Maintenance Level 2 Mechanic-Fleet Maintenance**

**Summary:**

Under the direction of the Superintendent of Parks & Properties and Parks Foreman, the Parks Maintenance Level 2/Mechanic-Fleet Maintenance is a hybrid position being both responsible for various parks maintenance activities and for the maintenance and repair of automobiles, light and heavy trucks, buses, tractors, mowers, chainsaws and other maintenance and grounds equipment.

The Parks Maintenance Level 2/Mechanic-Fleet Maintenance is responsible for performing the essential functions as outlined in this description. The position is a full time employee who works at a variable work pace, depending on the task required. The mechanic must be able to work independently.

In addition, employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. Also assists with Park District Special Events. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

**Essential Duties and Responsibilities**

- Performs preventive maintenance and vehicle safety checks through regularly scheduled tune-ups and oil changes.
- Plans work, maintenance and repair procedures.
- Inspects mechanical systems of all vehicles and equipment and completes repairs or schedules repairs to be completed by outside vendors.
- Performs hand-power mower maintenance and repair (to include snow blowers, chain saws, weed eaters, leaf blowers, and gang mower blades and related equipment).
- Repairs and constructs metal using acetylene and electric welding.
- Tracks and schedules all vehicle and equipment maintenance through electronic fleet maintenance program.
- Perform work in general construction, maintenance, repairs and landscaping.
- Operate and maintain motorized equipment.
- Perform park maintenance including custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course, pools and Moore Park Spray Ground.
- Works with other crews to complete parks maintenance tasks.
- Install and repair playground equipment.
- Remain on Call for snow removal, repairs and maintenance as deemed necessary.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously. Build knowledge and skills; and share expertise with others.
- Organizational Support – Follow policies and procedures.

## Supervisor:

The Parks Department Maintenance Employees report to the Parks Foreman, Superintendent of Parks and Properties and the Executive Director.

## Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

**Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:**

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Face Masks
- Respirators.

**Marginal Functions:**

1. Assist all employees of the Park District as needed.

**Physical Requirements:**

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles.

**Cognitive Considerations:**

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Board Approved 10/2020

Position:

**Parks Maintenance/Athletic Field Specialist**

Summary:

Under the direction of the Superintendent of Parks and Properties, the Parks Maintenance/Athletic Field Specialist shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. This Parks Department employee is normally scheduled to work 40 hours per week, but the schedule will flex during baseball season, snow plowing, ice making and other priority tasks determined by the Superintendent of Parks and Properties or Park Foreman. The flexed schedule will require weekends and overtime where necessary to complete the tasks.

Supervisor:

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of turf, building maintenance, and equipment operation. Experience in baseball field construction and maintenance is desirable. Must pass a physical and drug test.

Essential Functions:

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Required to possess or attain pesticide operator license.
5. Direct communication with Athletic Supervisor regarding baseball/softball field schedules, conditions and maintenance requests.
6. Perform all aspects of baseball field construction, maintenance, repairs and daily preparations.
7. Set up and line all soccer, football and lacrosse fields.
8. Maintain records of annual maintenance, projected tasks and improvements.

9. Maintain all baseball field warning tracks and dugouts.
10. Construct and maintain District ice rinks.
11. Inspect and maintain tennis and basketball courts.
12. Maintain and order appropriate supplies.
13. Participate in general labor duties when fields are not in use.
14. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.
- The employee will be required to meet the District's safety training requirements and train/support the training of supervised staff.

Marginal Functions:

- Assist all employees of the Park District as needed.
- Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
2. Ability to operate Park District vehicles

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Board Approved 10/2020

**Position:**

**Parks Trades Specialist**

**Summary:**

Under the direction of the Superintendent of Parks & Properties and the Parks Foreman, the Parks Trades Specialist shall specialize in construction supervision, carpentry, plumbing, concrete, painting and electrical, in addition to parks maintenance general duties, which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

**Supervisor:**

The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.

**Qualifications:**

Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.

**Essential Functions:**

**Personnel:**

1. Full-time personnel will be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
2. Perform work in general construction, maintenance, repairs, and landscaping.
3. Operate and maintain motorized equipment.
4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course and Moore Park Spray Ground.
5. Plant & maintain trees, shrubs, and flowers.
6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

**Safety Program:**

- Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.



Marginal Functions:

- Assist all employees of the Park District as needed.

Physical Requirements:

- Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).
- Ability to operate Park District vehicles.

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and work together with other employees.
- The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.

Board Approved 10/2020

Position:

**Permanent Part Time Parks Maintenance Staff**

Hours:

Flexible days; 20-25 hours/week

Summary:

To maintain all parks and pavilions within the Geneva Park District; also assists with Park District Special Events.

Supervisor:

Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired. Must pass physical and drug test.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Be on time for scheduled shifts.
3. Complete orientation training on all power tools and equipment.
4. Inspect equipment before use.
5. Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds, trees, mulching)
6. Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions, picnic tables).
7. Conduct yourself in a safe manner and promote a safe work environment.
8. Treat Park District patrons with courtesy and respect.
9. Adhere to all safety policies and practices.
10. Clean work areas when finished and ensure facilities are locked.
11. Administer First Aid according to the Park District's Communicable Disease Policy.
12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Board Approved 10/2020

Position:

**Summer Maintenance Staff**

Summary:

To maintain all parks and pavilions within the Geneva Park District. Also assists with Park District Special Events.

Supervisor:

Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Be on time for scheduled shifts.
3. Complete orientation training on all power tools and equipment.
4. Inspect equipment before use.
5. Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds, trees, mulching)
6. Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).
7. Conduct yourself in a safe manner and promote a safe work environment.
8. Treat Park District patrons with courtesy and respect.
9. Adhere to all safety policies and procedures.
10. Clean work areas when finished and ensure facilities are locked.
11. Administer First Aid according to the Park District's Communicable Disease Policy.
12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.