



REGULAR SCHEDULED MEETING

February 15, 2021

7:00 PM

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a regular scheduled meeting on February 15, 2021 at 7:00 PM via phone conference. Conference call # (872) 240-3212, Participant Access Code: 571-653-125. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on February 15, 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

Reading of Minutes: Public Hearing Meeting – January 18, 2021
 Regular Scheduled Meeting – January 18, 2021

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OLD BUSINESS

Limited Bond Ordinance #2021-02

Tax Abatement Ordinance #2021-03

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks and Properties

Superintendent of Recreation

NEW BUSINESS

Policy Manual Updates: Tennis Court Usage, Volunteer/Coaches, Preschool

Marketing Proposal

EXECUTIVE SESSION

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

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

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

ADJOURN

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES
January 18, 2021
7:00 PM**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:01 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present. Commissioner Lenski was absent. Commissioner Cullen (remote) arrived at 7:03.

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

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

LIMITED BOND BINA RESOLUTION #2021-01

Supt. of Finance & Personnel Christy Powell stated the purpose of the hearing will be to receive public comments on the proposed issuance of the limited bond of \$1,750,000 to fund various capital projects. This resolution will need to be approved during the regular scheduled meeting.

HEARING OF GUESTS

None

Commissioner Moffat made a motion to adjourn the Public Hearing. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried. President VanderVeen closed the Public Hearing at 7:11 p.m.

Secretary

Submitted By: Sheavoun Lambillotte/Brynn Pattermann

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 18, 2021
7:05 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:12 p.m.

ROLL CALL

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

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

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Moffat made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

HEARING OF GUESTS

Executive Director Lambillotte and Supt. of Recreation Vickers congratulated and thanked Superintendent of Finance & Personnel Christy Powell for 15 years of service. Supt. of Finance & Personnel Powell thanked the Board and staff for the many years of support.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of December 14, 2020, the Public Hearing for the Tax Levy Ordinance of December 14, 2020 and the Long Range Planning Committee Meeting of January 12, 2021 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the December financial reports. Ms. Powell stated that the December bond payments have been made and that we are 67% through the fiscal year. The District received its third quarter unemployment benefit statement, due to the charges being all COVID related, the District does not owe any money. The Federal Government and the State of Illinois are covering all costs. The District once again received a check from PDRMA for achieving accreditation in the Loss Control Review Process. Ms. Powell discussed the 2021 Limited Bond Issuance timeline in detail. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte stated that a press release was included electronically for the Board to review with details of the upcoming Wine, Cheese and Trees virtual event that will be held on February 27th.

OLD BUSINESS

SAFETY COMMITTEE REPORT REVIEW

Supt. of Recreation Vickers presented the safety report reviewing the last 6 months of activity in this area. Ms. Vickers stated that there were less accident reports for this period and 27 certificates of insurance were filed. Some of the safety highlights included playground repairs, a speed table added at SPRC, completed prescribed burns and the installation of an emergency shut off switch at Moore Park. Chainsaw maintenance training was conducted along with reviewing the snow removal procedures. The safety people of the month were listed. Ms. Vickers added that safety remains the top priority as we continue to navigate through the pandemic. Vice President Frankenthal suggested conducting a fire extinguisher training for all staff. Supt. of Parks and Properties agreed that would be beneficial for staff and will get the training on the books.

LIMITED BOND BINA RESOLUTION #2021-01

Supt. of Finance Christy Powell stated the BINA resolution is a declaration of the intention of the Park District to issue \$1,750,000 in limited bonds in February. She stated the bond issue will fund projects, such as, playground and equipment replacement; vehicles & equipment; parking lot repairs; park trail improvements; tennis court improvements; and building improvements. Commissioner Moffat made a motion to approve the Limited Bond BINA Resolution #2021-01. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

COVID-19 FINANCIAL UPDATE

Supt. of Finance Powell reviewed the most recent projections regarding the financial impact of COVID-19. Thru December 31, 2020 the District was on track with the previous projections that were provided to the Board in September. Due to the recent 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. Updated projections show registration down 75% and fitness revenue down 65%. The District has adjusted the CIP budget to accommodate the lower audit transfer. Executive Director Lambillotte added that the second check from the Kane County Cares Act Funding is ready. Supt. of Recreation Vickers mentioned that the District has kept in touch with participants and is looking forward to bringing back in person programs and classes. Vice President Frankenthal and President VanderVeen shared their appreciation of the Park District team and commented on what an amazing job staff has done in order to navigate through this pandemic.

COMMUNICATIONS

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

In an effort to remain fiscally responsible, limited staff will virtually be attending the Illinois Park and Recreation Association Conference January 28-30.

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

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 and the Mini Golf Hut renovation. Staff received confirmation that the \$100,000 grant funding for Island Park will be awarded to the District.

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 contract for Playhouse 38 is set to expire in February. Staff and the Board will need to decide whether or not to renew the contract.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese & Trees Fundraiser which will be held virtually this year on February 27th.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2021 to avoid a late fee penalty.

The packet includes a board calendar with 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)	March 11, 2021	11:00 A.M.
Finance Committee – Budget Meeting (Jay Moffat & Susan VanderVeen)	April 8, 2021	3:00 P.M.

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff have been working diligently to get the ice rinks up and running, and they are finally ready and in use. Staff is working on picnic table repairs. Approximately 25 new park signs have been installed throughout the parks and staff is putting together another order for additional signs to continue the replacement process. A large cottonwood tree was removed from Island Park and staff were able to repurpose it for benches that were added to the Library Park playground. The ongoing tree removals and pruning has proven to work as there have hardly been any fallen branches or debris after recent storms. The process of switching internet services over to MetroNet is almost complete. The District continues with LED conversions and plans to install motion sensor lights. This will help with efficiency and provide the District additional savings. Staff was able to burn approximately 120 acres successfully this year. The prescribed burn report was included for review. The crossing beacons at Peck North have been installed.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The District is now operating under Tier II mitigations and is looking forward to resuming in-person training and programming. Programs will be able to run with a maximum of 10 participants. While operating under Tier III mitigations, staff introduced a wide variety of one-on-one training opportunities and executed more than 50 training sessions. Staff is preparing to run the Super Shuffle 5k Event in-person with waves of people similar to the Harvest Hustle. The Just Dad ‘N Me Dance was slated for February, staff plans to defer this event to mid-summer. The KCCN program remains popular with nearly 40 participants and is being offered as an all virtual program. The Community Garden plots are open for 2021 reservations and staff is running gardening classes in conjunction with registration. Mini Golf introduced two “pop-up” events, which accommodated over 250 golfers. Best Life Fitness continues to operate at a reduced capacity and visitation has been increasing. The Peck Farm House remains closed during the Tier III mitigation measures. The SRFC & SPRC revenue and expense reports were reviewed in further detail. Commissioner Cullen mentioned that holding the Just Dad ‘N Me Dance outdoor and including some dance instruction sounds like a great idea. Executive Director Lambillotte stated that the District has received requests for all of the paths/trails to get plowed. Supt. of Parks & Properties Culp stated that as those requests come in he explains the facilities and parking lots remain the first priority, then Wheeler and Peck paths get done next. He went into detail about limiting salt usage as it damages the turf along the paths, and that we do not have the resources to plow and maintain additional paths.

NEW BUSINESS

2020 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Athletic Supervisor Coffland reviewed the 2020 Stone Creek Miniature Golf/Disc Golf Report. Mini Golf was the 1st facility the District opened during COVID. Compared to surrounding Districts, we were able to open a full month earlier. The total attendance for 2020 was 13,411 a decrease of 9,471 from 2019. Due to COVID, we had to limit the number of golfers that could be on a course at one time and there was a large decrease seen in group rentals, camp visitation and free rounds. With District 304 delaying the start of school in August, mini golf was able to offer an additional 6 days. Birthday Party rentals were up in 2020. He reviewed the revenue and expenditures for the 2020 season compared to 2019. Mr. Coffland also noted that no concessions or food were offered due to COVID. He added the operations at Mini Golf required additional staff to sanitize and help with safety protocols. Another major expense was the increase in minimum wage. Recommendations and suggestions for 2021 were reviewed and discussed. Commissioner Moffat made a motion to approve the 2020 Stone Creek Mini Golf/Disc Golf Annual Report and recommendations as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

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

Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 12th with committee members Bre Cullen and John Frankenthal present. Director Lambillotte noted that the District's main focus is to recover from COVID-19 and get back to the pre-March 2020 numbers. Director Lambillotte gave an overview of the summary of goals from the 2021 Short & Long Range Plan Goals and Objectives. She also reviewed the 2021 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget. The Board and staff will need to decide when the next Community Survey and ADA update will take place as it was deferred in 2020. The District will begin the Distinguished Agency Process for 2022-23. Once the 2021 Goals and Objectives are approved by the board, they will be posted to the District's website. After some discussion, Commissioner Moffat made a motion to approve the 2021 Short and Long Range Plan Annual Goals & Objectives and the 2021 Master Plan Update Details as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

2021 BUDGET & PERSONNEL EVALUATION CALENDAR

Director Lambillotte stated the 2021 Budget Calendar and Personnel Evaluation Calendar are included for the Board to review.

VEHICLE AUCTION RESULTS

Supt. of Parks & Properties Culp presented the Board with information summarizing the final vehicle and equipment replacements of this fiscal year. Supt. Culp then reviewed the auction results stating that the District was able to auction vehicles and equipment which brought in approximately \$45,200.

POLICY MANUAL UPDATES

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: Birthday Party, Playhouse 38 and Park Maintenance. Commissioner Moffat made a motion to approve the Birthday Party, Playhouse 38 and Park Maintenance manuals as presented. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session at 8:39 p.m. for the purpose of discussing Personnel. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

At 9:33 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 9:36 p.m. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

FROM CHECK # 115344 TO CHECK # 115348

CONSTRUCTION PAID

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115344	GENEVA SCHOOL DISTRICT #304	PTAB APPEALS AUG-OCT, 2020	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	125.07
		PTAB APPEALS OCT-DEC, 2020	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	314.14
			CHECK TOTAL	439.21
115345	JENSEN ENVIRONMENTAL MGMNT, INC	PFP HOUSE ENVIRONMENTAL TEST	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	550.00
			CHECK TOTAL	550.00
115346	MENARDS	PFP MAINT ELECTRIC PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	68.79
			CHECK TOTAL	68.79
115347	PREMIUM WATERPROOFING, INC.	PFP BASEMENT DRAIN TILE INSTAL	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	5,400.00
			CHECK TOTAL	5,400.00
115348	TIM NELSON ARCHITECT LTD	ARCHITECT FEE-WHLR TRAINING RM	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	425.00
			CHECK TOTAL	425.00
			WARRANT TOTAL	6,883.00

DATE: 02/11/21
TIME: 15:04:23
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 021121

CONSTRUCTION UNPAID

FROM CHECK # 115349 TO CHECK # 115354

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115349	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL SVC-jANUARY, 2021	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,666.25
			CHECK TOTAL	2,666.25
115350	BLACK LINE FOX VALLEY LLC	BLACKLINE BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.50
			CHECK TOTAL	615.50
115351	CENTRAL TREE SERVICE, LLC	PLAYGROUND MULCH-VARIOUS PARKS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,120.00
			CHECK TOTAL	1,120.00
115352	CONSTRUCTION TESTING SERVICES	MINI GOLF SOIL BORING TEST	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,410.00
			CHECK TOTAL	1,410.00
115353	PREMIUM WATERPROOFING, INC.	PFP HOUSE BASEMENT PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	5,850.00
			CHECK TOTAL	5,850.00
115354	SEGAL CONSULTING INC.	ACTUARIAL VALUATION SVC FEE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,250.00
			CHECK TOTAL	2,250.00
			WARRANT TOTAL	13,911.75

GENERAL PAID

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75177	ABLE PEST CONTROL, INC.	MONTHLY PEST CONTROL SVC	CORPORATE / PECK FARM	85.00
		PEST CONTROL-JANUARY	RECREATION / SPRC	105.00
			CHECK TOTAL	190.00
75178	ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QTRLY FEE FEB-APR	RECREATION / SPRC	1,130.76
		ALARM SYSTEM QTRLY FEE FEB-APR	CORPORATE / PARKS ADMINISTRATION	142.14
		ALARM SYSTEM QTRLY FEE FEB-APR	RECREATION / REC ADMINISTRATION	550.62
		ALARM SYSTEM QTRLY FEE FEB-APR	CORPORATE / PECK FARM	832.08
		ALARM SYSTEM QTRLY FEE FEB-APR	RECREATION / SUNSET POOL	143.16
		ALARM SYSTEM QTRLY FEE FEB-APR	RECREATION / MINIATURE GOLF	77.67
			CHECK TOTAL	2,876.43
75179	POWER UP BATTERIES LLC	BATTERY FOR BACKUP HARDWARE	RECREATION / REC ADMINISTRATION	10.97
		BATTERY FOR BACKUP HARDWARE	CORPORATE / PARKS ADMINISTRATION	10.98
			CHECK TOTAL	21.95
75180	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00
75181	JONATHAN BUETTNER	BOOT REIMB FY 20/21	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
75182	CITY OF GENEVA	WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	140.91
		WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	328.78
		WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	50.43
		WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13
		WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	69.50
		WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	29.03
		WATER/SEWER-STH STR FLDS	CORPORATE / PARKS ADMINISTRATION	104.45
		WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	174.04
		WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION	40.69
		WATER/SEWER-SCC POOL	RECREATION / SUNSET POOL	302.37
		WATER/SEWER-SPRC	RECREATION / SPRC	327.24
		WATER/SEWER-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	74.18
		ELECTRIC-HARRISON	CORPORATE / PARKS ADMINISTRATION	76.28
		ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		ELECTRIC-WHEELER PK	CORPORATE / PARKS ADMINISTRATION	56.32

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75182	CITY OF GENEVA	ELECTRIC-WHEELER MAINT	CORPORATE / PARKS ADMINISTRATION	574.02
		ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	192.23
		ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	782.99
		ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.89
		ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,226.09
		ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	326.13
		ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	265.06
		ELECTRIC-SCC POOL	RECREATION / SUNSET POOL	393.20
		ELECTRIC-SUNSET BALLFIELDS	RECREATION / ADULT SOFTBALL	18.30
		ELECTRIC-SPRC	RECREATION / SPRC	4,936.22
		ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	43.27
			CHECK TOTAL	10,637.05
75183	COM ED	COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.98
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	42.88
			CHECK TOTAL	62.86
75184	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
75185	COMMUNICATIONS DIRECT INC.	2-WAY RADIO	CORPORATE / PARKS ADMINISTRATION	320.00
			CHECK TOTAL	320.00
75186	GLOBAL EQUIPMENT COMPANY INC.	LIQUID ICE MELT	CORPORATE / PARKS ADMINISTRATION	41.15
			CHECK TOTAL	41.15
75187	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MONTHLY MAINT	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESCH MONTHLY MAINT	RECREATION / SPRC	79.28
		GORDON FLESCH MONTHLY MAINT	RECREATION / REC ADMINISTRATION	174.65
		GORDON FLESCH MONTHLY MAINT	CORPORATE / PARKS ADMINISTRATION	116.49
			CHECK TOTAL	501.42
75188	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75189	INVEX DESIGN LLC	WEB UPDATES	RECREATION / PUBLIC INFORMATION	100.00
			CHECK TOTAL	100.00

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75190	JDS PRINTING, INC.	BUSINESS ENVELOPES	RECREATION / SUNSET RACQUETBALL & FITNESS	46.53
		BUSINESS ENVELOPES	RECREATION / SPRC	46.53
		BUSINESS ENVELOPES	CORPORATE / PECK FARM	46.53
		BUSINESS ENVELOPES	CORPORATE / PARKS ADMINISTRATION	130.26
		BUSINESS ENVELOPES	RECREATION / REC ADMINISTRATION	195.40
			CHECK TOTAL	465.25
75191	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	60.00
75192	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
75193	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
75194	BARB MCKITTRICK	REIMB SPLYS-BINDERS,TABS	CORPORATE / LEARN FROM THE EXPERTS	78.91
			CHECK TOTAL	78.91
75195	MENARDS	CONDUIT	CORPORATE / PECK FARM	3.18
		BATTERIES	RECREATION / SPRC	47.52
		THERMOCOUPLE	RECREATION / SUNSET RACQUETBALL & FITNESS	12.05
		LETTERS TO MARK BACKBOARDS	RECREATION / SPRC	4.23
		SHELVING UNITS	CORPORATE / PARKS ADMINISTRATION	111.54
		CAR WASH PRODUCTS	CORPORATE / PARKS ADMINISTRATION	8.91
		CLEANING SPLYS	CORPORATE / PECK FARM	20.90
		SNOW BRUSH	CORPORATE / PECK FARM	12.72
		SCREWDRIVER BIT SETS	CORPORATE / PECK FARM	26.89
		TOILET RPR-MC POOL	RECREATION / MILL CREEK POOL	43.96
		MISC REPAIR PARTS	CORPORATE / PECK FARM	23.92
		STORAGE HOOKS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	6.37
			CHECK TOTAL	322.19
75196	METRO FIBERNET LLC	METRONET-MC POOL	RECREATION / MILL CREEK POOL	27.25
			CHECK TOTAL	27.25
75197	METRO FIBERNET LLC	METRONET-PH38	RECREATION / PLAYHOUSE 38	92.15
			CHECK TOTAL	92.15

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75198	METRO FIBERNET LLC	METRONET-WHEELER MAINT	CORPORATE / PARKS ADMINISTRATION	112.20
			CHECK TOTAL	112.20
75199	M.I.P.E.	MIPE MEMBERSHIP FEE-MORGAN	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	25.00
75200	MIDWEST SALT	PRETREATMENT LIQUID-SNOW/ICE	CORPORATE / PARKS ADMINISTRATION	1,589.50
			CHECK TOTAL	1,589.50
75201	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	100.65
		WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	8.07
			CHECK TOTAL	108.72
75202	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	247.39
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	259.79
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	51.00
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	91.31
		NICOR-PFP MAINT	CORPORATE / PECK FARM	112.73
		NICOR-SCC	RECREATION / REC ADMINISTRATION	449.69
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	106.46
		NICOR-SPRC	RECREATION / SPRC	569.08
		NICOR-SCC POOL	RECREATION / SUNSET POOL	290.44
			CHECK TOTAL	2,177.89
75203	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75204	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
75205	REHM ELECTRIC SHOP INC.	INSTALL EMERGENCY BUTTON	CORPORATE / MOORE SPRAY PARK	300.00
			CHECK TOTAL	300.00
75206	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	40.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	65.00

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75207	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75208	FRANK VAN AELST & ASSOC INC	ACCOUNTING SERVICE-DECEMBER	RECREATION / REC ADMINISTRATION	425.00
		ACCOUNTING SERVICE-DECEMBER	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00
75209	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
75210	CHASE CARD SERVICES	IAPD/IPRA VIRTUAL CONF-WALES	RECREATION / REC ADMINISTRATION	225.00
		IAPD/IPRA VIRTUAL CONF-COFFLAN	RECREATION / REC ADMINISTRATION	225.00
		IAPD/IPRA VIRTUAL CONF-BORTNER	RECREATION / REC ADMINISTRATION	225.00
		IAPD/IPRS VIRTUAL CONF-HUETSON	RECREATION / REC ADMINISTRATION	225.00
		GOT TO MTG SVC	RECREATION / REC ADMINISTRATION	39.57
		CONGRATS CARD	RECREATION / REC ADMINISTRATION	5.39
		STAFF ANNIVERSARY-15 YRS	RECREATION / REC ADMINISTRATION	75.00
		STAFF ANNIVERSARY-15 YRS	CORPORATE / PARKS ADMINISTRATION	75.00
		WOW AWARD-PETERSON	CORPORATE / PARKS ADMINISTRATION	45.00
		WOW AWARD-HUETSON	RECREATION / REC ADMINISTRATION	45.00
		KZN FABYAN-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	26.37
		KZN MILL CREEK-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	80.87
		KZN WLMSBURG-PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	62.78
		DAY OFF PROGRAM SPLYs	RECREATION / HOLIDAY CAMPS	50.83
		BASE BRACKETS-KIOSK	CORPORATE / PECK FARM	379.81
		MONTHLY GOOGLE STORAGE FEE	CORPORATE / LEARN FROM THE EXPERTS	1.99
		SPRC VENDING MACHINE SPLYs	RECREATION / SPRC	9.46
		SPRC VENDING MACHINE SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	4.77
		PH38 ROYALTY REFUNDED	RECREATION / PLAYHOUSE 38	-45.00
		SPARK CAMP PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	27.38
		PRESCHOOL PROGRAM SPLYs	RECREATION / PARK DISTRICT PRESCHOOL	36.18
		SUPPLY CART FOR SPARK CAMP	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	89.99
		HARRISON PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	71.19
		WALL CALENDAR	RECREATION / REC ADMINISTRATION	8.99
		EMAIL ACCOUNT SVC FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		PAVILION LIGHT REPAIR	CORPORATE / MOORE SPRAY PARK	88.93
		PFP BARN LED LIGHTS	CORPORATE / PARKS ADMINISTRATION	201.45
		HOSE REEL-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	152.99

FROM CHECK # 75177 TO CHECK # 75213

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75210	CHASE CARD SERVICES	LIGHT SENSOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	117.58
		CIRCUIT BREAKER-PFP BARN	CORPORATE / PECK FARM	37.53
		CERTIFIED POOL OPERATOR TRNG	RECREATION / REC ADMINISTRATION	315.00
		MAILBOX	RECREATION / SUNSET RACQUETBALL & FITNESS	28.50
		MARQUEE LIGHTS	RECREATION / SUNSET RACQUETBALL & FITNESS	93.50
		URINAL REPAIR PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	38.42
		BASKETBALL RIM CABLES	RECREATION / SPRC	30.07
		TV REPLACEMENT	RECREATION / SPRC	263.98
		POSTAGE-SHIPPED CONSOLES	RECREATION / SPRC	61.33
		TOILET REPAIR PARTS	RECREATION / SPRC	22.35
		ZOOM SVC FEE-VIRTUAL FITNESS	RECREATION / REC ADMINISTRATION	29.98
		STAFF APPRECIATION GIFT CARDS	RECREATION / SUNSET RACQUETBALL & FITNESS	84.99
		FRONT DESK DISPLAY HOLDER	RECREATION / SUNSET RACQUETBALL & FITNESS	25.89
		THERMOMETERS,FACE MASKS,WIPES	RECREATION / REC ADMINISTRATION	259.94
		EQUIPMENT CABLE	RECREATION / SUNSET RACQUETBALL & FITNESS	511.04
		CREDITED SHOP SPLYS	CORPORATE / PARKS ADMINISTRATION	-332.77
		CREDITED SHOP WORK LIGHT	CORPORATE / PARKS ADMINISTRATION	-53.00
		PRINTER INK CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	46.89
		LICENSE PLATE LIGHT	CORPORATE / PARKS ADMINISTRATION	15.35
		ATV TIRE REPLACEMENT	CORPORATE / PARKS ADMINISTRATION	124.80
		CHAINSAW SHARPENER	CORPORATE / PARKS ADMINISTRATION	149.95
		2-WAY RADIO ANTENNNAS	CORPORATE / PARKS ADMINISTRATION	60.97
		KUBOTA AIR CLEANER/FILTER	CORPORATE / PARKS ADMINISTRATION	39.99
		WINCH PARTS	CORPORATE / PARKS ADMINISTRATION	66.70
			CHECK TOTAL	4,478.92
75211	ELLIOTT BORTNER	REIMB CELL PHONE USAGE-REIISUE	RECREATION / REC ADMINISTRATION	30.00
		REIMB CELL PHONE USAGE-REISSUE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE-REISSUED	RECREATION / REC ADMINISTRATION	12.50
			CHECK TOTAL	72.50
75212	BETH KEEN	REIMB CELL PHONE USAGE-REISSUE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
75213	STEVE SLIVKA	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
			WARRANT TOTAL	26,236.34

