



PUBLIC HEARING

MAY 17, 2021

7:00 P.M.

AGENDA

Call to Order

Roll Call

Hearing of Guests

Review of Budget and Appropriation Ordinance #2021-04

ADJOURN



REGULAR SCHEDULED MEETING

May 17, 2021

7:05 PM

AGENDA

Call to Order

Roll Call

Hearing of Guests

Reading of Minutes: Regular Scheduled Meeting – April 19, 2021
Recreation Committee Meeting – May 7, 2021

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OATH OF OFFICE-ELECTED PARK BOARD MEMBER

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

OLD BUSINESS

Budget and Appropriation Ordinance #2021-04

ADA Audit Compliance Update

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks and Properties

Superintendent of Recreation

NEW BUSINESS

PCI Inc Marketing Update

ADA Transition Plan Proposal

Recreation Committee Report

FVSRA Board Appointments

Policy Manual Update: Gym Manual, Environmental Policy, Internship, Transportation Risk Management, No Idling Policy, Safety, Safety Form Explanation & Usage

EXECUTIVE SESSION

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

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

Personnel - (5ILCS 120/2 (c) (1)) –

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

ADJOURN

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES**

April 19, 2021

7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

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

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

Guests: None

Press: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

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

HEARING OF GUESTS

Executive Director Lambillotte congratulated and thanked John Frankenthal for serving another 6-year term as Park Board Commissioner. John Frankenthal will be officially sworn in at the May Board Meeting.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of March 15, 2021 and the Finance Committee Meeting of April 8, 2021 as presented. Commissioner Moffat seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the March financial reports. She noted that the blended rate saw a decrease. She reported that we are 92% of the way through the current fiscal year and the revenue expense report is in line with budget. The District is running ahead of the previous COVID projections. Supt. Powell reminded the Board that the Statements of Economic Interest must be returned by May 1st or there will be a late filing fee. The District received its fourth quarter unemployment benefit statement, the total benefits paid were \$20,511.50. The District received word from Unemployment Consultants that because all amounts were COVID related, the Government and the

State of Illinois are each paying 50%, and the District does not owe anything. The District's IT provider has gone out of business and we are currently in the process of switching over to ExcalTech. ExcalTech services many surrounding Park Districts and is familiar with quite a few of our programs. After some discussion, Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

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

CORRESPONDENCE

Executive Director Lambillotte noted that correspondence was included electronically in the packet for review. Vice President Frankenthal stated that he is proud to be a part of the District and thanked staff for always going above and beyond no matter the occasion.

OLD BUSINESS

None

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. The problem has been resolved and repaired.

Supt. of Finance Powell will report 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. We have given much thoughtful consideration to assuring the budget reflects the beginning of our COVID recovery. The Finance Committee Meeting was held on April 8, 2021 and the minutes are included 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 year's Autumn Fair Event. The Foundation also reviewed future project funding which includes a climbing structure to be added at the Peck Farm Ballfields. 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.

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.

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	May 7, 2021	3:00 PM
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

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. The restrooms were open for the season, however due to the cold weather, staff closed the bathrooms due to the frost and risk of pipes freezing. The Parks Department is in the process of hiring seasonal staff. Staff is busy working on spring cleanup and pruning trees. The picnic tables and garbage cans have been relocated back into the parks. Spring preparations are moving full speed ahead with weed control, ball field prep and turf restoration. Successful prescribed burns have been completed and staff is cutting the woody areas. Staff completed Fire Extinguisher training and were able to put out a live fire. The roof on the south entry of the Butterfly House has been replaced. The interpretive signs have been delivered and installed at Peck North, the project is now complete. We are preparing to plant 50 trees for Earth Day, these trees will be the start of establishing an Oak Savannah at Peck North.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Spring programs are in full swing. Resident registration is scheduled for May 11th. Staff is diligently planning for summer camps. Easter events were a huge success. The annual Pickleball Tournament was held April 3rd and continues to increase in popularity. The Ribbon Cutting/tree planting event is scheduled for this Saturday, April 24th. Immediately following, an Earth Day Celebration will be held at Peck Farm Park with recycling and a variety of fun activities. Stone Creek Mini Golf will be opening on May 1st. Sunset Pool is slated to open on May 29th and Mill Creek will welcome visitors beginning June 5th. Staff is prepared to open the pools in a similar fashion as last year including time slots, reservation system and temperature checks. The District plans to increase capacity to 200 participants, while still maintaining safety and adhering to guidelines. Staff is prepared to react quickly should the Illinois Department of Public Health release additional guidelines. The Butterfly House is preparing to open for the season. The Butterfly Release Party is scheduled for May 21st. Birthday Parties are returning and increasing in popularity. Over the past couple of weeks staff has received updates, revisions and clarifications to some COVID safety guidelines. Staff will continue to monitor all guidelines as they become available and pivot when necessary. BestLife Fitness marketing campaign numbers were reviewed and usage, memberships, and revenue and expenses at both fitness centers were discussed.

NEW BUSINESS

PROPOSED BUDGET FY 2021-2022

Supt. of Finance and Personnel Christy Powell gave a power point presentation of the Proposed Budget FY 2021-2022 that started with our mission statement. The Finance Committee, consisting of Jay Moffat and Susan VanderVeen, reviewed the budget on April 8th. Supt. of Finance & Personnel Powell summarized each section of the budget. She highlighted various changes made in the budget from last year to this year and any increases/decreases in the various funds in this budget as compared to last year's budget. She went over the various revenue sources that make up the District's revenue budget. She highlighted the breakdown of the tax bill. In regards to the EAV, for the seventh year in a row, we saw another increase this past year. With no further questions, Vice President Frankenthal made a motion to

approve the Proposed Budget FY 2021-2022 as presented. Commissioner Moffat seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

BUDGET & APPROPRIATION ORDINANCE #2021-04 (Draft)

Supt. Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 17, 2021 at 7:00 PM and will be presented for approval at the May 17, 2021 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

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: Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Facility Medical Emergency Plan and Confined Space Manuals. After some discussion, Vice President Frankenthal made a motion to approve the Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Facility Medical Emergency Plan and Confined Space Manuals as presented. Commissioner Moffat seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Personnel and Land Acquisition at 8:26 p.m. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

The board returned to regular session at 8:46 p.m.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:46 p.m. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

Recreation Committee Meeting Minutes

3:00 pm

May 7, 2021

Sunset Community Center

Present: Pat Lenski and Jay Moffat

Staff: Nicole Vickers, Christine Shiel, Elliott Bortner, Francesca Borman, Jim Huetson, Joey Kalwat, Kelly Wales, Mike Hay, Ryan Coffland, Ryan Immordino, Sandy Harris & Brynn Pattermann

Absent: Beth Keen

Hearing of Guests

There were no guests.

- Supt. of Recreation Nicole Vickers welcomed Commissioner Lenski and Commissioner Moffat. She explained that the meeting would cover Fall 2020 and Winter 2021 seasons, as well as the yearly goals for the recreation department. She continued to remind the board that the numbers were reflective of direct costs associated with each program area, and that if indirect costs were factored in most programs would be closer to breaking even. Ms. Vickers then asked the supervisors to present their reports for both Fall and Winter.
- SPRC Customer Service Manager Mike Hay: Mr. Hay's responsibilities include managing the front desk staff at SPRC, processing memberships, personal training and nutrition classes. **Fall 2020**: Mr. Hay shared that 8 personal training and 1 nutrition package were sold. Those packages had a 28% profit margin. **Winter 2021**: There was a large increase in personal training packages sold, with a total of 17 packages. There was 1 nutrition package sold. Those packages only had a 23% profit margin as we offered a special. The special showed much interest and staff plans to offer the special a couple times a year. A free nutrition seminar was offered with much interest. Fit start orientation resumed with 5 participants. Mr. Hay stated that staff plans to continue marketing and offer some additional specialty trainings.
- Recreation Supervisor Kelly Wales: Ms. Wales' responsibilities include Kids' Zone, Summer Camp, Day-off Trips, Teen programming and supervision of Mr. Immordino's programs. Ms. Wales introduced Ryan Immordino who joined the Full Time Recreation Department as the new Recreation Coordinator. Mr. Immordino will also take on Family programming. All teen programs did not run. Due to low enrollment Babysitting for Success was cancelled, however, interested participants were given additional resources. Day off Trips ran in the fall with very low enrollment, however, we attempted to keep all programs running. August trip was cancelled, due to the delay in starting the school year. Some of the extended mornings were cancelled due to no enrollment, so we adjusted our staffing schedule accordingly. Given all the changes the school district had to their schedule, if a student was a "schedule B" student, they most likely already had arrangements for Mondays as that was not one of their in-person learning days. Also, we did not take field trips, so all activities were on site this year. Enrollment increased in the winter and we were able to make a profit. In the 2018-19, we noticed enrollment was declining in our Day Off Trip's, we surveyed the families and the locations of the trips were too far they didn't want their children on a bus for that extended time. In 2019-20 we had adjusted the radius of our travel and offered a kindergarten only option, but we were unable to finish the school year offerings due to the start of the pandemic. This year we went back to combining the children in K-5, since we weren't traveling.

- SPRC Facility Manager/Fitness Supervisor Sandy Harris: Mrs. Harris' areas of responsibility include overseeing the Stephen D. Persinger Recreation Center, Pickleball, Fitness Classes, Co-Ed Volleyball and managing staff. **Fall 2020**: There were 20 group Fitness Classes that were held with a total of 347 participants. We purchased a Zoom Pro account in November to accommodate participants virtually. **Winter 2021**: There were 22 Group Fitness classes that ran with 269 participants. The classes started off on a virtual platform then switched back to in-person after the first week. More instructors returned for the current session and even more are looking forward to returning this summer and teaching outside. Class sizes were maxed at 10 participants. Adult leagues did not run. The gym was used to space out fitness equipment until a couple of weeks ago. With only one court available for leagues, the priority was given to youth athletic programs, members, rentals and pickleball. Pickleball lessons increased this winter and the Pickleball Basics class continues to gain interest. Pickleball is available every day except Saturdays at SPRC.
- Sunset Facility Manager Jim Huetson: Mr. Huetson's areas of responsibility include overseeing the Sunset Community Center Fitness Center, Mini Golf operations, Special Events, as well as managing the front desk. **Fall 2020**: The Hustle S'more had 223 participants that ran in waves. Hello Santa remains popular and had the same amount of participants this year. Escape the Mansion had an increase in participants this year and used QR Codes to provide clues instead of touch points. This event won the IPRA Award for the Best Special Event of the Year. **Winter 2021**: The Super Shuffle was held this year despite the extreme cold temperature. There were 316 participants that registered for the event, however only 150 runners actually ran the day of the event due to frigid temps.
- Recreation Supervisor Beth Keen: Assistant Superintendent of Recreation Elliott Bortner reported for Ms. Keen. He stated that Ms. Keen is responsible for Friendship Station Preschool, Dance, Cheer, Toddler, Youth, Adult and our Senior Trips. **Fall 2020**: Dance participation was down exactly 50% from 2019. No Jingle Ball Dance Recital was offered this year. Cheerleading had the same number of participants this season, however they were not able to meet for the same amount of hours each week, so revenue is down. No senior trips were able to run. Toddler revenue and participation was down. Music classes seemed to be the most popular. Youth revenue and participation was also down. Horseback riding and STEM classes were most popular. Adult horseback riding was the only class that ran this fall. **Winter 2021**: Dance participants were down about 50%. Cheerleading participants and revenue were down. There were no Senior Trips that ran this Winter. Toddler revenue and participation were down. A few classes ran with Music, Learning all the time and Terrific Two's being the most popular. Youth revenue was up with horseback riding, drawing and STEM classes being the most popular. Adult horseback riding was the only class that ran.
- Aquatics & Recreation Supervisor Joey Kalwat: Mr. Kalwat is responsible for overseeing both Sunset & Mill Creek pools, Playhouse 38, Cultural Arts & many Special Events. **Fall 2020**: Halloween Hayday was reimagined at Peck Farm with 4 timeslots. Profit margin increased 30% due to a decrease in expenses for activities that were not able to be held. Pizza Palooza remained strong offering families a free evening of entertainment and dinner. Polar Express was reimagined into Santa's Special Delivery where Santa traveled to 50 households. There were 2 cultural arts productions that ran, one in person with 200 tickets sold and one virtually with 45 tickets sold. Overall net gain was lower mostly due to limited amount of tickets able to be sold. **Winter 2021**: Cultural Arts returned to Playhouse 38 and 2 acting classes ran. Our first Shakespeare production, "A Midsummer Nights' Dream ran and there were 110 tickets sold. The overall dollars are down for Playhouse 38 due to lower enrollment in the productions and less tickets able to be sold.

- Athletic Supervisor Ryan Coffland: Mr. Coffland is responsible for overseeing Adult and Youth Softball, Youth Basketball, Contracted Athletics, Gymnastics and Tumbling. **Fall 2020**: Youth softball saw a slight decrease with 89 participants, only down 4 participants. Tennis saw an increase with 27 more participants this fall and only had a 13% cancellation rate. Adult softball leagues had 10 teams again this year. **Winter 2021**: The basketball program saw a decrease this winter, but still had a total of 127 participants. High School basketball is currently running with 17 teams. Tennis saw a slight decrease, but had 72% of participation compared to last winter. Most of the athletic programs had about 50% registration compared to last year. Some athletic classes and one-on-one trainings were offered virtually through Zoom.
- Sunset Customer Service Manager Francesca Borman: Ms. Borman is responsible for overseeing the front desk staff, Birthday Parties, Parents' Night out and processing pavilion rentals. **Fall 2020**: There were 8 birthday parties that ran this fall. Working on adding more birthday party options, one idea is to use the bounce house that we have at SPRC. Every month there are 250-350 birthday cards that get sent out electronically to parents that have children turning 4-9 years old the following month. **Winter 2021**: All of the fall and winter Parents' Night Out programs were cancelled due to low enrollment, however the spring session have been running.
- Manager of Peck Farm Park Christine Shiel: Ms. Shiel is responsible for overseeing the operations at Peck Farm Park including the Community Gardens and the Butterfly House. **Fall 2020**: The fall programs had a total of 162 participants and 27 classes ran. **Winter 2021**: The Peck House was closed to the public during the Winter. The upcoming spring programs look solid with 68 participants and 14 programs slated to run at this point.
- Ms. Vickers reviewed goals from 2019-2020, highlighting completed projects from the past year. She then reviewed upcoming goals for 2020-2021. Ms. Vickers discussed what the District plans to do during the Bridge Phase. The Governor recently stated that the State of Illinois is on track to enter Phase 5 around June 11th. Ms. Vickers went into details about what both phases would look like as far as capacities and programming. Staff will continue to monitor and follow all guidelines as they relate to the pandemic. Lastly, Ms. Vickers complimented all Recreation staff on the pride and dedication that they put into their work. Even through the pandemic and all the challenges, staff were able to impact numerous people and turn a profit. Commissioner Moffat mentioned that staff should be proactive and start planning how the District would handle and accommodate families if the law passes to offer Preschool free to everyone. Commissioner Lenski and Moffat both thanked the staff for their hard work over the past year especially during these trying times. Ms. Vickers closed the meeting by thanking Commissioner Lenski and Moffat and staff for their time and attention.

Secretary Brynn Pattermann

DATE: 05/11/21
TIME: 15:25:40
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 051121

CONSTRUCTION PAID

PAGE: 1

FROM CHECK # 115376 TO CHECK # 115387

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115376	AQUAJAY SPA & POOL INC.	50% DEP-WORK @ MC IN MAY '21	CONSTRUCTION / CAPITAL IMPROV. / BANKING	6,450.00
			CHECK TOTAL	6,450.00
115377	BANNER UP SIGNS	TRAIL SIGNAGE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	865.00
		KIOSK SIGNAGE-PFP SITE MAP (2)	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	600.00
			CHECK TOTAL	1,465.00
115378	BROOKINS DESIGN	PFP PARKING LOT KIOSK	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,250.00
		UPDATE PFP SITE MAPS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	450.00
		PFP NORTH TRAIL SIGNAGE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,050.00
			CHECK TOTAL	3,750.00
115379	CHASE CARD SERVICES	BLACKLINE-MNTHLY SERVER MAINT	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	307.75
			CHECK TOTAL	307.75
115380	GENEVA SCHOOL DISTRICT #304	PTAB APPEALS JAN-MARCH	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	312.41
		HARRISON/WESTERN LUNCH TABLES	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	2,229.50
		HARRISON BLEACHER MAINTENANCE	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	75.00
		WESTERN BASKETBALL BACKSTOP	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	1,197.50
			CHECK TOTAL	3,814.41
115381	HARRINGTON INDUSTRIAL PLASTICS	MOORE SPRYPK PIPE REPAIR PARTS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	183.00
			CHECK TOTAL	183.00
115382	MENARDS	PLYWOOD FOR BUTTERFLY HOUSE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	227.71
		MINI GOLF-SPLYS FOR REPAIRS	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	334.19
			CHECK TOTAL	561.90
115383	MR. DUCT, INC	PECK HOUSE DUCT CLEANING	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	495.00
			CHECK TOTAL	495.00
115384	NOVA COMMUNICATIONS, INC.	PFP MAINT FIBER SETUP FEE	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	284.80
			CHECK TOTAL	284.80
115385	POST CONCRETE REPAIR &	PLUNGE POOL CRACK REPAIR	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	8,570.00
			CHECK TOTAL	8,570.00
115386	SPEER FINANCIAL, INC.	2020 ANNUAL SEC DISCLOSURE FEE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	818.75
			CHECK TOTAL	818.75

DATE: 05/11/21
TIME: 15:25:41
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GENEVA PARK DISTRICT
WARRANT NUMBER 051121

PAGE: 2

FROM CHECK # 115376 TO CHECK # 115387

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115387	TRIANGLE MECHANICAL SVC., INC.	RE-INSTALL & SETUP SOFTWARE	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	1,224.00
			CHECK TOTAL	1,224.00
			WARRANT TOTAL	27,924.61

DATE: 05/12/21
TIME: 11:58:06
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 051121

CONSTRUCTION UNPAID

PAGE: 1

FROM CHECK # 115388 TO CHECK # 115393

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115388	ANCEL GLINK DIAMOND BUSH &	MISC LEGAL MATTERS-APRIL	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,298.75
			CHECK TOTAL	1,298.75
115389	EXCAL TECH	SSL CERT-WWW.GENEVAPARKS.ORG	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	16.00
		EXCALTECH BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	307.50
			CHECK TOTAL	323.50
115390	MARTENSON TURF PRODUCTS INC.	FIELD PAINT	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	2,108.06
		HEBICIDE FOR NATURAL AREAS	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	970.64
			CHECK TOTAL	3,078.70
115391	EXCAL TECH	EXCAL TECH-BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.00
			CHECK TOTAL	615.00
115392	HACIENDA LANDSCAPING INC	PFP NORTH OSLAD-PAY OUT #8	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	16,512.11
			CHECK TOTAL	16,512.11
115393	KANE COUNTY TREASURER	PETERSON TAX 2020	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	4,722.66
			CHECK TOTAL	4,722.66
			WARRANT TOTAL	26,550.72

DATE: 05/11/21
TIME: 15:36:11
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 051221

GENERAL PAID

PAGE: 1

FROM CHECK # 75469 TO CHECK # 75534

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75469	U.S. POSTAL SERVICE	POSTAGE-SUMMER BROCHURE	RECREATION / PUBLIC INFORMATION	1,000.00
			CHECK TOTAL	1,000.00
75470	ACE HARDWARE GENEVA	POTTING SOIL	RECREATION / PARK DISTRICT PRESCHOOL	8.07
		HOSE GASKETS	CORPORATE / PARKS ADMINISTRATION	1.78
		VALVE & COPPER CAP	CORPORATE / PARKS ADMINISTRATION	12.26
		ISLAND BATHROOM REPAIRS	CORPORATE / PARKS ADMINISTRATION	4.13
		ISLAND PK PLUMBING PART	CORPORATE / PARKS ADMINISTRATION	0.79
		ISLAND SINK SUPPLY LINE	CORPORATE / PARKS ADMINISTRATION	13.49
		WIRE BRUSHES-RUST REMOVAL	CORPORATE / PARKS ADMINISTRATION	32.38
		SCREWS FOR SKATE PARK REPAIR	CORPORATE / PARKS ADMINISTRATION	11.86
		DRILL BITS FOR SKATE PK REPAIR	CORPORATE / PARKS ADMINISTRATION	5.38
		POWER TOOL BATTERIES	CORPORATE / PARKS ADMINISTRATION	129.99
			CHECK TOTAL	220.13
75471	AHW LLC -ELBURN	AIR FILTER-SKID STEER	CORPORATE / PARKS ADMINISTRATION	13.83
		AIR FILTER-SKID STEER	CORPORATE / PARKS ADMINISTRATION	15.69
		AIR FILTERS	CORPORATE / PARKS ADMINISTRATION	131.60
			CHECK TOTAL	161.12
75472	BATAVIA PARK DISTRICT	BATAVIA COOP CLASSES	RECREATION / BATAVIA PARK DIST CLASSES	472.50
			CHECK TOTAL	472.50
75473	BALL HORTICULTURAL COMPANY	PLANTS FOR ANNUAL BEDS	CORPORATE / PECK FARM	151.58
		PLANTS FOR ANNUAL BEDS	CORPORATE / PECK FARM	870.35
		PLANT SEEDS	CORPORATE / PARKS ADMINISTRATION	213.76
		PLANT SEEDS	CORPORATE / PECK FARM	1,820.17
		PLANTS	CORPORATE / PARKS ADMINISTRATION	1,491.25
			CHECK TOTAL	4,547.11
75474	BANNER UP SIGNS	GUIDED HIKE SIGNS-EARTH DAY	CORPORATE / PECK FARM GENERAL PROGRAMS	136.50
			CHECK TOTAL	136.50
75475	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	65.00
75476	BSN SPORTS-SPORTS SPLY GROUP	SOCCER GOALS-BURGESS FIELDS	CORPORATE / PARKS ADMINISTRATION	3,649.98
			CHECK TOTAL	3,649.98

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75477	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	68.56
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	365.65
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	162.20
		CALL ONE MONTHLY SVC	RECREATION / SPRC	851.48
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	203.99
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	51.00
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	132.74
			CHECK TOTAL	1,835.62
75478	BILL CHO, INC.	TAEKWONDO INSTR FEE-WINTER	RECREATION / MARTIAL ARTS	289.80
			CHECK TOTAL	289.80
75479	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	181.19
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	422.78
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	41.64
		CITY WATER/SEWER-MINI GOLF	CORPORATE / PARKS ADMINISTRATION	66.13
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	26.34
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	29.03
		CITY WATER/SEWER-STH STR FIELD	CORPORATE / PARKS ADMINISTRATION	104.45
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	68.77
		CITY WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION	40.69
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	302.52
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	397.84
		CITY WATER/SEWER-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	74.18
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	46.16
		CITY ELECTRIC-HARR	CORPORATE / PARKS ADMINISTRATION	74.76
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	54.87
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	601.79
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	200.56
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	640.78
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	21.30
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,195.52
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	322.66
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	278.82
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	354.68
		CITY ELECTRIC-SUNSET BALLFIELD	RECREATION / ADULT SOFTBALL	18.30
		CITY ELECTRIC-SPRC	RECREATION / SPRC	3,801.05

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75479	CITY OF GENEVA	CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	65.09
			CHECK TOTAL	9,450.20
75480	COM ED	COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.90
			CHECK TOTAL	19.90
75481	CONSERV FS, INC.	UNLEADED FUEL	RECREATION / REC ADMINISTRATION	100.55
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	904.94
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	435.25
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	76.97
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	692.77
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	289.97
			CHECK TOTAL	2,500.45
75482	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
75483	CONTAINER DISTRIBUTORS, INC	55 GAL. DRUMS-TRASH BARRELS	CORPORATE / PARKS ADMINISTRATION	1,626.00
			CHECK TOTAL	1,626.00
75484	CRANE MERCHANDISING SYSTEMS	SRFC VENDING MACHINE	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
		SPRC VENDING MACHINE	RECREATION / SPRC	17.90
			CHECK TOTAL	26.85
75485	DESIGNSPRING GROUP, INC.	SUMMER 2021 BROCHURE	RECREATION / PUBLIC INFORMATION	6,087.50
			CHECK TOTAL	6,087.50
75486	CATHERINE FINCK	POTS FOR TODDLER CLASS	RECREATION / TODDLERS	31.84
			CHECK TOTAL	31.84
75487	FOX VALLEY ICE ARENA	ICE SKATING LESSONS-FALL I, II	RECREATION / ICE SKATING LESSONS	1,078.48
		ICE SKATING LESSONS-WINTER I,II	RECREATION / ICE SKATING LESSONS	2,403.10
			CHECK TOTAL	3,481.58
75488	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-MARCH	SPECIAL RECREATION / SPECIAL RECREATION	937.28
			CHECK TOTAL	937.28

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75489	GENEVA SCHOOL DISTRICT #304	FY 20/21 KZN SCHOOL USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	20,737.00
			CHECK TOTAL	20,737.00
75490	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MONTHLY	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESCH MONTHLY	RECREATION / SPRC	146.38
		GORDON FLESCH MONTHLY	RECREATION / REC ADMINISTRATION	330.70
		GORDON FLESCH MONTHLY	CORPORATE / PARKS ADMINISTRATION	220.46
			CHECK TOTAL	828.54
75491	W.W. GRAINGER CORP.	RAIN BARREL PUMP-COMM GARDEN	CORPORATE / PARKS ADMINISTRATION	52.57
			CHECK TOTAL	52.57
75492	KEN HARRIS	PICKLEBALL INSTR FEE	RECREATION / FITNESS CENTER PROG- NEW BLDG	182.00
			CHECK TOTAL	182.00
75493	HERSHEY'S CREAMERY CO.	GIFT SHOP CONCESSION SPLY	CORPORATE / PECK FARM	364.38
			CHECK TOTAL	364.38
75494	WM. HORN STRUCTURAL STEEL CO.	RUSTED TRAILER TAILGATE RPR	CORPORATE / PARKS ADMINISTRATION	98.00
		RUSTED TRAILER TAILGATE RPR	CORPORATE / PARKS ADMINISTRATION	90.00
		BASE PEGS	RECREATION / PECK FARM BASEBALL	66.00
		TRAILER REPAIR PART	CORPORATE / PARKS ADMINISTRATION	37.00
			CHECK TOTAL	291.00
75495	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75496	IL STATE POLICE	EMPLOYEE BACKGROUND CHECKS	CORPORATE / PARKS ADMINISTRATION	500.00
		EMPLOYEE BACKGROUND CHECKS	RECREATION / REC ADMINISTRATION	750.00
			CHECK TOTAL	1,250.00
75497	LINDA JONES	REIMB-JR. CHEF CLASS SPLY	RECREATION / YOUTH	34.70
			CHECK TOTAL	34.70
75498	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75499	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00

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75500	KEN KERFOOT	CPRP RENEWAL FEE	CORPORATE / PARKS ADMINISTRATION	65.00
			CHECK TOTAL	65.00
75501	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
75502	TRACY LAPSHIN	WINTER FENCING INSTR FEE	RECREATION / MARTIAL ARTS	300.00
			CHECK TOTAL	300.00
75503	LIFE FITNESS CORP.	REPROGRAM FITNESS EQUIPMENT	RECREATION / SPRC	550.00
		REPLACED BIKE CONSOLES	RECREATION / SPRC	1,704.26
			CHECK TOTAL	2,254.26
75504	MAGIC OF GARY KANTOR	YOUTH MAGIC CLASS INSTR FEE	RECREATION / YOUTH	49.50
			CHECK TOTAL	49.50
75505	MANDY PRINTING	STAFF UNIFORMS-T-SHIRTS	CORPORATE / PARKS ADMINISTRATION	813.05
			CHECK TOTAL	813.05
75506	MENARDS	SHELF REPAIR PARTS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	69.22
		BATH FAN	CORPORATE / PECK FARM	64.99
		FLOWERS FOR PFP	CORPORATE / PECK FARM	43.88
		GREENHOUSE SUPPLIES	CORPORATE / PARKS ADMINISTRATION	22.62
		SPRAY PAINT TOOL	CORPORATE / PARKS ADMINISTRATION	22.97
		MARKING PAINT	CORPORATE / PARKS ADMINISTRATION	23.48
		COMM GARDEN SHELTER GUTTER RPR	CORPORATE / PARKS ADMINISTRATION	86.71
		GUTTER REPAIR PART	CORPORATE / PARKS ADMINISTRATION	3.79
		TOILET REPAIR PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	15.48
		ISLAND PK BATHROOM RPR PARTS	CORPORATE / PARKS ADMINISTRATION	9.99
		SUNSET VERSA CLIMBER	RECREATION / SUNSET RACQUETBALL & FITNESS	18.63
		3-IN-1 OIL, HOOKS	RECREATION / SPRC	13.21
		M.G. PLUMBING REPAIR PART	CORPORATE / PARKS ADMINISTRATION	7.77
		ISLAND PK RESTROOM RPR PARTS	CORPORATE / PARKS ADMINISTRATION	30.80
		ISLAND PK RESTROOM RPR PARTS	CORPORATE / PARKS ADMINISTRATION	23.77
		ISLAND PK BATHROOM RPR PARTS	CORPORATE / PARKS ADMINISTRATION	18.53
		LUMBER FOR SIGNS	CORPORATE / PARKS ADMINISTRATION	22.99
		DOWEL RODS	CORPORATE / PECK FARM	7.90
		SPONGES	RECREATION / SPRC	5.98
			CHECK TOTAL	512.71

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75507	WM. F. MEYER COMPANY	ISLAND PK RESTROOM FAUCET	CORPORATE / PARKS ADMINISTRATION	113.43
		ISLAND PK RESTROOM RPR PART	CORPORATE / PARKS ADMINISTRATION	10.93
			CHECK TOTAL	124.36
75508	METRO FIBERNET LLC	METRONET-MC POOL INTERNET	RECREATION / MILL CREEK POOL	72.15
			CHECK TOTAL	72.15
75509	METRO FIBERNET LLC	METRONET INTERNET-PH38	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
75510	METRO FIBERNET LLC	METRONET INTERNET WHL	CORPORATE / PARKS ADMINISTRATION	102.20
			CHECK TOTAL	102.20
75511	METRO FIBERNET LLC	METRONET-SPRC TV SVC	RECREATION / SPRC	259.95
		METRONET-SRFC TV SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	269.90
		METRONET-MINI GOLF INTERNET	RECREATION / MINIATURE GOLF	102.20
			CHECK TOTAL	632.05
75512	NEXT GENERATION, INC	REORDER UNIFORM	RECREATION / BOYS BASKETBALL	21.90
			CHECK TOTAL	21.90
75513	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	209.57
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	313.83
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	99.69
		NICOR-PECK MAINT	CORPORATE / PECK FARM	96.47
		NICOR-PECK HOUSE	CORPORATE / PECK FARM	83.19
		NICOR-SPRC	RECREATION / SPRC	385.55
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	51.12
		NICOR-SCC	RECREATION / REC ADMINISTRATION	355.13
		NICOR-SCC POOL	RECREATION / SUNSET POOL	275.13
		NICOR-PH38	RECREATION / PLAYHOUSE 38	67.03
		NICOR-PFP BARN	CORPORATE / PECK FARM	107.14
			CHECK TOTAL	2,043.85
75514	NORTH AMERICAN CORP	BRUSH ASSEMBLY-VACUUM	RECREATION / SPRC	48.18
		SANITATION SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	30.76
		COVID-BLACK NITRILE GLOVES	RECREATION / REC ADMINISTRATION	978.42
		SANITATION SUPPLIES	RECREATION / SUNSET POOL	139.38

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75514	NORTH AMERICAN CORP	SANITATION SUPPLIES	RECREATION / SPRC	209.06
		SANITATION SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	348.44
		DISINFECTANT-COVID	RECREATION / REC ADMINISTRATION	106.86
		DISINFECTANT-COVID	RECREATION / REC ADMINISTRATION	142.48
		SANITATION SPLYS	CORPORATE / PARKS ADMINISTRATION	485.02
		SANITATION SPLYS	CORPORATE / PECK FARM	1,299.96
		SANITATION SPLY	CORPORATE / PECK FARM	16.15
		SANITATION SPLYS	RECREATION / SPRC	816.24
			CHECK TOTAL	4,620.95
75515	PDRMA	PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	29,029.53
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	26,311.11
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	207.40
			CHECK TOTAL	55,548.04
75516	PECOVER DECORATING SER., INC.	SUNSET POOL REPAIR/PAINTING	CORPORATE / PARKS ADMINISTRATION	2,800.00
			CHECK TOTAL	2,800.00
75517	PEPSI COLA BEVERAGE COMPANY	CONCESSION SPLYS	RECREATION / MINIATURE GOLF	332.20
			CHECK TOTAL	332.20
75518	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
			CHECK TOTAL	0.00
75520	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
75521	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	75.00
75522	STEVE SLIVKA	REIMB CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	40.00
			CHECK TOTAL	40.00
75523	SUBURBAN TIRE AUTO CARE CENTER	F-250 TRUCK TIRES REPLACED	CORPORATE / PARKS ADMINISTRATION	784.64
			CHECK TOTAL	784.64

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75524	SUNBURST SPORTSWEAR	PICKLEBALL TOURNAMENT SHIRTS	RECREATION / FITNESS CENTER PROG- NEW BLDG	75.18
			CHECK TOTAL	75.18
75525	BUMPER TO BUMPER	AIR FILTERS, BRAKE CLEANER	CORPORATE / PARKS ADMINISTRATION	89.74
		ABI CASTER BEARINGS	CORPORATE / PARKS ADMINISTRATION	22.58
		SWITCHES	CORPORATE / PARKS ADMINISTRATION	5.29
			CHECK TOTAL	117.61
75526	T.J. OFFICIAL FINDERS	OFFICIALS-BOYS BASKETBALL	RECREATION / BOYS BASKETBALL	3,774.00
		SCOREKEEPER-BOYS BASKETBALL	RECREATION / BOYS BASKETBALL	767.00
		OFFICIALS-GIRLS BASKETBALL	RECREATION / GIRLS BASKETBALL	408.00
		SCOREKEEPER-GIRLS BASKETBALL	RECREATION / GIRLS BASKETBALL	130.00
		OFFICIALS 4/18-4/23	RECREATION / BOYS BASKETBALL	1,020.00
		SCOREKEEPERS 4/18-4/23	RECREATION / BOYS BASKETBALL	195.00
			CHECK TOTAL	6,294.00
75527	TRIANGLE MECHANICAL SVC., INC.	SPRC HVAC REPAIRS	RECREATION / SPRC	947.00
			CHECK TOTAL	947.00
75528	VALLEY LOCK CO., INC.	PFP OFFICE REKEYED	CORPORATE / PECK FARM	32.30
			CHECK TOTAL	32.30
75529	VERIZON WIRELESS	VERIZON CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	1.78
		VERIZON CELL PHONE USAGE	CORPORATE / PECK FARM	49.60
		VERIZON CELL PHONE USAGE	CORPORATE / PARKS ADMINISTRATION	148.80
		VERIZON CELL PHONE USAGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	161.18
			CHECK TOTAL	361.36
75530	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
75531	WALTERS GARDENS, INC.	PERENNIALS FOR VARIOUS PARKS	CORPORATE / PARKS ADMINISTRATION	743.99
			CHECK TOTAL	743.99
75532	CHASE CARD SERVICES	SCISSORS/RIBBON-RIBBON CUTTING	CORPORATE / PARKS ADMINISTRATION	14.84
		SCISSORS/RIBBON-RIBBON CUTTING	RECREATION / REC ADMINISTRATION	14.85
		STAFF APPRECIATION AWARD	RECREATION / REC ADMINISTRATION	22.50
		STAFF APPRECIATION AWARD	CORPORATE / PARKS ADMINISTRATION	22.50

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75532	CHASE CARD SERVICES	LOGMEIN-GO TO MEETING SVC 4/19	RECREATION / REC ADMINISTRATION	39.57
		KZN PROGRAM SPLYs-FABYAN	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	21.10
		KZN PROGRAM SPLYs-MILL CREEK	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	21.84
		KZN PROGRAM SPLYs-WILLIAMSBURG	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	201.92
		MOUNTING TAPE	CORPORATE / PECK FARM	4.97
		ANIMAL FOOD	CORPORATE / PECK FARM	68.33
		BIRTHDAY PARTY SPLYs	CORPORATE / BIRTHDAY PARTIES - PECK FARM	143.44
		EARTH DAY WATER BOTTLES	CORPORATE / PECK FARM GENERAL PROGRAMS	339.00
		EARTH DAY STICKERS	CORPORATE / PECK FARM GENERAL PROGRAMS	33.88
		KCCN DIGITAL STORAGE	CORPORATE / LEARN FROM THE EXPERTS	1.99
		SIRIUS RADIO SVC FEE	RECREATION / SPRC	13.62
		SIRIUS RADIO SVC FEE	RECREATION / MINIATURE GOLF	9.98
		BUNNY BREAKFAST-JUICE & PLATES	RECREATION / EASTER EGG HUNT	109.87
		BUNNY BREAKFAST SPLYs	RECREATION / EASTER EGG HUNT	16.20
		SOFTBALLS & BALL BUCKETS	RECREATION / GIRLS SOFTBALL	233.08
		DISINFECTANT & HAND SANITIZER	RECREATION / REC ADMINISTRATION	57.60
		SCRIPT/RIGHTS-WONDERLAND	RECREATION / PLAYHOUSE 38	625.75
		PH38 PROPS-MIDSUMMER	RECREATION / PLAYHOUSE 38	61.56
		2021 CONCESSION PERMITS	RECREATION / SUNSET POOL CONCESSIONS	15.50
		SENIOR LUNCH TRIP EXPENSE	RECREATION / ACTIVE OLDER ADULTS - TRIPS	35.49
		GMAIL ACCOUNT SVC FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		TRAILER PINS & BUSHINGS	CORPORATE / PARKS ADMINISTRATION	20.97
		MC POOL DOOR LOUVER	RECREATION / MILL CREEK POOL	64.15
		BURN GEAR & MASKS	CORPORATE / PARKS ADMINISTRATION	955.36
		SPRC VENDING MACHINE SPLYs	RECREATION / SPRC	70.26
		SRFC VENDING MACHINE SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	35.40
		MEMBER APPRECIATION SPLYs	RECREATION / SUNSET RACQUETBALL & FITNESS	50.40
		MEMBER APPRECIATION SPLYs	RECREATION / SPRC	79.38
		REFUND FRONT DESK TRAINING	RECREATION / ADMINISTRATIVE	-40.00
		ZOOM SVC-FITNEES CLASSES	RECREATION / REC ADMINISTRATION	29.98
		DUMBBELLS	RECREATION / SPRC	206.51
		BATTERIES,CHARGER,STRAPS	RECREATION / SPRC	152.98
		BATTERIES	RECREATION / SUNSET RACQUETBALL & FITNESS	70.41
		SCOTCH PUTTY	RECREATION / SUNSET RACQUETBALL & FITNESS	13.48
		BUNNY BASKET BREAKFAST SPLYs	RECREATION / EASTER EGG HUNT	799.59
		BUNNY BASKET SUPPLIES	RECREATION / BUNNY BASKET DELIVERIES	586.02
		BLACKLINE-EMAIL SVC	RECREATION / REC ADMINISTRATION	92.80
		BLACKLINE-ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	44.00

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75532	CHASE CARD SERVICES	BLACKLINE-ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	44.00
		BLACKLINE-COMPUTER MAINT	RECREATION / REC ADMINISTRATION	1,035.65
		BLACKLINE-COMPUTER SERVER	RECREATION / REC ADMINISTRATION	410.00
		ANNUAL LIFE INSURANCE RENEWAL	RECREATION / REC ADMINISTRATION	695.00
		ANNUAL LIFE INSURANCE RENEWAL	CORPORATE / PARKS ADMINISTRATION	695.00
		RADIO BATTERIES	CORPORATE / PARKS ADMINISTRATION	39.99
		DESK CHAIR	CORPORATE / PARKS ADMINISTRATION	159.95
		IAPD WEBINAR	CORPORATE / PARKS ADMINISTRATION	6.00
		MAGNETIC WHITEBOARD	CORPORATE / PARKS ADMINISTRATION	103.16
			CHECK TOTAL	8,555.82
75533	JASON KOLLUM	ENTERTAINMENT-SCREEN FREE WEEK	RECREATION / NEW SPECIAL EVENTS	350.00
			CHECK TOTAL	350.00
75534	JOEY KALWAT	REIMB MILEAGE-APRIL, 2021	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	20.00
			WARRANT TOTAL	149,475.82

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GENEVA PARK DISTRICT
WARRANT NUMBER 051322

GENERAL UNPAID

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FROM CHECK # 75535 TO CHECK # 75582

