



REGULAR SCHEDULED MEETING

April 19, 2021

7:00 PM

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a regular scheduled meeting on April 19, 2021 at 7:00 PM via phone conference. Conference call # (646) 749-3122, Participant Access Code: 246-345-149. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on April 19, 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 Rules

Hearing of Guests:

Reading of Minutes: Regular Scheduled Meeting – March 15, 2021
 Finance Committee Meeting – April 8, 2021

Claims & Accounts

Treasurer's Report & Superintendent of Finance Report

Approval of Agenda

CORRESPONDENCE

OLD BUSINESS

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks & Properties

Superintendent of Recreation

NEW BUSINESS

Proposed Budget FY 2021-2022

Budget & Appropriation Ordinance #2021-04 (Draft)

Policy Manual Update: Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Facility Medical Emergency Plan, Confined Space

EXECUTIVE SESSION

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

Personnel – (5ILCS 120/2 (c) (1)) –

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

ADJOURN

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
March 15, 2021
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:13 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal (remote), Commissioner Lenski (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present. Commissioner Cullen (remote) joined the meeting at 7:54 p.m.

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) and Supt. of Finance & Personnel Christy Powell.

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-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

Guests: None

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of February 15, 2021 and the Personnel & Policy Committee Meeting of March 11, 2021 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the February financial reports. Ms. Powell highlighted on the investment report. She stated the District remains on track with the COVID projections. Due to the financial challenges PDRMA agencies have experienced since the start of the pandemic, PDRMA sent all health member agencies a check for a portion of the Health Program's net position. The Park District received a check in the amount of \$18,573.05 from PDRMA. 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-absent, Frankenthal-aye, Lenski-aye, 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 Moffat seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte stated that correspondence was included electronically in the packet for review. One article included information about a recent class that the District held in Raising Backyard Chickens.

OLD BUSINESS

None

COMMUNICATIONS

The Illinois Association of Park District’s 2021 Legislative Reception and Conference is scheduled for May 4-5. IAPD is in the process of determining whether it will be held virtually or in-person.

With Illinois moving to Phase 4 mitigations, staff recommends moving Board Meetings back to in-person beginning in May.

Staff continues to communicate with the Kane County Health Department in an effort to get our public employees, school teachers and day care providers vaccinated.

Staff is preparing to apply for Distinguished Agency Accreditation this year. It is a lengthy and comprehensive process but is integral in keeping up with best practices as they relate to exemplary park and recreation operations.

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. All pertinent constituents along with all of our legislators will be invited.

The Geneva Park District Foundation partnered with the City of Geneva’s Natural Resource Committee on this year’s virtual Wine, Cheese and Trees event. It was a successful fundraiser for both organizations and we look forward to continuing the partnership.

Staff has completed annual evaluations, as well as, salary surveys and recommendations for the upcoming budget year.

The District was approached about a certain parcel of land near Sandholm Park that may be available for purchase. Staff is reviewing details surrounding the parcel of land and will update the Board next month.

Staff is finalizing the 2021/22 proposed budget and will present it to the Finance Committee on April 8th at 3:00pm for review, (Jay Moffat & Susan VanderVeen) followed by a presentation to the full Board on April 19th.

FUTURE MEETINGS

GPD Foundation Meeting (Regular)	March 23	7:00 PM
Finance Committee Meeting (Jay Moffat & Susan VanderVeen)	April 8	3:00 PM

Regular Scheduled Board Meeting
Recreation Committee Meeting
(TBD)

April 19
TBD

7:00 PM
TBD

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Spring registration has begun, with resident registration having started on March 9th and non-resident registration beginning March 16th. The brochure did not include an Aquatic portion as staff is awaiting further guidance from IDPH as it relates to operations surrounding COVID. Staff plans to release additional publications in regards to Aquatic offerings as more details become available. Easter events are on the horizon, a variety of COVID related safety protocols will be put in place to ensure everyone's safety. An Earth Day celebration will be held on April 24th, including a ribbon cutting and tree planting at Peck North Trail, followed by activities at Peck Farm Park which will include recycling opportunities. Staff is focusing on a plan as we anticipate school could return to a 5-day in-person school week. Preparations for opening seasonal facilities such as Sunset and Mill Creek Pools, Stone Creek Miniature Golf and the Butterfly House are underway. Stone Creek Miniature Golf held a "pop-up" event the weekend of March 6-7 that accommodated nearly 400 participants! Stevens Street Properties has granted the District rent relief for Playhouse 38 due to the effects of the pandemic. Staff continues to focus on recruitment of new members through a variety of campaign efforts. BestLife Fitness marketing campaign numbers were reviewed and usage, memberships, and revenue and expenses at both fitness centers were discussed.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Mr. Culp reported that the ice rinks are now closed and staff is preparing for spring. Staff is busy in the greenhouse sewing thousands of plants. Staff inspected first aid kits in trucks and restocked supplies. Trucks and trailers completed the safety test lane inspections and equipment is being inspected for spring. Staff has removed tennis practice boards from courts and is working on repairs. A lift was rented to prune upper branches in mature trees at Wheeler Park. Bids for the Parks Mowing and Landscape Cleanup have been opened and results will be shared later in the meeting. Staff cleared snow and ice from the Stone Creek Mini Golf greens, tees and walks for weekend "pop-up" days. The Recreation staff trained and re-certified the Parks staff in First Aid and CPR. Staff has scheduled Fire Extinguisher Training for all staff on April 8th, the Board is invited to attend. Staff is painting shutters from window replacements in the Peck Farm House. Finished installing fiber optic cable from the Peck House to the shop. Ordered material to replace the roof on the Butterfly House's south entry. The interpretive signs for Peck North have been ordered and contractor will install when delivered. Vice President Frankenthal asked if this would be complete by the Ribbon Cutting at Peck North Trail and the Earth Day Celebration. Director Lambillotte stated that the District anticipates that signage will be complete and installed by then. Staff placed an order for another 50 trees to establish the Oak Savannah at Peck North. The trees will be planted as part of Earth Day.

NEW BUSINESS

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: Board, Full-Time Personnel, and the Part-Time and Short-Term Personnel Policy Manuals. Commissioner Moffat made a motion to approve the Board, Full-Time Personnel, and Part-Time and Short-Term Personnel Policy Manuals as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CONTRACTED MOWING SERVICES BID RESULTS

The bid results for contractual mowing services at 25 park locations for this fiscal year were shared with the Board. Seven bids were submitted with Accurate Edge providing the lowest bid. Vice President Frankenthal inquired about locking in prices for a multi-year contract in hopes of getting a better price. Supt. Culp stated

that the District does include a section for companies to bid multi-years at a time, however there has not been a quoted price the District feels that would warrant not going out to bid each year. Commissioner Moffat made a motion to approve the mowing contract to Accurate Edge in the amount of \$59,080.00 plus alternates, as mowing demand warrants, not to exceed a total of \$61,720 for contractual mowing services during the 2021-2022 fiscal year. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

SPRING LANDSCAPE CLEANUP BID RESULTS

The bid results for contractual spring landscape cleanup services at 13 park locations for this fiscal year were shared with the Board. There were 9 plan holders that showed interest, however only one bid was submitted by RLS Company out of Elburn, IL in the amount of \$36,550.00 plus alternates, as landscape cleanup warrants, not to exceed a total of \$44,910.00. RLS Company has done quality work for the District in the past. Staff would recommend awarding the bid to RLS Company for the 2021-2022 fiscal year in the amount of \$36,550. Commissioner Moffat made a motion to approve the contractual spring landscape cleanup contract to RLS Company in the amount of \$36,550.00. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

INTERGOVERNMENTAL AGREEMENT – ELM STREET PARK

Commissioner Moffat made a motion to approve the Elm Street Park Intergovernmental Lease Agreement between the Park District and City of Geneva for an additional 15 years as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

MINI GOLF LANDSCAPE ARCHITECT SERVICES CONTRACT

Executive Director Lambillotte discussed details about the Landscape Architect Services for the Stone Creek Mini Golf Hut Renovation. Staff has been preparing to get this project shovel ready should grant funding become available. The contract includes a prefab building design that staff believes will be a more economical solution for the aging structure. Staff recommends a motion to approve the contract from Upland Design in the amount not to exceed \$29,800. We may, after review of the final plans, take on the construction observation/administration portion of the contract which would save the District \$12,000. After some discussion, Commissioner Moffat made a motion to approve the contract from Upland Design as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

SUNSET RACQUETBALL & FITNESS CENTER ARCHITECT SERVICES CONTRACT

Executive Director Lambillotte discussed details about the Architectural Services for the Sunset Racquetball and Fitness Center renovation project. Initially, a proposal was submitted and reviewed for the entire project that had a total construction cost of approximately \$5M. That included demolition of the racquetball courts, renovating the fitness center with additional square footage and an outdoor fitness area, rebuilding the garage and construction of a new multipurpose gymnasium. After reviewing the cost for architectural services (upwards of \$300,000) staff decided to pursue a phased approach. Phase One Option 4A and Phase Two Option 4B were included for reference and review. That contract is included in your packet. The initial cost to begin to prepare the construction documents necessary to be shovel ready should grant funding become available is \$132,500. In order to continue with this process, staff would need a motion to approve the proposal from Williams Architect in the amount of \$132,500. Staff would come back to the Board should we decide to pursue the next phase of the project at a cost of \$203,100. After some discussion, Commissioner Moffat made a motion to hold off on approving the proposal from Williams Architect and suggested staff and Board revisit the renovation project later in the year. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (Susan VanderVeen & Bre Cullen) met on March 11th to discuss recommendations for full-time salary and wage proposals in preparation of the 2021-22 budget. Staff provided a proposed organizational chart, proposed full-time and part-time salary ranges and proposed wage recommendations for board review. Commissioner Moffat made a motion to approve the organizational chart; full-time salary and wage ranges; part-time/seasonal salary and wage ranges; full-time salary and wage recommendations with a full-time average merit increase of 2.45% along with two professional salary adjustments and two promotions. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

EXECUTIVE SESSION

It was determined that no Executive Session was needed.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:21 p.m. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

MINUTES OF FINANCE COMMITTEE MEETING

DATE: April 8, 2021

TIME: 3:01 p.m.

PLACE: Via Go To Meeting

PRESENT: President Susan Vanderveen, Commissioner Jay Moffat, Sheavoun Lambillotte, Christy Powell, Nicole Vickers, Jerry Culp, and Brynn Pattermann (all remote via GoToMeeting) answered present.

ADOPT TEMPORARY PUBLIC COMMENT RULE

Jay Moffat made a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. President VanderVeen seconded. A roll call vote was taken with all in favor. Motion carried.

GUESTS: None

SUBJECT MATTER DISCUSSED:

Ms. Lambillotte began the meeting stating that overall it was a difficult year to budget. Staff provided their best estimate as to how the recovery would go. In all funds except the Recreation fund the recovery is more constant and easier to estimate. We cut expenditures in the General Fund where possible to save money. For the Recreation Fund it was much more difficult as some areas are recovering faster than others and so we utilized different recovery estimates versus an across the board percent. We continue to budget very conservatively especially when it comes to revenue. Ms. Lambillotte introduced Ms. Powell and stated she would cover the budget document.

Ms. Powell discussed the agenda and what would be covered. She stated that she will provide an overall review of the budget and then department heads would provide further highlights on their budgets. She stated that due to the COVID-19 pandemic which began in March of 2020, nearly all of our agency operations were required to temporarily suspend. While some of our agency operations have resumed since Illinois has entered Phase 4, many aspects of our operation and programming continue to be substantially impacted or eliminated altogether. This situation has caused significant changes in our operational plans and financial outlook. Since the duration and the magnitude of the crisis is unknown, the budget is being cautiously presented based on current estimates of the financial impact of the COVID-19 pandemic and the results it will most likely have on or future operations.

For FY21, the financial forecast of the impact of the coronavirus is an estimated net loss of \$500,000 (lost revenues plus expenditure savings) in the Recreation Fund. The District has reduced operating expenditures as well as severely cut the Capital Improvement Plan (CIP) to offset the loss in the Recreation Fund. The overall budget of revenues and expenditures has been reduced in almost all funds due to the financial impact of COVID-19.

The committee was presented with a balanced budget of \$11,877,775 excluding the Capital Fund. The Capital Fund budget included revenues of \$2,306,200 and expenditures of \$2,676,111. Ms. Powell stated that even during the pandemic the focus of the budget has been to continue to provide quality parks, programs, and facilities at a high level while continuing to look for cost saving efficiencies in our operations. The entire budget, excluding the capital fund, decreased 6.12% over the previous year.

Ms. Powell covered the consolidated revenues by type as well as how it compared to the prior year. She stated that tax revenue makes up 54% of the District's consolidated revenue and will fluctuate from year to year depending on if grants or bonds are budgeted.

Ms. Powell stated real estate tax revenue will increase 1.21% and is a function of the amount allocated under tax cap legislation and a reduction in the Special Recreation Fund tax levy. Ms. Powell stated that the District has seen its seventh year of increase, 2.3% in 2020, in the District's Equalized Assessed Valuation (EAV), after five straight years of prior declines (2009-2013). Assuming we don't see a decline in housing values caused by the financial impact of the coronavirus, it is anticipated that the EAV will continue to increase in the upcoming years as price appreciation in the real estate market is expected to continue.

Ms. Powell reviewed program/facility revenue and stated overall it is budgeted to decrease 16.34%. Ms. Powell stated that overall most programs and facilities saw decreases due to the impact of COVID-19. Program and facilities that saw the largest decrease include: SPRC, pools, general recreation, SRFC, camps, dance, preschool/toddler, tumbling/gymnastics, PH38, and general athletics. Conversely, there are program areas that have shown increases: special events, and tennis.

Sunset Pool revenue decreased 10%, Mill Creek Pool revenue decreased 16.32%, with both pools relying solely on daily fees due to the restrictions imposed by the pandemic. Swim lessons decreased 48.26% as programs will run at very small capacities due to COVID19 restrictions. Mini golf revenue decreased 4.7% with reductions in concessions and daily fees caused by the pandemic. Playhouse revenue decreased 32.5% to reflect lower participation due to mitigation rules imposed by the pandemic.

Fitness center revenue for the Sunset Fitness Center is budgeting a decrease of 34% and the SPRC a decrease of 20% as we are seeing reductions in membership revenue caused by the pandemic.

Ms. Powell reviewed investment income and stated investment income is budgeted to stay the same as the Federal Reserve continues to state they will hold interest rates at 0%-0.25% thru the next few years. The District has once again purchased its own Limited Bonds in FY21 resulting in interest income for two years at a rate of .77%.

Grant revenue is budgeted in the Capital Fund of \$1.36M, in hopes of securing an IL Parc grant which would fund 80% of a planned Sunset Racquetball Renovation. The District continues to look for available grant monies for grant eligible projects. Replacement taxes are budgeted with no change. This is based on recent decreases over the prior years. This revenue source could be uncertain as the State may need to reallocate funds within their budget due to the coronavirus crisis. Ms. Powell stated that once again the District will reduce the tax levies on various special funds that have accumulated fund balance above amounts recommended per the District's Fund Balance Policy. This year's budget calls for the use of fund balance and a reduced tax levy in the Liability Fund, IMRF Fund, Audit Fund and Social Security Fund.

Ms. Powell reviewed consolidated expenditures and compared them to the 2020-21 budget. Salaries and wages show an overall decrease of 2.29%. The average merit salary increase for full-time employees was 2.45% with some positions at the District left vacant due to low demand for programs caused by the pandemic. In anticipation of an increase in the minimum wage to \$12/hr in January of 2022 staff budgeted part-time/seasonal employees accordingly. Assuming operations return to normal after the pandemic, the impact of the minimum wage increase is projected in the three-year operating budget for an increase over 6%+ in 2023 and 2024.

Ms. Powell went over the consolidated budget for contractual services which decreased 2.6% with most accounts having small budgeted decreases. The majority of this decrease incurred in public communications, advertising and printing, as the District utilizes more electronic means of marketing programs. In addition, there was a decrease in credit card processing fees as revenues are budgeted lower due to the pandemic. Also, there was a decrease in camp bus and trip fees due to covid19 restrictions. There was an increase in contractual services for the outsourcing of the marketing department but this expenditure was more than offset by a decrease in salaries.

The health insurance budget has a large increase of 8% despite an average 2.5% increase in health insurance rates. The District has seen an increase in expense for a number of reasons; employees opt into the plan due to the loss of a spouses' plan, a new employee elects more dependent coverage or an employee turning age 26 and aging out of their parents plan. The District will continue to participate in PDRMA's new Health Savings Account (HSA) program, whereby, Districts' can fund part of their health costs through Health Savings Accounts paired with a higher deductible. This past year the District saved \$19,000 as a result of participating in the HSA plan.

Electric, water and natural gas decreased 4.5%, 3.8% and less than 1% respectively to better align actual to budget. The actual expense of natural gas has stayed lower than market as the District locked into a contract with lower pricing until 2021 to take advantage of record lows in natural gas pricing.

The overall budget for commodities decreased 12.29%. The majority of commodity budgets decreased due to reduced demand for commodities used in programming caused by the pandemic.

Ms. Powell reviewed the consolidated budget for maintenance and capital equipment which decreased 39%. This large decrease is due to the completion of a large prior year capital project completed in the SRA Fund of \$350,000 for Sunset Community Center parking lot ADA improvements. Without this project, the overall budget for maintenance and capital decreased 6%. The majority of maintenance and capital equipment budgets stayed the same or decreased.

Ms. Powell stated very few capital projects are budgeted in the General and Recreation Fund due to reduced financial revenue caused by the pandemic. There are capital funds budgeted in the General Fund for necessary capital expenditures, such as, contracted spring landscape, annual and perennial flowers, tree/stump removals, fence repairs, etc. Capital funds are budgeted in the Recreation Fund for emergency purposes only.

The overall budget for debt service decreased 4.25%. Currently the District has one Alternative Revenue Bond that is abated annually from the real estate tax levy and funded thru the District's operating funds. The District has one limited bond issue paid from the Bond and Interest Fund.

Ms. Powell reviewed the special funds revenue sources and explained that the majority of revenue for these funds comes from real estate taxes. As in prior years, special funds with an accumulated fund balance above the fund balance policy will utilize excess fund balance that has accumulated in the fund. This year, the Liability Fund, IMRF Fund, Audit Fund and Social Security Fund will utilize fund balance and reduce the amount of real estate taxes allocated to this fund.

Ms. Powell discussed the expenditures associated with the special funds. The Liability insurance is budgeted 2.04% higher as the District's 2021 member contribution to PDRMA for liability insurance saw an increase. The budget for unemployment expense stayed the same but is still very high as compared to past years' budgets due to the potentially large number of unemployment claims caused by the temporary lay-off of some employees due to the pandemic. The District pays actual unemployment claim costs versus a tax based on a percentage of payroll. Normally, this method has saved the District tens of thousands of dollars each year as the District has very few unemployment claims. Fortunately for 2020, the state and federal government paid all unemployment claims related to COVID-19 for the year and the District incurred no expense. It is unclear if the government will continue to cover the cost of unemployment claims in 2021.

Ms. Powell reviewed the IMRF Fund. IMRF expenditures are budgeted 9% lower due to reduced total salaries caused by the pandemic. The IMRF employer contribution rate changed very little from 9.97% in 2020 to 9.96% in 2021. With current investment gains in the financial markets it is anticipated that the IMRF rate will continue to stay low in 2022. This expenditure is adjusted with changes in the IMRF actuarial rate and changes

in pensionable salaries and wages. The IMRF rate charged to the District fluctuates from year to year and is greatly influenced by the wages, age, and years of service of its employees as well as the return on investments IMRF is yielding.

The Audit Fund was reviewed and the budget will increase 2.67% and is based on the three-year contract approved by the Board with the firm Lauterbach and Amen.

Ms. Powell reviewed the Social Security Fund and noted a budget decrease of 9.34%. The Social Security expenditure budget is adjusted and follows changes in salaries and wage expenses.

Ms. Powell reviewed the Special Recreation Association (SRA) Fund and noted that the District budgets capital expenditures for ADA improvements. This year capital expenditures are down 75% as the District completed a large capital project of \$350,000 budgeted for Sunset Parking Lot and front entrance ADA improvements. In addition, the District budgets ADA accessibility improvements at various parks and playgrounds. This expense fluctuates from year to year depending on the playground replacements and ADA improvements budgeted in the Capital Improvement Plan (CIP) as well as the amount of funds available in the SRA fund. The District will continue to implement ADA improvements to its parks and facilities until all improvements are made according to the ADA transition plan. The District plans on updating its ADA transition plan in the coming years.

The second largest expenditure from this fund is the program payment to the Fox Valley Special Recreation Association (FVSRA). Program payments to FVSRA decreased less than 1% from the prior year. The District's share of membership fee is based on the various participating communities EAV. The District's inclusion services will remain the same as the prior year's budget as resident requests for these services have remained the same.

Ms. Powell reviewed the Bond & Interest Fund and noted that overall it increased 2.3% and is based on the Limited Bond repayment schedule.

Ms. Powell reviewed the larger revenue sources for the CIP. Limited Bonds of \$1,700,000 were issued in 2021. These bonds are typically issued on a biennial basis. The annual audit transfer budgeted a decrease due to an anticipated loss in the Recreation Fund cause by the pandemic. The FY21 audit transfer is anticipated to decrease from a budgeted \$1.4M to \$550,000. The audit transfer for FY22 originally estimated at \$1.5M is budgeted at \$800,000. With the anticipated reduced audit transfer the District cut \$1.8M from its FY21 CIP and \$1.2M from its FY22 CIP capital expenditure budget.

The District budgeted \$1.36M in grant funds in hopes of being awarded the IL Parc Grant to fund the renovation of the Sunset Racquetball Fitness Center. This grant would cover 80% of the expenditures for this project. The District anticipates \$50,000 in land cash revenue for various residential development projects. The interest income budget has remained the same as investment rates remain low at 0%-.25%. The District has once again invested in its own limited bonds resulting in investment income of .77% annually on this investment.

Ms. Powell stated that there were very few projects budgeted in the CIP due to the pandemic. One of the larger projects included this year is \$1.7M for the Sunset Fitness Center renovation which would only be completed if a \$1.36M IL Parc Grant was awarded. All other projects are routine maintenance projects. Funding for playground replacements and vehicles/equipment have been deferred until more financial certainty is known regarding the impact of the pandemic.

Department heads gave a quick summary of their budgets. Mr. Culp stated that the District is cutting back on Capital projects due to the pandemic. Mr. Culp reviewed several projects that the Parks Department is undertaking this upcoming year. The Island Park Drainage project will be the largest project this year. The

District applied and received grant funding for this project. Staff plans to go out to bid in May and start construction in July. Asphalt and trail work continues to be ongoing and will be addressed as needed. Staff has been utilizing the PubWorks work order system and is looking to purchase an additional module that would allow for the public to input comments or concerns allowing for better efficiencies throughout the District. Another focus will be on additional training for staff. Staff plans to continue tree pruning throughout the parks which has helped to reduce storm damage. Mr. Culp stated that additional work will be done to improve ballfields including restoration and drainage work. The District will be spending some time speculating and planning for future projects as we recover from COVID. The District will continue to look for grant funding opportunities if they become available.

Ms. Vickers stated that the District is entering into a rebuild year after the financial impact of the pandemic. Staff plans to open the pools again this year and anticipates that there will be restrictions in place surrounding COVID. Ms. Vickers stated that there has been a lot of planning surrounding how to minimize financial loss as it relates to the pool. Peck Farm Park has hired two part-time naturalists this year. This is a cost saving instead of having one full-time naturalist. Staff continues to conduct an analysis each year including historical data to obtain best projections for programming and classes to offer to participants. Outdoor fitness and programming continue to grow in popularity and staff plans to offer many varieties this upcoming year.

Ms. Lambillotte added that Preschool continues to grow in popularity and really flourished last year. The before and after school program was able to absorb additional children as schedules changed throughout the everchanging school schedules due to the pandemic. Summer camps are bouncing back and we are looking forward to another successful season. The Recreation department has brought back the Coordinator position to help prepare and plan for camps and the before and after school program. The District has eliminated the Marketing Director position and hired a Marketing firm which is a cost savings to the District. The new marketing firm has done extensive research and has analyzed our website and social media pages. They were able to provide us with a detailed report which includes recommendations for upcoming changes that the District is excited about. The computer firm that we have used for many years is going out of business. The new firm is much larger and has worked with 40 surrounding Park Districts and is familiar with our financial and registration software. The Board and staff will need to discuss details for starting and updating our ADA Transition plan.

Commissioner Moffat and President VanderVeen both stated that staff has done a great job with preparing the budget during these times. They expressed their appreciation and complimented staff for their hard work.

With no further questions or discussion, the committee recommended submittal of the budget to the entire board at the April 19th, 2021 Board Meeting. Commissioner Moffat made a motion to adjourn the meeting at 3:47 pm. President VanderVeen seconded. A roll call vote was taken with all in favor. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

DATE: 04/13/21
TIME: 16:41:06
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 000413

CONSTRUCTION PAID

PAGE: 1

FROM CHECK # 115366 TO CHECK # 115369

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115366	BLACK LINE FOX VALLEY LLC	(4) SWITCHES FOR FACILITIES	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	6,430.69
			CHECK TOTAL	6,430.69
115367	CHASE CARD SERVICES	GOLF PUTTERS/Grips/BALLS/TAPE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	296.20
		PFP MAINTENANCE PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	259.63
		CROSS WALK ADA WARNING SIGNAGE	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	328.07
			CHECK TOTAL	883.90
115368	GLOBAL EQUIPMENT COMPANY INC.	FOLDING LADDER-PFP RED BARN	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,660.56
			CHECK TOTAL	1,660.56
115369	TECHPRO, INC.	PFP MAINT FIBER INSTALLATION	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,334.40
			CHECK TOTAL	1,334.40
			WARRANT TOTAL	10,309.55

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FROM CHECK # 115370 TO CHECK # 115375

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115370	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-MARCH	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	668.75
			CHECK TOTAL	668.75
115371	GENEVA SCHOOL DISTRICT #304	SCHOOL DISTRICT ANNUAL MAINT	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	15,210.00
			CHECK TOTAL	15,210.00
115372	MARTENSON TURF PRODUCTS INC.	SOCCER FIELD PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	117.51
			CHECK TOTAL	117.51
115373	MENARDS	PFP MAINT OFFICE PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	439.11
			CHECK TOTAL	439.11
115374	PLAYPOWER LT FARMINGTON	ESPING PK CLIMBER REPLACED	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	3,863.54
			CHECK TOTAL	3,863.54
115375	QUARLES & BRADY LLP	ACA TAX FILING	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	560.00
			CHECK TOTAL	560.00
			WARRANT TOTAL	20,858.91

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FROM CHECK # 75366 TO CHECK # 75418

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75366	ELEVATOR TECHNICIANS, INC.	ELEVATOR MAINT-APR-MAY PRORATE	RECREATION / SPRC	96.50
		ELEVATOR MAINT AUG-SEPT,2020	RECREATION / SPRC	176.50
			CHECK TOTAL	273.00
75367	ABLE PEST CONTROL, INC.	MONTHLY PEST CONTROL-MARCH	CORPORATE / PECK FARM	85.00
		EXTERIOR PEST CONTROL-SPRING	RECREATION / SPRC	355.00
			CHECK TOTAL	440.00
75368	AIRGAS USA, LLC	ACETYLENE & OXYGEN FOR WELDER	CORPORATE / PARKS ADMINISTRATION	161.51
			CHECK TOTAL	161.51
75369	ALTA EQUIPMENT COMPANY	GEAR GREASE	CORPORATE / PARKS ADMINISTRATION	30.00
			CHECK TOTAL	30.00
75370	AHW LLC -ELBURN	SKID STEER COOLANT CAP	CORPORATE / PARKS ADMINISTRATION	6.73
			CHECK TOTAL	6.73
75371	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
75372	BLOOMING COLOR	STAFF BUSINESS CARDS	RECREATION / REC ADMINISTRATION	128.46
			CHECK TOTAL	128.46
75373	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00
75374	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	68.46
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	365.10
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	161.69
		CALL ONE MONTHLY SVC	RECREATION / SPRC	850.80
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	203.35
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	50.84
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	129.74
			CHECK TOTAL	1,829.98
75375	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	27.71
		CITY WATER/SEWER-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	68.37

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FROM CHECK # 75366 TO CHECK # 75418

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75375	CITY OF GENEVA	CITY ELECTRIC-MOORE SPRY PK	CORPORATE / MOORE SPRAY PARK	20.29
		CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	19.98
		CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	156.85
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	365.98
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	43.70
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	66.13
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	26.45
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	29.03
		CITY WATER/SEWER-STH STR	CORPORATE / PARKS ADMINISTRATION	104.45
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	237.50
		CITY WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION	40.69
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	303.04
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	389.00
		CITY WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	74.18
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	41.93
		CITY ELECTRIC-HARRISON CRTS	CORPORATE / PARKS ADMINISTRATION	61.04
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	51.51
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	556.48
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	193.70
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	725.59
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.42
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,251.17
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	285.94
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	237.74
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	304.59
		CITY ELECTRIC-SUNSET BALLFIELD	RECREATION / ADULT SOFTBALL	18.30
		CITY ELECTRIC-SPRC	RECREATION / SPRC	3,368.86
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	60.82
		CITY WATER/SEWER-MOORE SPRYPK	CORPORATE / MOORE SPRAY PARK	68.40
		CITY ELECTRIC-MOORE SPRYPK	CORPORATE / MOORE SPRAY PARK	19.63
		CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	16.15
			CHECK TOTAL	9,273.92
75376	COM ED	COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.90
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	40.85
			CHECK TOTAL	60.75

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75377	COMCAST CABLE	COMCAST TV SVC-SPRC	RECREATION / SPRC	596.42
			CHECK TOTAL	596.42
75378	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
75379	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE SVC FEE	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE SVC FEE	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
75380	EVP ACADEMIES, LLC	EVP VOLLEYBALL INSTRUCTOR	RECREATION / YOUTH VOLLEYBALL-INDOOR	661.50
			CHECK TOTAL	661.50
75381	FEDEX	FEDEX-DEPT OF TREASURY	CORPORATE / PARKS ADMINISTRATION	45.67
			CHECK TOTAL	45.67
			CHECK TOTAL	0.00
75383	GGLEAGUES, INC.	VIDEO GAME HOSTING FEE	RECREATION / TEEN PROGRAMS & TRIPS	40.60
			CHECK TOTAL	40.60
75384	GORDON FLESCH COMPANY, INC.	GORDON FLESH MNTHLY MAINT FEE	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESH MNTHLY MAINT FEE	RECREATION / SPRC	136.40
		GORDON FLESH MNTHLY MAINT FEE	RECREATION / REC ADMINISTRATION	316.31
		GORDON FLESH MNTHLY MAINT FEE	CORPORATE / PARKS ADMINISTRATION	210.87
			CHECK TOTAL	794.58
75385	W.W. GRAINGER CORP.	CONDUIT-PFP FIBER	CORPORATE / PECK FARM	11.70
		DOOR REPAIR BOLT	RECREATION / MILL CREEK POOL	19.09
		BOLTS FOR SCAG MOWER	CORPORATE / PARKS ADMINISTRATION	48.74
			CHECK TOTAL	79.53
75386	KEN HARRIS	PICKLEBALL INSTRUCTOR FEE	RECREATION / FITNESS CENTER PROG- NEW BLDG	402.50
		PICKLEBALL INSTRUCTOR FEE	RECREATION / FITNESS CENTER PROG- NEW BLDG	38.50
			CHECK TOTAL	441.00
75387	WM. HORN STRUCTURAL STEEL CO.	STEEL TUBES	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75388	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75389	ILLINOIS ASSOCIATION OF PARK D	DISTINGUISHED AGENCY APP	CORPORATE / PARKS ADMINISTRATION	300.00
		DISTINGUISHED AGENCY APP	RECREATION / REC ADMINISTRATION	300.00
			CHECK TOTAL	600.00
75390	THE OFFICE OF THE STATE FIRE	ELEVATOR CERT OF OPERATION	RECREATION / SPRC	75.00
			CHECK TOTAL	75.00
75391	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	60.00
75392	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
75393	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
75394	LIFE FITNESS CORP.	FITNESS EQUIPMENT-PEDAL,SEAT	RECREATION / SPRC	130.64
			CHECK TOTAL	130.64
75395	MENARDS	DRILL BITS-SKATE PK	CORPORATE / PARKS ADMINISTRATION	19.90
		HANDY REACHER	CORPORATE / PARKS ADMINISTRATION	19.94
		PFP MAINT OFFICE PROJECT	CORPORATE / PARKS ADMINISTRATION	19.34
		MILL CREEK POOL ACID RM PAINT	RECREATION / MILL CREEK POOL	17.76
		PFP MAINT OFFICE PROJECT	CORPORATE / PARKS ADMINISTRATION	14.97
		MOWER BATTERY	CORPORATE / PARKS ADMINISTRATION	52.95
		PAINT-FLOWER BED ARBOR	CORPORATE / PARKS ADMINISTRATION	184.85
		PFP LOFT OFFICE-TRIM/DOOR SPLY	CORPORATE / PARKS ADMINISTRATION	183.78
		PFP MAINT OFFICE PROJECT	CORPORATE / PARKS ADMINISTRATION	200.14
		SANDPAPER & BELT	CORPORATE / PARKS ADMINISTRATION	25.41
		PFP MAINT OFFICE PROJECT	CORPORATE / PARKS ADMINISTRATION	214.11
		PAINT-EASTER BUNNY BOXES	RECREATION / EASTER EGG HUNT	25.73
		EXTERIOR PAINT	CORPORATE / PARKS ADMINISTRATION	131.94
		PFP MAINT OFFICE PROJECT	CORPORATE / PARKS ADMINISTRATION	56.18
		MISC FASTENER	CORPORATE / PECK FARM	0.89
			CHECK TOTAL	1,167.89

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FROM CHECK # 75366 TO CHECK # 75418

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75396	METRO FIBERNET LLC	METRONET INTERNET-MC POOL	RECREATION / MILL CREEK POOL	72.15
			CHECK TOTAL	72.15
75397	METRO FIBERNET LLC	METRONET INTERNET-PH38	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
75398	METRO FIBERNET LLC	METRONET INTERNET-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	102.20
			CHECK TOTAL	102.20
75399	METRO FIBERNET LLC	METRONET INTERNET-SPRC	RECREATION / SPRC	259.95
		METRONET INTERNET-SCC	RECREATION / SUNSET RACQUETBALL & FITNESS	269.90
		METRONET INTERNET-MINI GOLF	RECREATION / MINIATURE GOLF	124.85
			CHECK TOTAL	654.70
75400	MILL CREEK WRD	WATER/SEWER-MILL CREEK POOL	RECREATION / MILL CREEK POOL	223.15
			CHECK TOTAL	223.15
75401	NEXT GENERATION, INC	BASKETBALL UNIFORMS	RECREATION / BOYS BASKETBALL	761.60
		BASKETBALL UNIFORMS	RECREATION / GIRLS BASKETBALL	100.00
		BASKETBALL UNIFORMS	RECREATION / BOYS BASKETBALL	101.30
			CHECK TOTAL	962.90
75402	NORTH AMERICAN CORP	SANITATION SPLYS	RECREATION / SPRC	526.06
			CHECK TOTAL	526.06
75403	OFFICE DEPOT	FRONT DESK PRINTER CARTRIDGE	RECREATION / SUNSET RACQUETBALL & FITNESS	124.63
		FRONT DESK PRINTER CARTRIDGE	RECREATION / REC ADMINISTRATION	124.63
		COUNTERFEIT DETECTOR PENS	RECREATION / SPRC	9.59
		POST ITS,TAPE,PENS,FOLDERS	RECREATION / REC ADMINISTRATION	102.34
		COMPUTER HAND REST PADS	RECREATION / SUNSET RACQUETBALL & FITNESS	21.93
		TONER PRINTER CARTRIDGE	RECREATION / REC ADMINISTRATION	74.57
		TONER PRINTER CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	74.56
		CARD STOCK PAPER	RECREATION / REC ADMINISTRATION	23.98
			CHECK TOTAL	556.23
75404	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75405	QUICKSCORES LLC	H.S. BASKETBALL SCHEDULE	RECREATION / BOYS BASKETBALL	119.00
			CHECK TOTAL	119.00
75406	RANDALL PRESSURE SYSTEMS, INC.	CYLINDER FITTING	CORPORATE / PARKS ADMINISTRATION	5.59
			CHECK TOTAL	5.59
75407	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
75408	ROCK'N'KIDS, INC	KID ROCK INSTR FEE-WINTER II	RECREATION / TODDLERS	760.00
			CHECK TOTAL	760.00
75409	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
		REIMB CELL PHONE USAGE-RETRO	CORPORATE / PECK FARM	70.00
			CHECK TOTAL	145.00
75410	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75411	BUMPER TO BUMPER	MOWER BELT,TRIMMER SPARK PLUGS	CORPORATE / PARKS ADMINISTRATION	94.19
			CHECK TOTAL	94.19
75412	TONY & FRIENDS ART STUDIO	PAINTING CLASS OINSTR FEE	RECREATION / YOUTH	68.80
			CHECK TOTAL	68.80
75413	TRIANGLE MECHANICAL SVC., INC.	HVAC REPAIR	RECREATION / SPRC	465.00
		HVAC REPAIR	RECREATION / SPRC	1,008.00
			CHECK TOTAL	1,473.00
75414	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.55
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	68.56
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	181.16
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	88.17
			CHECK TOTAL	339.44
75415	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00

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FROM CHECK # 75366 TO CHECK # 75418

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75416	WORKPLACE SOLUTIONS	WORKPLACE TRAINING SESSION	CORPORATE / PARKS ADMINISTRATION	350.00
		WORKPLACE TRAINING SESSION	RECREATION / REC ADMINISTRATION	350.00
			CHECK TOTAL	700.00
75417	FOX VALLEY PARK DISTRICT	ENTRY FEES-GYM MEET 4/10-11	RECREATION / GYMNASTICS	985.00
			CHECK TOTAL	985.00
75418	CHASE CARD SERVICES	GO TO MEETING-BRD MTG 3/15	RECREATION / REC ADMINISTRATION	39.57
		CALENDAR PLANNER-SPRC MGR	RECREATION / SPRC	18.93
		GPDF EVENT GIFT CERTIFICATES	RECREATION / REC ADMINISTRATION	1,050.00
		GPDF EVENT GIFT CERTIFICATES	RECREATION / REC ADMINISTRATION	150.00
		KZN PROGRAM SPLYs-FABYAN	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	57.64
		KZN PROGRAM SPLYs-MILL CREEK	RECREATION / SPRC	86.10
		KZN PROGRAM SPLYs-WILLIAMSBURG	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	264.01
		SHELVES FOR WORKROOM	CORPORATE / PECK FARM	199.96
		GOOGLE STORAGE-KCCN	CORPORATE / LEARN FROM THE EXPERTS	1.99
		CREDIT FROM DISPUTE CHARGE	RECREATION / ADMINISTRATIVE	-14.34
		MICROPHONE & CABLES	RECREATION / PLAYHOUSE 38	49.80
		CPRP RENEWAL FEE-HAY	RECREATION / REC ADMINISTRATION	65.00
		AAU MEMBERSHIP FEE	RECREATION / GYMNASTICS	182.00
		PH38 SCRIPTS RETURNED-FEDEX	RECREATION / PLAYHOUSE 38	68.65
		VACUUM BAGS	RECREATION / PLAYHOUSE 38	14.56
		PRESCHOOL PROGRAM SPLYs	RECREATION / PARK DISTRICT PRESCHOOL	47.83
		TODDLER PROGRAM SPLYs	RECREATION / TODDLERS	13.00
		BATTERIES FOR THERMOMETERS	RECREATION / REC ADMINISTRATION	67.77
		DODGEBALLS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	87.14
		GMAIL ACCOUNT SVC FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		KZN PROGRAM SPLYs	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	207.51
		CASTERS FOR PULL OUT STAIRS	CORPORATE / PECK FARM	51.10
		SPRC VENDING MACHINE SPLYs	RECREATION / SPRC	108.86
		SRFC VENDING MACHINE SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	54.84
		KEYBOARD COVERS	RECREATION / SPRC	35.88
		SPRC FRONT DESK TRANSACTION	RECREATION / ADMINISTRATIVE	40.00
		FITNESS EQUIPMENT POWER CORD	RECREATION / SPRC	21.19
		2-ZOOM FITNESS CLASSES	RECREATION / REC ADMINISTRATION	29.98
		SHIPPING FEE-BIKE CONSOLE	RECREATION / SPRC	86.36
		HOT WATER TANK PUMP	RECREATION / SUNSET RACQUETBALL & FITNESS	405.23
		CPR/FIRST AID TRAINING	RECREATION / REC ADMINISTRATION	604.80

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75418	CHASE CARD SERVICES	IPRA JOB AD-HORTICULURIST	CORPORATE / PARKS ADMINISTRATION	265.00
		BATTERIES, AUTO BULBS, BIT	CORPORATE / PARKS ADMINISTRATION	90.27
		MUD FLAPS, BEARING SEAL,COVER	CORPORATE / PARKS ADMINISTRATION	58.43
		RADIO HEADSET	CORPORATE / PARKS ADMINISTRATION	19.31
		MOWER TIRES	CORPORATE / PARKS ADMINISTRATION	271.98
		EQUIPMENT CLEANING SPLYS	CORPORATE / PARKS ADMINISTRATION	48.99
		BACKPACK SPRAYER HOSE	CORPORATE / PECK FARM	19.84
			CHECK TOTAL	4,875.18
			WARRANT TOTAL	30,296.77

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FROM CHECK # 75419 TO CHECK # 75468

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75419	ABLE PEST CONTROL, INC.	MONTHLY PEST CONTROL-APRIL	RECREATION / SPRC	105.00
			CHECK TOTAL	105.00
75420	ALL STAR SPORTS INSTRUCTION	ALL STAR SPORTS INSTR FEE	RECREATION / TINY SPORTS- ASSI	1,901.20
		ALL STAR SPORTS INSTR FEE	RECREATION / TINY SPORTS- ASSI	12,705.00
		ALL ATAR SPORTS INSTR FEE	RECREATION / TINY SLUGGERS- ASSI	690.00
			CHECK TOTAL	15,296.20
75421	POWER UP BATTERIES LLC	12 VOLT BATTERY	CORPORATE / PECK FARM	17.95
			CHECK TOTAL	17.95
75422	CARLIN SALES CORPORATION	18" MOSS HANGING BASKETS (15)	CORPORATE / PECK FARM	222.08
		GREENHOUSE SUPPLIES	CORPORATE / PARKS ADMINISTRATION	613.38
			CHECK TOTAL	835.46
75423	BRIANA CARLSON	BUNNY BASKET DELIVERY STAFF	RECREATION / BUNNY BASKET DELIVERIES	75.00
			CHECK TOTAL	75.00
75424	CHASEWOOD LEARNING	YOUTH INSTR FEE-LEGO ROBOTICS	RECREATION / YOUTH	630.00
		YOUTH INSTR FEE-LEGO ROBOTICS	RECREATION / YOUTH	745.50
			CHECK TOTAL	1,375.50
75425	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	26.17
			CHECK TOTAL	26.17
75426	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	269.21
		COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	44.69
			CHECK TOTAL	313.90
75427	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	246.79
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	27.42
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	980.57
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	108.95
			CHECK TOTAL	1,363.73
75428	COMCAST CABLE	COMCAST-SPRC TV SVC	RECREATION / SPRC	596.42
			CHECK TOTAL	596.42

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GENEVA PARK DISTRICT
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FROM CHECK # 75419 TO CHECK # 75468

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75429	COMCAST CABLE	COMCAST-SCC TV SVC	RECREATION / REC ADMINISTRATION	357.85
		COMCAST-SRFC TV SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	238.57
			CHECK TOTAL	596.42
75430	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN MONTHLY WATER SVC	RECREATION / REC ADMINISTRATION	41.00
		CULLIGAN MONTHLY WATER SVC	RECREATION / SPRC	25.00
		CULLIGAN MONTHLY WATER SVC	CORPORATE / PECK FARM	25.00
			CHECK TOTAL	91.00
75431	DREYER OCCUPATIONAL HEALTH	PRE EMPLOYMENT PHYSICAL-PEREZ	CORPORATE / PARKS ADMINISTRATION	185.00
			CHECK TOTAL	185.00
75432	GENEVA SCHOOL DISTRICT #304	GMS-2020 ANNUAL UTILITIES	RECREATION / PARK DISTRICT PRESCHOOL	1,271.87
		GMS-2020 ANNUAL UTILITIES	RECREATION / PARK DISTRICT PRESCHOOL	5,652.50
		WESTERN-2020 ANNUAL UTILITIES	RECREATION / WESTERN AVENUE GYM	2,290.20
		WESTERN-2020 ANNUAL UTILITIES	RECREATION / WESTERN AVENUE GYM	5,575.06
		HARRISON-2020 ANNUAL UTILITIES	RECREATION / HARRISON STREET GYM	2,040.09
		HARRISON-2020 ANNUAL UTILITIES	RECREATION / HARRISON STREET GYM	7,303.45
		FRIENDSHIP STATION CUSTODIAL	RECREATION / PARK DISTRICT PRESCHOOL	23,349.57
			CHECK TOTAL	47,482.74
75433	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	114.46
		REFUSE DISPOSAL	CORPORATE / PECK FARM	241.50
		REFUSE DISPOSAL	RECREATION / SPRC	128.74
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	370.72
			CHECK TOTAL	855.42
75434	HARRIS COMPUTER SYSTEMS, INC.	W-2 FORMS & ENVELOPES	RECREATION / REC ADMINISTRATION	109.25
		W-2 FORMS & ENVELOPES	CORPORATE / PARKS ADMINISTRATION	72.82
		W-2 FORMS & ENVELOPES	RECREATION / SUNSET RACQUETBALL & FITNESS	26.01
		W-2 FORMS & ENVELOPES	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	26.01
		W-2 FORMS & ENVELOPES	RECREATION / SPRC	26.01
			CHECK TOTAL	260.10
75435	KEN HARRIS	PICKLEBALL INSTR FEE	RECREATION / FITNESS CENTER PROG- NEW BLDG	231.00
			CHECK TOTAL	231.00
75436	WM. HORN STRUCTURAL STEEL CO.	RIVER PARK RAILING REPAIR	CORPORATE / PARKS ADMINISTRATION	17.40
			CHECK TOTAL	17.40

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GENEVA PARK DISTRICT
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FROM CHECK # 75419 TO CHECK # 75468

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75437	HOME DEPOT CREDIT SERVICE	STORAGE TUBS-PERSONNEL FILES	RECREATION / REC ADMINISTRATION	19.96
		STORAGE TUBS-PERSONNEL FILES	CORPORATE / PARKS ADMINISTRATION	19.96
			CHECK TOTAL	39.92
75438	LAKESHORE RECYCLING SYSTEM	PORTOLET DELIVERY/SVC 3/5-3/11	RECREATION / MINIATURE GOLF	77.50
		PORTOLET SVC 3/10-3/11	RECREATION / REC ADMINISTRATION	6.43
		PORTOLET DELIVERY/SVC 2/12-4/8	RECREATION / REC ADMINISTRATION	150.00
		PORTOLET SVC 3/12-4/7	RECREATION / MINIATURE GOLF	67.50
			CHECK TOTAL	301.43
75439	ILLINOIS SHOTOKAN KARATE	KARATE INSTR FEE-WINTER 2021	RECREATION / MARTIAL ARTS	3,382.00
			CHECK TOTAL	3,382.00
75440	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	414.64
		IGS-SPRC	RECREATION / SPRC	1,573.85
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	188.11
		IGS-PFP MAINT	CORPORATE / PECK FARM	266.02
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	144.32
		IGS-PFP HOUSE	CORPORATE / PECK FARM	142.88
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	693.94
		IGS-SCC	RECREATION / REC ADMINISTRATION	1,110.38
			CHECK TOTAL	4,534.14
75441	JIM'S AUTO BODY	TRUCK #204 BODY WORK	CORPORATE / PARKS ADMINISTRATION	1,631.17
			CHECK TOTAL	1,631.17
75442	MADISON KEEN	BUNNY BASKET DELIVERY STAFF	RECREATION / BUNNY BASKET DELIVERIES	225.00
			CHECK TOTAL	225.00
75443	MTL TENNIS MGMNT GROUP	INDOOR TENNIS INSTR FEE-WINTER	RECREATION / INDOOR TENNIS- SPRC	2,569.45
			CHECK TOTAL	2,569.45
75444	MENARDS	WHLR MAINT GARAGE DOOR OPENER	CORPORATE / PARKS ADMINISTRATION	828.13
		REBAR-PARKING BARRIER	CORPORATE / PARKS ADMINISTRATION	11.94
		SHELF BOARD	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	13.64
		CABLE TIES	CORPORATE / PECK FARM	52.62
		AIR DUSTER	CORPORATE / PECK FARM	8.00
		CONCRETE MIX	RECREATION / FIELD MAINTENANCE	17.64

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GENEVA PARK DISTRICT
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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75444	MENARDS	CONCRETE MIX	CORPORATE / PARKS ADMINISTRATION	41.16
		BATTERIES FOR LOCKERS, DRYERS	RECREATION / SPRC	55.92
		STRIPING PAINT & FLAGS	CORPORATE / PECK FARM	42.94
		ZEP DEGREASER	RECREATION / MILL CREEK POOL	32.97
			CHECK TOTAL	1,104.96
75445	MILL CREEK WRD	WATER/SEWER-MC POOL	RECREATION / MILL CREEK POOL	118.08
			CHECK TOTAL	118.08
75446	NEXT GENERATION, INC	BOYS BASKETBALL SHIRTS	RECREATION / BOYS BASKETBALL	21.90
			CHECK TOTAL	21.90
75447	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	275.70
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	390.72
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	51.25
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	98.85
		NICOR-PFP BARN	CORPORATE / PECK FARM	143.34
		NICOR-PFP MAINT	CORPORATE / PECK FARM	133.88
		NICOR-SCC	RECREATION / REC ADMINISTRATION	477.44
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	110.64
		NICOR-SPRC	RECREATION / SPRC	688.69
		NICOR-PH38	RECREATION / PLAYHOUSE 38	116.38
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	312.34
		NICOR-MILL CREEK POOL	RECREATION / MILL CREEK POOL	112.18
			CHECK TOTAL	2,911.41
75448	NOVA COMMUNICATIONS, INC.	PHONE EXTENSIONS MOVED	RECREATION / REC ADMINISTRATION	248.00
			CHECK TOTAL	248.00
75449	OFFICE DEPOT	REPLACEMENT WIRELESS MOUSE	RECREATION / REC ADMINISTRATION	25.98
			CHECK TOTAL	25.98
75450	PDRMA	PDRMA QUARTERLY LIABILITY INS	LIABILITY INSURANCE / LIABILITY INSURANCE	36,182.31
		PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	28,865.89
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	25,703.69
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	207.40
			CHECK TOTAL	90,959.29

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FROM CHECK # 75419 TO CHECK # 75468

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75451	CASH	MINI GOLF START UP CASH	RECREATION / ADMINISTRATIVE	500.00
			CHECK TOTAL	500.00
75452	PUBLIC COMMUNICATIONS INC.	2-MNTHLY MKTING FEES/1 X PROJ	RECREATION / PUBLIC INFORMATION	19,120.00
			CHECK TOTAL	19,120.00
75453	RALPH HELM INC.	AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	44.62
			CHECK TOTAL	44.62
75454	GINA RADON	LIFEGUARD INSTRUCTOR-APRIL	RECREATION / SUNSET POOL	250.00
			CHECK TOTAL	250.00
75455	RIVER CITY PLUMBING	MECHANICAL RM WATER LINE RPR	RECREATION / SUNSET RACQUETBALL & FITNESS	1,313.00
			CHECK TOTAL	1,313.00
75456	ROCK'N'KIDS, INC	INSTR GIGGLES CLASS WINTER2020	RECREATION / TODDLERS	31.20
			CHECK TOTAL	31.20
75457	SARAH SIELISCH	BUNNY CHARACTER-BUNNY BREAKFST	RECREATION / EASTER EGG HUNT	100.00
			CHECK TOTAL	100.00
75458	SOUNDS LIKE MUSIC LLC	INSTR MUSIC CLASS WINTER 2020	RECREATION / YOUTH	525.00
			CHECK TOTAL	525.00
75459	STEVENS STREET PROPERTIES	PH38 RENTAL FEES	RECREATION / PLAYHOUSE 38	1,200.00
		PH38 STORAGE FEE	RECREATION / PLAYHOUSE 38	159.00
			CHECK TOTAL	1,359.00
75460	STARGUARD ELITE, LLC	LIFEGUARD INSTR CLASS-KALWAT	RECREATION / REC ADMINISTRATION	150.00
			CHECK TOTAL	150.00
75461	TONY & FRIENDS ART STUDIO	INSTR FEE CLASS #2221537-01	RECREATION / YOUTH	43.00
		INSTR FEE CLASS #2221537-02	RECREATION / YOUTH	43.00
			CHECK TOTAL	86.00
75462	FRANK VAN AELST & ASSOC INC	MONTHLY ACCOUNTING FEES	RECREATION / REC ADMINISTRATION	425.00
		MONTHLY ACCOUNTING FEES	CORPORATE / PARKS ADMINISTRATION	425.00
			CHECK TOTAL	850.00

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GENEVA PARK DISTRICT
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FROM CHECK # 75419 TO CHECK # 75468

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75463	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.55
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	49.58
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	149.04
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	140.77
			CHECK TOTAL	340.94
75464	VERMEER-ILLINOIS, INC.	CHIPPER BLADES & SHARPENING	CORPORATE / PARKS ADMINISTRATION	177.14
			CHECK TOTAL	177.14
75465	PREVENTATIVE MAINTENANCE SYS	SAFETY LANE TEST	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75466	WILD GOOSE CHASE, INC.	GOOSE EGG DEPREDACTION	CORPORATE / PARKS ADMINISTRATION	495.00
		MONTHLY GOOSE CONTROL-APRIL	CORPORATE / PARKS ADMINISTRATION	975.00
			CHECK TOTAL	1,470.00
75467	WIRELESS TELEMATICS	PFP BALLFIELD LIGHT CONTROLLER	CORPORATE / PARKS ADMINISTRATION	360.00
			CHECK TOTAL	360.00
75468	KATHY WINANS	NUTRITION SEMINAR-4/13	RECREATION / RACQUETBALL/FITNESS LEAGUES	150.00
			CHECK TOTAL	150.00
			WARRANT TOTAL	204,664.04

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

April 19, 2021

Monthly Reports

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

Economic Interests Statement

If you haven't already filed your Economic Interests Statement electronically, you need to complete by the May 1, 2021 deadline. You should have received an email reminder from the county to file electronically. If you did not receive an email you may still go to the website <https://kaneecis.countyofkane.org/SEIOnline/PublicSearch/LoginMaster.aspx> and file electronically. If your statement is not filed by the May 1 deadline you will be assessed a late fee penalty. If you have any questions let me know.