FROM CHECK # 75214 TO CHECK # 75255

GENERAL UNPAID

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75214	ACE HARDWARE GENEVA	CHAINSAW GAUGE & FILE	CORPORATE / PARKS ADMINISTRATION	6.83
		FLEX TAPE & SEAL-ICE RINKS	CORPORATE / PARKS ADMINISTRATION	38.97
		DRILL BITS,ELECTRICAL BOX	CORPORATE / PARKS ADMINISTRATION	34.97
		FASTENERS	CORPORATE / PARKS ADMINISTRATION	17.24
		BOLTS FOR FLOW	CORPORATE / PARKS ADMINISTRATION	2.18
			CHECK TOTAL	100.19
75215	ALLEGiant FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER SVC	CORPORATE / PARKS ADMINISTRATION	305.00
		ANNUAL FIRE EXTINGUISHER SVC	RECREATION / REC ADMINISTRATION	152.50
		ANNUAL FIRE EXTINGUISHER SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	152.50
		ANNUAL FIRE EXTINGUISHER SVC	CORPORATE / PECK FARM	230.00
		ANNUAL FIRE EXTINGUISHER SVC	RECREATION / SPRC	181.50
			CHECK TOTAL	1,021.50
75216	AHW LLC -ELBURN	FUEL FILTERS	CORPORATE / PARKS ADMINISTRATION	57.18
		AUGER CLUTCH	CORPORATE / PARKS ADMINISTRATION	18.17
		CHAIN SAW FUEL MIX	CORPORATE / PARKS ADMINISTRATION	150.00
			CHECK TOTAL	225.35
75217	AT&T	AT&T PFP MAINT INTERNET SVC	CORPORATE / PECK FARM	78.05
			CHECK TOTAL	78.05
75218	POWER UP BATTERIES LLC	BATTERY-SUNSET EMERGENCY LIGHT	RECREATION / SUNSET RACQUETBALL & FITNESS	13.95
		BATTERY FOR BACKUP DEVICE	RECREATION / REC ADMINISTRATION	10.97
		BATTERY FOR BACKUP DEVICE	CORPORATE / PARKS ADMINISTRATION	10.98
			CHECK TOTAL	35.90
75219	EMMA BECHTLE	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75220	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
75221	BLACK LINE FOX VALLEY LLC	BLACKLINE-EMAIL SVC	RECREATION / REC ADMINISTRATION	185.60
		BLACKLINE-ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	88.00
		BLACKLINE-ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	88.00
		BLACKLINE-COMPUTER MAINT	RECREATION / REC ADMINISTRATION	2,071.29
		BLACKLINE-SERVER MAINT	RECREATION / REC ADMINISTRATION	820.00
			CHECK TOTAL	3,252.89

FROM CHECK # 75214 TO CHECK # 75255

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75222	SAMANTHA BLOINK	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75223	CHASEWOOD LEARNING	INSTRUCTOR FEES- FALL 1 & 2	RECREATION / YOUTH	1,155.00
			CHECK TOTAL	1,155.00
75224	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	41.16
			CHECK TOTAL	41.16
75225	BARB CLEMENTE	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75226	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	382.34
			CHECK TOTAL	382.34
75227	CONSERV FS, INC.	UNLEADED FUEL	RECREATION / REC ADMINISTRATION	149.53
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,345.80
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	564.12
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	60.32
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	542.91
		MOTOR AND POWER FLUID OIL	CORPORATE / PARKS ADMINISTRATION	199.00
			CHECK TOTAL	2,861.68
75228	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
75229	FEDEX	FEDEX-KANE CO ASSESSMENT	CORPORATE / PARKS ADMINISTRATION	9.09
		FEDEX-KANE CO ASSESSMENT	RECREATION / REC ADMINISTRATION	9.09
			CHECK TOTAL	18.18
75230	ALMA GARCIA	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75231	GENEVA CONSTRUCTION COMPANY	SUNSET PARKING LOT PROJECT	SPECIAL RECREATION / SPECIAL RECREATION	39,396.91
			CHECK TOTAL	39,396.91

FROM CHECK # 75214 TO CHECK # 75255

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75232	W.W. GRAINGER CORP.	CONDUIT/OUTLET	CORPORATE / PECK FARM	74.10
			CHECK TOTAL	74.10
75233	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	114.46
		REFUSE DISPOSAL	CORPORATE / PECK FARM	241.50
		REFUSE DIPSOAL	RECREATION / REC ADMINISTRATION	128.74
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	370.72
			CHECK TOTAL	855.42
75234	NICOLE HARRIS	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75235	ILLINOIS AUDIO PRODUCTIONS	MESSAGE ON HOLD SVC	RECREATION / PUBLIC INFORMATION	700.00
			CHECK TOTAL	700.00
75236	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	289.99
		IGS-SPRC	RECREATION / SPRC	1,149.17
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	143.38
		IGS-PFP MAINT	CORPORATE / PECK FARM	169.61
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	125.41
		IGS-PFP HOUSE	CORPORATE / PECK FARM	106.71
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	256.21
		IGS-SCC	RECREATION / REC ADMINISTRATION	966.27
			CHECK TOTAL	3,206.75
75237	JOHNO'S / MIDWEST AWARDS	SUPER SHUFFLE AWARDS	RECREATION / SUPER BOWL SHUFFLE	1,230.60
			CHECK TOTAL	1,230.60
75238	MENARDS	TOOL ORGANIZER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	37.10
		TOOL ORGANIZATION SPLY-S-WHLR	CORPORATE / PARKS ADMINISTRATION	108.47
		ASSORTED PEG HOOKS	CORPORATE / PARKS ADMINISTRATION	10.18
		TOOL ORGANIZATION SPLY	CORPORATE / PARKS ADMINISTRATION	7.98
		PKING LOT LIGHTS COVER PARTS	CORPORATE / PARKS ADMINISTRATION	5.70
		CARRIAGE BOLTS	CORPORATE / PARKS ADMINISTRATION	7.23
		METAL CUTTING WHEEL	CORPORATE / PARKS ADMINISTRATION	7.90
		BATTERY CHARGER	CORPORATE / PARKS ADMINISTRATION	75.96
		PVC PIPE, ELBOW, TEE	CORPORATE / PARKS ADMINISTRATION	54.72
		FURNACE AIR FILTERS	CORPORATE / PECK FARM	32.88

FROM CHECK # 75214 TO CHECK # 75255

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75238	MENARDS	PLASTIC TUBING	RECREATION / SUNSET RACQUETBALL & FITNESS	28.09
		ELECTRICAL OUTLET & COVER	CORPORATE / PECK FARM	5.57
		PFP HOUSE BASEMENT OUTLET	CORPORATE / PECK FARM	16.37
			CHECK TOTAL	398.15
75239	METRO FIBERNET LLC	METRONET-MINI GOLF	RECREATION / MINIATURE GOLF	36.91
		METRONET-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	42.20
			CHECK TOTAL	79.11
75240	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	121.84
			CHECK TOTAL	121.84
75241	NEXT GENERATION, INC	BASKETBALL JERSEYS	RECREATION / BOYS BASKETBALL	89.00
		BASKETBALL JERSEYS	RECREATION / GIRLS BASKETBALL	89.00
		SUPER SHUFFLE SWEATSHIRTS	RECREATION / SUPER BOWL SHUFFLE	4,568.75
			CHECK TOTAL	4,746.75
75242	NICOR GAS	NICOR-PFP BARN	CORPORATE / PECK FARM	168.64
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	132.65
		NICOR-PH38	RECREATION / PLAYHOUSE 38	87.90
			CHECK TOTAL	389.19
75243	NORTH AMERICAN CORP	SANITATION SPLYs	RECREATION / SPRC	605.71
			CHECK TOTAL	605.71
75244	OFFICE DEPOT	TAN PAPER FOR MEMBERSHIPS	RECREATION / SUNSET RACQUETBALL & FITNESS	32.47
		TAN PAPER FOR MEMBERSHIPS	RECREATION / SPRC	32.47
		DBL A & AAA BATTERIES	RECREATION / REC ADMINISTRATION	51.02
		MARKERS, AIR SPRAY	RECREATION / REC ADMINISTRATION	37.01
			CHECK TOTAL	152.97
75245	PDRMA	PDRMA-HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	28,862.42
		PDRMA-HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	27,655.35
		PDRMA-LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	207.40
			CHECK TOTAL	56,725.17
75246	ROTARY CLUB OF GENEVA	ROTARY CLUB DUES-2ND QTR	CORPORATE / PARKS ADMINISTRATION	185.00
			CHECK TOTAL	185.00

FROM CHECK # 75214 TO CHECK # 75255

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75247	SAFEGUARD INC.	PAYROLL CHECKS	RECREATION / REC ADMINISTRATION	229.58
		PAYROLL CHECKS	CORPORATE / PARKS ADMINISTRATION	153.06
		PAYROLL CHECKS	CORPORATE / PECK FARM	54.65
		PAYROLL CHECKS	RECREATION / SPRC	54.65
		PAYROLL CHECKS	RECREATION / SUNSET RACQUETBALL & FITNESS	54.65
			CHECK TOTAL	546.59
75248	SAN SANDBERG	REIMB FIRST AID/CPR CLASS FEE	RECREATION / REC ADMINISTRATION	35.00
			CHECK TOTAL	35.00
75249	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
75250	STARGUARD ELITE, LLC	LIFEGUARD INSTRUCTOR CLASSES	RECREATION / SUNSET POOL	550.00
			CHECK TOTAL	550.00
75251	SUBURBAN TIRE AUTO CARE CENTER	TRUCK #203 TIRES	CORPORATE / PARKS ADMINISTRATION	784.64
			CHECK TOTAL	784.64
75252	BUMPER TO BUMPER	BELTS FOR SNOW BLOWER	CORPORATE / PARKS ADMINISTRATION	39.72
		BRAKE CLEANER	CORPORATE / PARKS ADMINISTRATION	28.78
			CHECK TOTAL	68.50
75253	TRIANGLE MECHANICAL SVC., INC.	SCC MAINT RM-RPR DUCT HEATER	RECREATION / SUNSET RACQUETBALL & FITNESS	657.00
			CHECK TOTAL	657.00
75254	FRANK VAN AELST & ASSOC INC	ACCOUNTING SERVICE-JANUARY, 21	RECREATION / REC ADMINISTRATION	425.00
		ACCOUNTING SERVICE-JANUARY, 21	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00
75255	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.78
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	49.58
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	148.74
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	20.25
			CHECK TOTAL	220.35
			WARRANT TOTAL	124,233.99

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

February 15, 2021

Monthly Reports

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

Bond Ordinance #2021-02- Issuance of S2021 Limited Bonds

The sale of the S2021 Limited Bonds of \$1.7M will be finalized the day of the board meeting, Monday, February 15. The District is purchasing its own bonds at a net interest rate of .77%. Included in my report is an award packet prepared by Speer Financial. Included in your board packet is the Bond Ordinance for approval.

Abatement Ordinance S2014 (Ord#2021-03)

Included in your packet is the abatement ordinances for the S2014 Alternative Revenue Bond. The tax levy associated with this bond must be abated annually as this bond is paid from General and Recreation Funds. Once approved, this ordinance will be filed with Kane County.

2020 CPI

The Consumer Price Index (CPI) for calendar year 2020 was released in late January 2021 at 1.4%. As you may recall, this rate is used to determine the growth in our tax levy (excluding uncapped first year new construction growth). The 2020 CPI will be used to determine increases in the 2021 tax levy which is received in budget year 2022-2023.

GENEVA PARK DISTRICT
INVESTMENTS
January 31, 2021

Blended Rate

0.53%

General Account

Checking Account	Harris Bank Checking	\$	391,954.18	0.20%	Upcoming Bond Payments:		
MM Acct.	Harris Bank Money Market	\$	4,392,497.80	0.20%	S2014 ARB	6/15/21	\$ 61,370
		\$	4,784,451.98		Ltd B&I 2021	6/15/21	\$ -
Total						\$	61,370
MBS CD	11 mos Kessler Fed Cr Un	\$	100,000.00	1.49%	02/26/21		
CD	12 mos State Bank of Geneva	\$	71,778.18	0.75%	06/09/21		
IPDLAF	IPDLAF	\$	10,368.29	0.02%			
IMET	Convenience Fund		2,191,731.44	0.25%			
IMET	1-3 Year Fund		594,662.46	3.52%			
	TOTAL	\$	2,968,540.37				
	Grand Total General	\$	7,752,992.35				

Construction Account

Harris Checking	Harris Bank Checking	\$	220,658.08	0.20%			
Harris MM	Harris Money Market	\$	863,818.27	0.20%			
		\$	1,084,476.35				
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account		
CD	State Bank of Geneva	\$	9,591.51	0.75%	06/09/20		
IPDLAF	IPDLAF	\$	4,367.77	0.02%			
IMET	Convenience Fund		6,463.53	0.25%			
IMET	1-3 Year Fund		225,121.12	3.52%			
	SUBTOTAL	\$	1,099,543.93				
	Grand Total Construction	\$	2,184,020.28				

GPD/GSD304 Western Ave. Gym

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

GPD/GSD304 Harrison St. Gym

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

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 January 31, 2021

Monthly % of Annual Budget

75%

	Jan Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ 2,092	\$ 3,955,175	\$ 3,890,000	102%	(a)
Replacement Taxes	6,276	27,399	30,000	91%	
Investment Income	2,469	15,141	6,500	233%	
Reimbursements	2,584	15,513	8,500	183%	(b)
Rentals & Leases	175	1,150	5,000	23%	
Peck Farm Receipts	-	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	1,050	11,620	9,000	129%	
Peck Farm General Programs	(58)	7,996	16,000	50%	
Community Garden	-	6,462	5,000	129%	
Peck Farm School/Scout Groups	-	72	7,500	1%	
Total Revenues	\$ 14,589	\$ 4,055,090	\$ 4,065,500	100%	
GENERAL FUND EXPENDITURES					
Administration	\$ 164,530	\$ 2,185,677	\$ 3,885,050	56%	
Peck Farm	6,306	60,887	115,750	53%	
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	81	131	7,000	2%	
Peck Farm General Programs	-	2,414	5,000	48%	
Community Garden	74	4,302	4,400	98%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	475	4,840	10,050	48%	
Total Expenditures	\$ 171,466	\$ 2,258,307	\$ 4,065,500	56%	
Total General Fund Net Surplus (Deficit)	\$ (156,877)	\$ 1,796,783	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For January 31, 2021**

Monthly % of Annual Budget

75%

	Jan Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ 849	\$ 1,605,040	\$ 1,575,000	102%	(a)
Replacement Taxes	6,276	27,399	30,000	91%	
Investment Income	2,469	15,141	6,500	233%	
Reimbursements	27,624	62,864	-	0%	(b)
Public Information- Advertising & Sponsorships	-	10,534	14,000	75%	
Community Center Rentals	-	3,388	9,000	38%	
General Recreation	66	45,119	234,500	19%	
Playhouse 38	1,535	18,259	83,700	22%	
Preschool/ Toddler	40,725	213,490	385,000	55%	(d)
Active Older Adults	-	(839)	28,000	-3%	
Dance	12,555	38,453	132,850	29%	
Camps	-	157,401	355,000	44%	(c)
Contracted & Co-op	906	5,267	15,200	35%	
Special Events	80	26,503	75,100	35%	
Tennis	-	20,121	16,500	122%	
Tumbling/ Gymnastics/Cheerleading	2,833	22,071	166,700	13%	
Baseball/ Softball	18,234	52,874	64,000	83%	
General Athletics	19,849	109,330	369,900	30%	
Sunset Racquetball & Fitness	12,262	52,822	212,750	25%	
Pool	-	170,467	602,300	28%	(e)
Mini Golf	(50)	73,702	98,500	75%	
After School Programs	5,044	134,103	870,000	15%	(f)
Scholarships	-	295	7,000	4%	(g)
SPRC	38,768	168,122	685,750	25%	
Total Revenues	\$ 190,025	\$ 3,031,926	\$ 6,037,250	50%	
RECREATION FUND EXPENDITURES					
Administration	\$ 106,489	\$ 1,562,536	\$ 2,386,190	65%	
Public Information	595	32,680	144,500	23%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	541	22,279	116,500	19%	
Playhouse 38	2,684	32,965	75,050	44%	
Preschool/ Toddler	17,619	141,061	351,400	40%	
Active Older Adults	-	(115)	19,000	-1%	
Dance	427	6,241	67,450	9%	
Camps	521	134,255	273,600	49%	
Contracted & Co-op	200	524	11,100	5%	
Special Events	-	13,999	52,875	26%	
Tennis	-	15,307	11,000	139%	
Tumbling/ Gymnastics/Cheerleading	1,028	10,029	107,500	9%	
Baseball/ Softball	104	17,298	26,450	65%	
General Athletics	21,262	36,092	236,425	15%	
Ice Rinks	-	-	-	0%	
Gymnasiums	1,879	16,892	52,500	32%	
Sunset Racquetball & Fitness	8,893	71,363	139,560	51%	
Pool	2,921	246,143	575,900	43%	
Mini Golf	288	35,574	37,500	95%	
After School Programs	22,486	197,718	810,650	24%	
Scholarships	-	332	7,000	5%	(g)
SPRC	34,568	267,953	533,600	50%	
Total Expenditures	\$ 222,506	\$ 2,861,373	\$ 6,037,250	47%	
Total Recreation Fund Net Surplus (Deficit)	\$ (32,481)	\$ 170,553	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For January 31, 2021

Monthly % of Annual Budget

75%

	Jan Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ 89	\$ 168,086	\$ 167,000	101%	(a)
Replacement Taxes	1,046	4,567	5,000	91%	
Investment Income	21	187	250	75%	
PDRMA Reimbursements	-	1,500	1,500	100%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 1,156	\$ 174,340	\$ 245,000	71%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ 40,062	\$ 120,187	\$ 165,000	73%	(h)
State Unemployment			80,000	0%	
Total Expenditures	\$ 40,062	\$ 120,187	\$ 245,000	49%	
Total Liability Fund Net Surplus (Deficit)	\$ (38,906)	\$ 54,154	\$ -	n/a	
IMRF FUND REVENUES					
Real Estate Taxes	\$ 96	\$ 181,716	\$ 180,000	101%	(a)
Replacement Taxes	3,766	16,440	18,000	91%	
Investment Income	125	1,125	1,500	75%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 3,987	\$ 199,280	\$ 330,000	60%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 21,703	\$ 206,621	\$ 330,000	63%	
Total Expenditures	\$ 21,703	\$ 206,621	\$ 330,000	63%	
Total IMRF Fund Net Surplus (Deficit)	\$ (17,716)	\$ (7,340)	\$ -	n/a	
AUDIT FUND REVENUES					
Real Estate Taxes	\$ 6	\$ 10,687	\$ 10,100	106%	(a)
Replacement Taxes	\$ 628	\$ 2,740	\$ 3,000	91%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 633	\$ 13,427	\$ 13,100	102%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ -	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ 633	\$ 327	\$ -	n/a	
SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ 187	\$ 352,760	\$ 323,500	109%	(a)
Replacement Taxes	2,720	11,873	13,000	91%	
Investment Income	208	1,875	2,500	75%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 3,115	\$ 366,508	\$ 364,000	101%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 19,330	\$ 208,239	\$ 364,000	57%	
Total Expenditures	\$ 19,330	\$ 208,239	\$ 364,000	57%	
Total Social Security Fund Net Surplus (Deficit)	\$ (16,215)	\$ 158,269	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For January 31, 2021

Monthly % of Annual Budget

75%

	Jan Actual	YTD Actual	Annual Budget	% of Budget	
FVSRA FUND REVENUES					
Real Estate Taxes	\$ 300	\$ 567,643	\$ 560,000	101%	
Transfer from Fund Balance	-	-	200,000	0%	(a)
Total Revenues	\$ 300	\$ 567,643	\$ 760,000	75%	
FVSRA FUND EXPENDITURES					
Contractual Services	\$ 689	\$ 13,792	\$ 55,000	25%	
ADA Structural Improvements	264,932	265,032	442,547	60%	
FVSRA- Program Payments	-	262,453	262,453	100%	(i)
Total Expenditures	\$ 265,621	\$ 541,277	\$ 760,000	71%	
Total FVSRA Fund Net Surplus (Deficit)	\$ (265,321)	\$ 26,366	\$ -	n/a	
BOND & INTEREST FUND REVENUES					
Real Estate Taxes	\$ 445	\$ 841,784	\$ 836,927	101%	(a)
Total Revenues	\$ 445	\$ 841,784	\$ 836,927	101%	
BOND & INTEREST FUND EXPENDITURES					
Bond Payments	\$ -	\$ 836,927	\$ 836,927	100%	(j)
Total Expenditures	\$ -	\$ 836,927	\$ 836,927	100%	
Total Bond & Interest Fund Net Surplus (Deficit)	\$ 445	\$ 4,857	\$ -	n/a	
CONSTRUCTION FUND REVENUES					
Reimbursements	\$ -	\$ 7,364	\$ 75,000	10%	
Bond Issue	-	-	1,647,098	0%	
Farming Revenue	-	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	1,048	29,130	10,000	291%	
Audit Transfer	-	-	1,400,000	0%	
Total Revenues	\$ 1,048	\$ 277,468	\$ 3,393,098	8%	
CONSTRUCTION FUND EXPENDITURES					
Planning/ Architect/ Engineering	\$ 5,700	\$ 59,080	\$ 342,000	17%	
Buildings & Improvements	9,570	238,373	795,000	30%	
Parks/ Playground Improvements/ Acquisitions	10,538	1,178,111	2,613,139	45%	
Landscaping & Groundskeeping	-	16,066	50,000	32%	
Operating Equipment & Vehicles	(30,170)	148,846	220,021	68%	
Recreation Equipment/ Repairs	-	-	3,000	0%	
Emergency Repairs/ Replacements	-	10,479	81,090	13%	
Total Expenditures	\$ (4,361)	\$ 1,650,955	\$ 4,104,250	40%	
Total Construction Fund Net Surplus (Deficit)	\$ 5,409	\$ (1,373,487)	\$ (711,152)	n/a	

(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. Two 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 January 31, 2021

Monthly % of Annual Budget 75%

	Jan Actual	YTD Actual	Annual Budget	% of Budget
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- (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.