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75535	ABLE PEST CONTROL, INC.	PEST CONTROL-PARK PAVILLIONS	CORPORATE / PARKS ADMINISTRATION	1,100.00
			CHECK TOTAL	1,100.00
75536	ACE HARDWARE GENEVA	BRASS DRAIN BOILER FITTING	RECREATION / SUNSET POOL	8.99
			CHECK TOTAL	8.99
75537	ACTION PRINTING CORP	SUMMER 2021 BROCHURE	RECREATION / PUBLIC INFORMATION	9,431.41
			CHECK TOTAL	9,431.41
75538	AHW LLC -ELBURN	ROTARY TILLER FOR TRACTOR	CORPORATE / PARKS ADMINISTRATION	1,453.00
			CHECK TOTAL	1,453.00
75539	BSN SPORTS-SPORTS SPLY GROUP	SOCCER FIELD GOALS	CORPORATE / PARKS ADMINISTRATION	1,599.99
			CHECK TOTAL	1,599.99
75540	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	169.71
			CHECK TOTAL	169.71
75541	COMCAST CABLE	COMCAST SCC TV INTERNET SVC	RECREATION / REC ADMINISTRATION	357.85
		COMCAST SRFC TV INTERNET SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	238.57
			CHECK TOTAL	596.42
75542	DEPAW UNIVERSITY CANINE	DOG TRAINING INSTR FEE	CORPORATE / PECK FARM GENERAL PROGRAMS	420.00
			CHECK TOTAL	420.00
75543	DLM: DALE L. MARTIN	CONCESSION SPLYS-DIPPIN DOTS	RECREATION / MINIATURE GOLF	648.00
			CHECK TOTAL	648.00
75544	EXCAL TECH	EXCAL TECH-MNTHLY INTERNET SVC	RECREATION / REC ADMINISTRATION	183.53
		EXCAL TECH-MNTHLY INTERNET SVC	CORPORATE / PARKS ADMINISTRATION	42.50
		EXCAL TECH-COMPUTER/SVR MAINT	RECREATION / REC ADMINISTRATION	1,428.50
			CHECK TOTAL	1,654.53
75545	CATHERINE FINCK	TODDLER PROGRAM SPLYS	RECREATION / TODDLERS	16.48
			CHECK TOTAL	16.48
75546	GOODMARK NURSERIES LLC	TREES-GPDF OAK SAVANNAH-SPRING	CORPORATE / PARKS ADMINISTRATION	8,179.00
			CHECK TOTAL	8,179.00

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GENEVA PARK DISTRICT
WARRANT NUMBER 051322

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FROM CHECK # 75535 TO CHECK # 75582

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75547	W.W. GRAINGER CORP.	PART FOR PLAY EQUIPMENT	CORPORATE / PARKS ADMINISTRATION	12.54
			CHECK TOTAL	12.54
75548	KEN HARRIS	PICKLEBALL INSTR FEE 4/18,4/25	RECREATION / FITNESS CENTER PROG- NEW BLDG	77.00
			CHECK TOTAL	77.00
75549	HOME DEPOT CREDIT SERVICE	STORAGE TUBS	RECREATION / REC ADMINISTRATION	29.94
		STORAGE TUBS	CORPORATE / PARKS ADMINISTRATION	29.94
		STORAGE SHELVES	RECREATION / PARK DISTRICT PRESCHOOL	450.86
		STORAGE SHELVES	RECREATION / PARK DISTRICT PRESCHOOL	349.92
			CHECK TOTAL	860.66
75550	INVEX DESIGN LLC	ANNUAL WEB SUPPORT FEE	RECREATION / REC ADMINISTRATION	3,600.00
		ANNUAL WEB HOSTING FEE	RECREATION / REC ADMINISTRATION	2,176.00
		LICENSE FEE FOR WEBSITE	RECREATION / PUBLIC INFORMATION	75.00
			CHECK TOTAL	5,851.00
75551	MARTENSON TURF PRODUCTS INC.	GRASS SEED	CORPORATE / PARKS ADMINISTRATION	361.97
		HERBICIDES	CORPORATE / PARKS ADMINISTRATION	661.25
		HERBICIDES	CORPORATE / PECK FARM	913.67
		CHALK FOR BALLFIELDS	RECREATION / FIELD MAINTENANCE	479.04
			CHECK TOTAL	2,415.93
75552	MENARDS	TOPSOIL/END CAP	RECREATION / FIELD MAINTENANCE	6.95
		LIGHT-WHLR NORTH PAVILION	CORPORATE / PARKS ADMINISTRATION	91.96
		BOLT & WASHERS	CORPORATE / PARKS ADMINISTRATION	6.53
			CHECK TOTAL	105.44
75553	MIDWEST GROUNDCOVERS CORP	SHRUBS FOR BUTTERFLY HOUSE	CORPORATE / PECK FARM	415.80
			CHECK TOTAL	415.80
75554	NEXT GENERATION, INC	GIRLS SOFTBALL COACHES SHIRTS	RECREATION / GIRLS SOFTBALL	217.50
			CHECK TOTAL	217.50
75555	OFFICE DEPOT	POST-ITS, HIGHLIGHTERS, LABELS	RECREATION / SUNSET RACQUETBALL & FITNESS	51.18
		POST-ITS, HIGHLIGHTERS, LABELS	RECREATION / SPRC	51.18
		RESTOCK OFFICE SPLYS	RECREATION / REC ADMINISTRATION	209.45
			CHECK TOTAL	311.81

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GENEVA PARK DISTRICT
WARRANT NUMBER 051322

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FROM CHECK # 75535 TO CHECK # 75582

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75556	SHAW MEDIA	FOX RIVER TRAIL GUIDE	RECREATION / REC ADMINISTRATION	206.50
		FOX RIVER TRAIL GUIDE	CORPORATE / PARKS ADMINISTRATION	206.50
		LEGAL NOTICE-BUDGET HEARING	CORPORATE / PARKS ADMINISTRATION	23.39
		LEGAL NOTICE-BUDGET HEARING	RECREATION / REC ADMINISTRATION	23.39
			CHECK TOTAL	459.78
75557	SITEONE LANDSCAPE SPLY, LLC	SPRAY GUN NOZZLE	CORPORATE / PARKS ADMINISTRATION	20.97
			CHECK TOTAL	20.97
75558	STARGUARD ELITE, LLC	TRAINING CENTER ANNUAL FEE	RECREATION / SUNSET POOL	350.00
		LIFEGUARD CERTIFICATIONS	RECREATION / SUNSET POOL	850.00
		LIFEGUARD CERTIFICATIONS	RECREATION / MILL CREEK POOL	250.00
			CHECK TOTAL	1,450.00
75559	BUMPER TO BUMPER	DODGE VAN PUMP RPR PART	CORPORATE / PARKS ADMINISTRATION	30.68
			CHECK TOTAL	30.68
75560	TONY & FRIENDS ART STUDIO	TONY & FRIENDS INSTR FEE 4/7-28	RECREATION / ADULT	206.40
			CHECK TOTAL	206.40
75561	TOWN & COUNTRY GARDENS	SYMPATHY FLOWERS	RECREATION / REC ADMINISTRATION	42.50
		SYMPATHY FLOWERS	CORPORATE / PARKS ADMINISTRATION	42.50
			CHECK TOTAL	85.00
75562	WELCH BROS., INC.	4" ADJUSTING RINGS-SPIGOT	RECREATION / REC ADMINISTRATION	341.00
			CHECK TOTAL	341.00
75563	NORA WICKMAN	PH38 PAINT SPLYS	RECREATION / PLAYHOUSE 38	32.00
			CHECK TOTAL	32.00
75564	ALARM DETECTION SYSTEMS, INC.	ALARM QTRLY FEE MAY-JULY	RECREATION / SPRC	1,130.76
		ALARM QTRLY FEE MAY-JULY	CORPORATE / PARKS ADMINISTRATION	142.14
		ALARM QTRLY FEE MAY-JULY	RECREATION / REC ADMINISTRATION	550.62
		ALARM QTRLY FEE MAY-JULY	CORPORATE / PECK FARM	832.08
		ALARM QTRLY FEE MAY-JULY	RECREATION / SUNSET POOL	143.16
		ALARM QTRLY FEE MAY-JULY	RECREATION / MINIATURE GOLF	77.67
			CHECK TOTAL	2,876.43

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GENEVA PARK DISTRICT
WARRANT NUMBER 051322

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FROM CHECK # 75535 TO CHECK # 75582

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75565	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	27.77
			CHECK TOTAL	27.77
75566	COM ED	COMED-PFP BALLFIELDS	RECREATION / ADULT SOFTBALL	130.74
			CHECK TOTAL	130.74
75567	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN MONTHLY SVC	RECREATION / REC ADMINISTRATION	40.00
		CULLIGAN MONTHLY SVC	RECREATION / SPRC	25.00
		CULLIGAN MONTHLY SVC	CORPORATE / PECK FARM	25.00
			CHECK TOTAL	90.00
75568	EXCAL TECH	EXCAL TECH MNTHLY INTERNET SVC	RECREATION / REC ADMINISTRATION	367.05
		EXCAL TECH MNTHLY INTERNET SVC	CORPORATE / PARKS ADMINISTRATION	85.00
		EXCAL TECH COMPUTER/SRVR MAINT	RECREATION / REC ADMINISTRATION	2,857.00
			CHECK TOTAL	3,309.05
75569	FRONTLINE TECHNOLOGIES GROUP,	ANNUAL APPLITRACK SOFTWARE	CORPORATE / PARKS ADMINISTRATION	1,154.32
		ANNUAL APPLITRACK SOFTWARE	RECREATION / REC ADMINISTRATION	1,154.32
			CHECK TOTAL	2,308.64
75570	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
75571	HARRIS COMPUTER SYSTEMS, INC.	MSI & TCP ANNUAL MAINT FEE	RECREATION / REC ADMINISTRATION	4,472.67
		MSI & TCP ANNUAL MAINT FEE	CORPORATE / PARKS ADMINISTRATION	4,472.66
			CHECK TOTAL	8,945.33
75572	HAWKINS, INC.	POOL CHEMICALS	RECREATION / SUNSET POOL	2,785.77
			CHECK TOTAL	2,785.77
75573	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	138.30
		IGS-SPRC	RECREATION / SPRC	559.65
		IGS-SUNSET POOL	RECREATION / SUNSET POOL	65.74
		IGS-PFP MAINT	CORPORATE / PECK FARM	102.73
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	99.49

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GENEVA PARK DISTRICT
WARRANT NUMBER 051322

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FROM CHECK # 75535 TO CHECK # 75582

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75573	INTERSTATE GAS SUPPLY, INC.	IGS-PFP HOUSE	CORPORATE / PECK FARM	74.72
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	437.51
		IGS-SCC	RECREATION / REC ADMINISTRATION	601.31
			CHECK TOTAL	2,079.45
75574	MENARDS	GLOVES FOR CHEMICAL	CORPORATE / PARKS ADMINISTRATION	5.99
			CHECK TOTAL	5.99
75575	LARRY MILLER	RUBBER BOOTS	CORPORATE / PARKS ADMINISTRATION	29.76
			CHECK TOTAL	29.76
75576	CASH	MC POOL START UP CASH	RECREATION / ADMINISTRATIVE	700.00
			CHECK TOTAL	700.00
75577	CASH	SUNSET POOL CONCESSION STARTUP	RECREATION / ADMINISTRATIVE	700.00
			CHECK TOTAL	700.00
75578	CASH	SUNSET POOL START UP CASH	RECREATION / ADMINISTRATIVE	1,000.00
			CHECK TOTAL	1,000.00
75579	STEVENS STREET PROPERTIES	PH38 RENTAL FEE	RECREATION / PLAYHOUSE 38	1,254.00
		PH38 STORAGE RENTAL FEE	RECREATION / PLAYHOUSE 38	164.00
			CHECK TOTAL	1,418.00
75580	T.J. OFFICIAL FINDERS	SCOREKEEPER 5-2	RECREATION / BOYS BASKETBALL	104.00
		OFFICIALS 5-2	RECREATION / BOYS BASKETBALL	577.00
		OFFICIALS 5-2	RECREATION / GIRLS SOFTBALL	97.00
			CHECK TOTAL	778.00
75581	VERMONT SYSTEMS, INC.	VSI ANNUAL MAINTENANCE FEE	CORPORATE / PARKS ADMINISTRATION	5,388.77
		VSI ANNUAL MAINTENANCE FEE	RECREATION / REC ADMINISTRATION	5,388.78
			CHECK TOTAL	10,777.55
75582	WILD GOOSE CHASE, INC.	MONTHLY GOOSE CONTROL	CORPORATE / PARKS ADMINISTRATION	975.00
			CHECK TOTAL	975.00
			WARRANT TOTAL	77,963.94

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

May 17, 2021

Monthly Reports

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

Public Hearing and Adoption of Annual Budget and Appropriation Ordinance (#2021-04)

A public hearing will be held at tonight's meeting to review the Budget and Appropriation Ordinance. Following the hearing the Budget and Appropriation Ordinance #2021-04 is scheduled for approval. The Budget Ordinance has been available for public inspection on the District's website. A legal notice announcing the budget hearing was published in the April 30th issue of the Kane County Chronicle. The Adopted Ordinance and Certification of Estimated Revenues for the various funds will be filed with the Kane County Clerk.

COVID Projections- Year End FY21

The April Revenue & Expenditure report shows a net loss in the Recreation Fund of \$167k. There are still audit adjustments including payroll and accounts payables to accrue so this deficit amount will increase further. However, this is a much better result than the \$500k deficit originally projected and will allow for a larger audit transfer than anticipated when coupled with the General Fund surplus.

GENEVA PARK DISTRICT
INVESTMENTS
April 30, 2021

Blended Rate 0.46%

General Account

Checking Account	Harris Bank Checking	\$	262,418.75	0.20%	Upcoming Bond Payments:		
MM Acct.	Harris Bank Money Market	\$	3,316,249.26	0.20%	S2014 ARB	6/15/21	\$ 61,370
		\$	3,578,668.01		Ltd B&I 2021	6/15/21	\$ -
Total						\$	61,370

CD	12 mos	State Bank of Geneva	\$	73,104.13	0.75%
IPDLAF		IPDLAF	\$	10,368.84	0.02%
IMET		Convenience Fund		2,193,021.98	0.24%
IMET		1-3 Year Fund		591,832.22	0.87%
		TOTAL	\$	2,868,327.17	
		Grand Total General	\$	6,446,995.18	

Construction Account

Harris Checking	Harris Bank Checking	\$	244,698.08	0.20%
Harris MM	Harris Money Market	\$	714,201.81	0.20%
		\$	958,899.89	

CBA		Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account	
GPD Bonds		S2021 Limited Bonds	\$	1,707,160.00	0.77%		
CD		State Bank of Geneva	\$	8,265.56	0.75%	06/09/20	
IPDLAF		IPDLAF	\$	4,368.00	0.02%		
IMET		Convenience Fund		6,467.34	0.24%		
IMET		1-3 Year Fund		224,049.68	0.87%		
		SUBTOTAL	\$	2,804,310.58			
		Grand Total Construction	\$	3,763,210.47			

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 April 30, 2021

Monthly % of Annual Budget 100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ -	\$ 3,963,215	\$ 3,890,000	102%	(a)
Replacement Taxes	10,596	40,263	30,000	134%	
Investment Income	339	14,777	6,500	227%	
Reimbursements	-	18,038	8,500	212%	(b)
Rentals & Leases	975	2,475	5,000	50%	
Peck Farm Receipts	548	17,705	26,000	68%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(c)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(c)
Birthday Parties- Peck Farm	203	528	9,000	6%	
Learn from the Experts- Peck Farm	-	12,000	9,000	133%	
Peck Farm General Programs	939	11,739	16,000	73%	
Community Garden	-	6,462	5,000	129%	
Peck Farm School/Scout Groups	128	200	7,500	3%	
Total Revenues	\$ 13,726	\$ 4,087,401	\$ 4,065,500	101%	
GENERAL FUND EXPENDITURES					
Administration	\$ 236,189	\$ 2,704,135	\$ 3,885,050	70%	
Peck Farm	13,165	84,111	115,750	73%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	-	-	11,350	0%	
Birthday Parties- Peck Farm	184	241	3,800	6%	
Learn from the Experts- Peck Farm	342	520	7,000	7%	
Peck Farm General Programs	509	2,943	5,000	59%	
Community Garden	74	4,524	4,400	103%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	-	5,016	10,050	50%	
Total Expenditures	\$ 250,463	\$ 2,801,491	\$ 4,065,500	69%	
Total General Fund Net Surplus (Deficit)	\$ (236,737)	\$ 1,285,910	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For April 30, 2021**

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ -	\$ 1,608,303	\$ 1,575,000	102%	(a)
Replacement Taxes	10,596	40,263	30,000	134%	
Investment Income	339	14,777	6,500	227%	
Reimbursements	-	62,864	-	0%	(b)
Public Information- Advertising & Sponsorships	-	10,534	14,000	75%	
Community Center Rentals	1,338	5,038	9,000	56%	
General Recreation	446	60,096	234,500	26%	
Playhouse 38	1,505	24,134	83,700	29%	
Preschool/ Toddler	34,971	336,073	385,000	87%	(d)
Active Older Adults	435	(74)	28,000	0%	
Dance	3,164	47,328	132,850	36%	
Camps	-	157,211	355,000	44%	(c)
Contracted & Co-op	750	8,200	15,200	54%	
Special Events	-	38,909	75,100	52%	
Tennis	-	20,121	16,500	122%	
Tumbling/ Gymnastics/Cheerleading	5,660	49,605	166,700	30%	
Baseball/ Softball	-	52,874	64,000	83%	
General Athletics	(40)	156,075	369,900	42%	
Sunset Racquetball & Fitness	8,356	79,251	212,750	37%	
Pool	-	170,312	602,300	28%	(e)
Mini Golf	2	77,236	98,500	78%	
After School Programs	47,043	299,535	870,000	34%	(f)
Scholarships	2,307	2,602	7,000	37%	(g)
SPRC	33,981	269,636	685,750	39%	
Total Revenues	\$ 150,852	\$ 3,590,902	\$ 6,037,250	59%	
RECREATION FUND EXPENDITURES					
Administration	\$ 147,438	\$ 1,914,443	\$ 2,386,190	80%	
Public Information	26,208	61,535	144,500	43%	
Community Center Rentals	95	343	1,500	23%	
General Recreation	5,671	36,995	116,500	32%	
Playhouse 38	5,966	45,614	75,050	61%	
Preschool/ Toddler	58,105	237,220	351,400	68%	
Active Older Adults	1,033	918	19,000	5%	
Dance	2,174	11,274	67,450	17%	
Camps	781	136,077	273,600	50%	
Contracted & Co-op	3,954	4,478	11,100	40%	
Special Events	4,306	26,670	52,875	50%	
Tennis	-	15,307	11,000	139%	
Tumbling/ Gymnastics/Cheerleading	3,186	18,481	107,500	17%	
Baseball/ Softball	380	17,793	26,450	67%	
General Athletics	30,036	82,267	236,425	35%	
Ice Rinks	-	-	-	0%	
Gymnasiums	19,935	39,977	52,500	76%	
Sunset Racquetball & Fitness	13,460	104,328	139,560	75%	
Pool	2,777	254,168	575,900	44%	
Mini Golf	1,167	37,411	37,500	100%	
After School Programs	66,831	329,504	810,650	41%	
Scholarships	-	460	7,000	7%	(g)
SPRC	46,790	382,903	533,600	72%	
Total Expenditures	\$ 440,292	\$ 3,758,166	\$ 6,037,250	62%	
Total Recreation Fund Net Surplus (Deficit)	\$ (289,440)	\$ (167,264)	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For April 30, 2021

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 168,428	\$ 167,000	101%	(a)
Replacement Taxes	1,766	6,710	5,000	134%	
Investment Income	21	250	250	100%	
PDRMA Reimbursements	-	1,500	1,500	100%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 1,787	\$ 176,888	\$ 245,000	72%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ 36,182	\$ 156,369	\$ 165,000	95%	(h)
State Unemployment	-	-	80,000	0%	
Total Expenditures	\$ 36,182	\$ 156,369	\$ 245,000	64%	
Total Liability Fund Net Surplus (Deficit)	\$ (34,395)	\$ 20,520	\$ -	n/a	
IMRF FUND REVENUES					
Real Estate Taxes	\$ -	\$ 182,085	\$ 180,000	101%	(a)
Replacement Taxes	6,357	24,158	18,000	134%	
Investment Income	125	1,500	1,500	100%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 6,482	\$ 207,743	\$ 330,000	63%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 29,948	\$ 277,355	\$ 330,000	84%	
Total Expenditures	\$ 29,948	\$ 277,355	\$ 330,000	84%	
Total IMRF Fund Net Surplus (Deficit)	\$ (23,466)	\$ (69,613)	\$ -	n/a	
AUDIT FUND REVENUES					
Real Estate Taxes	\$ -	\$ 10,709	\$ 10,100	106%	(a)
Replacement Taxes	\$ 1,060	\$ 4,026	\$ 3,000	134%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 1,060	\$ 14,735	\$ 13,100	112%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ -	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ 1,060	\$ 1,635	\$ -	n/a	
SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ -	\$ 353,477	\$ 323,500	109%	(a)
Replacement Taxes	4,592	17,447	13,000	134%	
Investment Income	208	2,500	2,500	100%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 4,800	\$ 373,424	\$ 364,000	103%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 28,111	\$ 275,787	\$ 364,000	76%	
Total Expenditures	\$ 28,111	\$ 275,787	\$ 364,000	76%	
Total Social Security Fund Net Surplus (Deficit)	\$ (23,312)	\$ 97,638	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For April 30, 2021

Monthly % of Annual Budget

100%

	Apr Actual	YTD Actual	Annual Budget	% of Budget	
FVSRA FUND REVENUES					
Real Estate Taxes	\$ -	\$ 568,797	\$ 560,000	102%	
Transfer from Fund Balance	-	-	200,000	0%	(a)
Total Revenues	\$ -	\$ 568,797	\$ 760,000	75%	
FVSRA FUND EXPENDITURES					
Contractual Services	\$ 937	\$ 16,066	\$ 55,000	29%	
ADA Structural Improvements	-	304,429	442,547	69%	
FVSRA- Program Payments	-	262,453	262,453	100%	(i)
Total Expenditures	\$ 937	\$ 582,948	\$ 760,000	77%	
Total FVSRA Fund Net Surplus (Deficit)	\$ (937)	\$ (14,151)	\$ -	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	\$ 2,864	\$ 10,228	\$ 75,000	14%	
Bond Issue	-	1,707,160	1,647,098	104%	
Farming Revenue	-	1,400	1,000	140%	
Grant Revenue	-	168,994	200,000	84%	
Donations	38,000	46,000	10,000	460%	
Land Cash Revenue	8,223	103,692	50,000	207%	
Investment Income	204	28,569	10,000	286%	
Audit Transfer	-	-	1,400,000	0%	
Total Revenues	\$ 49,290	\$ 2,066,043	\$ 3,393,098	61%	
CONSTRUCTION FUND EXPENDITURES					
Planning/ Architect/ Engineering	\$ 2,360	\$ 79,073	\$ 342,000	23%	
Buildings & Improvements	-	240,782	795,000	30%	
Parks/ Playground Improvements/ Acquisitions	9,825	1,315,912	2,613,139	50%	
Landscaping & Groundskeeping	-	16,066	50,000	32%	
Operating Equipment & Vehicles	308	159,097	220,021	72%	
Recreation Equipment/ Repairs	-	-	3,000	0%	
Emergency Repairs/ Replacements	28,506	42,685	81,090	53%	
Total Expenditures	\$ 40,999	\$ 1,853,615	\$ 4,104,250	45%	
Total Construction Fund Net Surplus (Deficit)	\$ 8,291	\$ 212,429	\$ (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 April 30, 2021

Monthly % of Annual Budget 100%

	Apr 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 12 PERIODS ENDING APRIL 30, 2021

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	330.00	19,604.25	46,000.00	26,395.75
02-2313-4-0000-23	TICKET SALES	1,100.00	4,242.60	33,500.00	29,257.40
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	75.05	287.05	3,200.00	2,912.95
TOTAL RECEIPTS		1,505.05	24,133.90	83,700.00	59,566.10
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	3,589.38	16,022.07	28,000.00	11,977.93
TOTAL SALARIES & WAGES		3,589.38	16,022.07	28,000.00	11,977.93
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	183.41	800.26	700.00	(100.26)
02-2313-6-0000-07	ELECTRIC	65.09	793.11	1,500.00	706.89
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	707.90	2,732.99	11,000.00	8,267.01
02-2313-6-0000-12	RENTAL FEES	1,359.00	23,898.00	25,500.00	1,602.00
TOTAL CONTRACTUAL SERVICES		2,315.40	28,224.36	38,950.00	10,725.64
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	61.56	1,351.03	6,500.00	5,148.97
02-2313-7-0000-28	CONCESSION SUPPLIES	0.00	16.67	1,500.00	1,483.33
TOTAL COMMODITIES		61.56	1,367.70	8,100.00	6,732.30
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		1,505.05	24,133.90	83,700.00	59,566.10
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		1,505.05	24,133.90	83,700.00	59,566.10
TOTAL EXPENSE		5,966.34	45,614.13	75,050.00	29,435.87
NET SURPLUS (DEFICIT)		(4,461.29)	(21,480.23)	8,650.00	30,130.23

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

PAGE: 2
F-YR: 21

FUND: RECREATION
FOR 12 PERIODS ENDING APRIL 30, 2021

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

TOTAL FUND REVENUES		1,505.05	24,133.90	83,700.00	59,566.10
TOTAL FUND EXPENSES		5,966.34	45,614.13	75,050.00	29,435.87
FUND SURPLUS (DEFICIT)		(4,461.29)	(21,480.23)	8,650.00	30,130.23

		FUND: CORPORATE FOR 12 PERIODS ENDING		30, 2021		
ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING	

PARKS ADMINISTRATION						
REVENUES						
RECEIPTS		13,726	4,087,401	4,065,500	(21,901)	
EXPENSES						
SALARIES / WAGES		156,043	1,469,363	1,589,000	119,636	
CONTRACTUAL SERVICES		64,986	419,684	518,250	98,565	
COMMODITIES		11,648	90,984	112,600	21,615	
MAINTENANCE / CAPITAL INVEST.		17,785	821,459	956,370	134,910	
TRANSFERS		0	0	889,280	0	
TOTAL EXPENSES: PARKS ADMINISTRATION		250,463	2,801,491	4,065,500	1,264,008	

NET SURPLUS (DEFICIT)		(236,736)	1,285,909	0	(1,285,909)	
TOTAL FUND REVENUES		13,726	4,087,401	4,065,500	(21,901)	
TOTAL FUND EXPENSES		250,463	2,801,491	4,065,500	1,264,008	
SURPLUS (DEFICIT)		(236,736)	1,285,909	0	(1,285,909)	
FUND: CORPORATE						
ADMINISTRATIVE/OPERATIONS						
REVENUES						
RECEIPTS		10,934	1,736,740	1,625,500	(111,240)	
EXPENSES						
SALARIES / WAGES		79,451	763,142	879,500	116,357	
CONTRACTUAL SERVICES		90,639	490,121	677,700	187,578	
COMMODITIES		1,861	49,187	23,800	(25,387)	
MAINTENANCE / CAPITAL INVEST.		1,693	673,526	766,570	93,043	
TRANSFERS		0	0	183,120	0	
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS		173,645	1,975,978	2,530,690	554,711	

NET SURPLUS (DEFICIT)		(162,710)	(239,237)	(905,190)	(665,952)	
COMMUNITY CENTER RENTALS						
REVENUES						
RECEIPTS		1,337	5,037	9,000	3,962	
EXPENSES						
SALARIES / WAGES		94	343	1,500	1,156	
CONTRACTUAL SERVICES		0	0	0	0	
TOTAL EXPENSES: COMMUNITY CENTER RENTALS		94	343	1,500	1,156	

NET SURPLUS (DEFICIT)		1,242	4,694	7,500	2,805	
GENERAL RECREATION						
REVENUES						
RECEIPTS		1,951	84,230	318,200	233,969	
EXPENSES						

		FUND: CORPORATE			
		FOR 12 PERIODS ENDING		30, 2021	
ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

GENERAL RECREATION					
	SALARIES / WAGES	7,189	45,568	114,200	68,631
	CONTRACTUAL SERVICES	4,351	35,492	65,300	29,807
	COMMODITIES	96	1,548	12,050	10,501
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	11,637	82,609	191,550	108,940
NET SURPLUS (DEFICIT)		(9,685)	1,620	126,650	125,029

PRESCHOOL					
	REVENUES				
	RECEIPTS	34,970	336,073	385,000	48,926
	EXPENSES				
	SALARIES / WAGES	50,978	221,120	308,000	86,879
	CONTRACTUAL SERVICES	7,086	12,655	36,000	23,344
	COMMODITIES	39	3,419	6,800	3,380
	MAINTENANCE / CAPITAL INVEST.	0	22	600	577
	TOTAL EXPENSES: PRESCHOOL	58,105	237,219	351,400	114,180
NET SURPLUS (DEFICIT)		(23,134)	98,853	33,600	(65,253)

ACTIVE OLDER ADULTS					
	REVENUES				
	RECEIPTS	435	(74)	28,000	28,074
	EXPENSES				
	SALARIES / WAGES	997	1,057	7,000	5,942
	CONTRACTUAL SERVICES	35	(139)	12,000	12,139
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	1,032	917	19,000	18,082
NET SURPLUS (DEFICIT)		(597)	(991)	9,000	9,991

DANCE					
	REVENUES				
	RECEIPTS	3,163	47,327	132,850	85,522
	EXPENSES				
	SALARIES / WAGES	2,173	11,355	33,700	22,344
	CONTRACTUAL SERVICES	0	0	7,200	0
	COMMODITIES	0	(81)	26,550	26,631
	TOTAL EXPENSES: DANCE	2,173	11,273	67,450	56,176
NET SURPLUS (DEFICIT)		989	36,053	65,400	29,346

CAMPS					
	REVENUES				
	RECEIPTS	0	157,211	355,000	197,788
	EXPENSES				

		FUND: CORPORATE		30, 2021	
		FOR 12 PERIODS ENDING			
ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

CAMPS					
	SALARIES / WAGES	781	132,604	210,000	77,395
	CONTRACTUAL SERVICES	0	0	51,350	0
	COMMODITIES	0	3,472	12,250	8,777
	TOTAL EXPENSES: CAMPS	781	136,077	273,600	137,522
NET SURPLUS (DEFICIT)		(781)	21,133	81,400	60,266

CONTRACTED					
	REVENUES				
	RECEIPTS	406	6,528	12,200	5,671
	EXPENSES				
	CONTRACTUAL SERVICES	3,481	3,481	8,200	4,718
NET SURPLUS (DEFICIT)		(3,075)	3,047	4,000	952

CO-OPS					
	REVENUES				
	RECEIPTS	344	1,671	3,000	1,329
	RECEIPTS	344	1,671	3,000	1,329
	EXPENSES				
	CONTRACTUAL SERVICES	472	996	2,900	1,903
	TOTAL EXPENSES: CO-OPS	472	996	2,900	1,903
NET SURPLUS (DEFICIT)		(128)	674	100	(574)

SPECIAL EVENTS					
	REVENUES				
	RECEIPTS	0	38,908	75,100	36,191
	RECEIPTS	0	38,908	75,100	36,191
	EXPENSES				
	SALARIES / WAGES	387	387	1,500	1,112
	CONTRACTUAL SERVICES	100	7,409	18,150	10,740
	COMMODITIES	1,511	16,565	32,025	15,459
	--- UNDEFINED CODE ---	2,306	2,306	1,200	(1,106)
NET SURPLUS (DEFICIT)		(4,306)	12,238	22,225	9,986

TENNIS					
	REVENUES				
	RECEIPTS	0	20,120	16,500	(3,620)
	RECEIPTS	0	20,120	16,500	(3,620)
	EXPENSES				

FUND: CORPORATE
FOR 12 PERIODS ENDING 30, 2021

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

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	15,306	11,000	(4,306)
	TOTAL EXPENSES: TENNIS	0	15,306	11,000	(4,306)
	NET SURPLUS (DEFICIT)	0	4,813	5,500	686

GYMNASTICS/TUMBLING					
	REVENUES				
	RECEIPTS	5,660	49,604	166,700	117,095
	RECEIPTS	5,660	49,604	166,700	117,095
	EXPENSES				
	SALARIES / WAGES	3,186	17,063	92,000	74,936
	CONTRACTUAL SERVICES	0	1,167	9,800	8,633
	COMMODITIES	0	250	5,200	4,949
	MAINTENANCE / CAPITAL INVEST.	0	0	500	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	3,186	18,481	107,500	89,018
	NET SURPLUS (DEFICIT)	2,474	31,123	59,200	28,076

BASEBALL & SOFTBALL					
	REVENUES				
	RECEIPTS	0	52,874	64,000	11,126
	RECEIPTS	0	52,874	64,000	11,126
	EXPENSES				
	SALARIES / WAGES	0	2,482	4,000	1,517
	CONTRACTUAL SERVICES	62	6,399	9,100	2,700
	COMMODITIES	316	8,910	13,350	4,439
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	379	17,793	26,450	8,656
	NET SURPLUS (DEFICIT)	(379)	35,080	37,550	2,469

GENERAL ATHLETICS					
	REVENUES				
	RECEIPTS	(40)	156,075	369,900	213,824
	RECEIPTS	(40)	156,075	369,900	213,824
	EXPENSES				
	SALARIES / WAGES	10,723	18,091	53,300	35,208
	CONTRACTUAL SERVICES	19,268	62,089	175,650	113,560

FUND: CORPORATE
FOR 12 PERIODS ENDING 30, 2021

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

GENERAL ATHLETICS					
COMMODITIES		43	2,085	7,475	5,389
TOTAL EXPENSES: GENERAL ATHLETICS		30,035	82,266	236,425	154,158
NET SURPLUS (DEFICIT)		(30,076)	73,808	133,475	59,666

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		2,726	22,767	29,000	6,232
CONTRACTUAL SERVICES		17,208	17,208	23,500	6,291
TOTAL EXPENSES: GYMNASIUMS		19,935	39,976	52,500	12,523
NET SURPLUS (DEFICIT)		(19,935)	(39,976)	(52,500)	(12,523)

FITNESS CENTER					
REVENUES					
RECEIPTS		8,355	79,251	212,750	133,498
RECEIPTS		8,355	79,251	212,750	133,498
EXPENSES					
SALARIES / WAGES		9,506	72,165	84,500	12,334
CONTRACTUAL SERVICES		1,988	23,724	36,615	12,890
COMMODITIES		547	3,368	10,945	7,576
MAINTENANCE / CAPITAL INVEST.		1,417	5,069	7,500	2,430
TOTAL EXPENSES: FITNESS CENTER		13,459	104,327	139,560	35,232
NET SURPLUS (DEFICIT)		(5,103)	(25,076)	73,190	98,266

POOL					
REVENUES					
RECEIPTS		0	170,311	602,300	431,988
RECEIPTS		0	170,311	602,300	431,988
EXPENSES					
SALARIES / WAGES		358	157,915	400,200	242,284
CONTRACTUAL SERVICES		2,182	73,579	101,450	27,870

		FUND: CORPORATE		30, 2021	
		FOR 12 PERIODS ENDING			
ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

POOL					
	COMMODITIES	172	19,020	66,350	47,329
	MAINTENANCE / CAPITAL INVEST.	64	3,651	7,900	4,248
	TOTAL EXPENSES: POOL	2,777	254,167	575,900	321,732
NET SURPLUS (DEFICIT)		(2,777)	(83,855)	26,400	110,255

MINI GOLF					
REVENUES					
	RECEIPTS	2	77,236	98,500	21,263
	RECEIPTS	2	77,236	98,500	21,263
EXPENSES					
	SALARIES / WAGES	526	32,030	26,350	(5,680)
	CONTRACTUAL SERVICES	153	3,433	3,050	(383)
	COMMODITIES	487	1,851	7,850	5,998
	MAINTENANCE / CAPITAL INVEST.	0	96	250	153
	TOTAL EXPENSES: MINI GOLF	1,166	37,411	37,500	88
NET SURPLUS (DEFICIT)		(1,164)	39,824	61,000	21,175

AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	49,350	302,137	877,000	574,862
	RECEIPTS	49,350	302,137	877,000	574,862
EXPENSES					
	SALARIES/WAGES	33,613	197,874	411,500	213,625
	CONTRACTUAL SERVICES	32,863	124,567	350,000	225,432
	COMMODITIES	270	6,836	46,750	39,913
	MAINTENANCE/CAPITAL INVESTMTS	82	686	9,400	8,713
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	66,830	329,964	817,650	487,685
NET SURPLUS (DEFICIT)		(17,480)	(27,827)	59,350	87,177

UNDEFINED GROUP					
REVENUES					
	RECEIPTS	33,981	269,635	685,750	416,114
	RECEIPTS	33,981	269,635	685,750	416,114
EXPENSES					
	SALARIES/ WAGES	30,090	238,505	329,300	90,794
	CONTRACTUAL SERVICES	11,708	118,316	160,100	41,783

		FUND: CORPORATE		30, 2021	
		FOR 12 PERIODS ENDING			
ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

UNDEFINED GROUP					
	COMMODITIES	1,355	9,064	28,700	19,635
	MAINTENANCE/ CAPITAL INVEST.	3,635	17,016	15,500	(1,516)
	TOTAL EXPENSES: UNDEFINED GROUP	46,790	382,902	533,600	150,697
	NET SURPLUS (DEFICIT)	(12,809)	(113,266)	152,150	265,416

	TOTAL FUND REVENUES	150,852	3,590,901	6,037,250	2,446,348
	TOTAL FUND EXPENSES	440,292	3,758,165	6,037,250	2,279,084
	SURPLUS (DEFICIT)	(289,439)	(167,263)	0	167,263
FUND: CORPORATE					
LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	1,786	176,888	245,000	68,111
	RECEIPTS	1,786	176,888	245,000	68,111
EXPENSES					
	SPECIAL FUND EXPENSE	36,182	156,368	245,000	88,631
	TOTAL EXPENSES: LIABILITY INSURANCE	36,182	156,368	245,000	88,631
	NET SURPLUS (DEFICIT)	(34,395)	20,519	0	(20,519)

	TOTAL FUND REVENUES	1,786	176,888	245,000	68,111
	TOTAL FUND EXPENSES	36,182	156,368	245,000	88,631
	SURPLUS (DEFICIT)	(34,395)	20,519	0	(20,519)
FUND: CORPORATE					
IMRF					
REVENUES					
	RECEIPTS	6,482	207,742	330,000	122,257
	RECEIPTS	6,482	207,742	330,000	122,257
EXPENSES					
	SPECIAL FUND EXPENSE	29,948	277,355	330,000	52,644
	TOTAL EXPENSES: IMRF	29,948	277,355	330,000	52,644
	NET SURPLUS (DEFICIT)	(23,465)	(69,612)	0	69,612

	TOTAL FUND REVENUES	6,482	207,742	330,000	122,257

FUND: CORPORATE
FOR 12 PERIODS ENDING 30, 2021

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<hr/>					
TOTAL FUND EXPENSES		29,948	277,355	330,000	52,644
SURPLUS (DEFICIT)		(23,465)	(69,612)	0	69,612

FUND: CORPORATE

AUDIT					
REVENUES					
	RECEIPTS	1,059	14,734	13,100	(1,634)
	RECEIPTS	1,059	14,734	13,100	(1,634)
EXPENSES					
	SPECIAL FUND EXPENSE	0	13,100	13,100	0
TOTAL EXPENSES: AUDIT		0	13,100	13,100	0
<hr/>					
NET SURPLUS(DEFICIT)		1,059	1,634	0	(1,634)
<hr/>					
TOTAL FUND REVENUES		1,059	14,734	13,100	(1,634)
TOTAL FUND EXPENSES		0	13,100	13,100	0
SURPLUS (DEFICIT)		1,059	1,634	0	(1,634)

FUND: CORPORATE

SOCIAL SECURITY					
REVENUES					
	RECEIPTS	4,799	373,424	364,000	(9,424)
	RECEIPTS	4,799	373,424	364,000	(9,424)
EXPENSES					
	SPECIAL FUND EXPENSE	28,111	275,786	364,000	88,213
TOTAL EXPENSES: SOCIAL SECURITY		28,111	275,786	364,000	88,213
<hr/>					
NET SURPLUS(DEFICIT)		(23,311)	97,637	0	(97,637)
<hr/>					
TOTAL FUND REVENUES		4,799	373,424	364,000	(9,424)
TOTAL FUND EXPENSES		28,111	275,786	364,000	88,213
SURPLUS (DEFICIT)		(23,311)	97,637	0	(97,637)

FUND: CORPORATE

SPECIAL RECREATION
REVENUES

FUND: CORPORATE
FOR 12 PERIODS ENDING 30, 2021

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
SPECIAL RECREATION					
RECEIPTS		0	568,796	760,000	191,203
RECEIPTS		0	568,796	760,000	191,203
EXPENSES					
CONTRACTUAL SERVICES		937	16,065	55,000	38,934
CAPITAL IMPROVEMENTS		0	304,429	442,547	138,117
SPECIAL FUND EXPENSE		0	262,453	262,453	0
TOTAL EXPENSES: SPECIAL RECREATION		937	582,947	760,000	177,052
NET SURPLUS (DEFICIT)		(937)	(14,151)	0	14,151
TOTAL FUND REVENUES		0	568,796	760,000	191,203
TOTAL FUND EXPENSES		937	582,947	760,000	177,052
SURPLUS (DEFICIT)		(937)	(14,151)	0	14,151

FUND: CORPORATE

BOND AND INTEREST					
REVENUES					
RECEIPTS		0	843,494	836,927	(6,567)
RECEIPTS		0	843,494	836,927	(6,567)
EXPENSES					
CONTRACTUAL SERVICES		0	836,926	836,927	0
TOTAL EXPENSES: BOND AND INTEREST		0	836,926	836,927	0
NET SURPLUS (DEFICIT)		0	6,567	0	(6,567)
TOTAL FUND REVENUES		0	843,494	836,927	(6,567)
TOTAL FUND EXPENSES		0	836,926	836,927	0
SURPLUS (DEFICIT)		0	6,567	0	(6,567)

FUND: CORPORATE

PROJECT REVENUE					
REVENUES					
PROJECT REVENUE		49,289	2,066,043	3,393,098	1,327,054
PROJECT REVENUE		49,289	2,066,043	3,393,098	1,327,054
NET SURPLUS (DEFICIT)		49,289	2,066,043	3,393,098	1,327,054

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 12 PERIODS ENDING 30, 2021

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

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	2,359	79,072	342,000	262,927
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		2,359	79,072	342,000	262,927
NET SURPLUS(DEFICIT)		(2,359)	(79,072)	(342,000)	(262,927)

BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	0	240,782	795,000	554,217
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		0	240,782	795,000	554,217
NET SURPLUS(DEFICIT)		0	(240,782)	(795,000)	(554,217)

PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	9,825	1,315,912	2,613,139	1,297,226
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		9,825	1,315,912	2,613,139	1,297,226
NET SURPLUS(DEFICIT)		(9,825)	(1,315,912)	(2,613,139)	(1,297,226)

LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	16,066	50,000	33,933
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	16,066	50,000	33,933
NET SURPLUS(DEFICIT)		0	(16,066)	(50,000)	(33,933)

OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	307	159,096	220,021	60,924
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		307	159,096	220,021	60,924
NET SURPLUS(DEFICIT)		(307)	(159,096)	(220,021)	(60,924)

RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	3,000	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	3,000	0
NET SURPLUS(DEFICIT)		0	0	(3,000)	0

EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	28,506	42,684	81,090	38,405
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		28,506	42,684	81,090	38,405

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GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 11
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FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 12 PERIODS ENDING 30, 2021

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<hr/>					
NET SURPLUS (DEFICIT)		(28,506)	(42,684)	(81,090)	(38,405)
TOTAL FUND REVENUES		49,289	2,066,043	3,393,098	1,327,054
TOTAL FUND EXPENSES		40,999	1,853,614	4,104,250	2,250,635
SURPLUS (DEFICIT)		8,290	212,428	(711,152)	(923,580)

New trail opens at Peck Farm Park North



ABOVE: Geneva Park Board President Susan Vander Veen and her grandson, Miles Vander Veen, cuts the ribbon with Geneva Park Board members for the opening of a new trail April 24 at Peck Farm Park North in Geneva. **RIGHT:** Volunteers help plant trees along the new trail at Peck Farm Park North.