Proposed 2021-22 Annual Budget

Please review the 2021-22 Proposed Annual Budget which can be found as a separate document, entitled "April 8, 2021 Finance Committee Packet" under the board login section of the website. The Finance Committee met on April 8 to discuss the proposed budget and it is now being presented to the full Board. Minutes from this committee meeting are included in your board packet.

Annual Budget and Appropriation Ordinance (#2021-04)

The first draft of the Budget and Appropriation Ordinance is included in your packets for a first read. A budget hearing will take place at the May 17th board meeting with approval of the Budget and Appropriation Ordinance to follow.

Fourth Quarter Unemployment Statement

The District received its fourth quarter unemployment benefit statement (10/1/20-12/31/20). The total benefits paid were \$20,511.50. The District received word from Unemployment Consultants that because all amounts were COVID-19 related the District does not owe anything. The Federal Government is paying 50% of the COVID-19 charges and the State of Illinois is paying the other 50% of COVID-19 related charges.

GENEVA PARK DISTRICT
INVESTMENTS
March 31, 2021

Blended Rate

0.44%

General Account

Checking Account	Harris Bank Checking	\$	625,303.42	0.20%	Upcoming Bond Payments:			
MM Acct.	Harris Bank Money Market	\$	3,316,249.26	0.20%	S2014 ARB	6/15/21	\$	61,370
		\$	3,941,552.68		Ltd B&I 2021	6/15/21	\$	-
Total								\$ 61,370

CD	12 mos	State Bank of Geneva	\$	71,778.18	0.75%	06/09/21
IPDLAF		IPDLAF	\$	10,368.67	0.02%	
IMET		Convenience Fund		2,192,613.31	0.24%	
IMET		1-3 Year Fund		591,719.01	0.87%	
		TOTAL	\$	2,866,479.17		
		Grand Total General	\$	6,808,031.85		

Construction Account

Harris Checking	Harris Bank Checking	\$	252,456.01	0.20%
Harris MM	Harris Money Market	\$	714,084.82	0.20%
		\$	966,540.83	

CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account 06/09/20
GPD Bonds	S2021 Limited Bonds	\$	1,707,160.00	0.77%	
CD	State Bank of Geneva	\$	9,591.51	0.75%	
IPDLAF	IPDLAF	\$	4,367.93	0.02%	
IMET	Convenience Fund		6,466.13	0.24%	
IMET	1-3 Year Fund		224,006.82	0.87%	
	SUBTOTAL	\$	2,805,592.39		
	Grand Total Construction	\$	3,772,133.22		

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 March 31, 2021

Monthly % of Annual Budget
 92%

	Mar Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ -	\$ 3,963,215	\$ 3,890,000	102%	(a)
Replacement Taxes	2,268	29,667	30,000	99%	
Investment Income	181	14,438	6,500	222%	
Reimbursements	2,288	18,038	8,500	212%	(b)
Rentals & Leases	250	1,500	5,000	30%	
Peck Farm Receipts	2,751	17,165	26,000	66%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(c)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(c)
Birthday Parties- Peck Farm	175	325	9,000	4%	
Learn from the Experts- Peck Farm	-	12,000	9,000	133%	
Peck Farm General Programs	2,647	10,800	16,000	68%	
Community Garden	-	6,462	5,000	129%	
Peck Farm School/Scout Groups	-	72	7,500	1%	
Total Revenues	\$ 10,559	\$ 4,073,682	\$ 4,065,500	100%	
GENERAL FUND EXPENDITURES					
Administration	\$ 128,942	\$ 2,468,162	\$ 3,885,050	64%	
Peck Farm	6,414	70,947	115,750	61%	
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	2	178	7,000	3%	
Peck Farm General Programs	20	2,433	5,000	49%	
Community Garden	74	4,450	4,400	101%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	177	5,016	10,050	50%	
Total Expenditures	\$ 135,628	\$ 2,551,244	\$ 4,065,500	63%	
Total General Fund Net Surplus (Deficit)	\$ (125,069)	\$ 1,522,438	\$ -	n/a	

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

Monthly % of Annual Budget

92%

	Mar Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ -	\$ 1,608,303	\$ 1,575,000	102%	(a)
Replacement Taxes	2,268	29,667	30,000	99%	
Investment Income	181	14,438	6,500	222%	
Reimbursements	-	62,864	-	0%	(b)
Public Information- Advertising & Sponsorships	-	10,534	14,000	75%	
Community Center Rentals	-	3,700	9,000	41%	
General Recreation	13,805	59,650	234,500	25%	
Playhouse 38	4,280	22,629	83,700	27%	
Preschool/ Toddler	44,380	301,102	385,000	78%	(d)
Active Older Adults	189	(509)	28,000	-2%	
Dance	4,822	44,164	132,850	33%	
Camps	-	157,211	355,000	44%	(c)
Contracted & Co-op	1,523	7,450	15,200	49%	
Special Events	2,626	38,909	75,100	52%	
Tennis	-	20,121	16,500	122%	
Tumbling/ Gymnastics/Cheerleading	16,759	43,945	166,700	26%	
Baseball/ Softball	-	52,874	64,000	83%	
General Athletics	27,648	156,116	369,900	42%	
Sunset Racquetball & Fitness	8,398	70,896	212,750	33%	
Pool	21	170,312	602,300	28%	(e)
Mini Golf	3,532	77,234	98,500	78%	
After School Programs	65,976	252,492	870,000	29%	(f)
Scholarships	-	295	7,000	4%	(g)
SPRC	35,213	235,655	685,750	34%	
Total Revenues	\$ 231,620	\$ 3,440,049	\$ 6,037,250	57%	
RECREATION FUND EXPENDITURES					
Administration	\$ 106,077	\$ 1,767,005	\$ 2,386,190	74%	
Public Information	-	35,328	144,500	24%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	3,642	31,324	116,500	27%	
Playhouse 38	3,262	39,648	75,050	53%	
Preschool/ Toddler	19,223	179,115	351,400	51%	
Active Older Adults	-	(115)	19,000	-1%	
Dance	1,644	9,100	67,450	13%	
Camps	521	135,296	273,600	49%	
Contracted & Co-op	-	524	11,100	5%	
Special Events	306	22,363	52,875	42%	
Tennis	-	15,307	11,000	139%	
Tumbling/ Gymnastics/Cheerleading	3,289	15,295	107,500	14%	
Baseball/ Softball	59	17,414	26,450	66%	
General Athletics	3,528	52,231	236,425	22%	
Ice Rinks	-	-	-	0%	
Gymnasiums	1,637	20,041	52,500	38%	
Sunset Racquetball & Fitness	9,681	90,868	139,560	65%	
Pool	(1,449)	247,490	575,900	43%	
Mini Golf	572	36,245	37,500	97%	
After School Programs	32,995	262,674	810,650	32%	
Scholarships	-	46	7,000	1%	(g)
SPRC	36,620	336,112	533,600	63%	
Total Expenditures	\$ 221,606	\$ 3,313,559	\$ 6,037,250	55%	
Total Recreation Fund Net Surplus (Deficit)	\$ 10,014	\$ 126,490	\$ -	n/a	

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

Monthly % of Annual Budget

92%

	Mar Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 168,428	\$ 167,000	101%	(a)
Replacement Taxes	378	4,944	5,000	99%	
Investment Income	21	229	250	92%	
PDRMA Reimbursements	-	1,500	1,500	100%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 399	\$ 175,102	\$ 245,000	71%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ -	\$ 120,187	\$ 165,000	73%	(h)
State Unemployment	-	-	80,000	0%	
Total Expenditures	\$ -	\$ 120,187	\$ 245,000	49%	
Total Liability Fund Net Surplus (Deficit)	\$ 399	\$ 54,915	\$ -	n/a	
IMRF FUND REVENUES					
Real Estate Taxes	\$ -	\$ 182,085	\$ 180,000	101%	(a)
Replacement Taxes	1,361	17,800	18,000	99%	
Investment Income	125	1,375	1,500	92%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 1,486	\$ 201,260	\$ 330,000	61%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 19,711	\$ 247,407	\$ 330,000	75%	
Total Expenditures	\$ 19,711	\$ 247,407	\$ 330,000	75%	
Total IMRF Fund Net Surplus (Deficit)	\$ (18,226)	\$ (46,147)	\$ -	n/a	
AUDIT FUND REVENUES					
Real Estate Taxes	\$ -	\$ 10,709	\$ 10,100	106%	(a)
Replacement Taxes	\$ 227	\$ 2,967	\$ 3,000	99%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 227	\$ 13,675	\$ 13,100	104%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ -	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ 227	\$ 575	\$ -	n/a	
SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 353,477	\$ 323,500	109%	(a)
Replacement Taxes	983	12,856	13,000	99%	
Investment Income	208	2,292	2,500	92%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 1,191	\$ 368,624	\$ 364,000	101%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 19,838	\$ 247,675	\$ 364,000	68%	
Total Expenditures	\$ 19,838	\$ 247,675	\$ 364,000	68%	
Total Social Security Fund Net Surplus (Deficit)	\$ (18,647)	\$ 120,949	\$ -	n/a	

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

Monthly % of Annual Budget

92%

	Mar Actual	YTD Actual	Annual Budget	% of Budget	
FVSRA FUND REVENUES					
Real Estate Taxes	\$ -	\$ 568,797	\$ 560,000	102%	(a)
Transfer from Fund Balance	-	-	200,000	0%	
Total Revenues	\$ -	\$ 568,797	\$ 760,000	75%	
FVSRA FUND EXPENDITURES					
Contractual Services	\$ 776	\$ 15,128	\$ 55,000	28%	(i)
ADA Structural Improvements	-	304,429	442,547	69%	
FVSRA- Program Payments	-	262,453	262,453	100%	
Total Expenditures	\$ 776	\$ 582,010	\$ 760,000	77%	
Total FVSRA Fund Net Surplus (Deficit)	\$ (776)	\$ (13,214)	\$ -	n/a	
BOND & INTEREST FUND REVENUES					
Real Estate Taxes	\$ -	\$ 843,495	\$ 836,927	101%	(a)
Total Revenues	\$ -	\$ 843,495	\$ 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)	\$ -	\$ 6,568	\$ -	n/a	
CONSTRUCTION FUND REVENUES					
Reimbursements	\$ -	\$ 7,364	\$ 75,000	10%	
Bond Issue	-	1,707,160	1,647,098	104%	
Farming Revenue	-	1,400	1,000	140%	
Grant Revenue	-	168,994	200,000	84%	
Donations	-	8,000	10,000	80%	
Land Cash Revenue	8,223	95,470	50,000	191%	
Investment Income	64	28,366	10,000	284%	
Audit Transfer	-	-	1,400,000	0%	
Total Revenues	\$ 8,287	\$ 2,016,754	\$ 3,393,098	59%	
CONSTRUCTION FUND EXPENDITURES					
Planning/ Architect/ Engineering	\$ 11,306	\$ 76,713	\$ 342,000	22%	
Buildings & Improvements	2,409	240,782	795,000	30%	
Parks/ Playground Improvements/ Acquisitions	120,347	1,305,871	2,613,139	50%	
Landscaping & Groundskeeping	-	16,066	50,000	32%	
Operating Equipment & Vehicles	8,694	158,789	220,021	72%	
Recreation Equipment/ Repairs	-	-	3,000	0%	
Emergency Repairs/ Replacements	-	14,179	\$ 81,090	17%	
Total Expenditures	\$ 142,757	\$ 1,812,400	\$ 4,104,250	44%	
Total Construction Fund Net Surplus (Deficit)	\$ (134,470)	\$ 204,354	\$ (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 March 31, 2021

Monthly % of Annual Budget 92%

	Mar 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 11 PERIODS ENDING MARCH 31, 2021

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

PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	4,280.00	19,274.25	46,000.00	26,725.75
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		4,280.00	22,628.85	83,700.00	61,071.15

SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	1,476.48	12,432.69	28,000.00	15,567.31
TOTAL SALARIES & WAGES		1,476.48	12,432.69	28,000.00	15,567.31

CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	150.84	616.85	700.00	83.15
02-2313-6-0000-07	ELECTRIC	60.82	728.02	1,500.00	771.98
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	150.80	2,025.09	11,000.00	8,974.91
02-2313-6-0000-12	RENTAL FEES	1,359.00	22,539.00	25,500.00	2,961.00
TOTAL CONTRACTUAL SERVICES		1,721.46	25,908.96	38,950.00	13,041.04

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	64.36	1,289.47	6,500.00	5,210.53
02-2313-7-0000-28	CONCESSION SUPPLIES	0.00	16.67	1,500.00	1,483.33
TOTAL COMMODITIES		64.36	1,306.14	8,100.00	6,793.86

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		4,280.00	22,628.85	83,700.00	61,071.15

EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		4,280.00	22,628.85	83,700.00	61,071.15
TOTAL EXPENSE		3,262.30	39,647.79	75,050.00	35,402.21
NET SURPLUS (DEFICIT)		1,017.70	(17,018.94)	8,650.00	25,668.94

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

FUND: RECREATION				
FOR 11 PERIODS ENDING MARCH 31, 2021				
ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET
				\$ REMAINING

TOTAL FUND REVENUES		4,280.00	22,628.85	83,700.00
TOTAL FUND EXPENSES		3,262.30	39,647.79	75,050.00
FUND SURPLUS (DEFICIT)		1,017.70	(17,018.94)	8,650.00
				61,071.15
				35,402.21
				25,668.94

31, 2021

FUND: CORPORATE

COMMUNITY CENTER RENTALS				
REVENUES				
RECEIPTS	0	3,700	8,250	4,550
EXPENSES				
SALARIES / WAGES	0	248	1,375	1,126
CONTRACTUAL SERVICES	0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS	0	248	1,375	1,126
<hr/>				
NET SURPLUS (DEFICIT)	0	3,451	6,875	3,423

GENERAL RECREATION				
REVENUES				
RECEIPTS	18,085	82,278	291,683	209,404
EXPENSES				

FUND: CORPORATE
FOR 11 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL RECREATION					
	SALARIES / WAGES	4,492	38,378	104,683	66,304
	CONTRACTUAL SERVICES	2,346	31,141	59,858	28,716
	COMMODITIES	64	1,452	11,045	9,593
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	6,903	70,972	175,587	104,615
	NET SURPLUS (DEFICIT)	11,181	11,306	116,095	104,789
PRESCHOOL					
	REVENUES				
	RECEIPTS	44,380	301,102	352,916	51,814
	EXPENSES				
	SALARIES / WAGES	18,270	170,142	282,333	112,190
	CONTRACTUAL SERVICES	891	5,569	32,999	27,430
	COMMODITIES	60	3,380	6,233	2,853
	MAINTENANCE / CAPITAL INVEST.	0	22	549	527
	TOTAL EXPENSES: PRESCHOOL	19,222	179,114	322,116	143,001
	NET SURPLUS (DEFICIT)	25,157	121,987	30,800	(91,187)
ACTIVE OLDER ADULTS					
	REVENUES				
	RECEIPTS	189	(509)	25,666	26,175
	EXPENSES				
	SALARIES / WAGES	0	60	6,416	6,356
	CONTRACTUAL SERVICES	0	(175)	10,999	11,174
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	0	(115)	17,416	17,531
	NET SURPLUS (DEFICIT)	189	(394)	8,250	8,644
DANCE					
	REVENUES				
	RECEIPTS	4,822	44,163	121,779	77,615
	EXPENSES				
	SALARIES / WAGES	1,643	9,181	30,891	21,709
	CONTRACTUAL SERVICES	0	0	6,599	0
	COMMODITIES	0	(81)	24,337	24,419
	TOTAL EXPENSES: DANCE	1,643	9,099	61,829	52,729
	NET SURPLUS (DEFICIT)	3,178	35,064	59,950	24,886
CAMPS					
	REVENUES				
	RECEIPTS	0	157,211	325,416	168,205
	EXPENSES				

FUND: CORPORATE
FOR 11 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
CAMPUS					
	SALARIES / WAGES	520	131,823	192,499	60,676
	CONTRACTUAL SERVICES	0	0	47,070	0
	COMMODITIES	0	3,472	11,229	7,756
	TOTAL EXPENSES: CAMPS	520	135,296	250,799	115,503
	NET SURPLUS (DEFICIT)	(520)	21,914	74,616	52,701
CONTRACTED					
	REVENUES				
	RECEIPTS	1,136	6,122	11,183	5,060
	EXPENSES				
	CONTRACTUAL SERVICES	0	0	7,516	0
	NET SURPLUS (DEFICIT)	1,136	6,122	3,666	(2,456)
CO-OPS					
	REVENUES				
	RECEIPTS	387	1,327	2,750	1,423
	RECEIPTS	387	1,327	2,750	1,423
	EXPENSES				
	CONTRACTUAL SERVICES	0	524	2,658	2,134
	TOTAL EXPENSES: CO-OPS	0	524	2,658	2,134
	NET SURPLUS (DEFICIT)	387	803	91	(711)
SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	2,625	38,908	68,841	29,933
	RECEIPTS	2,625	38,908	68,841	29,933
	EXPENSES				
	SALARIES / WAGES	0	0	1,374	0
	CONTRACTUAL SERVICES	280	7,309	16,637	9,327
	COMMODITIES	25	15,053	29,356	14,302
	--- UNDEFINED CODE ---	0	0	1,100	0
	NET SURPLUS (DEFICIT)	2,319	16,545	20,372	3,827
TENNIS					
	REVENUES				
	RECEIPTS	0	20,120	15,125	(4,995)
	RECEIPTS	0	20,120	15,125	(4,995)
	EXPENSES				

FUND: CORPORATE
FOR 11 PERIODS ENDING 31, 2021

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

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	15,306	10,083	(5,223)
	TOTAL EXPENSES: TENNIS	0	15,306	10,083	(5,223)

NET SURPLUS (DEFICIT)		0	4,813	5,041	228
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	16,758	43,944	152,808	108,863
	RECEIPTS	16,758	43,944	152,808	108,863
EXPENSES					
	SALARIES / WAGES	2,122	13,877	84,333	70,456
	CONTRACTUAL SERVICES	1,167	1,167	8,983	7,816
	COMMODITIES	0	250	4,766	4,515
	MAINTENANCE / CAPITAL INVEST.	0	0	458	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	3,289	15,295	98,541	83,246

NET SURPLUS (DEFICIT)		13,469	28,649	54,266	25,617
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	0	52,874	58,666	5,792
	RECEIPTS	0	52,874	58,666	5,792
EXPENSES					
	SALARIES / WAGES	0	2,482	3,666	1,183
	CONTRACTUAL SERVICES	59	6,336	8,341	2,005
	COMMODITIES	0	8,594	12,237	3,643
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	59	17,413	24,245	6,832

NET SURPLUS (DEFICIT)		(59)	35,460	34,420	(1,039)
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	27,647	156,115	339,074	182,959
	RECEIPTS	27,647	156,115	339,074	182,959
EXPENSES					
	SALARIES / WAGES	1,684	7,367	48,858	41,490
	CONTRACTUAL SERVICES	780	42,821	161,012	118,190

FUND: CORPORATE
FOR 11 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
GENERAL ATHLETICS					
COMMODITIES		1,062	2,041	6,852	4,810
TOTAL EXPENSES: GENERAL ATHLETICS		3,527	52,230	216,722	164,491
NET SURPLUS (DEFICIT)		24,120	103,884	122,352	18,467
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		1,636	20,041	26,583	6,541
CONTRACTUAL SERVICES		0	0	21,541	0
TOTAL EXPENSES: GYMNASIUMS		1,636	20,041	48,124	28,083
NET SURPLUS (DEFICIT)		(1,636)	(20,041)	(48,124)	(28,083)
FITNESS CENTER					
REVENUES					
RECEIPTS		8,398	70,895	195,020	124,125
RECEIPTS		8,398	70,895	195,020	124,125
EXPENSES					
SALARIES / WAGES		6,850	62,658	77,458	14,799
CONTRACTUAL SERVICES		1,827	21,736	33,563	11,827
COMMODITIES		580	2,821	10,032	7,211
MAINTENANCE / CAPITAL INVEST.		423	3,651	6,874	3,223
TOTAL EXPENSES: FITNESS CENTER		9,681	90,868	127,929	37,061
NET SURPLUS (DEFICIT)		(1,282)	(19,972)	67,090	87,063
POOL					
REVENUES					
RECEIPTS		20	170,311	552,108	381,796
RECEIPTS		20	170,311	552,108	381,796
EXPENSES					
SALARIES / WAGES		0	157,556	366,849	209,293
CONTRACTUAL SERVICES		(1,521)	67,497	92,995	25,498

		FUND: CORPORATE FOR 11 PERIODS ENDING		31, 2021		
ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING	

POOL						
COMMODITIES		0	18,848	60,820	41,972	
MAINTENANCE / CAPITAL INVEST.		71	3,587	7,241	3,653	
TOTAL EXPENSES: POOL		(1,449)	247,490	527,908	280,417	

NET SURPLUS (DEFICIT)		1,469	(77,178)	24,200	101,378	
MINI GOLF						
REVENUES						
RECEIPTS		3,532	77,234	90,291	13,057	
RECEIPTS		3,532	77,234	90,291	13,057	
EXPENSES						
SALARIES / WAGES		396	31,504	24,154	(7,349)	
CONTRACTUAL SERVICES		175	3,279	2,795	(484)	
COMMODITIES		0	1,364	7,195	5,831	
MAINTENANCE / CAPITAL INVEST.		0	96	229	133	
TOTAL EXPENSES: MINI GOLF		572	36,244	34,374	(1,869)	

NET SURPLUS (DEFICIT)		2,959	40,989	55,916	14,927	
AFTER SCHOOL PROGRAMS						
REVENUES						
RECEIPTS		65,975	252,786	803,916	551,129	
RECEIPTS		65,975	252,786	803,916	551,129	
EXPENSES						
SALARIES/WAGES		24,406	164,260	377,208	212,947	
CONTRACTUAL SERVICES		7,972	91,703	320,833	229,129	
COMMODITIES		529	6,565	42,854	36,288	
MAINTENANCE/CAPITAL INVESTMTS		87	189	8,616	8,427	
TOTAL EXPENSES: AFTER SCHOOL PROGRAMS		32,995	262,719	749,512	486,792	

NET SURPLUS (DEFICIT)		32,980	(9,932)	54,404	64,336	
UNDEFINED GROUP						
REVENUES						
RECEIPTS		35,212	235,654	628,604	392,949	
RECEIPTS		35,212	235,654	628,604	392,949	
EXPENSES						
SALARIES/ WAGES		20,910	208,415	301,858	93,443	
CONTRACTUAL SERVICES		11,949	106,607	146,758	40,150	

FUND: CORPORATE
FOR 11 PERIODS ENDING

31, 2021

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

UNDEFINED GROUP					
COMMODITIES		1,182	7,708	26,308	18,599
MAINTENANCE/ CAPITAL INVEST.		2,576	13,380	14,208	827
TOTAL EXPENSES: UNDEFINED GROUP		36,619	336,112	489,133	153,020

NET SURPLUS (DEFICIT)		(1,406)	(100,457)	139,470	239,928

TOTAL FUND REVENUES		231,619	3,440,049	5,534,145	2,094,095
TOTAL FUND EXPENSES		221,605	3,313,559	5,534,144	2,220,584
SURPLUS (DEFICIT)		10,013	126,490	0	(126,489)

FUND: CORPORATE

LIABILITY INSURANCE					
REVENUES					
RECEIPTS		398	175,101	224,583	49,481
RECEIPTS		398	175,101	224,583	49,481
EXPENSES					
SPECIAL FUND EXPENSE		0	120,186	224,583	104,396
TOTAL EXPENSES: LIABILITY INSURANCE		0	120,186	224,583	104,396

NET SURPLUS (DEFICIT)		398	54,915	(0)	(54,915)

TOTAL FUND REVENUES		398	175,101	224,583	49,481
TOTAL FUND EXPENSES		0	120,186	224,583	104,396
SURPLUS (DEFICIT)		398	54,915	(0)	(54,915)

FUND: CORPORATE

IMRF					
REVENUES					
RECEIPTS		1,485	201,260	302,499	101,239
RECEIPTS		1,485	201,260	302,499	101,239
EXPENSES					
SPECIAL FUND EXPENSE		19,711	247,407	302,500	55,092
TOTAL EXPENSES: IMRF		19,711	247,407	302,500	55,092

NET SURPLUS (DEFICIT)		(18,225)	(46,147)	(0)	46,147

TOTAL FUND REVENUES		1,485	201,260	302,499	101,239

FUND: CORPORATE
FOR 11 PERIODS ENDING

31, 2021

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<hr/>					
TOTAL FUND EXPENSES		19,711	247,407	302,500	55,092
SURPLUS (DEFICIT)		(18,225)	(46,147)	(0)	46,147

FUND: CORPORATE

AUDIT

REVENUES					
RECEIPTS		226	13,675	12,008	(1,666)
RECEIPTS		226	13,675	12,008	(1,666)
EXPENSES					
SPECIAL FUND EXPENSE		0	13,100	12,008	(1,091)
TOTAL EXPENSES: AUDIT		0	13,100	12,008	(1,091)
<hr/>					
NET SURPLUS (DEFICIT)		226	575	0	(575)
TOTAL FUND REVENUES		226	13,675	12,008	(1,666)
TOTAL FUND EXPENSES		0	13,100	12,008	(1,091)
SURPLUS (DEFICIT)		226	575	0	(575)

FUND: CORPORATE

SOCIAL SECURITY

REVENUES					
RECEIPTS		1,191	368,624	333,666	(34,957)
RECEIPTS		1,191	368,624	333,666	(34,957)
EXPENSES					
SPECIAL FUND EXPENSE		19,838	247,675	333,666	85,991
TOTAL EXPENSES: SOCIAL SECURITY		19,838	247,675	333,666	85,991
<hr/>					
NET SURPLUS (DEFICIT)		(18,647)	120,949	(0)	(120,949)
TOTAL FUND REVENUES		1,191	368,624	333,666	(34,957)
TOTAL FUND EXPENSES		19,838	247,675	333,666	85,991
SURPLUS (DEFICIT)		(18,647)	120,949	(0)	(120,949)

FUND: CORPORATE

SPECIAL RECREATION
REVENUES

FUND: CORPORATE
FOR 11 PERIODS ENDING

31, 2021

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

SPECIAL RECREATION					
RECEIPTS		0	568,796	696,666	127,870
RECEIPTS		0	568,796	696,666	127,870
EXPENSES					
CONTRACTUAL SERVICES		778	15,128	50,416	35,288
CAPITAL IMPROVEMENTS		0	304,429	405,668	101,239
SPECIAL FUND EXPENSE		0	262,453	240,581	(21,871)
TOTAL EXPENSES: SPECIAL RECREATION		778	582,010	696,666	114,656
NET SURPLUS (DEFICIT)		(778)	(13,213)	0	13,213

TOTAL FUND REVENUES		0	568,796	696,666	127,870
TOTAL FUND EXPENSES		778	582,010	696,666	114,656
SURPLUS (DEFICIT)		(778)	(13,213)	0	13,213

FUND: CORPORATE

BOND AND INTEREST					
REVENUES					
RECEIPTS		0	843,494	767,183	(76,311)
RECEIPTS		0	843,494	767,183	(76,311)
EXPENSES					
CONTRACTUAL SERVICES		0	836,926	767,183	(69,743)
TOTAL EXPENSES: BOND AND INTEREST		0	836,926	767,183	(69,743)
NET SURPLUS (DEFICIT)		0	6,567	0	(6,567)

TOTAL FUND REVENUES		0	843,494	767,183	(76,311)
TOTAL FUND EXPENSES		0	836,926	767,183	(69,743)
SURPLUS (DEFICIT)		0	6,567	0	(6,567)

FUND: CORPORATE

PROJECT REVENUE					
REVENUES					
PROJECT REVENUE		8,286	2,016,753	3,110,339	1,093,586
PROJECT REVENUE		8,286	2,016,753	3,110,339	1,093,586
NET SURPLUS (DEFICIT)		8,286	2,016,753	3,110,339	1,093,586

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 11 PERIODS ENDING 31, 2021

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

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	11,306	76,712	313,499	236,787
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		11,306	76,712	313,499	236,787
NET SURPLUS (DEFICIT)		(11,306)	(76,712)	(313,499)	(236,787)

BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	2,409	240,782	728,749	487,967
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		2,409	240,782	728,749	487,967
NET SURPLUS (DEFICIT)		(2,409)	(240,782)	(728,749)	(487,967)

PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	120,347	1,305,870	2,395,377	1,089,506
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		120,347	1,305,870	2,395,377	1,089,506
NET SURPLUS (DEFICIT)		(120,347)	(1,305,870)	(2,395,377)	(1,089,506)

LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	16,066	45,833	29,767
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	16,066	45,833	29,767
NET SURPLUS (DEFICIT)		0	(16,066)	(45,833)	(29,767)

OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	8,694	158,789	201,685	42,896
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		8,694	158,789	201,685	42,896
NET SURPLUS (DEFICIT)		(8,694)	(158,789)	(201,685)	(42,896)

RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	2,750	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	2,750	0
NET SURPLUS (DEFICIT)		0	0	(2,750)	0

EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	0	14,178	74,332	60,153
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		0	14,178	74,332	60,153

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 11 PERIODS ENDING 31, 2021

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		0	(14,178)	(74,332)	(60,153)
TOTAL FUND REVENUES		8,286	2,016,753	3,110,339	1,093,586
TOTAL FUND EXPENSES		142,757	1,812,399	3,762,229	1,949,829
SURPLUS (DEFICIT)		(134,470)	204,354	(651,889)	(856,243)

Geneva Park District
Debt Service Payment Schedule

Alternative Revenue Bonds

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

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

Purpose: S2014: SPRC

S2010: Swimming Pool, Sunset Community Center

General Obligation Bonds

Fiscal Year Ending	Series Limited		Total	Increase/(Decrease) Over Prior Year
	Principal	Interest		
4/30/2021	792,535	11,888	804,423	(805,793)
4/30/2022	785,435	35,884	821,319	16,895
4/30/2021	813,340	23,587	836,927	15,608
4/30/2022	845,890	10,285	856,175	19,248
4/30/2023	861,270	6,890	868,160	11,985
4/30/2024	-	-	-	(868,160)
4/30/2025	-	-	-	-
4/30/2026	-	-	-	-
4/30/2027	-	-	-	-
4/30/2028	-	-	-	-
Total	4,098,470	88,533	4,187,003	

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

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

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

Final

Debt Service Schedule

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

Yield Statistics

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

IRS Form 8038

Net Interest Cost	2.3572468%
Weighted Average Maturity	6.883 Years

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

Series 2010 ***Final Revised***

Debt Service Schedule

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

Yield Statistics

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

IRS Form 8038

Net Interest Cost	2.7230112%
Weighted Average Maturity	6.616 Years

Geneva Park District, 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	1.98
2019	2020	836,925.57	836,926.86	836,926.86	(1.29)
2020	2021	856,174.85		856,174.70	0.15
2021	2022	868,161.29		868,160.16	1.13
Total			1,658,245.37	1,724,334.86	

From: Kate Mikelsons

Sent: Tuesday, March 16, 2021 4:07 PM

To: Kelly Wales; Lindsey Trotter

Subject: Re: GPD - Kids' Zone Update for Current School Year

I just want to send you both a quick note. You and the Geneva park district are such HUGE rockstars in my book. You have made this nonsense almost bearable for working parents. I will be forever grateful for what you have done and will tell everyone I know. I have been pretty involved in helping to organize the parents to speak up in favor of returning to full time in person learning and have not been shy about telling the board they need to talk to the park district to lend a hand to get the kids back full time. I wish D304 was as well run and had half the leadership you have at the park district.

Thank you so much for the hard work. I truly appreciate it!
Kate Coxworth

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DIRECTOR'S MONTHLY AGENDA AND REPORT April 19, 2021

BOARD RECOGNITION

Congratulations and thank you to John Frankenthal for serving another 6-year term as Park Board Commissioner! He will be officially sworn in at our May meeting.

COMMUNICATIONS

The IAPD Legislative Conference has been postponed due to the COVID-19 pandemic.

The Park District experienced a serious IT emergency in March and all computers were down for almost 2 full days. We have had the problem resolved and repaired.

Christy Powell will be reporting on our transition to a new IT company this month. The transition was not related to the IT emergency.

Staff has been working diligently on a balanced budget and are prepared to discuss the proposed budget should board members have questions at our meeting. We have prepared a balanced budget and we have given much thoughtful consideration to assuring the budget reflects the beginning of our COVID recovery. Christy will outline the changes based on that impact. The Finance Committee Meeting was held on April 8, 2021 and the minutes are included in your board packet for review.

The Park District was able to hold numerous successful events the last couple of weeks including the Egg-Mazing Race, Bunny Breakfast and Egg Hunt within our present COVID restrictions.

PCI, our new marketing consultant has completed our initial website audit as well as our social media playbook. We are very pleased with the results and look forward to sharing a summary of the information with the Park District Board in May.

We will be cutting the ribbon for the Peck Farm North Trail, followed by an Earth Day celebration at Peck and a tree planting event as well this coming Saturday, April 24th. All pertinent constituents along with all of our legislators have been invited.

Our March Foundation meeting was rescheduled and took place on April 8th. The 2021-2022 budget was discussed and the Wine, Cheese and Trees Event was recapped. Discussion was had in regards to this years' Autumn Fair Event. The Foundation also reviewed future project funding. Staff are prepared to discuss those with the Park District Board for further direction.

Staff has prepared and submitted the Distinguished Agency Application. As previously mentioned, it is a lengthy and comprehensive process that is integral in keeping up with best practices as they relate to exemplary park and recreation operations.

With Illinois in Phase 4, Board Meetings will resume to in person meetings next month.

Staff has reconnected with the consultant who may be conducting our updated ADA transition plan. A proposal for that work will be presented to the board in May for review.

The Fox Valley Special Recreation Association is also involved in budget preparations and staff will be reviewing their budget this month as well.

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

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	May 2021	TBD
GPD Foundation Annual Meeting	May 6, 2021	7:00 PM
Public Hearing	May 17, 2021	7:00 PM
Regular & Annual Scheduled Meeting	May 17, 2021	7:05 PM

PROPOSED BUDGET FY 2021-2022

The proposed budget document may be found as a separate document, entitled "April 8th, 2021 Finance Committee Budget Packet" under the board login section of the website. The Finance Committee (Jay Moffat & Susan VanderVeen) reviewed the budget and are recommending board approval. Christy Powell will summarize each section of the budget and staff will be available to answer any additional questions. Staff requests a motion to approve all sections of the proposed 2021-2022 budget.

BUDGET & APPROPRIATION ORDINANCE #2021-04 (Draft)

Enclosed is the draft ordinance for review. Christy Powell will review the information and answer your questions. The ordinance will be presented at a Public Hearing on May 17th, 2021 at 7:00 PM and may be approved at the May 17th, 2021 board meeting.

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 seventh 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-Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Medical Emergency Plan and Confined Space Manual.

APR 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

CAC Mtg 7 PM

02

Parents' Night
Out
Bunny Basket
Deliveries

03

Bunny Basket
Deliveries

04

05

City Council &
Comm of the
Whole Mtg @ 7

06

07

08

Plan Comm Mtg
@7

Finance Comm
Mtg @ 3pm

09

10

11

12

School Dist
Mtg @ 7

13

14

15

16

Parents' Night
Out
IAPD Webinar:
Labor &
Employment
Outlook for 2021

17

18

19

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

20

HPC Mtg @ 7

21

22

Plan Comm Mtg
@ 7
Library Board
Mtg @ 7

23

24

Peck North
Ribbon Cutting
Ceremony &
Earth Day
Celebration @
SPRC

25

26

School Dist
Mtg @ 7

27

28

29

30

MAY 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

Stone Creek
Mini Golf
Opening Day!!

02

03

City Council &
Comm of
Whole Mtg @ 7
Screen Free
Week

04

05

06

GPD Foundation
Mtg @ 7
CAC Comm Mtg
@ 7

07

08

Wheeler Park
Greenhouse
Open House

09

Mother's Day –
Moms play free
@ Stone Creek
Mini Golf

10

School Dist
Board Mtg @ 7

11

Summer
Resident
Registration
Begins

12

13

Plan Com Mtg @
7

14

Parents' Night
Out

15

16

17

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

18

HPC Mtg @ 7
Summer Non-
Resident
Registration
Begins

19

20

21

Butterfly
Release Party
PH38 -
Wonderland

22

PH38 -
Wonderland

23

PH38 -
Wonderland

24

School Dist
Board Mtg @ 7

25

26

27

Library Mtg @ 7
Plan Comm Mtg
@ 7

28

Parents' Night
Out

29

30

31

GENEVA PARK DISTRICT
PARKS AND PROPERTIES BOARD REPORT

April 19th, 2021

Operations

- Spring is here, staff is busy getting the mow crews underway.
- Replacement climber was delivered for Esping Park playground, staff is preparing for installation.
- Completed yearly wood chipper training.
- Working on hiring seasonal staff.
- Preparing the parking lot islands at Peck Farm for landscape restoration.
- Working on spring clean-up of parks.
- Started spring aeration of baseball and soccer fields.
- Staff has completed the replacement of damaged parking bumpers.
- Completed tennis practice board repairs.
- Finished spring pruning of trees.
- Assisted Recreation Department with setup and break down of Easter events.
- Relocating picnic tables and garbage cans back into the parks.
- Coordinating contracted spring clean-up services.
- Contract mowing has started.
- Staff is working on spring fertilization and weed control.

Green House

Approximately 60,000 seeds have been sown and transplanted so far in the greenhouse. Proposed number of annuals this year is 65,000-70,000.

Athletic Fields

- Staff has started prepping baseball fields and games are being played.
- Soccer fields are being lined and games have started.



Facilities

- Completed Fire Extinguisher training on April 8th.
- Starting on monthly facility safety inspections.

Mill Creek Pool

- Started prepping and cleaning pools to open.
- Fire Department inspection is scheduled for April 19th.

Sunset Pool

- Checking heat in pump room and exercising pumps daily.
- Pump seal replacement scheduled for the first week in May.
- Preparing to turn water on mid-April.

Peck North OSLAD Project

- Interpretive signs have been delivered and installed. Project is complete.

Peck Farm

- Prepping and painting shutters from window replacements in Farm House.
- Replaced roof on south entry of Butterfly House, finalizing soffit and trim.
- Installed gutters and rain barrel on Community Garden Shelter.

SPRC

- HVAC contractor repaired condenser fan on RTU-2.

Wheeler Operations

- Repairing garage door opener in 1st garage bay.
- Park restrooms opening April 16th.

Sunset Recreation Center

- Completed waterline leak repair of main waterline in building.

Moore Park Sprayground

- A PVC flange failed on the intake pump, staff has ordered the part and will install once delivered.

Natural Resource Work

- Preparing for Earth day planting of 50 trees to start establishing an Oak Savannah at Peck North.
- Continuing woody invasive removals and spraying in burned areas.
- Started spring control of Chervil.
- Finished up burn season with the following burns completed this spring!
 - Heartland Middle School
 - West side of Viking Drive
 - Bennet Park along river
 - East side of Viking Drive at Middle School
 - Fabyan Middle School
 - Peck North, Northwest Corner
 - Mill Creek Community
 - Community Gardens
 - River Park



**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
April 19, 2021**

I. PROGRAM HIGHLIGHTS

Spring programs are in full swing. Several program areas are seeing success in terms of enrollment. The summer brochure is at the printer and resident registration day is scheduled for May 11th. Planning for camp.

Easter events were a huge success! Staff hosted the Easter Egg Hunt, Bunny Breakfast, Teen EggMazing Race, and Bunny Basket Deliveries. Many compliments were received from participants!



The annual Pickleball Tournament was held April 3rd at SPRC. Pickleball remains a growing sport and open gyms continue to see increased participation. The pickleball crew was thrilled to see a revival of the tournament!



The ribbon cutting/tree planting event is scheduled for April 24th beginning at 10 am. Following the tree planting, an Earth Day Celebration will be held at Peck Farm park which will include bike riding opportunities, recycling, and a variety of fun activities.

II. FACILITIES

Summer seasonal facilities are preparing to open for the upcoming season.

Stone Creek Miniature Golf will be opening on May 1st and will operate on weekends only throughout the first month. This season staff will begin allowing on-site payments similar to pre-pandemic procedures.

Sunset and Mill Creek Pools are gearing up for an anticipated great season! Sunset is slated to open May 29th and Mill Creek will welcome visitors beginning June 5th. The last set of aquatic guidelines were released in January, however, very few changes were made rather just clarification was provided. Staff is prepared to open the pools in a similar fashion as last year (2-hour timeslots, reservation system, temperature checks), however, we are planning to increase capacity to 200 participants at a time. Swim lesson opportunities will also increase compared to last season, while still maintaining safety and adhering to all guidelines. Should the Illinois Department of Public Health issue additional guidelines as we approach the summer season, staff will be prepared to react quickly.

The Butterfly House is also preparing to open for the season. Volunteer recruitment is ongoing, in addition, maintenance projects continue as staff prepares to welcome visitors back. The Butterfly Release Party is scheduled for May 21st.

BestLife Fitness has begun the process in trying to recapture use of our alternative fitness areas that were designated upon re-opening in late-June. Most notably, the half gym at SPRC and racquetball court at Sunset. The standard of maintaining 6 feet of distance between equipment is still required, so in turn we will most likely need to eliminate some equipment to accommodate this goal. Given the foot traffic of members, and knowing we are entering into a typical slower fitness time, we feel like this could prove to be a feasible option.

III. UPDATE ON COVID GUIDELINES

Over the past couple of weeks staff has received updates/revisions/clarifications to some COVID safety guidelines. In particular, the capacity for outdoor social events increased to 100 people which could certainly increase our capability to offer outdoor rentals at Peck Farm Park for a variety of events such as weddings, showers, etc. In addition, an updated sports guidelines document was recently released. The latest guidelines still require face coverings for participants, coaches, and spectators for both indoor and outdoor sports. Lastly, it has been released that people who have been vaccinated, or have had a negative COVID test within 3 days, do not count towards capacity numbers. At this time, this particular revision does not have a great impact on our operations, however, potentially in the future this could come into play in possible situations such as senior trips.

Staff will continue to monitor all guidelines as they become available to us, and pivot when necessary.

IV. RECREATION COMMITTEE

Staff would like to request a time for the bi-annual Recreation Committee Meeting. Jay Moffat and Pat Lenski are currently the board representatives. If available, we would like to request a meeting on May 10th or 11th.

INFORMATION:

I. SUNSET REPORT

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

SRFC March Totals		
	March 2020	March 2021
Annual Membership Revenue	\$5,045	\$4,904
EFT/Ongoing Revenue	\$5,629	\$2,827
Court Hours	\$220	\$0
Guests	\$397	\$84
Vending	\$46	\$48
Total Revenue	\$11,337	\$7,863

	March 2020	March 2020
Resident SRFC Pre-Paid:		
New	2	5
Renew	14	12
Resident SRFC ONGOING:		
New	1	3
Renew	1	2
Non-Resident SRFC Pre-Paid:		
New	0	0
Renew	0	1
Non-Resident SRFC ONGOING:		
New	0	2
Renew	1	0
New	3	10
Renew	16	15
Totals	19	25

SRFC March Memberships Totals		
	March 2020	March 2021
Total Membership Revenue	\$10,674	\$7,731
SRFC Usage Breakdown		
	March 2020	
Members	2,067	2,567
Guests	<u>38</u>	<u>12</u>

Total Usage	2,105	2,579
Weight room Usage	2,019	2,567
Court Usage		
Reserved Court Time	26	0
Walk-on Court Time	19	0
Court Percentages		
Prime Time	13%	0%
Non-Prime Time	6%	0%
Racquetball	9%	0%
Wally ball	2%	0%
SRFC Year to Date Comparison		
	2019/2020	2020/2021
Total EFT/Ongoing Memberships	122	90
Total # of Memberships/Members (excludes Gold)	564	936
Total Membership Revenue	\$155,297	\$65,836

Please note, 12 members renewed early in December to avoid the pending fee increase.

II. **SPRC REPORT**

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

SPRC General		
	March 2020	March 2021
Total Membership Revenue	\$27,407	\$24,799
Memberships	37	77
Track Passes	24	14
Guests	38	28

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

Resident SPRC Pre-Paid:		
New	3	23
Renew	19	27
Resident SPRC ONGOING:		
New	0	6
Renew	1	1
Non-Resident SPRC Pre-Paid:		
New	0	4
Renew	7	3
Non-Resident SPRC ONGOING:		
New	0	2
Renew	1	0
New	6	39
Renew	31	38
Totals	37	77

SPRC Usage Breakdown				
	March 2020		March 2021	
Members	5,744		5,558	
Guests	59		28	
Total Usage	5,803		5,586	
Morning Nursery	281	10 Avg.	0	0
A12-4 pm Nursery	112	4 Avg.	0	0
Evening Nursery	125	5 Avg.	0	0
TOTAL NURSERY	518		0	
Open Gym Youth	296		184	
Open Gym Adult	246		116	
SPRC March Totals				
	March 2020		March 2021	
Annual Membership Revenue:	\$7,707		\$14,217	
EFT/Ongoing Membership Revenue:	\$19,700		\$9,054	
Monthly Memberships	0	\$0	18	\$1,028
Track Pass	24	\$745	14	\$500
Total Membership Revenue	\$28,152		\$24,799	
Kidz Korral Revenue	\$2,516		\$0	
Birthday Parties	0	\$0	3	\$550
Guest Fees	38	\$368	28	\$132
Open Gym Youth	296	\$614	184	\$0
Open Gym Adult	246	\$432	116	\$0
Vending	\$106		\$111	
Total Additional Revenue	\$4,036		\$793	
SPRC Year to Date Comparisons				
	2019/2020		2020/2021	

Current Memberships/Members	1,482	3,041	1,026	2,165
Gold Annual	172	394	120	280
Gold Ongoing	88	203	50	150
SPRC Annual	830	1,556	620	1,182
SPRC Ongoing	392	888	236	553
Track Passes	608		573	
Total Membership Revenue	\$433,873		\$194,020	

ORDINANCE NO. 2021-04

**GENEVA PARK DISTRICT
BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE
GENEVA PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022**

WHEREAS, the Board of Commissioners desires to adopt the combined Annual Budget and Appropriation Ordinance to appropriate such sums of money as may be deemed necessary to defray all necessary expenses and liabilities for the operation of the Geneva Park District, Geneva, Illinois for the fiscal year beginning May 1, 2021 and ending April 30, 2022, and specifying the object and purpose for which appropriations are made, and the amount appropriated for each object or purpose, pursuant to Illinois Compiled Statutes, 70ILCS 1205/4-4.