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

PAGE: 1
F-YR: 21

FUND: RECREATION
FOR 9 PERIODS ENDING JANUARY 31, 2021

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

PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	1,535.00	14,904.25	46,000.00	31,095.75
02-2313-4-0000-23	TICKET SALES	0.00	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		1,535.00	18,258.85	83,700.00	65,441.15
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	393.24	9,869.73	28,000.00	18,130.27

TOTAL SALARIES & WAGES		393.24	9,869.73	28,000.00	18,130.27
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	82.17	378.11	700.00	321.89
02-2313-6-0000-07	ELECTRIC	43.27	620.90	1,500.00	879.10
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	47.15	1,792.14	11,000.00	9,207.86
02-2313-6-0000-12	RENTAL FEES	2,118.00	19,062.00	25,500.00	6,438.00

TOTAL CONTRACTUAL SERVICES		2,290.59	21,853.15	38,950.00	17,096.85
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	0.00	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		0.00	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		1,535.00	18,258.85	83,700.00	65,441.15
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		1,535.00	18,258.85	83,700.00	65,441.15
TOTAL EXPENSE		2,683.83	32,964.66	75,050.00	42,085.34
NET SURPLUS (DEFICIT)		(1,148.83)	(14,705.81)	8,650.00	23,355.81

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

		FUND: RECREATION			
		FOR 9 PERIODS ENDING JANUARY 31, 2021			
ACCOUNT		JANUARY	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	

TOTAL FUND REVENUES		1,535.00	18,258.85	83,700.00	65,441.15
TOTAL FUND EXPENSES		2,683.83	32,964.66	75,050.00	42,085.34
FUND SURPLUS (DEFICIT)		(1,148.83)	(14,705.81)	8,650.00	23,355.81

PAGE: 1
F-YR: 21

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021	
		FOR 9 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

GENERAL RECREATION					
	SALARIES / WAGES	934	30,263	85,649	55,386
	CONTRACTUAL SERVICES	2,290	23,592	48,974	25,382
	COMMODITIES	0	1,387	9,037	7,649
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	3,225	55,243	143,662	88,418

	NET SURPLUS (DEFICIT)	(1,624)	8,134	94,987	86,853

PRESCHOOL					
REVENUES					
	RECEIPTS	40,725	213,490	288,749	75,259
EXPENSES					
	SALARIES / WAGES	17,411	133,791	230,999	97,208
	CONTRACTUAL SERVICES	131	3,955	26,999	23,044
	COMMODITIES	76	3,292	5,099	1,807
	MAINTENANCE / CAPITAL INVEST.	0	22	449	427
	TOTAL EXPENSES: PRESCHOOL	17,618	141,061	263,549	122,488

	NET SURPLUS (DEFICIT)	23,106	72,428	25,200	(47,228)

ACTIVE OLDER ADULTS					
REVENUES					
	RECEIPTS	0	(839)	20,999	21,838
EXPENSES					
	SALARIES / WAGES	0	60	5,249	5,189
	CONTRACTUAL SERVICES	0	(175)	8,999	9,174
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	0	(115)	14,249	14,364

	NET SURPLUS (DEFICIT)	0	(724)	6,750	7,474

DANCE					
REVENUES					
	RECEIPTS	12,554	38,452	99,637	61,184
EXPENSES					
	SALARIES / WAGES	427	6,322	25,274	18,952
	CONTRACTUAL SERVICES	0	0	5,399	0
	COMMODITIES	0	(81)	19,912	19,994
	TOTAL EXPENSES: DANCE	427	6,240	50,587	44,346

	NET SURPLUS (DEFICIT)	12,127	32,211	49,050	16,838

CAMPS					
REVENUES					
	RECEIPTS	0	157,401	266,249	108,848
EXPENSES					

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021			
		FOR 9 PERIODS ENDING					
ACCOUNT				FISCAL	FISCAL		
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	YEAR	\$	
		ACTUAL	ACUAL	BUDGET	BUDGET	REMAINING	

CAMPS							
	SALARIES / WAGES	520	130,782	157,499		26,717	
	CONTRACTUAL SERVICES	0	0	38,512		0	
	COMMODITIES	0	3,472	9,187		5,714	
	TOTAL EXPENSES: CAMPS	520	134,254	205,199		70,944	
	NET SURPLUS (DEFICIT)	(520)	23,146	61,050		37,903	

CONTRACTED							
	REVENUES						
	RECEIPTS	718	4,326	9,149		4,823	
	EXPENSES						
	CONTRACTUAL SERVICES	0	0	6,149		0	
	NET SURPLUS (DEFICIT)	718	4,326	3,000		(1,326)	

CO-OPS							
	REVENUES						
	RECEIPTS	188	940	2,250		1,310	
	RECEIPTS	188	940	2,250		1,310	
	EXPENSES						
	CONTRACTUAL SERVICES	200	524	2,174		1,650	
	TOTAL EXPENSES: CO-OPS	200	524	2,174		1,650	
	NET SURPLUS (DEFICIT)	(12)	416	75		(340)	

SPECIAL EVENTS							
	REVENUES						
	RECEIPTS	80	26,503	56,324		29,821	
	RECEIPTS	80	26,503	56,324		29,821	
	EXPENSES						
	SALARIES / WAGES	0	0	1,124		0	
	CONTRACTUAL SERVICES	0	5,123	13,612		8,489	
	COMMODITIES	0	8,875	24,018		15,143	
	--- UNDEFINED CODE ---	0	0	900		0	
	NET SURPLUS (DEFICIT)	80	12,504	16,668		4,164	

TENNIS							
	REVENUES						
	RECEIPTS	0	20,120	12,375		(7,745)	
	RECEIPTS	0	20,120	12,375		(7,745)	
	EXPENSES						

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021			
		FOR 9 PERIODS ENDING					
ACCOUNT				FISCAL	FISCAL		
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	YEAR	\$	
		ACTUAL	ACUAL	BUDGET	BUDGET	REMAINING	

TENNIS							
	SALARIES / WAGES	0	0	0		0	
	CONTRACTUAL SERVICES	0	15,306	8,249		(7,056)	
	TOTAL EXPENSES: TENNIS	0	15,306	8,249		(7,056)	
	NET SURPLUS (DEFICIT)	0	4,813	4,125		(688)	

GYMNASTICS/TUMBLING							
REVENUES							
	RECEIPTS	2,833	22,070	125,024		102,954	
	RECEIPTS	2,833	22,070	125,024		102,954	
EXPENSES							
	SALARIES / WAGES	1,028	9,778	68,999		59,221	
	CONTRACTUAL SERVICES	0	0	7,349		0	
	COMMODITIES	0	250	3,899		3,649	
	MAINTENANCE / CAPITAL INVEST.	0	0	374		0	
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	1,028	10,029	80,624		70,595	
	NET SURPLUS (DEFICIT)	1,805	12,041	44,400		32,358	

BASEBALL & SOFTBALL							
REVENUES							
	RECEIPTS	18,234	52,874	47,999		(4,874)	
	RECEIPTS	18,234	52,874	47,999		(4,874)	
EXPENSES							
	SALARIES / WAGES	0	2,482	2,999		517	
	CONTRACTUAL SERVICES	104	6,221	6,824		603	
	COMMODITIES	0	8,594	10,012		1,418	
	EQUIPMENT REPAIR	0	0	0		0	
	TOTAL EXPENSES: BASEBALL & SOFTBALL	104	17,298	19,837		2,539	
	NET SURPLUS (DEFICIT)	18,129	35,575	28,162		(7,413)	

GENERAL ATHLETICS							
REVENUES							
	RECEIPTS	19,848	109,330	277,424		168,094	
	RECEIPTS	19,848	109,330	277,424		168,094	
EXPENSES							
	SALARIES / WAGES	2,383	5,098	39,974		34,876	
	CONTRACTUAL SERVICES	18,878	30,936	131,737		100,800	

		FUND: CORPORATE		31, 2021	
		FOR 9 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

GENERAL ATHLETICS					
	COMMODITIES	0	57	5,606	5,549
	TOTAL EXPENSES: GENERAL ATHLETICS	21,262	36,091	177,318	141,226
	NET SURPLUS (DEFICIT)	(1,413)	73,238	100,106	26,868

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	1,878	16,891	21,749	4,858
	CONTRACTUAL SERVICES	0	0	17,624	0
	TOTAL EXPENSES: GYMNASIUMS	1,878	16,891	39,374	22,483
	NET SURPLUS (DEFICIT)	(1,878)	(16,891)	(39,374)	(22,483)

FITNESS CENTER					
	REVENUES				
	RECEIPTS	12,262	52,822	159,562	106,740
	RECEIPTS	12,262	52,822	159,562	106,740
	EXPENSES				
	SALARIES / WAGES	5,811	48,966	63,374	14,408
	CONTRACTUAL SERVICES	2,167	18,205	27,461	9,255
	COMMODITIES	196	1,880	8,208	6,328
	MAINTENANCE / CAPITAL INVEST.	716	2,311	5,624	3,313
	TOTAL EXPENSES: FITNESS CENTER	8,892	71,363	104,669	33,306
	NET SURPLUS (DEFICIT)	3,369	(18,541)	54,892	73,433

POOL					
	REVENUES				
	RECEIPTS	0	170,467	451,724	281,257
	RECEIPTS	0	170,467	451,724	281,257
	EXPENSES				
	SALARIES / WAGES	27	157,556	300,149	142,593
	CONTRACTUAL SERVICES	2,849	66,290	76,087	9,796

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021	
		FOR 9 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

POOL					
	COMMODITIES	0	18,848	49,762	30,914
	MAINTENANCE / CAPITAL INVEST.	43	3,446	5,924	2,477
	TOTAL EXPENSES: POOL	2,921	246,142	431,924	185,781
	NET SURPLUS (DEFICIT)	(2,921)	(75,675)	19,800	95,476

MINI GOLF					
REVENUES					
	RECEIPTS	(50)	73,702	73,874	172
	RECEIPTS	(50)	73,702	73,874	172
EXPENSES					
	SALARIES / WAGES	170	31,107	19,762	(11,344)
	CONTRACTUAL SERVICES	117	3,005	2,287	(718)
	COMMODITIES	0	1,364	5,887	4,522
	MAINTENANCE / CAPITAL INVEST.	0	96	187	91
	TOTAL EXPENSES: MINI GOLF	287	35,573	28,124	(7,449)
	NET SURPLUS (DEFICIT)	(337)	38,128	45,750	7,621

AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	5,043	134,397	657,750	523,352
	RECEIPTS	5,043	134,397	657,750	523,352
EXPENSES					
	SALARIES/WAGES	13,787	116,007	308,624	192,617
	CONTRACTUAL SERVICES	8,340	76,525	262,499	185,974
	COMMODITIES	358	5,184	35,062	29,877
	MAINTENANCE/CAPITAL INVESTMTS	0	331	7,049	6,718
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	22,486	198,049	613,237	415,187
	NET SURPLUS (DEFICIT)	(17,442)	(63,651)	44,512	108,164

UNDEFINED GROUP					
REVENUES					
	RECEIPTS	38,767	168,122	514,312	346,190
	RECEIPTS	38,767	168,122	514,312	346,190
EXPENSES					
	SALARIES/ WAGES	21,599	167,160	246,974	79,813
	CONTRACTUAL SERVICES	12,194	87,074	120,074	33,000

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021	
		FOR 9 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	JANUARY	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

UNDEFINED GROUP					
	COMMODITIES	129	4,853	21,524	16,671
	MAINTENANCE/ CAPITAL INVEST.	644	8,863	11,624	2,761
	TOTAL EXPENSES: UNDEFINED GROUP	34,568	267,952	400,199	132,246

	NET SURPLUS (DEFICIT)	4,199	(99,830)	114,112	213,943

	TOTAL FUND REVENUES	190,024	3,031,925	4,527,935	1,496,009
	TOTAL FUND EXPENSES	222,506	2,861,372	4,527,932	1,666,560
	SURPLUS (DEFICIT)	(32,481)	170,553	2	(170,550)

FUND: CORPORATE

LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	1,155	174,340	183,749	9,409
	RECEIPTS	1,155	174,340	183,749	9,409

EXPENSES					
	SPECIAL FUND EXPENSE	40,062	120,186	183,749	63,563
	TOTAL EXPENSES: LIABILITY INSURANCE	40,062	120,186	183,749	63,563

	NET SURPLUS (DEFICIT)	(38,906)	54,153	(0)	(54,153)

	TOTAL FUND REVENUES	1,155	174,340	183,749	9,409
	TOTAL FUND EXPENSES	40,062	120,186	183,749	63,563
	SURPLUS (DEFICIT)	(38,906)	54,153	(0)	(54,153)

FUND: CORPORATE

IMRF					
REVENUES					
	RECEIPTS	3,987	199,280	247,499	48,219
	RECEIPTS	3,987	199,280	247,499	48,219

EXPENSES					
	SPECIAL FUND EXPENSE	21,703	206,620	247,500	40,879
	TOTAL EXPENSES: IMRF	21,703	206,620	247,500	40,879

	NET SURPLUS (DEFICIT)	(17,716)	(7,340)	(0)	7,340

	TOTAL FUND REVENUES	3,987	199,280	247,499	48,219

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE
FOR 9 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL FUND EXPENSES		21,703	206,620	247,500	40,879
SURPLUS (DEFICIT)		(17,716)	(7,340)	(0)	7,340

FUND: CORPORATE

AUDIT					
REVENUES					
RECEIPTS		633	13,426	9,824	(3,601)
RECEIPTS		633	13,426	9,824	(3,601)
EXPENSES					
SPECIAL FUND EXPENSE		0	13,100	9,824	(3,275)
TOTAL EXPENSES: AUDIT		0	13,100	9,824	(3,275)
NET SURPLUS (DEFICIT)		633	326	0	(326)
TOTAL FUND REVENUES		633	13,426	9,824	(3,601)
TOTAL FUND EXPENSES		0	13,100	9,824	(3,275)
SURPLUS (DEFICIT)		633	326	0	(326)

FUND: CORPORATE

SOCIAL SECURITY					
REVENUES					
RECEIPTS		3,114	366,507	272,999	(93,507)
RECEIPTS		3,114	366,507	272,999	(93,507)
EXPENSES					
SPECIAL FUND EXPENSE		19,330	208,238	272,999	64,761
TOTAL EXPENSES: SOCIAL SECURITY		19,330	208,238	272,999	64,761
NET SURPLUS (DEFICIT)		(16,215)	158,269	(0)	(158,269)
TOTAL FUND REVENUES		3,114	366,507	272,999	(93,507)
TOTAL FUND EXPENSES		19,330	208,238	272,999	64,761
SURPLUS (DEFICIT)		(16,215)	158,269	(0)	(158,269)

FUND: CORPORATE

SPECIAL RECREATION
REVENUES

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		31, 2021	
		FOR 9 PERIODS ENDING			
ACCOUNT		JANUARY	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	

SPECIAL RECREATION					
	RECEIPTS	300	567,642	569,999	2,357
	RECEIPTS	300	567,642	569,999	2,357
EXPENSES					
	CONTRACTUAL SERVICES	689	13,791	41,249	27,458
	CAPITAL IMPROVEMENTS	264,932	265,032	331,910	66,878
	SPECIAL FUND EXPENSE	0	262,453	196,839	(65,613)
TOTAL EXPENSES: SPECIAL RECREATION		265,621	541,276	569,999	28,723
NET SURPLUS (DEFICIT)		(265,321)	26,365	0	(26,365)
TOTAL FUND REVENUES		300	567,642	569,999	2,357
TOTAL FUND EXPENSES		265,621	541,276	569,999	28,723
SURPLUS (DEFICIT)		(265,321)	26,365	0	(26,365)
FUND: CORPORATE					
BOND AND INTEREST					
REVENUES					
	RECEIPTS	445	841,783	627,695	(214,088)
	RECEIPTS	445	841,783	627,695	(214,088)
EXPENSES					
	CONTRACTUAL SERVICES	0	836,926	627,695	(209,231)
TOTAL EXPENSES: BOND AND INTEREST		0	836,926	627,695	(209,231)
NET SURPLUS (DEFICIT)		445	4,856	0	(4,856)
TOTAL FUND REVENUES		445	841,783	627,695	(214,088)
TOTAL FUND EXPENSES		0	836,926	627,695	(209,231)
SURPLUS (DEFICIT)		445	4,856	0	(4,856)
FUND: CORPORATE					
PROJECT REVENUE					
REVENUES					
	PROJECT REVENUE	1,048	277,468	2,544,823	2,267,355
	PROJECT REVENUE	1,048	277,468	2,544,823	2,267,355
NET SURPLUS (DEFICIT)		1,048	277,468	2,544,823	2,267,355

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 9 PERIODS ENDING 31, 2021

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

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	5,700	59,080	256,499	197,419
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		5,700	59,080	256,499	197,419
NET SURPLUS (DEFICIT)		(5,700)	(59,080)	(256,499)	(197,419)
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	9,569	238,372	596,249	357,877
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		9,569	238,372	596,249	357,877
NET SURPLUS (DEFICIT)		(9,569)	(238,372)	(596,249)	(357,877)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	10,538	1,178,111	1,959,854	781,742
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		10,538	1,178,111	1,959,854	781,742
NET SURPLUS (DEFICIT)		(10,538)	(1,178,111)	(1,959,854)	(781,742)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	16,066	37,499	21,433
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	16,066	37,499	21,433
NET SURPLUS (DEFICIT)		0	(16,066)	(37,499)	(21,433)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	(30,169)	148,845	165,015	16,169
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		(30,169)	148,845	165,015	16,169
NET SURPLUS (DEFICIT)		30,169	(148,845)	(165,015)	(16,169)
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	2,250	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	2,250	0
NET SURPLUS (DEFICIT)		0	0	(2,250)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	0	10,478	60,817	50,338
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		0	10,478	60,817	50,338

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 9 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		0	(10,478)	(60,817)	(50,338)
TOTAL FUND REVENUES		1,048	277,468	2,544,823	2,267,355
TOTAL FUND EXPENSES		(4,360)	1,650,955	3,078,187	1,427,232
SURPLUS (DEFICIT)		5,409	(1,373,486)	(533,363)	840,123

DANIEL FORBES
President

RAPHALIATA MCKENZIE
Senior Vice President

MAGGIE BURGER
Senior Vice President

ANTHONY MICELI
Senior Vice President

MARK JERETINA
Vice President

February 11, 2021

Members of the Board of Park Commissioners
Geneva Park District
710 Western Avenue
Geneva, Illinois 60134

Dear Members of the Board of Park Commissioners:

The Geneva Park District Capital Projects Fund will be purchasing the \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021, being sold by the District at an interest rate of 0.77%. This is a fair rate based on similar recent sales.

Upon examination, it is our opinion that the bid is a fair bid, and it is further our opinion that the bid is favorable to the District and should be accepted.

Respectfully submitted,

Aaron L. Gold
Assistant Vice President

ALG/hgs
Enclosures

Geneva Park District, Kane County, Illinois

Taxable General Obligation Limited Tax Park Bonds, Series 2021

Dated: February 26, 2021

Final

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Levy	DSEB Total
02/26/2021	-	-	-	-		-
12/15/2021	845,890.00	0.700%	10,284.70	856,174.70	2020	856,174.70
06/15/2022	-	-	3,445.08	3,445.08		-
12/15/2022	861,270.00	0.800%	3,445.08	864,715.08	2021	868,160.16
Total	\$1,707,160.00	-	\$17,174.86	\$1,724,334.86		-

Yield Statistics

Bond Year Dollars	\$2,231.74
Average Life	1.307 Years
Average Coupon	0.7695726%
Net Interest Cost (NIC)	0.7695726%
True Interest Cost (TIC)	0.7689544%
Bond Yield for Arbitrage Purposes	0.7689544%
All Inclusive Cost (AIC)	1.2153234%

IRS Form 8038

Net Interest Cost	0.7695726%
Weighted Average Maturity	1.307 Years

		General Obligation Limited Tax Park Bonds Debt Service				Current DSEB Capacity
Levy Year	Bond Year	DSEB	Series 2019	Series 2021	Total	
2018	2019	821,320.49	821,318.51		821,318.51	
2019	2020	836,925.57	836,926.86		836,926.86	1.98 (1.29)
2020	2021	856,174.85		856,174.70	856,174.70	0.15
2021	2022	868,161.29		868,160.16	868,160.16	1.13
Total			1,658,245.37	1,724,334.86		

Geneva Park District, Kane County, Illinois
Taxable General Obligation Limited Tax Park Bonds, Series 2021
Final Costs of Issuance/Allocation of Proceeds

Security:	GO LTD	
Tax Status:	Taxable	
Issue:	Series 2021	Total
Issue Size:	\$1,707,160.00	\$1,707,160.00

Service	Service Provider	Total	
Financial Advisor	Speer Financial, Inc.	\$5,500.00	\$5,500.00
Bond Counsel	Miller, Canfield, Paddock and Stone, P.L.C.	4,000.00	4,000.00
Term Sheet Preparation	Speer Financial, Inc.	350.00	350.00
Total Costs of Issuance:		\$9,850.00	\$9,850.00

Capital Proceeds	Total	
Total Capital Proceeds	\$1,697,310.00	\$1,697,310.00
Rounding:	\$0.00	\$0.00

Method of Sale
Self-Purchase

OFFICIAL BID FORM

Geneva Park District
710 Western Avenue
Geneva, Illinois 60134

February 11, 2021
Speer Financial, Inc.

Board of Park Commissioners:

For the ~~\$1,698,350~~ \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021, of the Geneva Park District, Kane County, Illinois, we will pay you \$1,707,160 plus accrued interest from February 26, 2021, to the date of delivery for Bonds bearing interest as follows (each rate a multiple of 1/8 or 1/100 of 1%).

By submitting a bid, any bidder makes the representation that it understands Miller Canfield Paddock & Stone, LLC, Chicago, Illinois ("Bond Counsel") represents the District in the Bond transaction and, if such bidder has retained Bond Counsel in an unrelated matter, such bidder represents that the signatory to the bid is duly authorized to and does consent to and waive for and on behalf of such bidder any conflict of interest of Bond Counsel arising from any adverse position to the District in this matter; such consent and waiver shall supersede any formalities otherwise required in any separate understandings, guidelines or contractual arrangements between the bidder and Bond Counsel.

MATURITIES – DECEMBER 15

\$840,485 \$845,890	2021	0.70%
857,865 861,270	2022	0.80%

The Bonds are to be executed and delivered to us in accordance with the terms of this bid accompanied by the approving legal opinion of Bond Counsel.

ACCOUNT MANAGER INFORMATION

Bid Submitted By:	Christy Powell	Direct Phone:	630-262-2219
Name of Purchaser:	Geneva Park District	FAX #:	
Street Address:	710 Western Avenue	State:	Illinois
City:	Geneva	Zip Code:	60134
Email:	cpowell@genevaparks.com		

The foregoing bid was accepted and the bonds sold by ordinance of the District on February 15, 2021.