Photos by Karen Naess for Shaw Media



NEWS BRIEF

Geneva police: No charges to be filed in Harrison School incident

GENEVA – No charges will be filed against a man who approached a student walking April 22 to Harrison Street Elementary School, 201 Harrison St., Geneva police announced in a news release.

The man saw a report of the incident and voluntarily came to the Geneva Police Department on April 24. During the police interview, the man admitted to making a poor decision to engage in conversation with the child. Investigators determined no criminal activity occurred, the release stated.

Police said there is no threat to the community. The case has been closed, and no charges will be filed, the release stated.

The man initiated a discussion with the student while the boy was walking to school at 7:30 a.m. April 22 along East Side Drive south of Woodward Avenue. The man asked several questions causing the student to run to the nearby crossing guard and then to school.

After speaking with the student, the man had an animated conversation with a SUV driver, who happened to be the man's family member, near the Geneva Fire Department, 200 East Side Drive.



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NEWS



A cut above

Cal's Angels Just Shave It! event helps kids fighting cancer / 6

SPORTS

On the track

Previews of girls and boys track and field teams / 25-26

SPORTS

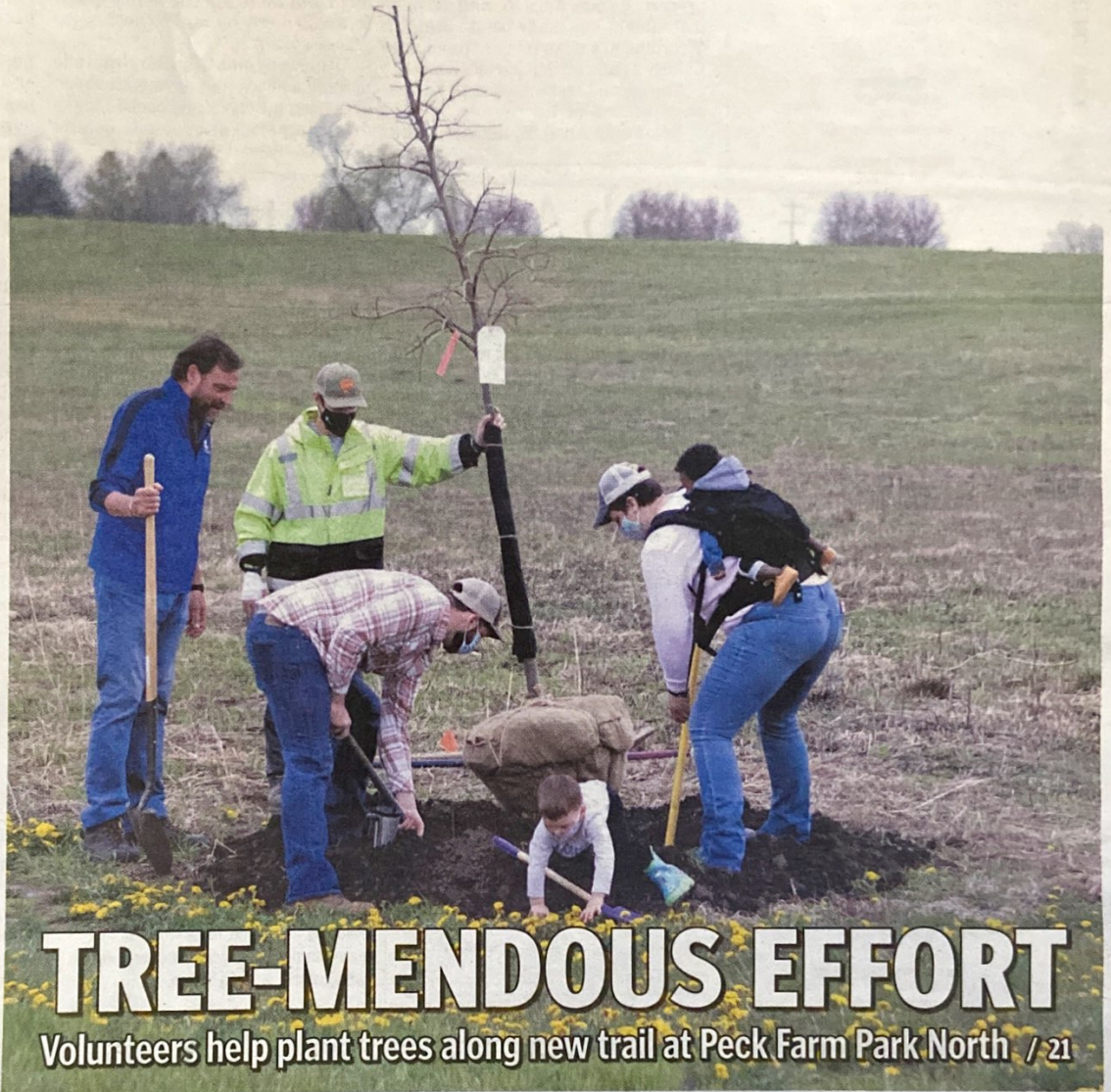


DuKane finales

St. Charles North a winner, Batavia falls in games at NIU / 22-23

SHAW MEDIA

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TREE-MENDOUS EFFORT

Volunteers help plant trees along new trail at Peck Farm Park North / 21

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ANNUAL MEETING

May 17, 2021

Agenda

Call to Order

Roll Call

Hearing of Guests

President's Annual Report

Election of President Pro-Tem

Election of Officers - President and Vice-President

Appointment of Treasurer and Secretary

Appointment of FOIA Officers, OMA Officers, ADA Coordinator & CAC Representative

Committee Appointments – See Recommendations per Attachment

Adjourn to Regular Meeting

President's Message 2021

Who would have known a year ago that COVID-19 would have such an impact on our world? Our staff performed amazing feats throughout the unprecedented year of lockdowns and ever-changing government and health guidelines.

Knowing recreational opportunities are essential, staff worked creatively to meet the ever-evolving needs of the community despite the multitude of challenges.

Some of those creative opportunities included:

- Curating a collection of over 150 games, activities and resources through the virtual platform "Live Your BestLife at Home"
- Providing a variety of virtual programs including Esport Leagues and Playhouse 38 Radio Productions
- Re-designing special events including Concerts, Movies, 5K Races, Autumn Fair, Halloween Events, and Christmas Celebrations which collectively reached thousands of participants
- Opening both aquatic facilities while introducing a collection of mandatory safety guidelines
- Creatively implementing safety strategies to open both BestLife Fitness locations immediately upon permission
- Holding a successful, and safe, summer camp program without deviating from the schedule

Even through the pandemic, we were able to make exciting improvements to our parks and facilities, including:

- Acquired funds from 'Rebuild Illinois' for drainage work at Island Park to help water recede faster from flooding
- Lions Park tennis courts were renovated with Pickleball lines added
- North Peck Farm was completed, and 50 trees were planted in the Oak Savanna in celebration of Arbor Day, 2021
- Sunset Community Center received renovations and redesign of its parking and front entry, with a special focus on ADA compliancy
- New signage placed throughout the district including a more modern design at Sunset Community Center, as well as, updated neighborhood park signs

The Geneva Park District is continuously guided by our Core Values; these values have been the keystone to all accomplishments throughout the COVID-19 pandemic:

Customer Commitment

Responsible Leadership

Fiscal Responsibility

Safety

Community Collaboration

Innovation

Stewardship & Sustainability

It has been an honor and a blessing to serve this wonderful community. Words cannot express my gratitude for and pride of the outstanding staff and volunteers, especially my fellow commissioners.

Thank you,

Susan VanderVeen

Board President

PROPOSED COMMITTEE APPOINTMENTS 2021-2022

Finance

Bre Cullen
Susan VanderVeen
Sheavoun Lambillotte

Land Acquisition, Building & Grounds, Facilities

John Frankenthal
Jay Moffat
Sheavoun Lambillotte

Long Range Planning

Bre Cullen
Jay Moffat
Sheavoun Lambillotte

Personnel and Policies

Bre Cullen
John Frankenthal
Sheavoun Lambillotte

Recreation

Pat Lenski
Susan VanderVeen
Nicole Vickers

Special Recreation Board

Sheavoun Lambillotte
Alternates: Nicole Vickers, Christy Powell

School / Park

John Frankenthal
Pat Lenski
Sheavoun Lambillotte

President	Susan VanderVeen
Vice President	John Frankenthal
Treasurer	Pat Lenski
Secretary	Sheavoun Lambillotte
Commissioner	Jay Moffat
Commissioner	Bre Cullen

Open Meetings Act & FOIA Officers: Executive Director, Supt. of Finance & Personnel

Safety Coordinators: Supt. of Recreation & Supt. of Finance

ADA Coordinator: Supt. of Parks & Properties

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
----------------------------------	----------	----------

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	\$485,350	\$582,420

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	\$38,225	\$45,870

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	\$791,950	\$950,340

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	\$483,000	\$579,600

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



TO: Geneva Park District Board of Commissioners

FROM: Sheavoun Lambillotte, Executive Director

SUBJECT: ADA COMPLIANCE

DATE: May 17, 2021

Introduction

The Americans with Disabilities Act (ADA) became effective January 26, 1992. This comprehensive federal civil rights law prohibits discrimination on the basis of disability. The ADA has changed the way the District allocates resources, uses the internet, hires staff, plans programs, makes policy, buys goods and services, and develops contracts.

Compliance Activity

The Geneva Park District retained Recreation Accessibility Consultants, LLC to conduct access audits of all existing sites and facilities. The audit was completed in October of 2010.

We reviewed the access audit results carefully and applied the US Department of Justice guidelines, called the "program access test". In this approach, one-of-a-kind sites are likely to be made accessible, unless doing so is technically not feasible. For similar existing District sites, such as playgrounds and sports fields, we are striving to make at least one of every three such sites accessible, unless doing so is technically not feasible.

For new construction, the 2010 Standards became effective on March 15, 2012 and we will use those Standards for new construction. Guidance from Recreation Accessibility Consultants, LLC and the Department of Justice make it clear that corrective work at sites should be accomplished by the District as soon as is possible.

We therefore are taking the following steps:

1. We are integrating accessibility retrofits into other existing plans, such as our playground replacement schedule and capital improvement plan;
2. We are phasing other corrective work as financial and staff resources allow. That work has included but is not limited to:

- The Sunset Community Center Front Entrance and Parking Lot ADA Improvements were completed in the Winter of 2021 at a total cost of \$284,728. This project went 100% towards ADA improvements.
- Bricher Park and Fourth Street Park playgrounds were completed in the Spring of 2021 at a cost of \$250,103. Of this amount 10% or \$25,010 went towards ADA improvements.
- Library Park was newly constructed in the Spring of 2021 at a cost of \$208,874. Of this amount 10% or \$20,887 went towards ADA improvements.
- The Peck Farm North Trail OSLAD Development was completed in the Fall of 2020 at a cost of \$966,275. Of this amount \$400,000 was funded by an OSLAD grant. Of this amount 10% or \$56,627 went towards ADA improvements.
- Fourth Street Park and Bricher Park playgrounds were completed in the Spring of 2020 at a cost of \$258,581. Of this amount 10% or \$25,858 went towards ADA improvements.
- Additional accessible restrooms at Peck Farm Park were completed in the Spring of 2019 at a cost of \$340,700. Of this amount 10% or \$34,700 went towards ADA improvements.
- Clover Hills playground was completed in the Spring of 2019 at a cost of \$74,136. Of this amount 10% or \$7,413 went towards ADA improvements.
- The Sunset Pool spray ground was completed Spring of 2019 at a cost of \$316,000. Of this amount 10% or \$31,600 went towards ADA improvements.
- Foundation Park playground and Preston Park were completed in the Fall of 2017 at a cost of \$245,345. Frank K. Burgess and Elm Park were both completed Spring of 2018 at a cost of \$245,999. Of this amount 10% or \$49,134 went towards ADA improvements.
- Mill Creek Pool spray ground was completed Fall 2017/Spring 2018 at a cost of \$218,600.00. Of this amount 10% or 21,800.00 went towards ADA improvements.
- Don Forni, Batavia Highlands & Pepper Valley Park were completed in the Spring of 2016 at a cost of \$180,879.50. Shannon and Linden Park were completed in Fall of 2016 at a cost of \$104,064.00. Michael Arbizzani, Kay Lovett & Stanley Esping Park were completed in the Spring of 2017 at a cost of \$240,796.85. Of the above amounts 10% or \$52,574.04 went towards ADA improvements.
- Terney, Weaver and Wheeler Park Playgrounds were completed in Fall of 2015 at a cost of \$370,645.00. Of this amount 10% or \$37,065.00 of this cost went towards ADA improvements.
- Eaglebrook Park Playground Renovation: This project was completed in the Spring of 2015 at a total cost of \$175,178.00. Of this amount 10% or \$17,517.00 of this cost went towards ADA improvements.
- Washburn Park Playground Renovation: This project was completed in the Fall of 2014 at a total cost of \$108,083.00. Of this amount 10% or \$10,808.00 of this cost went towards ADA improvements.
- Meadows Park Playground Renovation: This project was completed in the Fall of 2014 at a total cost of \$90,691.00. Of this amount 10% or \$9,069.00 of this cost went towards ADA improvements.
- Peck Farm Outdoor Education Center (nature playground) completed summer of 2013 for a total budget of \$650,888.00. Of this amount 10% or \$65,088.00 of this cost went towards ADA expense.
- Stephen D. Persinger Recreation Center completed Fall of 2008 for a total budget of \$9.5M. Of this amount \$712,289.00 of this cost went towards ADA expense.

- Accessible picnic tables at various locations.
 - Handicap parking signs installed and adjusted at multiple parks.
 - Acquisition and installation of restroom signage with access symbols and braille.
 - Additional fibar surfacing added to achieve correct transfer heights.
 - Installed handicap drinking fountains at South Street Fields and Sunset Community Center.
 - Installed tactile warning strips at Elm Park and the Peck Farm South Bike Trail.
 - Installation of additional lined crosswalks at Peck Farm Park.
 - Removed washroom partitions at Wheeler north restrooms to achieve accessible dimensions.
 - Installation of signage at Peck Farm Maintenance Facility directing patrons in wheelchairs to accessible entry.
 - Installation of compliant doors and door hardware within the Peck Farm Park Maintenance Facility.
3. The public provides feedback on our ADA compliance initiatives on all playground replacements at scheduled park meetings. These meetings occur on an annual basis at the location of the construction projects.
 4. Our ADA transition work plan is available for review.
 5. Our last transition plan was completed in 2010. It is a recommended best practice to update this plan once every ten years. Staff is recommending this plan be updated in 2021.

Conclusion

Access to our sites and facilities by people with and without disabilities is consistent with our mission of service to all in our community.

By training our staff and making access a part of the culture, we believe compliance with the ADA is no different than other initiatives we have addressed, such as risk management, diversity, transparency, and fiscal accountability.

Executive Director Recommendation: *that the Board accept this report and direct staff to continue compliance with ADA directives.*

Cc: Alex Englehardt, Executive Director
FVSRA

DIRECTOR'S MONTHLY AGENDA AND REPORT May 17, 2021

ANNUAL MEETING

The Annual Meeting agenda and suggested committee appointments is enclosed. The President and Vice-President of the board are elected at this time. The President then appoints the Treasurer, Secretary, committees & other appointments.

BUDGET AND APPROPRIATION ORDINANCE #2021-04

Staff would recommend a motion to approve the ordinance as presented. The Budget Ordinance has been available for public inspection since the April board meeting. The budget was reviewed and approved by the Finance Committee and Board at the April meeting. A roll call vote is necessary.

ADA AUDIT COMPLIANCE UPDATE AND REVIEW

Each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. Enclosed in your packet is a memo summarizing that work and asking for the board's formal commitment to continued compliance.

COMMUNICATIONS

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

Staff have reached out to legislators in an effort to secure any possible funding that may become available through any infrastructure recovery legislation that may be passed. We will keep the Board apprised of any response or updates we receive.

Staff have closed out and completed all documentation required for final reimbursement of our Peck Farm North OSLAD Grant. We anticipate receiving an additional \$200,000 in grant funding to complete the \$400,000 grant reimbursement.

Rick Peterson has given the Park District notice that he will be vacating the premises by August 31st, 2021. This is earlier than we anticipated but will give us the opportunity to begin assessing the condition of all buildings and deciding what we will do with those as well as how we may develop the property in the future.

It appears the Winding Creek subdivision is moving forward again on the parcel of land behind the Sam's Club in Batavia. We are presently working with the developer on acceptable park land to be donated as part of Batavia's Land/Cash Ordinance.

Work has begun on our Distinguished Agency review. The process will take up a good part of the summer and we hope to have our formal review in September, with accreditation being awarded to the district at the IPRA Conference in January 2022.

The Recreation Staff have been working hard to navigate what summer programming and facility operations will look like as we move in to Phase 5 of Illinois's restoration plan. We look forward to an increase in participation and visitation for the remainder of 2021.

The Annual Meeting of the Geneva Park District Foundation was held on May 6. Officers for the 2021-2022 term are now as follows: Jim Lynch as Chair; Charlie Lambillotte as Vice-Chair; Sandra Klimowski as Treasurer; Rick Razum as Assistant Treasurer; and Sheavoun Lambillotte as Secretary. Discussion also took place regarding Autumn Fair which will be held this year on September 18th as well as the future direction of Foundation funded projects. The first Autumn Fair Committee meeting will be held on June 22.

I continue to represent the FVSRA on their association board. We have been reviewing the proposed budget draft for the upcoming year.

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

FUTURE MEETINGS

Regular Scheduled Meeting	June 21, 2021	7:00 p.m.
Foundation Autumn Fair Meeting	June 22, 2021	7:00 p.m.

PCI INC MARKETING UPDATE

Our recently hired marketing firm will be presenting to the Board some of their findings based on the website and social media reviews that were completed recently.

ADA TRANSITION PLAN PROPOSAL

Our last ADA transition plan was done in 2010. It is a best practice to complete a comprehensive review every ten years. We have secured a proposal from ACTServices Inc. (Accessibility Consultation and Training Services, Inc.) for this work. The proposal is enclosed in your packet. Staff would recommend a motion to approve the proposal from ACTServices Inc. for \$39,850 to complete our transition plan. Staff feels this is a very competitive price for service as we paid \$40,000 in 2010.

RECREATION COMMITTEE REPORT

Enclosed is the Recreation Committee packet of information and minutes from the Recreation Committee meeting held on May 7, 2021. The Recreation Committee includes Board Members, Pat Lenski and Jay Moffat. Both have reviewed the information with staff and recommend approval of the committee report and all recommendations included in the report. Supt. of Recreation Vickers will be available to answer any questions from board members.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Staff would ask for a motion to approve the appointment of Sheavoun Lambillotte to represent GPD on the FVSRA board with Christy Powell and Nicole Vickers appointed as alternates.

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 eighth 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-Gym Manual, Environmental Policy, Internship, Transportation Risk Management, No Idling Policy, Safety and Safety Form Explanation & Usage.

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

Rec Comm Mtg
@ 3pm

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
IAPD Virtual
Boot Camp

25

26

27

Library Mtg @ 7
Plan Comm Mtg
@ 7

28

Parents' Night
Out

29

Sunset Pool
Opening Day!

30

31

JUN 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

PH38 Auditions
for Moana

02

03

CAC Mtg @ 7
Movie @ Moore
Park - Trolls

PH38 Auditions
for Moana

04

05

Geneva's Got
Talent @ PH 38

Mill Creek Pool
Opening Day!

06

07

City Council &
Comm of
Whole Mtg @ 7
School District
Mtg @ 7

08

09

10

Plan Comm Mtg
@ 7
IAPD 2021
Virtual Boot
Camp

11

Parent's Night
Out 6pm-9pm

12

13

14

15

HPC Mtg @ 7

16

17

18

19

Star Gazing
Party @ Peck
Farm Park

20

Father's Day –
Fathers play
free @ Stone
Creek Mini Golf

Summer
Solstice @
Peck North

21

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

22

Park Cookout
@ Hathaway
Park

23

Geneva's Got
Talent

24

Plan Comm Mtg
@ 7
Library Mtg @ 7
Geneva's Got
Talent Finals

25

Cosmic Mini
Golf

26

3 on 3
Basketball
Tournament –
Swedish Days

27

Pollinator-
Palooza @
Peck Farm
Park

28

IAPD Golf Tour
@ Hoffman
Estates

29

30

GENEVA PARK DISTRICT

PARKS AND PROPERTIES BOARD REPORT

May 17th, 2021

Operations

- Mowing is in full swing.
- Weed control application in the parks is complete.
- Continuing debris clean up in parks.
- Seasonal staff have begun filtering in and working with horticulture, baseball and mowing crews.
- Working with contractor to complete spring landscape clean up at Sunset, Stone Creek, SPRC, Garden Club and River Park.
- Pruning and cleaning up trees at Wheeler and Island Park.
- Started aeration and over seeding at Wheeler Park.
- Moved picnic tables back into the parks after being repaired.
- Cleaning and blowing off tennis courts.
- Monitoring beaver activity at Clover Hills Park.
- Mechanic is repairing mowers and trimmers as needed.
- Scheduling mowing and trimming safety training for next week.
- Cleaned up Hawks Hollow and prepped for opening.
- Cleaned up and assisted recreation with Stone Creek Mini Golf opening.
- Sanitation in parks has been increased with the warm weather.

Green House

70,000 annuals have been grown from seed, staff is busy prepping for planting. Staff grew approximately 2,500 annuals and prepared 1,000 native plant mixes for the Earth Day plant sale last month.

Butterfly house and sensory garden have been planted.





Athletic Fields

- Baseball is in full swing, staff is busy prepping fields.
- Soccer programs are playing at Peck North, Peck South and Burgess fields.
- Staff are striping soccer fields weekly.

Facilities

Mill Creek Pool

- Started prepping and cleaning pools to open.
- Acid washing of pool is complete.

Sunset Pool

- Pool is filled and pumps are turned on.
- Replacing the drop slide pump.
- Completed sprayground startup.
- Repaired broken toilet in men's restroom.

Peck Farm

- Roof replacement and trim on rear vestibule is complete.
- Butterfly House netting has been installed, assisting with opening.

SPRC

- Looking into repairing a downspout on building.

Sunset Recreation Center

- Assisting Recreation staff with relocating fitness equipment.

Moore Park Sprayground

- Completed a repair on the return line piping.
- Replacing flanges on the feature supply line.

Natural Resource Work

- Planted 50 trees for Earth Day to establish an Oak Savanna at Peck North, staff has been busy watering the trees.
- Continuing to spray for chervil while its active and before it goes to seed.
- Staff worked with a volunteer group to remove willows from the natural area just north of field two at Peck ballfields.

**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
May 17, 2021**

UPDATE:

I. SPRING RECREATION COMMITTEE MEETING

On Friday, May 7th the Recreation Committee met to discuss programs and participation during the Fall and Winter (2020-2021) seasons. We also reviewed the department's goals and objectives from the previous year, as well as the 2021-2022 goals and objectives. I will discuss the details later in the meeting.

II. PROGRAM HIGHLIGHTS

Screen Free Week was held the week of May 3rd offering several families free events which included a treat night with entertainment, scavenger hunt, and a night of miniature golf.



Staff is in the midst of a busy season as large program areas, including camps and swim lessons, are preparing to begin. In addition, staff is already preparing programs for the Fall brochure.

Staff is also keeping a close eye on transitioning into the Bridge Phase of the Restore Illinois Plan as we are on track to hit the metrics allowing increased capacities (fitness centers go from 50% to 60% capacity; social events increases from 100 people gathering outdoors to 500).

Illinois is also on track to go to Phase 5 on June 11th. We anticipate more information to come forward as it relates to defining this phase further, however, staff is already planning for the transition including the possibility of selling pool passes.

III. BROCHURE

Resident registration began May 11th with Non-Resident beginning May 18th. Most summer programs are slated to begin the week of June 7th.

IV. FACILITY UPDATE

A. SUNSET POOL/MILL CREEK POOL

Preparations for the upcoming pool season are well underway. Maintenance projects and staff trainings are well underway. We will begin the season very similar to last year whereas participants will sign up for a reservation through our Rec Trac software. Once permissible, staff will transition to the sale of seasonal pool passes providing whatever proration would be necessary.

Sunset Pool will open for the season on May 29th, and Mill Creek Pool will welcome visitors starting June 5th.

B. MINI GOLF

Stone Creek Mini Golf opened May 1st with a successful first weekend. Mini golf does not require reservations (similar to pre-pandemic), and participants are asked to wear a mask when they cannot maintain 6 feet of distance from someone outside of their group (i.e. when approaching the counter).

C. BUTTERFLY HOUSE

The Butterfly House will be hosting the annual release party on Friday, May 21st. Seasonal hours of operation will be restored to typical hours of 9:00 am – 5:00 pm, Monday – Saturday and 12:00 pm – 5:00 pm on Sundays.

INFORMATION:

I. SUNSET REPORT

Comparison figures for Sunset Racquetball and Fitness Center are as follows

SRFC April Totals		
	April 2020	April 2021
Annual Membership Revenue	\$0	\$4,687
EFT/Ongoing Revenue	\$0	\$3,009
Court Hours	\$0	\$0
Guests	\$0	\$77
Monthly Memberships	\$0	\$0
Vending	\$0	\$196
Total Revenue	\$0	\$7,969

	April 2020	April 2021
Resident SRFC Pre-Paid:		
New	0	2
Renew	0	13
Resident SRFC ONGOING:		
New	0	1
Renew	0	0
Non-Resident SRFC Pre-Paid:		
New	0	1
Renew	0	2
Non-Resident SRFC ONGOING:		
New	0	1
Renew	0	0
New	0	5
Renew	0	15
Totals	0	20

SRFC April Memberships Totals		
	April 2020	April 2021
Total Membership Revenue	\$0	\$7,696
SRFC Usage Breakdown		
Members	0	2,350
Guests	0	42
Total Usage	0	2,392
Weight room Usage	0	2,350

Court Usage		
Reserved Court Time	0	0
Walk-on Court Time	0	0
Court Percentages		
Prime Time	0	0
Non-Prime Time	0	0
Racquetball	0	0
Wally ball	0	0
SRFC Year to Date Comparison		
	2019-2020	2020-2021
Total EFT/Ongoing Memberships	0	84
Total # of Memberships/Members (excludes Gold)	0	0
Total Membership Revenue	\$168,711	\$73,533

II. SPRC REPORT

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

SPRC General		
	April 2020	April 2021
Total Membership Revenue	0	\$26,518
Memberships	0	65
Track Passes	0	23
Guests	0	25

SPRC Membership Breakdown		
	April 2020	April 2021
Resident Gold Pre-Paid:		
New	0	1
Renew	0	7
Resident Gold ONGOING:		
New	0	0
Renew	0	0
Non-Resident Gold Pre-Paid:		
New	0	0
Renew	0	0
Non-Resident Gold ONGOING:		
New	0	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	0	16
Renew	0	28
Resident SPRC ONGOING:		
New	0	3
Renew	0	2
Non-Resident SPRC Pre-Paid:		
New	0	5
Renew	0	3
Non-Resident SPRC ONGOING:		
New	0	0
Renew	0	0
New	0	25
Renew	0	40
Totals	0	65

SPRC Usage Breakdown				
	April 2020		April 2021	
Members	0		5,126	
Guests	0		25	
Total Usage	0		5,151	
Morning Nursery	0	0	0	0
12-4 pm Nursery	0	0	0	0
Evening Nursery	0	0	0	0
TOTAL NURSERY	0		0	
Open Gym Youth	0		205	
Open Gym Adult	0		80	
SPRC April Totals				
	April 2020		April 2021	
Annual Membership Revenue:	0		\$15,265	
EFT/Ongoing Membership Revenue:	0		\$9,650	
Monthly Memberships	0	0	10	\$783
Track Pass	0	0	23	\$820
Summer Employee	0	0	0	\$0
Total Membership Revenue	0		\$26,518	
Kidz Korral Revenue	0		0	
Birthday Parties	0	0	2	\$355
Guest Fees	0	0	25	\$216
Open Gym Youth	0	0	205	\$39
Open Gym Adult	0	0	80	\$15
Vending	0		\$1,135	
Total Additional Revenue	0		\$1,760	
SPRC Year to Date Comparisons				
	2019-2020		2020-2021	
Current Memberships/Members	0	0	999	2,104
Gold Annual	0	0	123	290
Gold Ongoing	0	0	48	139
SPRC Annual	0	0	599	1,129
SPRC Ongoing	0	0	229	546
Track Passes	0		520	
Total Membership Revenue	\$442,827		\$220,544	



Geneva
PARK DISTRICT

Approach to Marketing Communications

From Public Communications Inc. to Geneva Park District



Public
Communications
Inc.

YOUR TEAM



Amanda ReCupido
Senior Vice President



Rob Tate
Account Executive



Emily Bagg
Digital Marketing Specialist

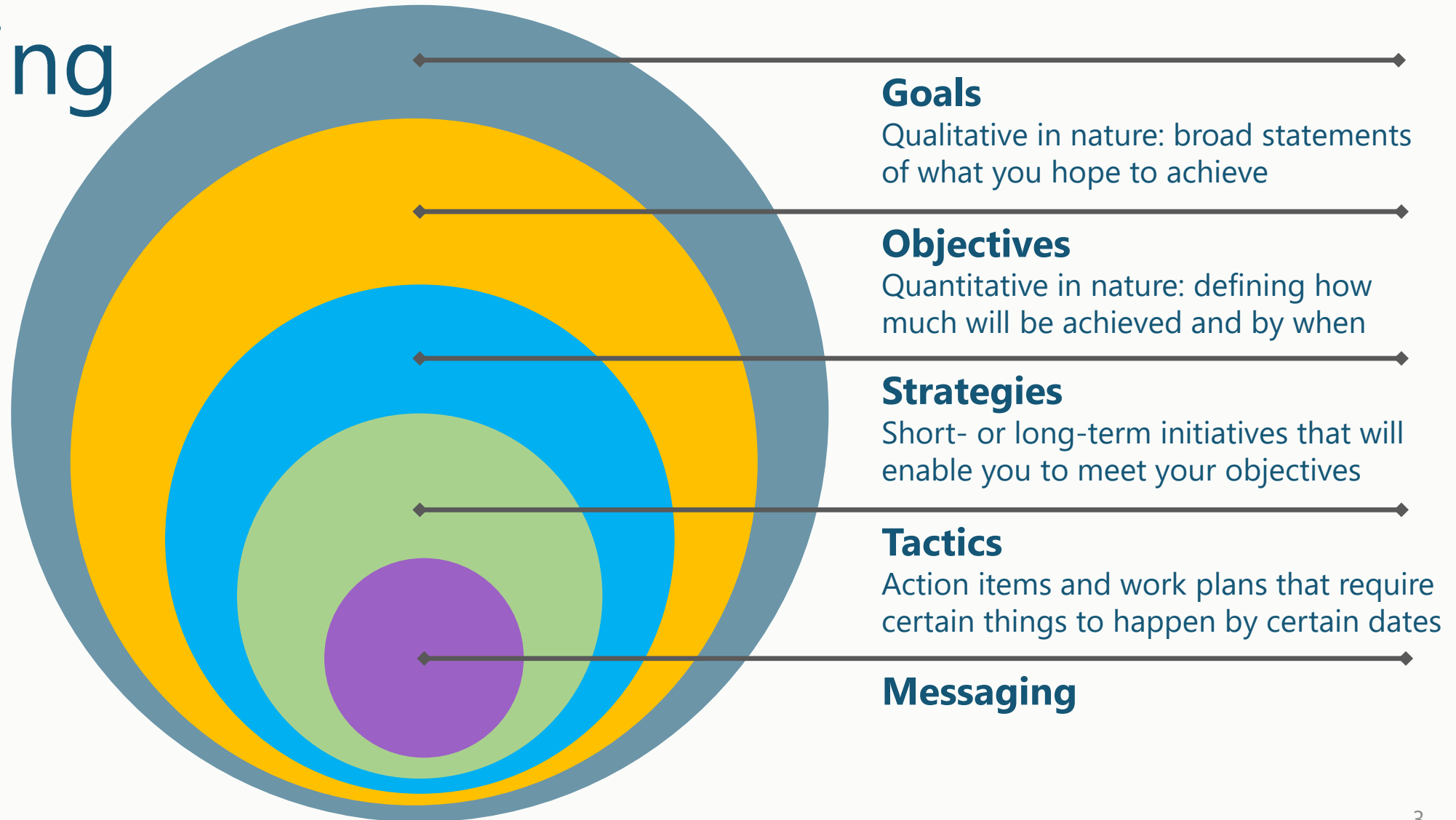


Michael Queroz
Vice President, Digital



Shanley Sokolowski
Digital Support

Overall Marketing Plan



Goals



Communications:

Educate residents and key external partners about the vital role the Geneva Park District plays in building a healthier, more socially connected community



Business:

Rebound from COVID-19 revenue decreases and **grow revenue** through memberships, attendance and sponsorships



Impact:

Engage and **inspire** more residents to live their best lives and how the Geneva Park District can meet their recreational needs

Measurable Objectives



Business

- Increased attendance
- Increased number of new members
- Increased usage of Peck Farm
- Retain and expand membership base
- Increase number of partnerships and sponsors



Communications

Earned media metrics

- Inclusion of Geneva Park District key messages in X% of media coverage
- Inclusion of Geneva Park District spokespersons in X% of media coverage
- Inclusion of Geneva Park District website in X% of media coverage

Digital metrics

- X% increase in website traffic
- X% increase in web requests for brochure/Park District informational collateral
- X% increase in social media engagement rate (each channel)
- X% increase in social media audiences (each channel)

Target Audiences

Internal:

- Park District staff (full-time and part-time)
- Park District board of directors

External:

Residents

- Current Geneva residents with previous history of event/program participation
- Current non-users residing in Geneva
- New residents
- Families with young children
- Coaches and parents
- Families without children, empty nesters
- Active seniors
- Apartment dwellers
- Prospective employees

Other user groups

- Non-residents who work near Geneva Park District trails and facilities
- Prospective users/visitors in the greater Chicagoland area and surrounding communities
- Environmental education enthusiasts

Community groups and partners

- Civic: City of Geneva, elected officials, library, school districts
- Business: Chamber of Commerce, current and prospective local business sponsors/way to reach corporate users
- Residential/other: associations/clubs, social media groups (Facebook, Nextdoor)

Media (as a conduit to residents and other audiences)

- Key outlets include Chicago Tribune, Kane County Chronicle (Shaw Media), Daily Herald, Geneva Patch and Kane County Connects, in addition to the major broadcast stations

Strategies & Tactics: Earned Media

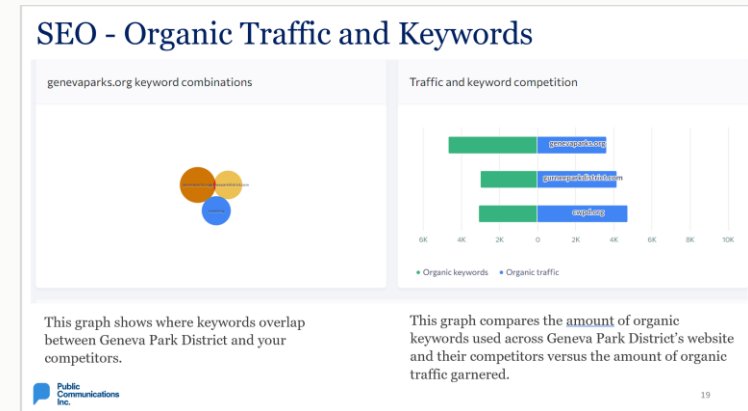
1. Proactively share your successes and tell your stories for better understanding of your work and role in the community
 - identify compelling staff/board stories to pitch as human-interest feature profiles
 - identify compelling stories illustrating the Park District's impact on the community
 - identify interesting tidbits in Park District history
2. Elevate Peck Farm Park as a leading area attraction for families and nature enthusiasts alike
 - Share calendar listings for special events or programs in need of registration
 - Regularly pitch events/programs/activities at the farm to local culture/entertainment and environment/conservation media






Recently, WFLD covered the Park District's ribbon cutting event, which reached an estimated audience of 29,893. The segment highlighted the Park District's commitment to environmental education and conservation, helping elevate awareness of your contributions to the community.

Strategies & Tactics: Owned Media

1. Conducted a website audit to assess site functionality, search engine optimization and design to better showcase the Park District.
 - Identified short-term and long-term changes like design, homepage layout, styling, navigation challenges, mobile responsiveness, and messaging & SEO opportunities.
 - Developed a quarterly plan to update the website based on audit priorities through the next year
2. Developed a social media playbook to assess past social success and opportunities strategically engage the community through our management of Facebook, Instagram and YouTube.
 - Created clear content focus to spotlight the Park District, programming & events, and community impact.
 - Outlined opportunities to leverage social media advertising to increase visibility and clicks to website.
 - Began reporting on a monthly basis regarding progress.



Content Bucket	Content Examples
 GPD Spotlight	Content that shines a spotlight on GPD staff, board and volunteers. This can be evergreen content that will always be relevant to your followers, such as a plug to sign up for your email newsletter, or more timely content. Staff, board, volunteer and partner profiles. Behind-the-scenes looks at staff day-to-day activities. Plugs for other channels, in order to showcase a diverse mix of content.
 Programming & Events	Content that highlights GPD's programming and activities, including youth athletics, Day Off Fun Zone, gardening classes and more. Program/event announcements, live-looks and recaps. Calls to action (e.g., registration reminders). Program spotlight, highlighting the history and features of priority programs and facilities like Peck Farm Park.
 Real Community Impact	Content that showcases the impact of your work to improve quality-of-life for Geneva residents. Resident, partner and volunteer testimonials about community-wide events such as the Egg-Mazing Race or Earth Day. Infographics and "Did-you-know?" content that reports the number of people participating in GPD programs. Park District awards, milestones and significant achievements, including facility renovations and receiving grants.