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

SECTION 1: The Annual Budget and Appropriation Proposal for Fiscal Year May 1, 2021 thru April 30, 2022 as follows:

<u>GENERAL CORPORATE FUND</u>		
	<u>BUDGET</u>	<u>APPROPRIATION</u>
ADMINISTRATION & EMPLOYEES SALARIES	\$1,414,500	\$1,697,400
CONTRACTUAL SERVICES		
Health Insurance Benefits	\$362,000	\$434,400
Telephone	\$6,400	\$7,680
Alarms	\$600	\$720
Water & Sewer	\$7,700	\$9,240
Natural Gas	\$10,500	\$12,600
Electricity	\$16,000	\$19,200
Postage	\$1,000	\$1,200
Advertising/Printing	\$2,000	\$2,400
Administrative Expense	\$2,400	\$2,880
Professional Services	\$6,500	\$7,800
Rental & Leases	\$2,200	\$2,640
Subscriptions/Books	\$300	\$360
Travel Expense	\$13,000	\$15,600
Professional Training/Conferences	\$9,500	\$11,400

Professional Membership Dues	\$8,300	\$9,960
Maintenance Agreements	\$31,000	\$37,200
Refuse Disposal	\$7,500	\$9,000
License/Background Checks	\$2,500	\$3,000
Pest Control	\$4,500	\$5,400
TOTAL CONTRACTUAL SERVICES	\$493,900	\$592,680

COMMODITIES

Office Supplies	\$3,000	\$3,600
Gas & Diesel Fuel For Vehicles	\$38,000	\$45,600
Oil, Grease, Antifreeze	\$2,000	\$2,400
Maintenance, Parts & Supplies	\$2,400	\$2,880
Mechanical Tools	\$700	\$840
Horticultural Tools & Supplies	\$400	\$480
Grounds Maintenance Tools	\$750	\$900
Plants & Seeds	\$3,750	\$4,500
Greenhouse Supplies	\$4,000	\$4,800
Grass Seed & Fertilizer	\$2,000	\$2,400
Chemical Supplies	\$1,400	\$1,680
Sanitation Supplies	\$4,500	\$5,400
Fire Extinguishers	\$1,350	\$1,620
Flags & Decals	\$1,000	\$1,200
Photography Equipment & Development	\$0	\$0
Clothing & Safety Equipment For Employees	\$4,000	\$4,800
First Aid Supplies	\$500	\$600
Trophies & Awards	\$500	\$600
TOTAL COMMODITIES	\$70,250	\$84,300

REPAIRS & MAINTENANCE -BUILDINGS/EQUIP & VEHICLES	\$112,200	\$134,640
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CAPITAL INVESTMENTS

Capital Purchases	\$12,000	\$14,400
Furnishings & Fixtures Purchase	\$800	\$960
Bond Retirement Payments	\$563,870	\$676,644
Capital Fund Projects	\$200,000	\$240,000
Transfer to Capital Fund for Capital Projects	\$1,156,780	\$1,388,136
TOTAL CAPITAL INVESTMENTS	\$1,933,450	\$2,320,140

PECK FARM PARK

INSTRUCTOR & ATTENDANTS SALARIES	\$81,000	\$97,200
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CONTRACTUAL SERVICES

Telephone	\$4,000	\$4,800
Alarm Service	\$5,000	\$6,000
Water & Sewer	\$1,700	\$2,040
Natural Gas	\$5,000	\$6,000
Electricity	\$12,500	\$15,000
Postage	\$100	\$120
Advertising/Printing Materials	\$1,000	\$1,200
Professional Services	\$4,000	\$4,800
Rental & Leases	\$400	\$480
Subscriptions/Books	\$300	\$360
Refuse Disposal	\$6,100	\$7,320
Cleaning Service	\$0	\$0
Pest Control	\$1,500	\$1,800
PDRMA Rental Insurance	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$41,600	\$49,920

COMMODITIES

Office Supplies	\$2,000	\$2,400
Maintenance Parts and Tools	\$1,500	\$1,800
Mechanical Tools	\$250	\$300
Horticultural Tools & Supplies	\$300	\$360
Grounds Maintenance Tools	\$300	\$360
Plants & Seeds	\$3,000	\$3,600
Grass Seed & Fertilizer	\$300	\$360
Chemical Supplies	\$1,000	\$1,200
Sanitation Supplies	\$3,000	\$3,600
Fire Extinguishers	\$300	\$360
Photography Supplies & Development	\$0	\$0
Clothing & Safety Equipment	\$2,500	\$3,000
First Aid Supplies	\$250	\$300
Program Operation Supplies	\$3,550	\$4,260
Gift Shop Supplies	\$2,000	\$2,400

Discovery/History Room Supplies	\$2,000	\$2,400
Holiday Decorations	\$300	\$360
Butterfly Operational Supplies	\$10,000	\$12,000
Butterfly Volunteer Supplies	\$1,400	\$1,680
TOTAL COMMODITIES	\$33,950	\$40,740
REPAIRS & MAINT TO BLDGS & EQUIP	\$8,000	\$9,600
CAPITAL INVESTMENTS		
Capital Equipment Purchase	\$1,500	\$1,800
Furnishings & Fixtures Purchased	\$200	\$240
TOTAL CAPITAL INVESTMENTS	\$1,700	\$2,040
NATURE PROGRAM SUPPLIES	\$7,000	\$8,400
BIRTHDAY PARTY SUPPLIES	\$1,500	\$1,800
<u>Moore Spray Park</u>		
CONTRACTUAL SERVICES		
Water and Sewer	\$3,400	\$4,080
Electric	\$2,000	\$2,400
Maintenance Agreements	\$1,500	\$1,800
TOTAL CONTRACTUAL SERVICES	\$6,900	\$8,280
COMMODITIES		
First Aid Supplies	\$50	\$60
Chemical and Supplies	\$1,000	\$1,200
TOTAL COMMODITIES	\$1,050	\$1,260
MAINTENANCE AND CAPITAL REPAIRS		
Building/ Equipment Contracted Repairs	\$500	\$600
Building/ Equipment Repair Parts	\$500	\$600
TOTAL MAINTENANCE AND CAPITAL REPAIRS	\$1,000	\$1,200
TOTAL GENERAL CORPORATE FUND	\$4,208,000	\$5,049,600

RECREATION PROGRAM FUND

	<u>BUDGET</u>	<u>APPROPRIATION</u>
ADMINISTRATION & EMPLOYEES SALARIES	\$656,500	\$787,800
CONTRACTUAL SERVICES		
Health Insurance Benefits	\$315,000	\$378,000
Telephone	\$12,000	\$14,400
Alarm System	\$2,300	\$2,760
Water & Sewer	\$2,500	\$3,000
Natural Gas	\$8,000	\$9,600
Electricity	\$35,000	\$42,000
Postage	\$2,200	\$2,640
Advertising and Printing	\$13,500	\$16,200
Administrative Expense	\$3,800	\$4,560
Professional Services	\$5,700	\$6,840
Equipment Rental	\$5,800	\$6,960
Subscriptions/Books	\$900	\$1,080
Travel Expense	\$15,000	\$18,000
Professional Training/Conferences	\$6,000	\$7,200
Professional Membership Dues	\$9,100	\$10,920
Maintenance Agreements	\$30,000	\$36,000
Refuse Disposal	\$2,000	\$2,400
License/Background Checks	\$2,000	\$2,400
Credit Card Processing Costs	\$60,000	\$72,000
Internet Access	\$3,500	\$4,200
Web Page	\$0	\$0
TOTAL CONTRACTUAL SERVICES	<hr/> \$534,300	<hr/> \$641,160
COMMODITIES		
Office Supplies	\$6,000	\$7,200
Gasoline For Vehicles	\$3,200	\$3,840
Sanitation Supplies	\$5,000	\$6,000
Clothing & Safety Equipment	\$1,000	\$1,200
First Aid Supplies	\$6,000	\$7,200
Trophies & Awards	\$500	\$600
TOTAL COMMODITIES	<hr/> \$21,700	<hr/> \$26,040
REPAIRS & MAINT TO BLDGS & EQUIPMENT	\$45,500	\$54,600
CAPITAL INVESTMENTS		
Capital Purchases	\$100,000	\$120,000
Transfer to Capital Fund for Capital Projects	\$223,445	\$268,134
Technology Upgrades	\$1,500	\$1,800
Bond Retirement Payments	\$563,870	\$676,644
TOTAL CAPITAL INVESTMENTS	<hr/> \$888,815	<hr/> \$1,066,578
PUBLIC INFORMATION		

SALARIES & WAGES	\$0	\$0
CONTRACTUAL SERVICES		
Postage	\$22,000	\$26,400
Advertising & Printing of Brochures	\$65,000	\$78,000
Professional Services	\$104,000	\$124,800
TOTAL CONTRACTUAL SERVICES	\$191,000	\$229,200
COMMODITIES		
Graphic Art	\$200	\$240
COMMUNITY CENTER RENTALS		
Custodian Salaries	\$1,000	\$1,200
Contractual Services	\$0	\$0
TOTAL COMMUNITY CENTER RENTALS	\$1,000	\$1,200
RECREATION PROGRAMS		
Youth Program Instructors	\$3,700	\$4,440
Youth Program Supplies	\$14,600	\$17,520
Teen Program Instructors	\$400	\$480
Teen Program Supplies	\$1,100	\$1,320
Adult Program Instructors	\$800	\$960
Adult Program Supplies	\$1,500	\$1,800
Exercise and Aerobics Programs Instructors	\$58,900	\$70,680
Exercise and Aerobics- Supplies and Maint	\$1,500	\$1,800
New General Recreations Programs Instructors	\$2,000	\$2,400
New General Recreations Programs Supplies	\$1,000	\$1,200
Family Program/ Trip Instructors	\$100	\$120
Family Program/ Trip Contractual Services & Supplies	\$325	\$390
Playhouse 38 Program Instructors	\$21,500	\$25,800
Playhouse 38 Program Supplies	\$42,800	\$51,360
Preschool Program Instructors	\$281,000	\$337,200
Preschool Contractual Service and Supplies	\$19,600	\$23,520
Toddlers Program Instructors	\$10,000	\$12,000
Toddlers -Contractual Services and Supplies	\$16,075	\$19,290
Active Older Adults-Trips Contract Serv & Supp	\$14,000	\$16,800
Active Older Adults Supplies	\$0	\$0
Ballet, Jazz, Tap Dance Programs Instructors	\$24,100	\$28,920
Ballet, Jazz, Tap Dance-Supplies & Contract Serv	\$22,125	\$26,550
Summer Camp Programs Instructors	\$196,000	\$235,200
Summer Camp- Supplies & Contractual Serv	\$13,800	\$16,560
Winter Activities Contractual Services & Supplies	\$0	\$0
Ice Skating Programs Contractual Services	\$5,500	\$6,600
New Contracted Programs Contractual Services	\$200	\$240
Batavia Park District Co-op -Contractual Serv	\$2,700	\$3,240
Library Seminars Contractl Services & Supplies	\$200	\$240
Special Summer Prog-Instruct, Supp & Cont Svcs	\$5,675	\$6,810
Halloween Event Instructors	\$450	\$540
Halloween Event Supplies and Contractl Services	\$2,900	\$3,480
Just Dad N Me Instructors	\$200	\$240
Just Dad N Me Contractual Services and Supp	\$5,900	\$7,080
Easter Programs Salaries	\$300	\$360
Easter Programs Contractual Services and Supp	\$2,150	\$2,580
New Special Events Instructors	\$150	\$180
New Special Events Contractual Serv and Supp	\$7,000	\$8,400

Mom N Son Event Instructors	\$100	\$120
Mom N Son Event Contractual Serv and Supp	\$3,200	\$3,840
North Pole Train Instructors	\$400	\$480
North Pole Train Contractual Services and Supplies	\$8,000	\$9,600
Movies in the Park Supplies	\$1,400	\$1,680
Harvest Hustle Contractual Services and Supplies	\$6,200	\$7,440
Super Bowl Shuffle Contractual Services & Supplies	\$12,100	\$14,520
Tennis Programs Instructors	\$0	\$0
Tennis Programs Supplies	\$12,600	\$15,120
Tumbling, Gymnastics & Cheerleading- Programs Instructors/Custo	\$77,500	\$93,000
Tumbling, Gym & Cheer- Contract Serv & Supp	\$10,250	\$12,300
Softball and Baseball-Instructors/Coord/Crew	\$4,000	\$4,800
Softball and Baseball-Contract Serv and Supplies	\$20,950	\$25,140
Volleyball Programs Instructors	\$16,600	\$19,920
Volleyball Programs Contractual Serv and Supp	\$3,500	\$4,200
Tiny Sluggers Contractual Services	\$11,500	\$13,800
Youth Basketball Salaries	\$25,500	\$30,600
Youth Basketball Contractual Services and Supp	\$7,600	\$9,120
Youth Wrestling Salaries	\$175	\$210
Youth Wrestling- Contractual Services & Supp	\$125	\$150
Holiday Camps Instructors	\$5,500	\$6,600
Holiday Camps Contractual Services and Supplies	\$8,300	\$9,960
New General Athletic Programs Instructors	\$50	\$60
New General Athletic- Contractl Serv and Supp	\$5,700	\$6,840
Tiny Sports Contractual Services	\$94,000	\$112,800
Three on Three Tournament Instructors	\$1,025	\$1,230
Three on Three Tournament Supplies	\$250	\$300
Golf Programs Contractual Services	\$2,100	\$2,520
Martial Arts Instructors	\$0	\$0
Martial Arts Programs Contractual Services	\$42,700	\$51,240
Beach Volleyball Salaries	\$0	\$0
Beach Volleyball Contractual Services & Supplies	\$375	\$450
Youth Track and Field Instructors	\$0	\$0
Youth Track and Field Supplies	\$0	\$0
Chicago Bulls Camp Contractual Services	\$0	\$0
Chicago White Sox Contractual Services	\$950	\$1,140
Lacrosse Contractual Services & Supplies	\$0	\$0
Ice Rinks Salaries	\$0	\$0
Western Avenue Gym Custodians	\$20,000	\$24,000
Western Avenue Gym Contractual Services	\$10,000	\$12,000
Harrison Street Gym Custodians	\$9,000	\$10,800
Harrison Street Gym Contractual Services	\$13,500	\$16,200
TOTAL RECREATION PROGRAMS	\$1,215,400	\$1,458,480
SUNSET RACQUETBALL AND FITNESS CENTER		
Administration & Employee Salaries	\$82,700	\$99,240
Contractual Services	\$36,015	\$43,218
Commodities	\$9,495	\$11,394
Repairs and Maintenance	\$5,500	\$6,600
Capital Investments - Equipment	\$500	\$600
TOTAL SUNSET RACQ AND FITNESS CENTER	\$134,210	\$161,052

SWIMMING POOLS

Administration & Employee Salaries	\$333,750	\$400,500
Contractual Services	\$99,400	\$119,280
Commodities	\$45,000	\$54,000
Repairs and Maintenance	\$5,300	\$6,360
Capital Investments - Equipment	\$1,900	\$2,280
TOTAL SWIMMING POOLS	<u>\$485,350</u>	<u>\$582,420</u>

MINIATURE GOLF COURSE

Administration & Employee Salaries	\$28,350	\$34,020
Contractual Services	\$3,475	\$4,170
Commodities	\$6,150	\$7,380
Repairs and Maintenance	\$200	\$240
Capital Investments - Equipment	\$50	\$60
TOTAL MINIATURE GOLF COURSE	<u>\$38,225</u>	<u>\$45,870</u>

KINDERZONE/ BEFORE/ AFTER SCHOOL / IN SERVICE DAY PROGRAMS

Administration & Employee Salaries	\$411,000	\$493,200
Contractual Services	\$332,000	\$398,400
Commodities	\$46,550	\$55,860
Repairs and Maintenance	\$400	\$480
Capital Investments - Equipment	\$2,000	\$2,400
TOTAL KINDERZONE/ B/A SCHOOL/ IN SERVICE DAY	<u>\$791,950</u>	<u>\$950,340</u>

SCHOLARSHIPS

Maintenance Capital Investment	\$7,000	\$8,400
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STEPHEN PERSINGER RECREATION CENTER (SPRC)

Administration & Employee Salaries	\$289,300	\$347,160
Contractual Services	\$153,900	\$184,680
Commodities	\$23,800	\$28,560
Repairs and Maintenance	\$14,500	\$17,400
Capital Investments- Equipment	\$1,500	\$1,800
TOTAL SPRC	<u>\$483,000</u>	<u>\$579,600</u>

TOTAL RECREATION FUND	\$5,494,150	\$6,592,980
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CONSTRUCTION FUND

	<u>BUDGET</u>	<u>APPROPRIATION</u>
Professional Fees-Architect, Legal & Consultants	\$162,000	\$194,400
Buildings & Improvements-Community Center	\$2,054,989	\$2,465,987
Park Development & Acquisition	\$284,347	\$341,216
Facility Improvements-Landscaping	\$50,000	\$60,000
Equipment, Vehicles & Trucks-New Purchase	\$50,363	\$60,436
Recreation Equipment Repairs	\$3,000	\$3,600
School Building Repairs and Emergency Repairs to Facilities	\$71,412	\$85,694
TOTAL CONSTRUCTION FUND	\$2,676,111	\$3,211,333

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

- (a) The estimated cash on hand at the beginning of the fiscal year is \$9,276,143
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$13,186,725.
- (c) That the estimated expenditures contemplated for the fiscal year are \$14,553,886.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$7,908,982.
- (e) That the estimated amount of taxes to be received by the Geneva Park District during the fiscal year is \$7,633,625

SECTION 3: Handicapped Recreation Fund

The sum of \$426,000 is hereby budgeted and the sum of \$511,200 is hereby appropriated to pay the contractual obligation of this Park District under agreement made pursuant to the Illinois Compiled Statutes 65 ILCS 5/11-95-14 "Joint Recreation Programs for Handicapped"; and 70 ILCS 1205/5-8 "Tax for Joint Recreational Programs for the Handicapped"; and 70 ILCS 1205/8-10b "Joint Recreational Programs for Handicapped" to provide for the establishment, maintenance and management of programs for the handicapped. Said tax shall also be in addition to the maximum of taxes authorized by Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 4: Illinois Municipal Retirement Fund

The sum of \$300,000 is hereby budgeted and the sum of \$360,000 is hereby appropriated to pay the obligation of this Park District pursuant to the Illinois Municipal Retirement Fund, Illinois Compiled Statutes 40 ILCS 5/7-101 et. Seq. Said tax shall also be in addition to the maximum of taxes authorized by the Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 5: Insurance Fund

That the sum of \$250,00 is hereby budgeted and the sum of \$300,000 is hereby appropriated to pay the obligation of the Park District pursuant to the Illinois Compiled Statutes 745 ILCS 10/9-103 "Insurance Contracts".

SECTION 6: Audit Fund

That the sum of \$13,450 is hereby budgeted and the sum of \$16,140 is hereby appropriated to pay the obligation of this Park District for an audit pursuant to Governmental Account Audit Act, Illinois Compiled Statutes 70 ILCS 1205/5-1 of the Park District Code.

SECTION 7: Social Security Fund

That the sum of \$330,000 is hereby budgeted and the sum of \$396,000 is hereby appropriated to pay the obligation of this Park District pursuant to the Social Security Enabling Act, Illinois Compiled Statutes 40 ILCS 5/21-110 "Tax Levy" in the amount necessary to meet the cost of participation in the Federal Social Security Insurance Program.

SECTION 8: Bond and Interest Fund

That the sum of \$856,175 is hereby budgeted and appropriated to pay the contractual obligation of the Park District for interest and principal under agreements for the purchase of real estate pursuant to the Illinois Compiled Statutes 70 ILCS 1205/8-15 "Purchase Contract or Refunding Loan Agreement".

SECTION 9: RECAPITULATION

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	\$4,208,000	\$5,049,600
Recreation Program Fund	\$5,494,150	\$6,592,980
Special Recreation Fund	\$426,000	\$511,200
Illinois Municipal Retirement Fund	\$300,000	\$360,000
Insurance Fund	\$250,000	\$300,000
Audit Fund	\$13,450	\$16,140
Social Security Fund	\$330,000	\$396,000
Construction Fund	\$2,676,111	\$3,211,333
Bond and Interest Fund	\$856,175	\$856,175
Grand Total of All Funds	<u>\$14,553,886</u>	<u>\$17,293,428</u>

SECTION 10:

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

SECTION 11:

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

Adopted this 17th day of May, 2021 pursuant to a roll call vote as follows:

ATTEST:

Signed _____
Sheavoun Lambillotte, Secretary

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: General Corporate Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$1,480,817
Real Estate Taxes	4,050,000
Personal Property Replacement Taxes	30,000
Fees, Charges & Investments	128,000
Bond Issue	
TOTAL ESTIMATED REVENUES	\$5,688,817

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Recreation Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$1,533,851
Real Estate Taxes	1,650,000
Personal Property Replacement Taxes	30,000
Fees, Charges & Investments	3,814,150
Bond Issue	
TOTAL ESTIMATED REVENUES	7,028,001

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Liability Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$217,872
Real Estate Taxes	175,000
Personal Property Replacement Taxes	5,000
Fees, Charges & Investments	1,750
TOTAL ESTIMATED REVENUES	\$399,622

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: IMRF Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$131,382
Real Estate Taxes	205,500
Personal Property Replacement Taxes	18,000
Fees, Charges & Investments	1,500
TOTAL ESTIMATED REVENUES	\$356,382

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Audit Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$8,284
Real Estate Taxes	6,450
Personal Property Replacement Taxes	3,000
Fees, Charges & Investments	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$17,734

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Social Security Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$165,432
Real Estate Taxes	264,500
Personal Property Replacement Taxes	13,000
Fees, Charges & Investments	2,500
TOTAL ESTIMATED REVENUES	\$445,432

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Special Recreation Fund

Revenue estimate for fiscal year beginning May 1, 2021

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$556,140
Real Estate Taxes	426,000
Personal Property Replacement Taxes	
Fees, Charges & Investments	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$982,140

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

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

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$182,391
Real Estate Taxes	856,175
Personal Property Replacement Taxes	
Fees, Charges & Investments	
Grants	
Bond Issue	
TOTAL ESTIMATED REVENUES	\$1,038,566

CERTIFICATION

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

Dated: _____

Treasurer

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

(SEAL)

CERTIFICATION OF ESTIMATED REVENUE

In Accordance with Public Act 83-881

Unit Name: Geneva Park District Fund: Construction Fund

Revenue estimate for fiscal year beginning May 1, 2021.

Source of Revenue	Amount
Funds available at beginning of the fiscal year.	\$4,999,974
Bond Issue	0
Fees, Charges & Investments	146,200
Grants	1,360,000
TOTAL ESTIMATED REVENUES	\$6,506,174

CERTIFICATION

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

Dated: _____
Treasurer

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

(SEAL)

STATE OF ILLINOIS)
) ss.
COUNTY OF KANE)

CERTIFICATION OF ORDINANCE

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

I do further certify that the foregoing constitutes a full, true and complete copy of the Ordinance 2021-04 regarding the Annual Budget and Appropriation Ordinance as set forth in the minutes of the regular board meeting of the Geneva Park District held on the 17th day of May, 2021, insofar as same relates to the adoption of the Ordinance entitled:

Annual Budget and Appropriation Ordinance

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of May, 2021.

Board of Commissioners, Geneva Park District

(SEAL)

Sheavoun Lambillotte, Secretary

LEGAL NOTICE

The Geneva Park District will conduct a public hearing to review the Budget and Appropriation Ordinance for fiscal year 2021-22 on Monday May 17, 2021 at the Geneva Park District Community Center, 710 Western Avenue, Geneva, IL at 7:00 PM. The Budget and Appropriation Ordinance is available for public review at the Geneva Park District Community Center Office between the hours of 9:00 am and 5:00 pm Monday – Friday.

Publish in the Kane County Chronicle Newspaper Friday April 30, 2021



Geneva Park District

Peck Farm Park Operations Manual

Board Approved ~~April~~ July 2021~~16~~

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1.0 FACILITY OPERATIONS

1.01 Hours of Operation:

Peck Farm Park Interpretive Center is open year round. The trails, picnic area, and courtyard are open from sunrise to ~~sunset~~[10pm](#).

The facility hours of operation are:

October 1 – April 30

Monday-Friday	9:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	Closed

May 1 – September 30

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

1.02 Facility Closings:

[Peck Farm Park Interpretive Center Facility](#) ~~is~~The facility is closed on the following days:

[New Year's Eve](#)

New Year's Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving

[Christmas Eve](#)

Christmas Day

1.03 Directions to Facility:

Peck Farm Park (630-262-8244) is located at 4038 Kaneville Road, Geneva, IL 60134 on the corner of Kaneville Road and Peck Road, west of Randall Road. If heading South on Randall Road, go right on Keslinger Road (West), left on Peck Road (South) and right on Kaneville Road (West). If heading North on Randall Road go left on Fabyan Parkway (West), and right on Kaneville Road (East).

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1.04 Crisis Management Plan At A Glance:

A crisis, whether real or perceived, is defined as a situation or event that causes, or has the potential to cause, significant concern for the public and district. It could be a facility evacuation, an accidental or near drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on Park District Property. The Geneva Park District has developed this crisis management plan to ensure that crisis situations are managed properly and communicated promptly and effectively. Additional details of the District's Crisis management Plan are available in the Geneva Park District Safety Manual.

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

1. Address the immediate emergency or crisis. If needed, dial 911.
2. Contact Facility Manager. In the event the Facility Manager is unavailable, the following is the order of responsibility:
 - A. Christine Shiel~~Trish Burns~~, Manager
 - B. Kim Bohannon~~Naturalist~~
 - C. Amanda Morgan~~Adam Schultz~~, Assistant Supt. Of Parks
 - D. Nicole Vickers, Superintendent of Recreation
 - ~~D. Larry Miller~~Larry Miller or Jerry Culp? Peck Farm Park
 - E. Sheavoun Lambillotte, Executive Director

<u>Christine Shiel</u> Trish Burns	Manager of Peck Farm Park	(cell) 847-627533-01102854
<u>Kim Bohannon</u> Naturalist		(cell) 630-217-4910
<u>Mandy Morgan</u> Adam Schultz	Assistant Supt. of Parks	(cell) 630-638-2059630-638-2059
<u>Nicole Vickers</u> Superintendent of Recreation		630-338-3749
Larry Miller	Peck Farm Park	(cell) 630-777-9807
Sheavoun Lambillotte	Executive Director	(cell) 630-222-5512
<u>Larry Gabriel</u> Jerry Culp	Superintendent of Parks	(cell) 630-921-0237630-921-0237

The following phone number should only to be used in an emergency situation when none of the above people can be contacted:

Alarm Detection Systems (630) 844-6314

AT NO TIME SHOULD THESE NUMBERS BE GIVEN OUT TO THE PUBLIC.

Fire, police, and ambulance	911
Park Security	630-921-0238
Com Ed	1-800-334-7661
Nicor	1-888-642-6748
Poison Control	1-800-222-1222
Child Abuse Hotline	1-800-25-ABUSE

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1.05 New Employee Orientation

NEW EMPLOYEE ORIENTATION

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

NUMBERS TO KNOW:

PFP phone number: 630-262-8244

PFP facility address: 4038 Kaneville Road

Your email: @genevaparks.com

PFP fax number: 630-232-4569

Your Supervisor

Phone Number: _____

Cell phone number: _____

E-mail: @genevaparks.com

PEOPLE TO KNOW:

Executive Director	Sheavoun Lambillotte
Superintendent of Recreation	Nicole Vickers
Assistant Superintendent of Recreation	Elliott Bortner
Administrative Assistant	Brynn Pattermann
SPRC Facility Manager	Sandy Harris
SPRC Customer Service Manager	Mike Hay
Athletic Supervisor	Ryan Coffland
Recreation Supervisor	Beth Keen
Recreation Supervisor	Kelly Wales
Senior/Trip Coordinator	Beth Keen
Supt. of Finance & Personnel	Christy Powell
Accounts Payable & Payroll Manager	Linda Fox
Accounting/Customer Service	Dawn Flesvig
Sunset Facility Manager	Jim Huetson
Sunset Customer Service Manager	Francesca Borman
Supt. of Parks & Properties	Jerry Culp
Assistant Superintendent of Parks & Properties	Mandy Morgan
Mgr. Peck Farm Park Interpretive Center	Christine Shiel
Naturalist	Miranda Myli & Christine Kustra
Aquatics Supervisor	Joey Kalwat

INFORMATION YOU WILL RECEIVE FROM YOUR SUPERVISOR:

- _____ Job Description
- _____ Tour of the facilities/Introduction to supervisors and staff
- _____ Hours of Operation/Keys/Alarm Code
- _____ Name Badge
- _____ Inbox for interoffice mail where to put outgoing mail, postage, etc.
- _____ District property and/or equipment needed with proper usage training
- _____ Uniforms and appearance (specific to position and facility)
- _____ List of contact names for programs/vendors (if applicable)

TO BE COVERED BY SUPERVISOR:

- _____ Mandatory Forms/Acknowledgements completed
- _____ Mission Statement and Organizational Charts
- _____ Review of Safety Manual, Safety equipment and/or procedures applicable to this position, etc.
- _____ Computer/E-mail/Phone Usage Training (retrieving voice mail, call transfer, etc.)
- _____ Computer systems orientation for Class
- _____ Provide copy of Personnel Manual
- IL Abuse and Neglected Child Act
- Introductory Period
- Vacation/Personal/Sick Leave/Holidays
- Program & Facility Discounts
- Pay Periods/Timesheets/Director Deposit/Salary & Wages
- Drug-free Workplace
- Non-Discrimination & Harassment Policy
- Dress code and personal Appearance Standards
- Employee Evaluations

1.06 Clocking in/Scheduled Work Hours:

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Clock in and out using the Time Clock management system. Time worked is considered to be time actually spent on the job performing assigned duties. Employees should report to work 10 minutes prior to their start time. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. ***Overtime work must always be approved by the supervisor before it is performed.*** Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

1.07 Staff Absences and No Show Procedures:

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

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

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

1.08 Phone Usage:

Telephones within the building are provided for business use (instructions for use are listed below). Calls which are made by employees that are not business related should be limited to two minutes in length. Staff is to limit usage of their personal cell phones for emergency purposes only. Cell phone usage is prohibited in the locker rooms and is strongly discouraged while working out in the weight room. Members are asked to limit their cell phone usage in the weight room out of courtesy of other members.

Instructions for ESI telephones

1. To make an interoffice call: Lift handset dial extension
2. To answer an interoffice call: Talk, lift handset, or press Speaker key
3. To make an outside call: Lift handset press an open line, Dial 1 + telephone number (including area code)
4. To answer an outside call: Lift handset or press speaker key
5. To transfer a call to a phone: Press transfer button, Press the line you want to transfer the call to, Hang up handset
6. To transfer a call to a mailbox: Press voice mail button, Press the line to the mailbox you want to transfer to, Hang up handset
7. To place a call on hold: Press the hold key
8. To make an overhead page: Lift handset, Press the Page SPRC button, Make announcement, Press Release button, Hang up handset

9. Redial: Press Redial key
10. Speakerphone: Press Speaker on and off
11. Speaker/Headset Volume Adjustment: Press Volume up and down keys
12. Standard Telephone Greeting: State location, State first name, How may I help you? Example: "Thank you for calling the Peck Farm Park, this is (name), how may I help you."
13. Exit Greeting: Example: "Thank you and have a great day."

1.09 Petty Cash Procedure:

All full time staff may have access to petty cash that is located in the Manager's Office. Staff must fill out the petty cash log and have a witness sign when taking possession of cash. Staff must return a receipt for all transactions, any extra change and have the receipt coded on top with supervisor initials. The petty cash log must be filled out when the money is removed from the pouch & again once staff returns with receipt. Receipts should be kept in the petty cash pouch. Once the petty cash drops below \$20, the manager will turn in all receipts for processing.

1.10 Credit Card Procedure:

All full time staff may have access to the Geneva Park District Visa card. The Visa cards are kept in the Manager's office. The cards must be signed out/in via the credit card log and a witness must be present during each time in the process. Transactions over \$500 will require a purchase order be filled out. Visa card must be returned with a receipt coded on top, the same business day.

1.11 Birthday Parties:

Birthday Basics:

- Parties are facilitated by a Peck Farm Park staff member
- Packages are for 15 children maximum, ages 4-10
- ~~Include pizza, cake or cupcakes, drink and all paper goods~~
- Parties are available on a first-come first serve basis with at least a two-week advanced notice
- Parties are available year-round, - winter is a great time at Peck Farm Park
- The Orientation Barn is heated and has an excellent view of the wetland
- All fees are required when the reservation is confirmed
- Parties needing additional supplies or materials will be charged an additional fee

To reserve your party:

1. Call Peck Farm at (630)262-8244 to check available dates
2. Fill out and return rental forms
3. Pay full program amount ~~(\$175 resident/\$200 nonresident)~~ (Amount varies depending on selection) and pay deposit (\$100)
4. ~~Sit back and relax while we do the work!~~
5. ~~Get into nature with a birthday party at Peck Farm Park!~~

Birthday Party Descriptions (include but not limited to):

1. ~~Pirate on the Prairie~~ Nature Detectives:
Become "nature detectives" by looking for wildlife and the clues they leave behind. An exciting scavenger hunt around Peck Farm Park to find a hidden treasure chest full of prizes!. Year round
2. ~~Creepy Crawlies~~ Jr Naturalist Party

~~Learn all about insects and go on an insect safari searching for these creepy crawlies!~~~~Build and paint a wooden birdhouse then take a hike in the prairie to see some of the many exciting birds that call Peck home.~~

~~Summer and Fall~~Year round

3. **Garden Party**~~Camouflage:~~

~~Learn how animals use camouflage for survival. Go on a hike to search for camouflaged critters living in the prairie.~~~~Paint a ceramic flower pot then visit our potting bench to fill it up with soil and plant a seed. You'll also visit our sensory garden and try using your senses to experience plants.~~

~~Seasonal~~Summer, Fall, Winter

4. **Bugs and Butterflies:**

~~Flutter by butterfly. Search for butterflies on a hike then visit the butterfly house for a close up look.~~~~Make an insect craft, go for a hike to meet some insects and then visit the Butterfly House to see some amazing butterflies up close!~~ Summer and Fall~~Seasonal~~

2.0 EMERGENCY PROCEDURES

2.01 Evacuation Plan:

In the event of an emergency necessitating the evacuation of the Peck Farm Park Interpretive Center, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. **Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, natural gas or chemical leak, bomb threat or acts of violence.**

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

Zone 1: Naturalist – Clear out the first floor. Be certain to look under all tables and desks for children. Close the doors to the Nature Room and Gift Shop. Exit the house through the main front doors and secure that door.

Zone 2 – Manager – Clear the second floor. Close all doors, exit the back stair case and clear the History Exhibit, kitchen using the outside entrance.

Zone 3 – Program Assistant – Clear Gift Shop and Kitchen and close all doors in kitchen.

(May not be on duty)

2. All employees and patrons will be directed to assemble at the Picnic Shelter. ~~P-~~patrons will be directed to Stephen Persinger Recreation Center for temporary shelter at 3507 Kaneville Road (630-232-4502).
3. When all employees and patrons are evacuated, all zone personnel will report to the manager on duty what areas within their zone that were not evacuated. (Ex. Unable to evacuate History room due to unsafe conditions)
4. The manager on duty will meet the fire and police personnel to communicate pertinent information including sharing the emergency services team binder.
5. The manager on duty will contact the Director to activate the District's Crisis Management Plan.

2.02 Fire Exit Locations:

- Main Entrance Doors
- Kitchen Door/ Accessible Ramp
- Cellar Doors from Basement

2.03 Fire Extinguishers Locations:

- Nature Room

- History Room
- Kitchen
- Gift Shop
- First Floor Hallway

2.04 Weather Related Closings:

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements or predetermined local area radio stations. Due to the nature of Park District operations, various employee departments may be required to work. These instances will be determined and communicated on a case by case basis as deemed necessary. Emergency closure is considered unpaid time in the case of non-exempt personnel. In the Event of emergency situations, please refer to the Crisis Management Plan located in the District's Safety Manual.

2.05 First Aid Kits/AED Use and locations:

First Aid Kit Locations: Peck House [Kitchen](#) and Peck Maintenance Shop

AED Locations: Orientation Barn

AED Use

The AED is a computerized device than can evaluate a person's heart rhythm. If it recognizes a rhythm that requires a shock, it can deliver the shock. It is very simple and safe to use, and will not incorrectly discharge an electrical shock. The AED provides the user with simple directions through voice prompts and visual aids on the monitoring screen. Without immediate AED use, the CPR survival rate is approximately 5%. When an AED is used together with CPR immediately after collapse, the survival rate can be as high as 74%!

Stopping Ventricular Fibrillation

In sudden cardiac arrest, the heart stops beating and is overwhelmed with chaotic electrical activity known as **ventricular fibrillation**. There is no circulation. Although CPR can supply fresh oxygen to the brain and vital organs to keep them alive, it cannot restore a heartbeat in the adult patient. CPR buys time until defibrillator arrives.

Defibrillation is the only way to stop the chaotic electrical impulses and correct ventricular fibrillation. The sooner the shock from a defibrillator is given, the better the chance of restoring the heart beat to a normal rhythm.

Defibrillation

A defibrillator runs a rapid, powerful electrical current through the heart, resulting in a brief pause of the heart's electrical activity. This allows the heart to resume its normal electrical rhythm, hopefully creating a muscular contraction (heartbeat).

An AED can be used by first responders for both adults and children before the arrival of the paramedics. It's important to be familiar with the location and operation of the AED at the facility. An AED should be used within 3-5 minutes of cardiac arrest for the best outcome.

ABCD'S

The **ABCD'S** are a series of actions a rescuer takes to determine if an unresponsive patient's **A**irway is open, if he or she is **B**reathing, if **C**ompressions and **D**efibrillation are needed, and if the patient is bleeding **S**everely or in **S**hock. Before performing the ABCD'S, attempt to establish a response from the patient.

Establish Responsiveness: Put on gloves, tap the patient's shoulders and shout at the patient if the patient does not respond, begin the ABCD'S. For an unresponsive adult, go call 911 or send bystander before beginning the ABCD'S.

A – OPEN THE AIRWAY

The airway extends from the lips to the lungs. When a patient becomes unresponsive, the tongue relaxes, falling back in the throat and covering the trachea (windpipe). **The tongue is the most common cause of airway obstruction in the unresponsive patient.** A patient may begin to breathe again when a rescuer opens the airway, lifting the tongue off the back of the throat. Log roll a victim who is faced down onto his/her back.

Open the airway with head tilt/chin lift maneuver.

1. Place one hand on the forehead. Place two or three fingers on the bony structure of the jaw.
2. Lift the chin up while tilting the head back.

B – CHECK FOR BREATHING

While maintaining an open airway, place your head near the patient's face with your ear near his/ her mouth. Look, listen and feel for breathing for 5 -10 seconds.

Look for chest movement

Listen for sounds of breathing.

Feel with your cheek and ear for air flow or warmth.

If the patient is not breathing normally (adult), give 2 rescue breaths. For 1 Second each. Just enough for chest rise.

Adult: Gasping or irregular breathing is not normal breathing.

Child or Infant: Check for the presence of any breathing.

C – CHEST COMPRESSIONS

If an unresponsive patient is not breathing, give 2 rescue breaths and immediately begin **compression**.

PRESS FIRM AND FAST

Depth –

Adult: 1 ½ - 2 inches

Child: 1-1 ½ inches

Infant: ½-1 inch

Location-

Adult and child: Center of the chest between the nipples

Infant: Just below the nipple line

Ratio – 30 compressions to 2 ventilations (30:2), Perform 5 cycles of 30:2 in 2 minutes. Allow full chest recoil. Decrease interruptions to compressions

D – DEFIBRILLATION

An AED should be ready to deliver a shock within 90 seconds of its arrival. If a second trained rescuer is present, continue CPR while the AED is prepared for use:

1. Turn on the AED
2. Apply pads to chest; attach connector cables if needed.
3. Allow the AED to analyze the heart rhythm.

4. Press shock button if prompted.
5. Immediately resume chest compressions.
6. Follow the AED prompts.

2.06 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
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

SEIZURES: 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

SEIZURES: TREATMENT

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 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.

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 over heating.

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.

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.

20.7 **Accident Reporting:**

1. **Involving Participants:** Minor first aid may be administered, i.e., minor cuts, abrasions, etc. Contact supervisor, fill out accident report and turn in to your supervisor within 24 hours. Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and return to supervisor immediately.
Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Manager of Peck Farm Park or the Director. **Under no circumstances** is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.
2. **Involving An Employee:** If an employee is injured while on the job and who does not require immediate medical assistance must report to their supervisor who will direct the employee to the proper medical locations if necessary. An accident form must be completed and returned to supervisor within 24 hours.
3. **Accident Reports:** All accident reports must be filled out within 24 hours and returned to your supervisor. Emergency phone numbers are located in the first aid kit and are posted by all phones.

STEPS TO BE TAKEN

1. Employee nearest the injured shall attend to the victim.
2. Second employee shall call 911 if needed and alert the Supervisor.

3. Emergency first aid shall be applied.
4. Third employee shall direct bystanders away from the injured.
5. A written accident report shall be submitted to the office that day.
6. The Park District office as well as the parents should be notified by phone.

REMEMBER: Accidents can be prevented. Look for problems and correct them before an accident occurs. Any person who has been treated for any injury or illness that is life-threatening should have follow-up medical care.

For additional emergency information please reference Geneva Park District Emergency Plan located within the Safety Manual.

2.08 Safety:

Employee Responsibilities:

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

General Safety Rules:

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

3.0 PECK FARM PARK DAILY OPERATIONS

Note: This is a generalized schedule that in all likelihood the timing of the duties will fluctuate each day. However, the all items on the list should be addressed.

8:30 am

- Open Peck House
 - Disarm alarm
 - Turn on lights in Nature Room, History Room, front porch, front hallway, back hallway
 - Unlock inner front door and outer front door
 - Check all rooms for damage or debris, report or clear as needed
 - Check rentals, groups, and Butterfly House schedule
 - Make sure walkie-talkies are charged
- Open Observation Silo
 - Turn on lights by switching breaker #5
 - Check site for damage & debris, report or remove as needed
- Open Orientation Barn
 - Note any set-ups needed for the day
 - Test video system, watch for the video to start before leaving and if necessary, put an out-of-order sign on the button
- Open Orientation Barn Bathroom
 - Check supplies & trash, replace or remove
- Walk Hawks Hollow
 - Check for trash
 - Check for proper flow of creek and splash pad

8:50 am

- Walk with opening volunteer to the Butterfly House
 - Set up Donation Box
 - Set up Gift Shop items
 - Make sure walkie-talkies are working
 - Check pupa room for possible releases and humidity levels
 - Check shade cloth for tears and repair as needed
 - Check supply of passport activity sheets
 - Check supply of brochures at kiosk and fill as needed

10:00 am

- Physically walk to Butterfly House to check on volunteers
- Walk Hawks Hollow
 - Check for trash
 - Check for proper flow of creek and splash pad

11:00 am

- Greet new shift of volunteers
- Check pupa room for possible releases and humidity levels

Noon

- Physically walk to Butterfly House to check on volunteers

1:00 pm

- Greet new shift of volunteers
- Check pupa room for possible releases and humidity levels

2:00 pm

- Physically walk to Butterfly House to check on volunteers

3:00 pm

- Greet new shift of volunteers
- Check pupa room for possible releases and humidity levels
- Walk Hawks Hollow
 - Check for trash
 - Check for proper flow of creek and splash pad

4:00 pm

- Physically walk to Butterfly House to check on volunteers

4:50 pm

- If there are no visitors, begin to lock up buildings. If there are still visitors, begin locking up at 5:05 pm and start at the Butterfly House.
- Observation Silo
 - Check damage or debris, report or clear as needed
 - Turn off lights
 - Lock door using the hex key
- Orientation Barn
 - Check for damage or debris, report or clear as needed
 - Check that back doors are locked
 - Turn off lights
 - Make sure left front door is latched
 - Lock right front door
- Orientation Barn Bathroom
 - Turn off lights
 - Check for damage or debris, report or clear as needed
 - Replace needed supplies
- Peck House
 - Turn off lights in Nature Room, History Room, front porch, front hallway, back hallway, and second floor
 - Log off computers
 - Turn off all lamps, fans, and heaters
 - Latch outer front door
 - Lock and chain inner front door
 - Check all rooms for damage or debris, report or clear as needed
- Set the Alarm, if last to leave.

5:00 pm

- Lock up Butterfly House
 - Lock and check back vestibule, pupa room, back door, front door, front vestibule
 - Take donation box to the Peck House and sort cash
 - Put all donations in the safe.
 - Lock donation box in Nature Room closet
 - Make sure radios are off and in the charging cradles

Other duties:

- Greet each visitor in the Peck House
- Answer phones / check messages
- Staff gift shop
- Straighten Nature Room & History Room
- Dust
- Wash windows in Peck House, Orientation Barn, Butterfly House and/or Silo
- Walk the buildings and check for debris and interact with visitors
- Work on long-term projects (Peck Farm Park Butterfly House Book, etc.)
- Check water levels of all animals
- Sweep front & back porches

4.0 FACILITY RENTAL**4.01 Reserving the Facility:**

1. Reservation of a Geneva Park District facility requires a completed, signed facility rental request application, a completed, signed facility rental agreement and a completed, signed facility rental contract/permit. Rental is not confirmed until a deposit is received. Final payment of rental fees are due a minimum of 2 weeks prior to the specified date of use or rental may be canceled.
2. Building rental requests are to be considered one day only, unless otherwise agreed upon. Room rental agreements for successive dates will be for a maximum of 6 months, at which time the agreement must be renewed. The Geneva Park District reserves the right to terminate any rental agreement with a 30 day notice.
3. The Geneva Park District reserves the right:
 - To approve or deny any request submitted for a facility rental (approval will not be unreasonably denied).
 - To cancel or to move the scheduled activity to another Geneva Park District facility due to scheduled Geneva Park District function.
 - To revoke any request previously granted at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the facility is endangered by the continuation of such activity.
4. Renters shall reserve facility no more than six (6) months in advance. Exceptions may be made for special circumstances with the approval of the facility manager (i.e. family reunions, wedding anniversaries, wedding receptions)
5. To make a reservation:
 - Please complete and sign the facility rental request application and mail, fax or return it to the facility.
 - All rental requests will be reviewed and the potential renter will be notified ~~by phone~~ as to status of his rental request within 2 business days of receipt of application.
 - A rental will be considered booked when the facility has received the signed contract, the signed agreement, full payment including security deposit, and the liquor liability insurance certificate, if required. Once the facility rental request has been approved, the renter must come to the facility with the \$100 security deposit and sign both the facility rental agreement and the facility rental contract.

4.02 Rental Deposits and Payment Information:

1. A \$100 rental deposit is required per room at the time of rental confirmation. ~~Deposits will be applied to final payment.~~ A \$500 deposit is required for rentals with alcohol with over 50 people. ~~A \$250 deposit is required for rentals with alcohol with less than 50 people.~~
2. Conditions which lead to a breach of contract and extra fees include, but are not limited to, the following:
 - Clean up is not completed as outlined in the facility rental regulations.
 - Use of the room exceeds scheduled rental time.
 - The number of persons attending the event exceeds the number of participants listed in the agreement.
 - Geneva Park District equipment is damaged during rental period.
 - Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
 - Not adhering to facility rental regulations.
 - The presence of alcohol during a rental that was not specified on the contract and/or without the appropriate liquor liability insurance.

4.03 Cancellation/Refund Policy:

Cancellations must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 14 days prior to event. No deposit refund will be granted on rescheduled bookings of a cancelled contract.

4.04 Available Rental Hours:

1. ~~Rentals occurring Monday-Friday have a 4 hour minimum and must be held between 7:00 a.m. and 10:00 p.m. Rentals on Friday evenings and Saturday have a 2 hour minimum and must occur between the hours of 7:00 a.m. and 10:00 p.m.~~ All rentals have a four hour minimum and must be held between 7:00 a.m. and 10:00 p.m. Rentals on Friday evenings and Saturday have a 2 hour minimum and must occur between the hours of 7:00 a.m. and 10:00 p.m.
2. Rental event set-up and clean-up must take place within the specified rental time on the contract. Renter will be allowed access 30 minutes prior to the scheduled time of the contract free of charge, if the room is available for set-up, and 30 minutes after time of contract for cleanup.
3. Renter MUST VACATE the facility at the time designated on the facility rental contract. Failure to vacate will result in a service charge per hour (or any part thereof) equal to the room's prevailing rate.

4.05 Peck Farm Park Building Descriptions and Facility Rental Rates:

Orientation Barn

A multi-media equipped modern classroom and lecture hall. Once used to store grain, the Barn will seat 45 people in lecture format, or 20 people at tables for meetings. The barn can accommodate PowerPoint, video, and slide presentations with a variety of lighting options and speaker sound capabilities. A large deck overlooking Peck Lake is accessible directly from the classroom. Attached restroom.

1869 Italianate Peck Farm House

The Nature Discovery Room – is filled with storybooks, nature exhibits, live animals, activity stations, and a fireplace. Can accommodate 12 people at 3 small tables.