Geneva Park District, Kane County, Illinois

President, Board of Park Commissioners

----- **NOT PART OF THE BID** -----
(Calculation of net interest cost)

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	Bid	Post Sale Revision
Gross Interest	\$17,095.38	\$17,174.86
Less Premium/Plus Discount	\$0.00	\$0.00
Net Interest Cost	\$17,095.38	\$17,174.86
Net Interest Rate	0.77%	0.77%
Bond Year Dollars	\$2,221.26	\$2,231.74
Average Life	1.308 Years	1.307 Years

FINAL TERM SHEET DATED FEBRUARY 15, 2021

Geneva Park District, Kane County, Illinois

\$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021

Issuer:	Geneva Park District, Kane County, Illinois (the “District”).			
Issue:	\$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 (the “Bonds”).			
Bid(s) Due:	February 15, 2021 by 10:15 A.M. C.S.T.			
Award Date:	February 15, 2021.			
Dated/Delivery Date:	February 26, 2021.			
Purchaser:	Geneva Park District Capital Projects Fund.			
Interest Payment Dates:	The Bonds will pay interest semi-annually on each December 15 and June 15 commencing on December 15, 2021. Interest is calculated on the basis of a 360-day year consisting of twelve 30-day months.			
Principal Due:	December 15, 2021 and December 15, 2022.			
Maturities, Amounts Interest Rates and Yields:	<u>Maturity</u> December 15 2021 2022	<u>Principal</u> <u>Amount</u> \$845,890 861,270	<u>Interest</u> <u>Rate</u> 0.700% 0.800%	<u>Yield</u> NRO NRO
Purchase Price:	Par.			
Good Faith Deposit:	A good faith deposit will NOT be required.			
Bank Qualification:	The Bonds will NOT be designated as “qualified tax-exempt obligations.”			
Legal Opinion/Tax Status:	Miller, Canfield, Paddock and Stone, P.L.C., Chicago, Illinois, (“Bond Counsel”), will provide an opinion as to the validity of the Bonds. Interest on the Bonds is includible in gross income of the owners thereof for federal income tax purposes. Interest on the Bonds is not exempt from present State of Illinois income taxes.			
Registrar/Paying Agent:	Treasurer of the Board of Park Commissioners (the “Board”) of the District.			
Registered:	The Bonds will be registered in the name of Geneva Park District, Kane County, Illinois, Capital Projects Fund.			

FINAL TERM SHEET DATED FEBRUARY 15, 2021

Geneva Park District, Kane County, Illinois \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021

Rule G-34, as Amended:

Rule G-34, as amended, extends to non-dealer municipal advisors the requirement that a municipal advisor obtain a CUSIP number when advising on a competitive transaction in municipal securities.

Rule G-34, as amended, provides a principles-based exception for municipal advisors in competitive sales from the CUSIP number requirements when selling a new issue of municipal securities in certain circumstances where the municipal advisor reasonably believes (e.g., by obtaining a written representation) that the present intent of the purchasing entity is to hold the municipal securities to maturity or earlier redemption or mandatory tender. Specifically, Rule G-34(a)(i)(F) provides as follows:

“(F) [A] municipal advisor advising the issuer with respect to a competitive sale of a new issue, which is being purchased directly by a bank, any entity directly or indirectly controlled by the bank or under common control with the bank, other than a broker, dealer or municipal securities dealer ... may elect not to apply for assignment of a CUSIP number or numbers if the ... municipal advisor reasonably believes (e.g., by obtaining a written representation) that the present intent of the purchasing entity or entities is to hold the municipal securities to maturity”

Should your bid be the best bid and should this not be relevant in your situation please advise Speer Financial, Inc. immediately.

Authorization:

The Bonds are being issued pursuant to the Park District Code of the State of Illinois and the Local Government Debt Reform Act of the State of Illinois, each as supplemented and amended, and an ordinance to be adopted by the Board of Park Commissioners of the District on the Award Date.

Purpose:

Proceeds of the Bonds will be used to (i) to provide for the 2021 Park Projects, as described in the proceedings of the District authorizing the Bonds, and (ii) to pay the costs of issuance of the Bonds.

Security:

In the opinion of Bond Counsel, the Bonds are valid and legally binding upon the District and are payable from any funds of the District legally available for such purpose, and all taxable property in the District is subject to the levy of taxes to pay the same without limitation as to rate, except that the rights of the owners of the Bonds and the enforceability of the Bonds may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights and by equitable principles, whether considered at law or in equity, including the exercise of judicial discretion. The amount of said taxes that may be extended to pay the Bonds is limited as provided by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "Tax Extension Limitation Law").

FINAL TERM SHEET DATED FEBRUARY 15, 2021

Geneva Park District, Kane County, Illinois \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021

Security (cont.):

The Debt Reform Act provides that the Bonds are payable from the debt service extension base of the District (the "Base"), which is an amount equal to that portion of the extension for the District for the 1994 levy year constituting an extension for payment of principal and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. The amount of the Base for the 2020 levy year is \$856,174.85. The amount of the Base for the 2021 levy year is \$868,161.29. The Tax Extension Limitation Law further provides that the annual amount of taxes to be extended to pay the Bonds and all other limited bonds hereafter issued by the District shall not exceed the Base.

The Bonds will constitute the only series of limited bonds of the District payable from the Base. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

**Illinois Property Tax
Extension Limitation Law:**

The District, as a non-home rule unit of local government located in Kane County, Illinois, became subject to the Tax Extension Limitation Law in 1994 pursuant to a legislative action by the General Assembly. The effect of the Tax Extension Limitation Law is to limit the amount of property taxes that can be extended for a taxing body. In addition, general obligation bonds, notes and installment contracts payable from ad valorem taxes unlimited as to rate and amount cannot be issued by the affected taxing bodies unless the obligations first are approved at a direct referendum, are alternate bonds or are for certain refunding purposes.

Public Act 89-385, effective August 18, 1995, permits local governments, including the District, to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law.

Denomination:

\$5.00 or integral multiples thereof.

Municipal Advisor:

Speer Financial, Inc., Chicago, Illinois ("Speer").

Expenses:

The District will pay for the legal opinion and municipal advisor's fee. At closing, the District will deliver one typed bond per maturity.

FINAL TERM SHEET DATED FEBRUARY 15, 2021

**Geneva Park District, Kane County, Illinois
\$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021**

Optional Redemption: The Bonds are not subject to redemption prior to maturity.

Credit Rating: A credit rating will not be requested for the Bonds.

Secondary Market Disclosure: This Bond issue is not subject to the continuing disclosure provisions of Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

President, Board of Park Commissioners

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Program on bird nests set in St. Charles

The Forest Preserve District of Kane County will hold a “Learn from the Experts” nature program on bird nests from 10 to 11:30 a.m. Feb. 6 at Hickory Knolls Discovery Center at 3795 Campton Hills Drive in St. Charles.

Many bird species apply definitive “signatures” to their nests using specific materials, according to a press release from the district. Nest size and location also provide important clues as to their builders.

Learn From the Experts programs are for ages 18 and above. Masks are required at all programs and group sizes will be limited. Advance registration is required. There is a registration fee of \$10. To register, call 630-444-3190 or email programs@kaneforest.com.

Learn from the Experts programs are taught by experts in their respective fields and offer in-depth learning opportunities about local ecology, according to the release. The programs are offered through a partnership by the Forest Preserve District of Kane County, St. Charles Park District and Geneva Park District.

For more information on upcoming Forest Preserve District of Kane County programs, go to www.kaneforest.com.

Geneva Park District to hold Super Shuffle 5K

By [Kane County Chronicle](#)

January 22, 2021 at 4:41 am CST

GENEVA – The Geneva Park District will host its 11th annual Super Shuffle 5K on Sunday, Feb. 7.

According to a news release, the outdoor running event that kicks off near Geneva Middle School South, 1415 Viking Drive, Geneva. Waves of up to 50 people will start on Viking Drive near Fabyan Drive and run north on Viking toward Kaneville Road, where they will run along the scenic path around Peck Farm Park. The first wave starts at 10 a.m., with other waves starting every 15 minutes.

According to a new study from LetsGetChecked, from January 2020, the average American will eat somewhere around 11,000 calories on Super Bowl Sunday, which is more than four and a half times the recommended daily calorie intake, and is about the same level of saturated fat a person should consume in a week, the release state.

“Of course, game day parties will look different this year, but people will still use the big game to indulge in their favorite foods like chicken wings, pizza, nachos and more. Therefore, it is essential, now more than ever that the Geneva Park District, provides safe and fun opportunities to get outdoors and enjoy a recreational activity that allows people to burn calories, stay active, and healthy,” stated Traci Wicks, director of marketing and public relations.

“Our team has been planning and researching a variety of options for this popular event over the past couple months. We realized how essential health and wellness is, now more than ever, and once the Geneva Park District was able to move into Tier 2, we were excited to offer the community the opportunity for an in-person outdoor event” stated Jim Huetson, facility manager.

“We have in-person and virtual options to accommodate as many runners as possible. While we unfortunately will not be hosting the typical after-race party, we will be increasing raffle prizes and adding fun swag to the race bags thanks to our generous sponsors,” Huetson stated.

Register online through Race Roster at <https://raceroster.com/events/2021/39494/geneva-park-districts-super-shuffle-5k>.

Register by Jan. 29 to ensure you receive your sweatshirt by race day. Any participants who register after the Jan. 29 deadline will receive their sweatshirts two weeks after the race.

Pre-race packet pick-up will be held Feb. 5 from 5:30 a.m. – 8:30 p.m., and Feb. 6 from 7 a.m. – 5 p.m. at the Stephen D. Persinger Recreation Center, 3507 Kaneville Road. There will be no day-of registration and everyone is encouraged to pick-up their packet prior to race day.

The Super Shuffle 5k benefits the Geneva Park District Scholarship Fund which provides recreational opportunities to the community.

For more information, visit genevaparks.org or call 630-232-4542.

EXTRACT OF MINUTES of a regular public meeting of the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, held at the Park District Offices, 710 Western Avenue, Geneva, Illinois 60134, in said Park District, at 7:00 o'clock P.M., on the 15th day of February, 2021.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, the following Park Commissioners answered present:

The Park Board President and Park Commissioners _____

The following Park Commissioner was absent from the meeting _____

(Here various items of business were duly transacted by the Board.)

The Board then gave consideration to the park program to issue the \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 (the “**Series 2021 Bonds**”).

The Secretary of the Board then stated that the District has agreed, subject to certain conditions, to purchase its own Series 2021 Bonds.

Park Commissioner _____ then made a motion, which was seconded by Park Commissioner _____ that the sale of said bonds to said purchaser be approved and upon roll call, the following Park Commissioners voted

AYE: _____

and the following Park Commissioners voted

NAY: _____

The President declared the motion carried, and upon further discussion, presented to the Secretary the following ordinance, which was read to the Board as follows:

ORDINANCE NO. 2021-02

AN ORDINANCE providing for the issue of \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 of the Geneva Park District, Kane County, Illinois, and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

* * *

WHEREAS, the Geneva Park District, Kane County, Illinois (the “**District**”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of The Park Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “**Park Code**”); and

WHEREAS, the needs of the District require the expenditure of not less than the sum of \$1,707,160 plus estimated investment earnings on the proceeds of bonds, as hereinafter referred to, prior to disbursement, for the purpose of providing 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 (the “**2021 Park Projects**” or “**Project**”), all in accordance with the projections, heretofore approved by the Board of Park Commissioners (the “**Board**”) of the District and now on file in the office of the Secretary of the Board; and

WHEREAS, it is in the best interest of the District to issue bonds in the amount of \$1,707,160 for Project purposes as aforesaid; and

WHEREAS, P.A. 89-385, effective August 18, 1995, specifically authorizes the District to issue “Limited Tax Park Bonds,” as defined in the Local Government Debt Reform Act of the State of Illinois, as amended (the “**Debt Reform Act**”); and

WHEREAS, on the 24th day of December, 2020, notice of intention to issue said bonds pursuant to the provisions of Section 15 of Public Act 89-655, being the Bond Issue

Notification Act, was published once in the *Kane County Chronicle*, the same being a newspaper having a general circulation in the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, have 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, a hearing was held by the Board and finally adjourned on January 18, 2021, in accordance with the terms of the Bond Issue Notification Act; and

WHEREAS, the Board finds that it does not have sufficient funds on hand for the Project, and the cost thereof will be not less than \$1,707,160, plus estimated investment earnings on the proceeds of bonds, as hereinafter referred to, prior to disbursement, and it is necessary and for the best interests of the District that it borrow the sum of \$1,707,160 and issue bonds of the District to evidence the borrowing; and

WHEREAS, the Board does hereby find and determine that upon the issuance of the \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 (the “**Series 2021 Bonds**”) now proposed to be issued, the aggregate outstanding principal amount of unpaid bond or note indebtedness of the District, including said bonds, will not exceed .575% of the total last known equalized assessed value of all taxable property in the District, and pursuant to the provisions of Section 6-4 of the Park Code, the Debt Reform Act and the Property Tax Extension Limitation Law of the State of Illinois (the “**Extension Limitation Act**”), it is not necessary to submit the proposition of issuing the Series 2021 Bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained 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 the recitals contained in the preambles to this Ordinance are true, correct, and complete and does incorporate them into this Ordinance by this reference.

Section 2. Authorization.

It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$1,707,160 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of the Series 2021 Bonds to be used for payment of costs of the 2021 Park Projects, and expenses incidental thereto, and it is necessary and for the best interests of the District that there be issued at this time the full \$1,707,160 of the bonds so authorized.

Section 3. Definitions.

The following words and terms used in this Ordinance shall have the following meanings unless the context or use clearly indicates another or different meaning is intended.

A. **“Board”** means the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois.

B. **“Bonds”** or **“Series 2021 Bonds”** means the \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 authorized to be issued by this Ordinance.

C. **“Bond Fund”** means the Bond Fund created in Section 11 of this Ordinance.

D. **“Bond Register”** means the books of the District kept by the Bond Registrar to evidence the registration and transfer of the Bonds.

E. **“Bond Registrar”** means the Treasurer of the Board of Park Commissioners of the Geneva Park District, Kane County, duly authorized to do be Bond Registrar

with the powers and duties as herein set forth, or a successor thereto or a successor designated as Bond Registrar hereunder.

F. **“Code”** means the Internal Revenue Code of 1986.

G. **“District”** means the Geneva Park District, Kane County, Illinois.

H. **“Ordinance”** means this Ordinance, passed by the Board on the 15th day of February, 2021.

I. **“Park Code”** means the Park Code of the State of Illinois, as supplemented and amended, and in particular Section 15 thereof.

J. **“Paying Agent”** means the Treasurer of the Board of Park Commissioners of the Geneva Park District, Kane County, duly authorized to be Paying Agent with its powers and duties as herein set forth or a successor thereto or a successor designated as Paying Agent thereunder.

K. **“Project Fund”** means the Project Fund created in Section 12 of this Ordinance.

Section 4. Bond Details.

There shall be borrowed on the credit of and for and on behalf of the District the total sum of \$1,707,160 for the purposes aforesaid. Bonds of the District shall be issued in said amount and shall each be designated “Taxable General Obligation Limited Tax Park Bond, Series 2021” (the **“Bonds”**). The Bonds shall be dated February 26, 2021, and each shall also bear the date of authentication thereof, each shall be in fully registered form, each shall be in denominations of \$5.00 or integral multiples thereof, and each shall be numbered 1 and upward. The Series 2021 Bonds shall become due and payable serially (not being subject to the right of prior redemption)

on December 15 of each of the years, in the amounts and bearing interest at the rates per cent per annum as follows:

<u>Year</u>	<u>Amount (\$)</u>	<u>Rate (%)</u>
2021	\$845,890	0.70%
2022	\$861,270	0.80%

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 15 and December 15 of each year, commencing on December 15, 2021. Interest on each Bond shall be paid by check or draft of the Paying Agent, payable upon presentation, in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the fifteenth (15th) day of the month of the interest payment date. The principal of the Bonds shall be payable upon presentation, in lawful money of the United States of America, at the principal office of the Paying Agent.

Section 5. Execution; Authentication.

The Bonds shall be executed on behalf of the District with the manual or facsimile signature of the President, Board of Park Commissioners and attested with the manual or authorized facsimile signature of the Secretary, Board of Park Commissioners, as they may determine, and shall have impressed or imprinted thereon the corporate seal or facsimile thereof of the District. In case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District

and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by it if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 6. Registration of Bonds; Persons Treated as Owners; Global Book Entry System; Redemption.

A. **General.** The District shall cause books (the “**Bond Register**”) for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and

due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, provided, however, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period of fifteen days next preceding the interest payment date on the Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

B. Book-Entry System. The Bonds may be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds as provided in this Section 4, and the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“**Cede**”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“**DTC**”). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President and Secretary of the Board are hereby authorized to execute and deliver on behalf of the District such letters to or Agreements with DTC and the Bond Registrar

as shall be necessary to effectuate such book-entry system (any such letter or Agreements being referred to herein as the “**Representation Letter**”).

With respect to the Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “**DTC Participant**”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other

than a registered owner of a Bond as shown in the Bond Register, shall receive a certificated Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Code, the name “**Cede**” in this Contract shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the Agreements among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At the time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a global book-entry system, as may be acceptable to the District, or such depository’s agent or designee, and if the District does not select such alternate global book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of this Section 4.

Notwithstanding any other provision of this Bond Ordinance to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the manner provided in the Representation Letter.

C. **Redemption.** This Section C shall apply only to the extent the official Bid Form shall specify any redemption terms, and otherwise shall not apply. The District shall, at least

forty-five (45) days prior to the redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar and Paying Agent of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot not more than sixty (60) days prior to the redemption date by the Bond Registrar for the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; provided, that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion.

The Bond Registrar shall promptly notify the District and the Paying Agent in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Unless waived by the registered owner of Bonds to be redeemed, official notice of any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by registered or certified mail not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to each registered owner of the Bonds or portions of Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All official notices of redemption shall include at least the information as follows:

- (1) the redemption date;
- (2) the redemption price;
- (3) If less than all of the Bonds of a single maturity are to be redeemed, the identification (and, in the case of partial redemption of any Bonds, the respective principal amounts) of the Bonds to be redeemed;

(4) a statement that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption and that interest thereon shall cease to accrue from and after said date; and

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Paying Agent.

Prior to any redemption date, the District shall deposit with the Paying Agent an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price), such Bonds or portions of Bonds shall cease to bear interest. Neither the failure to mail such redemption notice, nor any defect in any notice so mailed, to any particular registered owner, shall affect the sufficiency of such notice with respect to other Bonds subject to redemption. Notice having been properly given, failure of a registered owner to receive such notice shall not be deemed to invalidate, limit or delay the effect of the notice or redemption action described in the notice. Such notice may be waived in writing by the registered owner entitled to receive such notice, either before or after the event, and such waiver shall be the equivalent of such notice. Waivers of notice by registered owners shall be filed with the Bond Registrar, but such filing shall not be a condition precedent to the validity of any action taken in reliance upon such waiver.

Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. The procedure for payment of

interest due on or prior to the redemption date shall be as herein provided for payment of interest otherwise due. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered owner a new Bond or Bonds of like tenor, of authorized denominations, of the same maturity and bearing the same rate of interest in the amount of the unpaid principal. If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid or duly provided for, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be canceled and destroyed by the Bond Registrar and shall not be reissued.

In addition to the foregoing notice, further notice shall be given by the Bond Registrar on behalf of the District as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner invalidate, limit or delay the redemption action if notice thereof is given as above prescribed.

Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (a) the CUSIP numbers of all Bonds being redeemed; (b) the date of issue of the Bonds as originally issued; (c) the rate of interest borne by each Bond being redeemed; (d) the maturity date of each Bond being redeemed; and (e) any other descriptive information needed to identify accurately the Bonds being redeemed.

Each further notice of redemption shall be sent at least thirty (30) days before the redemption date by registered or certified mail or overnight delivery service to all registered securities depositories then in the business of holding substantial amounts of obligations of types comprising the Bonds (such depository now being Depository Trust Company of New York, New York), and to one or more national information services, chosen in the discretion of the Bond Registrar, that disseminate notices of redemption of obligations such as the Bonds.

Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

D. **Sinking Fund Redemption.** This Section D shall apply only to the extent the Official Bid Form shall specify any Term Bonds, and otherwise shall not apply. Bonds specified in the Official Bid Form as Term Bonds (the “**Term Bonds**”), if any, are subject to mandatory sinking fund redemption in the principal amount on December 15 of the years so specified, but corresponding to the principal maturities specified in the Official Bid Form.

At its option before the 45th day (or such lesser time acceptable to the Bond Registrar) next preceding any mandatory sinking fund redemption date in connection with Term Bonds, the District by furnishing the Bond Registrar and the Paying Agent an appropriate certificate of direction and authorization executed by the President or Treasurer may: (i) deliver to the Bond Registrar for cancellation Term Bonds in any authorized aggregate principal amount desired; or (ii) furnish the Paying Agent funds for the purpose of purchasing any of such Term Bonds as arranged by the District; or (iii) receive a credit (not previously given) with respect to the mandatory sinking fund redemption obligation for such Term Bonds which prior to such date have been redeemed and cancelled. Each such Bond so delivered, previously purchased or redeemed shall be credited at 100% of the principal amount thereof, and any excess shall be credited with regard to future mandatory sinking fund redemption obligations for such Bonds in chronological order, and the principal amount of Bonds to be so redeemed as provided shall be accordingly reduced. In the event Bonds being so redeemed are in a denomination greater than \$100,000, a portion of such Bonds may be so redeemed, but such portion shall be in the principal amount of \$100,000 denominations and integral multiples of \$5.00 in excess thereof.

Section 7. Form of Bond.

The Bonds may be prepared in compliance with the National Standard Specifications for Fully Registered Municipal Securities prepared by the American National Standards Institute and shall be in substantially the following form, with appropriate insertions for each series, as applicable; provided, however, that if the text of a Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through the last paragraph thereof shall be inserted immediately after paragraph [1]:

(Form of Bond - Front Side)

REGISTERED
\$ _____

REGISTERED
NO. ____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF KANE

GENEVA PARK DISTRICT

TAXABLE GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2021

:See Reverse Side :
:for Additional :
:Provisions :

Interest	Maturity	Dated	[CUSIP:
Rate: _____%	Date: December 15, 20__	Date: February 26, 2021	_____]

Registered Owner: Geneva Park District, Kane County, Illinois, Capital Projects Fund

Principal Amount: _____ DOLLARS (\$_____)

[1] **KNOW ALL PERSONS BY THESE PRESENTS**, that the Geneva Park District, Kane County, Illinois (the “**District**”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered transferees as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the Dated Date identified above or from the most recent interest payment date to which interest has been paid at the Interest Rate percent per annum identified above on June 15 and December 15 of each year, commencing December 15, 2021 until said Principal Amount is paid. The principal of this Bond is payable in lawful money of the United States of

America at the principal corporate trust office of the Treasurer of the Board of Park Commissioners of the Geneva Park District, Kane County, as paying agent (the “**Paying Agent**”). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Treasurer of the Board of Park Commissioners of the Geneva Park District, Kane County as bond registrar (the “**Bond Registrar**”), at the close of business on the first day of the month of each interest payment date and shall be paid by check or draft of the Paying Agent, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts, and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done, and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of Bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. The tax to pay the Bonds is payable from the District’s debt service extension base, as such term is defined by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended by P.A. 89-385, effective August 18, 1995.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] **IN WITNESS WHEREOF**, the Geneva Park District, Kane County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signature of the President of said Board of Park Commissioners, and to be attested by the manual or duly authorized facsimile signature of the Secretary of the District, as they shall determine, and sealed with the corporate seal of the District, by impression or facsimile, all as appearing hereon and as of the Dated Date as identified above.

(Form – Not for Signature)

President, Board of Park Commissioners,
Geneva Park District, Kane County, Illinois

Attest:

(Form – Not for Signature)

Secretary, Board of Park Commissioners,
Geneva Park District, Kane County, Illinois

(SEAL)

Date of Authentication: February 26, 2021

**CERTIFICATE
OF
AUTHENTICATION**

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the Taxable General Obligation Limited Tax Park Bonds, Series 2021 of the Geneva Park District, Kane County, Illinois, having a Dated Date of February 26, 2021.