Public Communications Inc. | GENEVA PARK DISTRICT | SOCIAL MEDIA PLAYBOOK

11

Strategies & Tactics: Phase 2

Paid Media

1. Leverage social media marketing to better target and reach a wider variety of Geneva residents
2. Shift majority of paid advertising budget to digital campaigns
3. Leverage Google search and display advertising

Shared Media

1. Establish a communicators group comprising marketing/communication staff of key civic and community partners to form a template for cross-promotion of GPD events and programs
2. Leverage user generated content to deepen community engagement and expand your bank of available visual assets
3. Engage community groups/ambassadors and local influencers to elevate awareness of and encourage participation in priority programs and events

Timeline

Q1

- Social media audit – **DONE**
- Website audit – **DONE**
- Develop editorial calendar – **DONE**
- Begin collecting stories (ongoing) – **In process**
- Begin collecting history/tidbits (ongoing) – **In process**

Q2

- Earned media opportunities (ongoing) – **In process**
- Activate social media and website recommendations (ongoing) – **In process**
- Reporting and analytics (ongoing) – **In process**
- Identify social groups to join/monitor
- Build out Foundation plan

Q3

- Paid opportunities/digital retargeting
- Email newsletter strategy
- Identify staff ambassadors

Q4

- Partner/shared media strategies



Questions?



May 13, 2021

Sheavoun Lambillotte
Executive Director
Geneva Park District
710 Western Avenue
Geneva, IL. 60134

Re: Accessibility Consulting Services for Geneva Park District

Accessibility Consultation and Training Services, Inc. (ACTServices Inc.) is pleased to offer this proposal to provide accessibility consultation services to the Geneva Park District. We thank you for your consideration in using us for your project.

The following letter outlines our understanding of the project, proposed scope of services and the estimated fee.

Project Understanding

We understand this project to involve a review of the Geneva Park District's programs, policies, procedures, parks and facilities to determine their level of accessibility and to develop a new Transition Plan. The facilities will be reviewed for their compliance with the 2010 Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Illinois Accessibility Code (IAC) and the proposed Outdoor Developed Areas standards. The exterior and interior facilities will be reviewed as it relates to their program accessibility compliance (See Title II 35.150(b)). In addition, all elements will be evaluated using Equivalent Facilitation standards (ADAAG 103) and Dimensional Tolerances (ADAAG 104.1.1).

Scope of Services	Hours
Site review the park facilities and their elements to identify physical barriers that limit the publics' ability to participate in programs and services.	65.0
Provide a written report of noncompliant accessibility barriers including recognized accessibility barriers, code references, and recommended corrective actions.	85.0
Review the Geneva Park District's means of effective communication, public policy and procedures to identify any accessibility barriers they create. Provide written response and recommendations.	3.0
If required, a meeting/conference calls to review findings and answer any questions.	3.0
Total Hours for Transition Plan	156.0

Additional Services

The following additional services have been requested for enhancement of the Transition Plan reports:

Additional Services	Costs
Prioritization of the access barrier related to its importance for removal as noted by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) preamble.	\$2,000.00
Imbed pictures of the noted access issue within the report.	\$2,750.00
Total Additional Service	\$4,750.00

Compensation

We estimate our fee for the above basic scope of services would not exceed \$39,850.00 (156.0 Hours X \$225 per hour) plus \$4,750.00 additional services (priorities and pictures).



We hope this proposal meets with your approval. Please let me know if you have any questions. We are looking forward to the possibility of working with the Geneva Park District on this project. If the provision set forth in this proposal meet with your approval, please sign and return a copy to us for our files.

Thank you for your consideration.

Respectfully Submitted,

Mark Trieglaff
President
Accessibility Consultation and Training Service

Sheavoun Lambillotte, Executive Director

Date



Geneva Park District
Recreation Committee Meeting

Friday, May 7th

3:00 pm

AGENDA

Call to Order

- I. 2020-2021 Recreation Fund Summary of Revenue & Expenses
- II. Recreation Program/Participant Cost Analysis
 - A. Fall 2020
 - B. Winter 2021
- III. Review of 2020-2021 Recreation Goals
- IV. Review of 2021-2022 Recreation Goals
- V. Additional discussion/questions
- VI. Adjourn

MEMO

To: Recreation Committee

From: Nicole Vickers, Superintendent of Recreation

Subject: Recreation Committee Report

Date: May 7, 2021

Attached are the recreation programs financial analysis and participation comparisons for the Fall and Winter 2020-21 seasons. Also, for reference, is the summary of revenue and expense for the recreation budget for the 2020-21 fiscal year.

In regard to the remaining net balances in some of the program accounts, I wanted to remind the committee that this report reflects only direct costs associated with the programs. It does not include administrative costs, full time salaries, utilities, building repairs, maintenance, or the \$15,000, plus CPI (\$15,345), rent we pay to the school district each year for school use outside of Kid's Zone. When incorporating these costs into our programs, many are closer to breaking even than making a profit.

All program revenue generated assists in offsetting deficits produced by the Administrative and Public Information Operations along with the Park District's operations of Western Avenue and Harrison Street School gyms.

As a reminder, the Fall and Winter season was interrupted by a mandated pause due to the COVID-19 pandemic that went into effect mid-November through mid-January. During this time period programs were essentially halted aside from anything we could hold outdoors or perform as a one-on-one training. From there, operations were severely limited due to guidelines restricting use through the current time.

The past year has presented challenges, however, staff remained focused on providing opportunities to the community despite any obstacles. We are excited and remain focused on this coming year as we enter into a re-building period.

**Geneva Park District
Recreation Fund
Summary of Revenue and Expense
May 2020 - April 2021**

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus or (Deficit)</u>
Administrative Operations	1,611,500	2,386,190	(774,690)
Public Information	14,000	144,500	(130,500)
Community Center Rentals	9,000	1,500	7,500
General Recreation	234,500	116,500	118,000
Playhouse 38	83,700	75,050	8,650
Preschool/ Toddler	385,000	351,400	33,600
Active Older Adults	28,000	19,000	9,000
Dance	132,850	67,450	65,400
Camps	355,000	273,600	81,400
Contracted & Cooperative Programs	15,200	11,100	4,100
Special Events	75,100	52,875	22,225
Tennis	16,500	11,000	5,500
Tumbling/ Gymnastics/Cheerleading	166,700	107,500	59,200
Baseball/ Softball	64,000	26,450	37,550
General Athletics	369,900	236,425	133,475
Ice Rinks	-	-	-
Gymnasiums	-	52,500	(52,500)
Sunset Racquetball & Fitness Center	212,750	139,560	73,190
Pools	602,300	575,900	26,400
Stone Creek Miniature Golf	98,500	37,500	61,000
After School Programs	870,000	810,650	59,350
Scholarships	7,000	7,000	-
SPRC	685,750	533,600	152,150
Total	6,037,250	6,037,250	-
Prior Year Totals	5,883,850	5,883,850	-
% Change	2.61%		

Geneva Park District
Program/Participant Operating Cost Analysis
Fall 2020

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
PARENTS NIGHT OUT	0	0	0	149	\$0.00	\$0.00	\$0.00	\$1,786.00	0%	77%	0	8	100%	0%
HALLOWEEN HAYDAY	714	0	714	904	\$783.25	\$1,756.00	\$972.75	\$520.94	55%	25%	1	0	0%	0%
HUSTLE S'MORE	69	218	287	287	\$5,178.17	\$5,935.00	\$756.83	\$5,299.75	13%	53%	1	0	0%	0%
HELLO SANTA	53	7	60	60	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	1	0	0%	0%
POLAR EXPRESS STORY TIME	50	0	50	497	\$2,148.74	\$2,835.00	\$686.26	\$3,166.00	24%	27%	5	0	0%	0%
ESCAPE THE MANSION	221	0	221	192	\$684.84	\$2,862.00	\$2,177.16	\$825.00	76%	34%	1	0	0%	0%
PIZZA PALOOZA	45	0	45	102	\$344.03	\$0.00	-\$344.03	-\$400.00	0%	0%	1	0	0%	0%
Totals	1152	225	1377	2191	\$9,139.03	\$13,388.00	\$4,248.97	\$11,197.69	32%	39%	10	8	44%	0%

PROGRAMS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2020	2019			2020	2019	2020	2019			2020	2019
TEEN TRIPS/PROGRAMS	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0	10	100%	100%
DANCE	110	40	150	301	\$7,737.50	\$15,790.00	\$8,052.50	\$20,095.09	51%	48%	32	17	35%	25%
FITNESS	265	82	347	617	\$11,657.50	\$14,978.65	\$3,321.15	\$25,474.92	22%	53%	20	53	73%	30%
GYMNASTICS/TUMBLING	32	3	35	178	\$3,548.26	\$10,363.41	\$6,815.15	\$16,425.81	66%	36%	4	24	85%	26%
GENERAL ATHLETICS	639	575	1214	1559	\$19,697.53	\$35,789.08	\$16,091.55	\$23,306.14	45%	49%	61	42	41%	32%
ADULT LEAGUES	15	30	45	188	\$3,024.00	\$4,030.00	\$1,006.00	\$5,026.62	25%	40%	1	2	67%	40%
ALL STAR SPORTS	414	55	469	725	\$23,530.07	\$34,542.50	\$11,012.43	\$19,988.10	32%	29%	58	59	50%	31%
TODDLER CLASSES	51	11	62	223	\$3,432.40	\$5,157.08	\$1,724.68	\$5,863.61	33%	36%	14	99	88%	69%
MARTIAL ARTS	103	12	115	165	\$7,487.25	\$10,640.26	\$3,153.01	\$6,519.75	30%	32%	29	16	36%	31%
YOUTH PROGRAMS	51	2	53	133	\$2,605.60	\$3,756.00	\$1,150.40	\$2,776.09	31%	30%	20	78	80%	56%
ADULT/FAMILY	4	3	7	83	\$291.00	\$439.00	\$148.00	\$1,280.80	34%	55%	4	98	96%	64%
CULTURAL ARTS	301	1	302	1108	\$7,797.75	\$10,845.00	\$3,047.25	\$12,732.00	34%	54%	4	9	69%	33%
SENIORS	0	0	0	815	\$0.00	\$0.00	\$0.00	\$2,893.60	0%	32%	0	0	0%	11%
DAY OFF TRIPS AND CAMPS	169	0	169	598	\$4,450.29	\$4,436.00	-\$14.29	\$6,417.36	0%	31%	26	10	28%	36%
PECK FARM PROGRAMS	131	31	162		\$1,760.00	\$2,689.00	\$929.00		35%		27	35	56%	
Totals	2285	845	3130	6693	\$97,019.15	\$153,455.98	\$56,436.83	\$148,799.89	37%	41%	300	552	65%	42%

Summary		2020	2019
Total Programs Offered:		870	841
Total Programs Held:		310	494
Total Participants:		4,507	8,884

Total Expenses:		\$106,158.18	\$231,373.63
Total Revenue:		\$166,843.98	\$391,371.21
Operating Net Gain		\$60,685.80	\$159,997.58

Geneva Park District
Program/Participant Operating Cost Analysis
Winter 2021

SPECIAL EVENTS	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2021	2020			2021	2020	2021	2020			2021	2020
PARENTS NIGHT OUT	0	0	0	63	\$0.00	\$0.00	\$0.00	\$758.00	0%	74%	0	6	100%	33%
SUPER SHUFFLE	70	246	316	732	\$8,338.95	\$10,210.00	\$1,871.05	\$7,551.93	18%	32%	1	0	0%	0%
JUST DAD 'N ME DANCE	0	0	0	1034	\$0.00	\$0.00	\$0.00	\$5,005.95	0%	45%	0	0	0%	0%
MOM 'N SON	0	0	0	453	\$0.00	\$0.00	\$0.00	\$2,045.66	0%	37%	0	0	0%	0%
Totals	70	246	316	2282	\$8,338.95	\$10,210.00	\$1,871.05	\$15,361.54	18%	37%	1	6	86%	22%

Programs	Res	N/R	Total		Expense	Revenue	Gain/Loss		Profit %		Held	Cancel	Cancel %	
			2021	2020			2021	2020	2021	2020			2021	2020
TEEN TRIPS/PROGRAMS	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0	0	0%	100%
DANCE	107	39	146	305	\$9,576.00	\$20,920.57	\$11,344.57	\$15,068.46	54%	38%	28	16	36%	28%
FITNESS	222	47	269	720	\$6,593.00	\$9,121.17	\$2,528.17	\$17,495.07	28%	54%	22	44	67%	27%
GYMNASTICS/TUMBLING	27	6	33	172	\$4,464.61	\$12,115.80	\$7,651.19	\$5,115.71	63%	16%	4	26	87%	24%
GENERAL ATHLETICS	523	595	1118	1552	\$16,743.51	\$30,569.34	\$13,825.83	\$36,596.83	45%	40%	63	33	34%	25%
ADULT LEAGUES	0	0	0	149	\$0.00	\$0.00	\$0.00	\$4,857.50	0%	49%	0	0	0%	30%
ALL STAR SPORTS	223	49	272	482	\$14,774.50	\$22,140.95	\$7,366.45	\$7,433.51	33%	18%	39	66	63%	46%
TODDLER CLASSES	51	10	61	171	\$2,403.20	\$4,887.04	\$2,483.84	\$4,195.66	51%	31%	13	66	84%	52%
MARTIAL ARTS	40	8	48	175	\$4,069.80	\$5,798.00	\$1,728.20	\$5,283.55	30%	34%	22	24	52%	33%
YOUTH PROGRAMS	59	8	67	114	\$3,945.80	\$6,374.67	\$2,428.87	\$1,856.83	38%	29%	20	33	62%	64%
ADULT/FAMILY	13	1	14	109	\$627.00	\$965.00	\$338.00	\$1,494.05	35%	40%	5	57	92%	66%
CULTURAL ARTS	123	7	130	174	\$2,534.56	\$3,695.00	\$1,160.44	\$9,753.00	32%	51%	2	10	83%	25%
SENIORS	2	0	2	421	\$13.00	\$20.00	\$7.00	\$918.63	35%	20%	1	1	50%	47%
DAY OFF TRIPS AND CAMPS	107	7	114	124	\$2,254.13	\$3,316.00	\$1,061.87	\$1,622.59	32%	44%	6	15	71%	80%
PECK FARM PROGRAMS	53	15	68		\$1,165.00	\$1,884.00	\$719.00				14	37	73%	
Totals	1550	792	2342	4668	\$69,164.11	\$121,807.54	\$52,643.43	\$111,691.39	43%	36%	239	428	63%	45%

Summary		2021	2020
Total Programs Offered:		673	743
Total Programs Held:		240	414
Total Participants:		2,658	6,950
Total Expenses:		\$77,503.06	\$226,763.05
Total Revenue:		\$132,017.54	\$353,815.98
Operating Net Gain:		\$54,514.48	\$127,052.93

**GENEVA PARK DISTRICT
RECREATION DEPARTMENT
2020-2021 YEARLY GOALS**

PERSONNEL

- Continue to assess full-time recreation staff's responsibilities to be the most effective and efficient as possible ○
- Continue to evaluate and adjust hourly wages for all part-time employees ○

GENERAL PROGRAMMING

- Continue with successful programming at Friendship Station Preschool, including the implementation of a new full-day option for 3 year old students ○
- Consider preschool before and after school care ○
- Consider continued virtual programming options PC/O
- Introduce new paperless registration procedures PC/O
- Participate in cost recovery educational classes/seminars and adjust as it relates to new class maximums PC
- Redevelop process for program/facility surveys C
- Increase program offerings for teens, adults, and seniors ○
- Increase offerings of evening/weekend programs in all areas ○
- Analyze all program areas to compare fee structure ○
- Plan and execute summer camps within different limitations C/O
- Reduce expenditures as it relates to lowered participant maximums PC/O
- Increase fitness program participation ○
- Prepare promotional plans for program areas that are new or struggling PC/O
- Increase rentals and sponsorship opportunities for Playhouse 38 PC
- Analyze and consider restructuring the scholarship program I
- Introduce more technology and STEM based programming for youth/toddlers PC/O

ATHLETICS

- Continue to develop and grow high school athletic leagues ○

- Continue to grow pickleball through lessons and leagues PC/O
- Continue to design Athletic programs in line with non-competitive mission O
- Continue to develop and expand Super Shuffle and Harvest Hustle for increased participation O
- Increase participation in adult athletic leagues (softball, volleyball, basketball) O

SUNSET RACQUETBALL AND FITNESS CENTER/SPRC

- Develop continual sales/renewal campaigns throughout the entirety of the year C/O
- Plan and execute additional retention programs for existing members PC/O
- Plan and execute a re-opening strategy PC
- Reduce staff hours at the front office, without sacrificing customer service PC
- Increase Personal Training program in conjunction with new Nutrition Program I
- Consider launching Fitness on Demand I
- Increase program offerings in the functional fitness studio I
- Develop new BestLife Fitness newsletter I
- Introduce hand dryers in public restrooms and fitness center locker rooms I

STONE CREEK MINI GOLF COURSE

- Add a new amenity to one hole or a course upgrade each year PC
- Introduce an online tee reservation system C
- Plan and execute a re-opening strategy C
- Increase daily usage through expanding marketing avenues O
- Introduce new special events and continued disc golf tournaments PC/O
- Continue research and plan for the replacement of the mini golf hut O

SUNSET POOL/MILL CREEK POOL

- Conduct survey of general use patrons to investigate satisfaction with present operations as well as to survey patrons regarding future expansion needs I

- Plan and execute a re-opening strategy **PC/O**
- Successfully pass all Starguard lifeguard audits throughout the summer **C**
- Continue to train managers to better supervise entire pool operation including maintenance, concession and front desk **O**
- Economize pool budget when applicable **C/O**
- Regularly review pool budget to meet budget goals for the year **C/O**
- Implement checklists to insure proper standards are being met in terms of cleanliness and payroll tracking **C/O**
- Increase overall top box scores from user surveys **C/O**
- Continue to research and plan for updated locker rooms, to include family restrooms, at Sunset Pool **O**

ACTIVE OLDER ADULTS/GENERAL TRIPS

- Monitor supervisor/participant ratios for salary savings and improved bottom line **PC**
- Research the viability of continuing to offer trips and make a recommendation for future plans **PC**

SAFETY PROGRAM

- Implement quarterly online PDRMA courses for recreation staff **PC/O**
- Research and implement heightened cleanliness and sanitization methods throughout the district **C/O**
- Successful completion of all safety audits **C/O**
- Adhere to new guidelines as dictated by the CDC and IDPH **C/O**
- Incorporate PDRMA trainings into front office monthly meetings **PC/O**
- Continue research and implementation of Threat Management training **C/O**
- Incorporate additional trainings and tracking measures in preparation for the 2023 PDRMA Review **PC**

STAFF TRAINING

- Re-structure recreation staff meetings to better utilize time, and incorporate additional trainings **PC/O**

- Coordinate staff training topics to be included in meetings quarterly. Subjects could include customer service, time management, personal growth, etc. PC/O
- Continue training on Rec Trac as more efficiencies are found throughout use O
- Continue to encourage staff to seek outside continuing education opportunities O

CAPITAL IMPROVEMENTS

- All baseball/softball fields put on rotation to be laser graded every two(2) years (1/2 of the fields per year for 2 years) O
- Replace the entrance sign at Sunset Community Center C
- Continue the research and planning for the replacement of the Stone Creek Mini Golf Hut O

MARKETING AND COMMUNICATIONS

- Implement year-long marketing plan/campaign to exceed budget projections for both fitness centers I
- Continue to streamline sponsorship efforts to fully realize sponsor potential PC/O
- Utilize Part-Time Coordinator to maximize advertising, marketing, social media, brochure and internal marketing assistance efficiencies I
- Continue to brand and make marketing recommendations in regards to BestLife Fitness PC/O

**GENEVA PARK DISTRICT
RECREATION DEPARTMENT
2021-2022 YEARLY GOALS**

PERSONNEL

- Continue to assess full-time recreation staff's responsibilities to be the most effective and efficient as possible
- Continue to evaluate and adjust hourly wages for all part-time employees
- Recreation Coordinator to obtain CDL License to assist with needed transportation

GENERAL PROGRAMMING

- Continue with successful programming at Friendship Station Preschool, including the implementation of a new full-day option for 3 year old students and increase enrichment enrollment
- Consider preschool before and after school care
- Consider continued virtual programming options
- Introduce new paperless registration procedures
- Participate in cost recovery educational classes/seminars and adjust as it relates to new class maximums
- Analyze program areas and implement changes to schedules based on historical data in an effort to reduce cancellation rate
- Increase offerings of evening/weekend programs in all areas
- Analyze all program areas to compare fee structure inside and outside the district
- Continued execution of summer camps within COVID related safety guidelines
- Reduce expenditures as it relates to lowered participant maximums
- Increase fitness program participation and continue with a variety of outdoor options
- Prepare promotional plans for program areas that are new or struggling
- Analyze and consider restructuring the scholarship program
- Revitalize the Peck Farm summer camp program
- Increase outdoor programming opportunities especially in regards to Peck Farm Park
- Increase program participation with an emphasis on Playhouse 38

ATHLETICS

- Continue to develop and grow high school athletic leagues
- Continue to grow pickleball through lessons and leagues
- Continue to design Athletic programs in line with non-competitive mission
- Continue to develop and expand Super Shuffle and Harvest Hustle for increased participation
- Increase participation in adult athletic leagues (softball, volleyball, basketball)

SUNSET RACQUETBALL AND FITNESS CENTER/SPRC

- Develop continual sales/renewal campaigns throughout the entirety of the year
- Plan and execute additional retention programs for existing members
- Plan and execute retention program for members returning from a pandemic pause
- Reduce staff hours at the front office, without sacrificing customer service
- Increase Personal Training program in conjunction with new Nutrition Program
- Develop new BestLife Fitness newsletter
- Introduce hand dryers in public restrooms and fitness center locker rooms
- Research the feasibility of implementing a rewards point system
- Maintain adherence to COVID safety guidelines in a timely manner

STONE CREEK MINI GOLF COURSE

- Add a new amenity to one hole or a course upgrade each year
- Increase daily usage through expanding marketing avenues
- Introduce new special events and continued disc golf tournaments
- Continue research and plan for the replacement of the mini golf hut
- Continue to host “pop-up” events in the off season

SUNSET POOL/MILL CREEK POOL

- Conduct survey of general use patrons to investigate satisfaction with present operations as well as to survey patrons regarding future expansion needs
- Increase swim lesson offerings
- Successfully pass all Starguard lifeguard audits throughout the summer
- Continue to train managers to better supervise entire pool operation including maintenance, concession and front desk
- Economize pool budget when applicable
- Regularly review pool budget to meet budget goals for the year
- Implement checklists to insure proper standards are being met in terms of cleanliness and payroll tracking
- Increase overall top box scores from user surveys
- Continue to research and plan for updated locker rooms, to include family restrooms, at Sunset Pool
- Re-introduce a minimal in-house concession operation at both pools
- Implement more comprehensive anti-harassment and bullying training for aquatic staff

ACTIVE OLDER ADULTS/GENERAL TRIPS

- Monitor supervisor/participant ratios for salary savings and improved bottom line
- Research the viability of continuing to offer trips and make a recommendation for future plans

SAFETY PROGRAM

- Implement quarterly online PDRMA courses for recreation staff
- Research and implement heightened cleanliness and sanitization methods throughout the district
- Successful completion of all safety audits
- Adhere to new guidelines as dictated by the CDC and IDPH
- Incorporate PDRMA trainings into front office monthly meetings
- Continue research and implementation of Threat Management training
- Assist PDRMA in piloting a new control loss review method

- Continued adjustments to all safety guidelines as advised by IDPH and the CDC

STAFF TRAINING

- Re-structure recreation staff meetings to better utilize time, and incorporate additional trainings
- Coordinate staff training topics to be included in meetings quarterly. Subjects could include customer service, time management, personal growth, etc.
- Continue training on Rec Trac as more efficiencies are found throughout use
- Continue to encourage staff to seek outside continuing education opportunities

CAPITAL IMPROVEMENTS

- All baseball/softball fields put on rotation to be laser graded every two(2) years (1/2 of the fields per year for 2 years)
- Continue the research and planning for the replacement of the Stone Creek Mini Golf Hut

MARKETING AND COMMUNICATIONS

- Implement year-long marketing plan/campaign to exceed budget projections for both fitness centers
- Create and implement sponsorship package program to assist in increasing sponsorship dollars and streamline the process
- Continue to work with contracted marketing firm to increase social media presence, focus on telling our story, and performing website updates
- Continue to contract out production of the brochure and make changes as it relates to layout and design when necessary



Geneva Park District

Western Avenue School & Harrison Street School Gymnasium Manual

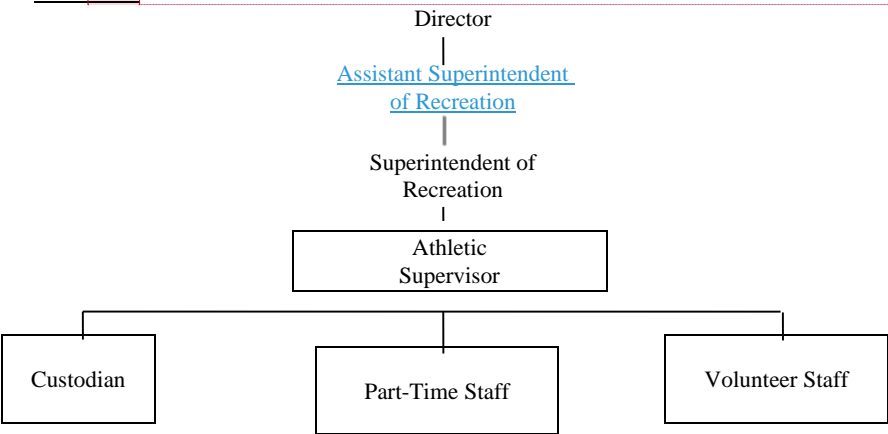
Board Approved ~~May~~[September](#) 20~~21~~[46](#)

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1.0 OPERATIONS

1.01 Flow Chart:



Commented [RC1]: Add in Assistant Superintendent of Recreation

2.0 EMERGENCY PHONE LIST

For all Medical/Police/Fire emergencies, call 911 from any phone. For programming and mechanical emergencies refer to the following phone list.

2.01 Phone List:
(Please call in the order listed)

		Office	
1.	Ryan Coffland Keith Schmerer	Athletic Supervisor	630-262-2212
2.	Elliott Bortner	Asst. Supt. of Recreation	630-262-2214
3.	Nicole Vickers	Supt. of Recreation	630-262-2211
43.	Jerry CulpLarry Gabriel	Supt. of Parks & Prop.	630-232-0605
54.	Mandy MorganAdam Schultz	Asst. Supt. Of Parks & Prop.	630-208-0475
65.	Steve SlivkaBill Braun	Facility Maint. SupervisorMaintenance	630-232-8670
7.	Sheavoun Lambillotte	Director	630-262-2216

Commented [RC2]: Add in Elliott before Nicole

3.0 GYM STAFF

3.01

Board Approved 10/2020

Security/Parks Maintenance Technician

Summary:

Under the direction of the Superintendent of Parks and Properties and Superintendent of Recreation, this Parks Department employee shall perform tasks which include, but are not limited to, custodial duties, facility security, repairs and maintenance of grounds and facilities, maintenance & prepping of the ball fields, and assist with ice & snow removal. This employee will perform custodial duties at Western Avenue School, Playhouse 38 and Geneva High School and conduct security checks at various parks and facilities throughout the Park District. The work day for this position is normally scheduled from 2:30 p.m. to 11:00 p.m. on Sunday and Monday, and then on Tuesday, Wednesday and Thursday 9:30 a.m. to 6:00 p.m.

Supervisor:

The Security/Parks Maintenance Technician reports to the Park Foreman, Superintendent of Parks and Properties, Superintendent of Recreation and the Executive Director.

Qualifications:

Minimum includes completion of a high school education and knowledge of facility, grounds and equipment repairs and maintenance, construction and facility security.

Essential Functions Sunday and Monday:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the facilities as assigned, including but not limited to outdoor restrooms, Western Avenue School, Geneva High School, Playhouse 38, Sunset Pool, the Skate Park, Stone Creek Miniature Golf Course and Stephen D. Persinger Recreation Center.
2. Complete security checks at the Sunset Community Center and Sunset Racquetball & Fitness Center, Peck Farm Park, Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned, including but not limited to, the Sunset Pool, the Mill Creek Pool, the Skate Park, the Stone Creek Miniature Golf Course, Moore Spray Park, gymnasiums, parking lots and outdoor restrooms.
3. Complete night lock up of various seasonal facilities, including but not limited to, outdoor restrooms, Moore Spray Park and the Skate Park.
4. Check in with front desk and custodial staff at Sunset Community Center and Stephen D. Persinger Recreation Center. Mail and package run between facilities.
5. Assist with special events (Sunday Concerts at River Park, Playhouse 38 Productions, Nutcracker Dance, etc.) as needed.
6. Park security checks. Empty full garbage cans as necessary and as time allows.
7. Answer cell phone and respond to items needing immediate attention.

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8. Complete facility maintenance schedules and checklists of Sunset Community Center, Sunset Racquetball & Fitness Center and Stephen D. Persinger Recreation Center, as well as seasonal facilities as assigned.

9. Set-up and clean-up classes/programs offered at Western Avenue School, gymnastics at Geneva High School and at Playhouse 38 as described below. At times, if necessary, also at the Sunset Community Center, Sunset Racquetball & Fitness Center and Stephen D. Persinger Recreation Center.

Western Avenue School

- Open Western Ave School and set up for programs
- Clean bathrooms, gym and foyer area at Western Avenue School
- Clean bathroom sinks, toilets, mirrors, windows
- Check all dispensers for needed refills
- Vacuum gym and foyer rugs
- Dust mop or spot wet mop gym floor and foyer as needed
- Maintain order and cleanliness of bleachers, storage area and gym floor
- Clean gym floor with scrubber if necessary
- Lock outside doors, check bathrooms, turn off lights, check doors, set alarm

Geneva High School Gymnastics

- Maintain stock in all dispensers
- Dispose of any garbage
- Sweep and mop floors
- Vacuum carpets
- Clean counter tops, cabinets, desks, drinking fountains, equipment (don't clean bars) and landing area
- Dust furniture in lobby
- Wash windows
- Supervise building while on duty

Playhouse 38

- Performance Room:
 - Sweep stage
 - Wipe down tables & chairs, straighten chairs
 - Vacuum floor & empty garbage
- Bathrooms:
 - Clean toilets, sinks, mirrors & wipe down grab bars
 - Restock toilet paper, hand towels & soap
 - Empty garbage & mop floors
- Hallway:
 - Vacuum carpet
 - Sweep/mop tile

10. Complete minor construction and repair projects as necessary.

11. Operate and maintain motorized equipment and cleaning equipment.

12. Review inventory of cleaning supplies, outdoor restroom supplies and equipment, and notify the proper personnel when products need to be ordered; assist with distribution as directed.

Essential Functions Tuesday, Wednesday & Thursday:

1. In Spring and Fall, in the absence of summer/seasonal staff, assist with prepping baseball/softball fields, lining athletic fields (baseball/softball foul lines, soccer, lacrosse and football) and tending to maintenance issues with baseball and softball fields.
2. In Summer, help as needed with prepping baseball and softball fields after rain has ended.
3. In Winter, assist with snow and ice removal as needed, ice rink maintenance, picnic table repairs and other various projects
4. Disc golf inspections and maintenance.
5. Weekly maintenance items in Wheeler Park – blow debris off and away from tennis courts, parking lot cleanup, monitor tree line/wooded area for debris, hardscape maintenance, etc.
6. Assist security personnel with moving items related to PH38 as needed.
7. Assist with vehicle cleanup.

Safety Program:

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

Marginal Functions:

1. Relocate any furniture/equipment when requested.
2. Assist with any repairs/installation of equipment.
3. Set up for Park District classes.
4. Assist all employees of the Park District as needed.
5. Perform other general Park District duties as assigned.

Physical Requirements:

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

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Security/Parks Maintenance Technician must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Custodians: Board Approved 06/2016

The custodians are responsible for all maintenance needs in the gym area. Full time and Part time custodians share this responsibility. Throughout the week the custodians prepare the gym for programs and clean up after the conclusion of each program.

Position: Gymnasium Custodian

Summary:

The custodian shall perform maintenance tasks, which include, but are not limited to, the cleaning and security of Western Avenue School Gym and Harrison Street School Gymnasium. The custodian is scheduled for evenings, Monday-Friday; however, a schedule shift may occur to include weekend hours during the fall and winter months if needed.

Supervisor:

The Gymnasium Custodian reports to the Athletic Supervisor, Superintendent of Recreation, and the Director.

Qualifications:

Must have a high school diploma with experience and knowledge in repairs and maintenance of buildings and grounds.

Essential Functions:

Maintenance:

1. Perform custodial maintenance and repairs for continual upkeep and cleanliness of the Western Avenue School Gym and Harrison Street School Gymnasium.
2. Operate and maintain cleaning equipment.
3. Set up and takedown of equipment for Park District activities.
4. Review inventory of cleaning supplies and equipment and report any new or replacement material needed to the supervisors.
5. Secure all doors and windows in the facilities during operating hours and at closing.
6. Responsible for snow removal on sidewalks at entryway during work hours at each building.
7. Responsible for following facility maintenance schedules, checklists or other provided materials to provide a clean and safe environment.

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 his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

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 other employees.
2. The custodian 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 activities are performed indoors; these conditions include lighting and temperature.

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3.02 Part-Time Staff:

These employees are paid staff members that supervise the gym area during various recreation programs such as Youth Sports Instructors, Facility Attendants and Basketball Scorekeepers

Position:

Youth Sports Instructor

Board Approved 06/2016

Summary:

A Youth Sports Instructor teaches and coaches participants on the fundamentals, rules and skills of a particular sport.

Supervisor:

A Youth Sports Instructor reports to the Youth Sports Coordinator (if applicable), Athletic Supervisor, Superintendent of Recreation and the Director.

Qualifications:

A Youth Sports Instructor must be at least 16 years of age and have experience/knowledge in materials presented in class as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Plan and organize a specific program with goals and objectives in cooperation with the Youth Sports Coordinator and/or Athletic Supervisor.
3. Prepare daily lesson plans for each class in order to meet the goals and objectives.
4. Develop class rules and guidelines and convey them to participants.
5. Maintain an enthusiastic approach while conducting an organized and well-structured class.
6. Maintain a safe working environment in all areas of work.
7. Evaluate the program at least twice during the season using participant evaluation forms.
8. Challenge the participants with new exercises, drills, and/or assignments.
9. Continually motivate participants to improve their skills and knowledge.
10. Continually seek ways to improve the program.
11. Become a NYSCA/ASEP certified coach (if applicable).
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. 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 Youth Sports Instructor 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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Board Approved 10/2020

Position:

Youth Sports Instructor

Summary:

A Youth Sports Instructor teaches and coaches participants on the fundamentals, rules and skills of a particular sport.

Supervisor:

A Youth Sports Instructor reports to the Athletic Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

A Youth Sports Instructor must be at least 16 years of age and have experience/knowledge in materials presented in class as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Plan and organize a specific program with goals and objectives in cooperation with the Athletic Supervisor.
3. Prepare daily lesson plans for each class in order to meet the goals and objectives.
4. Develop class rules and guidelines and convey them to participants.
5. Maintain an enthusiastic approach while conducting an organized and well-structured class.
6. Maintain a safe working environment in all areas of work.
7. Evaluate the program at least twice during the season using participant evaluation forms.
8. Challenge the participants with new exercises, drills, and/or assignments.
9. Continually motivate participants to improve their skills and knowledge.
10. Continually seek ways to improve the program.
11. Become a NYSCA/ASEP certified coach (if applicable).
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. 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 Youth Sports Instructor 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.

Position: Facility Attendant Board Approved 06/2016

Summary:

The Facility Attendant supervises the activities and programs held at all the Geneva School District schools.

Supervisor:

The Facility Attendant reports to the Athletic Supervisor or Recreation Supervisor, Superintendent of Recreation and the Director.

Qualifications:

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.

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Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Open the building and prepare activity.
3. Check in participants as they enter the facility.
4. Collect fees when the program requires.
5. Maintain order at the event.
6. Ensure the safety of all participants.
7. Clean up activity area and secure the building at the end of the event.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
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.

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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.

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Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Facility Attendant/Building Supervisor 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.

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Board Approved 10/2020

Position:

Facility Attendant

Summary:

The Facility Attendant supervises the activities and programs held at all the Geneva School District schools.

Supervisor:

The Facility Attendant reports to the Athletic Supervisor or Recreation Supervisor, Assistant 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; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Become familiar with the use of the alarm system.
3. Open the building and prepare activity.
4. Check in participants as they enter the facility.
5. Collect fees when the program requires.
6. Maintain order at the event.
7. Ensure the safety of all participants.
8. Clean up activity area and secure the building at the end of the event.
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. 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 Facility Attendant/Building Supervisor 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.

Position: Scorekeeper Board Approved 06/2016

Summary:

A Scorekeeper maintains the score for youth or adult athletic contests.

Supervisor:

A Scorekeeper reports to the Athletic Supervisor, Superintendent of Recreation and the Director.

Qualifications:

Must be at least 16 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.

Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Inform Athletic Supervisor of work availability and set work schedule.
3. Arrive 20 minutes prior to athletic contest to ensure scoring table is in proper order.
4. Work directly with officials to ensure the timely administration of each game.
5. Maintain the score, individual fouls, team fouls, time outs, game time, technical fouls and current quarter.
6. Maintain a safe working environment in all areas of work.
7. Report unsafe situations or conditions to the Athletic Supervisor and/or attendant on duty immediately.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
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. Attend scheduling meetings as assigned by the Athletic Supervisor.
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.
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Basketball Scorekeeper must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements while indoors, including, lighting and temperature.

Board Approved 10/2020

Position:

Scorekeeper

Summary:

A Scorekeeper maintains the score for youth or adult athletic contests.

Supervisor:

A Scorekeeper reports to the Athletic Supervisor and Assistant Superintendent of Recreation.

Qualifications:

Must be at least 16 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.

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Essential Functions:

1. Maintain current CPR and Standard First Aid certifications.
2. Inform Athletic Supervisor of work availability and set work schedule.
3. Arrive 20 minutes prior to athletic contest to ensure scoring table is in proper order.
4. Work directly with officials to ensure the timely administration of each game.
5. Maintain the score, individual fouls, team fouls, time-outs, game time, technical fouls and current quarter.
6. Maintain a safe working environment in all areas of work.
7. Report any unsafe situations or conditions to the Athletic Supervisor and/or attendant on duty immediately.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
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. Attend scheduling meetings as assigned by the Athletic Supervisor.
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.
2. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Scorekeeper must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements while indoors, including, lighting and temperature.

3.03 Volunteer Staff:

These people are non-paid volunteers who coaches athletic teams and may be responsible for supervising gym activities. See Appendix #1 for job description example.

4.0 HOURS

The Geneva Park District has priority use of these gyms - Monday through Friday, 3:30-10:00 p.m. and all day on Saturdays, Sundays and days when school is not in session. The School District may request use during these hours in accordance with School District/Park District agreement.

5.0 GYM SCHEDULE

The gym schedules will be coordinated with the Athletic Supervisor in conjunction with the school principal, [Assistant Superintendent of Recreation](#) and the [Superintendent](#) of Recreation. A schedule book will be maintained by Athletic Supervisor.

Commented [RC3]: Add in Assistant Superintendent

6.0 PHONE USE

All working Geneva Park District Staff is required to have a cellular phone in case of an emergency. There are no public pay phones at either location. If a cellular phone is not available please contact the school's custodian to find out where the nearest phone is located.

7.0 ALARM SYSTEM

The alarm systems at both schools are not currently utilized.

8.0 SAFETY

Complete first aid supplies are located in the Park District desk at Western Avenue School and in the storage closet at Harrison Street School. Accident report forms need to be completed whenever first aid is administered. Completed accident reports should be given to the Athletic Supervisor as soon as possible after the accident.

AED Locations

Western Ave. School: The AED is located between the P.E. Office and our Park District closet. When you walk into the gym you would go right. It is located on the right side of the wall between our closet door and P.E. Office closet door.

Harrison Street School: The AED is located in the main hallway between the New and Old Gym doors. The AED is located to the left of the Old Gym doors. It is also located across the hallway of the New Gym doors.

9.0 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 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

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.

Geneva Park District

Environmental Policy

Board Approved ~~May~~August 2021~~16~~

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1.0 MISSION STATEMENT

The Geneva Park District will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

These policies and guidelines based on the standards provided by the Illinois Park and Recreation Associations *Model Environmental Policy*. The Geneva Park District is committed to the environment and this policy will provide the guidelines for staff to use when carrying out this commitment. The environmental policy is a working document to assist the Geneva Park District to measure and achieve the goals and action plans decided upon by the Green Committee and instituted by park district staff.

2.0 ENVIRONMENTAL POLICY GOALS

2.01 Purchase and use of Environmentally Safe and Sensitive Products

Purchase products for use in facility and park operations, which minimize negative environmental impacts, taking into consideration the effects of product production, use, storage and disposal.

2.02 Wise Use and Protection of Air Water, Soil and Wildlife

Actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

2.03 Wise Use of Energy Resources

Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

2.04 Reduction and Handling of Waster

Reduce waster production, reuse and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.