The History Room – ~~original, refinished pine floors with~~ historical exhibits of the four generations of Pecks who lived in the house. ~~Available for private viewings with house rental.~~

The Kitchen – a large kitchen with all amenities. Can be used in conjunction with ~~the Picnic Shelter, Discovery Room or Orientation Barn~~ a whole site rental.

Picnic Shelter and George's Circle

A picnic shelter with 4-8 tables plus additional tables available next to the shelter. Overlooking 100 acres of prairie and wetlands. Restrooms available at Orientation Barn in the courtyard. Groups of 12 or more must make reservations. George's Circle is a small ~~amphitheater~~ amphitheater with a fire pit. A fire can be set in the pit, but a GPD staff must be on site during the length of the rental. This requires an additional fee.

3-Sided Barn

A 3-sided barn with 4-8 tables plus additional tables available next to the shelter. Overlooking 100 acres of prairie and wetlands. Restrooms available at Orientation Barn in the courtyard. Groups of 12 or more must make reservations.

Courtyard Reservation (required for larger rentals or when the Peck House & Barn are both reserved)

There is a \$50 per hour fee for reserving the courtyard/gardens area or for ceremonies in the courtyard.

Weddings/Receptions (includes shelter, house, barn, & courtyard for a four ~~6~~-hour block of time. \$500 deposit required. Additional Park District insurance must be purchased if serving alcohol. *Grounds remain open to Public)

Resident - \$~~600~~1,000

Non-resident - \$~~1,000~~\$800

4.06 DEPOSITS

Deposit and building rental fee due at reservation. Deposits will be returned immediately following the event (if staff is on site) or within one week of rental if the facility is left in the condition it was prior to the event. Deposits will not be returned if rental party cancels 10 days or less prior to rental date, or if any damage or additional cleaning (above and beyond normal wear-and-tear) is required.

DEPOSIT:

Resident / Non-resident - \$100.00

If Alcohol Served - \$250 for events up to 50 people \$500.00 for events over 50 people ~~additional~~

Deposits are held through the date of the event and cannot be applied to any rental fees that are due prior to the date of the event.

**Peck Farm Park
Geneva Park District
4038 Kaneville Road
Geneva, IL 60134**

Phone: (630) 262-8244 Fax: (630) 232-6435

Peck Farm Park Fees and Charges

Peck Farm Park Picnic Shelter/ George's Circle

Geneva Park District Residents	\$125.00 / <u>for the first four hours, \$50 per hour afterwards day</u>
Non-residents	\$175.00 <u>150.00 / for the first four hours, \$75 per hour afterwards day</u>
Resident not for profits	50% discount

3-Sided Barn

Geneva Park District Residents	\$125.00 <u>50.00 / for the first four hours, \$50 per hour afterwards day</u>
Non-residents	\$175.00 <u>90.00 / for the first four hours, \$75 per hour afterwards day</u>
Resident not for profits	50% discount

Orientation Barn

Geneva Park District Residents	<u>\$120.00 / for the first four hours, \$30 per hour afterwards</u>
--------------------------------	--

\$20 / hour M F 9 am 4 pm

\$40 / hour M F 4 pm 10 pm

\$40 / hour Sa & Su 9 am 4 pm

Other hours quoted upon request

Non-residents \$160.00 / for the first four hours, \$40 per hour

\$40 / hour M F 9 am 4 pm

\$60 / hour M F 4 pm 10 pm

\$60 / hour Sa & Su 9 am 4 pm

Other hours quoted upon request

Resident ~~not for non-1~~ profits 50% discount

Peck Courtyard (Allowed only in conjunction of OB, PS, or 3SB rental)

Geneva Park District Residents \$50.00 / day

Non-residents \$50.00 / day

Resident not for profits \$50.00 / day

Peck House Kitchen (Allowed only in conjunction of OB, PS, or 3SB rental)

Geneva Park District Residents \$50.00 / day

Non-residents \$100.00 / day

Resident not for profits \$50.00 / day

Peck House Kitchen is only available with full facility rental.

Deposits

A deposit will be collected at least 2 weeks prior to the rental date for protection against damage or unusual cleaning. Deposits will be returned within one week of usage date if the facility is in the condition it was presented. Deposits will not be returned if rental party cancels 10 days or less prior to rental date.

DEPOSIT: Resident / Non-resident - \$100.00

If Alcohol Served - \$250 for events up to 50 people \$500.00 for events over 50

DEPOSIT: Resident / Non-resident - \$100.00

If Alcohol Served - \$500.00 additional

Deposits are held through the date of the event and cannot be applied to any fees that are due prior to the date of event.

Liquor Insurance Charge:

Event liquor liability insurance of \$1,000,000, must be purchased within 48 hours of booking rental through www.eventhelpers.com \$180.00—\$300.00 (depending on size and type of event) for \$1,000,000 liquor liability coverage or proof of insurance in the form of a certificate of insurance for \$1,000,000 liquor liability coverage is required. Renter is responsible for ensuring that no liquor is present at their event without the purchase of the specified liquor insurance. Failure to have insurance in the presence of alcohol at an event may result in the loss of the security deposit.

Peck Farm Park Staff are required to be on site for the duration of any rental with alcohol or requesting a fire. There is an additional charge of \$25 per hour for these types of rentals.

4.07 Room Use:

1. Renter is responsible to see that all activities are properly controlled and supervised.
 - The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use.
 - If your event requires police intervention, part or all of your deposit may be withheld.
2. No minor (under 18 years of age) will be permitted to use the building unless an adult supervisor is present during the entire rental.
 - Adequate adult chaperones must be provided for guests less than eighteen years of age: one chaperon per every ten minors.
 - Minors will not be permitted in the building until an adult from the group is present.
3. An individual using the building will be expected to stay in the immediate area of the room they are renting. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
4. NO ALCOHOL is allowed in any park district facility or property unless authorized by permit. This includes parking lots.
5. No person shall enter or remain on Park District property in an intoxicated condition.
6. NO SMOKING is allowed at Peck Farm Park (includes all indoor and outdoor locations.)
7. Rice, confetti, glitter, or similar materials are not allowed inside or outside of the facility at any time. Lighted candles or open flames (with the exception of sterno cups) inside any of the buildings require approval from the Facility Manager.
8. Balloons are not allowed for any rental or purpose at Peck Farm Park.
9. Doors of the building must remain closed throughout event.
10. Renters must load/unload from the parking lot unless permission is granted by facility attendant to utilize alternate locations for loading and unloading only.
11. Please keep noise to a minimum. Renter may be asked to reduce noise level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
12. The rental room must be returned to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit.
13. Vehicles may only drive up the appropriate community room to unload food or equipment and then move the vehicles into the parking lot. The vehicles are not to remain on the sidewalk during the event.

4.08 Catering and Kitchen Use:

1. Food and beverage
 - Renters may provide their own food and beverages, or they may utilize professional caterers for their event.
 - Renters are responsible for their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.
2. Kitchen
 - Renter is responsible for the condition of the kitchen and for the caterer in charge of renter's event.
 - Kitchen must be returned to the same condition in which it was found at beginning of the event.

4.09 Set Up and Clean Up:

1. Fees include set-up of tables and chairs providing a floor plan is submitted [10 days](#) prior to rental date.

2. The Geneva Park District will provide the following equipment free of charge:
 - Chairs up the maximum capacity for room
 - [Rectangular tables for the orientation barn](#)
 - [Picnic tables for the 3-Sided barn and the picnic shelter](#)
 - Garbage cans
3. Renter is responsible for leaving facility in the same condition it was found.
 - Renter is required to place all trash in the containers provided.
 - Renters must remove all decorations and place them in the appropriate provided trash receptacles. This includes removal of all tape and hanging materials.
 - If damages is found, the renter will be billed accordingly.
 - All non-district equipment and supplies, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours.
 - Nothing may be stored on site without prior approval of facility manager. A fee will be charged for items brought early or left by the renter. Exceptions must be approved by facility manager.

4.10 ~~Permits Needed:~~Special Permission from the facility manager, Superintendent of Recreation and the Executive Director may be required for:

- All live music or amplified sound.
- ~~Event where alcohol beverages are consumed.~~
- Any activity that a fee is charged for parking or participation.
- ~~Event that makes use of mechanical or inflatable amusement device.~~
- Distribution of food and or beverage for a fee or fundraiser.
- ~~Lighted candles are not allowed at any Peck Farm Park rental outside or in the historic Peck House.~~

4.11 Insurance:

- Groups, [vendors and caterers](#) may be required to provide proof of insurance.

4.12 Music:

- Rentals planning to have live or amplified music must get approval from the Facility Manager ~~and a permit.~~
- Unless otherwise approved by the Facility Manager, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary.
- DJ's and musicians must bring their own extension cords and other supplies as needed.
- Renter may be asked to reduce music level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.

4.13 ~~Alcohol Use~~Permits:

- The Serving of alcohol would be allowed through after obtaining approval from a facility manager, ~~and and~~ after filling out all appropriate paper work.
- ~~The cost of a liquor license is \$180. A deposit of \$500 in the form of check or Credit Card is also required in addition to the license fee in the event of property damage. Check will be returned at the end of event if there are no incidents. Liquor Insurance must be obtained from [www.eventhelper.com](#) and an additional liquor deposit paid to Peck Farm Park~~
- ~~Alcohol would not be permitted while other programs and events are being conducted in the adjacent community rooms.~~
- ~~Alcohol would not be allowed outside of the permitted use area and would not be allowed in common building areas, outside on the premises, or in the parking lot.~~

- [Alcohol may not be sold at events without prior arrangement with the facility manager and Superintendent of Recreation](#)

5.0 PERSONNEL POLICIES/ JOB DESCRIPTIONS

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

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

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

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

1. The operation of Peck Farm Park is governed by the park district's personnel and operations policies, and by this manual. All employees are subject to the provisions of these policies. If any questions arise, please consult these policies and manual. A copy of all manuals is kept in the conference room of the Peck House.
2. An employee is late if he/she reports late for work at the scheduled starting time, or abuses any break privileges, leaving early for lunch or returning late, or leaving work before the scheduled time.

Employees are expected to report 10 minutes before their scheduled shift and to be engaged in productive work until their scheduled quitting time. If a supervisor observes a problem of lateness with an employee, a discussion of the incident or problem with the employee will occur to attempt to gain employee compliance.

If an employee realizes that he will be late, he should notify his supervisor. If advance notice cannot be given, the employee should report to his supervisor upon arrival.

If an employee continues a pattern of lateness, the supervisor may make the incident or incidents a matter of record. To do this he/she presents a letter to the late employee. After the employee reads the letter, or has it read to him, the employee signs the letter. Finally, it becomes part of the employee's permanent personnel file. ***Please refer to the Personnel Manual (Updated 2016) for complete policies.***

Position:

Manager of Peek Farm Park Interpretive Center

Summary:

Under the direction of the Executive Director, plan, organize and direct a range of interpretative services with emphasis on environmental education, recreation, and history, including camp programs, field trips, scout programming, adult naturalist program and special events. The manager shall also manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1860 historic Peek House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Hawks Hollow Nature Playground, and Picnic Areas. The manager will also serve on the District's natural areas committee, serve as staff liaison for the Geneva Park District Foundation, supervise staff, both full and part-time, and oversee volunteer programs.

Supervisor:

The Manager of Peek Farm Park Interpretive Center reports to the Executive Director.

Qualifications:

Minimum of Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation and 3 years full-time experience working in a related environment and 2 years managerial experience. Master's degree preferred, experience may substitute for an advanced degree. Other desirable attributes include professional certification(s), understanding of the Midwest environment including prairie, wetland and woodland ecosystems familiarity with the principles and techniques of natural and cultural history interpretation and with environmental education curricula. Strong communication skills required, both verbal and written. Experience with public speaking and the ability to speak comfortably in public, as well with people of all ages, lead interpretative tours, and recruit and motivate volunteers. Enthusiasm, reliability, ability to take initiative, ability to work independently and as part of team, and flexible schedule all very important.

Hours:

Working hours shall have varying hours, due to programs, special events, speaking engagements, tours, etc. Due to the very nature of the work, evening and weekend hours of duty are to be expected. The Executive Director will approve hours of duty, and the employee shall be considered to be on duty whenever a need exists for his/her services.

Essential Functions:

Administrative

1. Plan, organize & direct the recreational, educational, historical, and environmental interpretative programs for visitors to Peek Farm Park Interpretive Center. Develop and maintain specific curricula and specialized programs for varied groups within the community. Provide guided tours at Peek Farm Park.
2. Supervise the acquisition & removal of artifacts as well as cataloging, storage, and preservation of such artifacts.
3. Organize and record an up-to-date inventory of all materials and equipment at Peek Farm Park Interpretive Center and maintain resource files on the natural history of the park.
4. Oversee the security at Peek Farm Park Interpretive Center.
5. Initiate and follow through on work orders with the Parks Department for maintenance-related items.

Finance:

1. ~~Develop and manage the annual budget for Peck Farm Park Interpretive Center.~~
2. ~~Follow all purchasing procedures and guidelines as per district policy.~~

Communications:

1. ~~Serve as liaison between the Geneva Park District, St. Charles Park District, Kane County Forest Preserve District, Chicago Wilderness, the IL Nature Preserves Commissioners, the Nature Conservancy, and various other groups. Represent the district on appropriate advisory boards and committees as directed or needed.~~
2. ~~Coordinate and/or prepare news articles, program schedules, interpretative flyers, signs, brochures, and other similar materials for PFPIC and other areas within the district with the Marketing Supervisor.~~
3. ~~Conduct public speaking programs on natural areas, environmental education, and all programs related to PFPIC and other natural areas within the district. Communication, education, and promotion of PFPIC are key elements to this position.~~
4. ~~Establish and maintain communication with School District #304 and other school systems within the area concerning environmental education and use of PFPIC. Act as a liaison and coordinate all aspects of school curriculum program in regard to environmental education, natural areas, natural history and related programs.~~
5. ~~Communicate with the Executive Director and other district staff regarding operations, programs, schedules, etc.~~
6. ~~Coordinate and communicate the athletic field maintenance and activity schedules with the appropriate staff.~~

Personnel:

1. ~~Recruit, supervise, train, and provide incentives to volunteers for programs, historical research, conservation projects, school programs, plantings, and maintenance. It is a necessity that the volunteers and volunteer program be maintained and recognized for its contributions.~~
2. ~~Supervise, train, and direct personnel at Peck Farm Park Interpretive Center.~~
3. ~~Investigate, develop and implement a successful internship program.~~
4. ~~Oversee Eagle Scout requests and projects.~~

Planning:

1. ~~Serve on district's natural area committee. Integrate monitoring programs of natural areas to provide feedback and data on the effectiveness of management strategies.~~
2. ~~Develop and manage the long range plans for facilities, program services and open space including cost projections. Provide information to agencies and organizations regarding financial needs of PFPIC. Seek public and private sector grants.~~

Safety:

1. ~~Understand the park district's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.~~

Marginal Functions:

1. Prepare reports as assigned or as needed.
2. Attend seminars, conferences, etc. to keep informed on new and updated information concerning natural areas.
3. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.
4. Assist all employees of the Park District as needed.

Physical Requirements

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

Cognitive Considerations

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The manager must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most program and natural area maintenance activities are performed outdoors.

Position: _____

Board Approved 06/2016

Naturalist

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center and the Executive Director, the Naturalist is responsible for camp programs, field trips, scout programming, adult naturalist programs, special events and exhibits. A strong background in curricula writing is a plus. The Naturalist will also help manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Picnic Areas, the Amphitheater, and the Nature Playground.

Supervisor:

The Naturalist reports to the Manager of Peck Farm Park Interpretive Center and the Executive Director.

Qualifications:

Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation. 1-3 years experience leading natural history, interpretive and environmental education programs. Experience working in park settings and planning and facilitating non-formal education programs. Familiarity with the principles and techniques of interpretation and with environmental education curricula.

Hours:

This full time position requires 40-42 hours per week average. May fluctuate with season, program and/or office needs. Due to the nature of the work, evening, weekend and holiday hours are frequently required. Regular hours to be: Tuesday—Saturday 8:30 am—5:00 pm. Camp season hours: Monday—Friday 8:00 am—4:30 pm.

Essential Functions:

Duties and Responsibilities:

1. ~~Plan, organize & facilitate educational programs and special events at Peek Farm Park with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults.~~
2. ~~Serve as the Camp Director during camp season. Plan, organize and facilitate all details regarding camp. Supervise, train, and direct all camp counselors under the guidance of the Manager.~~
3. ~~Plan, organize & facilitate educational programs and special events at Hawks Hollow Nature Playground with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults. Facilitate acquiring the needed supplies to keep the playground fully stocked.~~
4. ~~Answer phones; respond to inquiries for information, and general office duties as required. Greet public as needed in the Peek house or on park grounds.~~
5. ~~Interpret the historical/cultural history, natural history, and recreational resources of Peek Farm Park to all visitors.~~
6. ~~Assist with and maintain the Butterfly Exhibit at Peek Farm Park.~~
7. ~~Assist with developing the yearly budget.~~
8. ~~Follow all purchasing procedures and guidelines as per district policy.~~
9. ~~Create and maintain displays, collections, exhibits and interpretative signs for the Nature Discovery & History Room, formal garden areas, and natural areas.~~
10. ~~Assist with natural areas maintenance as needed, including assisting with seasonal prescribed burns, invasive species removal, seed collection, plantings, etc.~~
11. ~~General maintenance of the Peek House, buildings, and grounds.~~
12. ~~Create and develop marketing information such as brochures and flyers.~~
13. ~~Assist in preparing news releases and other forms of publicity, designing gardens and natural areas of Peek Farm Park, and in pursuing grants for Peek Farm Park.~~

Communications:

1. ~~Inform the Manager of Natural Areas & Interpretation and Executive Director of all pertinent matters and work schedule.~~
2. ~~Communicate all necessary information to main office staff.~~

Safety Program:

1. ~~Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Physical Requirements:

1. ~~Handle Park District materials up to 50 pounds. Assistance will be provided when necessary.~~

2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer and cold of winter.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Naturalist must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

Position:

PPPIC Program Assistant (Part-time)

Summary:

~~Under the direction of the Manager of Peek Farm Park Interpretive Center, the Program Assistant is responsible for assisting with and leading classes, programs, and tours; general office duties at Peek Farm Park; assisting with exhibits; general maintenance of the facilities as needed; and special duties as assigned.~~

Supervisor:

The Part time Peek Farm Park Program Assistant reports to the Manager of Peek Farm Park Interpretive Center and the Executive Director.

Qualifications:

~~A four year degree or the equivalent combination of education, experience and training in environmental education, science or similar fields. Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.~~

Hours:

~~25-40 hours per week average. Hours may fluctuate with season, program and/or office needs. Due to the nature of the work, evening and weekend hours are required. Schedule: M-F: as assigned and S-Sunday: as assigned.~~

Essential Functions:

1. Assist with and lead, as necessary, interpretative programs at Peek Farm Park with an emphasis in environmental education, natural and cultural history, for individuals and groups of all ages, including families, scout groups, school groups, preschoolers, birthday party groups, and adults.
2. Understand and interpret recreational, educational, historical and environmental resources at Peek Farm Park to all visitors.
3. Maintain displays and exhibits for the Nature Discovery, Hawks Hollow and History Rooms. General maintenance of the Peek House and park grounds as needed.
4. Understand and share the natural and cultural history of Peek Farm Park.
5. General office duties as required.

Marginal Functions:

1. Assist with Special Events as needed.
2. Complete special projects as assigned.
3. Assist all employees of the Park District as needed.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
- The Program Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park Dist

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Communications:

1. ~~Inform the Manager of Peck Farm Park Interpretive Center and Director of all pertinent matters and work schedule.~~
2. ~~Communicate all necessary information to main office staff.~~

Safety Program:

1. ~~Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee. Report all incidents and potential hazards to the safety committee and/or Park Manager as soon as possible.~~

Marginal Functions:

4. ~~Assist with Special Events as needed.~~
5. ~~Complete special projects as assigned.~~
6. ~~Assist all employees of the Park District as needed.~~

Safety Program:

1. ~~Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Physical Requirements:

1. ~~Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.~~
2. ~~Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer and cold of winter.~~

Cognitive Considerations:

2. ~~Resolve differences and problems that arise with patrons and work together with employees.~~
3. ~~The Program Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~

Position:

Park Foreman

Function:

~~Under the direction of the Superintendent of Parks and Properties, the Foreman shall assist in planning and organizing the daily work schedule including repairs, improvement of grounds, facilities, and buildings of the Park District. Shall assist and carry out work activities as scheduled and supervise full and part time personnel to complete these functions. May be in charge of Parks Department during absence of Superintendent of Parks and Properties.~~

Supervisor:

~~The Park Foreman reports to the Superintendent of Parks and Properties and the Executive Director.~~

Qualifications:

~~Minimum includes completion of a high school education and four years experience in a parks department or related field.~~

Essential Functions:

Administration:

- ~~1. Assist in the day-to-day operation of the parks department and the organization of a daily, weekly and monthly work schedule.~~
- ~~2. Assist in maintaining necessary operational records of the parks department.~~
- ~~3. Assist in development and implementation of budget.~~

Personnel:

- ~~1. Supervise and work with full and part time Parks Department personnel.~~
- ~~2. Conduct, or assist with, full time and part time staff interviewing, hiring and training.~~

Construction and Maintenance:

- ~~1. Perform work in general construction, maintenance, repairs, and landscaping.~~
- ~~2. Operate and maintain motorized equipment.~~
- ~~3. Perform custodial maintenance as necessary.~~
- ~~4. Maintain an orderly and functional set up of the maintenance facility.~~
- ~~5. Remain on call for snow removal, repairs, and maintenance as deemed necessary.~~

Safety Program:

- ~~1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible. Assist all employees of the Park District as needed.~~

Marginal Functions:

- ~~1. Assist with the development and implementation of a safety program for all personnel of the Parks Department.~~
- ~~2. Assist in recommending equipment needs for the department.~~
- ~~3. Assist all employees of the Park District as needed.~~

Physical Requirements:

- ~~1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team lift).~~
- ~~2. Ability to operate Park District vehicles.~~

Cognitive Considerations:

- ~~1. Resolve differences and problems that arise with patrons and Parks Department employees.~~
- ~~2. The Park Foreman must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~
- ~~3. Exposed to elements when driving to meetings or when performing outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.~~

Position:

~~Grounds Crew, Horticulturist, Mechanic, and Carpenters~~

Summary:

~~Under the direction of the Superintendent of Parks and Properties, the Parks Department Maintenance Employees shall perform maintenance tasks which include, but are not limited to repairs, improvement of grounds, facilities, and buildings, construction projects, maintenance of operating equipment, and landscaping. The Parks Department employee is normally scheduled to work from 7:30 a.m. to 4:00 p.m. of each workday, Monday through Friday.~~

Supervisor:

~~The Parks Department Maintenance Employees report to the Park Foreman, Superintendent of Parks and Properties and the Executive Director.~~

Qualifications:

~~Minimum includes completion of a high school education and knowledge of turf, trees, shrubs, flowers, building maintenance, equipment operation, carpentry or construction.~~

Essential Functions:

Personnel:

- ~~1. Full time personnel will be assigned specific work crews consisting of part time or seasonal employees. The full time personnel will supervise these work crews. More than one full time staff member may be assigned to a specific crew.~~
- ~~2. Perform work in general construction, maintenance, repairs, and landscaping.~~
- ~~3. Operate and maintain motorized equipment.~~
- ~~4. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities including soccer fields, football fields, tennis courts, Stone Creek Miniature Golf Course and Moore Park Spray Ground.~~
- ~~5. Plant & maintain trees, shrubs, and flowers.~~
- ~~6. Install and repair playground equipment and surfacing. Safety inspections of all playground equipment will be performed by a certified playground safety inspector.~~
- ~~7. Remain on call for snow removal, repairs and maintenance as deemed necessary.~~

Safety Program:

- ~~1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.~~

Position:

~~Summer Maintenance Staff~~

Summary:

~~To maintain all parks and pavilions within the Geneva Park District. Also assists with Park District Special Events.~~

Supervisor:

~~Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.~~

Qualifications:

~~Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired.~~

Essential Functions:

- ~~1. Maintain current CPR and Standard First Aid certifications.~~
- ~~2. Be on time for scheduled shifts.~~
- ~~3. Complete orientation training on all power tools and equipment.~~
- ~~4. Inspect equipment before use.~~
- ~~5. Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds)~~
- ~~6. Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).~~
- ~~7. Conduct yourself in a safe manner and promote a safe work environment.~~
- ~~8. Treat Park District patrons with courtesy and respect.~~
- ~~9. Wear seat belts at all times while in Park District vehicles.~~
- ~~10. Clean work areas when finished and ensure facilities are locked.~~
- ~~11. Administer First Aid according to the Park District's Communicable Disease Policy.~~
- ~~12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Marginal Functions:

- ~~1. Attend in-service trainings and meetings as directed by Supervisor.~~
- ~~2. Assist all employees of the Park District as needed.~~

Physical Requirements:

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

Cognitive Considerations:

- ~~1. Resolve differences and problems that arise with patrons and work together with employees.~~
- ~~2. The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~
- ~~3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.~~

Board Approved 10/2020

Position:

Manager of Peck Farm Park Interpretive Center

Summary:

Under the direction of the Superintendent of Recreation, plan, organize and direct a range of interpretative services with emphasis on environmental education, recreation, and history, including camp programs, field trips, scout programming, adult naturalist program, birthday parties and special events. The manager shall also manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Hawks Hollow Nature Playground, and Picnic Areas. The manager will also serve on the District's natural areas committee, serve

as staff liaison for the Geneva Park District Foundation, supervise staff, both full and part-time, and oversee volunteer programs.

Supervisor:

The Manager of Peck Farm Park Interpretive Center reports to the Superintendent of Recreation.

Qualifications:

Minimum of Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation and 3 years full-time experience working in a related environment and 2 years managerial experience. Master's degree preferred, experience may substitute for an advanced degree. Other desirable attributes include professional certification(s), understanding of the Midwest environment including prairie, wetland and woodland ecosystems familiarity with the principles and techniques of natural and cultural history interpretation and with environmental education curricula. Strong communication skills required, both verbal and written. Experience with public speaking and the ability to speak comfortably in public, as well with people of all ages, lead interpretative tours, and recruit and motivate volunteers. Enthusiasm, reliability, ability to take initiative, ability to work independently and as part of team, and a flexible schedule are all very important.

Hours:

Working hours shall vary, due to programs, special events, speaking engagements, tours, etc. Due to the very nature of the work, evening and weekend hours of duty are to be expected. The Executive Director will approve hours of duty, and the employee shall be considered to be on duty whenever a need exists for his/her services.

Essential Functions:

Administrative

1. Plan, organize & direct the recreational, educational, historical, and environmental interpretative programs for visitors to Peck Farm Park Interpretive Center. Develop and maintain specific curricula and specialized programs for varied groups within the community. Provide guided tours at Peck Farm Park.
2. Supervise the acquisition & removal of artifacts as well as cataloging, storage, and preservation of such artifacts.
3. Organize and record an up to date inventory of all materials and equipment at Peck Farm Park Interpretive Center and maintain resource files on the natural history of the park.
4. Oversee the security at Peck Farm Park Interpretive Center.
5. Initiate and follow through on work orders with the Parks Department for maintenance related items.

Finance:

1. Develop and manage the annual budget for Peck Farm Park Interpretive Center.
2. Follow all purchasing procedures and guidelines as per district policy.

Communications:

1. Serve as liaison between the Geneva Park District, St. Charles Park District, Kane County Forest Preserve District, Chicago Wilderness, the IL Nature Preserves Commissioners, the Nature Conservancy, and various other groups. Represent the district on appropriate advisory boards and committees as directed or needed.
2. Coordinate and/or prepare news articles, program schedules, interpretative flyers, signs, brochures, and other similar materials for PFPIC and other areas within the district with the Marketing Supervisor.
3. Conduct public speaking programs on natural areas, environmental education, and all programs related to PFPIC and other natural areas within the district. Communication, education, and promotion of PFPIC are key elements to this position.
4. Establish and maintain communication with School District #304 and other school systems within the area concerning environmental education and use of PFPIC. Act as a liaison and coordinate all aspects of school curriculum program in regard to environmental education, natural areas, natural history and related programs.
5. Communicate with the Superintendent of Recreation and other district staff regarding operations, programs, schedules, etc.
6. Coordinate and communicate the athletic field maintenance and activity schedules with the appropriate staff.

Personnel:

1. Recruit, supervise, train, and provide incentives to volunteers for programs, historical research, conservation projects, school programs, plantings, and maintenance. It is a necessity that the volunteers and volunteer program be maintained and recognized for its contributions.
2. Supervise, train, and direct personnel at Peck Farm Park Interpretive Center.
3. Investigate, develop and implement a successful internship program.
4. Oversee Eagle Scout requests and projects.

Planning:

1. Serve on district's natural area committee. Integrate monitoring programs of natural areas to provide feedback and data on the effectiveness of management strategies.
2. Develop and manage the long-range plans for facilities, program services and open space including cost projections. Provide information to agencies and organizations regarding financial needs of PFPIC. Seek public and private sector grants.

Safety:

- 2.1 Understand the park district's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision.

Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Prepare reports as assigned or as needed.
2. Attend seminars, conferences, etc. to keep informed on new and updated information concerning natural areas.
3. Attend Park Board meetings and other meetings when they pertain to the Park District and the duties assigned to this position.
4. Assist all employees of the Park District as needed.

Physical Requirements

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

Cognitive Considerations

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The manager must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most program and natural area maintenance activities are performed outdoors.

Board Approved 10/2020

Position:

Naturalist

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director, the Naturalist is responsible for camp programs, field trips, scout programming, adult naturalist programs, special events and exhibits. A strong background in curricula writing is a plus. The Naturalist will also help manage the physical properties of the Interpretive Center including maintenance, operations, improvements, and security. Facilities include the 1869 historic Peck House containing the Nature and History Rooms, the Butterfly House, Orientation Barn, Observation Silo, Picnic Areas, the Amphitheater, and the Nature Playground.

Supervisor:

The Naturalist reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

Bachelor's degree in Environmental Education, Outdoor Recreation, Biological Sciences, Interpretation or Recreation. 1-3 years' experience leading natural history, interpretive and environmental education programs. Experience working in park settings and planning and facilitating non-formal education programs. Familiarity with the principles and

techniques of interpretation and with environmental education curricula.

Hours:

This full-time position requires 40 hours per week average. May fluctuate with season, program and/or office needs. Due to the nature of the work, evening, weekend and holiday hours are frequently required. Regular hours to be: Tuesday – Saturday 8:30 am – 5:00 pm. Camp season hours: Monday – Friday 8:00 am – 4:30 pm.

Essential Functions:

Duties and Responsibilities:

- ~~14-1.~~ Plan, organize, facilitate and present educational programs and special events at Peck Farm Park with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults.
- ~~15-2.~~ Create a warm and welcoming environment for volunteers. Assist with recruiting, training and supervising volunteers.
- ~~16-3.~~ Serve as the Camp Director during camp season. Plan, organize and facilitate all details regarding camp. Supervise, train, and direct all camp counselors under the guidance of the Manager.
- ~~17-4.~~ Plan, organize, facilitate and present educational programs and special events at Hawks Hallow Nature Playground with an emphasis in cultural and natural history, environmental education, and recreation for individuals and groups of all ages, including school, scout, and birthday party groups, families, preschoolers, summer camps, and adults. Facilitate acquiring the needed supplies to keep the playground fully stocked.
- ~~18-5.~~ Answer phones; respond to inquiries for information, and general office duties as required. Greet public as needed in the Peck house or on park grounds.
- ~~19-6.~~ Interpret the historical/cultural history, natural history, and recreational resources of Peck Farm Park to all visitors.
- ~~20-7.~~ Assist with and maintain the Butterfly Exhibit at Peck Farm Park.
- ~~21-8.~~ Assist with developing the yearly budget.
- ~~22-9.~~ Follow all purchasing procedures and guidelines as per district policy.
- ~~23-10.~~ Create and maintain displays, collections, exhibits and interpretative signs for the Nature Discovery & History Room, formal garden areas, and natural areas.
- ~~24-11.~~ Assist with natural areas maintenance as needed, including assisting with seasonal prescribed burns, invasive species removal, seed collection, plantings, etc.
- ~~25-12.~~ General maintenance of the Peck House, buildings, and grounds.
- ~~26-13.~~ Create and develop marketing information such as brochures and flyers.
- ~~27-14.~~ Assist in preparing news releases and other forms of publicity, designing gardens and natural areas of Peck Farm Park, and in pursuing grants for Peck Farm Park.

Communications:

1. Inform the Manager of Natural Areas & Interpretation and Executive Director of all pertinent matters and work schedule.

2. Communicate all necessary information to main office staff.

Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Physical Requirements:

1. Handle Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer and cold of winter.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Naturalist must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Board Approved 10/2020

Position:

PFPIC Program Assistant (Part-time)

Summary:

Under the direction of the Manager of Peck Farm Park Interpretive Center, the Program Assistant is responsible for assisting with and leading classes, programs, and tours; general office duties at Peck Farm Park; assisting with exhibits; general maintenance of the facilities as needed; and special duties as assigned.

Supervisor:

The Part-time Peck Farm Park Program Assistant reports to the Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

A four-year degree or the equivalent combination of education, experience and training in environmental education, science or similar fields. Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and maintain the ability to communicate effectively with participants and parents.

Hours:

Hours may fluctuate with season, program and/or office needs. Due to the nature of the work, evening and weekend hours are required. Schedule: M-F: as assigned and S-Sunday: as assigned.

Essential Functions:

- 6.1. Assist with and lead, as necessary, interpretative programs at Peck Farm Park with an emphasis in environmental education, natural and cultural history, for individuals and groups of all ages,

including families, scout groups, school groups, preschoolers, birthday party groups, and adults.

~~7.2.~~ Understand and interpret recreational, educational, historical and environmental resources at Peck Farm Park to all visitors.

~~8.3.~~ Maintain displays and exhibits for the Nature Discovery, Hawks Hollow and History Rooms. General maintenance of the Peck House and park grounds as needed.

~~9.4.~~ Understand and share the natural and cultural history of Peck Farm Park.

~~10.5.~~ General office duties as required.

Marginal Functions:

~~7.1.~~ Assist with Special Events as needed.

~~8.2.~~ Complete special projects as assigned.

~~9.3.~~ Assist all employees of the Park District as needed.

Cognitive Considerations:

~~4.1.~~ Resolve differences and problems that arise with patrons and work together with employees.

~~5.2.~~ The Program Assistant must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Board Approved 10/2020

Position:

Summer Maintenance Staff

Summary:

To maintain all parks and pavilions within the Geneva Park District. Also assists with Park District Special Events.

Supervisor:

Reports to the Park Foreman, Superintendent of Parks, Superintendent of Recreation, and the Executive Director.

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications as well as maintain the ability to communicate effectively with other parks staff. Previous grounds maintenance and/or building maintenance experience is desired.

Essential Functions:

~~13.1.~~ Maintain current CPR and Standard First Aid certifications.

~~14.2.~~ Be on time for scheduled shifts.

~~15.3.~~ Complete orientation training on all power tools and equipment.

~~16.4.~~ Inspect equipment before use.

~~17.5.~~ Maintain the landscape of the Park District parks and facilities (grass, natural areas, flower beds, trees, mulching)

~~18.6.~~ Maintain the facilities and amenities of the Park District parks and facilities (bathrooms, garbage cans, playgrounds, pavilions).

~~19.7.~~ Conduct yourself in a safe manner and promote a safe work environment.

~~20.8.~~ Treat Park District patrons with courtesy and respect.

~~21.9.~~ Adhere to all safety policies and procedures.

~~22.10.~~ Clean work areas when finished and ensure facilities are locked.

- ~~23.11.~~ Administer First Aid according to the Park District's Communicable Disease Policy.
- ~~24.12.~~ Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

- ~~3.1.~~ Attend in-service trainings and meetings as directed by Supervisor.
- ~~4.2.~~ Assist all employees of the Park District as needed.

Physical Requirements:

- ~~3.1.~~ Ability to operate Park District vehicles.
- ~~4.2.~~ Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Cognitive Considerations:

- ~~4.1.~~ Resolve differences and problems that arise with patrons and work together with employees.
- ~~5.2.~~ The Summer Maintenance Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- ~~6.3.~~ May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

Board Approved 10/2020

Position:

Park Foreman

Function:

Under the direction of the Superintendent of Parks and Properties, the Foreman shall assist in planning and organizing the daily work schedule including repairs, improvement of grounds, facilities, and buildings of the Park District. Shall assist and carry out work activities as scheduled and supervise full and part-time personnel to complete these functions. May be in charge of Parks Department during absence of Superintendent of Parks and Properties.

Supervisor:

The Park Foreman reports to the Superintendent of Parks and Properties and the Executive Director.

Qualifications:

Graduate from a College or University with a Bachelor's Degree in Parks & Recreation administration or other related field with a minimum of 4 years' experience. The above may be substituted with at least 8 years practical experience with a park system or related field. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. Controlled burn training, natural area maintenance and construction supervision also desirable.

Essential Functions:

Administration:

~~4.1.~~ Assist in the day-to-day operation of the parks department and the organization of a daily, weekly and monthly work schedule.

~~5.2.~~ Assist in maintaining necessary operational records of the parks department.

~~6.3.~~ Assist in development and implementation of budget.

Personnel:

~~3.1.~~ Supervise and work with full and part-time Parks Department personnel.

~~4.2.~~ Conduct, or assist with, full-time and part-time staff interviewing, hiring and training.

Construction and Maintenance:

~~6.1.~~ Perform work in general construction, maintenance, repairs, and landscaping.

~~7.2.~~ Operate and maintain motorized equipment.

~~8.3.~~ Perform custodial maintenance as necessary.

~~9.4.~~ Maintain an orderly and functional set up of the maintenance facility.

~~10.5.~~ Remain on call for snow removal, repairs, and maintenance as deemed necessary.

~~11.6.~~ Maintain and fortify natural areas throughout the district.

Safety Program:

~~2.1.~~ Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible. Assist all employees of the Park District as needed.

Marginal Functions:

~~4.1.~~ Assist with the development and implementation of a safety program for all personnel of the Parks Department.

~~5.2.~~ Assist in recommending equipment needs for the department.

~~6.3.~~ Assist all employees of the Park District as needed.

Physical Requirements:

~~3.1.~~ Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).

~~4.2.~~ Ability to operate Park District vehicles. Valid driver's license, CDL preferred.

~~5.3.~~ Ability to secure controlled burn license within 6 months.

Cognitive Considerations:

4.1. Resolve differences and problems that arise with patrons and Parks Department employees.

5.2. The Park Foreman must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

6.3. Exposed to elements when driving to meetings or when performing outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

(Camp Staff should reference CAMP TRAINING – policies and job descriptions.)

6.0 BUTTERFLY HOUSE STANDARD OPERATING PROCEDURES

6.01 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.

6.02 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.

a. 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.

b. 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.

c. 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.
- d. Share stories, help them find butterflies; point out a proboscis probing a flower or other butterfly behaviors.
- e. If someone wanders off the path or chases butterflies, do not yell at them, just encourage better behavior.
- f. There may be caterpillars, pupa or eggs to show, check with staff and take them around in a container.
- g. It is OK to pickup dead butterflies, and then give to staff for proper removal.
- h. 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.)

6.03 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.

6.04 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.

6.05 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.

6.06 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
 - b. 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 daily 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.

6.07 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.

6.08 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 or bleach mixture.
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.

6.09 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.

6.10 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.

6.11 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.

6.12 Emergency Numbers

- ~~Christine Shiel~~~~Trish Burns~~, Manager of Peck Farm Park Interpretive Center
Peck House Office: (630) 262-8244
Cell: ~~(847) 533-2854~~~~847-627-0110~~
- ~~Kim Bohannon, Naturalist~~
~~Peck House Office: (630) 262-8244~~
~~Cell: (630) 217-4910~~
- ~~Adam Schultz~~~~Amanda Morgan~~, Assistant Supt. of Parks
Cell Phone: (630) 638-2059
- Geneva Park District Office
(630) 232-4542
- Geneva Park District Security (after 2 pm daily)
(630) 921-0239

6.13 Managing Pupa

1. Pupae 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 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 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.

6.14 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.

6.15 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.
3. The alcohol should be disposed of in the hazardous waste container.
4. If many parasites are in the emergent chamber, remove immediately.

7.0 SUMMER CAMP AT PECK FARM PARK

7.01 Program Objectives

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

7.02 Staff Objectives

1. To provide a summer camp program that encourages participants to learn and have fun in a safe and structured setting.
2. To be an active, enthusiastic and caring leader, showing interest in all participants.
3. To make responsible decisions that produces a safe, positive and structured program.
4. To respect individual participant's abilities and limitations.
5. To be well organized and prepared for each days activities.
6. To share your experience and skills to help enrich the program.
7. To plan and implement exciting and interesting activities for the participants to enjoy.
8. To establish a welcoming environment where participants can comfortably spend their time.
9. To create opportunities for participants to meet new friends and grow in their experiences at the program.
10. To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
11. To represent the community and the Geneva Park District as a positive role model and a citizen of character.
12. To enjoy yourself and have fun.

7.03 Staff Expectations

Summer Camp 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 at the camp programs.

7.04 Administrative

1. Report to work on time, at least 15 minutes before the start of camp, unless otherwise directed by your supervisor.
2. All staff must be dressed in attire appropriate for position.
 - o Gym shoes, Camp shirt, shorts or pants (shorts must be at fingertip length, when hands at side), swimsuits should be one piece (or tankini), (flip flops are only acceptable at the pool).
 - o Shirts must be returned upon termination.
3. No tanks tops allowed at camp.
4. Keep campsite, supplies and equipment neat and in good condition.
5. Please keep in mind the historic nature of Peck Farm Park.
6. Watch for stray crayons, prevent drips of paints and other materials.
7. Take attendance at the beginning of program.
8. Parents/Guardians must physically enter site to “sign in” or “sign out” each participant.
9. Respect other staff members – do not contradict each other in front of the participants.
10. Do not talk about campers or their parents in public.
11. If instructed by the Camp Director to leave or go to another camp due to over or under staffing or to help with the quality of the program, you must do so.
12. Read all staff memos that go out.
13. If you are going to be absent from work, call the Camp Director, if you cannot reach the Camp Director, call the Manager of Peck Farm – 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 to find a replacement, please try to do so.
14. Hand in shopping/supply lists as soon as possible, please allow at least 1 week before supplies are needed.
15. Cell phones and walkie- talkies issued by GPD are for program use only.
16. If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
17. Clean before leaving each day.
18. Never accept any payments at the site.
19. Staff must attend all weekly planning meetings and monthly site meetings.
20. Bring any concerns to your supervisor before they become an issue.

7.05 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, several points throughout the trip, before returning and on the bus when leaving.
4. On bus, maintain order – no screaming, yelling, littering, getting up from seat.
5. Counselors are not to sit alone with a child

7.06 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...
4. and always HEAD COUNT, HEAD COUNT, HEAD COUNT! No excuses!
5. 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.
6. Staff is to interact with the participants, rather than watching them. Never to participate in the activities for safety reasons.

7. Staff should not be “lounging” in the grass or sit on tables or counters (Please do not sit on top of picnic tables, this is where we eat) – position yourself near the participants in order to monitor their activities – never turn your back towards them.
8. 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.
9. Staff is not allowed to have visitors at the program, as that distracts the children.
10. There is no smoking allowed on park district property – please do not come to work smelling of smoke.
11. You are never allowed to transport participants in personal vehicles.
12. Never be alone with a participant.
13. Participants are not allowed to bring or play with weapons, cell phones, ipods, cd players, video games, etc. All items, if seen should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
14. Greet all parents/ participants when they arrive at camp - 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.
15. Earn the respect of the participants by being consistent, fair and caring.
16. Practice the Character Counts Philosophy and incorporate it in the daily routine.
17. Maintain your staff to participant ratio.
18. Maintain a strict “hands off” policy towards both instructors and participants at all times.
19. Acknowledge and positively reinforce good behavior.
20. Have fun and enjoy your job!

7.08 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”. This could include: applying sunscreen or bug lotion, allowing participants to sit in your lap, carrying a participant.
3. Participants are required to take care of their own bathroom needs, which includes clean up or changing from an accident.
4. Staff should not participate in the activities with the participants; they cannot properly supervise if they are participating.
5. Staff should always follow a strict hands-off policy. This includes displays of affection such as hugging and touches in an aggressive manner such as grabbing or shoving.
6. No name calling, even if just joking around.
7. Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
8. 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.
9. Treat the participants with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
10. If you have a question, of whether something is appropriate or not, it probably is not.

7.08a Code of Behavior for Participants

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact with any other participants or verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.
- No toys from home are allowed during the program.

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through following by example. Since each participant has different ways of learning, several different methods may be used.

1st Offense – Verbal Warning (depending on the severity, several warnings may be given)

2nd Offense – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first time will be for one day and the second time for three days. The parent will be notified by the Site Coordinator or the Recreation Supervisor. Upon return from a three-day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Kids' Zone program, which also may affect any day off trips, holiday camps or summer camps.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Kids' Zone, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

7.09 **Peck Farm Park Camp Job Descriptions**

Position: PFP Lead Camp Counselor

Summary:

Under the direction of the Camp Director/ Naturalist and Manager of Peek Farm Park Interpretive Center, the Lead Camp Counselor is responsible for assisting the Camp Director with training of summer camp counselors, coordinating camp sessions, acting as a liaison between the Camp Director and camp counselors, planning and teaching camps, and any other duties as assigned. The duty station will be the Peek Farm Park Interpretive Center.

Supervisor:

The Lead Camp Counselor reports to the Naturalist (Camp Director), the Manager of Peek Farm Park Interpretive Center and the Executive Director.

Qualifications:

Pursuing or completion of a college with a degree in Elementary Ed., Natural Resources, Biological Sciences, Outdoor Recreation or related field. Experience working with children and working in park settings and planning and facilitating non-formal education programs. Strong communication skills, both verbal and written and experience with public speaking. Enthusiasm, reliability, ability to take initiative and flexible schedule all very important. Ability to multi-task and work under pressure. Experience with Microsoft Word. CPR/First Aid Certification. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer.

Hours:

Seasonal Full time position requiring up to 40 hours per week average. Regular hours to be: Monday—Friday, 8:00 am—5:00 pm

Essential Functions:

1. Assist Camp Director with summer camp training.
2. Facilitate summer camp programs.
3. Supervise and schedule camp counselors.
4. Resolve minor problems/issues with camp counselors and general public.
5. Create a supply list each week based on needs of camp counselors.
6. General upkeep of facilities including restocking paper products.
7. Incorporate the historical, cultural, and natural history including recreational resources of Peek Farm Park for camp programming.

Communications:

1. Inform the Camp Director of all pertinent matters and work schedule.
2. Communicate all necessary information to Camp Director.

Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Camp Director or Manager as soon as possible.

Cognitive Considerations:

1. The Lead Camp Counselor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
2. Resolve differences and problems that arise with patrons and work together with employees.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in

the heat of summer.

Position: _____

PPF Camp Counselor

Summary:

Under the leadership of the Camp Director/Naturalist and Lead Counselor, the Camp Counselor is responsible for planning and teaching camps, working collaboratively with all staff, communicating with the general public, and any other duties as assigned. The duty station will be the Peek Farm Park Interpretive Center.

Supervisor:

The Camp Counselor reports to the Naturalist (Camp Director), Manager of Peek Farm Park Interpretive Center and the Executive Director.

Qualifications:

Pursuing or completion of a college with a degree in Elementary Ed., Natural Resources, Biological Sciences, Outdoor Recreation or related field. Experience working with children grades K-6. Experience working in park settings and planning and facilitating non-formal education programs desirable. Strong communication skills, both verbal and written. Experience with public speaking. Enthusiasm, reliability, ability to take initiative and flexible schedule all very important. CPR/First Aid Certification. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer.

Hours:

Seasonal Part Time position generally 20-40 hours per week. Varied hours within the general framework of: _____ Monday – Friday, 8:30 am – 4:30 pm

Essential Functions:

1. Plan and teach weekly camp programs. Generally, two groups per day for 5 days.
2. Work collaboratively with other camp counselors.
3. Inclusion of all campers in all aspects of camp.
4. Responsible for whereabouts of all campers for entire length of camp. This includes having parent/guardian signing campers in and out of camp each day.
5. Create a supply list each week.
6. Upkeep and general organization of all supplies, materials and facilities utilized for camps.
7. Work collaboratively with Fox Valley Special Recreation Association.

Communications:

1. Inform the Lead Counselor of all pertinent matters and work schedule.
2. Communicate all necessary information to Lead Counselor.
3. Answer general camp and Peek Farm Park inquiries from campers, parents and general public.

Safety Program:

1. Responsible for knowing the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Lead Counselor or Camp Director as soon as possible.

Cognitive Considerations:

1. Resolve differences and problems that arise with campers and work together with employees.
2. The Camp Counselor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Physical Requirements:

- ~~1. Handling Park District materials up to 50 pounds.~~
- ~~2. Assistance will be provided when necessary.~~
- ~~3. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer.~~

~~7.10 Summer Camp Manual~~

~~Please refer to the complete Summer Camp Manual for the policies and regulations affecting all GPD summer camps.~~

Board Approved 10/2020

Position:

PFPIIC Camp Counselor

Summary:

Under the leadership of the Camp Director/Naturalist and Lead Counselor, the Camp Counselor is responsible for planning and teaching camps, working collaboratively with all staff, communicating with the general public, and any other duties as assigned. The duty station will be the Peck Farm Park Interpretive Center.

Supervisor:

The Camp Counselor reports to the Naturalist (Camp Director), Manager of Peck Farm Park Interpretive Center, Superintendent of Recreation and the Executive Director.

Qualifications:

Pursuing or completion of a college with a degree in Elementary Ed., Natural Resources, Biological Sciences, Outdoor Recreation or related field. Experience working with children grades K-6. Experience working in park settings and planning and facilitating non-formal education programs desirable. Strong communication skills, both verbal and written. Experience with public speaking. Enthusiasm, reliability, ability to take initiative and flexible schedule all very important. CPR/First Aid Certification.