**TREASURER OF THE BOARD OF PARK
COMMISSIONERS**

Geneva Park District, Kane County, Illinois
as Bond Registrar

Bond Registrar and Paying Agent:

Treasurer of the Board of Park
Commissioners
Geneva Park District, Kane County,
Illinois

By _____ (Manual Signature)
Treasurer of the Board of Park
Commissioners

(Form of Bond - Reverse Side)

**Geneva Park District
Kane County, Illinois
Taxable General Obligation Limited Tax Park Bond, Series 2021**

[6] This Bond is one of a series of bonds issued by the District for the purpose of providing 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 (the “**2021 Park Projects**” or “**Project**”), as provided in the ordinance authorizing the Bonds (the “**Ordinance**”), and for the payment of the expenses incident thereto. The Bonds are issued pursuant to and in all respects in compliance with the provisions of The Park Code of the State of Illinois, the Property Tax Extension Limitation Law of the State of Illinois and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and the Ordinance, which has been duly and properly passed, by the Board of Park Commissioners of the District, in all respects as provided by law. The Bonds are issued as limited bonds pursuant to Section 15.01 of the Local Government Debt Reform Act and pursuant to the applicable law, other than said Section, enabling the District to issue bonds.

[7] This Bond is transferable by the Registered Owner hereof in person or by his attorney duly authorized in writing at the principal office of the Bond Registrar in Geneva, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in denominations of \$5.00 or integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized

denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period from the close of business on the first day of the month of any interest payment date to the interest payment date.

[9] The District, the Paying Agent and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and the District, the Paying Agent, and the Bond Registrar shall not be affected by any notice to the contrary.

(FORM OF TRANSFER)

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto _____

(Name and Address of Transferee)

the within Bond and does hereby irrevocably constitute and appoint _____,
as attorney to transfer the said Bond on the books kept for registration thereof with full power of
substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this transfer must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds.

Pursuant to the Investment of Municipal Funds Act of the State of Illinois, as amended, the District is authorized to use the money in its funds to purchase bonds issued by the District. In view of the balances in the District's Capital Projects Fund, there is no need for current funds in the Capital Projects Fund in the amount of the purchase price of the Bonds, the same being equal to the par amount of the Bonds. The Capital Projects Fund may prudently be invested for the term of the Bonds and, as such, the Capital Projects Fund is the purchaser of the Bonds. The Series 2021 Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon shall be deposited with the Treasurer of the District, and be by said Treasurer delivered to the District as purchaser of the Series 2021 Bonds, upon receipt of the purchase price therefor, the same being par, plus accrued interest, if any, to the date of delivery for the Series 2021 Bonds; the Final Term Sheet, dated the date hereof, being the

contract for the sale of the Series 2021 Bonds heretofore entered into (the “**Purchase Contract**”) is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such prices and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon each such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, either directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use of the Final Term Sheet by Speer Financial, Inc., Chicago, Illinois, in connection with the sale of the Bonds is ratified. The use by Speer Financial, Inc., Chicago, Illinois, of the Final Term Sheet relating to the Bonds and before the Board at the time of the adoption hereof is hereby ratified, approved and authorized; the execution and delivery of the Official Bid Form is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract and this Ordinance. Miller, Canfield, Paddock and Stone, P.L.C., Chicago, Illinois is appointed Bond Counsel to the District with respect to the Bonds.

Section 9. Tax Levy.

In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding in amounts for that purpose; and there be and there is hereby levied upon all of the taxable property in the District, the following direct annual taxes, to-wit:

For the Year A Tax to Produce the Sum of:

2020	\$856,174.70	for principal and interest up to and including December 15, 2021
2021	\$868,160.16	for principal and interest

Any principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levies and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “**Base**”), which is equal to \$868,161.29 for the 2020 levy year. No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District is authorized to issue from time to time additional limited bonds payable from the Base and additional Unlimited Tax Bonds, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

Section 10. Filing of Ordinance.

Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of Kane, Illinois, and it shall be the duty of said County Clerk for the years 2020 and 2021, inclusive, to ascertain the rate necessary to produce the taxes herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for park purposes in order to raise the respective amount aforesaid; and in said year, such annual tax shall be computed, extended, and collected in the same manner as now or hereafter provided by law for the computation, extension, and collection of taxes for general park purposes of the District.

A certified copy of this Ordinance shall also be filed with the Bond Registrar and Paying Agent.

Section 11. Creation of Funds and Appropriations.

From the amounts received upon sale of the Series 2021 Bonds, all of the proceeds shall be deposited into the “Taxable General Obligation Limited Tax Park Bonds, Series 2021 Project Fund,” (the “**Project Fund**”) hereby created, and disbursements shall be made from the Project Fund only for payment of costs of the 2021 Park Projects and expenses of issuance of the Bonds or otherwise incidental to the Series 2021 Bonds or such 2021 Park Projects, and for which the principal proceeds are hereby appropriated.

Accrued interest payable on the Bonds shall be and are hereby appropriated for the purpose of paying first interest due on the Bonds and, to that end, are hereby ordered deposited into the “Taxable General Obligation Limited Tax Park Bonds, Series 2021 Bond Fund,” (the “**Bond Fund**”) hereby created, which fund shall be the fund for the payment of principal of and interest on the Bonds. Loans from the Project Fund to the Bond Fund to pay debt service on the

Bonds may be made upon direction by the Board so long as provision is made to reimburse the Project Fund from funds lawfully available for such purpose. Taxes received for the payment of the Bonds shall be deposited into the Bond Fund and used solely and only for paying the Bonds. Interest received from deposits in the Bond Fund shall be retained in the Bond Fund for payment of the Bonds on the interest payment date next after such interest is received or, to the extent permitted by law, transferred by the Board to such other fund of the District as the Board may designate.

Section 12. Registered Form.

The Board recognizes the Code requires the Bonds to be issued and to remain in fully registered form in order that interest thereon not be includable in gross income for federal income tax purposes under laws in force at the time the Bonds are delivered. The District will not take any action to permit the Bonds to be issued in, or converted into, bearer or coupon form.

Section 13. List of Registered Owners.

The Bond Registrar shall maintain a list of the names and addresses of the owners of all Bonds and upon any transfer shall add the name and address of the new bondholder and eliminate the name and address of the transferor bondholder.

Section 14. Duties of Bond Registrar.

The Bond Registrar by its acceptance of duties hereunder agrees as follows:

- (a) to act as bond registrar, authenticating agent, and transfer agent as provided herein;
- (b) to maintain a list of Registered Owners as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential to the fullest extent permitted by law;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds canceled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

Section 15. Secondary Market Disclosure.

The District intends to comply with all rules, laws and requirements with respect to continuing disclosure which may be applicable, including 15c2-12(d)(2)(ii) and (d)(2)(iii) with respect to any offerings on municipal securities.

Section 16. Book-Entry as Purchaser Option.

The purchaser of the Series 2021 Bonds may elect that the provisions herein concerning book-entry be ineffective.

Section 17. Severability.

If any section, paragraph, or provision of this Ordinance 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 Ordinance.

Section 18. Repealer and Effective Date.

All ordinances, resolutions, orders or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: February 15, 2021.

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

(SEAL)

Recorded in the District Records on February 15, 2021.

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as presented and read by the Secretary be adopted.

After a full discussion thereof, including a public recital of the matter being considered and such other information as would inform the public of the business being conducted, the President directed that the roll be called for a vote upon the motion to adopt said ordinance as read.

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

and the following Park Commissioner voted **NAY**: _____

Whereupon the President declared the motion carried and said ordinance adopted, 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 ordinance, 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 ORDINANCE, CONTRACT 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 15th day of February, 2021, insofar as same relates to the adoption of an ordinance entitled:

AN ORDINANCE providing for the issue of \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 of the Geneva Park District, Kane County, Illinois, and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

A true, correct, and complete copy of which ordinance as adopted at the meeting appears in the foregoing transcript of the minutes.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all 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 said 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 Acts and with all of the procedural rules of the Board in the passage of said ordinance.

I do further certify that attached hereto is a true, correct and complete copy of the contract made for the sale of said bonds, as accepted by designated officers of the District.

All the aforementioned appear from the books, records, minutes, and files in my custody.

IN WITNESS WHEREOF, I hereunto affix my official signature and the official seal of the District, this 15th day of February, 2021.

Secretary, Board of Park Commissioners

(SEAL)

[Attach Executed Official Bid Form]

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Kane, Illinois, and as such official I do further certify that on the ____ day of February, 2021, there was filed in my office a duly certified copy of an ordinance (the “**Ordinance**”) entitled:

AN ORDINANCE providing for the issue of \$1,707,160 Taxable General Obligation Limited Tax Park Bonds, Series 2021 of the Geneva Park District, Kane County, Illinois, and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

The ordinance was duly adopted by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, on the 15th day of February, 2021, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes levied for the Bonds pursuant to Section 8 of said Ordinance are payable from the District’s debt service extension base, as such term is defined by provisions of the Extension Limitation Law, as amended by P.A. 89-385, effective August 18, 1995.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of February, 2021.

County Clerk

(SEAL)

MINUTES of a regular public meeting of the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, held at 710 Western Avenue, Geneva, Illinois 60134 in said Park District at 7:00 o'clock P.M., on the 15th day of February, 2021.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, _____, the President, and the following Park Commissioners answered present: _____

The following Park Commissioners were absent from the meeting:

The President then announced that the District had funds lawfully available to pay principal of or interest on the District's \$7,835,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014, dated June 25, 2014 (the "**Bonds**") in a sum equal to the annual levy of certain ad valorem property taxes pledged to the payment of the Bonds coming due and that the District shall direct the deposit of such funds into the Bond Fund (as defined in the ordinance of the District authorizing the Bonds) for payment of principal of and interest on the Bonds.

Park Commissioner _____ presented and the Secretary read in full an ordinance as follows:

ORDINANCE NUMBER 2021-03

ORDINANCE abating a portion of taxes heretofore levied to pay principal of and interest on certain General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014 of the Geneva Park District, Kane County, Illinois.

* * *

WHEREAS, the Board of Park Commissioners (the “**Board**”) of the Geneva Park District, Kane County, Illinois (the “**District**”), by an ordinance adopted on the 15th day of July, 2013 (the “**Ordinance**”), did provide for the issue of the Bonds of the District and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, on the 20th day of June, 2014, a duly certified copy of the Ordinance and on June 20, 2014 a duly certified copy of the Bond Order (the “**Bond Order**”) executed by the authorized officials of the District in conformity with the provisions of the Ordinance were filed in the office of the County Clerk of The County of Kane, Illinois (the “**County Clerk**”); and

WHEREAS, the District has covenanted not to abate the 2013 Pledged Taxes from the Pledged Revenues until in any year that the Pledged Revenues (as defined in the Ordinance) are available, or are expected to be available, to pay any principal or interest on the Bonds when due; and

WHEREAS, if the conditions of the previous preamble are met, the Board or the officers of the District acting with proper authority, shall direct the deposit of such funds into the Bond Fund and, in and by such proceeding or action, shall direct the abatement of the 2013 Pledged Taxes by such amount, and proper notification of such abatement shall be filed with the County Clerk in a timely manner to effect such abatement.

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, as follows:

Section 1. The Pledged Taxes heretofore levied in Ordinance No. 2013-6, as reduced by the Bond Order, for 2014 for the Bonds shall be abated as follows:

<u>Year</u>	<u>Amount Levied</u>	<u>Amount to be Abated</u>	<u>Remainder of Tax to be Extended</u>
2020	\$1,127,740.00	\$1,127,740.00	\$0.00

Section 2. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk for the year 2020, to abate the taxes heretofore levied in and for the year 2020 for the Bonds and as shown hereinabove in Section 1.

Section 3. This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted February 15, 2021.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

[SEAL]

After a full discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as read be adopted.

The President directed the Secretary to call the roll for a vote upon the motion to adopt said ordinance.

Upon roll call, the following Park Commissioners voted **AYE**:

(List Names) _____

The following Park Commissioners voted **NAY**:

(List Names) _____

Whereupon the President declared the motion carried and said ordinance adopted and in open meeting did approve and sign said ordinance and did direct the Secretary to record the same in full 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 ordinance was duly transacted at the meeting.

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

CERTIFICATION OF MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of that portion of the minutes of the meeting of said Board of Park Commissioners of said Park District held on the 15th day of February, 2021, insofar as the same relates to the adoption of an ordinance entitled:

ORDINANCE abating a portion of taxes heretofore levied to pay principal of and interest on certain General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014 of the Geneva Park District, Kane County, Illinois.

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

I do further certify that the deliberations of said Board of Park Commissioners on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice, that an agenda for said meeting was posted at the principal office of the said Board of Parks Commissioners 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 District Code of the State of Illinois, and that said Board of Park Commissioners have complied with all of the provisions of said Act and said Code and with all of the procedural rules of said Board of Park Commissioners.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this 15th day of February, 2021.

Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Kane, Illinois, and as such official I do further certify that on the _____ day of February, 2021, there was filed in my office a duly certified copy of an ordinance entitled:

ORDINANCE abating a portion of taxes heretofore levied to pay principal of and interest on certain General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014 of the Geneva Park District, Kane County, Illinois.

duly adopted by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, on the 15th day of February, 2021, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this _____ day of February, 2021.

County Clerk of The County of Kane, Illinois

(SEAL)

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DIRECTOR'S MONTHLY AGENDA AND REPORT February 15, 2021

LIMITED BOND ORDINANCE #2021-02

The sale of the #2021-02 limited bonds of \$1.7m will finalize the day of the board meeting, Monday, February 15. The District is purchasing its own bonds at a rate of 0.77%. Included in your packet is the bond sale award information and term sheet provided by Aaron Gold from Speer Financial. 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 bond ordinance.

TAX ABATEMENT ORDINANCE #2021-03

Enclosed is a tax abatement ordinance that is presented each year at this time. The tax abatement is for the Series 2014 Alternative Revenue Bond, which transfers the debt payments from the Bond Fund to the General Corporate and Recreation budget. The ordinance needs to be approved and will require a roll call vote. Staff would recommend a motion to approve the abatement ordinance.

COMMUNICATIONS

Staff virtually attended the IPRA/IAPD Conference at the end of January and brought back a number of ideas to incorporate into the operations of our District. The virtual sessions are available for review through March. Staff can still earn CEU's until that time.

With Illinois moving to phase 4, we should discuss whether we would like our meetings to continue to be virtual, or if we want to resume in person board meetings in the future.

Please mark your calendars for April 24th, as we will be cutting the ribbon for the Peck Farm North Trail, along with an Earth Day celebration at Peck after, and a tree planting event prior. All pertinent constituents along with all of our legislators will be invited.

Staff have been working with the Kane County Health Department to get our preschool teachers, our before and after school care staff and our park maintenance staff scheduled for their COVID vaccines, being part of the 1b vaccination group.

The Winding Creek subdivision project, at the intersection of McKee and Deerpath Roads, is back on track. A new developer has stepped in and they are hoping to work with the Park District to develop a park within the subdivision possibly using land/cash donations. The park is similar in size and scope to the previous plan. With the trending popularity of pickleball, we may want to consider adding some pickleball courts to the plan.

Meetings continue in the planning of the Wine, Cheese and Trees event which will be held virtually on February 27th.

Staff and Board set dates last month for our Personnel & Policy Committee Meeting and our Finance Committee Meeting.

Staff is in the process of completing annual full time staff evaluations to be completed by the end of February in preparation for our Personnel & Policy Committee Meeting. Bre Cullen & Susan VanderVeen are on that committee.

Please be on the lookout for your statements of economic interest which need to be filed by May 1st, 2021.

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

FUTURE MEETINGS

Personnel & Policy Committee (Bre Cullen & Susan VanderVeen)	March 11, 2021	11:00 AM
Regular Scheduled Meeting	March 15, 2021	7:00 PM
Foundation Board Meeting	March 23, 2021	7:00 PM
Finance Committee – Budget Meeting (Jay Moffat & Susan VanderVeen)	April 8, 2021	3:00 PM

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 fifth 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-Tennis Court Usage, Volunteer/Coaches and Preschool.

MARKETING PROPOSAL

Staff would like the Board to consider the enclosed letter of agreement for contractual marketing services with the firm Public Communications Incorporated. We have done extensive research on their firm and feel they will bring the District valuable and broad marketing experience. PCI, Inc., has done excellent work for many other districts and municipalities in the area. Nicole Vickers has also prepared a memo outlining the details. This decision will save the district over \$10,000 in the first year, and in excess of \$15,000 per year in the years to follow if the Board should choose to continue. Staff would recommend a motion to approve PCI, Inc., for contractual marketing services for a period of one year commencing on February 16th not to exceed \$86,000.

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

MAR2021

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

08

School District
Mtg @ 7

09

10

11

Plan Comm Mtg
@ 7

Personnel &
Policy Comm
Mtg @ 11:00 AM

12

13

14

15

GPB Board
Meeting @ 7
City Council &
Comm of the
Whole Mtg @ 7

16

HPC Mtg @ 7

17

18

19

20

21

22

23

GPB
Foundation
Mtg @ 7

24

25

Plan Comm Mtg
@ 7

Library Mtg @ 7

26

27

28

29

30

31

GENEVA PARK DISTRICT PARKS AND PROPERTIES BOARD REPORT

February 15th 2021

Operations

- Staff is busy cleaning up after several snow/ice events over the past few weeks.
- Completed picnic table repairs, staff will return them to parks once weather permits.
- Staff has been cleaning up fences at Batavia Highlands and Fox Run Trail.
- Removed debris from under the south bridge at Island Park.
- Organizing shop, cleaning up tools and preparing for spring work.
- Working on monthly playground inspections.
- Cleaned up and removed debris from Peck Farm basement.
- Started prepping greenhouse for growing annuals.
- Placed material order for greenhouse annuals.
- Working on landscape plan for Peck Farm parking lot landscape beds.
- Repairing tennis practice boards.
- Starting to work on barricade and garbage can repairs.
- Pretreating parking lots and walks to recreation centers before each snowfall.
- Repairing plows and snow blowers as needed.
- Inspecting and replacing first aid kits in vehicles.
- Working on mowing and spring landscape bid specifications.
- Clearing and flooding ice rinks daily, users are on the rinks daily even in the colder weather.



Pretreatment of Courtyard



Baseball/Softball

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

Facilities

- Completed yearly fire extinguisher testing District wide.
- Completed quarterly preventative maintenance checks on all building mechanical systems.

Mill Creek Pool

- Checking heat in pump room daily.

Sunset Pool

- Checking heat in pump room and exercising pumps daily.

Peck North OSLAD Project

- Crosswalk beacons are in and working. Only outstanding items are the interpretive signs that will be installed on the gabion stone bases. Once this is complete, the project will be finished.

Peck Farmhouse

- Mold detected in basement, remediation is complete.
- Installed basement drain tile system to prevent water infiltration.
- Installed dehumidifier to keep humidity down to prevent further mold issues.



SPRC

- Working on issue with the RTUs. Snow is getting into circuit boards and shorting out contact that turns them on. Staff has temporarily fixed this issue and is working on a permanent solution.

Wheeler Greenhouse

- Repaired broken waterline in greenhouse.

Natural Resource Work

- Snow has slowed us down a little, however we are getting in the fields to remove invasive woody material when time allows.

Park District Events

Super Shuffle – Assisted Recreation Department with event setup and breakdown.

- Plowed snow off race route trails and middle school parking lots.
- Worked parking detail and safety stations along trail.
- Staff dressed to stayed warm.

**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
February 15, 2021**

UPDATE:

I. RECREATION DEPARTMENT UPDATE

January is an extremely busy month for staff, planning for spring and summer brochure programs, staff evaluations and facility/program budgets. Registration is currently being processed for next school year at Friendship Station Preschool and staff is preparing to accept registrations for Kids Zone also.

The Spring brochure will be released exclusively online nearer the end of February with resident registration beginning March 9th. Staff is very hopeful the Spring season will see increased enrollment. Staff will be omitting the aquatics pages of the brochure for the time being. We are excited to open the pools again this summer, however, in an effort to provide accuracy we are waiting on further guidance on safety measures from the Illinois Department of Public Health. Once we are more confident, a separate Aquatics notification will be released.

January has brought many changes as Kane County was able to move Tiers and finally land in Phase 4 of the Restore Illinois Plan. Phase 4 allows for increased capacities, more flexibility as it relates to athletics, and the return to not having to wear a mask while engaged in a work-out. Given the new parameters we have successfully started several athletic programs, including basketball, increased participation in a wide range of program areas, and held the 11th Annual Super Shuffle!

On February 7th the Super Shuffle was held despite the frigid temperatures. We offered both an in-person event and a virtual option. Over 300 people in total registered and nearly 150 physically ran the race on Super Bowl Sunday. Staff did a remarkable job ensuring safe conditions for not only participants, but also for staff. Neither a pandemic, nor a polar vortex, prevented staff from hosting this awesome event!



II. FACILITIES

BestLife Fitness has seen an increase in foot traffic of 10-20% in January as compared to December. In Phase 4 the capacity restriction has increased to 50% and members do not have to wear a mask while engaging in exercise.

Peck Farm Park house has re-opened to the public. Staff has been able to host over 10 programs, 3 of which are longer term ongoing classes. Over the past month, Peck Farm has introduced some new creatures to the discovery room including an additional snake, a turtle, and stick bugs – these new friends will not only be viewable to daily visitors but will also drive some future programming. Work continues on the interpretive signs for Peck North with an unveiling planned in conjunction with the ribbon cutting in April.

Preparations for seasonal facilities are underway including Stone Creek Miniature Golf, Sunset and Mill Creek Pools, and the Butterfly House.