2.05 Open Space Planning and Preservation

Protect and restore indigenous natural communities such as grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including river corridors, greenways and trails.

2.06 Environmental Education and Interpretation

Provide education and interpretative opportunities for staff, and the public which will increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

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3.0 ACTION PLAN FOR GOALS

3.01 Purchase and use of Environmentally Safe and Sensitive Products

1. The production, use and disposal of many office, recreation and maintenance products contributes significantly to the pollution of the air, water and soil and the destruction of natural communities of plants and animals. Educate product selection in the workplace and at home can mean the difference between an environment safe for all living things, including people, and a planet contaminated with toxic pollutants.
2. Purchase products with recycled content whenever possible for use in recreation programs, offices, park maintenance and development projects
3. Encourage the conservative use of paper and wood in place of plastics and other non-biodegradable and non-renewable products.
4. Eliminate the use of Styrofoam products by staff, concessionaires and park/facility users.
5. Minimize the use of petroleum-based products such as inks, stains, and plastics.
6. Reduce the use of disposable products by the staff, concessionaires and park/facility users.
7. Make use of electronic mail resources such as phone or computer message systems in place of paper memos.
8. Inventory all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, and office products, and investigate environmentally sensitive alternatives.
9. Avoid the use of chlorine-bleached paper products.
10. Reduce indoor air pollutants such as fluorocarbons from spray cans and fumes from cleaning solutions, sealants and paints by using less harmful alternatives.
11. Minimize indoor pesticide use by incorporating integrated pest management within all facilities.
12. Avoid using products harvested from rainforests or other endangered natural communities.
13. Develop a district environmental policy statement for use in bidding documents.

3.02 Wise Use and Protection of Air, Water, Soil and Wildlife

1. All life on earth is dependent upon clean and reliable sources of air, water and soil. Without these basic life-support systems, the quality of life declines and the diversity of plants and animals on the planet is diminished.
2. Reduce vehicle emissions through regular tune-ups and other applicable vehicle maintenance.
3. Identify sources of indoor air pollution and implement a prevention program.
4. Develop a program to monitor and remove asbestos.
5. Conduct an inventory of toxic air emissions and implement an action plan to reduce emission levels.
6. Retrofit all facilities with water conservation hardware and develop a leak detection and correction program.
7. Develop a water conservation plan for swimming pools, and other special facilities.
8. Evaluate the impact of cleaners, solvents and other products on the water source and investigate environmentally sensitive alternatives.
9. Use drought resistant and native species for landscaping.
10. Investigate alternative snowmelt products, using those that have the least impact upon the surrounding soil, water and plant life.

11. Establish a comprehensive integrated pest management program for park grounds, including selection of plant species, preventative maintenance, early detection of problems, natural control methods and minimized use of pesticides.
12. Ensure that underground storage tanks do not leak and remove or replace any defective equipment.
13. Practice soil management and appropriate landscaping to prevent erosion.
14. Incorporate environmental impact considerations in the design process of facilities and parks.
15. Ban the use and release of balloons in parks.

3.03 Wise Use of Energy Resources

1. The majority of energy produced in the United States is derived from non-renewable or limited resources such as oil and coal and from nuclear sources, releasing large amounts of pollutants into the air and/or creating other toxins. Careful conservation of energy resources will minimize pollution while prolonging the lifespan of the non-renewable resources until other alternative and less harmful energy technologies are readily available.
2. Plant shade trees near buildings to reduce energy consumption due to summer air conditioning.
3. Plant evergreens and shrubs as windbreaks along building foundations and walls to reduce energy consumption due to heating.
4. Design and build energy efficient buildings, considering insulation and energy efficient appliances and incorporating alternative, renewable technologies such as solar and wind energy.
5. Conduct energy audits and retrofit buildings with energy saving devices.
6. Improve the efficiency of existing lighting by retrofitting outdoor and indoor lighting with energy efficient bulbs and requiring all new lighting to be energy efficient.
7. Properly maintain refrigerators and air conditioners for more energy efficient cooling.
8. Establish minimum and maximum thermostat temperature settings for all facilities, and reduce heating and cooling usage when buildings are unoccupied.
9. Insulate hot water heaters and pipes and reduce temperature settings.
10. Consider alternative fuels such as propane and natural gas and alternative energy technologies such as electrically powered vehicles.
11. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
12. Support the use of transportation alternatives such as bicycles, car pooling, walking and mass transit and provide incentives for staff and park/facility uses.

3.04 Reduction and Handling of Waste

1. Americans produce over 154 million tons of garbage every year. Most of this so-called trash could have been reused, recycled or reduced at the source. Simple steps taken by the park district to eliminate waste in the workplaces, reuse materials and recycle discards could result in a net waste reduction of 80 percent or more.
2. Investigate source reduction of waste, including purchasing in bulk, minimizing packaging, reducing excess use of paper, and choosing reusable and recyclable products.
3. Reduce paper use by sharing subscriptions, making double-sided reports, reducing junk mail, using memo routing slips and keeping mailing lists current.

4. Investigate ways to reuse office, recreation program, and maintenance/construction materials typically discarded.
5. Compost or otherwise reuse all landscape waste.
6. Develop and implement a comprehensive in-house and parks recycling program including metals, glass, plastics, paper, cardboard, magazines and other recyclables.
7. Recycle batteries, antifreeze, motor oil, Freon and other automotive by-products.
8. Train staff in the proper handling, use, storage and disposal of hazardous materials.

3.05 Open Space Planning and Preservation

1. Open spaces and green places are essential to the health and happiness of all human beings, providing solitude, beauty and inspiration. Maintaining native natural areas is also imperative to the health, diversity and balance of all life on this fragile planet Earth.
2. Develop and implement plans for the re-establishment and/or restoration of native grasslands and woodland ecosystems.
3. Re-establish and protect river corridors, wetlands and other wildlife habitats.
4. Provide appropriate recreational access to and enhance public awareness of such restored and protected natural sites.
5. Support local efforts to establish greenways.
6. Work with commercial or private landowners in an effort to acquire or otherwise ensure the use of these lands for open space.
7. Develop relationships with land trusts and preservation/conservation organizations to assist in open space and natural habitat preservation.
8. Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
9. Utilize native species for park landscaping.
10. Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.
11. Abide by existing laws to protect rare, threatened and endangered plant and animal species.
12. Develop a tree planting and replacement programs to reforest park areas in the community.
13. Organize a volunteer tree planting and maintenance program.
14. Adopt a resolution to protect heritage trees.

3.06 Environmental Education and Interpretation

1. Provide education and interpretation opportunities for staff and the public, which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.
2. Organize an environmental committee consisting of staff from all facilities and/or departments.
3. Involve district staff in an environmental education program, which explains the commitment of the district to the environment, provides information about environmentally conscious lifestyles and workplace choices and habits, and stresses the need for staff input and involvement.
4. Develop and implement an energy awareness program for employees and park/facility users.
5. Develop and implement a water conservation program for employees and park/facility users.

6. Develop plans for dealing with environmental disasters such as chemical spills or floods.
7. Ensure that contractors and vendors comply with the district's adopted environmental policies.
8. Promote leisure activities that minimize environmental impact and energy use.
9. Develop a public relations program to inform the public about the district's environmental efforts, provide community leadership, and serve as a role model.
10. Include environmental lifestyle information in materials distributed to the public.
11. Develop and present public programs, which enhance the public's relationship with the natural world and teach environmentally responsible lifestyles.
12. Interpret the natural resources specific to the community via programs, presentation, signage or brochures.
13. Use Earth Day, Arbor Day and other conservation programs as a vehicle to educate the public about environment.
14. Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.

4.0 Printer Policy & Guidelines

4.01 Purpose

The purpose of this policy is to implement a uniform and consistent approach to the allocation, access and usage of printers for district purposes.

4.02 Guidelines

While printing is necessary in certain circumstances, it should be limited and carried out in an efficient manner.

1. The provision of printers is based on district needs and careful management is required to ensure efficient and effective use.
2. All staff should be encouraged to consider the need to print and should consider using or storing electronic copies instead where possible.
3. Printing documents and other material is an essential function for maintaining public records, reporting and other communication requirements.
4. Geneva Park District is committed to providing printing devices that are fit for purpose and represent value for money.

4.03 Access and Usage

1. In general, the following practices shall apply at all sites.
2. Printers should be used for district purposes only.
3. Only the necessary pages in the document are to be printed.
4. Double sided (Duplex) printing is preferred to reduce paper usage and costs.
5. The Cannon copier/printer (located at Sunset) has the capacity to default print documents to double sided.
6. All employees must configure all eligible devices to print in duplex mode as the default.
7. The District will achieve energy and paper cost reductions and create less environmental landfill waste.
8. Additional printers, i.e. other than the network printers, will only be allocated to an

- individual or work group in exceptional circumstances, based on district need.
9. Desktop printers should only be issued under compelling circumstances.
 10. Convenience is not a valid reason for issuing a desktop printer to an individual.
 - a. Examples of exceptions include cases in which an employee has mobility issues or works in an unusual office layout.
 11. As personal desktop printers fail or become obsolete, those printers will not be replaced.
 - a. Affected individuals will use a network printer for their printing needs.
 12. Where possible, multifunction devices, such as the cannon copier/printer/fax machine, should be used over local/workgroup printers to save the district on printing costs.
 13. Confidential information which is printed should be collected from the printer immediately.
 14. All printers, fax machines, copiers and multifunctional devices must meet current Energy Star requirements.
 15. Offices must use paper with a post-Consumer fiber content or 30 percent or higher or normal day-to-day printing.

4.04 Color Printers

1. The following practices shall apply at all sites.
2. Documents, when deemed necessary, can be printed in color.
3. A color printer should not be a user's default printer unless they have set the printer to default to black and white printing.
4. Due the significant cost associated with color printing versus black and white, color printing should only be used in the below circumstances:
 - Only the necessary pages in the document be printed in color
 - Color printing should only be utilized where it is required to convey important information that would be lost in black and white.



Recreation Internship Program Manual

Board Approved ~~September 2016~~ May 2021

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1.0 WELCOME STATEMENT

We want to welcome you to the Geneva Park District. It is our goal to provide you with the “hands on” experience you will need in order to obtain your first professional position in your chosen field. Your internship plays an important role in your preparation as a [parks & recreation](#) professional. The many tasks and situations you will be exposed to during your [short](#)-stay will have a lasting effect on your future endeavors. We want you to feel that you are a member of our team as you embark on your professional career. All student interns will work under the direction of an experienced supervisor who will mentor you through the internship experience.

This manual is designed to inform student interns, faculty supervisors, and agency supervisors about the goals, policies, procedures, and requirements of the internship experience with the Geneva Park District.

As a [student-recreation](#) intern, you are encouraged to ask questions and make suggestions. [Student Recreation](#) interns provide the Geneva Park District with a means for the exchange of innovative ideas and newly gathered knowledge. We invite your interest, creativity, and enthusiasm. There are so many opportunities for you to learn and grow during your internship. Take the initiative and pursue your goals. Your time to experience and learn is now!

2.0 MISSION & VISION STATEMENT

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

3.0 PHILOSOPHY OF THE INTERN PROGRAM

The Geneva Park District wishes to provide students with an experience comparable to an entry-level position. [Students-Interns](#) will be treated as ~~a~~-full-time recreation employees and will be expected to perform accordingly.

Each program will be tailored to the individual [internstudent](#)’s needs and interests. The program will be based on the [student’s-intern’s](#) previous experience, goals, strengths and weaknesses. The program will be designed to expand an [intern student’s-intern’s](#) overall experience, allowing [him/her/them](#) to utilize strengths, while challenging weaknesses.

An [intern student](#) will get out of this program exactly what [he/she/they](#) puts into it. The more involved an [student-intern](#) gets in the organization, the more beneficial their experience. We encourage [students interns](#) to test and develop the basic skills learned during their past college education experience.

4.0 AGENCY OVERVIEW

The Geneva Park District was established in 1953 and began with four parks: Wheeler, Dryden, Island and McKinley. From four parks and a small number of athletic programs, we have grown to over 50 parks, occupying approximately 700 acres and 3,000 recreation programs offered annually. Over the span of more than 50 years we have made great strides in meeting the needs of a growing community. The park district has constructed bike/pedestrian trails, playgrounds and parks, athletic fields, two outdoor pools and water spray grounds, a community center, a recreation center, two fitness centers, skate park, and a cultural arts theater, as well as acquired many acres of open space. The park district has over 40,000 program participants and offers various programs which include preschool, a before & after school program, arts and crafts, trips, special events, athletics, dance, martial arts, gymnastics, tumbling, camps, toddler, youth and adult programs.

5.0 INTERNSHIP OVERVIEW

Under the supervision of the Superintendent of Recreation and/or Recreation Supervisors/[Facility Managers](#), interns will receive experience in the following areas: general administration, programming

and facility operations. Interns will also be given the opportunity to work in the Parks Department. Broad internship goals will be established between an intern and their supervisor, prior to the start of an internship. Specific objectives to meet a student's-intern's goals will be developed throughout the internship. The intern will be tasked to write objectives on a bi-weekly basis in consultation with their supervisor. The intern and their supervisor will conduct weekly meetings to evaluate the intern's development and ensure goals and objectives are being met in a timely and progressive manner.

Interns will be treated as fulltime recreation staff members. An orientation program will be given during the first week of an internship, which will include meetings with leadership staff and a tour of the district's parks and facilities. Each intern will complete a special project that is developed in consultation with their supervisor. Documentation of the project will be provided to the intern's supervisor including a written report regarding the intern's experience and evaluation of the project.

Student interns will work out of Sunset Community Center or the Stephen D. Persinger Recreation Center. Normal working hours are Monday–Friday 8:30-5:00pm. There will be evening and weekend hours required, so interns may need to be flexible in their schedules. The Supervisor's will work closely with the interns and attempt to prepare them for full-time employment in the parks & recreation profession.

6.0 AGENCY SUPERVISOR COMMITMENT TO THE INTERN

1. Prepare staff for the arrival of the student intern.
2. Provide the student intern with one, consistent supervisor to provide consistent communication.
3. Confer with the student intern to determine a mutual plan of internship goals and objectives; project-work assignments that will assure these objectives are met.
4. Introduce an overview of the agency's purposes, mission, vision, policies, administration, programs, and facilities.
5. Inform the student intern of all regulations with which he or she/they must abide.
6. Provide opportunities for the student intern to be challenged.
7. Provide student intern with a timeline of duties.
8. Present the student intern to the agency staff as a co-worker in a manner to insure his or her professional status.
9. Orient the student intern to the community, including its political, religious, economic, social, and ethnic background.
10. Acquaint the student intern with resources and materials used in the administration of the agency's recreation programs.
11. Encourage the highest of standards and to praise the student intern for work well done; and to counsel the student intern in areas in which he or she/they does not meet professional entry-level standards.
12. Give the student intern opportunities that will lead to feelings of growth, achievement, and success.
13. Have scheduled conferences with the student intern and conduct intermittent evaluations allowing the student intern to monitor his or her progress.
14. Present criticism in a constructive, objective, and tactful manner. The student intern should be reminded that evaluations are for professional improvement.
15. Keep continuous records of the student intern's work and progress; to be objective in the student intern evaluation; to facilitate the conferences with the student intern and the college supervisor; and to complete the final evaluation report.
16. Encourage self-evaluation by the student intern.
17. Assists student interns in networking opportunities and provide assistance on resume writing, interviewing and professional issues related to securing one's first entry-level professional position.

7.0 INTERN COMMITMENT TO THE AGENCY

The student intern should:

1. Familiarize yourself to the regulations pertaining to the agency and conform to them.
2. Perform all work assignments to the best of your ability.
3. Develop 5 – 7 personal goals.
4. Report to an assignment at least 15 minutes prior to the time due.
5. Plan thoroughly and in advance all assignments.
6. Be free to stay 10-15 minutes after an assignment.
7. Evaluate each meeting or activity that has been planned and conducted.
8. Prepare for weekly [agency-meetings with you](#) supervisor- student intern conferences. Ask questions and present constructive ideas.
9. Be well groomed and appropriately dressed for all assignments.
10. Notify agency supervisor well in advance in cases of absence from work.
11. Be tactful, friendly, courteous, and respectful to all, (Remember: the people working here have jobs to do. They will be happy to help if you use good judgment in what you ask of them).
12. Be cheerful and praising of good work.
13. Consult your supervisor when confronted with problems you cannot satisfactorily solve yourself.
14. Consider yourself an employee of the agency, not someone with special privileges.
15. Pay for own meals and expenses when attending professional meetings, unless otherwise stated.
16. Visit, observe, and participate in phases of agency's operations other than this agency.
17. Attend assigned meetings.
18. Practice excellence in your work.
19. Assist others when you have "down time" and ask how you can help.
20. Maintain professional attitude at all times.
21. Perform work assignments in a safe manner as to not injure yourself or others around you.
22. Be willing to offer new ideas and suggestions to your supervisor.
23. Communicate openly, honestly, and professionally at all times.

8.0 AGENCY COMMITMENT TO THE UNIVERSITY/COLLEGE

1. To coordinate an exchange of information with the student intern.
2. To meet with or write to the college supervisor periodically to discuss the student intern's progress.
3. To send evaluations, of the student interns work, on time.
4. To evaluate the field experience and make suggestions when necessary for their improvement
5. To discuss curriculum offerings as they are related to the student intern.

9.0 INTERNSHIP AGREEMENT

This agreement is made and entered by and between _____ of _____ and the Geneva Park District on this _____ day of _____. _____ agrees to complete an internship experience with the Geneva Park District for a minimum of _____ weeks at 40 hours per week. The intern's regular schedule will be Monday through Friday 8:00 a.m. to 5:00 p.m., with flexibility for evening meetings and weekend programs. The internship will commence _____ and will conclude _____. The student intern will be paid _____. The student intern will report to the _____ Supervisor/Manager/Coordinator.

I have read the commitments between the agency, student, and college/university, and I agree to fulfill the expectations of the internship program at the Geneva Park District as stated.

Intern Signature _____ Date _____

Commented [JK1]: Do we need this?

Agency Supervisor _____ Date _____
Academic Supervisor _____ Date _____

940.0 INTERNSHIP SCHEDULE/TIMELINE –

Recreation Intern (Programming Focused: 8-12 weeks)

- **Week 1: General orientation of the Geneva Park District**
 - Go through fulltime staff onboarding process
 - Get set up with Email, Phone, RecTrac and other IT accounts
 - Receive a tour of the district (all Facilities and several Parks)
 - Meet all fulltime staff at each facility location
 - Meet with district leadership staff individually to get an overview of each department and their goals:
 - Executive Director
 - Superintendent of Recreation
 - Assistant Superintendent of Recreation
 - Superintendent of Parks & Properties
 - Assistant Superintendent of Parks & Properties
 - Parks Foreman
 - Superintendent of Finance and Personnel
 - Review district policies and procedures
 - Work with direct supervisor to establish program goals, objectives, areas of interest and major projects
 - Work with direct supervisor to establish a board meeting to attend
 - May be given small office projects to work on
- **2-3 Weeks: Athletics Supervisor**
 - Assist with athletics programs, league administration, tournaments, field preparations
- **2-3 Weeks: Recreation Supervisor (Before and After School/Camp)**
 - Assist with program administration of the before and after school program and traditional summer camps
- **2-3 Weeks: Recreation Supervisor (Dance, Preschool, Variety, Seniors, Trips)**
 - Assist with the program administration of dance, preschool, variety programs, seniors and trips
- **1-2 Weeks: Facilities (Aquatics, Fitness Centers, Mini-Golf, Peck Farm Park, Playhouse 38)**
 - Work with facility managers to gain an general working knowledge of facility operations in the areas of aquatics, fitness centers, front desk/customer service, mini-golf, peck farm park and Playhouse 38
- **Final Days**
 - Go through fulltime performance evaluation process
 - Review goals and accomplishments of program
 - Prepare final internship report

*Please note: This schedule represents areas to be covered, potential tasks and projects, and their duration. Actual schedule will be dependent on program needs and interests of the intern. Interns will meet with their supervisor in their first week to determine their working hours/schedule.

Recreation Facilities Intern (Facility Operations Focused: 8-12 weeks)

- **Week 1: General orientation to the Geneva Park District**
 - Go through fulltime staff onboarding process
 - Get set up with Email, Phone, RecTrac and other IT accounts

- Receive a tour of the district (all Facilities and several Parks)
 - Meet all fulltime staff at each facility location
- Meet with district leadership staff individually to get an overview of each department and their goals:
 - Executive Director
 - Superintendent of Recreation
 - Assistant Superintendent of Recreation
 - Superintendent of Parks & Properties
 - Assistant Superintendent of Parks & Properties
 - Parks Foreman
 - Superintendent of Finance and Personnel
- Review district policies and procedures
- Work with direct supervisor to establish program goals, objectives, areas of interest and major projects
- Work with direct supervisor to establish a board meeting to attend
- May be given small office projects to work on
- **2-3 Weeks: Aquatics & Recreation Supervisor**
 - Assist with operations of the two outdoor pools, special events and Playhouse 38
- **2-3 Weeks: Sunset Facility Manager/SPRC Facility Manager**
 - Assist with the operations of the two recreation/fitness centers, mini-golf course, front desk operations/customer service, fitness programs and special events
- **2-3 Weeks: Peck Farm Park Manager/Parks Foreman**
 - Assist with the operations of peck farm park, nature camps/programming
 - Depending on interests of intern and needs of the district, the west side parks foreman could be requested to provide support to the intern
- **1-2 Weeks: Programming**
 - Work with the Assistant Superintendent of Recreation and Recreation Supervisors to gain an general working knowledge of program administration in the areas of athletics, before and after school care, summer camp, dance, preschool, seniors, variety programs and trips
- **Final Days**
 - Go through fulltime performance evaluation process
 - Review goals and accomplishments of program
 - Prepare final internship report

*Please note: This schedule represents areas to be covered, potential tasks and projects, and their duration. Actual schedule will be dependent on program needs and interests of the intern. Interns will meet with their supervisor in their first week to determine their working hours/schedule.

Recreational Programming Focus (Athletics, Before/After school, Events, Camps, Marketing)

~~Week One — General orientation to the Geneva Park District. Discussion of Goals, Objectives and major projects. Review park district policies and procedures.~~

~~Week Two — Front Desk Operations, Sunset Community Center and SPRC. Overview of financial operations of the Geneva Park District with Superintendent of Finance and Personnel.~~

~~Week Three — Athletic and Facility Supervisor. Assist with athletic programs, leagues, tournaments, field preparations.~~

~~Week Four — Athletic and Facility Supervisor. Assist with athletic programs, leagues, tournaments, field preparations.~~

~~Week Five — Athletic and Facility Supervisor. Assist with athletic programs, leagues, tournaments, field preparations.~~

~~Week Six — Recreation Supervisor. Assist with before and after school program, camps,~~

~~Week Seven — Recreation Supervisor. Assist with before and after school program, camps,~~

~~Week Eight — Recreation Supervisor. Assist with Cultural Arts and Special Events~~

~~Week Nine — Recreation Supervisor. Assist with toddler and youth programs, dance programs, preschool.~~

~~Week Ten — Assist with, Sunset Racquetball and Fitness Center, Sunset Pool, Stone Creek Miniature Golf and fitness programs.~~

~~Week Eleven — Marketing Coordinator. Introduction to the marketing operations.~~

~~Week Twelve — Final Evaluation. Review status of projects.~~

~~*Please note that this is just a base week by week guideline. Much of this can and will likely be switched around depending on the program area need. Certain times of the year can require more and less focus in a certain area.~~

101.0 INTERN SELF EVALUATION

To be completed by the student during the orientation process.

Directions: Please complete and answer the following questions with thought and professionalism. Use additional sheets, type questions and responses on a separate report.

Assess your strengths both personally and professionally:

1. List areas in which you believe you need further development (including both personal attributes and professional needs). What experiences during this internship may assist you in this development?
2. What do you hope to achieve from this internship experience?
3. What do you hope to do after graduation?
4. What do you aspire to be doing 5 years from now?

112.0 FREQUENTLY ASKED QUESTIONS

1. **What about salary?** Your intern salary will be ~~\$440~~¹⁵⁰ per week for ~~12 weeks~~^{the duration of your program}. ~~There may be times where you are working in a certain program and you could be paid what an employee in that area would be paid.~~
2. **What is deducted from my paycheck?** Deductions include Illinois State Income Tax, Federal Income Tax, and Social Security.

3. **Is there such a thing as overtime pay?** Hours over and above your normal week are not required. However, extra jobs within the district that do not interfere with your responsibilities are paid at our regular rates for these positions. We suggest limiting these extra hours to less than 15 hours per week.
4. **What hours do I work?** Students will work with their supervisor to determine the hours necessary to successfully complete his/her/their job tasks/projects. These hours are to be set at his/her discretion, depending on program hours, projects, special events and meetings. These hours will be at the discretion of your supervisor. It is important to ~~Keep~~ keep your supervisor informed of your whereabouts and when you'll be in the office vs out at a program site. Also, keep a log of the hours you spend on each of your various projects. A 40- hour work week is the normal expectation.
5. **What are the park district office hours?** Monday-Friday 5:30am-9:30pm, Saturday and Sunday 7:00am-8:00pm.
6. **What will my responsibilities be?** In general, your first responsibility is to see that your assignments are carried out to the very best of your ability. Second, use your initiative and get involved in finding out as much as possible from every person in the Geneva Park District. Everyone will be happy to help you. Remember to relax and enjoy your position. Parks and Recreation is a "fun" profession for both employees and participants.
7. **Will I have any reports to do?** A weekly memo report will be due to your supervisor no later than 5:00pm each Friday. This report is to detail your accomplishments for the week and your goals for the following week. This report will also be a regular opportunity to inform your supervisor of any new interests that you would like to explore within the district. This depends a great deal on the requirements of your college or university. Additionally, if your school requires a weekly report, copies of that report should be turned your direct supervisor.
8. **What about program evaluation reports?** You should prepare a written evaluation report for the file on every program you are involved with.
9. **How do I find out about Geneva Park District programs?** The Recreation Department files are full of information on programs previously held. Everyone in the office is willing to assist you in finding this information. Ask questions, research our website and read our seasonal brochures.
10. **How do I find out about Geneva Park District procedures?**
Become familiar with the table of contents of the district's various policy and procedure manuals. Take time to ask questions before you act. Procedures in setting up special events and programs should be discussed with the Recreation Supervisor who oversees said program/event. Office procedures can be clarified with the Superintendent of Finance and Personnel or the Office Manager/Facility Manager and/or Customer Service Manager at each facility. Administrative procedures can be discussed with the Superintendent of Recreation and/or your direct supervisor. Procedures regarding the facilities should be discussed with the Facility Manager of each facility's Supervisor. For maintenance problems and procedures, speak to the Superintendent of Parks & Properties. All of these people will be more than willing-happy to help you if approached in the right way-become familiar with the policies and procedures in their respective areas.
11. **Where will I be based?** TBA Recreation Interns will work primarily out of one of our Recreation Centers. However, depending on tasks and projects, interns will work throughout the district at many different sites. Your direct supervisor will work with you to ensure you are familiar with which facility/location you need to be at for different tasks/projects.

12. **Where do I go for supplies?** The front desk staff can assist you with basic supplies. Any equipment or special supplies needed to complete your job will be provided by ~~the Recreation Department-District.~~
13. **What happens if I can't make a program or attend a meeting?** Inform your supervisor as soon as you know you have a conflict. A list of names and phone numbers will be provided to you.
14. **What if I'm ill?** Call the park district office first thing in the morning. Also, contact your supervisor and/or replacement for any programs affected.
15. **What about lunch?** The Geneva Park District staff lunch hour is usually one hour. You will work with your supervisor to Use your discretion in determining when and how long your lunch is, depending on your responsibilities and what area you are working in on a particular day. ~~You will not be paid for your lunch expenses unless it is a business lunch.~~
16. **What about transportation?** Transportation to and from work and during business hours is the intern's responsibility.
17. **Will I be reimbursed for travel?** If you are required to travel out of ~~town~~ Geneva for a work related task, a park district vehicle will be provided to you or your mileage will be reimbursed.
18. **What should I wear?** Dress will depend on specific assignments. When working maintenance, dress accordingly. The same thing would hold true for program assignments, office work, meetings, etc. It is a good idea to bring a change of clothes in case you have to change for a meeting or special assignment.
19. **Am I insured against injury or a lawsuit?** Yes. In addition to Workman's Compensation, you are covered by the park district's general liability insurance.
20. **Is there an answer to every question?** Yes, as long as you're willing to ask someone.

1312.0 TEN POINTS FOR A SUCCESSFUL INTERNSHIP

1. Act professionally. During your internship, you are considered a member of the fulltime recreation staff, and you will be treated as such. Act accordingly. Follow all Geneva Park District policies and procedures and heighten professional potential by giving more than is expected.
2. Keep your mind open to new ideas. Do not be afraid to express new ideas or make suggestions, no matter how insignificant you think they might be. We are very team orientated and welcome ideas from anyone.
3. Adequate planning and decision-making are essential. Good time management is crucial to success as a Recreation Supervisor/Facility Manager.
4. Diplomatic public relations and customer service are sometimes difficult tasks, but they are the essence of our business. Putting aside your personal feeling to ensure the guest leaves happy with a positive experience is our goal.

5. A recreation job is generally one of peaks and valleys. There will be days where there are not enough hours in the day to finish everything; and they there are times when very little is happening. Learn to make constructive use of the valley times to ease the load during peak times.
6. Remember: Do not be afraid to ask questions. [Everyone who works at the Geneva Park District is willing to help you learn. You cannot learn without asking questions.](#)
7. Developing a good telephone personality is important. A good portion of your time will be spent on the phone helping customers and handling program details.
8. Make friends and good working relations with your co-workers. This will enable you to enjoy work and make it fun.
9. Many days will be filled with what might appear to be insignificant tasks. Keep in mind, the little things are what makes a program successful and maintains good public relations.
10. Friendliness, promptness, motivation and thoroughness are important traits in all [parks &](#) recreation personnel.



Geneva Park District

Transportation Risk Management Manual

Board Approved ~~May~~June 2021~~16~~

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1.0 INTRODUCTION

PDRMA members own or operate over 2,000 licensed motor vehicles and drive hundreds of thousands of miles annually conducting park and recreation business. The mode of transportation varies significantly depending on the job. Transportation responsibilities may be as simple as parking golf carts to as complicated as trimming trees along a parkway or driving cross country on a field trip. However, the complexity of the job is irrelevant if the risks involved are not identified. The risks of operating a motor vehicle can be numerous and quite hazardous to both the operator and others on the road. Over 40,000 individuals are killed each year in the United States and approximately 2,500,000 are injured in motor vehicle collisions. PDRMA members themselves have annually been involved in over 175 motor vehicle collisions involving bodily injury and property damage costing members over \$380,000 per year. A simple task, such as parking a golf cart, driving day campers to the pool or picking up seniors for a field trip can have serious results when the risks are not identified and countermeasures implemented.

2.0 VEHICLE POLICY

Geneva Park District employees should be accountable for their driving actions. Drivers should understand that in certain instances, driving is a condition of employment and these established driving rules and standards are provided to promote a safer driving environment for employees, patrons, and the community. The following general rules apply to the use of motor vehicles while working for the Geneva Park District. These rules are meant to encompass both park district owned vehicles and personal vehicles which are operated while working for the park district. Please see your immediate supervisor for further details.

1. Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must notify their immediate supervisor if the status of their driver's license changes. Further, employees must meet the driving record qualifications as established in Appendix A. Driver's abstracts will be requested from the Secretary of State on an annual basis for all agency drivers. (Appendix B & C)

2. Use of any park district vehicle must be authorized by your immediate supervisor.

2.3. The use of hand-held communication devices such as phones, tablets, etc. while driving on a roadway, in a parking lot or in one of our parks is strictly prohibited.

3.4. Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated.

4.5. All vehicle accidents must be immediately reported to your direct supervisor. A copy of the police report and accident reports must be included.

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~~5-6.~~ Employees must immediately notify their direct supervisor of any traffic citations whether received on park district time or while operating their personal vehicle outside of work.

~~6-7.~~ For positions which require full time driving duties, the employee must be at least 18 years of age. Further, the Illinois Vehicle Code requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.

~~7-8.~~ No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any park district owned vehicle at any time, irrespective as to whether the use is for personal or park district business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

~~8-9.~~ Park district vehicles will not be used to transport park district patrons unless the vehicle and employee are authorized to do so or in the case of an emergency.

~~9-10.~~ Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the department of transportation regulations. Please review the park district's complete CDL drug and alcohol policy.

~~10-11.~~ The park district has the right to search any park district vehicle at any time with or without consent.

~~11-12.~~ Employees using their personal vehicle for park district business are required to carry liability insurance on their vehicle in accordance with the applicable law. The park district's liability insurance is secondary to the employee's own coverage.

13. Using your personal vehicle to transport participants in any park district programs is strictly prohibited.

14. Park district has a "No idling policy". Idling vehicles pose safety concerns, waste fuel, are harmful to our environment and can be damaging to our vehicles. Vehicles must be turned off when not in use.

12-15. Keys are to be removed from park district vehicles that will be left unattended. Vehicles that will be left unattended overnight on park district property or at any time off park district property are to be left with all windows closed and all doors locked. Tools and supplies are to be removed from vehicles prior to leaving them unattended overnight.

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3.0 PRE-EMPLOYMENT PROCESS

Driver selection is the first step in transportation risk management. The selection process should be designed to uncover facts about the applicant from which a decision can be made concerning driver eligibility. Geneva Park District personnel should review employment applications, interview applicants, conduct reference checks, conduct criminal background checks, verify education and employment, copy the applicant's driver's license and review the applicant's state driving record.

Studies have shown that drivers with a good driving record tend to take less risks and are therefore in less collisions. A driver who understands the risks involved in driving is probably a better candidate than one who takes driving for granted or as a right. Selecting a driver with numerous moving violations exposes the agency to a greater risk of motor vehicle collisions which, in turn, may lead to financial, property and personnel losses. The following pre-employment guidelines should be followed:

1. The job advertisement should state that the applicant must meet a minimum age requirement (21 for bus/van drivers, 18 for all other vehicles recommended), have driving experience, and have a good driving record that meets or exceeds agency standards.
2. All applicants should complete an employment application form.
3. The agency should check all references indicated on the application form. Previous employers should be called to verify length of employment, type of work performed and number of work-related motor vehicle accidents, if available.
4. A review of the applicant's driving record is a must. Obtain the potential employee's abstract by sending a letter to the Secretary of State indicating the abstract requested is for a potential employee who may drive for the agency. A list of the driver's full name and their driver's license number are required to obtain the abstract. For out of state applicants or employees, a driver abstract should be requested from their previous state of residence. The letter can be sent to:

Illinois Secretary of State-Driver Services
2701 Dirksen Parkway
Springfield, IL 60231
Phone: (217) 785-1434
or (217) 782-2201

5. Interviews should stress the importance of driver safety. Questions concerning the applicant's attitude toward defensive driving should be asked. An optional driver-written test should be administered during the interview process. Questions may be obtained from the Illinois Rules of the Road booklet distributed by the Illinois Secretary of State. Exam questions could cover such topics as following distance, safety belt usage, speed, use of turn signals and defensive driving techniques.

4.0 PRE-PLACEMENT PROCESS

Drivers of commercial motor vehicles are required to undergo and pass a pre-placement drug test. It is recommended those employees who are hired to transport patrons as a function of their job responsibilities also have a pre-placement drug test.

The driver is then given a vehicle orientation(s) and check ride to review their proficiency behind the wheel of the vehicle they will be driving. Often the vehicle selected differs greatly from their own personal ~~car~~ vehicle. Orientation instruction should identify vehicle differences such as height, length, acceleration, and maintenance. The check ride is a good time to reinforce the Geneva Park District's driving policy, seatbelt use, introduce the driver to inspection forms, accident reporting procedures, maintenance and housekeeping procedures, and emphasize that all traffic laws be obeyed. Check rides should be conducted with each of the vehicle types an employee will be operating. The driver's supervisor or safety coordinator should ride along with the employee and observe vehicle preparation (vehicle inspection, use of safety belts, mirror adjustment) and driving style (backing procedures, following distance, turn signal use, traffic laws). (Appendix D)

5.0 DRIVER TRAINING

Effective driver training focuses on the attitudes and abilities needed for drivers to perform their job in a safe and acceptable manner. Proper training should be geared toward blending a driver's existing abilities with those required by the agency's standards. Any employee that operates an agency vehicle should be well trained in driver safety practices. Proper training helps ensure the protection of the agency's assets, reputation, employee morale, patrons, community and continued productivity.

Training can be in various forms, depending on a driver's experience and ability. The following is a recommended training schedule:

1. A driver written test administered during the interview process.
2. All new agency drivers should receive a check ride prior to driving an agency vehicle and every two years thereafter.
3. All agency drivers and employees who drive their personal vehicle on agency business should attend a comprehensive driver-training course during their first six months of employment and every three years thereafter. PDRMA has developed their own driver training program for park district employees. utilizes the National Safety Council's four hour defensive driving course (DDC 4). DDC 4 training materials (videos, booklets, etc.) are provided free of charge to PDRMA members.
4. All employees who drive an agency vehicle or their personal vehicle on agency business should receive, at a minimum, one driver in-service program every three years. Driver training programs are an effective way to disseminate necessary information to drivers and other employees. The main focus of the meetings should be to maintain interest in the driver safety program and to educate drivers on seasonal driving issues. Suggested in-service topics are backing, towing procedures, preventative maintenance, snowplow safety and accident reporting procedures. Hands-on practice and skill tests are recommended during all training programs.
5. Remedial training is useful when there are noticeable problems with a driver's performance level or where there are frequent or severe problems due to collisions or moving violations. Remedial driver training focuses on correcting faulty driving habits and raising a driver's general competence. Remedial training differs from initial training in that it focuses on the selected poor driver in a one-on-one training program specifically designed to target their problem areas such as backing, parking, intersections, towing or improving their driver safety attitude.

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6.0 SAFETY BELTS

Individuals who do not wear their safety belts increase PDRMA's members risk of financial loss. In addition, these individuals portray a poor public image. The Illinois Safety Belt Use Law took effect on July 1, 1985. Under this law, the driver and front seat passengers of a motor vehicle must be secured by properly adjusted and fastened safety belts. The Illinois Vehicle Code has the following safety belt requirements:

1. Driver and ~~Front Seat~~ Passengers: Each driver and ~~all front seat~~ passengers of a motor vehicle operated on a street or highway in Illinois must wear a properly adjusted and fastened safety ~~belt~~.
2. Bus Safety and Safety Restraints: Some park and recreation agencies transport patrons to and from recreational activities and programming. The best way to protect those patrons is to have them securely fastened in a safety restraint. However, current federal standards do not require the installation of seat belts on buses with a gross vehicle weight rating greater than 10,000 lbs. The National Traffic Safety Administration did create a standard requiring buses manufactured after April 1, 1977 to have strong, well-padded, energy-absorbing seats and higher seat backs to compartmentalize and protect passengers during a crash. If the agency bus provides safety restraints, they should be utilized to the manufacturer's specifications. Agencies operating buses manufactured prior to April 1977 should plan to replace the old models with post-1977 models which provide the greater protection.
3. Children and Safety Restraints: The Child Passenger Protection Act of the Illinois Vehicle Code requires a child restraint system when transporting children under the age of 8 in the following circumstances:
 - When transporting children under the age of eight in a vehicle designed to carry not more than ten passengers, which includes passenger cars and mini-vans;
 - When transporting children under the age of eight in a vehicle designed to carry more than ten passengers with a gross vehicle weight rating of 9,000 lbs. or less, which includes 15 passenger vans.

The Illinois Vehicle Code indicates the parent or legal guardian shall provide the child restraint system. If provided, the agency must utilize the parent's restraint or be in violation of the Illinois Vehicle Code. Furthermore, the Illinois Vehicle Code provides protection to the agency when parents or guardians fail to provide restraint systems for their children. Children under the age of ~~16~~ 8 must be properly secured in ~~either an appropriate child restraint system, or seat belt when being transported in non-commercial motor vehicle.~~

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https://www.cyberdriveillinois.com/departments/drivers/traffic_safety/safetybelts.html#:~:text=Illinois%20law%20requires%20all%20drivers,the%20Child%20Passenger%20Protection%20Act.

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7.0 CELL PHONE SAFETY

The use of cell phones in vehicles is leading to an ever-increasing number of cell phone related accidents. Drivers using cell phones and radios can become distracted, impairing their ability to concentrate on roadway conditions and safe driving practices. A lapse of attention, whether it is from a cell phone, adjusting the radio or eating food, can result in serious vehicles accidents. The National Safety Council provides relevant data and statistics, and publishes several free resources and training materials on the issue of distracted driving and cell phone use.

The Illinois Vehicle Code specifically prohibits drivers from operating a motor vehicle on a roadway while using an electrical communication device, including, but not limited to a hand-held wireless telephone, hand-held personal digital assistant, or a portable or mobile computer. (625 ILCS 5/12-610.2 – P.A.098-0506 Electronic Communication Devices). Exceptions include using an electronic device:

- To report an emergency and maintain contact with emergency personnel
- In hands-free or voice-activated mode, which may include the use of a headset
- While parked on the shoulder or when the vehicle has stopped due to obstructed traffic
- A driver using two-way or citizens band radio services
- A driver using an electronic communication device by pressing a single button to initiate or terminate a voice communication
- A driver using an electronic communication device capable of performing multiple functions, other than hand-held wireless telephone or hand-held personal digital assistant (for example, a fleet management system, dispatching device, citizens band radio or music player) for a purpose that is not otherwise prohibited by statute

Employees under the age of 19 are specifically prohibited from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes.

Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

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8.0 COMMERCIAL DRIVERS LICENSE DRUG AND ALCOHOL REQUIREMENTS

The U.S. Department of Transportation published a regulation that required all PDRMA agencies that operate commercial motor vehicles to have a controlled substance and alcohol-testing program. This regulatory testing program went into effect on January 1, 1996. The regulation states that any employee who holds a commercial drivers license (CDL) and may drive an agency commercial motor vehicle must participate in a drug and alcohol-testing program. A controlled substance and alcohol program must **include:**

- A written policy;
- Procedures for controlled substances testing during the pre-placement process;
- Procedures to randomly test 50% of agency commercial vehicle operators for controlled substances annually;
- Procedures to randomly test 10% of agency commercial vehicle operators for alcohol usage annually;
- Procedures for reasonable suspicion testing for controlled substance or alcohol usage while on duty;
- Procedures for post-~~accident-controlled~~accident controlled substance and alcohol testing;
- Procedures for random testing for returning (positive testing) employees;
- Procedures to document and train designated supervisors to identify driver drug and alcohol usage while at the job site;
- Distribution and driver sign-off of the agency's controlled substance and alcohol testing policy;
- Documentation of program compliance.
- A complete CDL Drug & Alcohol Testing policy is contained in the PDRMA Sample Personnel Policy.

See the CDL Drug and Alcohol Procedure Policy Manual for more details.

Commented [TLA6]: Ken, we were recently made aware of some rules and regulations changes on the FMSCA clearinghouse for CDL drivers. We are looking into this and will provide an update as soon as we can.

Unfortunately, motor vehicle collisions do happen and can be quite severe. Even a minor traffic accident can rattle the nerves of a veteran driver. Supervisors must train staff in advance as to what steps to take after a motor vehicle collision to protect themselves, patrons, the agency, PDRMA, and others involved in the crash. The following procedures should be followed:

1. The driver must stop at the scene of the accident or as close to it as possible without blocking traffic.
2. The employee should contact the police or fire department and then assist the injured in whatever way they can. They should not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire.

NOTE: The police should be called every time an agency vehicle is involved in a collision. Even if there is no damage to the agency vehicle, a police report should be obtained.

3. The employee must secure the scene to avoid any secondary crashes caused by the accident scene. This can be accomplished by displaying reflectors, flares (if no fire hazard exists), cones, flags, flashlights, etc.
4. The employee must report any accident to the police as soon as possible. After contacting emergency services, a call should be made to the employee's supervisor or the Director. If the crash is severe and multiple injuries are involved, the agency may implement its Crisis Management Plan.
5. The employee must exchange information with other people involved in the accident. They will need to provide their name, address, driver's license number and insurance carrier. The worksheet identifies PDRMA as providing vehicle insurance. (Appendix E)
6. The employee should look for witnesses and record their names, addresses, and telephone numbers. If a camera is available, take pictures of the crash and surrounding area from different angles. The PDRMA vehicle accident worksheet should be completed.
7. **The employee should not admit any guilt or accept any responsibility from/to any party, such as "We will take care of everything" or "We will take care of your bills".** The agency's defense of a claim is often complicated by admissions made by employees at the scene of the accident or in the completion of the incident report. The driver should only discuss the facts with the police. However, the driver should record any admission of guilt by the occupant(s) of the other vehicle.

8. If the accident involves an unattended vehicle, the driver should call the police and have an accident report completed. If the police cannot assist, the employee must leave a note for the vehicle owner. The note should include the driver's name, agency name, telephone number, and the date and time the accident occurred. The employee should follow up by immediately contacting their supervisor and filing a written report with the police department.
9. Upon notice of a vehicle accident, the agency claims contact should complete and fax to PDRMA the Accident Report Form (Appendix F). Agencies should not wait in sending PDRMA the claims form. Prompt reporting results in faster contacts with the other driver and faster repairs.
10. If an agency vehicle is involved in an accident resulting in injury or death of any person, or in which damage to property of any one person, including the agency's property, is in excess of \$500.00, a written report must be forwarded to the Secretary of State within ten days after the accident.

8.019.01 Agency Vehicle Insurance Card

Liability coverage for park district vehicles is provided by PDRMA through the cooperative contracts provision of the Illinois Constitution, Revised 1970, and Section 6 (joint self-insurance) of the Intergovernmental Cooperation Act (5 ILCS 220/6). PDRMA is an intergovernmental self-insurance pool that is wholly owned and operated by public agency members in Illinois. Pursuant to Section 7-601(b)(4) of the financial responsibility provisions of the Illinois Vehicle Code, vehicles owned by any political subdivision or municipality are **exempt** from the liability insurance policy requirements of that law. However, not all law enforcement officers are aware of this exemption. It is for that reason PDRMA provides a Certificate of Self-Insurance Card for all park district vehicles. This card complies with Section 7-602(g) of the Illinois Vehicle Code (625 ILCS 5/7-602(g)). If an officer requests proof of insurance, present the PDRMA Certificate of Self-Insurance Card. If the officer requests the policy number, inform the officer that PDRMA is self-insured and that there is no policy number. If further clarification is needed, encourage the office to call PDRMA at (630)769-0332.

An insurance card should be inside each park district vehicle. Please see Appendix G for an example of the insurance card.

The Illinois Motor Vehicle Code (625 ILCS 5/7-601) states that vehicles owned by the United States, the State of Illinois, or any political subdivision, municipality or local mass transit district are **exempt** from being required to carry proof of liability insurance. Since the Geneva Park District is a political subdivision of the State, the park district is exempt. However, not all law enforcement officers are aware of this exemption. It is for that reason PDRMA identifies itself on your vehicle accident worksheet as the insurance provider. If an officer requests proof of insurance, present the PDRMA accident form, and if clarification is needed, the officer may call PDRMA. If the officer requests the policy number, inform the officer that PDRMA is self-insured and that there is no policy number. If there is any confusion, encourage the officer to call PDRMA.

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109.0 — ACCIDENT REVIEW

The Safety Committee should review vehicle accidents to determine if they were preventable. The purpose of the review is to decide borderline cases (preventable or non-preventable) fairly and consistently. The review plays an important role in driver/management relations. To effectively determine the preventability of a collision the following steps should be completed:

1. After an accident, the agency should investigate all collision factors thoroughly. These include the events leading up to the accident, the facts relating to the collision, and the post-accident events.
2. The Safety Coordinator should interview the driver as soon as possible after the accident. The safety coordinator needs to be provided all details about what the driver saw and when, as well as how the driver performed behind the wheel. The Safety Coordinator should ask the driver to recount the accident in writing promptly and to sign and date it. This should be done because a driver's account of the accident becomes distorted as time passes.
3. During the driver interview, the Safety Coordinator should ask the driver what, if anything, could have been done to prevent the accident. Replies such as "I guess I could have slowed down more" indicate that the driver could have exercised more caution. Possibly, the accident was preventable.
4. The Safety Coordinator should take as many steps as necessary to verify the driver's account of the accident. Such steps include comparing the driver's statement with police reports. The driver's statement also should be compared to witness statements and other findings at the scene of the accident.
5. The Safety Coordinator should assemble all pertinent documentation in one file relating to the case.
6. The Safety Committee should determine preventable or non-preventable accidents based upon the National Safety Council's definition of preventability: A preventable accident is one in which the driver failed to do everything that reasonably could have been done to avoid the accident.

Upon receipt of the Safety Committee's decision, disciplinary action is decided by management after reviewing the agency's driver standards. Please see Appendix [G-H](#) for additional guidance on determining accident preventability.

110.0 AUTO INSURANCE COVERAGE

Any vehicle Geneva Park District owns, leases, borrows, rents or hires is covered per the provisions and exclusions stated in the PDRMA coverage document. Employees should refer to the coverage document for the current year coverage limit.

11.1 Rental Car Coverage

When an employee rents a car for short-term usage, such as out-of-state functions, they are encouraged to purchase insurance through the rental agency or use a major credit card, which includes rental car coverage. Using a major credit card or purchasing rental car coverage transfers the risk back to the rental agency and PDRMA's coverage would be secondary or excess. Agencies leasing vehicles on a long-term basis would be provided coverage through PDRMA. Proof of coverage is available to Lessors by contacting the PDRMA office.

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124.0 VEHICLE MAINTENANCE AND INSPECTION

124.1 Vehicle Maintenance

A sound preventative maintenance program helps to reduce vehicle equipment failures that can cause accidents. A preventive maintenance program also ensures that vehicles and other related equipment receive service on a routine or scheduled basis, usually by mileage or time. A good preventive maintenance program can be found in the owner's manual of any vehicle.

Typical maintenance includes oil changes and lubrication, engine tune-ups, brake adjustments, hose inspection/replacement, tire rotation, etc. A comprehensive preventive maintenance program will reduce agency maintenance costs. Other benefits will include:

- Fewer accidents caused by vehicle failure.
- Reduced operational costs.
- Reduced downtime.
- Enhanced agency image.
- Better resale value.

A well-documented preventative maintenance program is needed. This record system is a valuable asset for cost control and for liability issues. If an agency vehicle were involved in a collision involving serious injury, death or extensive property damage, those records would prove valuable to an agency's legal defense.

124.02 Vehicle Inspection

Vehicle inspections or condition reports are a good way for drivers to identify vehicle problems that need repair. Each vehicle not used to transport patrons should be inspected on a monthly basis. Vehicles used to transport passengers should be inspected prior to use. However, it is recommended that a driver of any vehicle conduct a walk-around inspection prior to driving to check for damage, loose hardware, tire condition, dripping fluid, etc. A driver should contact the mechanic/supervisor to report a defective or an unsafe vehicle. A vehicle identified as unsafe should not be driven until it is re-inspected, repaired or deemed safe by a mechanic. Inspection forms can be found in Appendices [H.I.](#), [J.](#), and [K.J.](#) The inspection should include:

- All gauges;
- Tires;
- Windows;
- Fluid levels;
- First aid supplies;
- Communications equipment.

124.03 Certificate of Safety Sticker

This is a dated sticker that must appear in the front windshield. The Illinois Vehicle Code, Section 5/13, states that a sticker must be obtained and posted on any motor vehicle under the following requirements:

- The vehicle is designated for carrying more than 10 persons;
- The gross weight rating is more than 8,000 pounds;
- The trailer has a gross vehicle weight rating greater than 5,000 pounds;
- The vehicle is registered as a tow truck.

Members owning or operating motor vehicles meeting the above requirements must obtain a Certificate of Safety sticker at a state testing site. The inspectors will check brakes, lights, horns, rear vision mirrors, reflectors, mufflers, windshields, windshield wipers, flares, frame, axle, wheels, steering apparatus, and other safety devices. Drivers of vehicles who do not have a current sticker are subject to being ticketed. A list of safety test locations can be obtained by calling the Secretary of State's office at (217) 785-1181.

124.04 Emergency Procedures

Given the number of miles driven each year by member agencies, a mechanical breakdown is likely to occur. Agencies need to have staff prepared for these situations. Appendix [K-L](#) lists specific procedures for roadside non-accident type emergencies.

132.0 LENDING-OUT AGENCY VEHICLES

Agencies often lend their vehicles out to certain community groups as a favor or to show community support. This practice can and has placed agencies and PDRMA at risk of financial loss. If the borrower crashes the vehicle and no transfer of risk agreement has been signed, the insurance follows the vehicle or, in other words, the agency pays for the loss. Agencies who lend out their vehicles should have the borrower sign a Vehicle Lease Agreement.

A Vehicle Lease Agreement outlines the terms and conditions associated with any group using an agency vehicle. The agreement must be termed a lease in order to transfer the insurable interest from the agency to the borrowing agency or group. It is important that the agreement be utilized and the terms and conditions met every time an outside group uses an agency vehicle. The Vehicle Lease Agreement states that the insurance of the using group shall be primary to any insurance which the lending agency has. A Vehicle Lease Agreement can be found in Appendix [LM](#).

143.0 PERSONAL VEHICLES USED FOR AGENCY BUSINESS

When an agency employee uses their personal vehicle on agency business and is involved in a vehicle accident, their insurance is primary and PDRMA's coverage would be secondary, and is excess over any other collectible coverage. PDRMA provides coverage to the agency up to \$1,000,000 per occurrence for uninsured and under-insured motorists.

Agencies must require all personnel who drive their own vehicles on agency business to carry State minimum liability insurance. The minimum Illinois liability insurance limits are:

- \$20,000 for injury or death of one person in a crash
- \$40,000 for injury or death of more than one person in a crash
- \$15,000 for damage to property of another person

Employee drivers who maintain the minimum liability limits expose the agency and PDRMA to financial loss due to the secondary coverage provided by PDRMA. Auto collisions represent the number one cause of worker injury and death. The potential cost for multiple occupancy injury or death can reach astronomical amounts. That is why it is recommended that the agencies encourage those staff members to utilize agency vehicles or obtain the following limits:

- \$100,000 for injury or death of one person in a crash
- \$300,000 for injury or death of more than one person in a crash
- \$30,000 for damage to property of another person

In today's environment, even these limits may not be sufficient. It is reasonable to recommend that all non-owned operators carry auto liability limits at levels of:

- \$300,000 for injury or death of one person in a crash
- \$600,000 for injury or death of more than one person in a crash
- \$60,000 for damage to property of another person

Agencies should prohibit the transportation of patrons in employee personal vehicles. Staff utilizing their personal vehicles on agency business should also be held accountable to agency driving standards.

154.0 DISTRICT'S USE OF VOLUNTEER DRIVERS

Agencies expose themselves to considerable liability when volunteers are allowed to transport patrons to and from facilities in their own vehicle on behalf of the agency. This practice is not recommended for PDRMA agencies.

In some case, it may be reasonable to allow a volunteer to drive an agency vehicle. To reduce the risk of a volunteer driver, the agency should obtain state driver abstract record for each volunteer. The review of a prospective volunteer's driving record will confirm that the volunteer has a valid license, determine the type of vehicle which can be legally operated, and highlight any vehicle-related convictions that may reflect driving habits that could be a concern regarding volunteer-related driving. A volunteer's driving record should meet the minimum driving standards of the agency. Each volunteer, new or current, should agree to an initial driver record abstract review through the Secretary of State's office, and thereafter on an annual basis. Volunteers should be given an agency orientation, vehicle orientation, and road check. The agency should also make arrangements for volunteer drivers to participate in a defensive driving course.

165.0 15 PASSENGER VANS

The Federal Department of Transportation Division of the National Highway Traffic Safety Administration (NHTSA) is responsible for the oversight that applies to motor vehicle manufacturers and any person selling or offering for sale or lease a new motor vehicle. Currently, it is a violation of federal law for any person to knowingly sell or lease a new vehicle for use as a school bus that does not comply with all federal laws applicable to school buses. By definition, a school bus is defined as any bus that will be “significantly” used to transport school age children to and from school. Further, a bus is any vehicle, including a van that has a seating capacity of 11 or more persons. This federal statute regulates only the manufacture and sale of new motor vehicles, not the use of any existing vehicles. Once a new vehicle is sold to the first retailer or purchaser, federal requirements no longer apply. State law regulates the use of the vehicle. Currently, the State of Illinois has no law or policy regarding the transportation of patrons in 15 passenger vans. However, there has been concern about the safety of the vans. NHTSA has issued an alert indicating the vans are three times more likely to roll over when they carry 10 or more passengers as the center of gravity is moved upward and rearward.

The National Transportation Safety Board issued a safety report entitled “Evaluation of the Rollover Propensity of 15 Passenger Vans” in June of 2004. The Transportation Safety Board designed four separate models to use as a basis to study accident information to determine significant predictors of 15 passenger van rollovers. In all four models, the speed over 50 mph of the vehicle and the occupancy level were determined to be the two most significant predictors of a van rollover.

In an effort to combat this potential for rollover, NHTSA published a consumer advisory in April of 2004 offering the following suggestions:

- Protect passengers with a seat belt.
- Select an experienced driver.
- Make sure the driver is not fatigued or driving too fast.
- Properly maintain the vehicle tires.
- Avoid placing any load on the roof.
- Curved road speed shall not exceed 50mph.
- Have all passengers and cargo forward of the rear axle.
- Plan route to eliminate curved routes/roads that are navigated at speeds over 50 mph.
- Operate 15 passenger vans with 10 passengers or less including the driver.

Based on the information available from NHTSA and the Transportation Safety Board, PDRMA has developed the following recommendations in addition to those previously listed:

- Agencies that are purchasing new vehicles for “significant” transportation of school age children to and from a school activity should purchase a “school bus” that meets the federal standards developed by NHTSA.
- If agencies are currently transporting children to and from school activities in a 15-passenger van, the local school representative should be contacted to discuss this transportation issue.
- Members can continue to utilize 15 passenger vans to transport participants to non-school related activities. Considering the increased potential for a rollover, all appropriate policies, procedures and training should be implemented.

176.0 SELECTIONS FROM THE ILLINOIS VEHICLE CODE

1. New drivers from out of state or country have a period of 90 days to apply for an Illinois license or permit.
2. A driver who has a change of address or name must notify the Driver Services Department of the Secretary of States Office in writing of their old and new address or of such former and new names and of the number of any drivers license or permit been held by them within a ~~10-day~~10-day time period.
3. The Secretary of State requires that all motor vehicle operators maintain proof of financial responsibility. Proof of financial responsibility shall mean proof of ability to respond in damages for any liability resulting from the ownership, maintenance, use or operation of a motor vehicle for bodily injury to or death of any person in the amount of \$20,000.00 and subject to a limit for any one person injured or killed, in the amount of \$40,000.00 for bodily injury to or death of two or more persons in any one accident and for damage to property in the amount of \$15,000.00 resulting from any one accident.
4. The Secretary of State shall suspend the drivers license issued to a driver upon receiving an authenticated report that the person is 90 days or more delinquent in court ordered child support payments or has been judged in arrears in an amount equal to 90 days obligation or more, and has been found in contempt of court for failure to pay child support.

Appendices

Appendix A

GENEVA PARK DISTRICT
EMPLOYEE/APPLICANT MOTOR VEHICLE RECORD REVIEW

A State Motor Vehicle Record review for the following Employee/Applicant, based on records for last 48 - 60 months, is as follows:

Employee/Applicant Name: _____

of violations prior 36 Mos.

Type A violation: (other).....	_____
DWI, DUI or operating while impaired	_____
Chemical test refusal	_____
Reckless/careless driving	_____
Driving under suspended license	_____
Fleeing police	_____
Leaving scene of accident	_____
Type B violation: Moving violation (other)	_____
Speeding (> 15 mph over limit or over 75 mph)	_____
Improper/illegal lane change or turn	_____
Following too close	_____
Traffic signal offenses	_____
Failure to signal	_____
Failure to yield	_____

Not approved driving record:

- One or more Type A violations in preceding 36 months
- Three or more Type B violations in the preceding 36 months

Approved driving record, with 6-month6-month probationary period:

- Two Type B violations in the preceding 36 months

Note: At its discretion, for employees who fall into the not approved category, the agency may take the following actions which may include, but are not limited to:

- Revocation of an employment offer
- Termination of employment
- Suspension from driving agency owned vehicles
- Require that the employee attend driver safety training
- Be subject to periodic check rides and other forms of driver monitoring

GENEVA PARK DISTRICT
DRIVER ABSTRACT AUTHORIZATION FORM

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office. The Executive Director and the Safety Coordinator appreciate your cooperation by completing the following form and returning it to your supervisor with all other new employee paperwork. All Full-time and applicable Part-time and returning Short-Term employees must also complete this form annually as advised by the Superintendent of Finance and Personnel.

I authorize the Geneva Park District to review my driving record through the Secretary of State's office and I understand that a poor driving record may disqualify me from operating agency vehicles or drive as a part of my employment.

Signature of Employee

Date

Employee's Complete Name: _____
(Last) (First) (Middle)

Street Address: _____

City, State, and Zip Code: _____

Birth Date: _____ Social Security #: _____

Driver's License #/State: _____

Driver's License Classification: _____

HOW TO OBTAIN A MOTOR VEHICLE RECORD BY STATE

Appendix C

State	Contact	Phone	Information Supplied
Alabama	Dept. of Public Safety, Driver License Division	334-242-4400	Accident involvement, traffic convictions, current or left state status, suspensions and revocations.
Alaska	Dept. of Public Safety, Driver Services	907-465-4393	Traffic convictions, suspensions and revocations. (Request full record.)
Arizona	Dept. of Transportation, Motor Vehicle Division	602-255-0072	Accident involvement, traffic convictions, suspensions and revocations -- traffic.
Arkansas	Dept. of Motor Vehicles, Traffic Violation Reports	501-682-7906	Traffic violations, convictions, suspensions and revocations, accidents where a person is at fault, speeding violations in a 55-mph zone are not recorded unless over 75-mph.
California	Dept. of Motor Vehicles	916-657-8098	Accident involvement where a person is at fault or fault is undetermined, traffic convictions, restrictions, suspensions and revocations.
Colorado	Motor Vehicles Division, Driver Services	303-205-5613	Traffic convictions, suspensions and revocations, accident involvement if convicted.
Connecticut	Dept. of Motor Vehicles, Driver Services Division	860-566-5250	Traffic convictions, suspensions and revocations.
Delaware	Division of Motor Vehicles, Driver's License Section	302-856-2500	Traffic convictions, suspensions and revocations.
District of Columbia	Bureau of Motor Vehicle Services	202-727-6761	Traffic convictions, suspensions and revocations.
Florida	Dept. of Highway Safety and Motor Vehicles, Division of Driver Licenses, Bureau of Records	904-488-9145	Accident involvement, traffic convictions, suspensions and revocations.
Georgia	Dept. of Public Safety, Motor Vehicle Records	404-624-7490	Traffic violations, convictions, suspensions and revocations, accidents when subject is cited and at fault.
Hawaii	District Court of the First Circuit, Violations Bureau	808-538-5500	Accident involvement, traffic convictions, suspensions and revocations -- traffic.
Idaho	Transportation Dept., Drivers Services Section	208-334-8000	Traffic convictions, suspensions and revocations.
Illinois	Secretary of State, Driver Services Dept.	217-782-2720	Traffic convictions, suspensions and revocations -- traffic.
Indiana	Bureau of Motor Vehicles, Driver Records Division	317-232-2894	Traffic violations, convictions, suspensions and revocations,
Iowa	Dept. of Transportation, Office of Driver Services	515-244-1052	Accident involvement, traffic convictions, suspensions and revocations, cancellations, denials, disqualifications.
Kansas	Division of Vehicles, Driver Control Bureau	913-296-3671	Accident involvement, traffic violations, convictions, suspensions and revocations,
Kentucky	Division of Driver Licensing	502-564-6800	Traffic convictions, suspensions and revocations,
Louisiana	Dept. of Public Safety, Office of Motor Vehicles	504-925-6009	Traffic convictions, accident involvement, suspensions and revocations -- traffic and other than traffic.
Maine	Secretary of State, Bureau of Motor Vehicles, Station 29	207-287-2733	Accident involvement, traffic convictions, suspensions and revocations.
Maryland	Motor Vehicle Administration, General Information	301-729-4550	Traffic convictions, accident involvement, suspensions and revocations, administrative action.
Massachusetts	Registry of Motor Vehicles, Court Records Division	617-351-4500	Traffic convictions, accident records, suspensions and revocations, driver history.
Michigan	Bureau of Driver & Vehicle Records	517-322-1624	Traffic violations, convictions, points assessed, suspensions and revocations, accidents, restricted license information.
Minnesota	Driver and Vehicle Services, Driver License Section	612-296-2001	Traffic convictions on moving violations
Mississippi	Dept. of Revenue, Driver Records Branch	601-987-1274	Traffic convictions, accident involvement, suspensions and revocations -- traffic.
Missouri	Dept. of Revenue, Drivers License Bureau, License Issuance Section	573-751-4600	Licensing information, traffic convictions, suspensions and revocations, uninsured motorist accident suspensions and license withdrawal actions.

State	Contact	Phone	Information Supplied
Montana	Motor Vehicle Division, Driver License File Unit	406-444-4536	Driving status, traffic convictions, suspensions and revocations
Nebraska	Dept. of Motor Vehicles, Driver Records Section	402-471-4343	Traffic convictions, accident involvement, suspensions and revocations, current status
Nevada	Dept. of Motor Vehicles and Public Safety, Records Section	702-687-5505	Driver's license information, traffic convictions.
New Hampshire	Dept. of Safety, Driving Records	603-271-2322	Accident involvement, traffic convictions.
New Jersey	Motor Vehicle Services, Driver Abstract Section	609-292-6500	Accident involvement, traffic convictions, suspensions and revocations.
New Mexico	Taxation and Revenue Dept., Motor Vehicle Division, Driver Services Bureau	505-827-2241	Traffic convictions, suspensions and revocations.
New York	Dept. of Motor Vehicles, Division of Data Preparation	518-474-0710	Current permit or license status, suspensions and revocations, convictions, accident involvement, information regarding license surrender, reciprocity, CDL history, accident prevention course completion, special issuance and prohibits.
North Carolina	Division of Motor Vehicles, Driver License Section	919-733-4241	Traffic convictions, suspensions and revocations.
North Dakota	Driver License and Traffic Safety Division	701-328-2600	Traffic violations, convictions, suspensions and revocations.
Ohio	Bureau of Motor Vehicles, Data Services Division, Attn: Abstracts	614-752-7500	Accident involvement, moving violation convictions, court and/or administrative suspensions.
Oklahoma	Dept. of Public Safety, Driver Records Services	405-425-2424	Accident involvement, traffic convictions, suspensions and revocations.
Oregon	Driver and Motor Vehicle Services, Records Services	503-945-5000	Different packages offered. Call for information.
Pennsylvania	Dept. of Transportation, Bureau of Driver Licensing	717-787-2982	Accident involvement, traffic convictions, suspensions and revocations.
Rhode Island	Dept. of Transportation, Division of Operator Control	401-277-2994	All violations, convictions, suspensions and revocations, accident involvement.
South Carolina	Dept. of Public Safety, Driver Records	803-251-2940 803-737-0142	Accident involvement, traffic convictions, suspensions and revocations.
South Dakota	Dept. of Commerce, Driver License	605-773-6883	Accident involvement, traffic convictions.
Tennessee	Dept. of Safety	615-741-3954	Accident involvement, traffic convictions, current or withdrawn suspensions or revocations.
Texas	Texas Dept. of Public Safety; License Issuance and Driver Records	512-424-2076	License status, list of all accidents and violations in record.
Utah	Dept. of Public Safety, Driver License Division	801-965-4437	Accident involvement, traffic convictions, suspensions and revocations.
Vermont	Vermont Dept. of Motor Vehicles, Records Unit	802-828-2050 802-828-2017	Accident involvement, traffic convictions, suspensions and revocations, reinstatements.
Virginia	Dept. of Motor Vehicles, Driver Records Request	804-367-0538	Driver's license status, CDL status, previous name(s) and addresses, accidents, convictions, suspensions and revocations, status of driver's license.
Washington	Dept. of Licensing, Driver Records	360-902-3900	Accident involvement, traffic infractions, convictions
West Virginia	Division of Motor Vehicles	304-558-3900	Traffic convictions, suspensions and revocations.
Wisconsin	Dept. of Transportation, Driver Record File	608-266-2353	Accident involvement, traffic convictions, suspensions and revocations.
Wyoming	Dept. of Transportation, Driver Services	307-777-4800	Traffic convictions, suspensions and revocations.

**GENEVA PARK DISTRICT
ROAD CHECK FORM**

Driver: _____ Date: _____

License Number: _____ Classification: _____

Type of Vehicle: _____ Orientation or Annual Review

Vehicle Preparation:	Acceptable	Not Acceptable
Walk around Inspection	_____	_____
Secured Load	_____	_____
Seat Belt Use	_____	_____
Head Restraint	_____	_____
Mirror Adjustment	_____	_____
Inside Vehicle Inspection	_____	_____
Inspect Safety Equipment for Vehicle (Flares or reflectors, F/A Kit, Extinguisher)	_____	_____
Test Horn	_____	_____
Test Headlights, Blinkers, Hazards	_____	_____
Vehicle Accident Form and Insurance Statement	_____	_____

Driving Style:		
Test Vehicle Acceleration (find large, unpopulated parking lot)	_____	_____
Test Vehicle Turning Radius (find large, unpopulated parking lot)	_____	_____
Test Vehicle Braking (find large, unpopulated parking lot)	_____	_____
Backing Technique	_____	_____
Intersections	_____	_____
Visual Check	_____	_____
Left Turn Procedures	_____	_____
Following Distance (three seconds)	_____	_____
Turn Signal Usage	_____	_____
Visual Lead (one block)	_____	_____
Mirror Use	_____	_____
Adjusting Speed	_____	_____
Lane Positioning	_____	_____

Comments

Evaluator Signature _____ Employee Signature _____

GENEVA PARK DISTRICT
ROAD CHECK GUIDELINES FOR EVALUATOR

Vehicle Preparation	
Outside Preparation	<ul style="list-style-type: none"> The driver should walk around the vehicle, noting any damage to the vehicle. During this walk around, the driver should observe any potentially hazardous situations, such as children in the area or parked vehicles. The driver should make a visual inspection of the tires. Observing tire pressure, condition, and tread. Headlights should be clear of dirt and grease.
Inside Inspection	<ul style="list-style-type: none"> The vehicle should be void of excessive litter. Coffee and soda containers should be secured. Any potentially dangerous flying objects should be secured or tied down. Visibility should not be impeded. All doors should be locked.
Seat Belts	<ul style="list-style-type: none"> Seat belts should be available for all passengers. Any passenger not wearing a seat belt should be told to put one on. If the passenger refuses, they will not be allowed to travel in that vehicle. The driver must wear his/her seat belt. The seat belts should be worn correctly. The shoulder belt across the chest and the lap belt over the hip bonebones. The seat belts should not be worn or frayed. The head restraint should be adjusted to the back of the driver's head.
Mirror Adjustment	<ul style="list-style-type: none"> After adjusting the seat and before driving, the driver should adjust the mirrors. The rear viewrear-view mirror should observe traffic directly behind the vehicle and the side mirrors aligned correctly.

Driving Style	
Mirror Use	<ul style="list-style-type: none"> The driver should be able to identify and analyze traffic patterns behind his/her vehicle. When changing lanes, the driver should utilize the side mirror, rear view mirror, and make a head check.
Blind Spot Checks	<ul style="list-style-type: none"> The driver should be aware of the individual blind spots associated with that vehicle. When changing lanes, the driver should make a visual head check. The driver should maintain a 12 – 15 second visual lead.
Turn Signals	<ul style="list-style-type: none"> In a business or residential area, the driver must give a continuous turn signal for at least 100 feet before turning. In other areas the signal must be given at least 200 feet before turning. The driver should use a turn signal whenever changing lanes, which includes passing another vehicle and breaking.
Adjusting Speed	<ul style="list-style-type: none"> The driver should adjust his/her speed depending on traffic conditions, visibility and/or road conditions.
Following Distance	<ul style="list-style-type: none"> The driver should maintain at least a two second following distance from the vehicle in front. Under adverse driving conditions, driving a truck, or towing a trailer, the driver should increase his/her following distance between 3 – 5 seconds from the vehicle in front. When the driver is being tailgated, following distance should be increased. The driver should also maintain an adequate space margin between his/her vehicle and the vehicle in front. When stopped in traffic, the driver should have at least one car length between his/her vehicle and the vehicle in front.
Lane Positioning	<ul style="list-style-type: none"> The driver should be able to pick the lane that is appropriate to his/her vehicle. The driver should drive in the farthest lane to the right when safest to do so. The driver should be able to drive within the lane delineations.
Intersections	<ul style="list-style-type: none"> The driver should check both directions before entering the intersection. The driver should be able to judge time/distance relationship when crossing an intersection. The driver should wait at least one second before proceeding through an intersection. When waiting to turn at an intersection, the, the driver's wheels should be pointed straight. The driver should understand the right-of-way laws.
Backing Technique	<ul style="list-style-type: none"> The driver walks around the vehicle before backing. The driver looks over his/her right shoulder. The driver backs up slowly. The driver glances to the front to make sure the front end is not about to hit anything.

Appendix E GENEVA PARK DISTRICT
VEHICLE ACCIDENT WORKSHEET
General Instructions for Employees

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911 or the police 232-4736, then call your employer 232-4542.
6. Identify witnesses. Record their names, addresses, and telephone numbers. Notes may be taken using the other side of this sheet.
7. Be courteous. Willingly show your drivers license and proof of insurance to police and other drivers!

THIS VEHICLE IS OWNED BY THE ABOVE-NAMED GOVERNMENTAL
AGENCY AND THEREFORE IS EXEMPT FROM THE STATE OF
ILLINOIS MANDATORY VEHICLE INSURANCE LAW.

Vehicle insurance coverage is provided by:
Park District Risk Management Agency
P.O. Box 4320
Wheaton, IL 60189-4320
(630) 769-0332

8. Recollect the time just before the accident and note:

* your speed: _____
* your lane: _____
* use of your turn signal: _____
* use of your headlights: _____
* intersection traffic control devices: _____
* distractions to your driving: _____
* weather conditions: _____

9. Do not argue about the accident and never admit or discuss guilt, however, record any admission of guilt by occupant(s) of other vehicle.
10. If the accident involves an unattended vehicle, call the police and have an accident report completed. Report the accident to your supervisor.

Record Important Information

Witness: _____

Witness: _____

Speed;Lane;Signals,Etc:

Other Vehicle Occupants:



Vehicle Accident Report

[For bodily injury or damage to another's property or for damage to your vehicle]

Attorney/Client Privileged Document

Appendix F
Form
02

Member Information

1	Name of member:	Phone:	Driver name:	Phone:	Date of birth:	Date of hire:
	Address:		Address:		<input type="checkbox"/> Administration <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Family member
	City:	State:	Zip:	City:	State:	Zip:

Member Vehicle

2	Make:	Year:	Model:	Serial no.:	License no.:	Where vehicle can be seen:
	Trailer (if applicable):	Year:	Model:	Area of damage:	Current location of vehicle:	Estimated repair cost:

Accident

3	Date of loss:	Time:	Location (street or highway):		City:	State:
	Were police called to scene? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police dept. called:	Driver:	Arrested:	Ticketed: Violation:
	Name of officer:		Badge #:	Station address:		

Claimant 1

4	Owner of other vehicle:	Age:	Address:		City:	State:	Zip:	Phone:
	Driver, if other than above:	Age:	Address:		City:	State:	Zip:	Phone:
	Make of vehicle:	Year:	Model:	License no.:	Area of damage:	Damage estimate (\$):	Where vehicle can be seen:	

Claimant 2

5	Owner of other vehicle:	Age:	Address:		City:	State:	Zip:	Phone:
	Driver, if other than above:	Age:	Address:		City:	State:	Zip:	Phone:
	Make of vehicle:	Year:	Model:	License no.:	Area of damage:	Damage estimate (\$):	Where vehicle can be seen:	

Property Damage—Other Than Auto (e.g. Fence, Landscaping, Guard Rail, etc.)

6	Owner of property:	Address:		City:	State:	Zip:	Phone:
	Describe damaged property:	Location of property:		City:	State:	Extent of damage:	

Witness Information

7	Name:	Address:		City:	State:	Zip:	Phone:
	Name:	Address:		City:	State:	Zip:	Phone:

Persons Injured								
8	Name 1:		Age:	Name 2:		Age:		
	Address:		Phone:	Address:		Phone:		
	City:		State:	Zip:	City:		State:	Zip:
	Occupation:		Where taken:		Occupation:		Where taken:	
	<input type="checkbox"/> Fatality <input type="checkbox"/> Bleeding <input type="checkbox"/> Unconscious <input type="checkbox"/> No visible injury <input type="checkbox"/> Other _____		<input type="checkbox"/> Pedestrian <input type="checkbox"/> In your vehicle <input type="checkbox"/> In Claimant vehicle <input type="checkbox"/> Complained of pain		<input type="checkbox"/> Fatality <input type="checkbox"/> Bleeding <input type="checkbox"/> Unconscious <input type="checkbox"/> No visible injury <input type="checkbox"/> Other _____		<input type="checkbox"/> Pedestrian <input type="checkbox"/> In your vehicle <input type="checkbox"/> In claimant vehicle <input type="checkbox"/> Complained of pain	
Additional Information								
9	Describe any statements made at scene:							
Accident Description								
10	Describe accident:		Accident diagram:					
Was member vehicle used for business purpose at time of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No								
What street were you on?		Claimant 1:		Claimant 2:				
What direction were you traveling?		Claimant 1:		Claimant 2:				
Weather: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Icy <input type="checkbox"/> Foggy <input type="checkbox"/> Snowy		Traffic conditions: <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy						
Speed limit:		Were you familiar with the area? <input type="checkbox"/> Yes <input type="checkbox"/> No		Traffic controls:				
Signature								
11	Date of this report:	Signature and title:		E-mail address:				




Vehicle Accident Report

› Instructions ‹

Form
02-
I

#	Section	Instructions
1	Member information	Fill in the agency name, address, city and zip. Provide the name of the agency staff that was driving the vehicle. His or her address, email, and date of birth. Date of hire and their employment status by department.
2	Member vehicle	Fill in make, model, year, serial number and license plate number of agency vehicle involved in the accident. Indicate where vehicle can be seen. If known, describe the area of damage and estimated amount of damage. Attach estimate. (Note: Do not wait for estimate to send in form.)
3	Accident information	Fill in details of the accident including date and time. Provide the street location where the accident occurred. Provide the name of the police department involved, the police report number. If any tickets were issued, provide the name of the person to which the police issued the ticket.
4	Claimant 1	Fill in the vehicle owner and driver of other vehicle involved in the accident. Provide their address, city, and phone number. Obtain this information from vehicle accident exchange sheet given at the scene of the accident. Provide the type of vehicle they were driving and where, and to what extent, their vehicles were damaged.
5	Claimant 2	If a second claimant was involved, provide the same information as claimant one.
6	Property damage	Provide information about any property owned by others that was damaged. For example, fencing, Landscaping, Guard Rail, etc.
7	Witness information	Provide information about any third-party third-party witnesses to the accident. (Include vehicle occupants.)
8	Persons injured	List all persons in vehicle or pedestrians on the street injured due to this accident. Indicate where injured parties were taken from scene.
9	Additional information	Provide any statements made at the scene of accident; especially those of the other driver(s) or witnesses.
10	Accident description	This section of form should be filled out by agency driver. They should describe how the accident happened in their words. Indicate if the vehicle was being used for business at the time of the accident. Have the driver draw a diagram of accident scene. Driver should provide information about the street they were on, weather and traffic conditions, etc.
11	Signature	Sign and date the report and provide your phone number. If you have an email address, please add it to the form.

Appendix G

 <p>PDRMA Park District Risk Management Agency</p> <p>PDRMA Certificate of Self-Insurance Card</p> <p>Insured: Geneva Park District</p> <p>VIN: 1FTEX1CF1GKD34401</p> <p>Year/Make/Model: 2016/FORD/PICKUP</p>	<p>Liability coverage for this vehicle is provided by PDRMA through the cooperative contracts provision of the Illinois Constitution, Revised 1970, and Section 6 (joint self-insurance) of the Intergovernmental Cooperation Act (5 ILCS 220/6).</p> <p>PDRMA is an intergovernmental self-insurance pool that is wholly owned and operated by public agency members in Illinois.</p> <p>Pursuant to Section 7-601(b)(4) of the financial responsibility provisions of the Illinois Vehicle Code, vehicles owned by any political subdivision or municipality are exempt from the liability insurance policy requirements of that law.</p> <p>This card complies with Section 7-602(g) of the Illinois Vehicle Code (625 ILCS 5/7-602(g)).</p> <p>For additional information, or in case of an accident, call: PDRMA at 630-769-0332</p>
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GENEVA PARK DISTRICT

ACCIDENT PREVENTABILITY REVIEW RESOURCE GUIDE

This guide, while it is designed to assist in determining the preventability of accidents, does not list every factor that may be involved in a given accident. It does cover the most common aspects of the principal causes of accidents and, as such it can serve as a guide when reviewing accidents.

Vehicle Accident Factors**A. Struck in Rear by ~~Other~~ Another Vehicle**

Non-Preventable if:

1. Driver's vehicle was legally and properly parked.
2. Driver was proceeding in own lane of traffic at a safe and lawful speed.
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or ~~of~~ another person.
4. Driver was in proper lane, stopped and waiting to make turn.

B. Struck While Parked

Non-Preventable if:

1. Driver was properly parked in a location where parking was permitted.
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

C. Accidents at Intersection

Preventable if:

1. Driver failed to control speed so that he could stop within available sight distance.
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
3. Driver pulled out from side street in the face of oncoming traffic.
4. Driver collided with person, vehicle or object while making right or left turn.
5. Driver, going straight through an intersection, collided with another vehicle making a turn.