Hours:

Seasonal Part-Time position generally 20-40 hours per week. Varied hours within the general framework of: Monday – Friday, 8:30 am – 4:30 pm

Essential Functions:

- ~~8.1~~ Plan and teach weekly camp programs. Generally, two groups per day for 5 days.
- ~~9.2~~ Work collaboratively with other camp counselors.
- ~~10.3~~ Inclusion of all campers in all aspects of camp.
- ~~11.4~~ Responsible for whereabouts of all campers for entire length of camp. This includes having parent/guardian signing campers in and out of camp each day.
- ~~12.5~~ Create a supply list each week.
- ~~13.6~~ Upkeep and general organization of all supplies, materials and facilities utilized for camps.
- ~~14.7~~ Work collaboratively with Fox Valley Special Recreation Association.

Physical Requirements:

- 4.1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
- 5.2. Capable of remaining outdoors for long periods of time during programs or garden/natural areas work in the heat of summer.

8.0 Hawks Hollow Nature Playground

8.01 Hawks Hollow Nature Playground Regulations:

The Playground shall be governed by the following regulations:

- a. The Nature Playground is unsupervised and participants utilize the facility at their own risk.
- b. Caution must be used at the spray ground and creek. Running is not permitted within the confines of the Nature Playground.
- c. Rocks should not be removed from the creek.
- d. No pets are allowed within the confines of the Nature Playground.
- e. No bicycles, scooters, roller blades, skate boards or motorized equipment may be brought into the confines of the Nature Playground.
- f. Smoking is not allowed within the confines of the Nature Playground.
- g. No alcoholic beverages of any kind, at any time, are allowed in the Nature Playground.
- h. The use of personal electronic devices is discouraged in the Nature Playground.
- i. The Nature Playground is open daily from 8:00 AM - 8:00 PM. The spray ground hours will be adjusted seasonally based on the weather.
- j. The Nature Playground is open year round, but all water will be turned off October 15-April 15.
- k. The Geneva Park District reserves the right to revise policies and/or rules regarding the Nature Playground.

8.02 Hawks Hollow Maintenance

Daily

- a. Replenish stick holder by pulling loose sticks off of the beaver lodge
- b. Clean out any debris from inside the beaver lodge and nest
- c. Clean out any sticks and debris from creek especially by drain pipe
- d. Hose off mud wall and window boxes
- e. Hose down concrete by mud wall and around nest
- f. Place buckets and shovel by water pump
- g. Inspect pulley and runnel system for proper function
- h. Blow off entire walkway including picnic shelter and main play structures
- i. Check handrail for loose or extruding twigs
- j. Visually inspect structure for vandalism and needed repairs
- k. Run splash pad and hand pump to check for proper function and drainage
- l. Pick up any ground litter

Weekly

- m. Skim water and thoroughly clean creek of debris
- n. Mow and trim turf
- o. Weed landscaping
- p. Refill barrel by mud with dirt

- q. Inspect each feature for needed repairs or maintenance

Monthly

- r. CPSI inspection
- s. Tighten nuts on main structure as needed
- t. Tighten bolts on log wall as needed
- u. Flush splash pad valves both in control cabinet and in well pit
- v. Inspect split rail fence for loose rails and posts
- w. Inspect maze beams, stumps, log wall and benches for splits and cracks
- x. Flush main drain of debris with hose
- y. Pressure wash sidewalk

Annually

- z. Stain main structures
- aa. Paint barn façade
- bb. Stain benches
- cc. Blow out and install winter plugs for splash pad (fall)
- dd. Pull out winter plugs and install spray nozzles in splash pad (spring)
- ee. Drain creek and remove check valves for winter (fall)
- ff. Refill creek and reinstall check valves (spring)
- gg. Mulch landscape as needed
- hh. Have drain lines rod-ed or jet sprayed to clean them out

8.03 PDRMA Suggestions

- a. Check for rotting on Raptor Roost
- b. Remove mulch and poke the wooden supports with an awl for integrity.



Geneva Park District Aquatics Manual

Board Approved ~~JULY 2016~~ April 2021

Dear Aquatics Staff Member,

We are thrilled to have you as part of our aquatics team at the Geneva Park District! We have a large aquatics staff in various roles ranging from front desk staff, lifeguards, pool maintenance staff, concessions staff and swim instructors. Regardless of your position, all aquatics staff members are essential in helping us deliver an outstanding swimming experience for our patrons and guests. The pools are a place of high visibility and we pride ourselves on providing the highest level of safety, facility maintenance, water cleanliness, and excellent customer service to our guests.

The success of our aquatics operation is dependent upon you and your dedication throughout the summer season. All aquatics staff members are chosen based upon their qualifications, enthusiasm and leadership potential. We are proud of the team we have assembled and look forward to helping you excel in your responsibilities. This manual is designed to help train and assist staff in the operation of the Geneva Park District aquatic facilities and provide a reference for rules and regulations. It is the responsibility of each employee to know and use the material in this manual. This manual does not create an employment contract between the Geneva Park District and an employee. Rather, it is solely to be used as a source of information for staff regarding the aquatics operation, the Geneva Park District, and its present policies and procedures. This manual is supplemental to the Part-Time/Seasonal Personnel Policy Manual.

The mission of the Geneva Park District is to provide recreational programs, facilities, and open space that will enhance the quality of life for residents of all age groups and abilities. The aquatics operation holds true to this mission as we offer a large variety of swimming opportunities at both Sunset and Mill Creek Pools!

As a Geneva Park District employee, you are part of a positive, dynamic, and highly trained team. Your success and the success of the Geneva Park District are dependent upon the ability to work with others as a cohesive unit. The guest's safety and enjoyment of our facilities is of the highest importance. Our job is to represent the Geneva Park District in a friendly and customer-service oriented manner. When guests walk through the door, their safety and well-being are in your hands as a Geneva Park District employee.

If you have any questions about the content found in this manual, please contact the Aquatics & Recreation Supervisor or a Pool Manager for clarification.

We look forward to working with you this summer!

Sincerely,

Aquatics Management Team
Geneva Park District

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1.0 PURPOSE

To provide safe, clean, and relaxing recreational aquatic facilities for the residents of the Geneva Park District.

2.0 GOALS

- To provide a high level of safety and ~~clean atmospheres for~~ cleanliness for recreational swimming.
- To provide ~~quality highly trained~~ and consistent staff.
- To provide quality open public swimming periods.
- To provide a quality instructional program for all ages and abilities.
- To provide opportunities for special events.
- To work cooperatively with the Geneva River Rats Swim Team to utilize the pool effectively.

3.0 PERSONNEL POLICY

- The operation of Sunset Pool and Mill Creek Pool are governed by the Geneva Park District's personnel and operations policies, and by the aquatics pool manual. All employees are subject to the provisions of these policies. If any questions arise, staff should consult these policies and manuals or speak to their supervisor.
- An employee is late if ~~he/she/they~~ reports late for work at the scheduled starting time, or abuses any break privileges, leaving early for lunch or returning late, or leaving work before the scheduled time.
- Employees are expected to report 10 minutes before their scheduled shift and to be engaged in productive work through scheduled release time. If a supervisor observes a problem of lateness with an employee, a discussion of the incident or problem with the employee will occur to attempt to gain employee compliance.
- If an employee realizes that ~~they he~~ will be late, ~~he/she/they~~ should notify ~~his or her~~ their supervisor. If advance notice cannot be given, the employee should report to ~~his-their~~ supervisor immediately upon arrival.
- If an employee continues a pattern of lateness, the supervisor may make the incident or incidents a matter of record. To do this ~~he/she/the supervisor will~~ presents a letter to the late employee. After the employee reads the letter, or has it read to ~~him or her~~ them, the employee shall sign the letter. Finally, it becomes part of the employee's permanent personnel file. Consistent tardiness could result in termination.
- The Park District will not permit the use of drugs unless prescribed by a licensed medical physician. The use of, or being under the influence, of alcohol is not permitted during working hours. Per Illinois State Law, Smoking/tobacco use is not permitted in Park District buildings or at Park District facilities.
- Work schedules will be determined by the management as deemed necessary to perform the assigned task. An attempt will be made to schedule employees on the hours requested. Requests for time off should be given to the management using the communication method instructed at staff training.
- Loitering: The image of the Geneva Park District is of great importance. If upon entering the building, the first thing you see is people "hanging around", your impression is lowered. Therefore, no employee shall enter the front office, manager's office or concession stand building area unless conducting Park District or Pool business.
- Dress: Neat and appropriate dress is expected of all employees while on duty. Clothing with holes or patches are not acceptable. Uniform clothing may be required.
- Homework or personal work is not allowed while you are ~~working~~ clocked in and on duty.
- All rules and regulations within the Part-time and Short-term Employee Personnel Policy Manual apply to all aquatic staff.

4.0 POOL OPERATIONS

4.01 Phone Lists:

Fulltime Staff:

- ~~Joey Kalwa~~~~Sarah Sielisch~~ (630) 262-2203 (Aquatics & Recreation Supervisor)
- ~~Mickey Boyle*~~ ~~(630) 232-4738 (Facility/Aquatic Manager)~~
- Nicole Vickers (630) 262-2211 (Superintendent of Recreation)
- ~~Steve Slivka~~ ~~(630) 232-4542 (Facility Maintenance Supervisor)~~
- ~~Jerry Culp~~~~Larry Gabriel~~ (630) 232-8670 -(Superintendent of Parks)
- Sheavoun Lambillotte (630) 262-2216 (Executive Director)

~~Cell~~~~Mobile~~ phone numbers for these staff are programmed into the speed dial ~~at~~on all pool phones for use in emergency situations.

Facilities:

- Sunset Community Center/Administrative Office (630) 232-4542
- Wheeler Park Maintenance Garage (630) 232-8670
- Stone Creek Miniature Golf Course (630) 262-2228
- Sunset Pool (630) 232-0747
- Stephen D. Persinger Recreation Center (630) 232-4501
- Mill Creek Pool (630) 232-7640
- Peck Farm Park Interpretive Center (630) 262-8244
- Peck farm Maintenance Garage (630) 208-0475

Emergencies:

- All Purpose 911
- Police (non-emergency) (630) 232-4736
- Fire (non-emergency) (630) 232-2530
- Geneva Park District Security (630) 921-0239

Other:

- StarGuard Elite (Critical Incident) (573) 207-5087
- Starfish Aquatics (Sara Poe) (217) 363-1987(887) 465-4545 ext. 11
- PDRMA (Jesse Kinsland) (630) 769-0332

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4.02 Pool Data & Documents:

Documentation on the pool structure and filtration system is in binders provided by the contractors. The ~~Office Manager, Facilities Supervisor~~ Aquatics & Recreation Supervisor, Facility Maintenance Supervisor and pool management ~~all~~ have copies of this material. A drawing explaining the filtration system is also located inside the filter building at both facilities, just inside the doorway.

Sunset Pool Water Volume

Activity / Lap Pool Volume	=	300,000 gal
Deep Pool Volume	=	100,000 gal
Plunge Pool	=	40,000 gal
Total Volume	=	440,000 gal

Sunset Pool Return Flow Rates

Activity / Lap Pool Gutter Flow	=	1,754 GPM
Activity / Lap Floor Flow	=	510 GPM
Deep Pool Gutter Flow	=	270 GPM
Plunge Pool Gutter Flow	=	
Total Flow Rate	=	2,534 GPM

Mill Creek Pool Water Volume

Lap Pool Volume	=	75,000 gal
Activity Pool Volume	=	4,000 gal

Mill Creek Return Flow Rates

Lap Pool Flow Rate	=	260 GPM
Activity Pool Flow Rate	=	90 GPM

4.03 Hours:

SUNSET POOL OPENING DAY - CLOSING DAY:

Sunset Pool will open the Saturday prior to Memorial Day.
Sunset Pool will be closed for the season at 6:00 pm on Labor Day.

SUNSET POOL HOURS OF OPERATION:

6:30 - 10:00 am	Swim Team Practice (M-Sat; 8:15 am - 10:00 am M-Sa = five lanes)
8:00 am - 10:50 am	Swim Lessons (5-two wk., & 1-six wk., Sat)
10:45- 11:45 am	Lap Swim (Monday - Saturday)
11:00 - 8:00 pm	Open Swim (Monday - Friday; season pass holders)
12:00 - 8:00 pm	Open Swim (Saturday - Sunday; season pass holders)
12:00 - 8:00 pm	Open Swim (Monday - Sunday; general public)
8:00 - 10:00 pm	Flick & Floats, Teen Nights, & Rentals

MILL CREEK POOL OPENING DAY - CLOSING DAY:

Mill Creek pool will open the Saturday following the last day Geneva Community School Unit 304 is in session or the Saturday following Memorial Day, whichever is later.
Mill Creek pool will be closed the Sunday following the first day Geneva Community School Unit 304 is in session.

MILL CREEK HOURS OF OPERATION:

8:00 am – 9:00 am	Lap Swim (Monday - Saturday)
9:00 am - 10:45 am	Swim Lessons (Monday - Saturday)
9:00 am – 11:00 am	Parent & Toddler Swim (Monday - Saturday)
11:00 – 4:00 pm	Open Swim (Monday - Friday)
4:15 pm – 5:55 pm	Swim Lessons (Monday - Friday)
6:00 am – 8:00pm	Open Swim (Monday - Friday)
11:00 am - 8:00 pm	Open Swim (Saturday - Sunday)
8:00 - 10:00 pm	Flick & Floats, Teen Nights, & Rentals

SPECIAL HOURS:

The pools may be closed or be under special hours of operation for special events, home swim team meets and days that Geneva Community School Unit 304 is in session. These changes will be posted at least 1 week prior to the event.

POOL CLOSING:

The pool may close if:

- There is a threat of violent weather or lightning is sighted.
- Temperature is 68 degrees or less.
- The chemistry of the water is not at an acceptable health standards.
- Attendance at the pool is 0 for an extended period of time.

4.04 Season Pool Passes:

POOL MEMBERSHIP REGISTRATION FORMS

- Pool passes are available at individual, senior and family rates to residents and non-residents.
- No Mail-In ~~registration-membership forms will be~~ accepted.
- ~~You must show p~~ proof of residency within the Geneva Park District's boundaries using a Utility Bill, Tax Bill, Driver's License or other approved identification must be shown to obtain ~~a~~ resident pool pass rates, otherwise the non-resident rates will be charged.
- ~~Pre-season registration~~ Pool Passes will be ~~done sold~~ at the Sunset Community Center and Stephen D. Persinger Recreation Center, during normal business hours, as well as online.
 - Once the pools open for the season, ~~registration pool passes can be~~ will be available at purchased at both the pools during normal operating hours.

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POOL PASS PICTURES

- Every person who purchases is to receive a pool pass must have his/her/their picture taken.
- ~~Pre-season p~~ Pictures can be taken at the Sunset Community Center and Stephen D. Persinger Recreation Center during normal business hours, the Park District office during posted hours.
 - Once the pools open for the season, pictures ~~will also be available~~ can also be taken at the pools during normal operating hours.
- An entire family does not need to come together to register or have their pictures taken.

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POOL PASS POLICIES RULES

- Pool pass fees are determined by the Board of Commissioners.
- ~~Pool p~~ Passes are not refundable or transferable.
- Replacement cost of lost or stolen pass is to be determined by the Board of Commissioners.
- Pool Passes must be presented and scanned for admittance to the pools.
- Loss of privileges will result from misuse of pass or failure to abide by ~~rules~~ the policies stated above.

4.05 Daily Admissions:

- All persons 3 years and older must have a valid pool pass or pay a daily admission fee. A ~~paid~~ chaperone paying chaperone, at least 16 years of age, must accompany children under the age of 10.
- Daily Admission Fees: ~~To are be~~ determined by the Board of Commissioners.
- In order to pay a resident daily fee, the patron must show proof of residency: Utility Bill, Driver's License, Tax Bill, or other approved identification. Any person who does not have proof of being a Geneva Park District Resident will be charged the a non-resident daily admission fee.
- If a resident with a Season Pool Pass accompanies a non-resident guest, the guest may pay a ~~regular~~ resident daily admission fee rather than the non-resident daily admission fees.

4.06 Refunds:

- No refunds will be given on pool passes without special permission of the Superintendent of Recreation.
- ~~Class-Aquatics instructional class~~ refunds will follow the general Park District regulations. Forms must be filled out at the Park District office or online.
- No refunds will be given for daily admissions for any reason.
 - One day admission passes could be handed out, at the discretion of the pool manager, should unfavorable weather occur.

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4.07 Lap Swim:

Morning lap swim is a special time set-aside for persons 18 years of age and older.

- May be paid by a daily lap swim fee, discounted daily lap swim fee, or season lap swim pass.
- Held Monday - Saturday 10:45 am - 11:45 am at Sunset Pool.
- Held Monday - Saturday 8:00am am – 9:00 am at Mill Creek Pool.
- Two lap lanes are set aside during normal open swim hours for lap swim at Sunset Pool.
- One lap lane is set aside during normal open swim hours for lap swim at Mill Creek Pool.
- ~~Pay a daily admission fee or by season pass.~~

4.08 Pool Rentals & Group Outings:

- Although the pool is primarily for recreational swimming and teaching purposes, certain times may be reserved for church groups, industries, schools, swim teams, camps or individual private groups ~~for parties.~~
- Reservations must be made at least two weeks in advance through the ~~Facility/Aquatic Manager~~ Aquatics & Recreation Supervisor.
- Hours available are:
 - Daily during normal business for group less than 100 users at Sunset Pool.
 - After hours parties are available for groups up to 1300 users at Sunset Pool.
 - Daily during normal business for group less than 50 users at Mill Creek Pool.
 - After hours parties are available for groups up to 200 users at Mill Creek Pool.

4.09 Locker Rentals:

- The Sunset Pool bathhouse has coin operated lockers to secure belongings while at the pool.
- The cost of the clothing lockers and the wallet lockers are determined by the Board of Commissioners.
- The Mill Creek Pool bathhouse has open lockers that can be locked by patron supplied pad locks.
- Items must be removed daily or will be removed by staff and placed in lost and found.
- The park district will not reimburse for locks that must be cut off lockers.
- It is recommended that all belongings be locked. The Park District is not responsible for lost or missing items.

4.10 Parties and Special Events:

- Special parties and events will be offered throughout the pool season.
- These events may be advertised at the pool, online and/or in the Park District brochure.
- Scheduled after hour parties and events must end by 10:00 pm at ~~Sunset Pool and 10:00 pm at Mill Creek Pool.~~ both Sunset & Mill Creek Pools.

4.11 After Hours Use Policy:

Excluding normal hours of operations, employees are prohibited from being on the premise of ~~both the~~ Sunset Pool and Mill Creek Pool or taking any of the supplies, materials or tools without the approval of the Executive Director, Superintendent of Recreation, ~~Director of Facilities~~ and/or ~~Facility/Aquatic Manager~~ Aquatics & Recreation Supervisor. The equipment and facility are not intended for personal gain of the employee and may not be for such.

4.12 Lost and Found

Geneva Park District will hold lost and found items for one week at the pool admissions offices. Any item deemed as a hygienic item (hair brushes, ointments, under garments, etc.) will be disposed of immediately. At the close of the pool season, all lost and found items will be held at Sunset Community center for one week.

After holding lost and found items for one week they are donated or disposed of. Geneva Park District does not maintain any records of lost and found and is not responsible for any items in lost and found.

5.0 SWIM TEAM EVENT DESCRIPTIONS AND RESPONSIBILITIES

5.01 Swim Team Practice:

1. Times: 6:30 - 10:00 am Monday - Saturday

2. Cancellations:

- Inclement Weather - Coaches will notify a pool staff of a canceled practice.
- Rentals/Special Events - Practice may be canceled due to a Park District event. The pool staff will notify the Swim Team one-week prior to the canceled practice.

3. Responsibilities:

- The pool staff will be responsible for:
 - ~~o~~ ~~All~~ pool chemical and water testing. If a water problem occurs, the pool management or ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor should be contacted.
 - ~~o~~ Putting in and taking out the lane lines.
 - ~~o~~ Picking up lost and found and trash after practice.
- ~~Locking all door and gates when pool staff is not on hand.~~
 - ~~o~~ Dismissing all swim team participants. Don't leave until members are gone.
 - ~~o~~ Lifeguarding pool at all times when children are present.
 - ~~o~~ Supervising use of pool phone. Business calls only from pool phone unless authorized by the Executive Director, Superintendent of Recreation, ~~Director of Facilities~~, and/or ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor.
 - ~~o~~ Removing persons from water and pool deck if bad weather approaches.
 - ~~o~~ Supervising spectators within the restricted area.
- All bicycles must be placed on the bikes racks outside the pool facility.
- Both sides of the bathhouse must be checked for cleanliness after each practice.
- All garbage and recyclables needs to be picked up and placed in appropriate receptacles.
- All lost and found should be brought to the front office area.
- Team members, coaches and family members are not allowed on the drop slide platforms or in the volleyball area, children's sand play area or other areas of the pool outside the lap lanes and deep pool without the approval of the Executive Director, Superintendent of Recreation, and/or ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor.
- Food and coolers are only allowed within the concession stand area. Only water is allowed on the pool deck.

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5.02 Swim Meets:

- Times:
 - o 3 to 4 meets will be hosted at the Sunset Pool per year.
 - o The pool will close at 5:00 for the setup of the swim meet.
 - o The annual practice meet is included in the number of meets to be hosted.
- Cancellations:
 - o If the water quality is poor the decision will be made by the Swim Team President and the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor to reschedule the meet.
 - o Inclement weather may cause the facility to be closed. Coaches will notify the team members by putting a message on the pool voice mail.

- Responsibilities:
 - The pool staff will be responsible for providing adequate staffing at all swim meets.
 - The swim team will be responsible for:
 - Putting in and taking out the lane lines.
 - Picking up lost and found.
 - Disposing of all trash in the dumpsite at the end of the meet.
 - Dismissing all swim team participants. Do not leave until all members are gone.
 - Supervising spectators and all swim meet participants. Prevent horseplay, make sure all participants and parents are abiding by Sunset Pool rules.
 - All family members must stay to the north of the control chain.
 - All bicycles must be placed on the bikes racks outside the pool facility.
 - Both sides of the bathhouse must be checked for cleanliness after each meet.
 - All refuse needs to be picked up.
 - All refuse containers need to be emptied by swim team and trash put in appropriate dumpsters.
 - All lost and found should be brought to the front office area.
 - Team members, coaches and family members are not allowed on the drop slide platforms or in the volleyball area, children's sand play area or other areas of the pool outside the lap lanes and deep pool.
 - Food and coolers are only allowed within the concession stand area.
 - Volunteer parents should be stationed at the concession entrance and in each side of the bathhouse to monitor activity.
 - Concession must remain on the concrete of the concession area.

5.03 Concessions For Swim Meets:

The Geneva Park District and Geneva River Rats Swim Team in conjunction with the Geneva Park District Concessions may provide concessions for home meets if requested and approved by Geneva Park District. Following the meet, assistance with cleaning the outside concession area may be necessary and handled by Geneva River Rats Swim Team.

5.04 Swim Team Special Events:

- The swim team will host a swim team family party sometime during their season. The date and time will be arranged with the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor prior to the pool season.
 - The pool staff will provide adequate staff. The Sunset Pool Manager will be responsible for securing the facility at the end of the night.
 - The Swim Team will provide their own concessions or make arrangements for the pool concessions to be open, supervise the participants for disorderly conduct and pick up trash and dispose of it properly in the dumpster at the end of the night.
 - The swim team will host an inter-squad meet held on a weekend morning from 6:00 am to 10:30 am. The date will be set prior to the pool season.
 - The Swim Team will be responsible for the following:
 - Putting in and taking out the lane lines.
 - Picking up lost and found & disposing of refuse in the dumpsters at the end of the meet.
 - Dismissing all swim team participants. Do not leave until members are gone.
 - Supervising spectators and all swim meet participants. Prevent horseplay; make sure all participants and parents are abiding by Sunset Pool rules.

6.0 JOB DESCRIPTIONS

Commented [JK3]: Made corrections/changes to reflect job descriptions approved by the board in October of 2020

6.01 Pool Manager

Summary:

The Pool Manager is responsible for the overall day-to-day operations of Sunset & Mill Creek Pools. The Pool manager directs and supervises Assistant Pool Managers, Lifeguard Captains and Lifeguards in order to provide safe and clean aquatic facilities. The Pool Manager also assists in the supervision of the Pool Concessions Coordinator and the Pool Front Desk Coordinator.

Supervisor:

The Pool Manager reports to the Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Two years of previous aquatics experience. Must possess a current StarGuard Lifeguard license and current CPR/AED and First Aid certification. StarGuard Lifeguard Instructor Certification preferred.

Essential Functions:

1. Utilize his/her knowledge in swimming pool operations to manage a quality aquatic facility.
2. Conduct weekly in-service trainings and provide documentation of these trainings.
3. Conduct ongoing training drills on every shift to ensure Lifeguard training standards are being met.
4. Assist the Aquatics & Recreation Supervisor with pre-season trainings, and the startup operations of both aquatic facilities.
5. Attend staff meetings, as required.
6. Direct and schedule pool personnel as to their work schedules and duties.
7. Recommend purchase of supplies and equipment, inspect condition of the aquatic facility, direct maintenance staff and recommends all necessary repair work.
8. Ensure that Health Department and StarGuard Standards are being met.
9. Facilitate Pool Rentals as scheduled.
10. Assist in the cash handling and accounting for the pools.
11. Maintain pool chemistry. Alert Facility Maintenance Supervisor of any issues as needed.
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Maintain positive relations with all aquatics staff.
2. Assist all employees of the Park District as needed.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

6.02 Assistant Pool Manager

Summary:

The Assistant Pool Manager is responsible for the efficient operation of the Sunset Pool & Mill Creek Pool. The Assistant Pool Managers assists the Pool Manager direct and supervise Lifeguard Captains and Lifeguards in order to provide a safe and clean aquatic facility. The Assistant Pool Manager also assists in the supervision of the Pool Concessions Coordinator and the Pool Front Desk Coordinator.

Supervisor:

The Assistant Pool Manager reports to the Pool Manager, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Two years of previous aquatics experience preferred. Must possess a current StarGuard Lifeguard license and current CPR/AED and First Aid certification. StarGuard Lifeguard Instructor Certification preferred.

Essential Functions:

1. Utilize his/her knowledge in swimming pool operations to manage a quality aquatic facility.
2. Conduct weekly in-service trainings and provide documentation of these trainings.
3. Conduct ongoing training drills on every shift to ensure Lifeguard training standards are being met.
4. Assist the Aquatics & Recreation Supervisor and the Pool Managers with pre-season trainings and the startup operations of both aquatic facilities.
5. Direct and assign all pool personnel as to their cleaning duties and checking off their cleaning duties.
6. Recommend purchase of supplies and equipment, directs daily maintenance staff and recommends all necessary repair work.
7. Administer First Aid according to the Park District's Communicable Disease Policy.
8. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Maintain positive relations with all aquatics staff.
2. Assist all employees of the Park District as needed.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Assistant Pool Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

6.03 Lifeguard Captain

Summary:

Under the direction of the Pool Manager and Assistant Pool Manager, a Lifeguard Captain is responsible for providing a positive environment for Lifeguards on their team in addition to a safe and clean aquatic facility for patrons. A Lifeguard Captain is considered a leadership position within the Lifeguard Staff.

Supervisor:

Lifeguard Captains report to the Assistant Pool Managers, Pool Managers, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

At least one year of Lifeguard experience is required. Must possess a current StarGuard Lifeguard license and current CPR/AED and First Aid certification.

Essential Functions:

1. Watch, direct and safeguard swimmers.
2. Rescue and resuscitate persons in danger of drowning, administer First Aid and follow accident procedures of the pool.
3. Facilitate and provide leadership to assigned Lifeguard team.
4. Assist with special events, rentals, and programs.
5. Assist in keeping the building and grounds in safe clean and sanitary condition.
6. Serve as a locker room attendant. Check for misconduct from swimmers.
7. Dress in staff uniform at all times when on duty.
8. Assist with pool start up and shut down.
9. Act as a communication link between management and Lifeguards.
10. Assist in monitoring operations and safety.
11. Administer First Aid according to the Park District's Communicable Disease Policy.
12. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist with pool start up and shut down, as needed.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. 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 Pool Guard Captain must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

6.04 Lifeguard

Summary:

A Lifeguard is to supervise pool patrons and ensure their safety and well-being through the enforcement of the pool rules and regulations. A Lifeguard is responsible for providing a safe and clean aquatic facility for the patrons at Sunset & Mill Creek Pools.

Supervisor:

A Pool Lifeguard reports to the Assistant Pool Managers, Pool Managers, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must possess a current StarGuard Lifeguard license and current CPR/AED and First Aid certification. Knowledge of principles and practices of pool safety and sanitation are required.

Essential Functions:

1. Watch, direct and safeguard swimmers and swim lesson patrons.
2. Rescue and resuscitate persons in danger of drowning, Administer First Aid and follows accident procedures of the pool.
3. Assist with special events, rentals, and programs.
4. Assist in keeping the building and grounds in safe clean and sanitary condition.
5. Serve as a locker room attendant. Check for misconduct from swimmers.
6. Dress in staff uniform at all times when on duty.
7. Administer First Aid according to the Park District's Communicable Disease Policy.
8. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist with pool start up and shut down, as needed.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. 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 Lifeguard must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lightning, wind, rain and temperature changes.

6.05 Swim Lesson Coordinator

Summary:

The Swim Lesson Coordinator is responsible for the overall operations of the swim lesson program.

Supervisor:

The Swim Lesson Coordinator reports to the Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Current Starfish Aquatics Swim Instructor certification. Starfish Aquatics Swim Instructor Trainer certification preferred. StarGuard Lifeguard license preferred. CPR/AED and First Aid certification required.

Essential Functions:

1. Facilitate pre-season Swim Instructor training, and ensure all Starfish Aquatics curriculum is followed. Review water drills and games that the instructors may wish to use to teach skills. Pass out copies of example lesson plans, teaching ideas, etc.
2. Run class rosters and provide the Aquatics & Recreation Supervisor an instructor list by class no later than the Thursday prior to the session beginning.
3. Direct and schedule all swim instructors and private swim instructors.
4. In collaboration with the Aquatics & Recreation Supervisor inform the Pool Manager, park district main office, swim lessons staff and update pool voice mail of any lesson changes or cancellations no later than 1 hour before the scheduled class start time.
5. Conduct bi-weekly swim instructor in-service trainings to review techniques and ensure Starfish Aquatics curriculum is being followed.
6. On the first day of each session, the Swim Lesson Coordinator should introduce themselves to the parents and the students. Explain that the parents are to be seated in the area designated by management.
7. Before the start of the first class of a new session give the instructors the appropriate materials they will need: 1) Attendance roster, 2) Skills sheets 3) Daily lesson plan sheets
8. Inform the park district main office of any changes on the class rosters.
9. Be on deck presence during all swim lesson classes. Assist instructors with teaching of specific skills as needed.
10. On the last day of each session the instructors are to give you the report card/skills sheets with the final passing information.
11. Assist the Aquatics & Recreation Supervisor with maintaining accurate payroll records and information for swim lesson staff.
12. The Swim Lesson Coordinator must be present for every lesson every day to oversee instructors, patrons and parents. Substitutes must be approved by the Aquatics & Recreation Supervisor.
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 safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Swim Lesson Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

6.06 Swim Lesson Instructor

Summary:

Swim Lesson Instructors are responsible for teaching participants how to swim with emphasis on safety and survival skills.

Supervisor:

Swim Lesson Instructors report to the Swim Lesson Coordinator, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be a minimum of 16 years old and possess a current CPR/AED and First aid certification. Starfish Aquatics Swim Instructor certification required. A current StarGuard Lifeguard license and/or previous instructor experience is preferred. Once hired, Swim Lesson Instructors must complete an instructor-training program conducted by the Swim Lesson Coordinator.

Essential Functions:

1. Be in uniform.
2. Report to work as scheduled.
3. Obtain your own substitutes as approved by the Swim Lesson Coordinator.
4. Utilize lesson plans for each day of the lesson.
5. Give completed report cards at the end of each session to the swim lesson coordinator.
6. Know the material you are teaching.
7. If you do not understand a skill or teaching method, ask the swim lesson coordinator.
8. To promote safety first above all else.
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. 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 Swim Instructor 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 working. Varying conditions include lighting and temperature changes.

6.07 Pool Maintenance Worker

Summary:

A Pool Maintenance Worker is responsible for providing a safe and clean aquatic facility for the patrons.

Supervisor:

A Pool Maintenance Worker reports to the Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age. Prefer experience in aquatics and/or maintenance work.

Essential Functions:

1. Maintain current CPR/AED and First Aid certifications.
2. Clean the bathhouse daily: floors, toilets, sinks, mirrors, lockers etc.
3. Vacuum the pools daily.
4. Maintain a clean pool and concession decks.
5. Empty all deck garbage containers as needed.
6. Keep all dispensers fully stocked in bathhouse, concession stand, First Aid etc.
7. Perform general maintenance tasks as requested by the Aquatics & Recreation Supervisor and Pool Managers.
8. Conduct routine inspections of the pool equipment and park amenities. Report any broken items to the Aquatics & Recreation Supervisor.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Perform other general Park District duties as assigned.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 100 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 Pool Maintenance Worker must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when working. Varying conditions include lighting and temperature changes.

6.08 Pool Concession Coordinator

Summary:

The Pool Concession Coordinator will be responsible for staff supervision, daily operations, cash handling, inventory, scheduling and maintaining cleanliness of the pool concession stands.

Supervisor:

The Pool Concession Coordinator reports to the Pool Managers, Aquatics and Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 18 years of age and possess a current CPR/AED and First Aid certification.

Essential Functions:

1. Schedule and direct concession staff schedules.
2. Inventory stock and supplies.
3. Work with Aquatics & Recreation Supervisor to order food and supplies weekly.
4. Balance and record daily cash receipts.
5. Conduct concession staff meetings bi-weekly.
6. Answer questions, over the telephone or in person, regarding the Geneva Park District.
7. Handle pool customers efficiently, and ensure a high level of customer service is provided at all times.
8. Oversee concession area while on duty.
9. Maintain a high standard of cleanliness inside stand and on concession deck and in lawn.
10. Inspect concession workers' conduct and work procedures.
11. Maintain proper cash handling procedures.
12. Report to all scheduled shifts or obtain a substitute.
13. Be familiar with all Park District manuals and policies.
14. Administer First Aid according to the Park District's Communicable Disease Policy.
15. 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 hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Concession Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

6.09 Pool Concession Attendant

Summary:

The Pool Concession Attendant serves the pool patrons in a professional manner and maintains a clean and healthy work environment.

Supervisor:

A Pool Concession Attendant reports to the Pool Concession Coordinator, Pool Managers, Aquatics and Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age and possess current CPR/AED and First Aid certifications.

Essential Functions:

1. Prepare food according to health codes.
2. Handle cash sales.
3. Handle pool customers efficiently.
4. Control concession area.
5. Maintain a clean concession area throughout shift.
6. Answer questions, over the telephone or in person, regarding the Geneva Park District.
7. Report to all scheduled shifts or obtain a substitute.
8. Be familiar with all Park District manuals and policies.
9. Administer First Aid according to the Park District's Communicable Disease Policy.
10. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. 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 Pool Concession Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

6.10 Pool Front Desk Coordinator

Summary:

The Pool Front Desk Coordinator will greet and serve pool patrons in a professional manner and maintain a clean and orderly work area while supervising/assisting Front Desk Attendants.

Supervisor:

The Front Desk Coordinator reports to the Pool Managers, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 18 years of age and possess current CPR/AED and First Aid certifications.

Essential Functions:

1. Ability to operate a computer.
2. Supervise Pool Front Desk Attendants while on duty.
3. Conduct Pool Front Desk staff meetings as directed.
4. Check in all current season pass holders.
5. Handle cash transactions for admittance into the pool, and ensure Pool Front Desk Attendants are trained on proper cash handling procedures.
6. Answer the pool telephone and update the pool phone message system.
7. Ensure a high level of customer service is provided at all times to all pool patrons.
8. Report to work for all scheduled shifts or obtain a substitute.
9. Make phone calls to program participants.
10. Process pool membership applications, produce and distribute pool passes
11. Answer questions, over the phone or in person, regarding the Geneva Park District.
12. Complete payroll for all pool staff by the Sunday prior to Friday pay dates.
13. Be familiar with aquatics manual.
14. Administer First Aid according to the Park District's Communicable Disease Policy.
15. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Keep work areas clean.
2. Assist all employees of the Park District as needed.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Pool Front Desk Mgr. 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.

6.11 Pool Front Desk Attendant

Summary:

A Pool Front Desk Attendant will greet and serve the pool patrons in a professional manner and maintain a clean and orderly work area.

Supervisor:

A Pool Front Desk Attendant reports to the Pool Front Desk Coordinator, Pool Managers, Aquatics & Recreation Supervisor, Superintendent of Recreation and the Executive Director.

Qualifications:

Must be 16 years of age and possess current CPR/AED and First Aid certifications.

Essential Functions:

1. Check in all current season pass holders.
2. Handle any cash transactions for admittance in to the pool.
3. Answer the pool telephone.
4. Handle all customers efficiently and provide a high level of customer service
5. Report to work for all scheduled shifts or obtain a substitute.
6. Answer questions, over the telephone or in person, regarding the Geneva Park District.
7. Keep work areas clean.
8. Assist in operating the photo I.D. computer, producing and distributing passes.
9. Be familiar with aquatics manual.
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 safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. 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 Pool Front Desk Attendant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

7.0 ADMINISTRATIVE PROCEDURES

7.01 Hiring:

All returning staff will be rehired based on previous evaluations and current status of certificates. All new staff must complete an application and personal interview by the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor. All ~~guard staff~~Lifeguards must have current Starguard Lifeguard Certificates, CPR/AED and First Aid certifications. All staff must ~~complete an employment agreement and~~ show proof of certification before beginning work.

7.02 In-Service Training:

All staff must complete ~~all scheduled~~ in-service training and facility training sessions before the facilities open for beginning of the season. Lifeguard staff must attend at least ~~one hour~~four hours of in-service training per ~~month~~week. Management staff will offer a minimum of three Lifeguard in-service training options per week ~~for guards and a minimum of one hour per month~~in-service trainings will be scheduled on as needed basis for all other staff. Training may cover the following: current personnel problems, procedure problems, rule changes, swim lessons, review of Park District activities or special events, and Guarding/CPR/First Aid skills review. **All meetings are mandatory. If an employee is unable to attend an in-service training date, he/she must complete an In-service Training Make-up Form alert pool management prior to the date of the training and submit it to a manger.**

7.03 Payroll Procedures:

The pool management staff will use a time management system to record your hours. You must distinguish for each different job you perform by clocking in and out to separate the different duties (ex: Lifeguard, ~~lesson guard, swim~~ lesson instructor, concessions). You must use the time management system to record your hours, no other forms of time management will be recognized as worked hours. Payroll is processed on a bi-weekly basis. Employees may not carry hours over from one period to the next. No checks will be issued until after 1:00 p.m. on a pay Friday. Aquatics paychecks will be available for pickup at the Sunset Pool manager's office during normal business hours. The final paycheck of the season will be available for pickup at the Sunset Community Center. Paychecks are mailed the Wednesday following a pay Friday.

7.04 Work Schedules:

Work schedules will be established by pool management staff. All schedules will be made monthly and will be posted at least one week prior to the beginning of the schedule. The management staff must be contacted in advance regarding all scheduling problems. Once the schedule is posted, you are responsible for your shifts. If a sub is needed, you must find your own sub, get approval from management. Anyone not working their scheduled or sub shift will be subject to disciplinary action.

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

7.05 Absences:

If for any reason a staff member cannot report to work due to an illness, he/she must notify the management no later than 3 hours before the beginning of the scheduled shift. Staff will not be paid for time off due to illness. Management may call staff at home to check on their wellbeing. There is no paid vacation time for any pool staff. Vacations must be confirmed before the schedule is distributed. Any unexcused absences may result in disciplinary actions and/or dismissal. This includes missing in-service training. Excessive illness may result in dismissal or may jeopardize future employment.

7.06 Dress Code:

Life Guards must be dressed appropriately for duty: this includes the approved swimwear, sunglasses, sunscreen, whistle, ~~medical hip~~ pack, CPR mask and visor. All other staff are to wear the provided Park District shirt and appropriate colored shorts for that season. ~~No cut-offs, or torn clothing allowed while on duty. All staff is expected to be neatly groomed. Long hair must be affixed so as not to obstruct vision. Unnecessary jewelry should not be worn.~~ In addition to the uniform guidelines that are listed above, the following will also be required in regards to appearance:

- **HAIR:** Staff with long hair should wear it in such a manner that it does not fall forward over their face and prohibit eye contact. Your hair should be neatly combed and trimmed at all times.
- **JEWELRY:** Due to the nature of the work at the aquatic facilities, jewelry is not permitted to be worn while on duty. Non-Smart watches are allowed.
- **MAKE UP:** Any and all make up should be used in moderation.
- **TATTOOS:** Tattoos cannot be offensive in nature (i.e. words including profanity and/or symbols). Any tattoo deemed by management to be inappropriate for any reason will need to be covered. Excessive visible tattoos will not be permitted.

Unacceptable attire includes, but is not limited to:

- Torn, worn out or soiled uniform items
- Footwear in disrepair
- Uniform worn in an unconventional manner
- Anything that is unprofessional and would embarrass the Geneva Park District or tarnish its name

Failure to meet the high standards that Geneva Park District Aquatics has set for personal appearance will result in disciplinary action, up to and including termination. Please remember that our facilities are family orientated and staff must dress accordingly.

7.07 Disciplinary Action:

The general guideline for disciplinary action for Geneva Park ~~District's Sunset Pool Employees~~District Employees is as follows: Verbal warning to be documented and added to employee file, written warning and meeting with ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor to be added to employee file and finally termination of employment. Pending severity of reason for disciplinary action one or multiple steps may be skipped.

The first failure to perform duties will result in a written warning which will be placed in the employees personnel file. The incident will be discussed between the pool manager and the employee, and the employee will have the opportunity to respond. The warning will be signed by the pool manager, ~~administrative staff and~~ the employee and the Aquatics & Recreation Supervisor.

The second failure to perform duties will result in a written warning which will be placed in the employees personnel file. The incident will be discussed between the pool manager and the employee, and the employee will have the opportunity to respond. The warning will be signed by the pool manager, ~~administrative staff and~~ the employee and the Aquatics & Recreation Supervisor. Possible suspension could result.

The third failure to perform duties will result in termination. At this time an evaluation will be completed and presented to the employee. The pool managers, Aquatic Coordinator, and the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor will all be involved in this decision. They have the right to allow an employee to stay on staff depending on the incident. The employee will have every opportunity to explain his or her position.

Failure to perform duties includes the following but is not limited to:

- Failure to report, reporting late, or failing to secure a substitute approved by management in advance.
- Failure to perform any job duties as stated previous through trainings, discussion or written materials.
- Actions of disrespect for any supervisor, employee or patron.

7.08 Pool Phone/Cell Phone/Smart Device Usage:

~~Pool employees are not allowed to use the pool phone unless given permission by pool management, at no time will a pool employee be allowed to have a personal phone or media device in their possession while reporting for duty. It is expected that cellular phones and media devices will be powered off and stored in vehicle or locker. Use of devices listed above while on duty may result in immediate termination of employment.~~

TELEPHONE USE

The use of cell phones while on duty is not permitted, unless the employee is on break and has the approval of their supervisor. Cell phones can only be used in specifically designated areas. If any employee must make a personal call on a park district phone, they are limited to three minutes; and the supervisor on duty must approve the call. Long distance calls are prohibited. Any staff involved in misusing the telephone may be terminated.

Under no circumstances are staff telephone numbers and addresses to be released to guests. Under no circumstances are staff telephone numbers to be released over the telephone. Updated phone lists will be available at each facility. Do not post telephone numbers where they are accessible to the public's view. Doing any of the above is cause for disciplinary action.

Telephones are to be used for emergency and business calls only. If a guest must use a Geneva Park District telephone, staff must monitor the call and dial the number requested. Do not allow guests to dial or use the telephone without proper supervision. It is at the manager's discretion as to whether a guest is allowed to use the phone.

SMART WATCHES/DEVICES

The use of smart watches or other smart devices is strictly prohibited while on duty. Any employee found to be using a smart watch while on duty will be subject to disciplinary action, up to and including termination.

7.09 Evaluations:

All pool staff will be evaluated by the pool managers ~~at the midpoint and~~ end of the season. Evaluations will be used as the basis for rehiring and raises in pay rates. It is the employee's responsibility to insure that they receive their evaluation. Any person not receiving an evaluation will not be eligible for salary increases and may not be invited back for an additional season.

7.09 Evaluation Form:

NAME: _____ DEPARTMENT: Recreation, ~~Sunset Pool~~ - Aquatics
MANAGER: _____ ☒ MID-SEASON ☐ END OF SEASON

SCALE	1 Poor	2 Fair	3 Average	4 Good	5 Excellent
1. DEPENDABILITY -is able to perform job with minimum supervision -arrives on time			1	2 3	4 5
2. SAFETY -makes sure safety is always provided -enforces rules and reports accidents and injuries			1	2 3	4 5
3. RESPECT FOR OTHER WORKERS			1	2 3	4 5
4. KNOWLEDGE OF POSITION -prepared for duties -up to date certifications and training			1	2 3	4 5
5. ALERTNESS WHILE WORKING -watches area diligently -enforces rules			1	2 3	4 5
6. PERSONALITY -friendly -acts courteously			1	2 3	4 5
7. FOLLOWS PROCEDURE -obeys rules			1	2 3	4 5
8. ENTHUSIASM -enjoys what he or she is doing -is pleasant and cheerful to customers			1	2 3	4 5
9. WILLINGNESS TO DO EXTRA WORK -makes an effort to help where needed			1	2 3	4 5
10. APPEARANCE -wears approved park district uniform -neat appearance			1	2 3	4 5
11. CLEANLINESS -keeps work area clean -cleans work area when finished -maintains park district equipment			1	2 3	4 5
12. AVAILABILITY -Limits requesting off to only necessary days (No more than 10 per season) -Is available to work weekend and holidays (At least 3 weekends a month and 2 holidays) -limits trading their shifts with other staff			1	2 3	4 5
13. OVERALL EVALUATION			1	2 3	4 5
14. ELIGIBLE FOR REHIRE (To be completed with exit evaluation)			Yes	No (if no, please explain in comments below)	

ADDITIONAL COMMENTS: (Additional comments must be provided for any scores with a rating of 5, 1, or 2)

Employee Signature's

Date

Manager's Signature

Supervisor's Signature

7.10 Internal Lifeguard Observations & VAT Drills



The Lifeguard staff will regularly be observed and evaluated by pool managers. Two forms have been developed to help identify areas where training and Lifeguard skills can be improved. These forms mirror the StarGuard Elite Lifeguard audit.