INFORMATION:**I. SUNSET REPORT**

Comparison figures for Sunset Racquetball and Fitness Center are as follows

SRFC January Totals		
	January 2020	January 2021
Annual Membership Revenue	\$10,129	\$8,620
EFT/Ongoing Revenue	\$6,332	\$2,799
Court Hours	\$530	\$0
Guests	\$681	\$173
Vending	\$363	\$38
Total Revenue	\$18,035	\$11,630

	January 2020	January 2021
Resident SRFC Pre-Paid:		
New	20	13
Renew	32	20
Resident SRFC ONGOING:		
New	3	6
Renew	3	5
Non-Resident SRFC Pre-Paid:		
New	0	3
Renew	1	0
Non-Resident SRFC ONGOING:		
New	1	0
Renew	0	0
New	24	22
Renew	36	25
Totals	60	47

SRFC January Memberships Totals		
	January 2020	January 2021
Total Membership Revenue	\$16,461	\$11,419
SRFC Usage Breakdown		
	January 2019	January 2020
Members	5,408	3,033
Guests	119	47
Total Usage	5,527	3,080

Weight room Usage	5,669	3,033
Court Usage		
Reserved Court Time	56	0
Walk-on Court Time	16	0
Court Percentages		
Prime Time	23%	0%
Non-Prime Time	12%	0%
Racquetball	11%	0%
Wallyball	5%	0%
SRFC Year to Date Comparison		
	2019/2020	2020/2021
Total EFT/Ongoing Memberships	110	80
Total # of Memberships/Members (excludes Gold)	588	940
Total Membership Revenue	\$127,055	\$49,335
Projected EFT/Ongoing Annual Rev.	\$18,996	\$8,397

II. **SPRC REPORT**

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

SPRC General		
	January 2020	January 2021
Total Membership Revenue	\$61,969	\$33,813
Memberships	213	118
Track Passes	178	67
Guests	106	96

SPRC Membership Breakdown		
	January 2020	January 2021
Resident Gold Pre-Paid:		
New	8	3
Renew	3	5
Resident Gold ONGOING:		
New	3	3
Renew	3	1
Non-Resident Gold Pre-Paid:		
New	2	0
Renew	0	2
Non-Resident Gold ONGOING:		
New	0	1
Renew	0	0

Resident SPRC Pre-Paid:		
New	44	40
Renew	59	28
Resident SPRC ONGOING:		
New	30	10
Renew	12	6
Non-Resident SPRC Pre-Paid:		
New	24	13
Renew	12	2
Non-Resident SPRC ONGOING:		
New	10	1
Renew	3	3
New	121	71
Renew	92	47
Totals	213	118

SPRC Usage Breakdown				
	January 2020		January 2021	
Members	15,792		6,338	
Guests	106		96	
Total Usage	15,898		6,434	
Morning Nursery	667	Avg. 25	0	0
12-4 pm Nursery	383	Avg. 14	0	0
Evening Nursery	303	Avg. 11	0	0
TOTAL NURSERY	1,353		0	
Open Gym Youth	843		348	
Open Gym Adult	552		113	
SPRC January Totals				
	January 2020		January 2021	
Annual Membership Revenue:	\$40,921		\$21,276	
EFT/Ongoing Membership Revenue:	\$16,599		\$9,299	
Monthly Memberships	0	\$0	25	\$915
Track Pass	178	\$4,449	67	\$2,323
Total Membership Revenue	\$61,969		\$33,813	
Kidz Korral Revenue	\$3,895		\$0	
Birthday Parties	7	\$3,368	0	\$0
Guest Fees	106	\$878	96	\$678
Open Gym Youth	843	\$2,011	348	\$0
Open Gym Adult	552	\$625	113	\$0
Vending	\$694		\$89	
Total Additional Revenue	\$11,471		\$767	
SPRC Year to Date Comparisons				
	2019/2020		2020/2021	

Current Memberships/Members	1,572	3,207	1,083	2,253
Gold Annual	189	420	122	288
Gold Ongoing	89	198	50	151
SPRC Annual	885	1,658	691	1,270
SPRC Ongoing	409	931	220	544
Track Passes	680		651	
Total Membership Revenue	\$371,784		\$143,373	
Projected EFT/Ongoing Annual Rev.	\$49,797		\$27,897	



Tennis Court Usage Manual

Board Approved ~~February~~~~October~~ 202116

710 Western Avenue, Geneva, Illinois 60134
630-232-4542 ~ Fax: 630-232-4569
www.genevaparks.org

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- 1.0** Electrical Operations
- 2.0** Park District Tennis Lessons and Tournaments
- 3.0** Rules and Regulations of Tennis Courts

1.0 ELECTRICAL OPERATIONS

The Geneva Park District maintains lighted tennis courts at Wheeler Park and Harrison Street School.

Wheeler Park - The Wheeler Park lighted tennis courts are operated by a timing device that will be active from ~~mid-April~~ April 1st to November 15th ~~the end of October~~ of each year depending on weather conditions. The lights will be set for electrical power to be available beginning at ~~sunset~~ 6pm each day and the power will automatically shut off at approximately ~~++10~~ 10:00 PM each night. Participants will need to press the “on” button for the power to activate the lights. The lights will remain on for one hour. Five minutes prior to shutting off, a warning light will flash signaling the need to press the “on” button again.

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Harrison Street School Park - The Harrison Street School Park lighted tennis courts are operated by a timing device that will be active from April 1st to November 15th ~~mid-April to the end of October~~ of each year depending on weather conditions. The lights will be set for electrical power to be available beginning at ~~sunset~~ 6pm each day and the power will automatically shut off at approximately ~~++10~~ 10:00 PM each night. Participants will need to press the “on” button for the power to activate the lights. The “off” button should be used by the last participant leaving the court.

2.0 PARK DISTRICT AND GENEVA SCHOOL DISTRICT TENNIS LESSONS AND TOURNAMENTS

The Geneva Park District will conduct tennis lessons and tournaments from time to time from the Spring season through the Fall season. Park District and School District Lessons and Tournaments shall have priority use over any other organization or participants. The Park District Lessons and Tournament dates and times will be advertised in the brochure.

3.0 RULES AND REGULATIONS OF TENNIS COURTS

The public shall use the tennis courts following these regulations:

~~1. To reserve a court, place a tennis racquet on the holder for the appropriate court. Each court has a number by the racquet holder.~~

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~~2.1.~~ Courts shall be available on the hour for the next participants. Example: Participants begin using court at 6:00 PM or after would allow next participants to use the court at 7:00 PM. If no one is waiting to use the court then those using the court may continue play.

~~3. Players using one court may not use the racquet holder to reserve a different court for a second hour of use.~~

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~~4.2.~~ Parties with at least one player (age 16 yrs. and older) will have priority use of courts after 5:00 PM each evening.

~~5.3.~~ Private Tennis Lessons and Tournaments are not permitted on park district tennis courts without approval and a permit from the Park District Director or Board of Commissioners. The only courts available for permits are at Wheeler Park and the Logan or High School courts. To allow public usage of courts, private lessons will be discouraged especially between 7 AM to 9 AM and after 3:30 PM on weekdays and anytime on weekends and holidays. During these private lessons or private tournaments at least 50% of the courts per site must be available for general public use. Any private lessons or tournaments will be assessed a fee by the Geneva Park District. That fee shall be \$10/hr. per court for residents and \$20/hr. per court for non-residents. **The park district must be notified at least 60 days in advance of the start date of said lessons and/or tournaments.** Requests should be addressed to the Superintendent of Recreation at the Geneva Park District Administrative offices at 710 Western Avenue.

~~6.4.~~ **FOOTWEAR** - Tennis shoes (gym shoes) are the only footwear allowed on the tennis courts. **Bikes, skates, skateboards, and roller blades are prohibited.**

~~7.5.~~ Dogs are not allowed to be "off leash" within the fenced in tennis court areas.

SIGNS AT TENNIS COURTS READ:

**GENEVA PARK DISTRICT
TENNIS ~~REGULATIONS~~COURT USAGE**

- Courts open 6am—10pm daily
 - Lights available 6pm—10pm daily April 1st—November 15th
 - Courts for tennis only
 - Park District lessons and tournaments have priority
 - Lessons and tournaments are prohibited without prior park district approval
 - Proper attire required
 - Bikes, inline skates, skateboards and other wheeled items strictly prohibited
 - No animals except trained service animals allowed on courts
 - To report any concerns, please call 630-232-4542
- ~~1. To reserve a court, place racquet on holder for the appropriate court #.~~
 - ~~2. Courts shall be available every hour on the hour for the next participants.~~
 - ~~3. Players may not quit one court early to racquet another court for use.~~
 - ~~4. After 5:00 PM—anyone 16 years & older shall have priority use.~~
 - ~~5. Park District Lessons & Tournaments have priority use.~~
 - ~~6. No tennis lessons may be taught or tennis tournaments conducted without prior Park District approval. Minimum 2 month notice required.~~
 - ~~7. Tennis shoes only! No bikes, skates, skateboards, roller blades.~~
 - ~~8. Dogs are not allowed to be “off leash” within the fenced in tennis court areas.~~

By Order: ~~BOARD OF COMMISSIONERS~~
~~GENEVA PARK DISTRICT~~

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Geneva Park District

Volunteer Manual

Board Approved February~~November~~ 2021~~17~~

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1.0 UTILIZING VOLUNTEERS

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

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

1.01 Program Objectives

The volunteer program is structured to meet the following objectives:

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

1.02 Employee Responsibilities

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

1.02 Behavior and Appearance

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

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

long-term volunteers and those with a higher commitment to the Geneva Park District will receive precedence when using clothing funds.

2.0 RECRUITMENT

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

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

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

2.01 Recruitment Strategies

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

1. Comprehensive volunteer program

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

2. Word of mouth

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

3. Communications

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

3.0 BENEFITS AND RECOGNITION

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

3.01 Everyday Appreciation

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

3.02 Thank You Cards/Letters

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

3.03 Hat/Lapel Pins/T-shirts

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

3.04 Publications

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

3.05 Thank You Receptions

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

4.0 TRAINING

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

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

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

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

5.0 HANDLING PUBLIC COMPLAINTS

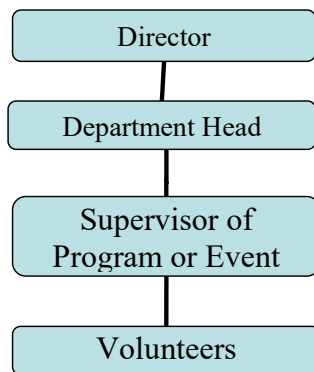
All persons who volunteer become representatives of the Park District. What volunteers do and say reflects not only upon the volunteer but also on the Park District. At some point, during a program, the volunteer you may find themselves in a situation with a participant, or a parent of a participant,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

1. Be a good listener.
2. Be understanding and sympathetic.
3. Be calm and attentive. Maintain good eye contact.
4. Take notes. Gather as much information as possible so the situation can be reported to your supervisor. Remind the participant or parent that the only person who can take formal action on

the situation is your supervisor. Give them the name and work telephone number of your supervisor if they request this information.

5. DO NOT promise anything.
6. Do not take what the public says personally.
7. Handle each situation in an upbeat and positive manner.

6.0 VOLUNTEER CHAIN OF COMMAND



7.0 VOLUNTEER COVERAGE INFORMATION

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

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

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

Are volunteers covered under the Illinois Workers Compensation statutes?

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

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

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

What coverage is provided by the Volunteer Medical Accident Policy?

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

How is a claim reported?

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

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

8.0 RECORD KEEPING

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

8.01 Forms and Paperwork

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

8.02 Volunteer Service Application

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

8.03 Peck Farm Park Contact Sheet

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

8.04 Peck Farm Park Volunteer Service Record

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

9.0 VOLUNTEER FORMS

9.01

**GENEVA PARK DISTRICT
VOLUNTEER APPLICATION**

Personal

Name _____

Street Address, City, State, Zip _____

Telephone #1 _____ Telephone #2 _____

Birthdate _____

Email Address _____

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

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

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

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

How did you hear about volunteering at Geneva Park District? _____

Why do you want to volunteer? _____

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

What are your interests, hobbies, and talents? _____

Activities

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

GENERAL

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

PECK FARM PARK

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

OTHER (please specify) _____

Education and Occupation

List school name & highest level of completion: _____

List company name and title: _____

This Section to be completed by Volunteer Sports Coaches Only

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

Position Desired: Head Coach _____ Assistant Coach _____

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

Previous Coaching Experience

Instructional Leadership of Children (explain): _____

Coaching Education: Courses _____ Clinics _____ Books _____ Videos _____ Other _____

(explain): _____

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

Commented [BP1]: Ryan mentioned that these questions are all asked and answered through RecTrac when registering for the program. Do we need to keep this in here?

References

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

Name _____

Address _____

Telephone _____ Occupation _____

Name _____

Address _____

Telephone _____ Occupation _____

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

Signature _____ **Date** _____

Signature of Parent/Legal Guardian _____ **Date** _____
(required for applicants under age 18)

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

**GENEVA PARK DISTRICT
VOLUNTEER EMERGENCY INFORMATION FORM**

1) Volunteer Name: _____ Date: _____

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

Name: _____ Relationship: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Name: _____ Relationship: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

3) Medical Information:

Physician: _____

Phone: _____

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

PLEASE RETURN TO YOUR SUPERVISOR.

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

9.03

**GENEVA PARK DISTRICT
VOLUNTEER WAIVER & RELEASE**

IMPORTANT INFORMATION

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

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

WARNING OF RISK

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

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

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

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

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

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

Volunteer's Name (Please Print)

Volunteer's Signature

Date

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

9.04

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

Dear Prospective Volunteer:

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

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

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

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

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

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

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

Signature

Date

Information Needed for the Illinois State Police Background Check

Printed Name: _____

Address: _____

Date of Birth: _____ Social Security Number: _____

Sex: _____ → M: Male F: Female U: Unknown

Race: _____ → W: White B: Black A: Asian/Pacific

I: American Indian/Alaskan U: Unknown

Position: _____ Supervisor: _____

(Volunteer)

**GENEVA PARK DISTRICT
GENERAL VOLUNTEER ORIENTATION CHECKLIST**

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

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

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

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

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

Volunteer Name: _____

Date: _____

Volunteer Signature: _____

Supervisor Signature: _____

10.0 SAMPLE MATERIALS

10.01 BUTTERFLY HOUSE STANDARD OPERATING PROCEDURES

1. Staffing

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

2. Volunteer Staff

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

1. Entry

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

2. Exit

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

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

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

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

3. **Managing Visitors**

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

4. **Butterfly Escape**

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

5. **Containment Breach In Tent**

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

6. **Husbandry Management of the Exhibit**

1. If present, check feeding and water trays for full levels.
2. Clean up of all food pans and water trays.
3. Daily inspection of the entire exhibit each morning will include:
 - a. Inspection of shade cloth for breaches and removal of any dead butterflies, caterpillars and eggs
4. If ants are a problem, place feet of holder in a water dish.
5. If additional food is needed, change fresh food every 3 days. Change to fresh water every other day. Use overripe fruit if possible, the primary fruits are watermelon, banana, mango and papaya. Only needed when flowers are in poor shape and not supplying nectar.
 - a. ~~Fierce Mellon flavored~~ Gatorade can be used as well.

6. Volunteers that will be handling incoming pupa refer to the operating procedures manual.
7. As flowers bloom, the butterflies will nectar from them but overripe fruit may still be used as a supplement.
8. If sponges are used, wash them once a week in hot water only. Dry briefly in microwave.
7. **Managing Dead Butterflies**
 1. Perform daily and regular inspections for dead butterflies.
 2. Immediately remove any dead specimens.
 3. All dead specimens should be placed in appropriate container and destroyed.
8. **Managing Eggs or Caterpillars Found In Exhibit**
 1. Perform daily inspections for both eggs and caterpillars. Note the species and record on which plant it was located.
 2. If caterpillars and eggs are found, all plants of similar genus should be checked carefully.
 3. Upon finding either, they should be removed from the plant and placed in ~~alcohol~~ a kill jar.
 4. A few examples of caterpillars and eggs found in the exhibit may be placed in a container and used for educational purpose with the manager's approval.
9. **Managing Plant Material**
 1. All plant material is to be treated the same as dead butterflies. It must be placed in appropriate container and destroyed.
10. **Weather Related Emergencies**
 1. If there is moderate to heavy rain the butterflies are not likely to fly so the exhibit will be closed. The volunteer or staff should notify Peck Farm Park staff to get approval to open/close in these conditions.
 2. Lightening presents a potential danger to volunteers, staff and visitors the exhibit will be closed if lightening occurs.
 3. You will be notified when Peck Farm Park is under a severe weather warning or watch.
 4. The exhibit is designed to handle winds of 90 mph. The butterflies are left within the exhibit.
11. **Medical Emergencies**
 1. In case of a medical emergency, radio base or any staff member to call for EMS. If the radio is not working for some reason a phone is located in the Peck House Office, ~~you need to dial 9 first before dialing out.~~
12. **Emergency Numbers**
 - ~~Trish Burns~~ Christine Shiel, Manager of Peck Farm Park Interpretive Center
Peck House Office: (630) 262-8244, Cell: (847) ~~533-2854~~ 627-0110
 - ~~Kim Bohannon, Naturalist~~
~~Peck House Office: (630) 262-8244~~
~~Cell: (630) 217-4910~~
 - Mandy Morgan Adam Schultz, Foreman
Cell Phone: ~~(630) 638-2059~~ 630-292-0513
 - Geneva Park District Office

(630) 232-4542

- Geneva Park District Security (after 2 pm daily)
(630) 921-0239

13. **Managing Pupa**

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

14. **Identifying Pupa**

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

15. **Managing Parasites**

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

4. If many parasites are in the emergent chamber, remove immediately.

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

10.02 BUTTERFLY TRAINING SAMPLE



Butterfly House Volunteer Meeting

Welcome & Introductions

Butterfly House History

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

Level II USDA Confinement Facility

- *What?*
- SOPs
- Permit

Volunteer Responsibilities

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

Volunteer Rewards

- Polo Shirt

- Books
- Potluck ~~on August 14, 2010~~ at end of season
- End of Season Event
- Butterfly knowledge

Questions

10.03 PECK FARM PARK POTLUCK INVITATION

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

Wednesday August 11 5:30-8 p.m.
Peck Farm Park Picnic Shelter
and George's Circle

Please RSVP
To 630-262-8244



10.04 COACHES TRAINING INFORMATION

**GENEVA PARK DISTRICT
COACHES MEETING
DATE
TIME**

****Review Volunteer Orientation Checklist First**

AGENDA

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

10.05 SPECIAL EVENT TRAINING INFORMATION

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

**Review Volunteer Orientation Checklist First

AGENDA

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

Geneva Park District

Friendship Station Preschool



Operations Manual

Board Approved February 2021

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23.0	School Emergency Response Team

1.0 PROGRAM OBJECTIVES

To develop a program where children feel safe, can grow and learn and have fun!

1. To promote the “Character Counts” philosophy.
2. To allow all participants an equal opportunity to have fun and experience new activities in a positive, safe and structured environment.
3. To provide an environment where socialization and creativity are encouraged.
4. To create a sense of achievement and ~~self-worth~~self-worth in each participant through positive reinforcement.
5. To promote and maintain an open level of communication with all participants and their parents/guardians.
6. To provide an environment that encourages problem solving, self-discipline and responsible behavior.
7. To promote healthy lifestyle choices in daily routine.

2.0 STAFF OBJECTIVES

To provide a ~~Pre-School~~preschool program that encourages participants to learn and have fun in a safe and structured setting by learning through play.

1. To be an active, enthusiastic and caring leader, showing interest in all participants.
2. To make responsible decisions that produces a safe, positive and structured program.
3. To respect individual participant’s abilities and limitations.
4. To be well organized and prepared for each ~~days~~days’ activities.
5. To share your experience and skills to help enrich the program.
6. To plan and implement exciting and interesting activities for the participants to enjoy.
7. To establish a welcoming environment where participants can comfortably spend their time.
8. To create opportunities for participants to meet new friends and grow in their experiences at the program.
9. To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
10. To represent the community and the Geneva Park District as a positive role model and a citizen of character.
11. Work with a team of teachers to create an age appropriate creative preschool curriculum.
- ~~10-12.~~ To fulfill preschool teacher and aide duties as outlined in Job Descriptions.
- ~~11-13.~~ Provide a positive attitude for ~~To enjoy~~ yourself and have fun.

3.0 PHILOSOPHY

The Friendship Station Preschool is guided by the philosophy of learning through play. Play is where the child learns how to share, create, cooperate, interact and solve problems. Each child is individual and ~~unique, unique;~~ our emphasis is placed on developing positive self-awareness. In keeping with the standards set by the Illinois State Board of Education (ISBE) regarding early learning and literacy, our preschool program provides appropriate activities to enhance academic, physical and emotional growth of the young child in the following domains: Language Arts/Literacy, Mathematics, Science (STEM), Social Studies, Physical Development, The Arts (Music and Art), Social Sciences (Community Awareness) and Social/Emotional Development. Support for all the children is provided by the creative, loving and knowledgeable Geneva Park District staff.

The children will have experiences in art, singing, games, storytelling, cooking, literacy, mathematics, science and rhythm/movement. Through these ~~activities~~activities, our students develop self-control, physical

coordination and social skills. A carefully planned program allows the preschooler to freely explore his/her environment with fellow students.

Large motor skills are developed with the aid of special equipment during outdoor play periods on our preschool playground and in large group activities.

In each classroom, manipulative play materials satisfy the child's interest to create. Finger plays, storytelling and dress-up stimulate imaginations. Crafts and cooking projects lead the child to sense color, shape and quantity, in addition to developing coordination and agility.

The "world around us" is explored through field trips and physical/social community awareness activities.

4.0 SIX PILLARS OF CHARACTER



Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

5.0 JOB DESCRIPTIONS

Position:

Preschool Teacher



Summary:

The Preschool Teacher will be responsible for the preparation of lesson plans and the instruction for all preschool students per class period.

Supervisor:

The Preschool Teacher reports to the Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Preschool Teacher must have experience in Early Childhood or Elementary Education and a degree in Early Childhood or Elementary Education.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Supervise the arrival and dismissal of children.
3. Develop daily lesson plans.
4. Supervise children at all times when at school.
5. Prepare art, craft, cooking, and music projects.
6. Interact with preschool parents and answer any questions.
7. Perform preschool student conferences when needed.
8. Meet with Recreation Supervisor periodically.
9. Develop a monthly parent newsletter.
10. Prepare and supervise field trips.
11. Maintain a safe learning environment.
12. Prepare preschool rooms for the start of the school year and for storage in the summer.
13. Administer First Aid according to the Park District's Communicable Disease Policy.
14. 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 Recreation Supervisor and safety committee as soon as possible.

Marginal Functions:

1. Attend in-service training sessions.
2. Distribute Park District information when requested.
3. Assist all employees of the Park District as needed.
4. Work in conjunction with school district staff.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The GPD Preschool Teacher must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed

indoors; these conditions include lighting and temperature.

4. Provide a caring atmosphere for children to learn.

Benefits:

Preschool teachers who work each class (M-F, morning and afternoon) are eligible for up to 5 paid sick days per school year. These sick days do not accumulate from year to year. Further details regarding the use of sick days can be found in the Personnel Policy Manual.

Position:

Preschool Aide



Summary:

The Preschool Aide will be responsible for assisting the teacher in the preparation of lesson plans and the instruction of all students in classroom.

Supervisor:

The Preschool Aide reports to the Preschool Teacher, Recreation Supervisor, Assistant Superintendent of Recreation, and the Executive Director.

Qualifications:

The Preschool Aide must have experience in childcare or early childhood education. Education in Early Childhood or Elementary Education is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Supervise the arrival and dismissal of children.
3. Assist in executing daily lesson plans.
4. Assist with supervising children at all times.
5. Prepare art, craft, cooking, and music projects.
6. Interact with preschool parents.
7. Supervise field trips.
8. Maintain a safe learning environment.
9. Prepare preschool rooms for the start of the school year and for storage throughout the summer.
10. Administer First Aid according to the Park District's Communicable Disease Policy.
11. 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 Recreation Supervisor and safety committee as soon as possible.

Marginal Functions:

1. Attend in-service training sessions.
2. Distribute Park District information when requested.
3. Assist all employees of the Park District as needed.
4. Work in conjunction with school district staff.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The GPD Preschool Aide must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. Provide a caring atmosphere for children to learn.

Benefits:

Preschool aides are eligible for 3-5 paid sick days per school year ~~dependant~~dependent upon the number of classes the employee will be working. The exact number of sick days for each employee will be documented on the employment agreement for each school year. These sick days do not accumulate from year to year. Further details regarding the use of sick days can be found in the Personnel Policy Manual.

6.0 STAFF EXPECTATIONS

Friendship Station ~~Pre-School~~Preschool staff are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times. Enthusiasm, initiative, positive attitude, job knowledge and a strong work ethic are always expected.