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D. Striking Other Vehicle in Rear

Preventable if:

1. Driver failed to maintain safe following distance and have vehicle under control.
2. Driver failed to keep alert to traffic conditions and note slow-down.
3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
4. Driver misjudged rate of overtaking.
5. Driver came too close before pulling out to pass.
6. Driver failed to wait for car ahead to move into the clear before starting up.
7. Driver failed to leave sufficient room for passing vehicle to get safety back in line.

E. Sideswipe and Head-On Collisions

Preventable if:

1. Driver was not entirely in the proper lane of travel.
2. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

F. Struck in Rear by Other Vehicle

Preventable if:

1. Driver was passing slower traffic near an intersection and had to make sudden stop.
2. Driver made sudden stop to park, load or unload.
3. Driver's vehicle was improperly parked.
4. Driver rolled back into vehicle behind.

G. Squeeze Plays and Shutouts

Preventable if:

1. Driver failed to yield right of way to avoid an accident.

H. Backing Accident

Preventable if:

1. Driver backed vehicle, causing accident, when such backing could have been avoided.
2. Driver failed to get out of vehicle and check proposed path of backward travel.
3. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

I. Accidents Involving Streetcar or Train

Preventable if:

1. Driver attempted to cross tracks directly ahead of train or streetcar.
2. Driver ran into side of train or streetcar.
3. Driver stopped on or parked too close to tracks.

J. Accidents While Passing

Preventable if:

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather condition, etc.
2. Driver attempted to pass in the face of closely approaching traffic.
3. Driver failed to warn the driver of the vehicle being passed.
4. Driver failed to signal change of lanes.
5. Driver pulled out in front of other traffic overtaking from rear.
6. Driver cut-in short returning to right lane.

K. Accidents While Being Passed

Preventable if:

1. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

L. Accidents While Entering Traffic Stream

Preventable if:

1. Driver failed to signal when pulling out from curb.
2. Driver failed to check traffic before pulling out from curb.
3. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
4. Driver attempted to pull out in a manner that forces other vehicle(s) to change speed or direction.
5. Driver failed to make full stop before entering from side street, alley or driveway.
6. Driver failed to make full stop before crossing sidewalk.
7. Driver failed to yield right of way to approaching traffic.

M. Pedestrian Accidents

Preventable if:

1. Driver did not reduce speed in area of heavy pedestrian traffic.
2. Driver was not prepared to stop.
3. Driver failed to yield right of way to pedestrian.

N. Mechanical Defects Accident

Preventable if:

1. Defect was of a type which driver should have detected in making pre-trip or ~~en~~en-route inspection of vehicle.
2. Defect was a type which driver should have detected during the normal operation of the vehicle.

O. All Types of Accident

Preventable if:

1. Driver was not operating at a speed consistent with existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid accident.
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
6. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

While evidence of a violation of the law is a clear-cut indication of the preventability of an accident, the absence of any violation does not make the accident non-preventable. There are many steps that the driver can take to avoid an accident which are beyond the requirements of the law. An accident review committee should determine whether the driver could have reasonably taken other actions that would have avoided the accident.

**GENEVA PARK DISTRICT
FLEET VEHICLE SAFETY INSPECTION**

Driver: _____ Vehicle Mileage: _____

Inspector: _____ Vehicle Number: _____

Vehicle Make & Year: _____ Date: _____

	Okay	Needs Work
Exterior Inspection:		
Body: Check for dents, scratches, rust & cleanliness	_____	_____
Headlights: Check for broken or burned out bulbs & cleanliness	_____	_____
Mirrors: Check for broken or cracked glass & cleanliness	_____	_____
Tail, Brake & Turn Signals: Check for broken lens, burned out bulbs and proper operation	_____	_____
Tires & Spare Tire: Check pressure and defects, plus tire iron	_____	_____
Windshield & Wipers: Check for wear & cleanliness	_____	_____
Interior Inspection:		
Heater, Air Conditioner & Defroster: Check operation	_____	_____
Horn: Check operation, sound	_____	_____
Instrument Gages: Check operation & lights	_____	_____
Interior: Check condition & cleanliness	_____	_____
Windshield & Windows: Check for cracks & cleanliness	_____	_____
Communication Equipment: Check operation & condition	_____	_____
Safety Belts: Check operation & condition	_____	_____
Mechanical Inspection:		
Brakes: Check adjustment, wear & operation	_____	_____
Engine Compartment: Check all fluids & top off	_____	_____
Miscellaneous Inspections:		
Accident Reporting Kit	_____	_____
Emergency Road Kit	_____	_____
First Aid Kit	_____	_____
Fire Extinguisher	_____	_____

Comments (use back of form if additional space is needed)

**GENEVA PARK DISTRICT
TRAILER INSPECTION FORM**

Appendix [JI](#)

Mechanic/Inspector: _____ Date: _____ Trailer No.: _____

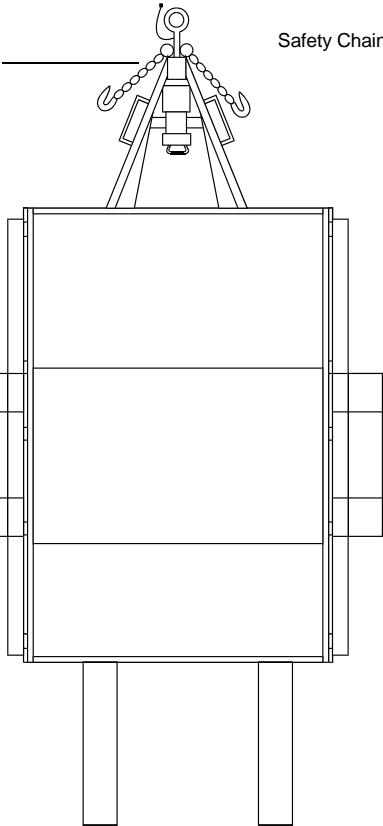
<input type="checkbox"/> = Okay	<input type="radio"/> = Needs Repair	N/A = Does Not Apply
---------------------------------	--------------------------------------	-----------------------------

Light Connection & Cable _____

Hitch _____

Safety Chain _____

Safety Chain _____



Tire _____

Tire _____

Tail Light _____

Tail Light _____

Ramp _____

Ramp _____

Geneva Park District Snowplow Inspection Checklist

Vehicle # _____ Date/Time _____ / _____ Signed _____

Note:

If you have not received in service training on this vehicle with plow and/or spreader in place, check with your supervisor before operating this vehicle.

Check if OK Yes/No

Pre-Trip / Post-Trip

Yes No Yes No

Check tire pressure				
Check vehicle ballast: <i>Good weight distribution for traction.</i>				
Check engine belts for cracks and tightness				
Check for leaks:				
Hoses				
Under vehicle				
Fuel tank				
Check fluid levels: <i>Are they clean and at recommended levels?</i>				
Engine oil				
Brake fluid				
Transmission fluid – <i>suggest changing before/during/and at end of season.</i>				
Radiator coolant				
Windshield washer fluid				
Full fuel tank				
Check windshield for any cracks				
Check windshield wipers				
Check window defroster				
Check mirrors – <i>are they adjusted and clean of ice and snow?</i>				
Check horn/back up alarm				
Check lights: <i>are they aligned, working, and free of ice and snow?</i>				
Headlights				
Brake lights				
Hazard lights				
Turn signals				
Strobe light				
Plow lights				
Check blade assembly:				
Snowplow cutting edge				
Bolts tight				
Cracked welds				
Mounting brackets secure				
Blade markers				
Hydraulics and controls – <i>any leaks and proper operation?</i>				
Check salt/sand spreaders:				
Any loose parts?				
Secured- <i>anchored, tie downs?</i>				
Throttle controls- <i>proper operation?</i>				
Check emergency equipment:				
Two way radio or phone				
Fire extinguisher				
Reflectors/flares/flashlight				
First aid kit				
Extra winter wear – <i>as needed</i>				

Enter on back of form how deficiencies identified will be corrected.**Note:** Check with equipment manufacturers for recommendations before making any field repair to critical equipment.

Geneva Park District Emergency Procedures

A. Vehicle Breakdown Procedures

What to do first:

1. Move the ~~van~~ vehicle to a safe location if possible. If you can safely take care of the problem- do so.
2. Place triangular reflectors/flare behind the vehicle in appropriate location to protect vehicle and patrons. Turn on the vehicle dome light and emergency flashers.
3. ~~Contact your supervisor, our main office at (630)232-4542, our Mechanic at (630)232-8670 or our Security personnel at (630)921-0239 to report the issue(s). Continue calling until you speak with someone who can assist you in getting help. Call 911 if the breakdown is resulting in an unsafe situation. To call the police or highway patrol dial *999 for road assistance on the car phone or wait for assistance on the roadside with your hood up.~~
3. ~~Call the office immediately and speak to your supervisor or one of the vehicle coordinators. If after hours, call the after hours number listed on the emergency sheet.~~

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Information when calling

When calling the office or staff for help:

1. Report the problem
2. Report the location of the vehicle and your location and phone number where you can be reached.
3. Report if another vehicle is needed to complete the route.

B. Tire Changing Procedure- In case of sudden tire failure, avoid heavy brake application. Gradually decrease speed. Hold steering wheel firmly and move slowly to a safe, off road place. Park on a level spot, turn off ignition, turn on the hazard flasher system, and unload all passengers. Drivers should call the office or emergency number for assistance and a replacement van. Do not attempt changing a tire in any vehicle ~~thing~~ bigger than a minivan.

C. Dead Battery- A dead battery will occur if lights are left on, if the vehicle has sat for a long time, or if the battery is old. Once again, if the battery is dead, please call the office or emergency number for assistance before trying to "jump start" the vehicle ~~can~~.

If it is agreed that you may "jump start" the vehicle after talking to the office, follow these procedures:

1. ~~Wear the goggles, apron and gloves provided in the emergency kit.~~
- 2.1. Attach the red clamp to the positive (+) (usually marked red) terminal of the battery in the running disabled vehicle.
- 3.2. Attach the black-red clamp to the negative positive (+)(+) terminal of the running vehicle.
Caution: When the jumper cables are attached to the vehicle battery never touch the opposite end of the jumper cables together. This may cause damage to the vehicles electrical system or may cause the battery to explode.
- 4.3. Attach the red-black clamp to the positive-negative (+)(-) terminal of the disabled running vehicle.

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- 5.4. Attach the black clamp to a ground (a bare piece of metal on vehicle away from the fan) on the disabled vehicle. DO NOT ATTACH TO THE OTHER BLACK TERMINAL.
- 6.5. Rev up the running vehicle steadily and charge vehicle battery for 2-3 minutes.
- 7.6. Start disabled vehicle engine.
- 8.7. Remove jumper cables from vehicle batteries in reverse order and replace them in vehicle.

D. Use of Vehicle Fire Extinguishers (ABC) Multipurpose

In case of Fire:

1. Evacuate Vehicle
2. Call fire department 911
3. Remove extinguisher from its holder
4. Hold the extinguisher firmly in an upright position, 6-10 feet from the base of fire
5. Stay low to avoid inhalation of smoke
6. To discharge extinguisher; remove pin, lift large handle, depress small lever
7. Aim discharge just under the flames, using a side to side motion, sweeping the entire width of the fire
8. The contents are discharged by pressure (Do not aim discharge at a person's face.)

Remember

1. The total discharge of extinguisher contents is a matter of ~~seconds~~; therefore, any delay should be avoided.
2. Never move into an area where fire was burning even though it appears to have been extinguished. You could be trapped and burned if the fire reflash.
3. Never use extinguishers at a distance of less than 6-10 feet.
4. Never dispose of extinguisher in the fire.

For more complete information on the fire extinguishers, read the instructions on the extinguisher.

E. Procedure for Using Triangle Reflector Kit

Assembly and Placement

1. Triangle reflectors are kept in the carrying case in each vehicle.
2. Remove reflectors from case, raise tow arms and snap pin into slot.
3. Turn base to ¼ turn to stop position.
4. Place triangles behind the vehicle at varying distances. Angle triangles away from vehicle towards the road.
5. Triangles should always be placed toward oncoming traffic.
6. When on the side of the road, remember to always put on your emergency flashers. If it is nighttime, it will also help to put on your dome light to make your vehicle more visible.

**GENEVA PARK DISTRICT
VEHICLE LEASE AGREEMENT**

Lessee: _____

Vehicle(s) ~~requested~~ requested: _____

Date(s) requested: _____

Driver(s): _____

Fee (if applicable): _____

TERMS & CONDITIONS

Vehicle Driver Qualifications

No person shall be eligible to nor shall drive any leased vehicle unless the individual has successfully completed an orientation program as presented by the Geneva Park District. It is the responsibility of the lessee to schedule such training at least 10 days prior to the trip.

All drivers shall possess at least the following minimum requirements: twenty-one (21) years of age; good health; and a current drivers license with a drivers abstract reflecting no more than one moving violation (conviction) within the past 12 months and no more than two moving violations (convictions) within the past 24 months. (Driver records can be obtained at any Illinois Secretary of State Office for a \$5.00 fee.) In addition, drivers will follow all DOT regulations and provide documentation when needed.

Insurance

Lessee shall provide to the Geneva Park District prior to the time of delivery of the vehicle, written proof of the following insurance or coverage with limits no less than:

1. Commercial General Liability: \$1,000,000

Combined single limit per occurrence for bodily injury, personal injury, and property damage;

2. Automobile Liability for Non-Owned & Hired Vehicles: \$3,000,000

Combined single limit per accident for bodily injury and property damage;

3. Automobile Physical Damage: \$100,000 with ~~Geneva~~with Geneva Park District ~~being~~District being named as loss payee.

The Geneva Park District shall be named as an additional insured as respect to the General & Auto Liability coverages through execution of the appropriate additional insured endorsement. Lessee's coverage shall be primary insurance/coverage as respects to the Geneva Park District. Any insurance or self-insurance maintained by the Geneva Park District shall be excess of the Lessee's insurance/coverage and shall not contribute with it.

Indemnification

Lessee agrees to protect, indemnify, save, defend, and hold harmless the Geneva Park District, and its officers, officials, volunteers, employees, and agents, from and against any and all liabilities, claims, damages, causes of action, costs and expenses, including reasonable attorney's fees, arising directly or indirectly in connection with or under, or as a result of this agreement.

Signature of authorized representative of Lessee

Date



No Idling Policy Manual

Board Approved May 2021

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

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1.0	Purpose
2.0	Policy Explanation
3.0	Exceptions

1.0 PURPOSE

The purpose of this policy is to establish guidelines to eliminate the unnecessary idling of vehicles by Park District staff as part of an effort to reduce fuel consumption and reduce the District's environmental footprint.

An idling vehicle gets zero (0) miles per gallon. Idling vehicles produce unnecessary pollution that contribute to smog and health problems, causes premature engine wear and wastes fuel, which increases costs to taxpayers. When a vehicle is stopped for more than thirty (30) seconds, turning off the engine can have a dramatic impact on fuel consumption and the environment.

All Park District employees will implement the Vehicle Idling Policy for all District vehicles as outlined below.

2.0 POLICY

This policy applies to all employees while operating any District owned vehicle unless otherwise listed as an exception below. It is recommended employees adhere to this policy any time they are performing Park District business in a vehicle that is not owned by the District. Appropriate use of District vehicles includes the following:

- Vehicles will not park with the engine operating for more than thirty (30) seconds unless it is essential to the performance of the work being performed.
- Initial “warm up” idling should be minimized. If a vehicle's windows are clear, driving should start after no more than thirty (30) seconds.
- Initial “warm up” for diesel vehicles should be limited to three (3) to five (5) minutes, or as otherwise recommended by the vehicle's manufacturer.
- If the vehicle is going to be stopped for more than thirty (30) seconds, except as required while operating the vehicle in routine traffic, the engine should be turned off as idling for more than ten (10) seconds uses more fuel than it takes to restart the vehicle.

3.0 EXCEPTIONS

Due to the diverse nature of the District's vehicle fleet, some exceptions may be made to the Vehicle Idling Policy.

- Vehicles that are required to idle in order to power ancillary equipment mounted on the vehicle without risking damage to the battery;
- The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation of equipment required for job performance;
- A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control;
- The primary engine of a motor vehicle being operated for maintenance or diagnostic purposes;
- The primary engine of a motor vehicle when necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers;
- During a period of any emergency, such as a tornado, ice storm, flood, or any other act of nature, the requirement may be waived by the Department Head or their designee.



Geneva Park District

Safety Manual

Board Approved ~~May~~July 2021~~16~~
~~Revised Section 11 & Added Section 24 January 2019~~

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- 24.025.0 Confined Space Policy
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0.0 EMERGENCY TELEPHONE NUMBERS

OUTSIDE

EMERGENCY/CHEMICAL SPILL - Dial 911

Police (Non-emergency) 630-232-4736

Fire (Non-emergency) 630-232-2530

ESDA 630-879-1510

Alarm Service

Alarm Detection Systems 630-844-6302

Account #110932

Blue Lion Systems

(Peck Farm Video Surveillance) 847-915-4343

Kane County Sheriff (Geneva) 630-232-6840

State Police (Elgin) 847-931-2405

Poison Control Center 1-800-222-1222

Tornado - Call local or state police or sheriff to report

Advocate Aurora Dreyer Medical Clinic 630-879-2110

Delnor Community Hospital 630-208-3000

Park District Risk Mgmt. Agency (PDRMA) 630-769-0332

INTERNAL

Sunset Community Center 630-232-4542

Sunset Racquetball & Fitness Center

M-F 5:30 AM – 9:30 PM

S-S 7:00 AM – 8:00 PM

Stephen D. Persinger Recreation Center 630-232-4501

M-F 5:30 AM – 9:30 PM

S-S 7:00 AM – 7:00 PM

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1.0

**GENEVA PARK DISTRICT
SAFETY POLICY STATEMENT**

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Geneva Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Review Date: ~~November 2014~~ July 2016

President,
Board of Commissioners

Executive Director

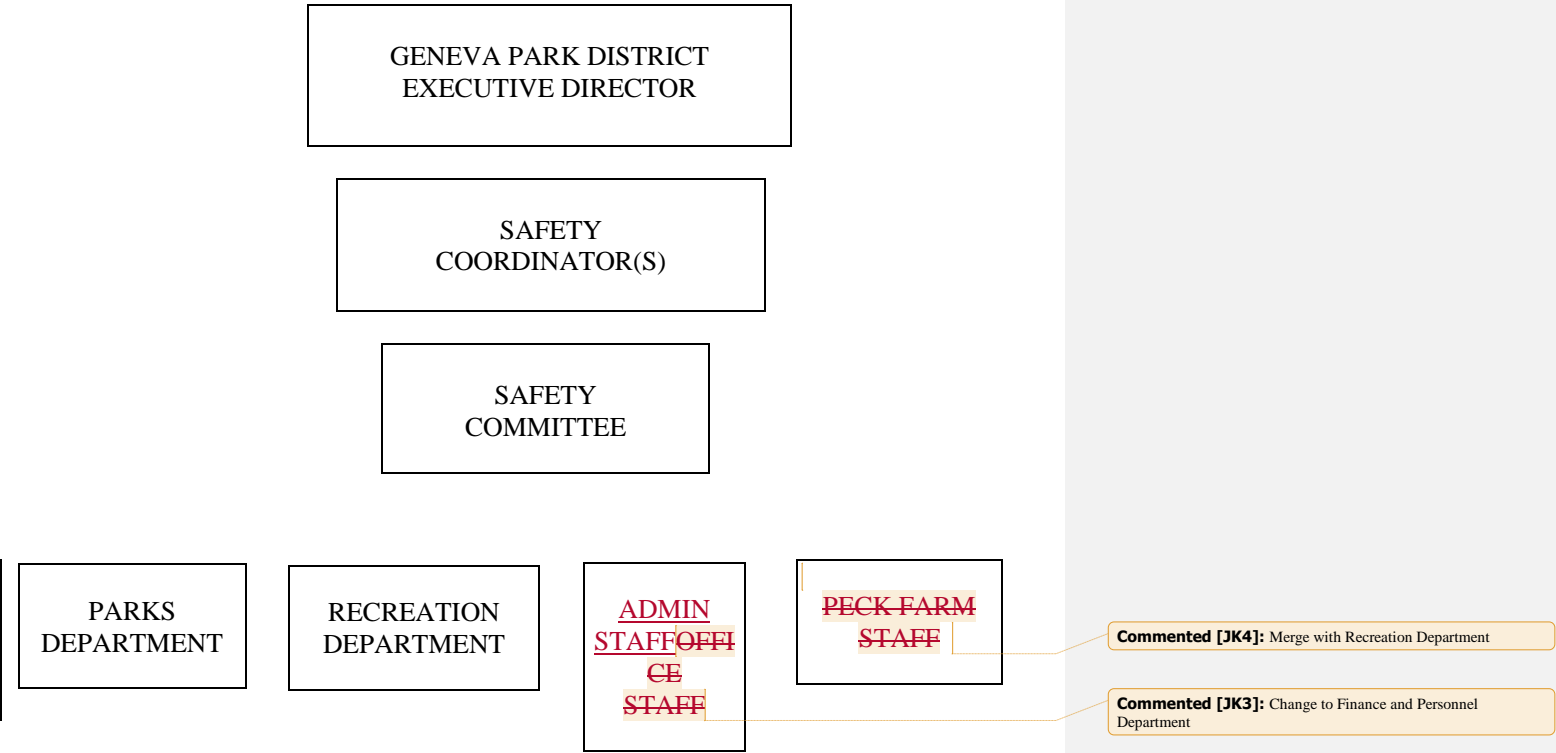
Safety Coordinator(s)

2.0 GOALS AND OBJECTIVES

The Geneva Park District Safety Committee Goals and Objectives are to be made at the beginning of each year. These statement(s) should reflect the items that the Safety Committee wishes to accomplish for the upcoming year.

3.0 ORGANIZATIONAL CHART

GENEVA PARK DISTRICT
SAFETY COMMITTEE FLOW CHART



4.0 LOSS CONTROL PROGRAM

It is the Park District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury and property loss. Supervisory personnel and the Safety Coordinator(s) are available for assistance in safety-related matters.

With the guidance and assistance of the Park District Safety Committee, the Geneva Park District hopes to accomplish the above by:

1. Establishing and maintaining a strong safety attitude in all employees.
2. Providing training sessions to all employees to help educate them in all facets of their job responsibilities and thus help to reduce accidents.
3. Conducting safety inspections and maintaining checklists of parks and facilities to identify problems and potential hazards and correct these problems to keep areas safe.
4. Using waivers to inform persons that participation in recreational activities expose both children and adults to risk of injury and to protect the district against claims for which their actions were not the direct cause.
5. Reviewing all accidents, injuries (near misses) to evaluate their causes and find solutions to avoid re-occurrence.
6. Establishing safety rules and regulations and having each employee know their responsibility of safety.
7. Discussing and addressing all safety concerns.
8. Maintaining "Accreditation" status in the PDRMA Loss Control Program.

Every work assignment and function of the district shall include safety precautions and all employees shall comply with all safety standards and regulations outlined in the safety manual. All employees are expected, as a condition of employment, to adopt and practice the concept that the safe way to perform a task is the only acceptable way to perform it.

Safety Committee:

The Geneva Park District Safety Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each department. The Safety Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held monthly, and visitors are encouraged to attend.

5.0 LOSS PREVENTION EMPLOYEE RESPONSIBILITIES

Each Park District employee shall be responsible for implementing the provisions of this program as it pertains of the District. The responsibilities listed below are the minimum and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce accident losses.

- 5.01 Safety Coordinator(s) Responsibilities: **Please note:** Throughout this text the Safety Coordinator will be listed as one person. The Park District has chosen to split this responsibility between two people. A specific Safety Coordinator job description is available in the Job Description Manual.
1. Generally, the safety coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the district. The Safety Coordinator should be in direct contact and have the support of upper management.
 2. Specifically, the Safety Coordinator may act as chairperson of the Safety Committee although this duty is optional. In any event, he/she provides a Safety Coordinator's report during the meeting and has input into the agenda development for each meeting.
 3. Analyzes loss data from accident/incident reports, departmental correspondence, PDRMA Loss Control Department.
 4. Receives and reviews all safety related departmental or staff memos, minutes, and training rosters and maintains files on loss control and safety program components.
 5. Participates in the orientation and safety training of new supervisors and staff.
 6. Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices. Brings concerns to site supervisors.
 7. Provides coordination in preparing for the PDRMA Loss Control Program Evaluation meeting. Facilitates the meeting.
 8. Attends Risk Management Institutes and other educational sessions sponsored by PDRMA.
 9. Distributes PDRMA correspondence to staff and Safety Committee, including newsletters, LRN Alerts and meeting registration flyers.
 10. Monitors compliance with agency and PDRMA claims reporting policies.
 11. Addresses all full-time staff with a safety updates at the biannual all full-time staff meeting.
 12. Maintains an orderly PDRMA/Loss Control filing system containing all safety documents including all PDRMA correspondence, accident reports, training session forms etc.
 13. Determines which accident/incident reports, employee injury reports, property loss reports and vehicle accident worksheets are claims that need to be sent to PDRMA. Assists with any follow up communications with PDRMA.

5.02 Safety Committee Responsibilities:

1. Establishes and meets specific short-term and long-term safety and loss control program goals and objectives.
2. Reviews all District injuries, accidents and incidents (near misses) and develops countermeasures for prevention.
3. Discusses existing safety policies. Makes recommendations for modification/upgrading and advertises or utilizes policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develops recommendations and target dates (time lines) for loss control program improvement.
6. Concentrates heavily upon needs and concerns which arise during the summer seasonal (busy) months.
7. Prepares for and participates in the PDRMA Loss Control Program Evaluation meeting.

5.03 Board of Commissioners:

1. Has the ultimate responsibility for safety.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies.
4. Participates in safety program by making safety tours, reviews safety reports, praises safety work methods.

5.04 Executive Director:

1. Establishes and administers the safety and loss control programs.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Assumes the duties of, or appoints Safety Coordinator(s) to implement the loss control program for the agency.
4. Instills in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
5. Participates and supports Safety Committee functions.

6. Evaluates the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.

5.05 Department Heads:

1. Works in harmony with the Safety Coordinator(s) to organize Loss Control program aspects which are particular to his/her department.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
4. Makes specific budget allocations for the purchase of safety equipment, safety services and safety training.
5. Reviews and updates inspection criteria. Performs a departmental inspection report (or have alternate deliver) at Safety Committee Meetings.
6. Provides and documents proper orientation, job instruction training and in-service training to supervisors.
7. Prepares needed support information for the PDRMA Loss Control Program Review meeting.
8. Ensures that all documented accidents and unsafe conditions within his/her department are reviewed and/or corrected to maintain a high level of safety in the Geneva Park District.

5.06 Supervisors:

1. Becomes thoroughly familiar with the Safety Manual contents.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Inspects work areas for compliance with safe work practices and rules.
4. Properly orients new employees. Provides and documents good job instruction training and in-service training to current employees.
5. Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
6. Reports and investigates accidents. Provides medical authorization for injured employees to obtain medical care.

7. Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
8. Cooperates with the Safety Coordinator(s) in making sure all memos, training records, material safety data sheets, and correspondence are sent for his/her review.
9. Enforces disciplinary policies.
10. Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
11. Ensures that all documented accidents and unsafe conditions reported to him/her are reviewed and/or corrected to maintain a high level of safety in the Geneva Park District.

5.07 Employee Responsibilities

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Immediately documents and reports all accidents and unsafe conditions to the supervisor.
3. Cooperates and assists in the investigation of accidents.
4. Attends all required safety program and in-service education meetings.
5. Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
6. Pays strict attention to housekeeping of work area(s) and general facility.
7. Wears Personal Protective Equipment in all potentially hazardous situations.

6.0 EMPLOYEE INCENTIVE PROGRAM

Geneva Park District Safety Incentive Program

Each month a person will be recognized for their contributions in making the Geneva Park District a safer place to work, recreate and visit.

This program is to include all full time, part-time and short-term Geneva Park District Employees.

Selection Process will be as follows:

- The safety committee members will nominate and select the monthly recipient.
- The recipients name will then be placed in the safety plaque that is displayed in the lobby of the Geneva Park District building.
- The recipients name shall remain displayed for two months.

Award Process will be as follows:

- At the conclusion of the calendar year all recipients will be eligible for the random drawing of the “Safety Employee of the Month” gift certificate.
- The gift certificate will be for \$35.00 for a local business.

This program has the support of the Board of Commissioners, Geneva Park District Executive Director, and of the Safety Committee.

_____ President of the Board	_____ Date
_____ Executive Director	_____ Date
_____ Safety Coordinator(s)	_____ Date
_____ Safety Coordinator(s)	_____ Date

7.0 GENERAL SAFETY RULES

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

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration. You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

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

9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
12. All employees must follow recommended work procedures outlined for their job, department and/or facility.
13. Employees are responsible for maintaining an orderly environment. All equipment must be stored in a designated place. Scrap/waste material must be discarded in a refuse container.
14. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended, and notify your supervisor.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your license.
19. All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.

◆21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

◆22. Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.

◆23. Employees must never attempt to catch a falling object.

◆Smoking is not permitted in Geneva Park District facilities or within 15 feet of any facility as stated in the Park Ordinance 3.4 Smoking, fenced in facilities such as Sunset Pool, Mill Creek Pool, Playhouse 38, The Skate Park, The Moore Park Sprayground, Stone Creek Miniature Golf, Hawks Hollow Nature Playground and the campfire circle at Peck Farm Park.

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8.0 CLAIM REPORTING

8.01 Purpose Statement:

Prompt and thorough reporting of claims is vital in controlling claim costs. Claim costs include not only the direct expense of replacing destroyed property for example, but also expenses incurred for claims adjustment. It is the purpose of PDRMA as a group - and each individual member above all - to report all claims promptly and thoroughly but at the same time not to report minor incidents which inflate claim administration costs and frequency.

8.02 Claims Philosophy:

The effective management of claims depends upon a close partnership between PDRMA members, staff and contracted agencies. Cooperation amongst all parties is essential to a successful claims process in which claimants are treated fairly, payments or denials are made promptly, communication is on going and the interests of this agency are held in the highest regard. To this end, this policy has been established which promotes these principles in order to obtain quality claim services while protecting the assets of this agency.

8.03 Prompt Reporting:

Prompt reporting improves PDRMA's ability to successfully handle claims: The quicker a claim is reported, the less it costs. Whenever possible, claims should be faxed to PDRMA Claims Dept. at 630-769-0445, [or emailed to claims@pdrma.org](mailto:claims@pdrma.org) within 24 hours of the initial report.

1. Workers' compensation: Prompt reporting results in faster investigation and more medical control.
2. General Liability: Prompt reporting results in better preservation of evidence and recollection of the facts.
3. Auto Liability: Prompt reporting results in faster contacts with the other driver, quicker appraisals and may limit claims for car rental.
4. Volunteer Coverage: Prompt reporting can help the volunteer know that medical out-of-pocket expenses will be taken care of and avoid demand under general liability.
5. Employment Practices: Prompt reporting of complex employment situations can help PDRMA assist members in keeping a termination or other employment issues from becoming a claim.
6. Lawsuits: Prompt reporting helps PDRMA meet the court-mandated time frames, complete investigations and respond promptly to you.

8.04 Prompt Investigation:

Prompt Investigation of incidents and accidents by the Agency is very important. What do I do if an accident has just happened?

1. Deal with the immediate crisis; such as, call the ambulance, contact the parents, etc.
2. Photograph the scene from all angles. Photograph any road/warning signs in place. Photographs of the scene of a vehicle accident can help to mitigate damages.

3. If you have employees as witnesses be cautious when taking their written statements. Be sure they only state what they saw or know for a fact. Be sure they do not speculate about the cause of the accident.
4. Be sure all witness statements (whether employee or patrons) are signed and dated on each page and include the employee's address and phone number.
5. Begin accumulating documentation regarding the incident that PDRMA may need if the incident turns into a claim. Example documents include: copies of waivers, leases, intergovernmental agreements, inspection records prior to the date of the incident/accident, etc.

8.05 How to Report a Claim:

General Liability: Complete the PDRMA ACCIDENT/INCIDENT REPORT and attach the following if possible:

1. Photographs
2. Written statements of staff or witnesses
3. Other investigative reports (*i.e.*, police reports, OSHA reports, etc.)
4. Any other information relevant to the accident/incident

Auto Liability: Complete the ACCIDENT REPORT, AUTO AND TRUCK and attach the following if possible:

1. Photographs
2. Written statements of staff or witnesses
3. Police Report. Police should be called for any vehicle accident involving a District-owned vehicle.
4. Estimates

Important: Do not, however, delay reporting the accident just to include these items.

Property: Complete the LOSS REPORT, PROPERTY and attach the following if possible:

1. Photographs
2. Written statements of staff or witnesses
3. Police Report
4. Estimates

PDRMA business hours are 8:00 a.m. – 4:30 p.m. Generally PDRMA staff is available at the office prior to 8 a.m. and after 4:30 p.m. at 630-769-0332. PDRMA has an emergency service for calls received after business hours. To contact the emergency service follow the instructions on the voice message. Please contact the emergency service if the incident takes place after hours and involves death, severe injury, or major property damage.

8.06 Accidents/Incidents:

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 Department Head 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 Employees: An employee who 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. A Form 45 Accident Report 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. All accident reports then are reviewed by the Safety Committee.

STEPS TO BE TAKEN

1. Employee nearest the injured shall attend to the victim and apply first aid.
2. Second employee shall call 911 if needed and alert the Supervisor.
3. Third employee shall direct bystanders away from the injured.
4. A written accident report shall be submitted to the office that day.
5. The Park District office as well as the parents should be notified by phone.

8.07 General Liability:

An incident/complaint may become a claim if payment or reimbursement is requested due to injury to a person or damage to their property. If staff does not feel comfortable advising the patron or parent that the Agency does not carry premises medical payments coverage feel free to advise the PDRMA Claim Department to call the patrons when sending us the report. Please contact us if you give the patron or parent the PDRMA telephone number. Fax, [or email](#), -the incident report to us as soon as possible so we can discuss the facts with the patron.

Under all circumstances, **a claim should be reported if an accident occurs resulting in:**

1. Head injuries (lacerations, concussions)
2. Any treatment by paramedics or similar emergency service
3. Hospitalization
4. Fractures
5. Severe lacerations or burns
6. Death
7. Request for reimbursement of medical expenses and/or settlement for injuries made by injured party or parent
8. Any contact made by an attorney or Attorney's Lien received

9. A Summons and Complaint (lawsuit) is received

One exception to the above is if hospitalization is non-related to an accident. For example, if a program participant or spectator doubles over in pain and is taken to the hospital and treated for appendicitis, a claim should not be submitted. However, it is suggested the Incident/Accident Report be completed.

8.08 Auto Liability:

Report all auto accidents as soon as possible. Do not wait to get a copy of the police report or estimates for your vehicle or the other driver's vehicle. If the accident is clearly the fault of the other driver and they have insurance which will be taking care of the damages, please report this as well and we will hold it as an incident report and can assist the member in collecting their damages from the responsible party.

Collision Damage - First Party: There is a \$1000 deductible applicable to physical damage to Agency vehicles. If the damage is greater than \$1000 we will assign an appraiser to look at the vehicle and reach an agreed price of repair with a body shop. The purpose of the appraisal is to be sure all related damages are estimated and to be sure that the Agency is not overcharged for the repairs. Please remember that damage to your vehicle must be reported within 45 days for coverage to apply.

Property Damage - Third Party: In accidents where the Agency is clearly at fault, we will assign an appraiser to inspect the other party's vehicle damages. The purpose of the appraisal is to get a firm repair price, to pay only for what the Agency has damaged and to limit the amount of loss and or use of car rental claims.

Bodily Injury Claims: Another reason it is vital to report auto accidents as soon as possible is to give us the chance to reach anyone who may have been injured.

Courtesy Subrogation: In the event your Agency property is damaged and under the \$1000 deductible, the PDRMA claims staff can assist you with recovering from the wrongdoer or their insurance company. Please contact us with these types of claims. We work with uninsured drivers to develop a payment plan. We contact the state regarding the suspension of a driver's license if necessary. PDRMA's in-house counsel may pursue payment or file inter-company arbitration if a carrier refuses to pay.

8.09 Property:

PDRMA provides coverage for all types of Agency property and contents.

There is a \$1000 deductible to the Agency. Some types of leased property are covered as well. For the most part, anything the Agency owns is covered. Our coverage is all-risk with certain specified exclusions. Submit the claim if you have a question or you think it might be covered. We will work with the property insurer on the claims. You have 45 days in which to submit a claim, if you do not present a claim within 45 days of the loss, your claim will be denied.

We also have coverage for Multiple Loss Occurrence (MLO) damages to more than one member Agency when due to a weather condition. Please report your losses even if it is under the \$1000

deductible. In MLO claims, there is one \$1000 deductible pro-rated among the members who reported a claim.

Losses over \$5000 are reported to L J Shaw and Associates. They will appraise the claim and work with the member to process their claim.

General Types of property covered include:

1. Buildings/contents
2. Vehicles/equipment
3. Plate glass
4. Boilers and machinery
5. Backstops, picnic tables, fencing, lighting equipment and other property located in the open
6. Trees and shrubs
7. Electronic Data Processing equipment/media
8. Golf course tees and greens
9. Fine arts
10. Valuable papers
11. Money and securities
12. Docks/marinas
13. Watercraft
14. Animals

A claim should be submitted if: Damage occurs in excess of the current year deductible. Losses totaling less than the current year deductible should not be submitted.

Builder's Risk: This is coverage for new buildings under construction and construction materials on site. A claim should be submitted if destruction, damage, or theft occurs. However, PDRMA must have been told about the project prior to the start of construction so that the project can be added to our schedule. If not, there is no coverage by PDRMA. **A claim should be submitted if:** Damage/destruction occurs to structures under construction in excess of the current year deductible. Losses totaling less than the current year deductible should not be submitted

Business and Service Interruption: This is coverage for net loss of revenue due to a covered property loss or loss of utility service to a revenue producing facility. **A claim should be submitted if:** A net income loss results from a covered property loss or utility service is interrupted and results in a net loss.

8.10 Worker's Compensation:

Workers' compensation benefits are designed by the State of Illinois Industrial Commission to do at least three things:

1. Reimburse an employee for lost wages while off work due to an accident or illness that arises out of and in the course of one's employment.
2. Provide adequate and effective medical care at no expense to the employee.
3. Compensate the employee if any permanent disability has resulted from an accident or illness.

In exchange for these benefits, which are to be paid promptly and without regard for fault or who or what caused the accident, the employee gives up his right to sue the employer.

An application for adjustment is not a suit against the Agency, it is merely an employee's legal right for recovery at the Illinois Industrial Commission.

The supervisor must complete and sign the Form 45. Be sure that the form indicates if there is lost time or not.

Types of Workers' Compensation Claims

Medical Only: Medical only claims are just that. They include claims where medical treatment is rendered but lost time is less than the three-day waiting period. These claims make up the majority of claims and are handled by the claims coordinator.

Lost Time-Temporary Total Disability Benefits (TTD): If the lost time is greater than three (3) working days, we will request a wage statement (Form 04) from you. This covers the prior 52 weeks of employment as the TTD rate is based on the average over the prior year.

TTD benefits are based upon 2/3 of the average weekly wages (AWW) from the employee's prior 52 weeks of work, within minimums and maximums. Currently those minimums are \$100.90 for a full-time employee or the actual wage if part-time and earning less than the minimum TTD rate. The maximum is \$956.32. If your Agency uses a computerized payroll, the wages can be submitted in that form.

Benefits

Medical Treatment: An employee has the choice of two doctors and to whomever those doctors may refer him.

Use a designated occupational physician or clinic. Many employees do not have their own doctor and will be willing to treat with the Agency's doctor right from the start. We recommend that the employee be sent to the Agency's occupational doctor as soon as possible after the accident.

PDRMA uses a preferred health management company for Magnetic Resonance Imaging (MRI), Computerized Tomography (CT) scans and Electromyography (EMG). Using such a company is cost effective and PDRMA is billed directly so there are no out-of-pocket expenses for the employee. PDRMA will schedule these diagnostic tests for the employee. (A prescription from the treating physician is required and can be faxed to PDRMA.)

Progressive Medical Inc. provides prescription coverage for your employees. There are no out-of-pocket costs for the employee and PDRMA is billed directly. Always contact PDRMA when an employee needs a prescription filled.

Medical Management: If complications arise in the course of treatment and the employee suffers from what can become a serious injury or if surgery is necessary, we may assign a medical case manager to work with the Agency and PDRMA. The assignment can be limited, such as just going to one doctor's appointment, or as extensive as making arrangements for the employee to see other doctors. The doctors may work with you in reviewing job descriptions to identify any necessary accommodations based on physical restrictions.

Vocational Rehabilitation: During medical treatment, it may become apparent that an employee will never be able to return to regular duty at the Agency or anywhere else. A vocational counselor may then be retained to assist the employee in moving on in a productive manner. The counselor will work with the employee on writing a resume, developing interview skills, and arranging for interviews. The counselor may also assist with follow-up interviews and try to help resolve a workers' compensation case.