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INTERNAL LIFEGUARD AUDIT FORM

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 Sunset Pool <small>GENEVA PARK DISTRICT</small>		GENEVA PARK DISTRICT LIFEGUARD AUDIT FORM		 Mill Creek Pool <small>GENEVA PARK DISTRICT</small>	
LIFEGUARD NAME: _____			DATE: _____		
POOL: Sunset Mill Creek		AUDITED BY: _____			
ZONE: _____		TIME FRAME (About 5 min): _____			
LEVEL 1				COMMENTS (Positive/Anything graded RECTIFY)	
MAINTAINS EFFECTIVE POSITION IN RELATION TO THE ZONE (Sitting forward, feet on platform/step, hands on tube in rescue ready position)		SATISFY	RECTIFY	NOT SCORED	
CONSISTENTLY SCANS ZONE WITH ENGAGEMENT (Processing what is in their zone, enforcing rules/identifying issues, not fixating)		SATISFY	RECTIFY	NOT SCORED	
CONVERSATIONS WITH GUEST ARE MINIMAL AND DO NOT DISTRACT FROM SCANNING		SATISFY	RECTIFY	NOT SCORED	
SCANS ZONE WITH ENGAGEMENT DURING ROTATION (Processing what is in their zone, enforcing rules/identifying issues, not fixating)		SATISFY	RECTIFY	NOT SCORED	
EQUIPMENT IS READY (RESCUE TUBE, CPR MASK)		SATISFY	RECTIFY	NOT SCORED	
LEVEL 2				COMMENTS (Positive/Anything graded RECTIFY)	
CONSISTENTLY CHECKS ZONE EXTREMES (Walls, corners, all layers of the water, scan is not too fast/too slow for what is going on in the zone)		SATISFY	RECTIFY	NOT SCORED	
IDENTIFIABLE AS A LIFEGUARD IN FACILITY UNIFORM		SATISFY	RECTIFY	NOT SCORED	
APPROPRIATE SUN/ENVIRONMENTAL PROTECTION		SATISFY	RECTIFY	NOT SCORED	
CONSISTENTLY EXHIBITS PROFESSIONAL DEMEANOR AND BEHAVIOR (Not spinning whistle, chewing gum, legs not crossed, no conversations across pool)		SATISFY	RECTIFY	NOT SCORED	
CHANGES POSTURE AND OR POSITION ABOUT EVERY 5 MINUTES		SATISFY	RECTIFY	NOT SCORED	
EXITS STATION SLOWLY AND CAREFULLY; USES 3 POINTS OF CONTACT WHEN APPROPRIATE		SATISFY	RECTIFY	NOT SCORED	
ROTATION APPEARS PROFESSIONAL AND INCLUDES ENTRY AND EXIT SCAN		SATISFY	RECTIFY	NOT SCORED	
SCORE					
EXCEED		SATISFY		RECTIFY	
LIFEGUARD SIGNATURE: _____				MANAGER SIGNATURE: _____	

VAT DRILL FORM

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 Sunset Pool <small>GENEVA PARK DISTRICT</small>				Individual Lifeguard Evaluation Form Sunset & Mill Creek Pools		 Mill Creek Pool <small>GENEVA PARK DISTRICT</small>	
This form is provided as means for documenting VAT Manikin and Live tests conducted on an individual lifeguard during the operational day, including appropriate follow up required.							
Organization: Geneva Park District							
Lifeguard Name:				Facility:			
MANIKIN DROP							
Manager on Duty:				Date of Test:			
Time of Test:				Attraction/Pool:			
Zone:				Zone Validation Date:			
<input type="checkbox"/> Recognize manikin within 0-10 Seconds - EXCEED		<input type="checkbox"/> Respond and contact the manikin within 10-30 Seconds - SATISFY		<input type="checkbox"/> Respond and contact the manikin in over 30 Seconds OR no response - RECTIFY			
FOLLOW UP ON INITIAL TEST							
Is a Re-Test Required?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Head/Assistant Manager that verified that the manikin is able to be spotted from the lifeguard position:				Was the Zone Revalidated?			
<input type="checkbox"/> YES				<input type="checkbox"/> NO			
Specific topics covered when lifeguard was remediated:							
RE-TEST RESULTS							
Date of Re-Test:				Manager on Duty:			
Time of Test:				Zone:			
<input type="checkbox"/> 0-10 Seconds - EXCEED		<input type="checkbox"/> 10-30 Seconds - SATISFY		<input type="checkbox"/> 30+ Seconds - RECTIFY			
LIVE ACTION							
Manager on Duty:				Date of Test:			
Time of Test:				Attraction/Pool:			
Zone:				Zone Validation Date:			
<input type="checkbox"/> Recognize victim within 0-10 Seconds - EXCEED		<input type="checkbox"/> Respond and contact the victim within 10-30 Seconds - SATISFY		<input type="checkbox"/> Respond and contact the victim in over 30 Seconds OR no response - RECTIFY			
FOLLOW UP ON INITIAL TEST							
Is a Re-Test Required?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Head/Assistant Manager that verified that the live victim is able to be spotted from the lifeguard position:				Was the Zone Revalidated?			
<input type="checkbox"/> YES				<input type="checkbox"/> NO			
Specific topics covered when lifeguard was remediated:							
RE-TEST RESULTS							
Date of Re-Test:				Manager on Duty:			
Time of Test:				Zone:			
<input type="checkbox"/> 0-10 Seconds - EXCEED		<input type="checkbox"/> 10-30 Seconds - SATISFY		<input type="checkbox"/> 30+ Seconds - RECTIFY			

8.0 DUTIES: STAFF DAILY CHECKLISTS

8.01 Daily Inspection FormsPool Supervisor's Checklist

Supervisor's Name _____ Date _____

- Are all children under 10 accompanied by a chaperone? Yes No
- Are records of attendance, maintenance and administrative matters up to date? Yes No
- Is the first aid kit fully equipped? Yes No
- Are all accident forms complete? Yes No
- Are emergency numbers posted by the telephone? Yes No
- Is telephone being used for emergencies only? Yes No
- Is a gas mask available for emergency use? Yes No
- Are dressing rooms clean, dry and in good repair? Yes No
- Are under counter areas neat and orderly? Yes No
- Is the area free of broken glass and litter? Yes No
- Is one pool manager on deck overseeing the pool and not in the office? Yes No
- Is there a standard emergency operation procedure? Yes No
- Was daily training performed? Yes No
- Is the rotation posted? Yes No
- Does all staff know how to use emergency equipment? Yes No
- Does all staff know who to report to in an emergency situation? Yes No
- Do guards refrain from unnecessary contact with public? Yes No
- Do guards on duty present an alert appearance and constantly scan the area? Yes No
- Are gutters clean, bathhouse clean and dry, pool decks clean? Yes No
- Are all rules and regulations being enforced? Yes No
- Are lifeguards courteous in their enforcement? Yes No
- Do lifeguards present acceptable appearance as to uniform and personal hygiene? Yes No
- Do all lifeguards have a whistle? Yes No
- Is needed lifesaving equipment in proper place and readily available? Yes No
- Are all gates secured, and if applicable, locked? Yes No
- Are all lifeguards at their proper stations? Yes No
- Are pool ropes in proper place? Yes No
- Is dunking, splashing, and horseplay controlled? Yes No
- Are all glass items banned from the pool area? Yes No
- Are ladders used for in/out access of water only? Yes No
- Are flotation devices prohibited? Yes No
- Are articles belonging to bathers prohibited on lifeguard stands? Yes No
- Are swimmers prohibited from congregating on walkways and by guard stands? Yes No
- Are patrons prohibited from running? Yes No
- Are patrons wearing clean foot wear? Yes No
- Are alcoholic beverages or patrons under the influence of alcohol prohibited? Yes No
- Is smoking prohibited in the pool area? Yes No
- Is eating prohibited in the pool area? Yes No

SUNSET POOL DAILY INSPECTION FORM

Date: _____

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Sunset Pool Daily Facility Inspection Form			
<u>POOL WATER & DECK</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Walkthrough & bottom scan completed			
Surface of water clean and free of debris			
Water tested and recorded on chemical log			
Pool drains & VGB grates visible & secure			
Depth markers are visible, readable & intact			
Deck & walkways are clean & free of hazards & standing water			
Lifeguard chairs safe for use			
Lane lines, ropes & buoys in proper location & secure			
Ladders firmly attached & steps in stable condition – no sharp edges			
Chair lift safe & in working condition			
Deck free of trip/fall hazards			
Fences free of damage			
Doors to non-public areas closed & locked			
Deck chairs in proper position and not damaged			
Signs readable and intact			
<u>EMERGENCY RESCUE EQUIPMENT</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Crash bag & emergency equipment inspection report completed			
AED inspection form completed			
Rescue tubes intact and free of damage			
Backboards intact and free of damage			
<u>STORAGE & PUMP ROOMS</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Clean, organized & free of unsafe conditions			
Pumps and filters working			
All chemicals stored in a safe manner			
Doors locked			
<u>LOCKER ROOMS</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Clean, organized & free of unsafe conditions			
Toilet paper, soap, paper towels stocked & trash empty			
Floors dry as possible			
Benches & lockers secure & free of damage			
Lighting on and working			
Exit signs visible			
<u>POOL OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Phones operational			
P.A. operational			
Emergency numbers posted			
First aid supplies stocked			
Air horn tested & in working condition			

<u>VOLLEYBALL COURTS</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Sand free of hazards			
Volleyball nets & volleyballs in good condition			
Volleyball drainage pit clean			
Showers in working order			
<u>SPRAY GROUND</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Free of trip & fall hazards			
Free of any hazards with amenities			
Ground clear of debris & trash from fence line			
<u>DROP SLIDES</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Loose railings, sharp edges, or other hazards on stairs and walkways leading to the flume?			
Slide Flume: Leaking joints?			
Slide Flume: Rough or sharp edges?			
Slide Flume: Loose flume guards?			
Slide Flume: Instability in structure?			
Slide Flume: Free of objects/debris?			
Slide Flume: Plant growth or other objects protruding into flume?			
Slide Flume: Algae?			
All information and warning signage in place?			
Enclosed drop slide tested for safety hazards prior to opening?			
Open drop slide tested for safety hazards prior to opening?			
<u>BODY SLIDES</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Loose railings, sharp edges, or other hazards on stairs and walkways leading to the flume?			
Slide Flume: Leaking joints?			
Slide Flume: Rough or sharp edges?			
Slide Flume: Loose flume guards?			
Slide Flume: Instability in structure?			
Slide Flume: Free of objects/debris?			
Slide Flume: Plant growth or other objects protruding into flume?			
Slide Flume: Algae?			
All information and warning signage in place?			
Enclosed body slide tested for safety hazards prior to opening?			
Open Body Slide tested for safety hazards prior to opening?			
Open tube slide tested for safety hazards prior to opening?			
Water slide pumps, chemicals, and maintenance areas secured from patrons?			

Additional Comments: _____

Opening Head Manager (Name & Signature): _____

Closing Head Manager (Name & Signature): _____

(By signing this form you agree that all duties have been completed and the pool is secure)

MILL CREEK POOL DAILY INSPECTION FORM

Date: _____

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Mill Creek Pool Daily Facility Inspection Form			
<u>POOL WATER & DECK</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Walkthrough & bottom scan completed			
Surface of water clean and free of debris			
Water tested and recorded on chemical log			
Pool drains & VGB grates visible & secure			
Depth markers are visible, readable & intact			
Deck & walkways are clean & free of hazards & standing water			
Lifeguard chairs safe for use			
Lane lines, ropes & buoys in proper location & secure			
Ladders firmly attached & steps in stable condition – no sharp edges			
Chair lift safe & in working condition			
Deck free of trip/fall hazards			
Fences free of damage			
Doors to non-public areas closed & locked			
Deck chairs in proper position and not damaged			
Signs readable and intact			
<u>EMERGENCY RESCUE EQUIPMENT</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Crash bag & emergency equipment inspection report completed			
AED inspection form completed			
Rescue tubes intact and free of damage			
Backboards intact and free of damage			
<u>STORAGE & PUMP ROOMS</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Clean, organized & free of unsafe conditions			
Pumps and filters working			
All chemicals stored in a safe manner			
Doors locked			
<u>LOCKER ROOMS</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Clean, organized & free of unsafe conditions			
Toilet paper, soap, paper towels stocked & trash empty			
Floors dry as possible			
Benches & lockers secure & free of damage			
Lighting on and working			
Exit signs visible			
<u>POOL OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Phones operational			
P.A. operational			
Emergency numbers posted			
First aid supplies stocked			
Air horn tested & in working condition			

<u>SPRAY GROUND</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
<u>Free of trip & fall hazards</u>			
<u>Free of any hazards with amenities</u>			
<u>Ground clear of debris & trash from fence line</u>			

Additional Comments: _____

Opening Head Manager (Name & Signature): _____

Closing Head Manager (Name & Signature): _____

(By signing this form you agree that all duties have been completed and the pool is secure)

8.02 Front Desk Checklist:

Week Of : _____	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
To open front desk:							
Unlock and open all windows, turn on fans							
Clean windows and counter tops							
Turn all signs around, i.e. 'closed' to 'open'							
Get cash pouch from Sunset Community Center							
Straighten lost & found & kickboards							
Turn on photo I.D. computer, camera & printer							
Set out the line sign & 10 m.p.h signs							
Set out line control ropes							
After 1/2 hour reposition line sign & ropes							
While on duty:							
Keep counters, storage & floor clean							
Answer sunset pool phone							
Process season passes							
Take in daily fees							
Monitor admission areas							
Print any unprinted passes							
Process new registrations completely							
Take photos							
To close front desk:							
Straighten lost and found area							
Turn off fans & lock windows							
Turn off camera							
Turn off computer and screen							
Straighten photo I.D. room							
Bring in line sign, control ropes & 5 m.p.h. signs							
'z' out register							
Fill out deposit sheet							
Return deposit pouch and change pouch							
Store all pass forms with money/checks							

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8.03 Pool Manager's Daily Opening Emergency Equipment Inspection Forms Checklist:

Area	OK	Needs Repair	Comments
Pool Water			
Water tested			Main: Deep: Plunge:
Pool Drains visible			
Temperature (List in Comments)			
Surface clean			
Life Saving Equipment			
Check the following:			
Rescue tubes			
Spine boards			
AED			
— Razor			
— Towel			
— Scissors			
Oxygen (List Pressure)			
— Bag Valve Mask			
— Plastic Bag			
— BVM			
Pool Ladders			
Firmly attached			
Steps intact			
No sharp edges			
Deck Area			
Free of standing water			
Drain covers secure			
Depth markers visible			
Chairs/lounges in proper position			
Any trip/fall hazards			
Fence damage			
Signs readable/intact			
Lifeguard chairs in good condition			
Locker Rooms			
Floors dry as possible			
Benches/locker racks secure			
Lighting on and working			
Paper goods stocked			
Exit signs visible			
Pool Office			
Phones operational			
P.A. operational			
Emergency numbers posted			
First aid supplies stocked			
Sand Areas			
Sand free of hazards			
Play equipment clean			
Sand Play drainage Pit Clean			
Volleyball drainage Pit Clean			
Showers in working order			

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Comments:

Area	Yes	No	Comments
1. Loose railings, sharp edges, or other hazards on stairs and walkways leading to the flume?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Slide flume:			
a. Leaking joints?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Rough or sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Loose flume guards?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Instability in structure?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Protruding into flume?	<input type="checkbox"/>	<input type="checkbox"/>	
3. All information and warning signage in place?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Water slide pumps, chemicals, and maintenance areas secured from patrons?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Open Body Slide tested for safety hazards prior to opening?	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed body slide tested for safety hazards prior to opening?	<input type="checkbox"/>	<input type="checkbox"/>	
Open tube slide tested for safety hazards prior to opening?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Climbing Walls	<input type="checkbox"/>	<input type="checkbox"/>	
a. Rule signs up?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Rough or sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Loose hand grips?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Instability in structure?	<input type="checkbox"/>	<input type="checkbox"/>	
Utility Meter Check		<u>Time</u>	<u>Reading on Meter</u>
6. —Water		<input type="checkbox"/>	
—Electric		<input type="checkbox"/>	
—Natural Gas		<input type="checkbox"/>	
Comments:			
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Name of Inspector: <hr/>			
Date: <hr/>		Time: <hr/>	

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CRASH BAG & EMERGENCY EQUIPMENT INSPECTION

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8.04 Day Pool Maintenance Checklist:

Locker Room Daily Cleaning Checklist for ____ / ____ /20

Hourly Walkthrough

Make Sure the floor is clear of any debris, garbage cans are not overflowing, and shower are is clean and free of debris. Walk concessions area pool deck and insure the floor is clear of food and debris garbage cans are not overflowing. Check pool gutters and make sure they are free of ban-aids and debris. Make sure to use personal protective equipment any time you may come into contact with bodily fluids or harsh chemicals.

Arrival	1:30pm	2:30pm	3:30pm	4:30pm	5:30	Leaving
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Scrub the sink. (Twice Daily)

Wipe the sink with a damp terrycloth rag and Spectrum Select Merit64 Non Acid Restroom Cleaner. Rinse completely and go over the area a second time. Wipe clean the soap dispenser and check to see if the soap needs to be replenished.

1:30pm	Men's:	Women's:	5:30pm	Men's:	Women's:
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Shine the mirror. (Twice Daily)

Spritz a microfiber cloth with Spectrum Select Horizon VOC FREE Glass Cleaner wipe in a side to side motion from top to bottom insuring that streaks are removed.

1:45pm	Men's:	Women's:	5:45pm	Men's:	Women's:
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Disinfect the toilet and Urinals. (Twice Daily)

Scrub the inside using Spectrum Select Merit Acid Free Disinfectant Restroom Cleaner and a bowl mop from the top of the inside of the bowl or urinal to the bottom of the inside of the bowl or urinal. Place the bowl brush in the bowl brush caddy to avoid dripping toilet water on the floor and Wipe the outside of the toilet and toilet seat or urinal with a damp cloth and Spectrum Select Merit64 Non Acid Restroom Cleaner. Rinse completely and go over the area a second time. Check the bath tissue to see if the rolls need to be replaced and check/replace the sanitary napkin boxes in women's stalls, only replace if bag has item in it. Make sure to use personal protective equipment any time you may come into contact with bodily fluids or harsh chemicals.

12:30pm	Men's:	Women's:	6:00pm	Men's:	Women's:
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Clean the showers and dividers. (Daily)

Spray with Spectrum Select Merit64 Non Acid Restroom Cleaner and scrub the walls and the basin in a circular motion from top to bottom. Spray the entire area with plain water to rinse off the cleaner, and wipe it down again with a damp cloth. Check the soap dispensers to see if the soap needs to be replaced.

2:30pm	Men's:	Women's:
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Clean the wastebasket. (Twice Daily and as needed)

Remove can liner if more than 50% full, remove from wastebasket, tie shut and place on floor. Spray both the inside and the outside of the wastebasket with Spectrum Select Merit64 Non Acid Restroom Cleaner, and wipe it down with a cloth. Then spray cloth with Wow Stainless Steel Polish and wipe entire wastebasket and housing. Whip again with a dry Microfiber Cloth to remove streaking. Check Paper towel dispenser to see if the paper towel needs to be replenished. Can Liner should be changed once per day regardless of if it is less than 50% full. Make sure to use personal protective equipment any time you may come into contact with bodily fluids or chemicals.

3:15pm	Men's:	Women's:	6:15pm	Men's:	Women's:
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Wash the floor. (Daily)

Using Spectrum Select Assure 256HG Disinfectant Cleaner Attach dilution nozzle to water hose and bottle and fill mop bucket. Take Wet floor sign, full mop bucket and mop into locker room. Before mopping the floor place wet floor sign on floor alerting patrons and staff that the floor may be slick. Start mopping from the farthest corner of the room, work toward the door, going left to right. Dip the mop into the bucket of cleaner, wring it out, and push it over a manageable section of the floor. Then dip the mop into a pail of clean water, wring it out, and mop the section again. Repeat until entire floor has been mopped.

3:30pm	Men's:	Women's:
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Wash the locker room walls. (Once per week and as needed)

Using Spectrum Select Assure 256HG Disinfectant Cleaner Attach dilution nozzle to water hose and bottle and fill mop bucket. Take Wet floor sign, full mop bucket and sponge into locker room. Before wiping walls floor place wet floor sign on floor alerting patrons and staff that the floor may be slick. Dip the sponge into the bucket of cleaner, wring it out, and from top to bottom wiping it over a manageable section of the wall. Then dip the sponge into a pail of clean water, wring it out, and wiping the section in the same manner again. Repeat until entire wall has been cleaned.

Tuesdays	Men's:	Women's:
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Clean Windows (Twice per week and as needed)

Spritz a cloth with Spectrum Select Horizon VOC FREE Glass Cleaner wipe the inside and outside of all windows in locker rooms, admissions office and manager's office in a side to side motion from top to bottom insuring that streaks are removed.

Mondays	Men's:	Women's:	Thursdays	Men's:	Women's:
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Clean the Lockers. (Once per week and as needed)

Using Spectrum Select Merit64 Non Acid Restroom Cleaner, wipe each locker from the back to the front with a cloth starting with the top lockers moving to the bottom lockers.

Wednesdays	Men's:	Women's:
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Replace the Urinal Screen. (Once per week)

Using personal protective equipment, remove the soiled urinal screen from each urinal making sure that they are not dripping soiled water on the locker room floors. Scrub the inside using Spectrum Select Merit Acid Free Disinfectant Restroom Cleaner and a bowl mop from the top of the inside of the urinal to the bottom of the inside of urinal. Place the bowl brush in the bowl brush caddy to avoid dripping soiled water on the floor and Wipe the outside of the urinal with a damp cloth and Spectrum Select Merit64 Non Acid Restroom Cleaner. Rinse completely and go over the area a second time.

Fridays	Men's:
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Polish chrome of toilets, urinals, sinks and showers. (Once per week and as needed)

Spray all chrome fixtures with Spectrum Select Merit64 Non Acid Restroom Cleaner, and wipe it down with a terrycloth rag. Then spray terrycloth rag with Wow Stainless Steel Polish and wipe entire fixture. Whip again with a dry Microfiber Cloth to remove streaking.

Fridays	Men's:	Women's:
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8.05 Evening Pool Maintenance Checklist:

Week of: _____	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Every Day							
Vacuum pool							
Wash down concession deck							
Wipe down concession furniture							
Empty all garbage containers							
Sweep deck if needed							
Sweep front entrance							
Clean toilets & put seats down							
Wipe down lockers-including tops							
Fill women's sanit. disposals							
Clean mirrors							
Clean stainless steel fixtures							
Close windows & sky lights							
Clean outside conc. bathrooms							
Turn off sand play water supply							
Once a week							
Scrub stain. steel grates in lkr. rm.							
Clean all teal signs							

9.0 STAFF GUIDELINES

9.01 Life Guards:

- ~~For~~ If there is inclement weather, call the pool or check the rainout line. Never assume we will be closed.
- Employees get a discount at the concession stand when operational. You have to pay for everything you eat. Only concession workers & managers are allowed to enter the concessions stand.
- ~~Wear suit at all times. Provided visors must be worn at all times. Wear full uniform at all times (Swim suit, whistle, hip pack/CPR mask, GPD shirt, sunglasses and visor). Only GPD sweat shirts/pants are to be worn on days with unfavorable weather.~~
- Have your whistle with you at all times.
- ~~You are expected to be neatly groomed. Long hair should be tied back.~~
- ~~The only shirt you may wear while on duty is the Sunset Pool shirt or sweatshirt.~~
- Put sunscreen on in guard room, only lip and nose protection allowed in chair.
- Sit in chair, not on platform. Sit upright with two feet on platform; No slouching.
- Look professional. Do not twirl your whistle.
- Never get down from the Lifeguard chair unless directed by a manager or are responding to an emergency.
- ~~Remain in your chair and face the water at all times.~~
- While in the Lifeguard chair, Remain alert and pay close attention to the pool your zone.
- ~~Refrain from talking to your friends while working; at any station deck, first aid etc..~~
- Do not talk with the swimmers patrons more than necessary. If a patron engages in a long conversation, get a Pool Manager.
- If at any time you feel sick or fatigued, ask to be relieved.
- ~~If you need to leave your chair, signal a manager to take your chair.~~
- Use your whistle if you see someone doing something wrong. Explain to the child or adult why that act is not allowed. Alert a manager if necessary.
- No offensive language should be spoken.
- Do not argue with a patron. If there is a problem, whistle for a manager.
- No eating or chewing gum while in the Lifeguard chair. Only water is allowed while working.
- ~~Every chair has its blind spots: be aware of your own and help others out.~~
- ~~Phone use is with manager permission only.~~
- Employees must park in the designated parking area.

Commented [JK4]: Redundant from above policies

Commented [JK5]: Redundant from above policies

Commented [JK6]: Not correct, all zones are double covered

Commented [JK7]: Redundant from above policies

DECK PATROL DUTIES

- Walk around pool deck, bathrooms and lawn areas. Pick up any garbage you see and check the bathhouse for empty toilet paper & paper towel dispensers. Refill as needed.
- Make sure there is no food being eaten outside of the concession area.
- No running, towel snapping, loud radios music or glass on deck. If you see it, stop it immediately.
- ~~No smoking is allowed on the deck or in the bathrooms.~~
- Provide assistance to any “on-duty” Lifeguards that may need water, sun block, a hat etc.

Commented [JK8]: Redundant from above policies

ROTATIONS

- ~~Rotations should be done quickly and efficiently. Rotations will be every 20 minutes.~~
- ~~When switching positions the new guard should watch the pool while the guard being relieved gets down and vice versa as the new guard gets up in the chair.~~

Commented [JK9]: Covered in Lifeguard training – very specific procedure

BREAKS

- Breaks are given to all guards every 1 ½ to 2 hours based on the rotation. All breaks last 15-20 minutes and timeliness is expected in beginning the next rotation.
- In case of an emergency break Lifeguards may be asked to perform other duties

WHISTLE SYSTEM

- 1 short ~~blow~~whistle: getting the attention of a ~~disobedient~~ patron.
- 2 short ~~blows~~whistles: getting the attention of another Lifeguard.
- 3 short ~~blows~~whistles: getting the attention of a manager.
- 1 long ~~blow~~whistle: performing a rescue activating the EAP (non-catastrophic incident).
- 2 long ~~blows~~whistles: performing a rescue that will require emergency services to be called. Activating the EAP for a catastrophic incident (EMS is to be called immediately).

9.02 Front Desk Rules

- You must greet each person with a smile and make eye contact. Use their name when possible.
- The primary responsibility of the Front Desk Staff is to provide customer service.
 - No Cell Phones/Smart Watches will be permitted in the Front Desk Area.
 - You must always be engaged with what is going on in the Front Desk Area.
- You are ~~Never~~ to leave the front desk area for any reason without approval from a Manager and there is a staff member available to cover your position. ~~unattended.~~ If you have to go to the bathroom, or leave the front desk for any reason, ask a manager to sit in for you.
- ~~Be polite~~ SMILE!!!
- When the phone rings, a Manager will answer the phone. However, if the phone rings more than 3 times, it will be assumed that a Front Desk Staff member will answer the phone. The phone must be answered by saying "Thank you for calling Geneva Park District Sunset Pool/Mill Creek Pool, this is _____, how may I help you?"
- No one is to be in the front desk area except for front desk staff members, pool managers or fulltime GPD management staff. You are to report any unauthorized individuals obtaining access to this area immediately to a Pool Manager.
- If you need assistance, radio for a Manager. Remember to speak slowly and clearly when using the radio. Professionalism is expected at all times when using the radios.
- Children under the age of 10 must be accompanied by an adult at least 16 years of age. If there is a child who attempts to enter the facility alone, do not let them enter the facility. Explain the rule to them and offer to call their parent/guardian. If you need assistance radio for a Manager.
- Anyone 3 years of age or older must have a pool pass or pay a daily admission fee. Even if they say they are not swimming, they must pay to be admitted into the facility. If someone wants to see the facility or pick someone up, they must be accompanied by a Manager.
- ~~Take messages for any guard or patron that receives a phone call.~~
- ~~You must ask a manager for permission to use the phone.~~
- ~~No personal phone calls.~~
- Do not put your feet on or sit on any counter.
- You must wear your Geneva Park District uniform at all times while on duty.
- Food is not permitted at the Front Desk. Plastic water bottles are okay.
- On cold or rainy days call the pool or check the rainout line to see if we are opening. Do not assume that we are closed.
- No refunds will be given for daily admissions. One day passes may be handed out at the discretion of the Pool Manager.

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- It is very important that you enforce pool rules. Make sure you know all of the rules for each facility.
 - Patrons must wear a swimsuit in the pool per health code regulations.
- Anyone regularly diapered must wear a swim diaper. Swim diapers are available for purchase at the front desk.
- Return passes-Wristbands will be given out for those who have paid a daily admission fee and wish to leave the pool and return later ~~that the same~~ day.
- It is the front desk staff's responsibility to ~~K~~keep the front office clean and clear of clutter. If you have free time during your shift, please make an effort to straighten up the counter, file cabinets, photo I.D. room etc. Make sure to leave the space clean for the next shift/staff member.
- ~~The use of cell phones and mobile electronic devises is prohibited while oh duty~~

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10.0 RULES AND REGULATIONS

10.01 ~~Public Rules~~Pool Rules and Regulations:

The Geneva Park District aquatics staff works diligently to maintain a safe swimming pool for our guests. Pool Management has the authority to implement and enforce rules that are more stringent or supplement to those listed here. If you see the pool rules are not be enforced, contact the Pool Manager or call the Geneva Park District Aquatics Supervisor at (630) 232-4542.

In order to avoid accidents or undesirable situations, please read and follow the pool rules below:

ADMISSION INFORMATION

- Admission shall be refused to all persons having any contagious disease; any infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, diarrhea, vomiting, inflamed eyes, ear discharges; or any other condition that has the appearance of being infectious. Persons with excessive sunburn, abrasions that have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages or other bandages of any kind also shall also be refused admittance.
- Children under the age of ten (10) must be supervised by an adult (16 years of age or older). The adult must be in a bathing suit, in the water, within an arm's length of the child at all times.
- Children under 3 years of age as of August 1 of the current year are not required to have a pass to be admitted to the pool during scheduled public swim time when accompanied by an adult.
- Children six (6) years of age and older must use the gender specific locker rooms or the family changing rooms.
- All person are encouraged to take a shower before entering the pool area.

ATTIRE & EQUIPMENT

- Street clothes, cutoffs, underwear, inappropriate swim suits and shoes may not be worn in the water of any pool. Sun hats, sunglasses, clean t-shirts, beach jackets, towels and reading material are allowed in the pool area. Proper swim attire for all patrons, both child and adult, is required on the pool deck. A determination of what is proper swim wear is at the pool manager's discretion. Management has the authority to refuse entry to the pool due to improper swim attire.
- Children who are not toilet-trained must wear tightly fitted rubber pants or a swim diaper in the pool.
- Diapers are not allowed in the pool.
- Changing diapers on the pool deck is not allowed. Please use the locker room changing station. Wash hands with soap and water following a trip to the restroom or a diaper change.
- Baby carriers and baby buggies/strollers on wheels are allowed on the pool deck; however, children must be supervised by an adult at all times.

- All personal flotation devices must be “Coast Guard Approved”. Prohibited items include, but are not limited to: water wings, inner tubes, rafts, noodles, infant play-timer inner tubes, flotation suits, or other non-coast guard approved devices. Any person who using a personal flotation device must be supervised by an adult (16 years of age or older). The adult must be in a bathing suit, in the water, within an arm’s length of the person at all times.
- Swimming accessories such as beach balls, water pails, toys, and other such items will be allowed at the discretion of the pool manager in designated areas of the pool. Only soft spandex based objects are permitted to be thrown (i.e. balls, Frisbees, etc.). Prohibited items include, but are not limited to: tennis balls, footballs, and other items with a firm exterior. Face masks and goggles containing glass lenses are not allowed at the facility. Kickboards, pull-buoys, fins, snorkels are meant for swim instruction and may only be utilized by lap swimmers or Geneva Park District staff. Even approved items may be removed from the water if attendance does not permit for safe conditions.
- Music devices such as mp3 players, iPods, personal radios, and cell phones with audio capability must be used with headphones.
- Lockers are available for daily use only. No items may be left overnight. Guests must provide their own lock. Lost or stolen articles are not the responsibility of the Geneva Park District.
- Assist your child with frequent visits to the restroom to minimize accidents
- Goggles or masks that cover the nose are not allowed.
- Sunscreen and suntan lotions must be self-contained in either plastic or aluminum containers.
- Personal chairs and loungers are allowed on the grass and deck areas only. Chairs and loungers provided by the Park District will be allowed only in designated areas.
- The Geneva Park District is not responsible for lost or stolen belongings.

HEALTH AND SAFETY

- Lifeguards are responsible for enforcing safety rules and responding to emergencies. For the safety of all our guests, we ask all children under the age of 10 to remain within an arm’s length of an adult at all times.
- Smoking is strictly prohibited on all Geneva Park District property.
- In the event of a fecal contamination, the pool will be evacuated for at least 30 minutes, during which time the Pool Manager will direct the proper procedures for sanitizing the pool according to the Illinois Department of Public Health.
- The pool water is not suitable for drinking. Avoid swallowing pool water.

APPROPRIATE BEHAVIOR

- Proper behavior is required in the aquatic facilities and locker rooms. Running or rowdy play will not be permitted.
- Behavior deemed improper, inappropriate or unsafe by the Aquatics Staff may be subject to expulsion of that person(s) from the facility without refund.
- Games that promote prolonged breath holding or false distress are not allowed to be play within the facility.
- Glass, soap or other material that might create hazardous conditions or interfere with efficient operation of the swimming pool shall not be permitted in the swimming pool or on the pool deck.
- Diving in water less than 5 feet deep is not permitted.
- No running or rough plat, no throwing people in the pool, pushing people, no one is allowed on another person’s shoulders while in the pool.
- Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is not permitted.
- Littering is prohibited. In addition, no food, drink, gum or tobacco is allowed in other than specially designated and controlled sections of the pool area. Glass containers are prohibited in the aquatic facilities.

WATERSLIDE/ROCK WALL REGULATIONS

- All patrons must be at least 42 inches to ride the water slides at Sunset Pool.
- T-shirts and goggles are not permitted on the water slides.
- Must cross arms and ankles to go down slide, cannot go down head first or on belly, feet first entry only.
- One person at a time allowed on the slides, unless it's the tube slide.
- No catching allowed at the bottom of the slides.
- Once you come out of the slide you must exit using the stairs.
- Only one person is permitted on the rock climbing wall at a time. Follow all Lifeguard direction.

LAP SWIM REGULATIONS

- Continuous, circle swimming must take place in designated lap swim lanes that have multiple swimmers.
- Kickboards, pull-buoys, flippers, and plastic facemasks may be used in these lanes only.
- Instruction may not be given in lap lanes during lap swimming times, except by a Geneva Park District Swim Instructor.
- Lifeguards on duty have the authority to enforce rules, move swimmers into correct lanes based on swimming speeds, and to implement circle swimming.
- Designated lap lanes are for lap swimming only. Lap swimmers are asked to circle swim in the appropriate lane based on their availability.
- Do not hang on the lane lines.

BIRTHDAY PARTIES AND PRIVATE POOL RENTALS

- All birthday parties and personal private pool rentals must have at least one adult supervisor (*16 years or older*) in the water, in a swimsuit for every five children under the age of 6, and at least one adult chaperone for every eight children ages 6 years and older. These adults are seen as designated child watchers, and should be in the water with the children at all times in a full swim suit.
- All birthday parties and private rentals must identify to the pool manager at least one English speaking supervisor to serve as the group interpreter of the pool safety rules. This person must remain on site during the group's visit to the pool.
- Pool memberships are only for individual use. Birthday parties, private pool rentals and camps/group outings may not use pool memberships to reduce rates.

CAMPS AND GROUPS

- All camps and groups must provide a ratio of one adult supervisor (*16 years or older*) for every 8 children ages 6 and older, at all times, in the same pool area as the children. Failure to provide adequate supervision and comply with pool rules may result in loss of pool use privileges for that day. Camp directors will not be included in the counselor to camper ratio.
- All camps and groups must provide a ratio of one adult supervisor (*16 years or older*) for every 5 children under the age of 6, in the pool with the children at all times. Failure to provide adequate supervision and comply with pool rules may result in loss of pool use privileges for that day. Camp directors will not be included in the counselor to camper ratio.
- All camp and groups must identify to the pool manager at least one English speaking supervisor to serve as the group interpreter of the pool safety rules. This person must remain on site during the group's visit to the pool.
- Pool memberships are only for individual use. Camp and Group rentals may not use pool memberships to reduce rates.

MEMBERSHIPS

- Memberships are issued as a privilege to Geneva Park District residents and non-residents. Memberships are issued to a specific person and may NOT be transferred. Memberships will be confiscated, without refund if misused.
- A valid Geneva Park District issued photo I.D. membership card must be presented in order to gain admittance to the pool.
- Replacement membership cards are issued for a fee of \$10.00.

CONCESSION/FOOD REGULATIONS

- Those individuals, who need to bring in food due to a child's allergy, must alert a manager and the admissions staff.
- Food and beverages are allowed only on the concession deck at Sunset & Mill Creek pools.
- Food storage containers (including and not limited to: coolers, bags, thermoses, etc.) may only be stored in the designated area within the concession area.

ADULT SWIMS/SAFETY BREAKS

- Until 5 pm, a ten-minute adult swim will be conducted, at the discretion of the Pool Manager. Aquatic Management may continue adult swims after 5pm if they feel attendance numbers are high enough to warrant additional adult swims.
- Adults 16 years of age and older may swim during adult swims.
- Adults are not permitted to hold children in the water during adult swim.

POOL CLOSURES

- Geneva Park District reserves the right to cancel or close due to mechanical problems, low attendance, or unfavorable weather conditions:
 - Any situation arises that would jeopardize the public health or safety of patrons in attendance.
 - The air temperature drops below 68 degrees.
 - If lightning and/or thunder is in the area, the pool deck will be cleared and will not reopen until no lightning or thunder has been present for 30 minutes. If conditions force two consecutive 30 minute closures, or an all clear has not been given for ninety minutes, the facility will be closed.
- If the facility is required to close, staff will update the Rainout Line.

- ~~These guidelines will be posted at the pool entrance and on the pool deck. Please direct patrons to this sign or a manager if a problem arises.~~
- ~~Admission to the pool shall be refused to all persons having any contagious disease; any infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, diarrhea, vomiting, inflamed eyes, ear discharges; or any other condition that has the appearance of being infectious. Persons with excessive sunburn, abrasions that have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages or other bandages of any kind also shall be refused admittance. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area.~~
- ~~The pool water is not suitable for drinking. Avoid swallowing pool water.~~
- ~~Littering is prohibited. In addition, no food, drink, gum or tobacco is allowed in other than specially designated and controlled sections of the pool area. Glass containers are prohibited.~~
- ~~All persons are encouraged to take a shower before entering the pool area.~~
- ~~Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized. No running or boisterous or rough play, except supervised water sports, is permitted.~~
- ~~Only clean footwear, baby strollers or wheelchairs are allowed in the pool area or bathhouse.~~
- ~~Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool is not permitted.~~

- ~~Glass, soap or other material that might create hazardous conditions or interfere with efficient operation of the swimming pool shall not be permitted in the swimming pool or on the pool deck.~~
- ~~All apparel worn in the pool shall be clean.~~
- ~~Proper swim attire is required to be in the pools. Proper swim attire excludes gym shorts, leotards, undergarments, any clothing with metal buttons and other clothing not designed specifically for swimming. Management has the authority to refuse entry to the pools for improper swim attire.~~
- ~~Parents or guardians are responsible for insuring that all children in their custody who are not toilet trained shall wear tight fitting rubber or plastic pants.~~
- ~~The changing of diapers on the pool deck and pool furniture is prohibited. Designated changing areas are located in the bath houses.~~
- ~~Diving in water less than 5 feet deep is not permitted except when allowed for competitive swimming and training.~~
- ~~Caution shall be exercised in the use of diving facilities.~~
- ~~Swimming is prohibited at Geneva Park District swimming pools when lightning is present, including a 30-minute period after the last lightning is observed and/or the sound of thunder.~~
- ~~Lifeguards are responsible for enforcing safety rules and responding to emergencies. Parents or guardians are responsible for the supervision and conduct of their children.~~
- ~~Children under 10 years old must be accompanied by a paid guardian 16 years or older.~~
- ~~The pool may be closed if the air temperature is at or below 68 degrees Fahrenheit, inclement weather conditions, low attendance, or unusual circumstances.~~
- ~~Refunds will not be given for pool closures.~~
- ~~Any child wearing a personal floatation device must remain within arm's reach of a parent or guardian at all times.~~
- ~~Chairs and lounges are allowed only in designated areas.~~
- ~~Refreshments are available at the concession stand and may not be brought onto the pool deck. Food storage containers (including and not limited to: coolers, bags, thermoses, etc.) may only be stored in the designated area within the concession area.~~
- ~~Geneva Park District is not responsible for loss or theft of any belongings.~~
- ~~The pool management has the authority to implement and enforce rules that are more stringent or that supplement those listed here.~~

10.02 Outside Food Guidelines

- If patrons choose to bring in their own food, it must be stored in non-breakable containers.
- No glass is allowed at any time within the pool site.
- Only water is allowed on the pool deck or grass areas.
- All types of food storage containers, including and not limited to, coolers, thermos bags, thermoses, etc. must be immediately stored in the designated area within the concession area upon arrival to the pool site. The Geneva Park District is not responsible for lost or stolen items that are placed in this area. When a patron wishes to consume his/her food or beverages, they must do so within the concession area.
- If patrons do not wish to leave their containers unattended, they may store their containers in their vehicle and get a hand stamp to enjoy their food outside the pool site at picnic tables provided at outside patio areas.

These two alternatives have been created to provide patrons with the ability to consume outside food and beverages. These rules will be strictly enforced. The Park District asks for your cooperation in adhering to these rules in order to keep our pool sanitary and the mechanical and filtration operations running smoothly.

10.03 Complaints:

It is only natural to expect complaints from patrons during the summer. Basically, complaints can be categorized in to three areas: Personnel, Policy and Facility.

- If a complaint is directed towards a staff member, you should be able to correct the situation. If it is a serious problem, be sure to notify the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor.
- If a complaint concerns matter of policy, merely inform the person that this particular problem is a policy matter, which is established by the recreation department. Please notify the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor and the ~~Director of Facilities~~ or have the person fill out a suggestion form.
- Facility complaints are probably the most common. If the situation can be corrected, please do so immediately.

The pool management is the only group of people that is authorized to handle complaints. Check both sides of the complaint. A swimmer's complaint is a good guide to a problem situation. Many times a complaint is a warning signal for a dangerous situation. Complaints against pool staff members and other swimmers should be presented to the individual for an explanation. Be fair. Unwarranted criticism against pool staff can damage moral and effectiveness. Support your fellow staff member, but if a series of complaints against one individual persists, you may have to take some action.

Suggestion forms are provided for convenience. Be careful to take down the name and phone number of the person who has a legitimate complaint. Turn in this form to the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor with a brief statement of the complaint. After the situation has been remedied, the management may wish to call the person and report its correction and thank him for bringing it to the Park District's attention.

11.0 EMERGENCY ~~RESPONSE~~ACTION PLAN

11.01 Responsive Person in Distress on Land (Severe First Aid)~~In-Water Emergencies:~~

- ~~Follow water rescue procedures taught in training. Guard nearest to the victim after long blast on the whistle.~~
- ~~If further assistance is needed, the rescue guard should yell for assistance and if possible, hold clenched fist high.~~
- ~~Alert pool manager, who shall clear the pool. If necessary, have a manager call 911 for emergency medical services.~~
- ~~Break guards, shall bring first aid equipment, backboard and AED and direct bystanders away from victim.~~
- ~~If emergency vehicle needed, a guard shall open that gate where EMS was directed.~~
- ~~The Park District office as well as his/her parents shall be notified by phone.~~
- ~~A written accident report shall be submitted to the office that day.~~

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to scene and glove up if bodily fluids are present</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Identifies responsive person with severe first aid injury</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary First Aid, and monitor CABs</u>
<u>Blow two long whistles</u>	<u>Perform First Aid as necessary, and monitor CABs</u>	<u>Make decision, if necessary, to clear pool. End care only when succeeded by EMS</u>
<u>Glove up if bodily fluids are present, perform First Aid as necessary, and monitor CABs</u>	<u>End care only when succeeded by EMS</u>	<u>Fill out Accident Incident Report</u>
<u>End care only when succeeded by EMS</u>		<u>Notify the Aquatics & Recreation Supervisor</u>
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>STAFF ASSIGNED TO OPEN GATE</u>
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>
<u>Glove up if bodily fluids are present and perform First Aid as necessary. Monitor CABs</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>
<u>End care only when succeeded by EMS</u>		

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11.02 ~~Accident~~ **Unresponsive Person in Distress on Land:**

- ~~• The staff person nearest the injured shall attend to the victim until another staff person with more advanced medical training or emergency medical services (EMS) arrives.~~
- ~~• The pool manager shall be alerted and shall call 911, if needed.~~
- ~~• First Aid shall be applied when necessary.~~
- ~~• Available staff, shall direct bystanders away from the situation.~~
- ~~• If emergency vehicles are called the assigned gate shall be opened.~~
- ~~• The Park District office as well as the parents shall be notified by phone.~~
- ~~• A written accident report shall be submitted to the office that day.~~
- ~~• First Aid provided by Geneva Park District Staff is temporary and immediate aid given until the services of a physician can be obtained.~~

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to scene and glove up if bodily fluids are present</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Targets, assesses unresponsive person in distress</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary care</u>
<u>Blow two long whistles</u>	<u>Provide appropriate care as necessary</u>	<u>Make decision, if necessary, to clear pool. End care only when succeeded by EMS</u>
<u>Glove up if bodily fluids are present, provide appropriate care as necessary</u>	<u>End care only when succeeded by EMS</u>	<u>Fill out Accident Incident Report</u>
<u>End care only when succeeded by EMS</u>		<u>Notify the Aquatics & Recreation Supervisor</u>
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>STAFF ASSIGNED TO OPEN GATE</u>
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>
<u>Glove up if bodily fluids are present, provide appropriate care as necessary</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>
<u>End care only when succeeded by EMS</u>		

11.03 Responsive Rescue in Water

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to pool wall nearest to person in distress</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS</u>
<u>Targets/Assesses distressed swimmer</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary rescue as needed</u>
<u>Blow one long whistle</u>	<u>Assist person in distress and/or Lifeguards as necessary</u>	<u>Fill out Rescue Report with swimmer and/or guardians (for minors)</u>
<u>Enter water</u>		<u>Advise swimmer on the next steps (to stay with adult, wear lifejacket, stay in shallow water, etc.)</u>
<u>Perform necessary rescue, bring person in distress to wall and assist person in distress with exiting the water</u>		<u>Ensure to include rescue in daily shift report email</u>
<u>Assist Manager with filling out Rescue Report</u>		
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	
<u>Bring emergency equipment to pool wall nearest to person in distress</u>		
<u>If directed by the Head Manager, call EMS and converse with EMS until told to hang up</u>		
<u>Assist in filling out Rescue Report with swimmer and/or guardians (for minors)</u>		

11.04 Unresponsive Rescue in Water

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to pool wall nearest to unresponsive person</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Targets/Assesses unresponsive person</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary care</u>
<u>Blow two long whistles</u>	<u>Assist in unresponsive extrication and glove up if bodily fluids are present</u>	<u>Make decision, if necessary, to clear pool</u>
<u>Enter water</u>	<u>Clear pool if directed by Head Manager</u>	<u>End care only when succeeded by EMS</u>
<u>Perform necessary rescue</u>	<u>Perform appropriate care as necessary</u>	<u>Fill out Accident Incident Report</u>
<u>Perform quick check for signs of life. If no signs of life, give 5 initial breaths, and then start in water rescue breathing</u>	<u>End care only when succeeded by EMS</u>	<u>Notify the Aquatics & Recreation Supervisor</u>
<u>Bring unresponsive person to wall. Assist in unresponsive extrication and glove up</u>		
<u>Perform appropriate care as necessary</u>		
<u>End care only when succeeded by EMS</u>		
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>STAFF ASSIGNED TO OPEN GATE</u>
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>

<u>Glove up if bodily fluids are present and perform appropriate care as necessary</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>
<u>End care only when succeeded by EMS</u>		

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11.05 Passive Suspected Spinal Injury

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to scene and glove up if bodily fluids are present</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Targets and assesses person with suspected spinal injury</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary care</u>
<u>Blow two long whistles</u>	<u>Clear pool if directed by Manager</u>	<u>Make decision, if necessary, to clear pool</u>
<u>Approach person with ease in entry, ask for permission to provide care, not to nod or shake head and do not make movements that cause additional pain</u>	<u>Glove up if bodily fluids are present</u>	<u>End care only when succeeded by EMS</u>
<u>Assist and guide person into a seated or face up lying position</u>	<u>Assist and guide person into a seated or face up lying position</u>	<u>Fill out Accident Incident Report</u>
<u>Monitor for any changes or worsening in condition & CABs</u>	<u>Monitor for any changes or worsening in condition & CABs</u>	<u>Notify the Aquatics & Recreation Supervisor</u>
<u>End care only when succeeded by EMS</u>	<u>End care only when succeeded by EMS</u>	
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>STAFF ASSIGNED TO OPEN GATE</u>
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>
<u>Glove up if bodily fluids are present, assist and guide person into a seated or face up lying position</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>
<u>Monitor for any changes or worsening in condition & CABs</u>		
<u>End care only when succeeded by EMS</u>		

11.06 Active Suspected Spinal Injury on Land

PRIMARY LIFEGUARD	SECONDARY LIFEGUARDS	HEAD MANAGER
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to scene and glove up if bodily fluids are present</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Targets and assesses person with suspected spinal injury</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary care</u>
<u>Blow two long whistles</u>	<u>Clear pool if directed by Manager</u>	<u>Make decision, if necessary, to clear pool</u>
<u>Approach person, ask for permission to provide care. Glove up if bodily fluids present</u>	<u>Glove up if bodily fluids are present</u>	<u>End care only when succeeded by EMS</u>
<u>Perform appropriate spinal motion restriction</u>	<u>Assist in keeping person's in appropriate spinal motion restriction</u>	<u>Fill out Accident Incident Report</u>
<u>Maintain normal body temperature and closely monitor & CABs</u>	<u>Maintain normal body temperature and closely monitor & CABs</u>	<u>Notify the Aquatics & Recreation Supervisor</u>
<u>End care only when succeeded by EMS</u>	<u>End care only when succeeded by EMS</u>	
ASSISTANT MANAGER	FRONT DESK STAFF	STAFF ASSIGNED TO OPEN GATE
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>
<u>Glove up if bodily fluids are present, assist in keeping person's in appropriate spinal motion restriction</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>
<u>Monitor for any changes or worsening in condition & CABs</u>		
<u>End care only when succeeded by EMS</u>		

11.07 Active Suspected Spinal Injury in the Water

<u>PRIMARY LIFEGUARD</u>	<u>SECONDARY LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>Bring emergency equipment to scene and glove up if bodily fluids are present</u>	<u>Go to scene, assess scene. If needed, direct Assistant Manager to call EMS, walkie-talkie Front Desk to stop letting guests into the facility and send a break Lifeguard to open gate and wait for EMS</u>
<u>Targets and assesses person with suspected spinal injury</u>	<u>Cover primary Lifeguard's initial zone</u>	<u>Direct scene and Lifeguards as they perform necessary care</u>
<u>Blow two long whistles</u>	<u>Clear pool if directed by Manager</u>	<u>Make decision, if necessary, to clear pool</u>
<u>Ease into water</u>	<u>Ease into water to assist in spinal</u>	<u>End care only when succeeded by EMS</u>
<u>Put person in vise grip to maintain active spinal motion restriction. Lower board into water, and place underneath the person. Apply a chest strap, HID, and head strap to extricate</u>	<u>Assist in performing care. Use strap, HID, and head strap to extricate</u>	<u>Fill out Accident Incident Report</u>
<u>Maintain normal body temperature and closely monitor & CABs</u>	<u>Maintain normal body temperature and closely monitor & CABs</u>	<u>Notify the Aquatics & Recreation Supervisor</u>
<u>End care only when succeeded by EMS</u>	<u>End care only when succeeded by EMS</u>	
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>STAFF ASSIGNED TO OPEN GATE</u>
<u>If directed by the Head Manager, call EMS, go to scene, assess scene, converse with EMS until told to hang up</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>Open gate, wait for EMS to arrive and direct them to the scene</u>
<u>Assist in performing spinal. Use strap, HID, and head strap to extricate</u>	<u>Direct EMS to the gate if they approach the window</u>	<u>Assist in crowd control as needed</u>

<u>Maintain normal body temperature and closely monitor & CABs</u>		
<u>End care only when succeeded by EMS</u>		

11.039 ~~Sunset Pool~~ Code Pink (Missing Child) Plan

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<u>LIFEGUARDS IN A CHAIR</u>	<u>BREAK LIFEGUARDS</u>	<u>HEAD MANAGER</u>
<u>Lifeguard demonstrating 30 Second Standard</u>	<u>As directed by Assistant Manager, begin searching for missing child</u>	<u>Parent/guardian comes to office and says child is missing</u>
<u>Code Pink is called</u>	<u>Report back to a Manager with progress every fifteen minutes</u>	<u>Call Code Pink and clear pool immediately</u>
<u>As directed by a Manager, clear pool immediately</u>	<u>End search only when child is found or directed by a Manager</u>	<u>Make announcement over PA system</u>
<u>Remain standing on Lifeguard chair until child is found or directed by a Manager</u>		<u>Inform parent/guardian to remain in the office</u>
		<u>If the child is not found after the facility has been completely checked and within 10 minutes, call police immediately. Walkie-talkie Front Desk to stop letting guests into the facility</u>
		<u>Notify the Aquatics & Recreation Supervisor</u>
		<u>End search only when child is found or succeeded by Police</u>
		<u>Fill out Accident Incident Report</u>
<u>ASSISTANT MANAGER</u>	<u>FRONT DESK STAFF</u>	<u>MAINTENANCE STAFF</u>
<u>Assemble break guards and maintenance staff and disperse them to different areas of facility to ensure complete search coverage</u>	<u>If told by Head Manager via walkie-talkie, stop letting guests into the facility</u>	<u>As directed by Assistant Manager, begin searching for missing child</u>

<u>Report back to Head Manager with progress every fifteen minutes</u>	<u>Direct EMS to office if they approach the window</u>	<u>Report back to a Manager with progress every fifteen minutes</u>
<u>End search only when child is found or directed by Head Manager</u>		<u>End search only when child is found or directed by a Manager</u>

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- ~~1. If a visitor reports a child is missing, a detailed description of the child and what he or she is wearing is obtained.~~
- ~~2. The manager, using the PA system, announces "Code Adam", describing the child's physical features and clothing. As designated, the front office employees monitor front entrances, break lifeguards and managers begin looking for the child.~~
- ~~3. If the child is not found within 1 minute, all pools shall be cleared.~~
- ~~4. If the child is not found within 5 minutes, law enforcement is called as well as the Facility/Aquatic Manager.~~
- ~~5. If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member.~~
- ~~6. If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk. Law enforcement will be notified and given details about the person accompanying the child.~~
- ~~7. The Code Adam page will be canceled after the child is found and law enforcement arrives.~~



11.04 General Safety:

- Maintain a working knowledge of all general and departmental specific safety rules.
- Immediately report all accidents and unsafe conditions to the Aquatics & Recreation Supervisor.
- Cooperate and assist in the investigation of accidents.
- Attend all required safety programs and in-service ~~education meetings~~ trainings.
- Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
- Pay strict attention to housekeeping of work area(s) and general facility.
- Smoking is allowed only in approved areas outside of the pool area.
- Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs is not permitted.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of work stations will be conducted to identify potentially dangerous conditions.
- Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- All accidents must be reported on the Accident Report form to a supervisor, regardless of the severity of the injury or damage.
- All employees must follow recommended work procedure outlines for their job.
- All employees are responsible for maintaining an orderly environment.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate.
- All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
- Department rules and procedures specific to departmental operations must be followed by each employee in the department.
- Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of work stations will be conducted to identify potential hazards to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.