Administrative

1. Report to work on time, ~~at least 15 minutes before the start of class~~, unless otherwise directed by your supervisor.
2. All staff must be dressed in attire appropriate for position.
3. Keep classroom, supplies, storage and equipment neat and in good condition.
4. Take attendance at the beginning of program and several time during class.
5. Parents/Guardians will use a car line outside for “drop-off” and “pick-up” of each participant. Please dress for the weather. You will need to be outside with the children during this process.
6. Respect other staff members (Park District and Geneva School District) – do not contradict each other in front of the participants or their parents.
7. You may be ~~if~~ instructed by the Recreation ~~& Aquatic~~ Supervisor or Head Teacher to leave your normal duties, ~~or go to~~ go to another classroom due to over or under staffing. This willer to ~~to~~ help with the quality of the program, ~~you must do so~~.
8. Read all staff memos ~~that go out~~.
9. If you are going to be absent from work, call the Head Teacher and Recreation ~~& Aquatic~~ Supervisor. Do not leave a message, call until you talk to someone. You must call in at least 2 hours before shift in order to find a proper replacement. If you are able, please find a replacement from the sub list and then contact your supervisor.
10. Hand in shopping/supply lists as soon as possible, please allow at least 1 week before supplies are needed.
11. If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
12. Clean classroom and common area before leaving each day.
13. Never accept any payments at the site. Payment should be dropped off at Sunset Community Center 710 Western Ave, Geneva.
14. Staff must attend all planning meetings.
- ~~14-15.~~ Follow the parking location determined by your Recreation Supervisor.
- ~~15-16.~~ Bring any concerns to your supervisor before they become an issue.

6.01 Field Trip Expectations

1. Head count, Head Count, Head Count!
2. Be sure to divide into small groups and use the buddy system.
3. Attendance should be taken before leaving, once on bus or arrival location, several points throughout the trip, before returning, ~~and~~ on the bus when leaving and once you return.
4. On bus, maintain order – no screaming, yelling, littering, getting up from seat.
5. Be sure to have all emergency form for every child.

6.02 Site/Program Expectations

1. Treat participants with respect and equality; listen to what they say.
2. Use good judgment – make decisions that provide a safe and structured environment for all participants.
3. Staff should be taking attendance several times throughout the day...and always HEAD COUNT, HEAD COUNT, HEAD COUNT! No excuses!
4. Staff should be positioned in different areas to assure all participants are visible to at least one staff member – staff should never be grouped together, this is not a time to socialize.

5. Staff is to interact with the participants, rather than watching them.
6. At no time should a staff member use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your supervisor ahead of time.
7. Staff is not allowed to have visitors at the program, as that distracts the children.
8. There is no smoking allowed on school district property – please do not come to work smelling of smoke.
9. You are never allowed to transport participants in personal vehicles.
10. ~~Never~~If at all possible don't be alone with a participant.
11. Greet all parents/ participants when they arrive at Preschool - Never let participants leave with anyone who is not on their emergency form, without having the parent's written permission; if in doubt contact the Recreation Supervisor immediately.
12. Earn the respect of the participants by being consistent, fair and caring.
13. Practice the Character Counts Philosophy and incorporate it in the daily routine.
14. Maintain your staff to participant ratio.
15. Maintain a strict "hands off" policy towards both instructors and participants at all times.
16. Acknowledge and positively reinforce good behavior.
17. Have fun and enjoy your job!

6.03 Dispensing of Medication

Issue

The American's With Disabilities Act obligates park districts, special recreation associations, and forest preserve districts to make reasonable accommodations for persons with special needs who will be participating in our park and recreation programs. One of the most common and reasonable requests is to assist a participant in taking medication during a program session when they do not have the ability to do it on their own. This has been a standard practice in special recreation associations for some time. However, park districts are seeing many persons with special needs entering park district programs. Without special training and the necessary procedures to administer medication, there are potential liabilities that could arise at an agency if the dispensing of medication is not administered properly.

Recommendation

It is recommended that all agencies who may have to dispense medication during agency programming should review the following medication dispensing guidelines and formulate specific policy to follow in the event this request is made by a patron. Comprehensive medication dispensing guidelines will better prepare your staff to dispense medication in a safe and efficient manner.

To minimize the administration of a medication dispensing program, parents or guardians should be asked if the person can be medicated prior to entering the program. The agency's medical dispensing program should only be used when it is absolutely necessary to administer medication to a child or patron during program hours.

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Dispensing of Medication

1. Parental Procedures and Responsibilities

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication/Waiver and Release of All Claims* form;
2. Complete and sign the *Medication Dispensing Information* form;
3. Deliver all medication to the agency office in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given;
4. Verbally communicate with agency staff regarding specific instructions for medication.

2. Staff Medication Dispensing Procedures

Agency program staff **must**:

1. Ensure that the Permission and Waiver to Dispense Medication Form and Medication and Dispensing Information Form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication;
2. Ensure that only authorized staff accept medication which may include the executive director, superintendent of recreation, safety coordinator, program coordinator, recreation specialist, registrar, secretary or other designated staff;
3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of other patrons and particularly children.**
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
5. Program coordinators responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.
7. Agency staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least three years at the conclusion of the program.

7.0 STAFF TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect staff from any possible accusations. Therefore we have established the following procedures:

1. Under no circumstances should staff ever be alone with a participant. If you need to do something that requires leaving the group, at least have one other participant go with you.
2. Participants should not be touched in any manner that may be construed as “personal” or “private”.
3. Participants are required to take care of their own bathroom needs.
4. Staff should never touch in an aggressive manner such as grabbing or shoving.
5. No name calling, even if just joking around.
6. Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
7. Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc. Avoid personal conversations with staff members or parents during work hours.
8. Treat the participants/parents with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
9. If you have a question of whether something is appropriate or not, it probably isn't.

8.0 PARTICIPANT PROCEDURES & STAFF TO PARENT INTERACTION

Signing In and Out

1. Attendance must be taken every day at the beginning of class.
2. Participants cannot be accepted before program start time.
3. Participants can only be released to authorized persons on the Emergency Contact and Release form.
4. If a participant is not picked up by the end of the program, after 15 minutes contact the Recreation Supervisor and follow late pick up procedures.

Please follow the following procedures when dealing with the participant's parents or guardian.

1. Greet every parent/guardian as they arrive
2. Always be professional and courteous
3. Keep the parent informed – the smallest detail about a participant's behavior or daily activities shows a parent that their child is important to the staff. This helps to open lines of communication between staff and the parent.
4. Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day. (The last thing parents want to hear after a long day, is a bunch of negative things about their child.)
5. Be prepared- Know important information about the participant; read over notes or any other information you may have.
6. Always discuss sensitive situations and concerns you may have with the Recreation Supervisor ahead of time, before talking to the parent.

9.0 HOSTILE SITUATIONS

Parent/ Guardian who becomes verbally abusive:

1. Maintain the highest level of professionalism.
2. Try to bring them to an area away from any other children.
3. Try to get them to make arrangements to discuss at another time when you can give them your full attention.
4. If behavior and language continues to be inappropriate, you should ask them to leave.
5. Contact the Recreation-~~& Aquatic~~ Supervisor immediately.
6. If they become too overwhelming, never hesitate to send them to the Recreation Supervisor- simply give the parent the supervisor's card and tell them they will need to speak to the Recreation Supervisor and they might be able to help them.
7. Document the incident in writing as soon as possible and a copy to the Recreation-~~& Aquatic~~ Supervisor.
8. If the individual will not leave- call 911 and the Recreation-~~& Aquatic~~ Supervisor.

Parent/ Guardian who smells like alcohol when picking up the participant:

1. Use your best judgment.
2. If the individual appears to be under the influence of alcohol (very talkative, stumbling, driving recklessly), do not release the child.
3. Politely and professionally, explain your concerns and ask the person to contact someone else to drive the child home or call a cab.
4. If the parent becomes insistent, call 911 for the police to handle the situation. In the meantime, try to stall them by talking to them. If they forcibly leave, get a description of the vehicle, license plate and direction headed.
5. Additionally, consider your obligation to contact DCFS as a mandated reporter – driving a child when intoxicated is child endangerment.

A parent or adult picking up that is not on the list – custody situation:

1. Verbally inform them that they are not allowed to take the child.
2. Attempt verbally to convince the individual to leave the participant.
3. Do not put yourself in physical harm.
4. Do not attempt to restrain them.

During this time, another instructor should be:

- Calling 911.
- Give description of individual.
- Give description of vehicle and license and direction headed.

10.0 INCLUSION

Fox Valley Special Recreation Association (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, the parents simply mark the “Special Accommodations” section on the park district registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will not only find the appropriate assistance, but also 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 Head Teacher, Recreation & Aquatic Supervisor, FVSRA and the participant and their parents/guardian.

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

Remember: The FVSRA Inclusion Aids are considered part of the Park District staff.

11.0 KEEPING THE PRESCHOOL SAFE

General Safety Rules

1. Be aware of all of your surroundings – watch all areas around you.
2. Take head counts frequently – especially when outside or away from site.
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. No standing or jumping off swings.
11. Maintain a “safety area” around swings, slides, swinging bats, etc.
12. No playing, picking up or throwing sand, woodchips or rocks-this should result in an immediate behavior report.
13. Never leave an area unattended.
14. Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

1. Be aware of surroundings-periodically scanning program area for intruders.
2. Maintain a “safety circle” when outside.
3. Notify Recreation ~~& Aquatic~~ Supervisor of any safety concerns.
4. Review safety rules and go over scenarios at staff meetings.
5. Review rules regarding intruders and staying safe with participants.
6. Call 911 if an unknown person or vehicle is loitering or regularly passing by. It’s better to be safe than sorry!

Bus Safety Rules

1. Participants must remain seated if riding in a park district bus/van or a school bus.
2. Take headcounts when loading and unloading bus – take roll call when loading.
3. Use seatbelts if they are available.
4. Must adhere to all bus seating capacity limits.
5. Review bus evacuation procedures frequently.

Field Trip Rules

1. Any field trip must be pre-approved by Recreation ~~& Aquatic~~ Supervisor.
2. Staff to participant ratios should increase when possible to ensure safety.
3. The Head Teacher is responsible for securing and communicating to all staff rules, limitations and necessary information about the trip.
4. Procedures and times for periodic check in and a meeting place should be established.
5. Emergency Procedures should be reviewed.
6. Rules and limitations should be communicated with the staff and reviewed with the participants.
7. -Review stranger awareness with participants and instruct them not to go with or give out personal information to strangers.
8. Review with participants and staff: how and where to contact emergency assistance and what to do if they become separated from group.
9. Review missing person procedures.
10. Increase frequency of attendance and head counts.
11. Divide into small groups.
12. In crowded areas, position staff in front and behind group.
13. Use cell phones to keep in contact with each other.
14. Notify Recreation ~~& Aquatic~~ Supervisor upon departure and arrival back or any delays.

Keeping Yourself Safe

1. Use your best judgment at all times!
2. Park in well-lit areas.
3. Leave with someone, whether it is another co-worker or the last parent picking up.
4. If you are uncomfortable in a situation, do not hesitate to notify your supervisor.
5. If unsafe to not hesitate to call 911- it's better to be safe than sorry.

12.0 GENERAL EMERGENCY PROCEDURES

By staff following the appropriate procedures, they can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

Playground Safety

- Always bring a first aid kit when outside for any activity.
- When supervising the playground, supervisors must be located in close proximity to any area being used.
- Conduct a daily inspection of the playground area to identify any damaged equipment, glass or foreign objects.
- Never allow children on any equipment that might be damaged.
- Limit the number of children on a single piece of equipment.
- Observe play patterns to identify any unsafe behavior.
- Do not allow any rough housing.
- Never allow children to carry any objects on the equipment.
- Do not allow children on equipment if vehicles or ground maintenance is close by.
- Children should use equipment the proper way.

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures.
- Try to remain calm.

- Keep the Recreation & Aquatic Supervisor informed.
- Use your best judgment in the given situation.
- Document all accidents and incidents.

Emergency Communication Procedures

- ~~The Head Teacher should contact emergency personnel when necessary (Police, Fire or Poison Control).~~
- The Head Teacher should contact the Recreation & Aquatic Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- ~~The Head Teacher should contact emergency personnel when necessary (Police, Fire or Poison Control).~~
- Do not hesitate to call 911 if the situation warrants it.
- Always consult with the Recreation & Aquatic Supervisor before contacting a parent/guardian.
- The Head Teacher should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Director at the Park District.

13.0 EMERGENCY CONTACT INFORMATION

EMERGENCY	911
* Police (Non-emergency)	630-232-4736
* Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	800-942-5969
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)

Internal Numbers

Geneva Park District	630-232-4542
Beth Keen Sarah Sielisch – Office	630-262-22103

14.0 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 the Recreation ~~& Aquatic~~ Supervisor immediately.-
7. Fill out accident report form and bring to park district within 24 hours.

* 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.

15.0 HEALTH CARE PROCEDURES

Overall Procedures

1. On-site certified staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
2. The certified staff are responsible for the basic health care, determining when a higher level of care is needed and handling life threatening emergencies related to their training.
3. All staff are responsible for observing participants for signs of illness, injury and abuse as well as following all health care policies and procedures including Emergency Information forms and Request to Administer Medication forms, ensuring first aid kits are up to date and adequately stocked, communicating with parent or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed.
4. Additional medical and mental health support will be provided by local emergency services.

Approved Health Care Treatment Procedures

1. In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do.
2. In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
3. If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent cannot be reached.
4. Notify parents of minor injuries upon pick-up.
5. Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent.
6. Notify Recreation & Aquatic Supervisor of injuries requiring parent or emergency communication immediately.
7. First aid kits should be with staff at all times. Ensure first aid kits are up-to-date and well stocked after each use.
8. Staff should complete record keeping in appropriate logs and submit accident/incident reports to the supervisor. The supervisor is responsible for determining severity and submitting it to PDRMA.

Emergency Information Forms

1. Read and review all participant's Emergency Forms.
2. Be aware of any special needs, allergies, etc.
3. Maintain accurate emergency, medical and release information for each participant.
4. Ask parents to update regularly and forward information to Recreation & Aquatic Supervisor.
5. Keep forms with you at all times.

Permission to Administer Medication

1. Do not administer without Request to Dispense Medication form.
2. All medication must be in original container with accurate labeling and dosage.
3. Store medication in locked medication kit. If outside, medication should be in first aid kit and remain under staff supervision.
4. When administered – complete log with name, time and amount administered.

Prescription Drugs and Inhalers

1. Parent/Guardian will provide the staff with the child's medication in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
2. Parent/Guardian must sign and complete a Request to Administer Medication form.
3. Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
4. Upon administering medication, staff should record in the log name, medication, time administered and amount given. This log is to be kept with the medication.
5. Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler them-selves, they will simply ask the staff when needed.

16.0 FIRST AID

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 staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

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 – 1-800-222-1222
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 (911)
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: If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. 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 CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of overheating.

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

These 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.

16.01 Seizure Management Policy and First Aid Procedures:

Policy Overview:

In order to maximize a safe and healthy recreation environment for patrons and staff, the Geneva Park District has established the following seizure management policy and procedures. This policy is intended to complement and supplement the agency’s medical emergency and aquatics emergency response plans.

1. Registration forms should encourage patrons to volunteer any important health information such as seizure disorders and/or to identify any need for reasonable accommodation. When seizure conditions are disclosed, adult participants (or parents/guardians of minor patrons) should be asked to provide information such as:
 - nature and duration of the seizure
 - frequency
 - triggering mechanisms
 - symptoms
 - date(s) of most recent seizures
 - parental/patron instructions &/or recommendations
 - up-to-date medical protocol from the primary health care provider
2. Depending on the frequency and/or nature of the seizures, the feasibility and need to provide 1:1 supervision should be evaluated. In the interim, the member should consider the appropriateness of temporarily suspending participation pending an analysis of the ability of the patron to safely participate in any activity, with or without reasonable accommodation. Members should promptly contact PDRMA's legal counsel and/or their corporate counsel to assist in identifying and balancing the rights of both the member and patron.
3. Whenever participation involves aquatic activities, the agency's **seizure prone swimmer policy** should be followed. Please refer to this document prior to any participation in aquatic programs. Pre-program planning and communication between the aquatic staff and the participant's instructor/counselor/program supervisor is strongly recommended.
4. Staff should begin monitoring and responding to the seizure as soon as the symptoms are recognized – this includes implementing established seizure/emergency procedures; coordinating with other emergency medical providers; monitoring the duration of the seizure from the moment staff first observed the symptoms (and when possible, from the time of onset) and; documenting the nature/character of the seizure.
5. As with any medical emergency, prepare a PDRMA incident report documenting all pertinent information about the event (when, where, how, responders, witnesses, victim condition, etc.).

When to Activate the EMS (911) system:

1. Anytime you are unaware of a pre-existing seizure disorder, summon EMS immediately.
2. Anytime you are uncomfortable with either the situation or the condition of the person, call EMS. Always err on the safe side, for the patrons' safety.
3. Anytime the seizure is different in nature or character than prior seizures, summon EMS immediately.
4. If you know the person is prone to seizures or is being medically treated **and you have written instructions from the patron or patron's parents/guardians not to summon EMS**, it may or may not be necessary to activate EMS unless:
 - The seizure lasts longer than 1-3 minutes
 - Another seizure begins within 1 hour after the first
 - The person does not regain consciousness after the convulsions or seizure have stopped
 - The person stops breathing for longer than 30 seconds
 - Seizure occurs after a known head injury or the person complains of a sudden severe headache
 - The person is pregnant
 - The person has a medical alert tag or diabetic alert tag
 - The person appears injured

- The person has swallowed excess amounts of water
 - You are at all uncomfortable with the situation
5. If you are provided patron/parent instructions on how to manage a seizure and/or not to summon EMS in the event of the seizure, you should:
- Require that the instructions be in writing and provided by or signed be off on by the primary care physician (the physician's recommendations/instructions as to managing the seizure, or approval of the management instructions **must be dated and written within the past 6 months.**
 - Make several copies of the instructions and provide copies to relevant staff (i.e. staff that need to know!)
 - In the interim summon EMS in the event of a seizure or temporarily suspend participation until receipt and review of the requested documentation
 - If, after receipt of the documentation, you are uncomfortable with the instructions (or despite the instructions, you are at all uncomfortable with the situation), summon EMS in the event of a seizure --- you are not necessarily legally required to comply with patron/parent/physician instructions!
 - Do not hesitate to contact PDRMA's legal counsel or your corporate counsel for further guidance.

Definition and Description:

Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affects the level of awareness and muscle movement of all extremities.

Seizure types: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal).

Seizure length: They range from 3 seconds to up to 5 minutes, depending on the type and severity.

Symptoms: a dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full body constriction.

Partial (focal) Seizures are seizures begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

Seizure types: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe.

Seizure Length: They range in length from seconds up to 2 minutes.

Symptoms: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life-threatening condition.

Emergency Procedures:

1. Prevent the person from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
2. Place the person in a recovery position to allow saliva to drain from the mouth.
3. Start timing the seizure as soon as symptoms are recognized.
4. If uncomfortable with the situation, contact EMS immediately.

5. **Do not** restrain the person's movements.
6. **Do not** place any items in the person's mouth and **do not** attempt to give any liquids.
7. Be sensitive of the environment and the person's privacy.
8. If staff is unfamiliar with the person, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
9. Maintain the person's airway.
10. After the seizure subsides, complete an initial assessment to determine the condition of the person (airway, breathing, circulation, physical condition).
11. If the person is not breathing, begin artificial respiration. If the person does not have a pulse, begin CPR. Make sure EMS is contacted.
12. Provide an area for the person to rest until fully coherent, where the person can be observed by a responsible adult. Consider a shaded area or an office.
13. The person involved in the episode should be restricted from any aquatic programs for the remainder of the day.
14. If a minor, the occurrence of a seizure should always be reported to the person's parents or guardians.

If the seizure occurs in the water, follow the agency's seizure prone swimmer policy and first-aid procedures.

ACTIVITY/ENVIRONMENTAL CONSIDERATIONS

Because of the loss of bodily control and/or cognitive function that typically accompanies a seizure and the potential need for prompt emergency medical services, program planners should carefully develop specific emergency response plans for seizure-prone persons enrolled in recreation programs and activities.

Program planners must first determine whether the patron can safely participate in any activity or program, with or without reasonable accommodation. This includes identifying how a seizure may affect the personal safety of the participant who experiences a seizure during any given activity (as well as the safety of responding staff and potential impact on the program). The planner should consider if the loss of bodily control might result, for example, in a fall from a height, a fall onto a hard surface, or a drowning situation. If these are possibilities, the planner and program supervisors/instructors should jointly assess, address, and coordinate participation in these activities and seizure management. In some instances, it may be prudent to temporarily suspend participation in any given program/activity pending assessment (i.e. taking the "proverbial step backwards"). In other situations, it may be feasible and prudent to provide a one-to-one companion (provided the nature of the seizure/activity does not create a safety risk for the companion). In any event, program supervisors should explore and address these issues with adult patrons or with parents and/or guardians of minor patrons **before participation** -- and if possible, include special recreation association staff as part of your assessment and seizure management team.

Program planners should also consider the potential challenges presented by program locations where access to EMS may be limited or substantially delayed. Because access to emergency medical services can be crucial in providing necessary care, planners should be aware of the proximity of these services at all times. Field trip locations as well as any remote sites, such as campgrounds, should be researched ahead of time to determine where emergency care can be found in the area and how long it will take for a response.

These situations are often emotionally-charged for all parties involved. Regretfully, at times patrons with seizure disorders engage in recreation activities neither well nor wisely. The patron (or parents of a minor patron) does not have the legal right to compromise his/her safety. There are often misperceptions as to the legal rights of the patron and/or of the provider. When in doubt, always err on the side of caution and contact PDRMA and/or legal counsel for prompt guidance, and temporarily suspend participation pending further evaluation and guidance.

References:

American Association of Neurologists website-

Pediatric Epilepsy Center website, article by Tracy Connell, RN, MSN, CPNP-

MSN Health website articles:

———"What is the Cause of Epilepsy"—December 1998

———"What is the Immediate Treatment for Epileptic Seizures?"—December 1998

———"What is Epilepsy?"—December 1998

———"First Aid for Seizures"

———"Seizures - When to Call a Doctor"—November 2003

F:\LRNFax\Loss Control\595 Seizure Management Policy.doc

Seizure-Prone Swimmer Policy and First Aid Procedures

Policy Overview:

In order to provide a safer swimming environment for patrons who experience seizures, the Geneva Park District has established the following policy. This policy is intended to be a supplement to your emergency response plan and lifeguarding protocol.

1. The pool manager and lifeguards should be notified of those patrons in District or SRA programs who are "seizure prone". (The general public is not required to share such information.) When notifying staff it is helpful to communicate any aura, trigger, signal of symptoms for staff so they can be aware of things to look for.

2. Participation by patrons whose seizures may not be controlled by medication may be limited unless 1:1 supervision ratios are available.

3. Seizure-prone patrons may use US Coast Guard Approved personal flotation devices for buoyancy and sense of personal security.

4. All lifeguards and SRA staff should be aware that US Coast Guard Approved personal flotation devices will not necessarily prevent drowning.

5. Lifeguards and pool managers should be trained for special situations involving seizures through lifeguard rescue training, first aid training, and special in-service training. Have SRA staff meet with lifeguards during regular trainings to discuss the patrons that will use the facility and to jointly practice rescue procedures.