12.0 ACCIDENT REPORTING

- Minor first aid may be administered, i.e., minor cuts, abrasions, etc. ~~Contact supervisor, fill out accident report and turn in to your supervisor within 24 hours.~~ Major injuries (life threatening) - contact 911, supervisor and parents of child/children. At no time leave the child/children alone. Call for help; keep victim comfortable until help arrives. Fill out accident report, and return to supervisor immediately.
- Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Director.
- Under no circumstances is staff to discuss fault, payment, and or responsibility of any incident. All questions should be directed to the Director of Geneva Park District.
- Any instructor injured while on the job and who does not require immediate medical assistance must report to their supervisor who will direct instructor to the proper medical locations. An accident form must be completed and returned to supervisor within 24 hours.
- All accident reports must be filled out within 24 hours and returned to the ~~Recreation/Aquatic Coordinator~~Aquatics & Recreation Supervisor. Emergency phone numbers are located in the first aid kit and are posted by all phones.

Commented [JK10]: Minor first aid does not require forms to be filled out

13.0 WEATHER CONCERNS

- Severe Thunderstorm Watch
 - Announcement over PA should be made stating “A severe thunderstorm watch has been issued for the area, staff is actively monitoring the weather and will announce if conditions merit further actions”
 - Management staff should actively monitor the weather.
- Severe Thunderstorm Warning
 - Once thunder or lighting is seen or heard, the pool is cleared and communication is done through the PA system by Manager on duty stating “Weather conditions in the area are not safe for swimming. To insure your protection, please gather your group and belongings and proceed to the bathhouse.”
 - All patrons must clear the entire pool and deck area until 30 minutes after the last sound of thunder or last sighting of lightning.
 - All patrons remaining must wait inside the bath house until the storm has passed.
 - Guards will remain in bathhouse also.
 - Guards given permission to go home must stay on call until 6:00 PM depending on the time of the storm.
- Tornado Watch
 - Announcement over PA should be made stating “A Tornado Watch has been issued for the area, staff is actively monitoring the weather and will announce if conditions merit further actions.”
 - Management staff should actively monitor the weather and listening for the Air Raids
- Tornado Warning
 - Once the storm warning air raids are heard, the pool is cleared and communication is done through the PA system by Manager on duty stating “Weather conditions in the area are not safe for swimming. To insure your protection, please gather your group and belongings and proceed to the bathhouse.”
- LifeGuard Responsibilities Include:
 - ~~P~~utting away all equipment on deck
 - ~~S~~upervising bath house
 - ~~A~~ssisting in other areas of the pool if directed by ~~Pool m~~anager

~~RAIN DAYS ARE WORKDAYS. DO WHAT NEEDS TO BE DONE. PERSONNEL THAT REPORT FOR WORK AND ARE PAID FOR AT LEAST ONE HOUR SHOULD WORK DURING THOSE HOURS CLEANING OR REVIEWING SKILLS.~~

14.0 SYSTEM OPERATIONS

14.01 Water Quality:

The quality of the pool water should be maintained by the maintenance workers and management staff of the pool. The chemical levels should be checked regularly throughout the day and appropriate counter measures followed if the chemicals need balancing. Geneva Park District used two types of testing kits commonly known as the “drop test” and “powder test” Below you will find instructions for both.

Guidebook (#2004B) amplifies these instructions and should be read to use this product properly.		POOL & SPA WATER TESTS		3. Store test kit in cool, dark place. 4. Replace reagents once each year. 5. Do not dispose of solutions in pool or spa.		6. Rinse tubes before and after each test. 7. Obtain samples 18" (45 cm) below water surface. 8. Hold bottle vertically when dispensing.		Instr. #5137
Free, Combined & Total Chlorine Test 1. Rinse and fill small comparator tube to 9 mL mark with water to be tested. 2. Add 5 drops R-0001 and 5 drops R-0002. Cap and invert to mix. 3. Match color with color standard.* Record as parts per million (ppm) free chlorine (FC). 4. Add 5 drops R-0003. Cap and invert to mix. 5. Match color immediately. Record as ppm total chlorine (TC). 6. Subtract FC from TC. Record as ppm combined chlorine (CC). Formula: TC - FC = CC. Bromine (Total) Test 1. Rinse and fill small comparator tube to 9 mL mark with water to be tested. 2. Add 5 drops R-0001 and 5 drops R-0002. Cap and invert to mix. 3. Match color with color standard.* Record as parts per million (ppm) total bromine. <i>"If color is off-scale: Repeat test using 4.5 mL sample diluted to 9 mL mark with tap water. Multiply reading by 2 to obtain approximate sanitizer level. If color is still off-scale: Repeat test using 1.8 mL sample diluted to 9 mL mark with tap water. Multiply reading by 5 to obtain approximate sanitizer level."</i> pH Test 1. Rinse and fill large comparator tube to 44 mL mark with water to be tested. 2. Add 5 drops R-0004. Cap and invert to mix. 3. Match color with color standard. Record as pH units and save sample if pH needs adjustment. If sample color is between two values, pH is average of the two. To LOWER pH: See acid demand test. To RAISE pH: See base demand test. Acid Demand Test 1. Use treated sample from pH test. 2. Add R-0005 dropwise. After each drop, count, mix, and compare with color standards until desired pH is matched. See treatment tables to continue. Base Demand Test 1. Use treated sample from pH test. 2. Add R-0006 dropwise. After each drop, count, mix, and compare with color standards until desired pH is matched. See treatment table to continue.		Total Alkalinity Test 1. Rinse and fill large comparator tube to 25 mL mark with water to be tested.* 2. Add 2 drops R-0007. Swirl to mix. 3. Add 5 drops R-0008. Swirl to mix. Sample should turn green. 4. Add R-0009 dropwise. After each drop, count and swirl to mix until color changes from green to red. 5. Multiply drops in Step 4 by 10. Record as parts per million (ppm) total alkalinity as calcium carbonate. <i>"When high TA is anticipated, this procedure may be used: Use 10 mL sample, 1 drop R-0007, 3 drops R-0008, and multiply drops in Step 4 by 25."</i> Calcium Hardness Test 1. Rinse and fill large comparator tube to 25 mL mark with water to be tested.* 2. Add 20 drops R-0010 (or use pipet provided and fill to 1 mL mark). Swirl to mix. 3. Add 5 drops R-0011L. Swirl to mix. If calcium hardness is present, sample will turn red. 4. Add R-0012 dropwise. After each drop, count and swirl to mix until color changes from red to blue. 5. Multiply drops in Step 4 by 10. Record as parts per million (ppm) calcium hardness as calcium carbonate. <i>"When high CH is anticipated, this procedure may be used: Use 10 mL sample, 10 drops R-0010 (or use pipet provided and fill to 0.5 mL mark), 3 drops R-0011L, and multiply drops in Step 4 by 25."</i>		Cyanuric Acid Test 1. Rinse and fill CVA dispensing bottle (#9191) to 7 mL mark with water to be tested. 2. Add R-0013 to 14 mL mark. Cap and mix for 30 seconds. 3. Slowly transfer cloudy solution to small comparator tube until black dot on bottom just disappears when viewed from top. 4. Read tube at liquid level on back of comparator block. Record reading as parts per million (ppm) cyanuric acid. Sodium Chloride (Salt) Test For 1 drop = 200 ppm 1. Rinse and fill sample tube (#9198) to 10 mL mark with water to be tested. 2. Add 1 drop R-0630. Swirl to mix. Sample should turn yellow. 3. Add R-0718 dropwise, swirling and counting after each drop, until color changes from yellow to a milky salmon (brick) red. Always hold bottle in vertical position. NOTE: Do not add enough R-0718 to give a brown color. First change from yellow to a milky salmon (brick) red is the endpoint. 4. Multiply drops of R-0718 by 200. Record as parts per million (ppm) salt as sodium chloride.				



Guidebook (#2004B) amplifies these instructions and should be read to use this product properly.		POOL & SPA WATER TESTS		3. Store test kit in cool, dark place. 4. Replace reagents once each year. 5. Do not dispose of solutions in pool or spa.		6. Rinse tubes before and after each test. 7. Obtain samples 18" (45 cm) below water surface. 8. Hold bottle vertically when dispensing.		Instr. #5140
Free & Combined Chlorine Test 1. Rinse and fill large comparator tube to desired mark with water to be tested. NOTE: For 1 drop = 0.2 ppm, use 25 mL sample. For 1 drop = 0.5 ppm, use 10 mL sample. 2. Add 2 dippers R-0870. Swirl until dissolved. If free chlorine is present, sample will turn pink. NOTE: If pink color disappears, add R-0870 until color turns pink. 3. Add R-0871 dropwise, swirling and counting after each drop, until color changes from pink to colorless. 4. Multiply drops in Step 3 by drop equivalence (Step 1). Record as parts per million (ppm) free chlorine (FC). 5. Add 5 drops R-0003. Swirl to mix. If combined chlorine is present, sample will turn pink. 6. Add R-0871 dropwise, swirling and counting after each drop, until color changes from pink to colorless. 7. Multiply drops in Step 6 by drop equivalence (Step 1). Record as ppm combined chlorine (CC). pH Test 1. Rinse and fill large comparator tube to 44 mL mark with water to be tested. 2. Add 5 drops R-0004. Cap and invert to mix. 3. Match color with color standard. Record as pH units and save sample if pH needs adjustment. If sample color is between two values, pH is average of the two. To LOWER pH: See acid demand test. To RAISE pH: See base demand test. Acid Demand Test 1. Use treated sample from pH test. 2. Add R-0005 dropwise. After each drop, count, mix, and compare with color standards until desired pH is matched. See treatment tables to continue. Base Demand Test 1. Use treated sample from pH test. 2. Add R-0006 dropwise. After each drop, count, mix, and compare with color standards until desired pH is matched. See treatment table to continue.		Total Alkalinity Test 1. Rinse and fill large comparator tube to 25 mL mark with water to be tested.* 2. Add 2 drops R-0007. Swirl to mix. 3. Add 5 drops R-0008. Swirl to mix. Sample should turn green. 4. Add R-0009 dropwise. After each drop, count and swirl to mix until color changes from green to red. 5. Multiply drops in Step 4 by 10. Record as parts per million (ppm) total alkalinity as calcium carbonate. <i>"When high TA is anticipated, this procedure may be used: Use 10 mL sample, 1 drop R-0007, 3 drops R-0008, and multiply drops in Step 4 by 25."</i> Calcium Hardness Test 1. Rinse and fill large comparator tube to 25 mL mark with water to be tested.* 2. Add 20 drops R-0010 (or use pipet provided and fill to 1 mL mark). Swirl to mix. 3. Add 5 drops R-0011L. Swirl to mix. If calcium hardness is present, sample will turn red. 4. Add R-0012 dropwise. After each drop, count and swirl to mix until color changes from red to blue. 5. Multiply drops in Step 4 by 10. Record as parts per million (ppm) calcium hardness as calcium carbonate. <i>"When high CH is anticipated, this procedure may be used: Use 10 mL sample, 10 drops R-0010 (or use pipet provided and fill to 0.5 mL mark), 3 drops R-0011L, and multiply drops in Step 4 by 25."</i>		Cyanuric Acid Test 1. Rinse and fill CVA dispensing bottle (#9191) to 7 mL mark with water to be tested. 2. Add R-0013 to 14 mL mark. Cap and mix for 30 seconds. 3. Slowly transfer cloudy solution to small comparator tube until black dot on bottom just disappears when viewed from top. 4. Read tube at liquid level on back of comparator block. Record reading as parts per million (ppm) cyanuric acid. Sodium Chloride (Salt) Test For 1 drop = 200 ppm 1. Rinse and fill sample tube (#9198) to 10 mL mark with water to be tested. 2. Add 1 drop R-0630. Swirl to mix. Sample should turn yellow. 3. Add R-0718 dropwise, swirling and counting after each drop, until color changes from yellow to a milky salmon (brick) red. Always hold bottle in vertical position. NOTE: Do not add enough R-0718 to give a brown color. First change from yellow to a milky salmon (brick) red is the endpoint. 4. Multiply drops of R-0718 by 200. Record as parts per million (ppm) salt as sodium chloride.				



14.02 Filter Backwashing

Backwashing should take place as needed in relation to the pressure gauges on the filter tanks. Directions for backwashing are located in the documentation provided by the contractors. The ~~Office Manager, Facilities Supervisor~~ Aquatics & Recreation Supervisor, Facility Maintenance Supervisor and pool management staff have copies of these documents. The Superintendent of Parks and Maintenance or another trained personnel should always be on hand when backwashing the pool water.

14.03 Chemical Procedures

CHEMICAL PROPERTIES OF CHLORINE

- Commercial liquid chlorine is clear or amber colored and will evaporate rapidly when exposed to the atmosphere. The rate of evaporation will increase as the temperature is increased. Chlorine vapors have an irritating, pungent odor similar to household bleach. Its color is greenish/yellow, it is heavier than air, and tends to collect in low areas when introduced into the atmosphere. Chlorine alone is nonflammable, non-explosive, and a nonconductor of electricity, but is a strong oxidizer capable of supporting the combustion of many substances. It can react rapidly (sometimes explosively) with many common chemicals. In the presence of moisture (humidity), chlorine is corrosive to most metals.

LIQUID CHLORINE SYSTEMS

- Any building to house chlorine equipment should be constructed so that the ventilation system provides fresh air for normal operation and takes into consideration the possibility of a leak. Access to the facility should be restricted to only authorized persons. Personal protective equipment should be readily available.

LIQUID SPILL CONTAINMENT

- The area around a liquid chlorine storage tank should be surrounded by a curb or dike. If possible, the collection area should have the capacity to hold the contents of the vessel to minimize the degree of vaporization of chlorine. Emergency provisions should be developed for the disposal or recovery of spilled chlorine.

14.04 Pool Chemical Precautions:

- All chemicals used in controlling the quality of pool water shall be used only in accordance with the manufacturer's instructions. Label all containers clearly.
- Store all pool chemicals in a cool, dry, well-ventilated area. This area must be secured to prevent any unauthorized access.
- Keep containers upright and tightly closed. Always close after each use. Chemicals must be kept in their original containers.
- Segregate pool chemicals when in storage to prevent interaction. Typical contaminants that have caused fires include gasoline, oils, solvents, paint, tobacco, soaps, perspiration on hands, acids, and other pool chemicals.
- Never pre-mix pool chemicals, especially acids. These include muriatic acid, hydrochloric acid, or sodium acid sulfate.
- In storage, place the dry chemicals above liquid chemicals. If liquid chemicals are stored above, they can leak down and react with the dry products.
- Maintain good housekeeping practices. Clean up spills immediately following manufacturer's procedures. Never place contaminated chemicals back into the original container. Keep all flammable materials away from pool chemicals.
- Keep chemicals away from open flame. Never smoke in storage areas or while handling any chemicals.
- A water supply should be available, and sprinkling system should be installed. Early detection systems are recommended.
- Read labels and SDS sheets carefully. Always wear the required personal protective equipment.
- Never add water to pool chemicals; add chemicals to pool water.
- Rinse out empty containers with water before throwing them away.

- Do not allow outside contractors to work near pool chemicals. This situation has lead to many pool chemical fires by accidental contamination.

14.05 Liquid Chlorine Maintenance:

- Make sure that the pool's recirculation pump is electronically interlocked with the chlorine and acid control system and individual pumps. If the recirculation pump stops, the hypo-chlorinator and individual chlorine and acid pumps must not be allowed to operate on a separate electrical circuit. Failure to interlock these systems has resulted in large concentrations of chlorine and acid being injected into the pool, which can result in patron injuries and corrosion damage to the pump.
- Regularly inspect all flow indicator switches and clean them periodically to ensure accurate operation. PDRMA recommends rotary wheel switches over in-line "flapper" type switches because they utilize a green flow indicator light and can be easily opened and cleaned.
- Inspect all anti-siphon check valves on each liquid chlorine and liquid acid feed line to prevent a siphoning effect that can occur when the pumps are turned off.
- Regularly clean any sensing probes in the chlorinator according to manufacturer's instructions to reduce any false readings.
- Be sure the chemical tank has a sufficient supply of liquid chlorine for anticipated needs. Sodium hypochlorite (liquid chlorine) has a rather short shelf life.

14.06 Personal Protective Equipment for Handling Chlorine:

- Eye Protection: Chemical splash-proof safety goggles, which are impervious to chlorine. An additional face shield is recommended when working with liquid chlorine products.
- Gloves: Plastic coated or rubber gloves that will provide impervious protection from chlorine and other pool chemicals. The gloves should cover to at least the mid-forearm and be worn at all times when working with chlorine or other pool chemicals.
- Protective Clothing: For liquid chlorine systems, impervious clothing described above and a rubber apron should be worn to minimize contact with skin.
- An eye wash station and emergency shower should be provided for quick drenching purposes.
- Any clothing which becomes contaminated with chlorine or other pool chemicals should be removed immediately and not worn until completely cleaned.
- Skin that becomes contaminated with any pool chemicals should be washed or showered until the chemicals are completely removed.

14.07 Signage:

- All chlorine storage areas must be signed: DANGER CHLORINE
- This sign should be affixed to the exterior of each doorway and be visible from a distance of at least 25 feet.

14.08 Emergency Operations Plan for Chlorine Emergencies:

- The purpose of emergency planning is to prevent and minimize injuries, damage to equipment, environmental impact, and to return to normal operations as soon as possible. The best way to achieve this goal in an emergency situation is to thoroughly train competent people who will act instinctively under stress and do the right thing. In public swimming pools, the threat of chlorine releases must be planned for so that the chance of severe health effects or even death will be minimized or eliminated.
- If a leak occurs and is minor in nature, only those personnel trained in repairing a minor chlorine leak should take action. No person should work alone. All others should be cleared from the area. If personal protective equipment or trained personnel are not available, contact the fire department immediately and implement evacuation plan.
- If a leak occurs that is a major leak, close the door to storage area (if possible) and leave the area immediately. Inform pool management staff and alert the local fire department. Implement the facility evacuation plan immediately.
 - Notify Fire Department: When contacting your local fire department give the following information if available.
 - name of facility, address, and telephone number
 - description of the emergency (chlorine liquid spill)
 - type and size of the container involved
 - any actions being taken (repairs, evacuation, etc.)
 - injuries, wind direction, etc.
 - Evacuation Routes: When developing evacuation routes consider the following:
 - Chlorine vapor is heavier than air and tends to settle in low lying areas.
 - Moving into the direction of the wind is the safest place. Consider alternate routes depending on wind direction.
 - Make sure that keys are available for all major exit gates to speed the evacuation process. Designate a person to open the gates in an emergency.
 - Assign other important evacuation tasks to employees as they pertain to your facility. Assist patrons from the water and direct them to the appropriate exits.

Severe Exposure to Chlorine

- Remove the victim from the contaminated area immediately and move them to fresh air. Loosen any constrictive clothing around the neck.
- If breathing has stopped, begin artificial respiration until breathing is restored.
- If the victim's heart and respiration stops, begin CPR and continue until both breathing and a pulse are restored.
- If oxygen is available it may be administered, but only by first aid attendants trained in the use of that oxygen equipment, paramedics, or a physician.
- Flush the eyes with copious amounts of water, occasionally lifting the upper and lower eyelids.
- Remove any contaminated clothing and flush any affected skin areas with water. Do not attempt to neutralize with other chemicals.
- Keep the patient warm and quiet until paramedics arrive.

Mild Exposure

- Remove the victim from the contaminated area immediately and move them to fresh air. Remove any constrictive clothing around the neck.
- Administer oxygen if available but only by individuals trained in the use of that specific oxygen equipment.
- Flush the eyes with copious amounts of water, occasionally lifting the upper and lower eyelids.
- Remove any contaminated clothing and flush any affected skin areas with water. Do not attempt to neutralize with other chemicals.

- Keep the patient warm and quiet until paramedics arrive.

14.09 Media Relations

Following any public emergency you can expect the media to aggressively seek the details of the incident. ~~All agencies should have an established plan to deal with these often sensitive situations so that only correct information is given.~~ The following guidelines ~~can be used to develop your media plans should be followed.:~~

- Inform employees not to discuss the incident with any members of the media. Refer all questions to the designated spokesperson (Executive Director).
- ~~○ Designate a newsroom that will be used for official statements.~~
- ~~○ Designate a spokesperson to provide any statements.~~
- Prepare a written statement and read it directly to avoid any misinterpretations. Answer only those questions that can be responded to with up-to-date factual information. The advice of an attorney is always helpful.
- Be prepared for requests for pictures. Decide in advance what pictures can be taken, if any.

14.10 Reporting a Chemical Spill

In accordance with the Illinois Administrative code, after a spill or release of a hazardous substance, specific phone and written notification is to be directed to Illinois ESDA at 1-800-782-7860 or 1-217-782-7860.

15.0 POOL RENTALS

15.01 Pool Rental Information

Although the pool is primarily for recreational swimming and teaching purposes, certain times may be reserved for church groups, industries, school, swim team, clubs or individual groups for splash parties. The following outlines the times, fees and restrictions relating to pool rentals.

- Groups will use the pool solely for recreational purposes. No money is to be raised unless approved by the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor or the Superintendent of Recreation.
- All daily pool rules must be followed.
- All youth groups must be accompanied by adults and the adults will be responsible for their children.
- Rentals must be scheduled at least two weeks in advance with full payment due at the time of the reservation. Reservations are taken by the ~~Facility/Aquatic Manager~~Aquatics & Recreation Supervisor by phone, e-mail or in person.
- If cancellation occurs due to one of these conditions, refunds will be issued as follows:
 - Weather - See Application
 - Participant requested - more than 72 hours in advance: will receive 100% refund
 - Participant requested - less than 72 hours in advance: will receive no refund
- No alcoholic beverages may be served or brought on the premises. Possession of any alcoholic beverage may result in termination of the rental. Drunkenness will not be tolerated and any person under the influence of alcohol will be asked to leave the premises.



Geneva Park District

Stone Creek Miniature Golf Operations Manual

Board Approved April~~July~~ 2021~~16~~

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1.0 JOB DESCRIPTIONS

1.01 ~~Miniature Golf Course Manager~~

Summary:

~~The Miniature Golf Course Manager is responsible for staff supervision, daily operations, bookkeeping, scheduling and for completing general Park District projects.~~

Supervisor:

~~The Miniature Golf Course Manager reports to the Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.~~

Qualifications:

~~The Miniature Golf Course Manager must be at least 21 years of age and have a high school diploma; experience in handling cash and supervising staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.~~

Essential Functions:

- ~~1. Maintain current CPR and Standard First Aid certifications.~~
- ~~2. Hire, train, supervise, schedule and evaluate miniature golf course attendants.~~
- ~~3. Balance and record daily cash receipts.~~
- ~~4. Prepare rental calendars on a weekly basis and coordinate and conduct birthday parties.~~
- ~~5. Meet with Facilities Supervisor to report course operations.~~
- ~~6. Conduct staff meetings.~~
- ~~7. Answer questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.~~
- ~~8. Perform all operational duties outlined in manual.~~
- ~~9. Handle golf course customers efficiently.~~
- ~~10. Control miniature golf play and maintain course safety.~~
- ~~11. Maintain cleanliness inside hut and the outside grounds including water feature and other play features.~~
- ~~12. Inventory supplies and make purchases as needed.~~
- ~~13. Clean picnic table areas.~~
- ~~14. Handle all cash sales correctly, including proper use of register, daily receipts and deposits.~~
- ~~15. Report to all scheduled shifts or obtain a substitute.~~
- ~~16. Clean course when scheduled to work.~~
- ~~17. Prepare monthly sales and usage reports.~~
- ~~18. Administer First Aid according to the Park District's Communicable Disease Policy.~~
- ~~19. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Marginal Functions:

- ~~1. Assist all employees of the Park District as needed.~~
 - ~~2. Assist with light maintenance of Stone Creek hut and course.~~
 - ~~3. Assist all employees of the Park District as needed.~~
- Physical Requirements:
- ~~1. Ability to operate Park District vehicles.~~

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2. ~~Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.~~

Environmental Considerations:

~~May be exposed to elements when driving or assisting workers with outdoor functions. Activities performed are both indoors and outdoors. These environmental conditions could include temperature and weather.~~

Cognitive Considerations:

- ~~1. Resolve differences and problems that arise with patrons and work together with employees.~~
- ~~2. The Miniature Golf Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~
- ~~3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.~~

Board Approved 10/2020

Position: _____

Miniature Golf Course Manager

Summary:

The Miniature Golf Course Manager is responsible for staff supervision, daily operations, bookkeeping, scheduling and for completing general Park District projects.

Supervisor:

The Miniature Golf Course Manager reports to the Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.

Qualifications:

The Miniature Golf Course Manager must be at least 21 years of age and have a high school diploma; experience in handling cash and supervising staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Hire, train, supervise, schedule and evaluate miniature golf course attendants.
3. Balance and record daily cash receipts.
4. Prepare rental calendars on a weekly basis and coordinate and conduct birthday parties.
5. Meet with Facilities Supervisor to report course operations.
6. Conduct staff meetings.
7. Answer questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.
8. Perform all operational duties outlined in manual.
9. Handle golf course customers efficiently.
10. Control miniature golf play and maintain course safety.
11. Maintain cleanliness inside hut and the outside grounds including water feature and other play features.
12. Inventory supplies and make purchases as needed.
13. Clean picnic table areas.
14. Handle all cash sales correctly, including proper use of register, daily receipts and deposits.
15. Report to all scheduled shifts or obtain a substitute.

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16. Clean course when scheduled to work.
17. Prepare monthly sales and usage reports.
18. Administer First Aid according to the Park District's Communicable Disease Policy.
19. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Assist with light maintenance of Stone Creek hut and course.
3. Assist all employees of the Park District as needed.

Physical Requirements:

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

Environmental Considerations:

May be exposed to elements when driving or assisting workers with outdoor functions. Activities performed are both indoors and outdoors. These environmental conditions could include temperature and weather.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Miniature Golf Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.

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1.02 ~~Miniature Golf Course Attendant~~

Summary:

~~The Miniature Golf Course Attendant is responsible for maintaining safety and overseeing all operations of the miniature golf course.~~

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Supervisor:

~~The Miniature Golf Course Attendant reports to the Miniature Golf Course Manager, Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.~~

Qualifications:

~~The Miniature Golf Course Attendant must be at least 16 years of age and have criminal background clearance; current CPR and First Aid certifications and positive role model characteristics. Experience in handling cash is preferred.~~

Essential Functions:

- ~~1. Maintain current CPR and Standard First Aid certifications.~~
- ~~2. Answer any questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.~~
- ~~3. Perform all operational duties outlined in manual.~~

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4. Handle golf course customers efficiently.
5. Control miniature golf play and maintain course safety.
6. Maintain cleanliness inside hut.
7. Clean picnic table areas.
8. Handle all cash sales correctly.
9. Report to all scheduled shifts or obtain a substitute.
10. Clean course when scheduled to work.
11. Attend staff meetings.
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Help with Special Events when necessary.

Physical Requirements:

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

Environmental Considerations:

1. May be exposed to elements when driving or assisting workers with outdoor functions.
2. Most activities are performed indoors. These environmental conditions could include lighting and temperature.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must be able to supervise others and have good safety awareness.

Board Approved 10/2020

Position:

Miniature Golf Course Attendant

Summary:

The Miniature Golf Course Attendant is responsible for maintaining safety and overseeing all operations of the miniature golf course.

Supervisor:

The Miniature Golf Course Attendant reports to the Miniature Golf Course Manager, Facilities Supervisor, Superintendent of Recreation, the Superintendent of Parks and the Executive Director.

Qualifications:

The Miniature Golf Course Attendant must be at least 16 years of age and have criminal background clearance; current CPR and First Aid certifications and positive role model characteristics. Experience in handling cash is preferred.

Essential Functions:

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1. Maintain current CPR and Standard First Aid certifications.
2. Answer any questions, over the telephone or in person to the best of your knowledge, regarding Stone Creek or the Park District.
3. Perform all operational duties outlined in manual.
4. Handle golf course customers efficiently.
5. Control miniature golf play and maintain course safety.
6. Maintain cleanliness inside hut.
7. Clean picnic table areas.
8. Handle all cash sales correctly.
9. Report to all scheduled shifts or obtain a substitute.
10. Clean course when scheduled to work.
11. Attend staff meetings.
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Help with Special Events when necessary.

Physical Requirements:

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

Environmental Considerations:

1. May be exposed to elements when driving or assisting workers with outdoor functions.
2. Most activities are performed indoors. These environmental conditions could include lighting and temperature.

Cognitive Considerations:

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must be able to supervise others and have good safety awareness.

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2.0 OPERATIONS

The operation of the Miniature Golf Course is governed by the park district personnel and operations policies. All employees are subject to the provisions of these policies. If any questions arise, please consult the Personnel or Operations Manual. The Facilities Supervisor has a copy in his/her office.

2.01 Flow Chart:

The following chart is a portion of the entire park district organizational chart. It represents the chain of command for employees at the miniature golf course. When problems or grievances occur, please consult your immediate supervisor. If the problem is not resolved, please consult his/her immediate supervisor.

FLOW CHART

Executive Director

Superintendent of Recreation

Facilities Supervisor

Miniature Golf Course Manager

Miniature Golf Attendants

2.02 Phone List:

(Please call in the order listed)

- | | | | |
|----|---|-----------------------------|-------------------------------------|
| 1. | Jim Huetson
Keith Schmerer | Facilities Supervisor | 630.232.7867
630.2212 |
| 2. | Nicole Vickers | Supt. of Recreation | 630.262.2211 |
| 3. | Jerry Culp
Larry Gabriel | Supt. of Parks & Properties | 630.232.0605 |
| 4. | Sheavoun Lambillotte | Executive Director | 630.262.2216 |

2.03 Stone Creek Staff List:

See Stone Creek Bulletin Board for current staff list. Current miniature golf staff may play golf at no charge. Guests and relatives must pay normal daily prices.

2.04 Course Rules:

The following rules should be adhered to by all individuals playing Stone Creek Miniature Golf Course. It is the responsibility of the attendant to see that these rules are obeyed.

1. Be considerate of others and enjoy your round of golf.
2. No more than 64 players in a group.
3. Please do not make your first putt until the group ahead has finished on the hole.
4. Ball nearest to the cup putts first.
5. Seven stroke limit on all holes. Mark 8 and move on.
6. An out of bounds ball is placed in at the point of exit with a one-stroke penalty.
7. Please do not shoot from the hazards.
8. Ball may be moved 6" from the rail without penalty.
9. NO full swings at any time.
10. Players must wear shirts and shoes at all times on the course.
11. Minimum age without supervision is 10 years.
12. Return Putter to counter when leaving
 - \$.50 charge for lost balls
 - \$10.00 charge for damaged putters

2.05 Stone Creek Hours:

During Spring through early Fall, the Stone Creek Miniature Golf Course is open. The hours vary during this time depending on the school opening and closing dates. Reasons may arise that the golf course closes during these times due to inclement weather.

2.06 Hiring:

All returning staff will be rehired based on previous evaluations and current status of certificates. All new staff must complete an application and personal interview by the Facilities Supervisor or Miniature Golf Course Manager. All staff must complete an employment agreement before beginning work.

2.07 In-Service Training:

All staff must complete an orientation meeting and in-service training before the beginning of the season. In-service training sessions will be held for a total of one hour per month for all staff (minimum). Training may cover the following: current personnel problems, procedure problems, rule changes, review of park district activities or special events.

All meetings are mandatory.

2.08 Work Schedules:

Management staff will establish all work schedules. All schedules will be made by the month and will be posted on the week prior to the beginning of the month. The management staff must be contacted in advance regarding all scheduling problems. **Once the schedule is posted, you are responsible for your shifts.** If a sub is needed, you must find your own sub and get approval from management. Anyone not working their scheduled or sub shift will be subject to disciplinary action.

2.09 **Absences:**

If for any reason a staff member cannot report to work due to an illness, he/she must notify management by 8:00am that day. Staff will not be paid for time off due to illness. There is no paid vacation time for any staff. Vacations must be confirmed before the month's schedule is distributed. Any unexcused absences may result in dismissal. This includes missing in-service training. Excessive illness may result in dismissal or may jeopardize employment next year.

2.10 **Disciplinary Action:**

Dismissals may be made for such cases as serious inefficiency, a careless and uninterested attitude, habitual tardiness, intoxication, insubordination, incompatibility, dishonesty, committing a felony, or non-conformity to Park District standards of dress or behavior. An employee who has been dismissed shall be informed immediately in writing, stating reason(s) therefore by the Facilities Supervisor. The dismissal will be effective the date of such correspondence.

2.11 **Evaluations:**

All staff will be evaluated by the manager at the end of the season. Any staff performing below standards and all new staff will have evaluations midway through the season as problems arise. Evaluations will be used as the basis for rehiring and raises in pay rates.

2.12 **Resignations:**

All staff is required to give ten working days' notice in writing upon resignation. Final working days at Stone Creek must be given to management by the second week of July.

2.13 **Personnel Policies:**

1. The operation of the Stone Creek Miniature Golf Course is governed by the park district's personnel and operations policies, and by this manual. All employees are subject to the provisions of these policies. If any questions arise, please consult these policies and manual. As a Short-term employee, you should have received a copy of the Part-time and Short-term Personnel Policy Manual upon hire or re-employment for the season. The Facilities Supervisor has a copy in his/her office.
2. An employee is late if he/she reports late for work at the scheduled starting time, or abuses any break privileges, leaving early for lunch or returning late, or leaving work before the scheduled time.
3. Employees are expected to report 10 minutes before their scheduled shift and to be engaged in productive work until their scheduled ending time. If a supervisor observes a problem of lateness with an employee, a discussion of the incident or problem with the employee will occur to attempt to gain employee compliance.
4. If an employee realizes that he will be late, he should notify his/her supervisor. If advance

notice cannot be given, the employee should report to his/her supervisor upon arrival.

5. If an employee continues a pattern of lateness, the supervisor may make the incident or incidents a matter of record. To do this he/she presents a letter to the late employee. After the employee reads the letter, or has it read to him, the employee signs the letter. Finally, it becomes part of the employee's permanent personnel file.
6. The Park District will not permit the use of drugs unless prescribed by a licensed medical physician. The use of alcohol is not permitted during working hours. Smoking/tobacco use by any person under the age of 18 is not permitted during working hours.
7. Work schedules will be determined by the management as deemed necessary to perform the assigned task. An attempt will be made to schedule employees on the hours requested. Requests for time off should be written and given to the management NOT written on the calendar.
8. Loitering: The image of the Stone Creek Miniature Golf Course is of great importance. No persons are allowed to congregate around or inside the miniature golf course unless engaged in mini golf activities. ~~If upon entering the building, the first thing you see is people "hanging around", your impression is lowered.~~
9. Dress: Neat and appropriate dress is expected of all employees while on duty. Clothing with holes or patches are not acceptable. Uniform clothing may be required.
10. Homework or outside work is not allowed while you are working.
11. All rules and regulations within the Personnel Policy Manual also apply to miniature golf staff.

2.14 Payroll Procedures:

To insure that employees receive paychecks on time, the following procedures should be followed:

1. All staff are to punch in using the computer based time clock system. If there are any missed punches or computer issues please contact the course manager.
2. Paychecks will be issued after 1:00 pm that immediate Friday. Paychecks will be available at the administrative office. By request, they may be delivered to the course by the manager.

2.15 Pay Schedule:

Late time sheets will not be processed until the following pay period.

2.16 Appearance:

Neat and appropriate dress is expected of all employees while on duty. Clothing with holes or patches is not acceptable. You will be issued park district shirts and will be expected to wear them whenever you are on duty. Shorts may be worn during the summer. Shoes must always be worn.

2.17 Phone Usage:

Our phone is located in the northwest corner of the concession stand. This phone is there for the purposes of incoming calls regarding Stone Creek and for attendants and manager to make miniature golf course related calls to the park district main office, the maintenance garage, etc. **The phone is there for business use.** Calls which are made by employees that are not business related should be limited to two minutes. Emergency calls are allowed to anyone. Patrons may not use the phone for personal calls. **No long distance or information calls shall be made from this phone except by the manager for business reasons.**

2.18 Loitering:

The image of Stone Creek Miniature Golf Course is of great importance in order to attract customers. If upon entering the gate into the course the first thing you see is people “hanging around,” your impression is lowered. Therefore, no Stone Creek employee or their families/relatives etc. shall enter the starter building or stand at the window area unless conducting park district or miniature golf business.

2.19 Fees and Charges:

Due to the expense of operating a miniature golf course, fee and charges must be assessed in order to cover costs. The following fees and charges must be observed.

FEES

RESIDENTS
\$5.00

NON-RESIDENT
\$6.00

2.20 Employee Discount Policy:

All current Full-Time employees, Commissioners and their afore-mentioned family members can play miniature golf at no charge.

The employees of the Stone Creek Miniature Golf Course may play for free. This discount only applies to the employee and not to their families. The employees’ family must pay the regular course fee.

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2.21 ~~2.21~~ — Opening/Closing Procedures:

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- ~~1. Enter concession building and lock the door behind you. Keep this door locked during the course of the day.~~
- ~~2. Turn on lights & computer. Clock in on time clock.~~
- ~~3. Prepare concessions area for operation. Be sure soda and water was stocked from night before. Check to see if there are enough popcorn supplies. Make 1 batch of popcorn.~~
- ~~4. Count cash in change pouch.~~
- ~~5. Make sure you have correct amount of change also in \$100 pouch. Get change at bank if necessary.~~
- ~~6. Make sure the concession area is neat and clean. Sweep and clean counters.~~
- ~~7. Unlock gate and secure in open position.~~
- ~~8. Make sure the golf course has been cleaned and readied for play. This entails a visual review of the course and greens. Pick up any litter i.e. pop cans, fallen branches, score cards, etc. You should also blow the course with the blower and sponge any holes that might be holding water. Remove any debris from creek by using skimmer. Retrieve balls from creek.~~
- ~~9. Check and empty garbage bags on course.~~
- ~~10. Roll up the shutters.~~
- ~~11. Turn on electrical obstacles in closet labeled: theme power and pump, the 18th hole bell and switch #14.~~
- ~~12. Flip the open/closed sign to open.~~
- ~~13. Put out big "OPEN" sign along Route 31.~~
- ~~14. Check rental calendar.~~
- ~~15. Read and initial log book.~~
- ~~16. Put out score cards and pencils.~~

During shift

- ~~1. Monitor play and behavior on golf course and maintain cleanliness. No one is allowed on course unless they have paid or they are approved.~~
- ~~2. Bring in golf balls as needed.~~
- ~~3. Stock all concession supplies as needed.~~
- ~~4. Check and empty garbage as needed at picnic table area.~~
- ~~5. Make last batch of popcorn before 9:15 pm. At 9:15 or when kettle is cooled clean machine. Make sure all switches are turned off.~~
- ~~6. Last players can begin golf course at 9:30 pm. No one after that. It will take at least 30—45 minutes to go around.~~
- ~~7. Continue cleaning and serving concessions until closing.~~

Attendant leaving

- ~~1. Inform arriving attendant of any messages, outstanding charges, or other items of interest.~~
- ~~2. Leaving attendant then takes one final clean up sweep of the course, and then empty ball box and plunge the 18th hole.~~
- ~~3. Clock out for the day.~~
- ~~4. Lock concession door.~~

Arriving attendant

- ~~1. Take a walk of the course to check cleanliness. Blow and sweep course if needed.~~
- ~~2. Count money to verify previous attendant's balance. Check the change bags and get change at bank if needed.~~
- ~~3. All attendants should read the log book upon arrival back to the last shift they worked. Please initial all notes to confirm that you've read material.~~
- ~~4. Any problems or questions should be listed or stated in this log book.~~
- ~~5. Check and change garbage containers if necessary.~~

Closing procedures

- ~~1. Flip open/closed sign to closed.~~
- ~~2. Make sure all persons are off the golf course.~~
- ~~3. Close windows to golf course entrance.~~
- ~~4. Inspect course for damage. Leave note on problems.~~
- ~~5. Empty golf ball box of all balls, plunge the 18th hole and clean balls.~~
- ~~6. Make sure all putters and balls are in and cleaned properly.~~
- ~~7. Turn off and clean all food service equipment.~~
- ~~8. Properly store all food items and re-stock soda and water for morning shift.~~
- ~~9. Make sure everything is cleaned. This includes counters and inside popcorn machine.~~
- ~~10. Sweep and mop floor.~~
- ~~11. Turn off electrical obstacles in the closet (theme power and pump switches), switch #14 & 18th hole bell.~~
- ~~12. Turn off lights on golf course, switches #2, & #6.~~
- ~~13. Close windows to concession.~~
- ~~14. Be sure door is locked before beginning cash closing procedures.~~
- ~~15. Close out cash register, be sure to count start up money and put money in pouches and leave drawer open. Fill out daily deposit and report form. Deposit money in safe.~~
- ~~16. Lock gate to course.~~
- ~~17. Turn off concession building lights, radio and fan.~~
- ~~18. Take garbage out. Put new liner in trash can.~~
- ~~19. Be sure to lock the door behind you, both inside and outside doors and closet door.~~
- ~~1. Be sure all lights, except timer lights, #10 are off on the golf course.~~

Opening Duties

1. Enter concession building and lock the door behind you. Keep this door locked during the course of the day.
2. Turn on lights.
3. Start Computer
4. Open Shutters
5. Clock In

Outside

6. Unlock front gate (shut front gate behind you until ready to open).
7. Make sure the golf course has been cleaned and readied for play. This entails a visual review of the course and greens. Pick up any litter i.e. pop cans, fallen branches, score cards, etc. You should also blow the course with the blower and sponge any holes that might be holding water. You can also remove any stubborn debris with the shop vac. Remove any debris from creek by using skimmer. Retrieve balls from creek.
8. Check and empty garbage bags on course.
9. Clean off picnic tables
10. Put out signs (disc golf & concessions on hill/welcome sign outside door).

11. Flip the open/closed sign to open.

Inside

12. Pull up Groupon, Outlook, and RecTrac

13. Check calendar for day's events

14. Turn on/confirm switches # 4,6,7,8, 9, 14 and 17 are on in the fuse box during your shift.

15. Turn on Sound System and Sirius XM Radio. Turn to approved channels on closet door.

16. Put \$100 start up bag in register.

17. Wipe down counters (inside and outside).

18. Fold score cards.

19. Put out score cards and pencils.

20. Make popcorn, as needed.

Closing Duties

1. Turn on course lights once sun starts to set (top two right switches in box under register).

Please give lights at least 10 minutes to warm u and turn on, so plan accordingly.

Outside

2. At 9:30pm (last tee time) close one side of gates.

3. Flip sign to closed at 10pm

4. Collect balls and put them away

5. Walk course, clear of any major debris

6. Check/empty course trash

7. Close and lock front gates

8. Bring in sandwich signs

Inside

9. Turn off fuse switches in back (4, 6, 7, 9, 14 and 17).

10. Turn off sound system and Sirius XM.

11. Turn off course lights once everyone is back inside (top two right switches under register).

12. Clean out popcorn machine with paper towels

13. Clean/rinse slushie machine drainage compartment

14. Wipe down inside/outside counters

15. Bring in score cards and pencils

16. Stock front/back fridge

17. Vacuum/sweep/take out trash

18. Close and Lock Shutters

19. Clock out.

20. Turn off inside lights; lock closet door

21. Lock door behind you

22. Confirm gate and door are both locked before you leave.

Additional Shift Duties/Tasks

1. Sweep hut floors

2. Wipe off counters

3. Clean outside and inside of refrigerators

4. Wipe balls and clubs down

5. Use shop vac to suck up cobwebs inside/outside hut

20.6. Clean course of debris (only if 2 on staff).

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2.22 Rentals:

Although the miniature golf course is primarily for recreational play, certain times may be reserved for church groups, industries, schools, swim teams, clubs, or individual groups. The following outlines the times, fees, and restrictions for miniature golf course rentals.

1. Groups will use the golf course solely for recreational purposes - no money raising allowed (excluding service club fund raisers); all miniature golf course rules must be followed.
2. A minimum of 10 people in a group.
3. Adult chaperones must accompany all youth groups. Those youth groups with children 10 years and under must have an adult chaperone per foursome.
4. The rental cost of the golf course is as follows:
 \$4.00/person for a resident group
 \$5.00/person for a non-resident group
5. The course can be rented for 1 hr. for private use before the course opens to the public or groups can get this group rate and play with the public during regular open hours.
6. Rentals taken only through the Facilities Supervisor at Geneva Park District office no later than 2 days prior to rental date.
7. FVSRA should only be charged \$1.00 per person.

2.23 Complaints:

The attendant should handle most complaints. However, there are situations in which the manager of the miniature golf course or the Facilities Supervisor should be the only one who handles the complaint. In all cases, the complaints should be recorded on a suggestion form and given to the manager. Attendants are responsible to handle the following types of complaints:

1. If the nature of the complaint concerns matters of park district policy or miniature golf course rules, merely inform the person that this particular problem is a policy matter or rule which is established by the recreation department.
2. Facility complaints are probably the most common. If the situation can be corrected, take the necessary steps immediately.

Suggestion forms are provided. Take down the name, address and phone number of persons who have complaints. Turn this information to the Facilities Supervisor and Superintendent of Recreation. After the situation has been remedied, management may wish to call the person and report its correction and thank them for bringing it to his/her attention.

Complaints toward staff members should be referred to the miniature golf manager or the Facilities Supervisor.

2.24 Weather Conditions:

Certain weather conditions may require the miniature golf course to be closed. The following weather conditions require the following actions.

1. The course will remain open if there is light rain and/or winds.
2. The course will be closed and cleared if: lightning is visible or thunder is heard and/or hard rain occurs. A severe weather warning (not watch) is in effect for the immediate area.
3. If closing early, the attendant on duty should call the Facilities Supervisor/Mini Golf Manager before leaving the course. If there is no response at the home numbers, please call the Facilities Supervisor at his/her cell phone.
4. Attendants will be asked to show up to the course at the beginning of their shift even if it is raining and the decision to open or close will be made then.
5. If we close early, attendants will remain on call for the rest of the day in case of reopening.
6. In the event of a nearby tornado, the assigned shelter areas are in the back room of the Miniature Golf hut, or if possible, in the restrooms located adjacent to the south pavilion in the park. Staff should direct all patrons to these areas as well.

2.25 Refunds:

In general refunds are not issued. Free games or \$1 off coupons will be issued if bad weather forces the course to close and people are still playing. Free games will also be issued to anyone that becomes ill while on the course (heat stroke, etc.). If there are any questions about issuing a free game, the manager should be contacted.

For free games a coupon will be given. Attendant on duty should record the coupon number, initial the coupon and reason why the game was given.

Example: Rain-out
 Illness
 18th hole

Then the attendant should fill out the ledger book.

When free coupons are returned they should be checked off and initialed by the attendant on duty. Then the coupon should be stamped "received" and placed in the cash register drawer.

3.0 CONCESSIONS

3.01 Popcorn Machine Operation:

All supplies for making popcorn are in the concession building. Oil and popcorn are in pre-measured packets on the shelf under the popcorn machine. If attendant is running low on any supplies, leave a note for the manager to order some more. If attendant should run out suddenly, then the manager should be called so that more popcorn supplies can be picked up from the pool. If the manager isn't able to be reached, at shift change attendant should call pool to ask for needed supplies then pick them up before leaving for the day.

To Make Popcorn

1. Preheat kettle for 5 to 7 minutes.
2. Turn on light and motor.
3. Cut top off pouch and pour all ingredients in at once and lower the lid.
4. When the popping corn reaches the lid, raise the lid.
5. When the corn finishes popping, dump the kettle by pulling the handle down.
6. When emptied, let the kettle return itself to popping position.
7. Any time popcorn is made at least two poppings should be made. This is the best economical use of the machine.
8. On the last popping, turn off the heat once the corn has popped a good portion of the corn. Residual heat in the kettle from previous popping will pop the corn. When done turn motor switch off. Light switch may be left on to keep the popcorn warm.
9. Popped corn should be worked back and forth over the large holes in the bottom of the cabinet to remove unpopped kernels.
10. When scooping popcorn, place the front edge of the scoop on the popper case bottom and slide it under the corn.
11. Keep unboxed popcorn in a pile under the light to keep it warm and crisp.