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6. Staff should start timing the seizures as soon as the symptoms are recognized.

7. Document any information as to the condition of the person when they were found. (When, Where, How, In what condition)

When to activate the EMS (911) system:

1. If you are not aware that the individual is seizure prone, activate EMS immediately.

2. Anytime you are uncomfortable with either the situation or the condition of the patron, call EMS. Always err on the safe side, for the patrons' safety.

3. If you know the patron is prone to seizures or is being medically treated, it is usually not necessary to activate EMS unless:

- The seizure lasts longer than 5 minutes (a medically accepted time frame for patrons seizure prone).
- Another seizure begins within 1 hour after the first.
- The patron does not regain consciousness after the convulsions have stopped.
- The patron stops breathing for longer than 30 seconds.
- Seizure occurs after a known head injury or the person complains of a sudden severe headache.
- The patron is pregnant.
- The patron has a medical alert tag or diabetic alert tag.
- The patron appears injured.
- The patron has swallowed excess amounts of water.
- You are at all uncomfortable with the situation.

Definition and Description:

Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affect the level of awareness and muscle movement of all extremities.

Seizure types: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal).

Seizure length: They range from 3 seconds to up to 5 minutes, depending on the type and severity.

Symptoms: a dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full body constriction.

Partial (focal) Seizures are seizures begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

Seizure types: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe.

Seizure Length: They range in length from seconds up to 2 minutes.

Symptoms: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life threatening condition.

Emergency Procedures:

If the seizure occurs on dry land:

1. Prevent the patron from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
2. Place the patron in a recovery position to allow saliva to drain from the mouth.
3. Start timing the seizure as soon as symptoms are recognized.
4. If uncomfortable with the situation, contact EMS immediately.
5. Do not restrain the patron's movements.
6. Do not place any items in the patron's mouth and do not attempt to give any liquids.
7. Be sensitive of the environment and the patron's privacy.
8. If staff is unfamiliar with the patron, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
9. Maintain the patron's airway.
10. After the seizure subsides, complete an initial assessment to determine the condition of the patron (airway, breathing, circulation, physical condition).
11. If the person is not breathing, begin artificial respiration. If the person does not have a pulse, begin CPR. Make sure EMS is contacted.
12. Provide an area for the patron to rest until fully coherent, where the patron can be observed by a responsible adult. Consider a shaded area or an office.
13. The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.
14. If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians.

If the seizure occurs in the water (unknown patron or SRA seizure prone swimmer found under water) potentially hypoxic convulsion:

1. As soon as the patron is found under the water, initiate the Emergency Response Plan (contact EMS immediately).
2. The lifeguard and SRA staff should follow their standardized rescue procedures and retrieve the patron. The patron should be brought to the top of the water.
3. The lifeguard or SRA staff should support the patron's head keeping the face above water and head tilted back to maintain a clear airway.
4. Move the patron to the shallow end of the pool.

5. ~~The seizing patron should be kept away from the side of the pool, amenities, sharp objects and patrons to avoid further injury caused by movement of arms, legs, body parts.~~
 6. ~~Remove the patron from the water in accordance with your lifeguarding protocols.~~
 7. ~~Place the person in the recovery position.~~
 8. ~~Prevent the patron from injuring themselves. Place something soft under the head and clear the area of hard and sharp objects.~~
 9. ~~Do not restrain the patron's movements.~~
 10. ~~Do not place any items in the patron's mouth and do not attempt to give any liquids.~~
 11. ~~When the seizure subsides, perform an initial assessment (airway, breathing, circulation, physical condition).~~
 12. ~~If the person is not breathing, begin artificial respiration. If the person does not have a pulse, begin CPR. Make sure EMS is contacted.~~
 13. ~~Be sensitive to the environment and the patron's privacy.~~
 14. ~~Provide an area for the patron to rest until fully coherent, where a responsible adult can observe the patron. Remember to maintain the airway of the patron.~~
 15. ~~The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.~~
 16. ~~If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians.~~
- ~~If the seizure occurs in the water, (the patron is observed with their face above the water when the seizure started), then the following procedures should take place (SRA— seizure prone participant):~~
1. ~~The SRA staff or lifeguard staff should support the patron's head keeping the face above the water and head tilted back to maintain a clear airway while moving the patron to the shallow end of the pool.~~
 2. ~~Keep the patron away from the side of the pool, amenities, sharp objects to avoid injury caused by movement of arms and legs.~~
 3. ~~If uncomfortable with the situation, call EMS immediately.~~
 4. ~~Keep the patron in the water, with their head above the water and the body supported, until the seizure subsides.~~
 5. ~~Remove the patron from the water after the seizure subsides.~~

6. ~~Once removed from the pool, place the patron in the recovery position to allow saliva to drain from the mouth. It is also important to continue maintenance of the patron's airway.~~
7. ~~Perform an initial assessment (airway, breathing, circulation, physical condition).~~
8. ~~Be sensitive to the environment and the patron's privacy.~~
9. ~~Provide an area for the patron to rest until fully coherent, where a responsible adult can observe the patron. Remember to maintain the airway of the patron.~~
10. ~~The patron involved in the episode should be restricted from any entry into the water for the remainder of the day.~~
11. ~~If a minor patron, the occurrence of a seizure should always be reported to the patron's parents or guardians~~

References:

~~Ellis and Associates, National Pool and Waterpark Lifeguarding Training text.~~

~~American Association of Neurologists website.~~

~~Pediatric Epilepsy Center website, article by Tracy Connell, RN, MSN, CPNP.~~

~~MSN Health website articles:~~

~~"What is the Cause of Epilepsy" — December 1998~~

~~"What is the Immediate Treatment for Epileptic Seizures?" — December 1998~~

~~"What is Epilepsy?" — December 1998~~

~~"First Aid for Seizures"~~

~~"Seizures - When to Call a Doctor" — November 2003~~

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REMEMBER

~~ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW UP MEDICAL CARE.~~

INJURIES AND FIRST AID

Emergency Situations:

- | | | |
|--------------------|---|---|
| Not Breathing | = | Open airway, give rescue breathing |
| Choking | = | Use abdominal thrusts |
| Bleeding | = | Stop severe bleeding with direct pressure. |
| Possible Fractures | = | Victim should not move or be moved |
| Neck Injuries | = | No movement — possible quadriplegia |
| Back Injuries | = | No movement — possible paraplegia |
| Electrical | = | Were they shocked? Look around for possible danger to yourself and others. Cut power. |
| Burns | = | Very small area, vary shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it! |
| Eye Injury | = | Cover both eyes to eliminate sympathetic movement. |

~~Seizure = Protect the head. Remove spectators.~~
~~Embedded Object = Do not remove.~~

17.0 MISSING PERSON ACTION PLAN

The following preventive measures should be followed so a participant does not go missing:

1. Always use the buddy system.
2. Staff should always be within an earshot of the participants.
3. Staff should always be scanning the area where the participants are.
4. Attendance and head counts should be done on a regular basis, especially when transitioning from activities or to another location.
5. If a participant has to leave an activity, to use the washroom or take care of something, check back on them frequently until they return or are with a parent or another staff member.
6. Try not to turn your back to the participants, if something is going to happen, it is usually when your back is turned.
7. Head Count, Head Count, Head Count!

In the event that a child does go missing, follow these steps:

1. Immediately notify the Head Teacher, who will then inform other staff. (Time is critical, please do not hesitate to contact the Head Teacher.)
2. An organized search will begin. Check obvious places first, such as with other groups, bathrooms or surrounding areas.
3. Gather group together and do a head count of the entire group.
4. If possible, secure someone to monitor the group and maintain their safety.
5. Gather all available staff to search.
6. If on a trip, notify establishment and check with their employees.
7. Request management to page child, if possible.
8. After all areas have been checked, double check with staff again and then contact Recreation & Aquatic Supervisor.
9. If the child is not found within 10 minutes, or the presence of foul play is suspected, the Head Teacher will call 911 and staff will stand by for further instructions.

18.0 CHILD ABUSE AND NEGLECT POLICY

Child abuse is a very real nightmare for children in today's society. Statistics show "1,500 children die from abuse each year. There are 140,000 injuries to children from abuse each year. There are 1.7 million reports of child abuse each year." Those are some very scary statistics. The Geneva Park District takes child abuse very seriously and makes every reasonable effort to prevent, detect, handle and report cases of suspected child abuse or neglect of children within our programs, areas or facilities. As a staff member at Friendship Station Preschool, you are considered a mandated reporter of child abuse.

Child abuse is usually falls within at least one of the four areas:

1. Physical Abuse – Patterns of injury that are not accidental, such as beatings, which may lead to burns, bruises, welts, bites, broken bones, strangulation or even death.
2. Emotional Abuse – Persistent acts that include rejection, ignoring terrorizing, constant negative criticism, insults or withholding love or support.
3. Sexual Abuse – The assault or exploration of children sexually. This can include numerous acts over time or a single incident. Includes rape, incest, fondling, exposing oneself, forcing oneself sexually upon a child or forcing a child to view pornographic materials.
4. Neglect – This is the failing to provide for the well-being of the child. This includes the withholding of food, clothing, shelter, hygiene, supervision or medical treatment. (This is the most common form of abuse.)

A staff member who suspects a child is in an abusive situation is required by law to report the situation immediately. However, the situation should first be discussed with the Recreation & Aquatic Supervisor. When talking to the child regarding a situation remember to:

1. Remain calm and reassuring. The child needs to feel you are in control of the situation.
2. Don't criticize the child, question their story or make them feel as if they were misunderstood.
3. Tell them no one should ask them to keep a secret and it is okay to talk to the staff about it.
4. Respect the child's privacy. Take them to a location where others cannot hear them.

It is the staff member's responsibility to fill out DCFS form and after talking to the supervisor, reporting it to DCFS at 1-800-25-ABUSE, which is a 24-hour hotline. The park district and DCFS keep your information, as the reporter, completely confidential. The suspected abuser will have no way of knowing who reported the situation. Please remember, you could be the only chance that a child has to live a happy and productive life. You might even save a child's life!

19.0 DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
4. Avoid glass areas, especially windows and doors on outside areas.
5. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
6. Avoid long roof spans, such as multi-purpose rooms.
7. Those in charge of a group must try to keep others as calm as possible.
8. It is recommended that someone is designated as a group leader - —someone who is able to make quick, reasonable decisions.
9. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

20.0 PARENT HANDBOOK

A Parent Handbook is distributed to parents each school year on current procedures.

Friendship Station Preschool



**Parent Handbook
Geneva Park District**

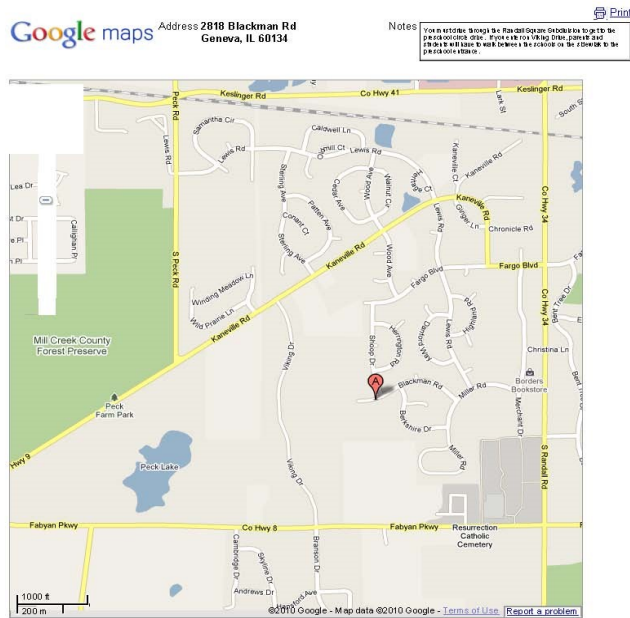
21.0 DIRECTIONS TO FRIENDSHIP STATION

Please see next page for a map for area surrounding the Friendship Station entrance. You can-not access the preschool circle drive from Viking Drive. You must come from the Randall Square subdivision off of Blackman Road.

- 1) From the North, South or East: Take Randall Road to Fargo Boulevard stoplight and go west (7-11 store on west corner). Take Fargo Boulevard through stop sign until it ends and turn south on Shoop Drive. Take Shoop Drive until it ends at Blackman Road. Take Blackman Road west into circle drive.
- 2) From West: Take Kaneville Road east past Geneva Middle School Campus to Wood Avenue. Go south on Wood Avenue to Fargo Boulevard. Take Fargo Boulevard west until it ends and turn south on Shoop Drive. Take Shoop Drive until it ends at Blackman Road. Take Blackman Road west into circle drive.\

MAP TO PRESCHOOL

2818 Blackman Road, Geneva, IL - Google Maps



<http://maps.google.com/...+Geneva,+Kane,+Illinois+60134&ll=41.871926,-88.357501&spn=0.016362,0.039997&z=15&pw=218/12/2010 1:00:08 PM>

Friendship Station Preschool Forms



Geneva Park District

22.01

FRIENDSHIP STATION PERMISSION FORM

1. My child _____, has my permission to leave the Geneva Preschool site with Friendship Station staff for the purpose of park visits, walks or other outdoor activities.

Signed _____
(Parent's Signature)

Date _____

2. I give my consent to allow my child, _____, to be ~~video~~
~~taped~~videotaped or photographed from time to time (without compensation) for classroom use.

Signed _____
(Parent's Signature)

Date _____

3. I give my consent to allow my child to be photographed on special occasions for newspaper publications, newsletters, brochures or other promotional materials.

Signed _____
(Parent's Signature)

Date _____

4. I have read and understand the Behavior Guidelines that were established by the Geneva Park District to ensure a safe and enjoyable environment for all participants. I agree to the discipline procedures outlined in this manual.

Signed _____
(Parent's Sign

Date _____



**22.02 FRIENDSHIP STATION PRESCHOOL PROCEDURES MANUAL
ACKNOWLEDGEMENT FORM**

Policy and Procedures Manual

I have reviewed the material outlined in the 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.

Mandatory Training Sessions

I understand that staff training sessions will be held and my attendance is mandatory as part of my position and ongoing training including First Aid and CPR training and Abused and Neglected Child training.

Volunteer Procedure

I understand any time worked outside of my normal scheduled hours unless approved by the Recreation Supervisor or any time worked after I have been asked to leave due to low enrollment will be considered "volunteer time" and I will not be paid for that time.


Geneva Park District Part-time and Safety Manual

I have read and reviewed to material in the Part-time Staff Personnel Policies Manual and Safety Manual 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 _____

 Accident/Incident Report		Form 01
Park District Risk Management Agency		Attorney/Client Privileged Document
1	Agency name Geneva Park District	Today's date
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)
3	Name of person completing report	Title of person completing report
4	Business phone number 630-232-4542	Business email myounie@genevaparks.com
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)	
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.	
7	Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, please provide the following:		
Street address		
City State Zip code		
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)	
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)	
BODILY INJURY		
If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.		
10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
11	If yes, please provide the following information:	
Last name First name		
Address		
City State Zip code		
Home phone # Work phone # Cell phone #		
Age Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
12	Is injured person an agency volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)	
14	Did injured person make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, what did injured person say?		



Accident/Incident Report

Attorney/Client Privileged Document

Form
01
(pg. 2)

15	Was first aid administered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Name and position of person who administered first aid _____				
What first aid was given? _____				
Did first aid involve AED and/or CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
If yes, please submit a PDRMA post-AED form.				
Were paramedic services offered?				
Called and refused (at scene by patron)		<input type="checkbox"/> Yes	Offered and called <input type="checkbox"/> Yes	
Offered and refused		<input type="checkbox"/> Yes	Offered, refused, called by agency anyway <input type="checkbox"/> Yes	
Unable to respond and called		<input type="checkbox"/> Yes		
Were police called?		<input type="checkbox"/> Yes	If yes, please provide the following information.	
Name of police department _____				
Name of officer _____				
Do you expect this person to submit a claim? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
PROPERTY DAMAGE				
16	Was property damaged as a result of this accident/incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
17	If yes, how was the person involved in the accident/incident?			
Owner of property adjacent to park district		<input type="checkbox"/>	Patron	<input type="checkbox"/>
Vehicle owner		<input type="checkbox"/>	Other	<input type="checkbox"/>
18	Last name (or business name)		First name (not necessary if business name)	
Address _____				
City		State	Zip code	Phone number
Describe the property damage _____				
WITNESS INFORMATION				
19	If there was a witness(es) to the accident/incident, please provide the following information:			
Last name		First name		
Address _____				
City		State	Zip code	Phone number
20	Did witness make any statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, what did witness say? _____				

21	Where was witness when the accident/incident occurred? _____			

Geneva Park District
Medication Dispensing Log

Day/Date:	Time:	Medication:	Dosage Amount:

CANTS 5
Rev. 10/00

State of Illinois
Department of Children and Family Services

**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT:
MANDATED REPORTERS**

DATE: _____

ABOUT: _____
Child's Name Child's Birth Date

If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.

Street Address City Zip Code

Parent/Custodians: _____
Name

Address (if different than the child's address)

This is to confirm my oral report of _____, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?
3. Had there been evidence of abuse/neglect before now? ☐ Yes ☐ No
4. If the answer to question 3 is "yes," please explain the nature of the abuse/neglect.
5. Names and addresses of other persons who may be willing to provide information about this case.
6. Your relationship to child(ren)
7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

☐ I saw the child(ren)
☐ I heard about the child(ren) From whom? _____
 I ☐ have ☐ have not told the child's family of my concern and of my report to the Department.
 I am ☐ willing ☐ NOT willing to tell the child's family of my concern and of my report to the Department.
 I ☐ believe ☐ do NOT believe the child is in immediate physical danger.

(Name Printed) (Signature)

(Title) (Organization/Agency)

INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

2nd Child's Name (If Any)

2nd Child's Birth Date

3rd Child's Name (If Any)

3rd Child's Birth Date

DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.

Geneva Park District

Memo

To: Board of Commissioners
From: Nicole Vickers
Date: February 15, 2021
Re: Marketing Contract

Staff is looking for board approval to move forward with an annual contract with Public Communications Inc. as it relates to managing our marketing efforts. As a reminder, PCI will provide ongoing media support, website management, and social media management on an ongoing basis. They will also provide two different one-time projects which includes a search engine optimization strategy/audit and a social media strategy playbook. In preparation, staff has already begun working with PCI on an overall marketing strategy project which will assist in guiding future goals.

Below is the fee structure you reviewed last month. Please note fees are denoted as either “monthly” or “one-time.” For clarity purposes, annual costs are shown in red.

Staff recommends approving a one-year contract with PCI which would commence on February 16, 2021. The Letter of Agreement in its entirety is also attached.

Program Element	Fees	Estimated Expenses
Ongoing Media Support (monthly) <i>Includes editorial calendar development and one proactive endeavor (i.e. news release or human-interest story pitch) per month; additional support beyond the monthly amount can be added at a rate of \$170/hour.</i>	\$1,500/month (\$18,000/yr)	\$40/month (\$480/yr)
SEO Strategy/Audit (one-time only)	\$2,500 (\$2,500/yr)	\$50 (\$50/yr)
Website Management (monthly)	\$1,875/month (\$22,500/yr)	\$25/month (\$300/yr)
Social Media Strategy Playbook (one-time only)	\$5,000 (\$5,000/yr)	\$50 (\$50/yr)
Social Media Community Management (monthly)	\$3,000/month (\$36,000/yr)	\$50/month (\$600/yr)
TOTAL (for 12 months)	\$84,000	\$1,480



**Public
Communications
Inc.**

One East Wacker Drive 24TH Floor Chicago, Illinois 60601 OFFICE 312.558.1770 pcipr.com

January 15, 2021

Nicole Vickers
Superintendent of Recreation
Geneva Park District
710 Western Ave
Geneva, IL 60134
Sent via email: NVickers@genevaparks.com

Dear Nicole,

Public Communications Inc. (PCI) is excited to build on our work with the Geneva Park District following the development of an overall marketing plan. As outlined in our proposal, our ongoing work will include the following activities with the corresponding budgets:

Program Element	Fees	Estimated Expenses
Ongoing Media Support (monthly) <i>Includes editorial calendar development and one proactive endeavor (i.e. news release or human-interest story pitch) per month; additional support beyond the monthly amount can be added at a rate of \$170/hour.</i>	\$1,500/month	\$40/month
SEO Strategy/Audit (one-time only)	\$2,500	\$50
Website Management (monthly)	\$1,875/month	\$25/month
Social Media Strategy Playbook (one-time only)	\$5,000	\$50
Social Media Community Management (monthly)	\$3,000/month	\$50/month
TOTAL (for 12 months)	\$84,000	\$1,480

With your approval, this can serve as a letter of agreement for February 2021 – January 2022. The above fees would be invoiced in equal installments of \$7,000 at the end of each month. Expenses are only invoiced if incurred.

Standard Contract Provisions

We ask your agreement with the following provisions:

1. All agreements between Public Communications Inc. (PCI) and Geneva Park District (GENEVA PARK DISTRICT) may be terminated upon 60 days written notice by either party. It is understood that PCI may terminate this agreement upon 10 days' notice if it is not paid as required under this contract.
2. Modifications and/or supplemental agreements may be made by mutual agreement at any time and may be attached and become amendments to the basic contract upon signature by both parties it being understood that an email with a corresponding accepting email will also satisfy this requirement. Modifications and/or supplemental agreements must contain an agreement on scope of work, fees and schedule for completion to be effective.
3. GENEVA PARK DISTRICT agrees that it shall not employ, hire or retain, or recommend to others the employment, hiring or retention of, as an employee, agent or independent contractor or otherwise, any person employed by PCI and assigned to work with the Park District without prior written consent from PCI which may be withheld for any reason or no reason provided, however, that this limitation shall terminate with respect to any such person after he or she has been out of our employ for one year.
4. Payment of service and production invoices is due in full within 30 days of receipt of invoice. Payments due to PCI which are delinquent beyond the normal due date as noted on PCI invoices will be subject to a 1.5 percent carrying charge monthly. In addition, GENEVA PARK DISTRICT shall pay all costs of collection including attorneys' fees.
5. The underlying principle of compensation for services is that PCI will be compensated in a manner permitted to cover its costs and earn a reasonable profit for work satisfactorily performed. According, PCI may request an adjustment be made on a mutually agreeable basis at any time should the scope of the task dictate otherwise.
6. PCI services are performed within the codes of professional standards for the practice of public relations established by the Public Relations Society of America, the Word of Mouth Marketing Association (WOMMA) and the Barcelona Principles of Measurement 2.0. We will be pleased to supply a copy of the codes to all interested parties. Notwithstanding the foregoing, the measure of whether PCI has performed its duties under this agreement shall not be limited to such sources.
7. PCI warrants that it has all right, title and interest to use any work product provided for the use and benefit of the Park District under this Agreement, and that use of such work product in the manner provided by PCI will not result in the breach of any agreement or violate any intellectual property laws. PCI further acknowledges that the work product provided for the Park District is a work-for-hire and the final work product is owned by the Park District.

Please return one signed copy of this agreement to our office, keeping a signed copy for your files.

Thank you for the opportunity to continue our partnership.

Sincerely,

Amanda ReCupido | Vice President | cell: 847.445.2360
Public Communications Inc. | One East Wacker Drive | 24th Floor | Chicago, Illinois 60601

Accepted by:

GENEVA PARK DISTRICT

Date