3.02 Cleaning Machine:

The glass can be cleaned with any good grade of glass or household cleaner suitable for glass. The stainless steel frame is to be cleaned with stainless steel cleaner. The cleaner used on the glass is usually adequate for stainless steel but may leave streaks.

The inside of the cabinet can be cleaned with the same cleaner as the outside, if it is the type that has a cleaning agent to cut the oil remaining from the popping operation. Avoid abrasive cleaning agents as they will scratch the glass and the stainless steel.

3.03 Popper Kettle Cleaning:

There are only **two don'ts** in cleaning a kettle:

1. Don't immerse it in water. This will damage the electrical components.
2. Don't use steel wool or other similar abrasives to clean the kettle. They will ruin the kettle by removing the nickel plating.

The kettle has a polished nickel finish and is very easy to clean if oil is not allowed to burn on it. The best practice is to take a rough towel or absorbent rag and wipe the kettle while it is warm after the last popping. Once the oil is allowed to cool, it can become very difficult to remove.

If the kettle bottom becomes black or accumulates burned carbon, use Cretors Kettle Cleaner (CKC) to clean the inside of the kettle. Follow the directions on the package. If the outside of the kettle becomes burned, remove it from the machine by first unplugging the power cord. This cord is equipped with a twist lock plug and requires a 1/8" counterclockwise turn and pull to release it from the socket. With your right hand, hold the kettle rim opposite the support bracket and pull the hinge pin out of the gas spring pivot bar. With both hands on the pan, lower and pull the mounting bracket out of the pivot bar. To remove the cover and blades, first put the cover in the raised position. Next, raise the agitator blade and weight and lift out the blades and remove the weight. The cover may then be pulled down and removed from the machine for thorough cleaning.

****Remember: Any time you directly handle food you MUST wash hands and use gloves. This is a health department regulation.**

4.0 COURSE CLEANING

~~4.01 Blower Usage:~~

~~This blower will be stored, during the miniature golf season, in the concession building. Attendants will need to use the blower on the course, especially after storms or high winds. The blower also helps unclog the pipes that the golf ball needs to travel through i.e. green #7, #18.~~

~~To Start Blower:~~

- ~~1. Flip switch to "ON" position.~~

~~4.02 Sweeping:~~

~~Each day it is the opening attendants' responsibility to check the course. They should sweep off any debris from the trees or surrounding area, pick up trash and check for damage to the course.~~

- ~~1. Before every shift, employees should utilize the blower and/or shop vac to clear all greens of debris.~~
- ~~2. If you are not able to remove debris with the blower, you may have to pick up and discard debris manually.~~
- ~~3. Blow off inside of dynamite shack if needed.~~
- ~~4. If there are two employees working, one employee should blow off the course if it is not busy at that time. This should be done as much as possible.~~
- ~~5. Cleaning of the course should be done during over-lap of shifts as well.~~
- ~~6. Use pool skimmer to clear creek of debris.~~

5.0 ELECTRICAL OPERATIONS

5.01 Operation Of Hole 18:

Free coupons will be given out to those persons winning a free game. These coupons must be recorded in the log book before being handed out. These coupons are meant for winners or rain-outs, not to be handed out to the general public or to employees' friends. These coupons will be closely tracked by the manager.

5.02 Electrical Boxes/Lights:

This electrical box is located under the north counter. The door should be kept closed at all times. The miniature golf course attendants are only responsible to use 4 of the switches. These are:

#2 switch which turns on the East side lights of the golf course

#6 switch which turns on the West side lights of the golf course

#14 switch which turns on the hole #18 bell

18th hole bell switch

The other switches should not be used unless under specific instructions from the manager or Superintendent of Parks.

Reminder: The lights take about 20-30 minutes to come into full power so the lights may need to be turned on while it is still relatively light out.
Two lights come on by electric eye, one is by the hut and one in the middle of the course.

****Never touch the Tennis court lights (switch #16). They are on timers!!!**

6.0 SAFETY

6.01 Employee Responsibilities:

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

6.02 General Safety Rules:

1. Smoking is not allowed.
2. Possession of alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs is not permitted.
3. Equipment is to be operated only by trained and authorized personnel.
4. Periodic inspections of workstations will be conducted to identify potentially dangerous conditions.
5. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
6. All accidents must be reported on the Accident Report form to a supervisor, regardless of the severity of the injury or damage.
7. All employees must follow recommended work procedure outlines for their job.
8. All employees are responsible for maintaining an orderly environment.
9. Safety and restraint belts must be fastened before operating any motorized vehicle.
10. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate.
11. All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
12. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
13. Each employee in the department must follow department rules and procedures specific to departmental operations.

14. Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
15. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
16. Personal protective equipment must be used when potential hazards cannot be eliminated.
17. Equipment is to be operated only by trained and authorized personnel.
18. Periodic inspections of workstations will be conducted to identify potential hazards to ensure that equipment or vehicles are in safe operating condition.
19. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
20. If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.

I HAVE READ THE ABOVE RULES AND UNDERSTAND THEIR IMPORTANCE IN MAKING THE GENEVA PARK DISTRICT A SAFER PLACE TO WORK, PARTICIPATE IN PROGRAMS, AND VISIT.

Employee Signature

Date

GENEVA PARK DISTRICT SAFETY POLICY STATEMENT

Purpose

It is the intention of the members of the Geneva Park District to develop, implement, and administer a comprehensive loss prevention program. The Geneva Park District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Department heads and supervisory personnel at all levels of the Park District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel. Although, profit is not a Park District goal per se, the same efficiency is desired to ensure maximum use of each tax dollar available.

Concept

Within the operational activities of any endeavor there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors, which could occur as it relates to the environment, equipment, jog procedures, and personnel. Accidents are unplanned events. Proper prevention is to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Geneva Park District.

Revision Date _____

Executive Director/Administrator

Date

Board President

Date

Safety Coordinator

Date

7.0 FIRST AID

ATTENDANT RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - breathing
 - circulation
 - bleeding
 - illness
3. At no time will you administer medications

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. 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 the victim should be removed from the water

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

1. If the victim is unconscious, check for respiration and pulse
2. If absent, begin CPR
3. If victim is conscious, help him or her to a comfortable position
4. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin cpr
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

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

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

Are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

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

8.0 ACCIDENT REPORTING

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

Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Superintendent of Recreation or the Executive Director. Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.

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

STEPS TO BE TAKEN

1. Employee nearest the injured shall attend to the victim.
2. Second employee shall call 911 if needed and alert the Supervisor.
3. Emergency first aid shall be applied.
4. Third employee shall direct bystanders away from the injured.
5. A written accident report shall be submitted to the office that day.
6. The Park District office as well as the parents should be notified by phone.

REMEMBER: Accidents can be prevented. Look for problems and correct them before an accident occurs.



Geneva Park District

Physical Fitness Facility Medical Emergency Plan

Board Approved April~~July~~ 2021~~16~~
~~Revised Sections 2.02 & 4.0 January 2019~~

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1.0 INTRODUCTION

This document serves as the plan for responding to medical emergencies at the Geneva Park District Community Centers. The plan not only encompasses the use of an automated external defibrillator (AED), but is also intended to provide a timely, proper response to the occurrence of any other sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care. The plan designates contacts to be notified in the event of a medical emergency (see emergency contacts section below). **Staff should call 911 for medical emergencies, including each time an AED is used.** (Source: Illinois Department of Public Health: Physical Fitness Facility Medical Emergency Preparedness Code, 2005)

2.0 AED PROGRAM ROLES AND SUGGESTED RESPONSIBILITIES

The responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, care of the injured person should be transferred. The automated external defibrillator (AED) will enable trained responders at the Geneva Park District to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest.

2.01 Medical Director:

The Medical Director has authority over the entire AED program and its participants. General responsibilities include the establishment and maintenance of the guidelines for care included in this protocol. In addition, the Medical Director also ensures quality assurance, compliance with protocols, proper training and provides positive reinforcement to individuals and the system, as well as corrective instruction.

Medical Director	Edwin F. Huellstrouk
Phone Number	630-208-4048

2.02 AED Coordinator

The AED Coordinator is an employee of the Geneva Park District who is the primary liaison between the Geneva Park District's AED program and the Medical Director. This person has responsibility for maintaining the AED equipment and supplies, organizing training programs and regular re-training programs, forwarding any incident data to the Medical Director and holding post-incident debriefing sessions for any employees involved.

AED Coordinator	Elliott Bortner
Office Phone Number	630-262-2214
Cell Phone Number	630-346-9546

2.03 Trained Responders

Specific employees are trained to use the AED(s) in a sudden cardiac arrest emergency. After being trained, these individuals operate under the direction of the Medical Director. The AED Coordinator maintains a list of trained responders.

2.04 Training Program(s)

The Geneva Park District uses the American Red Cross as its AED training program. This program has been approved by the Illinois Department of Public Health (IDPH). The AED Coordinator shall maintain a list of training dates and attendees.

2.05 AED Use Protocol - For victims ages 8 years and older

In Case of Emergency:

1. Assess scene safety. If the scene is safe;
2. Assess responsiveness. Tap the person on the shoulder and shout “Are you OK?”
3. If the person is unresponsive;
4. Activate emergency response plan:
 - Call 9-1-1. Provide dispatcher with location, emergency details and notify them that an AED is being deployed at the facility.
 - Broadcast over the PA system an announcement to activate targeted responders and indicate the location of the person (e.g., AED responder needed, weight room).
 - Call a front office person to wait at the front entry and help lead the EMS personnel to the injured person.
5. Check ABCs:
 - Assess Airway. Perform head-tilt (if no spinal injury is suspected), chin lift to open airway.
 - Assess Breathing. Look, listen, feel. If breathing is absent, use barrier mask to deliver 2 rescue breaths.
 - Assess Circulation. Check for pulse. If pulse is absent, begin CPR.
6. Perform CPR until the defibrillator arrives:
 - Compress and release chest 30 times (Rate: 100 compressions/minute)
 - Ventilate. Give 2 rescue breaths.
 - Continue CPR. Do 30 compressions followed by 2 rescue breaths. Check pulse after 5 cycles and every few minutes thereafter.
7. When defibrillator arrives:
 - Place the defibrillator near head of the person on same side as the rescuer.
 - Turn on the defibrillator.
 - Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip; dry the chest if wet).
 - Follow defibrillator’s verbal and visual prompts.
 - Apply electrodes (follow drawings on pads).
 - Allow defibrillator to analyze.
 - If indicated, deliver shock by pressing the shock button.
 - Continue care per defibrillator’s prompts until EMS arrives.
8. First responders should communicate important information to the EMS providers such as:
 - Person’s name.
 - Any known medical problems, allergies or medical history.
 - Time the person was found.
 - Initial and current condition of person.
 - Help EMS personnel as requested.

2.06 AED Application in Pediatric Patients - 1 through 7 years old

AED use in pediatric cardiac arrest patients should be used in conjunction with **child / infant electrode pads**, which are designed to automatically reduce AED defibrillation energy to a more clinically appropriate output. According to the American Heart Association, these pads should be used on children under 8 years of age *except* for those under one year old.

AED Protocol for a child under 8 years of age (but not under one year old):

1. Assess scene safety;
2. Assess responsiveness;
3. If the child is unresponsive;
4. Activate emergency response plan:
 - Call 9-1-1. Provide dispatcher with location, emergency details and notify them that an AED is being deployed at the facility.
 - Broadcast over the PA system an announcement to activate targeted responders and indicate the location of the person (e.g., AED responder needed, weight room).
 - Call a front office person to wait at the front entry and help lead the EMS personnel to the injured person.
 - **If you are alone, first perform one minute of airway assessment before leaving the child to call 911** ☐
5. Check ABCs:
 - Assess Airway. Perform head-tilt (if no spinal injury is suspected), chin lift to open airway.
 - Assess Breathing. Look, listen, feel. If breathing is absent, use barrier mask to deliver 2 rescue breaths.
 - Assess Circulation. Check for pulse. If pulse is absent, begin CPR.
6. Perform CPR until the defibrillator arrives:
 - Compress and release chest 30 times (Rate: 100 compressions/minute)
 - Ventilate. Give 2 rescue breath.
 - Continue CPR. Do 30 compressions followed by 2 rescue breath. Check pulse after 5 cycles and every few minutes thereafter.
7. When defibrillator arrives:
 - Place the defibrillator near head of the person on same side as the rescuer.
 - Turn on the defibrillator.
 - Bare and prepare chest (cut or tear away clothing, dry the chest if wet).
 - Follow defibrillator's verbal and visual prompts.
 - Apply pediatric electrodes (follow diagram on **pediatric** pads).
 - Allow defibrillator to analyze.
 - If indicated, deliver shock by pressing the shock button.
 - Continue care per defibrillator's prompts until EMS arrives.

8. First responders should communicate any important information to the EMS providers such as:
 - Person's name.
 - Any known medical problems, allergies or medical history.
 - Time the person was found.
 - Initial and current condition of person.
 - Help EMS personnel as requested.

3.0 OTHER MEDICAL EMERGENCIES

The previous section addresses cardiac arrest medical emergencies in which a person might benefit from an AED. However, it is important to recognize that there are also a wide range of medical emergencies other than sudden cardiac arrest. As in the case of using an AED, persons suffering from other medical emergencies can also benefit when staff recognizes that an emergency exists, acts promptly to summon emergency medical services to the facility by calling 911 and provides a level of attention commensurate with their level of first-responder training until paramedics arrive on the scene.

The following is a list of potential medical emergencies. The list is *not* all inclusive. It is the responsibility of the attendant on duty to activate the medical emergency plan as needed.

Lack of breathing	Ineffective breathing	Blocked airway
Loss of consciousness	Chest pain	Seizure
Shock	Blunt injury trauma	Broken bone
Severe bleeding	Head, neck, or back trauma	Heat exhaustion
Heat stroke	Severe sprains	Severe swelling
Serious eye injuries.		

3.01 Medical Emergency Protocol

In Case of Emergency:

1. Assess scene safety. If the scene is safe;
2. Assess responsiveness. Tap the person's shoulder and shout "Are you OK?"
3. Evaluate the person's symptoms by speaking with the person if possible. If a medical emergency is determined or if the person is unresponsive;
4. Activate emergency response plan:
 - Call 9-1-1. Provide dispatcher with location, emergency details.
 - Assign an employee to wait at the front entry to lead the EMS personnel to the person.
 - Continue to provide basic life support as needed and assess the person's condition until the EMS arrives.
5. Responders working with the person should communicate any important information to the EMS providers such as:
 - Person's name.
 - Any known medical problems, allergies or medical history.
 - Time the person was found.
 - Initial and current condition of the person.
 - Help EMS personnel as requested.

4.0 **EMERGENCY CONTACTS**

In the event of a medical emergency, the attendant on duty shall notify at least one of the staff members listed below as soon as possible and not more than 24 hours after the event:

Stephen D. Persinger Recreation Center

Facility Manager	<u>Sandy Harris</u> Elliott Bortner	630-232- <u>45012214</u> (w) 630- <u>280-1060346-9546</u> (c)
Supt. of Recreation	Nicole Vickers	630-262-2211(w) 630-338-3749(c)

Sunset Community Center

Facility Manager	<u>Jim Huetson</u> Cathy Burnham	630-232-7867 (w) 630- <u>479-5466-291-9328</u> (c)
Supt. of Recreation	Nicole Vickers	630-262-2211(w) 630-338-3749(c)

5.0 **PLAN APPROVAL**

This plan has been approved by the Geneva Park District and has been filed with the Illinois Department of Public Health at the following address. Any changes to the plan must be submitted to the IDPH at the address shown below.

Illinois Department of Public Health
Division of EMS & Highway Safety
500 East Monroe Street
8th Floor Springfield, IL 62701

Appendix A

AED Equipment Inventory

Suggested minimum quantities of supplies:

- One AED
- One AED user's guide
- Two sets of adult electrodes (pads)
- One installed battery and one spare
- One CPR shield
- One razor
- One pair of scissors
- Two sets of latex gloves
- One installed PC data card
- One spare PC data card (optional)
- Two sets pediatric/child electrodes (pads)

Appendix B

Post-Use Procedure for AEDs

The AED Coordinator will do the following after any AED use:

1. Notify Medical Director within 24 hours.
2. Remove used PC data card and replace it with a spare. Label used PC data card with patient information and deliver to appropriate personnel according to medical protocol or local guidelines.
3. Conduct employee incident debriefing, as needed.
4. Complete incident follow-up report as deemed necessary by the Medical Director.
5. Restock any used electrode pads, batteries, razors or gloves. Inspect unused supplies for any damage or old expiration dates.
6. Remove and replace battery in the defibrillator and do a battery test prior to placing the defibrillator back into service.
7. Clean the defibrillator if needed. Review User's Guide for list of appropriate cleaning agents.

Regular Maintenance

1. See Manufacturer's User's Guide for complete maintenance schedule.

Daily and After Each Use

1. Visually verify that the unit's batteries are charged and the unit is ready for use.
2. Ensure all supplies, accessories and spares are present and are in operating condition. Check expiration dates and any obvious signs of damage.

Weekly and After Each Use

1. Document that the unit's batteries are charged and the unit is ready for use.
2. Inspect the exterior and connector for signs of damage.

After Each Use

1. Inspect the exterior and connector for dirt or contamination.
2. Verify that the unit's batteries are charged and the unit is ready for use.
3. Remove PC data card (if used in your system) and replace it with a spare. Apply a patient ID label to the used PC data card and deliver to the appropriate personnel.

Appendix C

AED Maintenance Checklist

[illegible]



Geneva Park District

Confined Space Program Policy

Board Approved April 2021

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Confined Space Program Development Rationale

Background

The Occupational Safety and Health Administration (OSHA) is a federal agency of the U.S. Department of Labor (IDOL) that regulates workplaces nationwide. OSHA develops and enforces comprehensive work practices and safety standards to protect American workers. The Confined Space Safety Standard (29 CFR 1910.146) for general industry took effect April 15, 1993. The Illinois Department of Labor (IDOL), the public sector safety enforcement agency has adopted the OSHA standard. Recently IDOL has been conducting site visits to area Park Districts and Forest Preserves and has been issuing confined space violation notices.

OSHA believes that confined spaces (permit required) pose significant risks and that the final rule is reasonably necessary to protect affected employees from those risks. OSHA estimates that exposure to permit space hazards caused at least 62 fatalities and 12,643 injuries and illnesses annually and that compliance with the permit-required confined space standard will reduce the risk of permit space hazard by 85% (preventing 53 fatalities and 10,746 injuries and illnesses annually). This constitutes a substantial reduction of a significant risk of harm to the exposed population of approximately 1,629,000 permit space entrants.

Permit-required confined spaces vary in size, configuration, process use and hazards across Districts where the risks are present. Permit spaces could include manholes, water valve vaults, filters, wet wells, surge pits, furnaces, and storage vessels.

Employees encounter a variety of hazards while working in permit spaces, chief among these being asphyxiation and poisoning from toxic atmospheres. Explosions and fires caused by a sudden exposure to a flammable source or by a dangerous reaction among volatile chemicals have also caused a number of fatalities and injuries. In some environments, worker engulfments by water or by fine particulates, such as sand, have resulted in deaths and injuries.

When an employee is overcome by the atmosphere in a permit space, fellow employees sometimes enter in a rescue attempt. Often these would-be rescuers are unaware of or not equipped for the hazard and are overcome along with the original victim. Many permit spaces are infrequently entered to inspect, clean or repair equipment.

Degree of risk depends more on atmospheric conditions in the space rather than frequency of entry. However, the frequency of entry can enter into the risk equation as well. *Consider the following true story which occurred in a public recreation area:*

On July 15, 1987, at approximately 1 p.m., the director of a parks and recreation department in a small town in West Virginia arrived at the newly constructed municipal swimming pool and was going to instruct one of the lifeguards on the procedure for switching sump pumps. The two sump pumps, which were used to pump subsurface drainage water from the pool area to a nearby creek, are located adjacent to the pool, at the bottom of a manhole (4 feet diameter by 18 feet deep with a 2 foot diameter man way). Metal rungs permanently fixed into concrete provided access to the equipment located in the manhole. The procedure for switching from one sump pump to another required a person to enter the manhole, descend approximately 9 feet, reach across to the opposite side of the 4-foot wide space, unplug one twist lock receptacle (not moisture proof or designed for use in wet environments) from one sump pump, and plug in the other sump pump to the 208-volt, three phase receptacle.

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~~The director and the lifeguard proceeded to the sump pump manhole, where the director removed the steel cover from the man-way. The director then entered the man-way and descended via the fixed rungs into the interior of the manhole, which had not been opened in 2 months. The water in the manhole was approximately 7 feet deep, since the circuit breaker feeding power to the sump pump motor had previously tripped. However, pump control power was still available in the manhole. When the director had descended approximately 11 feet into the manhole, he started shaking as if he were convulsing, let go of the rung he was holding on to, and fell backwards into the water. This was witnessed by the lifeguard who had remained on the outside of the manhole to observe the procedure for switching the pumps. The director had not touched electrical lines to the sump pumps before this occurred. His feet and lower legs were in the water.~~

~~The lifeguard did not enter the manhole to attempt rescue because he was concerned about electrical/electrocution hazards. The lifeguard ran to the maintenance/pump room area (approximately 100 yards) and reported to one of the maintenance men that the director was in trouble in the sump pump manhole. The circuit breakers were switched off, the fire department/emergency rescue was called, and a maintenance man observed the director under the water and stated that the victim was unresponsive. The maintenance man entered the manhole (without respiratory protection) and at that time experienced difficulty breathing when he reached the water level (7 feet from the bottom). Because he was concerned about the electrical connections in the manhole, he exited the manhole and called to a co-worker to shut off the main breaker for the entire area. The main breaker was shut off (which removed the control power) and he re-entered the manhole (without respiratory protection); however, he was unable to reach the victim (not sure of the depth) so he exited again. The fire rescue squad arrived about the same time the maintenance man had exited the manhole for the second time. Two firemen entered the manhole (without respiratory protection) after being informed the power was off and removed the victim. The victim was unresponsive when removed and cardiopulmonary resuscitation was started immediately. The victim was transported to a local hospital where unsuccessful life saving efforts were continued for 30 minutes.~~

~~After completing an autopsy, the medical examiner determined that death was due to drowning in water. This occurred when the victim, who had arteriosclerotic coronary artery heart disease, collapsed after entering an oxygen deficient environment.~~

Atmospheric Hazards

Oxygen Deficiency

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heart beat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heart beat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

Oxygen Displacement

Inert Gases and Simple Asphyxiants

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill effects on the body. However, in sufficient quantity, a simple asphyxiant will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displace oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

Flammable Atmospheres

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air. Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

Toxic Gases

Toxic gases may be present in confined spaces because:

1. There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.
2. The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

Physical Hazards

In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

Engulfment

Engulfment in loose materials is one of the leading cause of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

Other Physical Hazards

The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

1. Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.
2. Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.
3. Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.
4. Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.
5. Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.
6. Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

Conclusions

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arcing electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances. Recognition of the inherent capacity of these spaces to harbor hazardous agents is a significant element in any workplace hazard assessment. When confined spaces

are recognized to be hazardous, provisions for minimizing the need for entry and for use of appropriate workplace practices and equipment can be made.

Confined Space Features

Any enclosed space within the District is considered by OSHA to be a confined space if it has three specific features. These features include:

1. A space large enough so employees can enter and perform a task.
2. A space that has limited or restricted means for entry and exit (for example, vaults, pits, manholes, surge pits, wet wells).
3. A space that is not designed for continuous occupancy.

When an area in the District meets all three of the above criteria, it is subject to OSHA regulation and is considered to be a confined space. OSHA identifies such spaces either non-permit confined spaces or permit-required confined spaces.

A non-permit confined space as defined by OSHA does not contain any hazard capable of causing death or serious physical harm.

An alternate entry confined space as defined by OSHA only contains a reasonable or actual potential for hazardous atmospheres and that ventilation alone is sufficient to maintain that the space is safe to enter.

A permit-required confined space as defined by OSHA means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section;
4. Contains any other recognized serious safety or health hazard.

General Requirements

It is the responsibility of each District to determine whether or not the proposed OSHA standard applies to their District. The following steps should be followed to determine compliance responsibility:

- Step 1 Inventory your workplace for confined spaces. OSHA provides a decision flow chart to help you comply with the requirement. All identified confined spaces should be initially classified as permit-required confined spaces.

Note If upon review of your survey, your agency has no confined spaces and your employees don't enter any off-site, then your agency has no further responsibilities concerning the standard.

- Step 2 Determine whether the confined spaces identified by your survey are permit-required confined spaces, alternate entry spaces, or non-permit confined spaces.

- Step 3 If the District contains alternate entry and/or permit-required confined spaces, the District shall inform exposed employees, by posting danger signs or by any other means (training)

of the existence and location of and danger posed by alternate entry and/or the permit-required space.

Note A sign reading "**CONFINED SPACE – ENTRY BY PERMIT ONLY**" or using similar language would satisfy the requirement for a sign.

- Step 4 If the District decides that its employees will not enter permit spaces, the District shall take effective measures to prevent its employees from entering the alternate entry and/or permit-required space. Possible measures could include locks, fences, covers, guard rail, etc. to prohibit entry.
- Step 5 Determine if other employees such as contractors might be hired to work in permit-required spaces. If so, develop procedures that meet all OSHA requirements (i.e., pre-entry communication of space history, hazards, and classification, along with debriefing the contractor where the entry has been completed).
- Step 6 If the District decides that its employees will enter alternate entry and/or permit-required spaces, the District shall develop and implement a written permit-required space entry program. The written program shall be available for inspection by employees and their authorized representatives.
- Step 7 If the District decides that its employees and/or contractors will enter alternate entry and/or permit-required confined spaces, the District shall establish a confined space review process that meets OSHA requirements and utilizes the PDRMA confined space profiles and/or inventories specific for that District.

Geneva Park District

CONFINED SPACE PROGRAM

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The following guidelines have been approved by the Board of Commissioners of the Geneva Park District on April 19, 2021-(date), they are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Geneva Park District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

The following guidelines are intended to assist the Geneva Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

DEFINITIONS

Acceptable Entry Conditions means the conditions that must exist in a confined space to allow entry and to ensure that employees involved with an alternate entry and/or permit-required confined space entry can safely enter into and work within the space.

Alternate Entry Confined Space means a confined space that has the only hazards reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

Attendant means a trained individual stationed outside one or more alternate entry and/or permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

Blanking or Blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit; and

3. Is not designed for continuous human occupancy.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into an alternate entry and/or permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit means the written or printed document that is provided by the employer to allow and control entry into an alternate entry and/or permit-required confined space and that contains the information specified in OSHA 1910.146, paragraph (f).

Entry Supervisor means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

Hazardous Atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit)
2. Airborne combustible dust at a concentration that meets or exceeds LFL;
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

Hot Work Permit means the employer's written authorization to perform operations capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

Permit-Required Confined Space Program means the employer's overall program for controlling, and, where appropriate, for protecting employees from, confined permit space hazards and for regulating employee entry into alternate entry or permit-required confined spaces.

Permit System means the employer's written procedure for preparing and issuing permits for entry and for returning the alternate entry and/or confined permit space to service following termination of entry.

Prohibited Condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

Retrieval System means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

Testing means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring).

CONFINED SPACE IDENTIFICATION INFORMATION

At each facility and work area, involving employees of the Geneva Park District, the assigned supervisor shall perform a survey for the purpose of identifying and classifying confined spaces. Upon completion of this survey, a "Work Space Profile" (attachment A) form and/or "Confined Space Inventory" (attachment A) shall be completed by Department employees who would enter those spaces as part of their normal work. The survey sheets shall be changed to reflect the information shown on the completed "Profile Sheets" and/or "Confined Space Inventory." It is the responsibility of the Safety Coordinator to maintain a current file of all "Profile Sheets" and to notify affected employees of any change in status of a confined space. The completed "Profile Sheets" and/or "Confined Space Inventory" shall give an employee pertinent information relative to safe entry into that particular confined space.

HAZARD CONTROL

1. If the District contains alternate entry and/or permit-required confined spaces, the District shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
2. Before any confined space entry, it must be determined by the safety coordinator as a necessary entry. If at all possible, the needed work will be completed without entry.
3. The District shall provide training so that all employees associated with working in or around alternate entry and/or permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
 - a. Testing and monitoring equipment needed to comply with the standard;
 - b. Ventilating equipment needed to obtain acceptable entry conditions;
 - c. Communication equipment necessary for compliance;
 - d. Personal protective equipment insofar as feasible; engineering and work practice controls that adequately protect employees;
 - e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - f. Barriers and shields needed to protect the entrants from overhead hazards;
 - g. Equipment such as ladders for safe ingress and egress by authorized entrants;
 - h. Rescue and emergency equipment needed to comply with the standard; and
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.

COMPLIANCE OPTIONS

After reviewing the "Profile Sheets" and/or "Confined Space Inventory" & Survey Sheets for a particular confined space to be entered, a determination will be made to use one of the following options:

Option #1 - No Entry

The District will not enter the confined space and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage.

Option #2 - Use of Outside Contractor

The District will use an outside contractor to conduct the confined space work. The Safety Coordinator will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the "Profile Sheets" "Confined Space Inventory" Sheets. In addition, the safety coordinator shall:

1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

In addition, conducted confined space work shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
2. Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
3. Inform the division manager of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

Option #3 – Alternate Confined Space Entry (minimum of one worker)

If the confined space has a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the "Profile Sheets" and/or "Confined Space Inventory," the space may be entered following alternative entry procedures.

1. Prior to an entry, complete the alternate entry permit and post outside at the entry point to the space.
2. Prior to entry, complete the following activities:
 - a. Safely open the hatchway, access door, or access cover to the space.
 - b. Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry.

- c. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space).
- d. Vertical spaces must be tested at 4 foot increments, along with top and bottom measurements.
- e. Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5 %

Combustibility

- 1) < 10% of LEL
- 2) > 5' of obscured vision due to dust

Toxicity

- 1) Hydrogen Sulfide < 10ppm
 - 2) Carbon Monoxide < 35ppm
- a. Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Air quality will be sampled at the point of air intake for the ventilator (whenever possible). The air quality will be sampled for oxygen concentration, combustibility and toxicity (carbon monoxide and hydrogen sulfide).
 - b. Assure that all personnel entering the space wear protective clothing (at least: a helmet, gloves, and ankle protection).
3. During the entire duration of the entry, complete the following activities:
- a. Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space.
 - b. Complete continuous ventilation of the space.
4. Once the entry has been completed, return the completed permit to the entry supervisor or administration.

Option #4- Permit-Required Space Entry

- 1. Prior to entry complete the permit (attachment D) and post at the entry point to the space.
- 2. Prior to entry complete the following activities:
 - a. Complete appropriate isolation (lockout, tagout, blanking) of any electrical, steam, fluid or mechanical sources.
 - b. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxins that may be reasonably found in the space).

- c. Vertical spaces must be tested at 4 foot increments, along with top and bottom measurements.
- d. Horizontal spaces must be tested in the area of the lead entrant.
- e. Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5%

Combustibility

- 1) < 10% of LEL
- 2) > 5' of obscured vision due to dust

Toxicity

- 1) Hydrogen Sulfide < 10 ppm
 - 2) Carbon Monoxide < 35 ppm
- a. If air quality is not within the acceptable range, complete one or more of the following activities:
 - b. DO NOT ENTER THE SPACE
 - c. Ventilate the confined space as needed (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Air quality will be sampled at the point of air intake for the ventilator. The air quality will be sampled for oxygen concentration, combustibility, and toxicity (carbon monoxide and hydrogen sulfide).
 - d. Enter the space using SCBAs or SARs (with a five minute escape pack and no more than 300' of airline) until atmospheric analysis confirms that it is safe to breathe. Personnel shall not remove face pieces or take any action to compromise the effectiveness of their breathing system while inside the confined space's contaminated atmosphere.
 - e. Assure that all personnel entering the space wear appropriate protective clothing (at least: a helmet, gloves, ankle protection, and a full body harness) as required by the situation.
 - f. Assure that all members entering the space are connected to a lifeline and that all vertical spaces (greater than 5 feet) utilize a mechanical advantage system for entry (for example, a tripod and/or haul safe).
- 3. During the entire duration of the entry, complete the following activities:
 - a. Complete atmospheric monitoring in the workspace within the confined space.
 - b. Maintain attendant contact with the entrant using voice, visual, or other means.
 - 4. Once the entry has been completed, return the completed permit to the entry supervisor or administration.

5. Non-Entry Rescue

Once a problem develops with the confined space, the attendant must be prepared to complete the following non-entry rescue activities:

- a. Ventilation using the confined space entry ventilator (preferably at the victim's breathing zone).
 - b. Retrieval using the mechanical advantage system and lifelines (for multiple entrants)
 - c. Call for emergency rescue and medical assistance (usually 911).
1. Implement the measures necessary to prevent unauthorized entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
 2. The Entry Supervisor should complete the "Entry Permit" (attachment D) form issued and authorized by the Safety Coordinator or his designee, as well as reviewing the past "Profile Sheets", prior to work beginning in the confined space.
 3. Identify and evaluate any hazards existing in the space to assure acceptable entry conditions are met prior to entry into the space. Where possible, hazards should be minimized or eliminated by blanking or blinding, isolation, line breaking, lockout/tagout, purging, inserting, flushing, ventilating, or other appropriate methods. (Note: acceptable entry conditions are listed on confined space profile sheets.)
 4. The applicable Entry Permit (appendix C and/or D) must be completed by the Entry Supervisor and reviewed in detail by the authorized Entrants and Attendants, prior to entry into the confined space.
 5. For permit-required entries, an attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded.
 6. When employees of more than one employer may be working simultaneously as authorized entrants in a permit space, the safety coordinator will be notified prior to their entry into the confined space. Procedures will be identified so not to endanger the employees of any other employers.
 7. During permit-required entries, constant communication shall be maintained between the entrants inside the space and the attendant.
 8. All appropriate personal protective equipment shall be worn while entry is in progress.
 9. Smoking in or around a confined space is prohibited.
 10. Artificial lighting shall be explosion proof, if the space contains or has the potential to contain and explosive atmosphere.
 11. All entry permits are to be canceled by the entry supervisor upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

Permit System

1. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

2. The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry postal or by any other equally effective means; so that entrants can confirm that pre-entry preparations have been completed.
3. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
4. The entry supervisor shall terminate entry and cancel the entry permit when:
 - a. The entry operations covered by the entry permit have been completed; or
 - b. A condition that is not allowed under the entry permit arises in or near the permit space.
5. The District shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made made during management required annual review of the permit process.

Entry Permit

The entry permit shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants, are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The individuals, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
9. The acceptable entry conditions;
10. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means for summoning those services;
12. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;

13. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot work (attachment E), that have been issued to authorize work in the permit space.
16. The confined space entry permit shall be displayed prominently at the job-site for visual inspection.

GENERAL TRAINING REQUIREMENTS

1. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
2. Training shall be provided to each affected employee:
 - a. Before their first assignment;
 - b. Before any change in duties;
 - c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
 - d. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.
 - e. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

Duties of Authorized Entrants

1. The District shall ensure that all employees whose job task includes entering a permit-space:
 - a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Properly use equipment as required.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
 - d. Alert the attendant whenever:
 - e. The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
 - f. The entrant detects a prohibited condition.
 - g. Exit from the permit space as quickly as possible whenever:
 - h. An order to evacuate is given by the attendant or the entry supervisor,

- i. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
- j. The entrant detects a prohibited condition, or
- k. An evacuation alarm is activated.

Duties of the Attendant

1. The District shall ensure that each attendant:
 - a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;
 - b. Maintain an accurate count of all authorized entrants.
 - c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
 - d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
 - e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
 - i. Detects a prohibited condition.
 - ii. Detects the behavioral effects of hazard exposure in an entrant.
 - iii. Detects a situation outside the permit space that could endanger entrants in the space.
 - iv. Cannot effectively and safely perform all the duties required under the standard.
 - f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
 - g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
 - i. Warn unauthorized persons to stay away from the permit space.
 - ii. Advise unauthorized persons to exit immediately if they have entered the permit space.
 - iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

Must be able to perform non-entry rescue as indicated by the District's rescue procedure. If rescue requirements of the District's permit program includes appropriate procedures for attendant entry, attendants may enter a permit space to attempt a rescue. However, this is allowed only with adequate rescue training, equipment, and is properly relieved by another trained attendant. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Duties of the Entry Supervisor

1. Any employee designated by the District who may authorize or supervise permit entry operations, would be designated the entry supervisor.
2. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:

- a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure;
- b. Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- c. Terminates the entry and cancels the permit when:
 - i. The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.
 - ii. Verifies that rescue services are available and that the means for summoning them are operable;
 - iii. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations, and
 - iv. Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

Rescue & Emergency Services

1. The following requirements apply if the District will have employees enter permit spaces to perform rescue services:
 - a. The District shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
 - b. Each member of the District rescue team shall be trained to perform the assigned rescue duties. Each team member must also receive the training required of authorized entrants.
 - c. Each member of the rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit space or from a representative space. Representative spaces shall simulate the types of permit spaces from which rescue is to be performed.
 - d. Each member of the rescue team shall be trained in basic first-aid and CPR.
 - e. All selected rescue services shall be evaluated in performance and capabilities areas in accordance with Appendix F of the 1998 revisions of OSHA 1910.146.
 - f. For all non-IDLH entries, the selected rescue team (properly trained and equipped) shall be capable of responding to the confined space emergencies within 8 to 12 minutes.

Outside Rescue Services

1. If the District arranges to have persons other than the District's employees perform rescue operations. The District shall:
 - a. Contract the rescue service prior to entry into the permit required confined space.
 - b. Inform the rescue service of the hazards they may encounter when called on to perform rescue at the District.
 - c. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

Retrieval Systems (Non-Entry Rescue)

1. To facilitate non-entry rescue, the Districts will use retrieval systems or other methods whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall

risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

- a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

Safety Data Sheets (SDS)

If an injured entrant is exposed to a substance for which a SDS or other similar written information is required to be kept at the worksite, that SDS or written material shall be made available to the medical facility treating the exposed entrant.

Outside Contractors

Outside contractors hired by the District to perform work in permit-required spaces must have their own Confined Space Program that meets or exceeds OSHA 1910.146. The District will coordinate the actions of the District's employees, prevent unauthorized entry and debrief the contractor at the conclusion of the designated work.

Specialized Equipment

The District will provide the following equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly:

1. Testing and monitoring equipment needed to comply with the standard;
2. Ventilating equipment needed to obtain acceptable entry conditions;
3. Communication equipment necessary for compliance;
4. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
5. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
6. Barriers and shields needed to protect the entrants from overhead hazards;
7. Equipment such as ladders for safe ingress and egress by authorized entrants;
8. Rescue and emergency equipment needed to comply with the standard; and
9. Any other equipment necessary for safe entry into and non-entry rescue from alternate entry and permit-required spaces.

Testing and Monitoring

The District will evaluate permit space condition as follows when entry operations are conducted:

1. The atmosphere outside of the confined space shall be tested to determine if any hazards are present;

2. The atmosphere within the confined space shall then be tested (or), using a properly calibrated gas detector;
3. When testing for atmosphere hazards, oxygen will be tested first, then combustible gas and vapors, and then for toxic gases and vapors;
4. The atmosphere shall be tested at four (4) foot intervals in the direction of the entrant and side-to-side, for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed;
5. The confined space atmosphere shall be also tested on a continuous basis while workers are in the space.

Program Review

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the safety committee and/or safety coordinator or designated employee shall review the program on an annual basis. This includes review of all "Profile Sheets", or "Confined Space Inventory" sheets, canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

ATTACHMENTS

A - Confined Space Equipment Inventory ~~Work Space Profile~~

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B - Work Space Profile ~~Confined Space Inventory~~

C - Confined Space Location Inventory

~~D~~G - Alternate Entry Permit

~~D-E~~ - Permit-Required Permit

~~F~~E - Confined Space Hot Work Permit

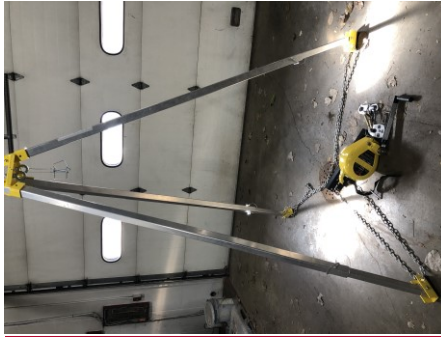
~~G~~F - Confined Space Protection Program Reviews

~~H~~G - Gas Monitor Calibration Log

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Confined Space Equipment Inventory (Attachment A)

1. French Creek 9' Tripod Rescue System S50



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2. BW Honeywell GasAlert MicroClip XL Multi-G Monitor, MCXL-XWHM-Y-NA



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3. Allegro 8" Confined Space 25' Blower Ducting, 9533-25



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4. Full Body Harness



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Location (facility/address): <u>Sunset Pool/710 Western Ave. Geneva, IL 60134</u> Anywhere USA		
General Description: Deep Sump Pit		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy <input checked="" type="checkbox"/>
CLASSIFICATION		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit Required		
Entrance/Exits – Type/Location: Hatch door with fixed ladder		
Confined space related hazards: 1) Potential for poor air quality. 2) Engulfment.		
Additional potential hazards: 1) Slick/wet surfaces. 2) Falling objects.		
Confined Space Equipment needed: permit, lockout/tagout equipment (if possible), attendant, atmospheric monitor, tripod w/ winch, full body harness, and ventilator		
Additional equipment needed:		
Personal protective equipment needed to enter space: Eye protection and head protection		
Warning signs posted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		

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Attachment BA

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Complex:	Anywhere-USA
Building:	Aquatics Center
Location:	Filter Building
Space Number:	CPD-4
Type/Description:	Sand Filters (4)
Access:	Horizontal
Hazards:	Air Quality, Isolation, and Engulfment
Classification:	Permit Required (Level 2)
Special Comments:	Contractor Entry Only

Confined Space Locations (Attachment C)

Wheeler Park, 410 Wheeler Dr. Geneva, IL 60134,

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1. Wheeler manhole with lift station pump (Permit Required)



2. Manhole west of mini-golf hut (Permit Required)



Moore Park, 878 Geneva Dr. Geneva, IL 60134

1. Collector pit below building (Permit Required)



2. Manhole for return valve (Permit Required)

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Sunset, 710 Western Ave. Geneva, IL 60134

1. Collector pit below pump room (Permit Required)



2. Sand filters in pump room (Permit Required, Contractor only)



3. Sump pump vault west of pump room (Permit Required)



4. Collector tank for spray ground (Permit Required)



5. Sump pit in mechanical room by men's locker room (Permit Required)



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6. Drain and valve vault west of spray ground (Permit Required)



Mill Creek, 39W125 S Mill Creek Dr. Geneva, IL 60134

1. Sump pump pit in pump room (Permit Required)



2. Collector tank for spray ground (Permit Required)



Island, 2 E State St. Geneva, IL 60134

1. Drain pit in women's restroom closet (Permit Required)



Attachment B

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ALTERNATE ENTRY/CERTIFICATE PERMIT								
GENERAL INFORMATION						Permit No.		
Space to be Entered:			Purpose of Entry:					
Location/Building:			Authorized Duration of Permit:			Date: _____ to _____ Time: _____ to _____		
PERMIT SPACE HAZARDS (Indicate specific hazards with initials) ✓ _____ Oxygen deficiency (less than 19.5%) _____ Oxygen enrichment (greater than 23.5%) ✓ _____ Flammable gases or vapors (greater than 10% of LFL) ✓ _____ Toxic gases or vapors (greater than PEL) _____ Other: _____			EQUIPMENT REQUIRED FOR ENTRY AND WORK Specify as required: Personal Protective Equipment: _____ Respiratory Protection: _____ Atmospheric Testing/Monitoring: _____ Communication: _____ Ventilation Equipment: _____ Rescue Equipment: _____ Other: _____					
PREPARATION FOR ENTRY (Check after steps are completed) <input type="checkbox"/> Remove unsafe conditions to remove/open entrance cover. <input type="checkbox"/> Guard opening with railing or barrier to prevent accidental fall. <input type="checkbox"/> Test atmosphere prior to entry. <input type="checkbox"/> Use continuous forced air ventilation during entire entry. <input type="checkbox"/> Continuously monitor atmosphere during entire entry.								
EMERGENCY SERVICE Name of Service _____ Phone Number _____ Method of Contact _____ _____			AUTHORIZED ENTRANTS List by name or attach roster _____ _____					
TESTING RECORD								
Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H ₂ S	<10 ppm							
CO	<35 ppm							
Cl ₂								
Toxic (specify)								
Heat								
Other								
T								
AUTHORIZATION BY ENTRY SUPERVISORS I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.								
Printed Name		Signature		Date		Time		
THIS PERMIT MUST BE POSTED ON JOB SITE <input type="checkbox"/> GOOD ONLY ON INDICATED DATE								

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CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION

Space to be Entered:

Location/Building:

Purpose of Entry:

Authorized Duration of Permit:

Date:

Time:

to

to

Permit No.

PERMIT SPACE HAZARDS (Indicate specific hazards with initials)

☒

Oxygen deficiency (less than 19.5%)

☒

Oxygen enrichment (greater than 23.5%)

☒

Flammable gases or vapors (greater than 10% of LFL)

☒

Airborne combustible dust (meets or exceeds (LFL)

☐

Toxic gases or vapors (greater than PEL)

☐

Mechanical hazards

☐

Electrical shock

☐

Materials harmful to skin

☐

Engulfment

☐

Other:

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Specify as required:

Personal Protective Equipment:

Respiratory Protection:

Atmospheric Testing/Monitoring:

Communication:

Rescue Equipment:

Other:

PREPARATION FOR ENTRY (Check after steps are completed)

☐ Notification of affected departments of service interruption

☐ Isolation Methods:

☐ Lockout/Tagout

☐ Blank/blind

☐ Purge/clean

☐ Inert

☐ Ventilate

☐ Atmospheric test

☐ Barriers

☐ Other

☐ Personnel Awareness:

☐ Pre-entry briefing on specific hazards and control methods

☐ Notify contractors of permit and hazard conditions

☐ Other:

☐ Additional permits required and/or attached:

☐ Hotwork

☐ Line breaking

☐ Other:

EMERGENCY SERVICE

Name of Service

Phone Number

Method of Contact

TESTING RECORD

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H ₂ S	<10 ppm							
CO	<35 ppm							
Cl ₂	<0.5 ppm							
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE ! GOOD ONLY ON INDICATED DATE

Attachment

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Consult the Work Space Profile prior to using this form. Only authorized personnel may conduct confined space entry.

Geneva Park District

CONFINED SPACE HOT WORK PERMIT

INSTRUCTIONS					
***A Hot Work Permit must be completed for all operations performed within a confined space that require workers to weld, cut, or use other open-flame or spark producing devices in a confined space. 1) Complete permit and eliminate or control all hazardous conditions before entry begins. 2) The Hot Work Permit must be signed by the person authorizing entry. 3) Attach signed permit to the Confined Space Entry Permit and post both permits at entrance to confined space. 4) Send permits to the Manager of Risk Management & Security Services within 24hrs of completion of the work within the confined space. 5) NOTE: Do not cut, weld, or use other open-flame or spark producing equipment until the proper precautions have been taken.					
GENERAL INFORMATION					
CONFINED SPACE LOCATION:					
PERMIT BEGINS: Date: Time: AM/PM PERMIT EXPIRES: Date: Time: AM/PM					
LOCATION & DESCRIPTION OF CONFINED SPACE:					
PURPOSE OF ENTRY:					
TYPE OF HOT WORK	Cut:	Weld:	Grind:	Repair:	Other:
TYPE OF EQUIPMENT:					
PRECAUTIONS (Please circle YES or NO.)					
Is an air sampling meter used to monitor the presence of flammables/combustibles?		YES		NO	
Does the confined space contain a flammable/combustible material or atmosphere? (Flammables/combustibles must <u>not</u> exceed 10% Lower Explosive Limit (LEL).)		YES		NO	
Does the confined space contain combustible dust or ignitable residue?		YES		NO	
Have cutting, welding, and other flame/spark producing devices been inspected and are they in good condition?		YES		NO	
Have flammable/combustible materials been purged from the confined space?		YES		NO	
Is a fire extinguisher, of the proper type, available and has it been inspected?		YES		NO	
Is a fire watch posted?		YES		NO	
Is electrical equipment (lights, air sampling instruments, blowers, etc.) intrinsically safe (explosion proof)?		YES		NO	
Have sewer and drain openings been covered?		YES		NO	
Is general ventilation of sufficient capacity (7 air changes per minute) provided and in use?		YES		NO	
Is local ventilation for welding and cutting arranged so as to remove fumes and smoke at the source?		YES		NO	
Are respirators, of the proper type, available and in use where required?		YES		NO	
Have precautions been taken to protect workers from electrical shock?		YES		NO	
Are welding machine and other equipment safely located, grounded, and spark controlled?		YES		NO	
TRAINING (Please circle YES or NO.)					
Have all workers been trained to work safely within a confined space?		YES		NO	
Have all workers completed a pre-entry briefing?		YES		NO	
Have all workers been trained in emergency procedures?		YES		NO	
Have all workers been trained to use fire extinguishers?		YES		NO	
Have all workers been instructed <u>not</u> to bring gas cylinders into the confined space?		YES		NO	
Have all workers been instructed to remove welding hoses and leads from the confined space when not in use?		YES		NO	
FIRE WATCH (Please print name clearly.)					
NAME:					
PERSON(S) PERFORMING HOT WORK (Please print name(s) clearly.)					
1)	2)		3)		
SIGNATURE OF PERSON AUTHORIZING ENTRY (ALL ABOVE QUESTIONS MUST BE ANSWERED YES.)					
SIGNATURE:		DATE:		TIME: AM/PM	

THIS PERMIT HAS BEEN CANCELED BY: _____ TIME: _____ DATE: _____

ATTACHMENT **ES**

"CONFINED SPACE PROTECTION PROGRAM" REVIEWS

In order to keep our "Confined Space Protection Program" current, and make sure it protects our employees from Confined Space hazards, the Safety Committee of the *Geneva Park District* along with the Safety Coordinator shall review the program on no less than an annual basis. This includes review of all "Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

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**Geneva Park District
GAS MONITOR CALIBRATION LOG**

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ATTACHMENT H

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