Lump Sum Settlement: In some cases an employee may be entitled to a settlement. He/she may be entitled to some additional compensation for any permanent loss of use of a body part or disfigurement. Not all work related injuries result in lump sum settlements.

8.11 Public Officials Liability:

The filing of a lawsuit immediately results in a claim. Any lawsuits alleging wrongful actions against the agency's officials or employees should be forwarded immediately to the claims administrator. Coverage for these claims is based on the scope and nature of the alleged actions giving rise to the lawsuit.

8.12 Employment Practices Liability:

It is imperative that you or someone from your Agency contact PDRMA's Legal and/or Claims Services department as soon as a potential employment claim arises.

This coverage is for claims brought by employees, which arise out of their employment: such as allegations of discrimination, harassment, or retaliatory discharge.

Potential claims, Equal Employment Opportunity Commission (EEOC) or Human Rights Commission (HRC) complaints, lawsuits, attorney retention or attorney's lien letters should be sent to PDRMA as soon as received.

Some examples of allegations may be as follows:

1. Wrongful dismissal
2. Discharge or termination of employment
3. Wrongful failure to employ or promote
4. Invasion of privacy
5. Employment-related defamation
6. Employment-related wrongful infliction of emotional distress, mental anguish or humiliation
7. Violation of age discrimination in Employment Act
8. Violation of Americans With Disabilities Act
9. Violation of Title VII of the Civil Rights Act of 1964

When PDRMA receives an Equal Employment Opportunity Commission (EEOC)/Human Rights Commission HRC claim from an Agency, initially we will investigate and then refer the case to an attorney who specializes in employment-related litigation who will also work with your Agency to prepare an answer and defense to the lawsuit or filing.

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9.0 PERSONAL PROTECTIVE EQUIPMENT COMPLIANCE PROGRAM

9.01 Introduction:

OSHA's Personal Protective Equipment Standard (PPE) is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register.

In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eye, hands, foot, etc. Agencies must certify in writing that a workplace hazard assessment has been performed.

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employers are also required to certify in writing that training has been carried out and that employees understand it.

While the PPE Standard will primarily effect maintenance departments, there are still many recreation related work activities that need to be included in a hazard assessment which will require the use of personal protective equipment. For example, employees that add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties.

While the PPE Standard is a state mandated compliance program for employees at your agency, good safety practices dictate that your assessment could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that a patron PPE assessment be completed following your employee assessment.

While reviewing specific sections within this compliance assistance program, words such as "must", "shall", "required", and "necessary" indicate requirements under the OSHA\IDOL Standards. Procedures indicated by "should", "may", "suggested", and "recommended" constitute generally accepted good safety practices.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois in the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that effect employees.

It is the responsibility of the Geneva Park District to develop a comprehensive PPE program, which will include the mandatory documentation for PPE assessment and training. This documentation may be requested by the IDOL inspector and reviewed for content and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety-related problems at public agencies and assist in complying with any regulations that are outstanding. Typically, fines will only be assessed when an agency has been informed of a specific violation, and does not respond to correct a violation within the prescribed period set forth by the IDOL

inspector. In most cases, the IDOL inspector will provide you with sample materials to assist in complying with a safety and health regulation. PDRMA can also provide you with sample materials to assist you in your compliance efforts.

9.02 Mandatory Written Requirements Of The PPE Standard:

Written Hazard Assessment

The Geneva Park District is required to assess the workplace to determine if hazards that require the use of head, eye, face, hand or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, the Park District must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, when using almost any type of power equipment, all manufacturers will strongly recommend the use of eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example would be the use of a certain chemical that has toxic or related health effects that would require the use of a properly selected respirator, eye protection, special clothing, gloves, etc. to also protect the employee from the chemical hazards.

Employers must certify in writing that a workplace hazard assessment has been performed. This written hazard assessment must contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

Section 3 of the Safety Manual includes a sample hazard assessment form, which can be used to identify areas that may require the use of personal protective equipment.

It is recommended that the written hazard assessment be completed by a supervisory level staff member that has a good knowledge of safety and health issues. The hazard assessment could also be performed by the safety committee which typically is represented by all departments and facilities within your agency who have specific knowledge of the equipment and other work hazards that exist.

Two other excellent sources of information in completing the hazard assessment are the employees' knowledge of work hazards and equipment owners' manuals that clearly outline the necessary personal protective equipment needed to operate such tools or machinery. These two sources can be very valuable in comprehensively completing the hazard assessment.

Training Requirements

Before performing work requiring the use of personal protective equipment, employees **MUST** be trained in the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly use and adjust PPE
4. Limitations of PPE
5. The proper care, maintenance, useful life and disposal of PPE

The Geneva Park District is required to certify in writing that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of training, and identify the subject of the training. An in-service training form should always be used to document training. Form D in Section 3 of the Safety Manual is a sample training outline form.

The PPE Standard currently only requires that employers show employee understanding through documenting the training which includes the subject and dates. PDRMA recommends that agencies provide a brief 5 to 10 question quiz to employees following training to help ensure that employees understand the most important portions of your training including the use, selection, and related issues concerning specific PPE.

9.03 Specific PPE Considerations:

9.03.01 Head Protection

Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects. For example, employees should be required to wear hard hats whenever working in or around backhoes, tractors, trenching or overhead loading. Head protection resists the penetration of flying objects and also can absorb the shock of a blow. It is important to stress that severe head injuries can be fatal or cause significant impairments that can affect quality of life.

1. Selection of hard hats

Each type and class of head protector is intended to provide protection against specific hazardous conditions.

For industrial purposes, three classes of hard hats are recognized:

Class A - General service, limited voltage protection;

Class B - Utility service, high voltage protection;

Class C - Special service, no voltage protection.

All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category.

2. Inspection and maintenance of hard hats

The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140°F) that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded. Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection. All hard hats should be replaced at the end of a two year period.

9.03.02 Eye and Face Protection

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. The Geneva Park District is responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed;
- Be reasonably comfortable when worn;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable and capable of being disinfected;
- Be kept clean and in good repair.

OSHA, the National Society to Prevent Blindness and PDRMA recommend that emergency eye washes be placed in all hazardous locations such as chemical rooms, battery charging areas, etc.

1. Selection of eye protection

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the agency should consider the type of hazard and degree of hazard and select the protector accordingly. When the agency has a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. Geneva Park District may also consider providing tinted eye safety glasses when employees will be working and driving outside in sunlight.

Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- Eyeglasses with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles;
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

There is a vast variety of eye protection that come in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet

When selecting eye protection, agencies need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate

for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

All eye and face protection purchased prior to July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

2. Eye protection fit

The fitting of goggles and safety glasses should be done by someone skilled in this procedure. It is recommended that agencies work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with your employees.

Prescription safety glasses should be fitted only by qualified optical professionals.

3. Inspection and maintenance of eye protection

The inspection and disinfection of eye protection is essential since it is often used as an excuse by employees not to wear eye protection.

Eye protection that has pitted lenses, dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to keep personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators that are located by specific power equipment can be stored in disinfected metal coffee cans that have a plastic lid which will keep them from accumulating dust and dirt. Employees are more apt to use eye protection when it is readily available, is clean and damage free.

Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage your eye protection.

9.03.03 Ear Protection:

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods of time can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, IDOL regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment. PDRMA staff may be able to help you determine if your agency needs to implement a comprehensive hearing conservation program. PDRMA has additional detailed compliance information on implementing a hearing conservation program.

1. Selection of hearing protection

The two most common types of ear protection are moldable earplugs and earmuffs.

Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable type earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of glasses, long side-burns, long hair or facial movement such as chewing can reduce protection. Important Note: Plain cotton is ineffective as protection against hazardous noise levels.

9.03.04 Respiratory Protection:

Respirators shall be provided when such equipment is necessary to protect the health of the employee. Respirators provided should be suitable for the hazards identified in an assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are material safety data sheets. SDS sheets help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect your employees.

It should be noted that respiratory protection is not specifically covered in the PPE Standard. However, it is recommended by PDRMA that respiratory protection be included in a hazard assessment to identify the jobs and tasks performed by employees that need respiratory protection.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheet).
- When all feasible engineering and work practice controls have been implemented and they are not sufficient to reduce exposures to or below the PEL.
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees that have not received specific training in emergency response procedures that require respiratory protection should contact your local EMS provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

9.03.05 Torso Protection:

Park and recreation employees become involved in a variety of work tasks that may expose their torso to harm. These include working with various pool chemicals, the use of winter clothing to reduce the potential for hypothermia, welding aprons, special protective coveralls to be used when applying pesticides and related work activities. Selection of torso protection should be made after reviewing material safety data sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold. Another excellent source of information in identifying the best possible and most cost effective type of torso protection is a safety equipment supply vendor.

9.03.06 Arm and Hand Protection:

There are numerous types of injuries that can occur to arms and hands, which include burns, cuts, electrical shock, amputation, and the absorption of chemicals. Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries. During a hazard assessment, it should be determined what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is required for specific jobs, the duration of such jobs, frequency, and degree of exposure. Performance oriented criteria should be used when selecting various gloves and related hand protection which should include a determination as to how long the glove can be worn and whether or not it should be re-used. Characteristics to be considered include chemical use, puncture potential, tear and abrasion resistance.

9.03.07 Foot and Leg Protection:

The use of foot and leg protection will be determined by the type of job being undertaken by the employee. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities when there is the potential for heavy objects to fall upon the foot, heavy work boots or safety shoes should be considered. Foot protection should also be considered when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chain saws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When it is determined that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist. Footwear should meet or exceed ANSI/ASTM I75 & C75.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiber glass, or galvanized steel. It is recommended that the agency work with your local safety supply vendor who will often bring out various types of safety shoes to be tested by employees prior to purchase.

Commented [AM5]: Should meet or exceed ANSI/ASTM I75 & C75

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. Agencies may want to require that employees have both a standard work boot and safety shoe available in their locker so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

9.03.08 Personal Protective Equipment for Working Near Water:

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees working on or near water should wear the life vest at all times, even if they are a strong swimmer. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

9.03.09 Traffic Control and Night Maintenance:

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit which will reflect light so that they are visible to moving vehicles.

9.03.10 PPE for Prescribed Burns:

NOMEX or fireproof clothing, fire helmets, leather gloves and work boots are required. Face coverings or respirators are recommended during prescribed burns.

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9.04 Conclusion:

For the personal protective equipment program to be effective, it should be coordinated by the Safety Coordinator(s) and relative department heads. Supervisors and employees must be educated in when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with the personal protective equipment procedures should be subject to discipline or retraining.

Commented [AM6]: PPE for Prescribed burning:
Nomex clothing, fire helmet, leather gloves

10.0 PROPER DRESS FOR WORK

To further personal protection on the job, employees must understand that they share in the responsibility for reducing the risk associated with their own clothing, grooming or personal effects in conjunction with their job activities. Hence, he or she may be asked at the outset of the job to remove or eliminate any personal effects which represent a hazard in completing the job. Unless otherwise instructed, employees should assume that these types of directives would stand during the course of employment.

Examples of personal effects include but are not limited to the following:

- Loose or ragged clothing
- Long pants or short pants
- Jewelry
- Cosmetics
- Hair length or style
- Glasses
- Footwear
- Headsets including all types of headphones and ear buds

11.0 HAZARD COMMUNICATION PROGRAM

The Hazard Communication Standard program must include provisions for container labeling, obtaining Safety Data Sheets (SDS), and employee training.

11.01 Introduction:

The Hazard Communication Standard, requires the Geneva Park District to train employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical which can be a physical or health hazard. A few examples of “hazardous chemicals” used in the Geneva Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, and fertilizers.

The Geneva Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of six basic elements as listed below:

- A written Hazcom program
- An inventory of hazardous chemical products
- An inventory of Safety Data Sheets
- A labeling procedure for hazardous material containers
- A Hazcom employee training program

It is Park District’s policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Geneva Park District employees must include Hazcom compliance as an essential consideration in all phases of their work. The Geneva Park District Hazcom Program is a cooperative effort between management and employees.

11.02 Definitions:

Hazardous Substance: Any substance which is a physical or health hazard or is included in the List of Hazardous Substances as listed by local, state, or federal regulations.

Health Hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, and agents that damage the lungs, skin, eyes, or mucous membranes.

Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous substance.

Physical Hazard: A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

11.03 Written Hazcom Program:

Executive Director

1. Designates a Hazcom coordinator for Geneva Park District operations.
2. Approves the written Hazcom program.
3. Ensures workplace compliance with the written Hazcom program

Safety Coordinator(s) / Hazcom Program Coordinator

1. Maintains an inventory of all hazardous substances used or stored in the workplace.
2. Maintains an SDS file/binder for inventoried hazardous substances.
3. Ensures training of new employees on specific hazards and safety precautions for hazardous substances and training of all employees on hazards of newly introduced chemical products. Examples of this specific training include:
 - Personal protective equipment to be worn.
 - Health and physical hazards of each chemical products
 - Review of the Geneva Park District written Hazcom program.
4. Maintains Hazcom training documentation.
5. Ensures that all chemical containers have proper labeling.

Employees

1. Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
2. Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

Hazcom Program Coordinator

1. **(This title is currently held by Larry Miller for Peck Maintenance, Peck House & Wheeler Maintenance. Steve Slivka is in charge of Hazcom related issues for SPRC, SCC/SRFC, Sunset Pool, Mill Creek Pool, Moore Park Sprayground, Playhouse 38 & Stone Creek Miniature Golf.)** Coordinates Hazcom Standard compliance activities.
2. Maintains an up-to-date hazardous substance inventory for all departments.
3. Requests current SDS directly from chemical manufacturers and suppliers.
4. Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
5. Ensures that area managers and supervisors are aware of their Hazcom program functional responsibilities.
6. Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
7. Maintains a copy of the OSHA Hazard Communication.

The following sections briefly highlight the policies and regulatory compliance program of Geneva Park District concerning hazardous chemicals in the workplace.

Labeling

Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Section 11.05 for further information on labeling requirements.

Safety Data Sheets (SDS)

SDS should be obtained from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor's office; automotive products in the shop office; and so forth.

Employees have the right to obtain SDS for each hazardous material in the work place. SDS must be kept available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site. Please see Section 11.06 for further information on how to read and understand a SDS.

Chemical Inventories

An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in each work area. The Hazcom Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased-out. Updated inventories are posted and copies are provided to the Hazcom Coordinator noting new chemical additions.

Employee Information and Training

Employees will be trained when they are first employed during employee orientation and annually thereafter. Employees will also be trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Geneva Park District training focuses on the following subjects:

1. Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
2. Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.

3. Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
4. Explanations of the labeling system and Safety Data Sheets.

Documentation: Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

Non-routine Tasks and Emergencies: Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

11.04 Notification and Information:

On-Site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the Geneva Park District. The Hazcom coordinator has the responsibility for making available to contractors and their subcontractors information normally available to Geneva Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Geneva Park District Employee Information

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Geneva Park District Hazcom Coordinator.

11.05 Labeling Requirements:

It is the policy of the Geneva Park District that no container of hazardous chemicals will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

If at any time the hazardous material was not received with the above information or the hazardous material is transferred to another carton, container, or drum; the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should have a blank space for the chemical

name and its hazard rating. The hazard rating will describe by number, the severity of the fire hazard, health hazard, and reactivity.

A version of the hazard rating method was developed by the National Fire Protection Association (NFPA). This system ranks hazards from 0 to 4 (low to high) in four areas using standard colors. Blue is for health hazards; red is for fire hazards; yellow is for reactivity hazards; and white is for specific hazard or personal protective equipment.

PLEASE NOTE: Personal Protective Equipment Requirements may be substituted for the “Specific Hazard” area when the latter does not apply.

LABELING REQUIREMENTS - HAZARD RATING INDEX

HEALTH	
4	<p>Materials which upon very limited exposure could cause death or major residual injury even though prompt medical treatment is given, including those which are too dangerous to be approached without specialized protective equipment. This degree should include:</p> <ul style="list-style-type: none">• Materials which can penetrate ordinary rubber protective clothing;• Materials which under normal conditions or under fire conditions give off gases which are extremely hazardous (i.e., toxic or corrosive) through inhalation or through contact with absorption through the skin.
3	<p>Materials which upon short-term exposure could cause serious temporary or residual injury even though prompt medical treatment is given, including those requiring protection from all bodily contact. This degree should include:</p> <ul style="list-style-type: none">• Materials giving off highly toxic combustion products;• Materials corrosive to living tissue or toxic by skin absorption.
2	<p>Materials which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given, including those requiring use of respiratory protective equipment with independent air supply. This degree should include:</p> <ul style="list-style-type: none">• Materials giving off toxic combustion products;• Materials giving off highly irritating combustion products;• Materials, which either under normal conditions or under fire conditions, give off toxic vapors lacking warning properties.
1	<p>Materials which on exposure would cause irritation but only minor residual injury event if no treatment is given, including those which require use of an approved canister type gas mask. This degree should include:</p> <ul style="list-style-type: none">• Materials which under fire conditions would give off irritating combustion products;• Materials which on the skin could cause irritation without destruction of tissue.
0	<p>Materials, which, upon exposure under fire conditions, would offer no hazard beyond that of ordinary combustible material.</p>

	FLAMMABILITY
4	<p>Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or which are readily dispersed in air and which will burn readily. This degree should include:</p> <ul style="list-style-type: none"> • Gases; • Cryogenic materials • Any liquid or gaseous material which is a liquid while under pressure and has a flashpoint below 73°F and a boiling point below 100°F. [Class IA flammable liquids] <p>Materials which, on account of their physical form or environmental conditions, can form explosive mixtures with air and which are readily dispersed in air, such as dusts of combustible solids & mists of flammable or combustible liquid drops.</p>
3	<p>Liquids and solids that can be ignited under almost all ambient temperature conditions. Materials in this degree produce hazardous atmospheres with air under almost all ambient temperatures, are readily ignited under almost all conditions. This degree would include:</p> <ul style="list-style-type: none"> • Liquids having a flashpoint below 73°F and having a boiling point at or above 100°F and those liquids having a flashpoint at or above 73°F and below 100°F. [Class IB and IC flammable liquids] • Solid materials in the form of coarse dusts which may burn rapidly but which generally do not form explosive atmospheres with air; • Solid materials in a fibrous or shredded form which may burn rapidly and create flash fire hazards, such as cotton, sisal and hemp; • Materials which burn with extreme rapidity, usually by reason of self-contained oxygen (e.g., dry nitrocellulose and many organic peroxides); • Materials that ignite spontaneously when exposed to air.
2	<p>Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur. Materials in this degree would not under normal conditions form hazardous atmospheres with air, but under high ambient temperatures or under moderate heating may release vapor in sufficient quantities or produce hazardous atmospheres with air. This degree should include:</p> <ul style="list-style-type: none"> • Liquids having a flashpoint above 100°F, but not exceeding 200°F; • Solids and semi-solids which readily give off flammable vapors.
1	<p>Materials that must be preheated before ignition can occur. Materials in this degree require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur. This degree should include:</p> <ul style="list-style-type: none"> • Materials which will burn in air when exposed to a temperature of 1500°F for a period of 5 minutes or less; • Liquids, solids and semisolids having a flashpoint above 200°F; • This degree includes most ordinary combustible materials.
0	<p>Materials which in themselves are normally stable, even under fire exposure condition and which are not reactive with water.</p>

	REACTIVITY
4	Materials which in themselves are readily capable of detonation or of explosive decomposition or explosive reaction at normal temperatures and pressures. This degree should include materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.
3	Materials which in themselves are capable of detonation or of explosive reaction but which require a strong initiating source or which must be heated under confinement before initiation. This degree should include materials which are sensitive to thermal or mechanical shock at elevated temperatures and pressures or which react explosively with water without requiring heat or confinement.
2	Materials which in themselves are normally unstable and readily undergo violent chemical change but do not detonate. This degree should include materials which can undergo chemical change with rapid release of energy at normal temperatures and pressures or which can undergo violent chemical change at elevated temperatures and pressures. It should also include those materials which may react violently with water or which may form potentially explosive mixtures with water.
1	Materials, which themselves are normally stable, but which can become unstable at elevated temperatures and pressures or which may react with water with some, release of energy but not violently.
0	Materials, which in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.
	<u>SPECIAL NOTICE</u>
OX	Denotes materials that are oxidizing agents. These compounds give up oxygen easily, remove hydrogen from other compounds, or attract negative electrons.
W	Denotes materials that are water-reactive. These compounds undergo rapid energy releases on contact with water.

11.06 How To Read A Safety Data Sheet:

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product.

Section I – Products Identification:

The identity of the product on the SDS must be the same name found on the label. The company responsible for the data on the SDSs will be identified.

Section II – Hazardous Ingredients:

The precise chemical identities of the hazardous chemicals in a mixture or trade name product will be identified. The OSHA Permissible Exposure Level (PEL) and the ACGIH Threshold Limit Value (TLV) are the maximum allowable concentrations of the product in the work place air. These levels are reported in “parts per million” (ppm or p/m). As a general rule, the lower the number, the greater the health hazard posed by the product.

Section III – Physical Properties:

This section describes whether vapors sink or rise in air, whether a material sinks or floats in water, whether a material is water soluble, the temperature at which vapors will ignite, & appearance & odor.

Section IV – Fire and Explosion Hazard Data:

This section describes emergency preplanning, conditions to avoid, and any special firefighting equipment that may be necessary. The lower explosive limit (LEL) and upper explosive limit (UEL) describe the concentration of material in the air required to sustain ignition.

Section V – Reactivity Data:

Some materials cannot be mixed or even stored with one another, may react with water, or be self-reactive. Examples of reactive materials include lye, ammonia, bleach, and battery acid.

Section VI – Health Hazard Data:

This section lists acute (immediate) health effects and chronic (long-term or delayed) health effects. If a material is a cancer-causing agent (a carcinogen), it must be stated on the SDS. The primary route of exposure will be listed: inhalation, or breathing in of vapor; ingestion, or swallowing of material; and skin absorption.

Section VII – Precautions for Safe Handling and Use:

This section describes precautions during use, storage, spill or leak clean up, and disposal. Some materials cannot simply be rinsed down the drain or tossed in a trashcan. They may need to be disposed as hazardous waste.

Section VIII – Control Measures:

This section lists proper protective gear like eyewear, gloves, apron and respiratory protection. Special ventilation requirements and special precautions needed during use are included.

12.0 SAFETY VIOLATIONS

A safety violation occurs when an employee willfully disregards safety policy or safety rules which are general to the work force or specific to his/her job. Often times an employee who violates a safety rule has demonstrated an attitude of indifference or even defiance.

1. The Supervisor must confront the situation immediately.
2. An attempt should be made to keep the discussion private if the situation is minor. For more extreme situations or repeat offenses, a witness should be present.
3. The Supervisor should ask the employee if he/she realized what safety was broken and what injury may have resulted (if an accident had occurred). Every attempt should be made to educate the employee during this confrontation.
4. The Supervisor should notify the Department Head and then complete a Safety Violation Notice (see safety forms). The employee should be present and understand completely what rule was broken.
5. The Safety Violation Notice should be filled out completely. The offense should be clearly described and the warning noted. The Employee should sign and date the notice.
6. The Safety Violation Notice is then given to the Safety Coordinator(s) for his review and a copy given to the Executive Director.
7. Disciplinary action will then be taken in accordance with the district's Policy/Procedures manual (i.e. verbal reprimand, written reprimand, suspension, dismissal).

NOTE: Although Department Heads have the latitude to make recommendation and comments on discipline, the Executive Director must approve all dismissals.

13.0 VEHICLE SAFETY POLICY

The operation of vehicles is indispensable in conducting Park District business and the way each vehicle is handled will directly affect the loss picture of the District. To help prevent vehicle accidents and the types of loss exposures associated with them, the following fleet safety policy rules have been established.

1. Drivers license number can be found on employee application. Drivers of vehicles that are owned, rented or leased by the Park District are required to follow defensive driving practices.
2. In order to operate a Park District vehicle, drivers must possess a valid and proper class license for the type of vehicle that the driver is driving. The Park District also reserves the right to verify driving records with the Secretary of State.
3. A driver's license abstract will be obtained for all full-time/part-time personnel who will be driving a Park District vehicle.
4. The driver should be capable of driving the type of vehicle he/she is assigned to, whether that vehicle is a car, van, bus or truck. Instructions on the safe operation of the vehicles with particular emphasis on equipment such as mowers, hydraulic equipment will be given to all new drivers. A road check will also be given to new drivers to test their ability to operate the vehicle.
5. The District maintains a vehicle maintenance schedule on all Park District vehicles to be sure they are kept in safe mechanical condition.
6. Prior to operating a vehicle, a driver should inspect the vehicle as to condition of tires and air pressure, lights, turn signals, brakes, horn, windshield wiper blades, etc. If something is not working properly it should be reported to the Parks Superintendent and another vehicle should be used if the present one is found to be unsafe. Vehicles having steering or brake defects should not be driven until it has been repaired. If the vehicle has to be moved, it should be towed to the repair shop.
7. The Geneva Park District currently owns two buses for transporting camp and program patrons. A Pre-Trip Check Form should be utilized prior to operating either bus on all trips. The Check Form should include date and time, the mileage traveled on each trip and the condition of the vehicle prior to and following each trip.
8. Fleet Vehicle Safety Inspections Forms should also be routinely used to help properly maintain the vehicles.
9. Seat belts are required to be worn by all drivers and passengers.
10. All drivers are responsible for all costs of any tickets incurred while operating a Park District vehicle.

11. ~~Park Districts department~~ employees are required to complete a 360° walk around their vehicle for safety every time prior to getting into the vehicle to drive.

Commented [EB7]: Just Parks? - Everyone

12. Parks department employees are required to place two orange safety cones near their vehicle upon parking somewhere other than a designated parking place. Common sense needs to be used when placing the cones. Whenever possible, cones should be placed on the ground on the driver's side, one in front and the other behind, the vehicle. During certain situations, both cones may be placed either in front or behind the vehicle. The cones will need to be picked up during the 360° walk around for safety

13. No use of alcohol while operating a Park District vehicle.

14. If a driver does not abide by the fleet safety rules set forth, disciplinary action will be taken as defined in the District's personnel manual.

Liability coverage for vehicles is provided by PDRMA through the cooperative contracts provision of the Illinois Constitution, Revised 1970, and Section 6 (joint self insurance) of the Intergovernmental Cooperation Act (5 ILCS 220/6). PDRMA is an intergovernmental self-insurance pool which is wholly owned and operated by public agency members in Illinois. Pursuant to Section 7-601(b)(4) of the financial responsibility provisions of the Illinois Vehicle Code, vehicles owned by any political subdivision or municipality are **exempt** from the liability insurance policy requirements of that law. However, not all law enforcement officers are aware of this exemption. It is for that reason PDRMA identifies itself on the Vehicle Insurance Card that complies with Section 7-602(g) of the Illinois Vehicle Code (625 ILCS 5/7-602(g)) and the Geneva Park District Vehicle Accident Worksheet as the insurance provider. If an officer requests proof of insurance, present the Vehicle Insurance Card and Vehicle Accident Worksheet. For additional information or in case of an accident call: PDRMA 1-630-769-0332

If an auto collision does occur and insurance information was exchanged, please fill out the vehicle accident worksheet as soon as possible and transfer this information onto the PDRMA auto claim form. Then mail or fax the information to PDRMA. The sooner we receive the information, the quicker the claim can be resolved and the vehicle repaired. A delay in the process may create ill feelings to those involved.

14.0 CHLORINE POLICY

14.01 Properties of Chlorine:

Chlorine can react with most other elements and is never found free in nature. Liquid chlorine may be clear or amber colored and tends to evaporate quickly. Chlorine vapor has a sharp, pungent ~~odor~~ ~~order~~ and is greenish/yellow. The vapor is heavier than air, diffuses slowly and will collect in low areas. Chlorine vapor is also nonflammable, nonexplosive and a nonconductor of electricity. Chlorine can, however, be extremely toxic and handling the pure element requires strict adherence to safe work procedures and use of adequate personal protective equipment.

14.02 Personal Protective Equipment:

Rubber gloves, eye protection and an apron must be worn when handling chlorine or muratic acid. An eye and body wash station is located directly outside of the chlorine room.

14.03 Emergency Plan:

Should there be a leak, the following steps should be taken:

1. Notify the Aquatics & Recreation Supervisor and maintenance department ~~and the Facilities Supervisor~~ immediately.
2. Should a strong odor be detected, call 911 immediately and give all pertinent information. Only trained personnel shall attempt to stop a leak.
3. Aquatics staff~~Guards~~ shall empty the pool area and move people upwind.
4. The Fire Department will notify the Pool Management ~~ment staff~~ ~~or Head Guard~~ when it is safe to return to the facility.

14.04 First Aid Procedures

Persons exposed to liquid chlorine should be removed from the contaminated area immediately. (Call 911) Immediate first aid treatment should be provided by appropriately trained and certified personnel as indicated below.

1. Eyes: In the event of chlorine in the eyes, hold the eyelids apart and flush with lukewarm running water. Continue intermittent flushing for at least 15 minutes.
2. Skin: Place the person under a shower immediately and remove clothing while the shower is running. Wash the skin with large quantities of soap and water. Do not attempt to neutralize the chlorine with chemicals.
3. Inhalation: Place the person in fresh air and a comfortable position, keep warm and at rest, call 911 to make immediate arrangements to transport to a hospital. If breathing has stopped, begin mouth-to-mouth respiration and, if necessary, begin cardiopulmonary resuscitation.
4. Throat Irritation: Drinking milk will relieve the discomfort of throat irritation from chlorine exposure. The person should see a physician for evaluation for possible damage to the lungs.

15.0 EMERGENCY RESPONSE PLAN

15.01 Response Team:

15.01.01 DEFINITION

The response teams will consist of the following:

Sunset Community Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stephen D. Persinger Recreation Center

1. Superintendent of Recreation
2. Facility Manager
3. Safety Coordinator

Stonecreek Miniature Golf Course

1. Manager or Attendant on Duty

Sunset Pool

1. Pool Management staff
2. Aquatics & Recreation Supervisor
- ~~2-3. Superintendent of Recreation~~ ~~Front Desk Manager~~

Mill Creek Pool

1. ~~Pool Management staff~~ ~~Superintendent of Recreation~~
2. Aquatics & Recreation Supervisor ~~Facility Manager~~
3. Superintendent of Recreation ~~Maintenance Safety Representatives~~

Playhouse 38

1. Superintendent of Recreation
2. Aquatics and Recreation Supervisor ~~Recreation Supervisor~~
3. Maintenance Safety Representatives

Moore Park Sprayground

1. Superintendent of Recreation
2. Maintenance Safety Representatives

Wheeler Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Maintenance Safety Representatives

Peck Farm Park & Peck House

- ~~1. Manager of Peck Farm Park~~~~Manager of Natural Areas and Interpretation~~
1. Park Foreman
2. Superintendent of Recreation

Peck Farm Maintenance Facility

1. Superintendent of Parks
2. Park Foreman
3. Parks Security~~Maintenance Safety Representatives~~

Friendship Station Preschool

1. Recreation Supervisor~~Instructors~~
2. Assistant Superintendent of Recreation~~Aides~~

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15.01.02 RESPONSIBILITIES

The response teams will be responsible for notifying the safety coordinator(s) and EMS of the situation. They will also take charge of emergency procedures and oversee the evacuation process. Appendix D contains a signed copy of the Geneva Park District's Emergency Response Policy. This policy will be reviewed by the response team and Geneva Park District Board of Directors. Appendix E is a copy of the memo delegating the responsibility of the 911 phone call. This memo states that the employee with most seniority on each response team will make the phone call.

15.02 In - Service Training:

All facilities will hold at least two safety drills per year. These drills will be coordinated with the Safety Coordinator(s) and the EMS. All Geneva Park District employees shall read and become familiar with the Emergency Response plan for their facility. When a drill is being conducted, all employees will react in a professional manner and treat the situation as if it were real. Managers will document the drill and record any problems that may have come up. This documentation will be filed with the Safety Coordinator(s).

15.03 Procedures:

15.03.01 FIRST AID EMERGENCY

1. Assess the situation
 - Gather information about accident
 - Look to see if it is safe to approach the victim
2. Administer First Aid to the best of your ability
3. Call 911 or instruct a bystander to do so if you are administering first aid and can't leave your victim. Do not transport the victim yourself.
4. Report details to emergency personnel when they arrive and help control the crowd

5. Fill out an accident form:

- Accident forms are located at the front desk of the office, at the maintenance shop and at all facilities
- Fill out information thoroughly and as accurately as possible
- If victim is unconscious and cannot give his name and address, fill in everything else and seek name and address from a bystander
- Be sure to sign and date the report
- All emergency reports must be submitted to PDRMA within 24 hours
- No matter how big or small an accident is, you should always fill out an accident report

FIRST AID PROCEDURES

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. Call 911
4. Circulation
5. Bleeding
6. Poisoning
7. Shock
8. Sudden illness

BREATHING

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

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.

6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

1. If the victim is unconscious, check for respiration and pulse
2. If absent, begin CPR
3. If victim is conscious, help him or her to a comfortable position
4. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

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

15.03.02 UTILITY FAILURE

The loss of power - electricity, steam, refrigeration, gas, etc. - will shut down operations. In many cases, using systems once power has been restored can be more dangerous than when it initially went out, i.e., pool chlorinating systems, power saws without reset button, etc.

- To minimize the effects a utility failure, the following preventative measures are recommended:
- Obtain flashlight
- Turn off computers, machinery, and office equipment
- Call administrative offices to inform them of a particular utility failure.
- If any gas or burning odor is detected, evacuate building immediately.
- Enforce NO SMOKING policy.
- Contact parents of any minors to have them picked up. Send adult participants home.
- Call emergency telephone numbers as appropriate for: Fire Department, City of Geneva, or Northern Illinois Gas.
- Mini golf course and pool patrons should be notified and cleared from the course or pool.

15.03.03 FIRE

To stop the spread of fire, early detection and extinguishment are essential. If a fire gets out of control, then evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employee trained to use extinguisher.

Fire Extinguisher Use - Good judgment is necessary. If an employee has the slightest doubt whether to fight or not fight, they shouldn't. As a general guideline, "Don't Fight a Fire If Any of the Following are True":

- The fire is spreading beyond the immediate spot where it started.
- The fire could block your exit.
- You have not been trained to use an extinguisher properly.
- You do not have the proper extinguisher to use on a fire.

Fight a Fire with your Extinguisher only if all of the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin (waste basket, cushion, small appliance, etc.)
- You have a way out, and can fight the fire with your back to the exit
- You have the proper extinguisher, know exactly how to use it and it is in good working order.
- You use careful judgment and know to get out first if your effort is failing. Get out, closing the door behind you.

Basic Action and Evacuation - If a visual sighting of unusual smoke or fire has been made, general recommendations include, but are not limited to: (see appendix A)

- Begin evacuation of occupants and give directions for other response team members to continue the same, according to posted evacuation routes.
- Pull the nearest fire alarm and have response team member contact the fire department by calling 911.
- Close any doors or windows only if the size of the fire will permit this.
- Attempt to extinguish the fire under the above recommended guidelines.
- Do not silence the alarm until the fire department has arrived and has instructed you to do so.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the fire department. No one is to enter the facility until told to do so.

If an alarm should go off in the building: (see appendix A)

- Leave the area immediately, in a calm, orderly fashion.
- Assist in evacuation of occupants from the area. Follow the posted emergency exit routes or alternate routes.
- All area windows should be closed IF TIME PERMITS. Doors should be closed upon evacuation of the area.
- Response team members should hold route doors open while patrons evacuate. Response team members should assist in or give direction to clear all areas.
- Do not silence the alarm until the fire department has arrived and has instructed you to do so.

- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the fire department. No one is to enter the facility until told to do so.

If false alarm is determined: (see appendix A)

- Immediate Supervisor checks all detectors to signal trouble.
- Assist in evacuation of occupants from the area. Follow the posted emergency exit routes or alternate routes.
- Response team members should hold route doors open while patrons evacuate.
- Response team members should assist in or give direction to clear all areas.
- Response team members should assist in or give direction to clear washroom, locker rooms and other remote areas.
- Silence the alarm when faulty detector, pulled alarm, etc. has been determined and located. Contact Fire Department of false alarm immediately.
- Contact the immediate supervisor as well as Alarm Detection Agency to report the situation.
- Re-enter the facility only when told to do so by the attending supervisor.

Fire Extinguisher Safety

Even though some of the Park District's facilities are equipped with automatic sprinklers or other means of fire protection, a portable fire extinguisher is the first line of defense in the control of fires at their start. Most fires, in the beginning stage, can be extinguished easily with portable equipment, but only if the equipment is readily accessible and the employee knows how to use it. If time is wasted in search for the proper fire extinguisher and review of the operating instructions, a small, easily controlled fire will spread in size and intensity.

Knowledge of the various types of extinguishers and their location in relation to the agency layout or equipment is necessary for quick and effective employee action. This means that extinguishers should reflect the character of the fire anticipated for the agency and its operations. Fire extinguisher locations should be clearly marked and readily accessible.

The Geneva Park District follows an inspection and recharging program to insure that when an extinguisher is needed, it is fully charged and operational. The program runs more effectively when the fire extinguishers are well positioned and clearly marked.

Know Your Fire Extinguishers

There are basically four different types of fire extinguishers, each of which extinguishes specific types of fire. Newer fire extinguishers use a picture/labeling system to designate which types of fires they are to be used on. Older fire extinguishers are labeled with colored geometrical shapes with letter designations. Both of these types of labels are shown below with the description of the different classes of extinguishers.

Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.

Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C. Make sure multi-purpose extinguishers are properly labeled.

Specific Fire Evacuation Plans

1. WHEELER MAINTENANCE FACILITY

Evacuations should take place through nearest door. The facility has three doors that can be opened for easy evacuation. The facility also has six overhead doors. Whenever possible, these doors should only be used for a quick evacuation if they are already open. Overhead doors should only be opened during a fire if absolutely necessary. Try to close doors behind you to help contain flames. The person nearest the phone will be responsible to call 911. If a phone is inaccessible, they may go to the miniature golf course to use the phone or a nearby house. Truck radios may also be used to notify the Geneva Park District office of the fire and then they can make the 911 emergency call. An incident report must be filed following any fire.

2. SCC / SUNSET RACQUETBALL & FITNESS CENTER

The Sunset Community Center and Sunset Racquetball and Fitness Center should be evacuated in accordance with Appendix A.

3. STEPHEN D. PERSINGER RECREATION CENTER

The Stephen D. Persinger Recreation Center should be evacuated according to the evacuation routes displayed in the facility and in Appendix A.

4. POOLS

Evacuate the bathhouse and keep all patrons away from the building. Call 911 from a pool phone or send a runner to the park district office. During this time the pool deck and water should be cleared.

5. MINIATURE GOLF

Exit through the nearest door or window. Call the fire department from the mini-golf phone or from the pay phone in the parking lot.

6. PRESCHOOL

For fire evacuating at the Friendship Station Preschool, Geneva Middle School procedures should be followed. Charts have been placed on the walls and teachers have been notified of all safe exits.

7. PFP HOUSE

Exit from one of the three doors on the lower level located in the kitchen, ~~history room~~ ~~office~~ and front hallway. Notify fire department from PFP Maintenance Facility phone, SPRC phone, or cell phone. Review the posted evacuation plan posted on the wall near the North stairway.

Commented [AM8]: History Room

8. PFP MAINTENANCE FACILITY

Exit through the nearest door or window. Call the fire department from the PFP house phone or a cell phone. Review the posted evacuation plan mounted on wall adjacent to the center employee entrance.

9. PFP ORIENTATION BARN

Exit through the nearest doorway. Two fire exits exist on the south side and the main door on the north side. Review the posted evacuation plan just inside the main door to the right. Notify fire department from the PFP House phone or PFP maintenance facility phone.

10. PLAYHOUSE 38

Exit from one of three doors located at the main entrance, south wall, or behind stage. Call fire department from PH38 phone or cell phone.

15.03.04 TORNADOS

1. When threatening conditions exists: The office staff will monitor the weather online and keep all facility staff informed with updates.
2. Tornado Watch (conditions exist in the area that may spawn a tornado): If area is placed under a tornado watch, the office staff will monitor the weather online and keep all facility staff informed with updates. Staff should consider relocation or suspension of activities based upon the threat until severe weather has passed. In many areas adequate shelter may not be available to meet the volume of patrons, especially if the majority are minors. Strong consideration towards rescheduling or suspension of the activity should be made.
3. Tornado Warning (Tornado sighted in area): If the area is placed under a tornado warning, office staff will post a lookout. Staff should immediately inform patrons of the imminent danger and assist them in seeking appropriate shelter. Runners will be sent to classes or athletic teams who are outside the building, instructing them to come in. An announcement will be made over the public address system informing all building occupants of the tornado warning, and alerting them to the possibility of the Tornado Plan being put into effect in case of a tornado is sighted in the immediate area. If a tornado is sighted, the lookout is to inform the main office. An announcement will be made that the Tornado Plan is now in affect.
 - All participants are to stay away from windows.
 - Participants and staff are to move quickly to their assigned shelter area. (See Tornado Plan in Appendix B for specific assignments). Once in assigned areas, participants

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and staff should get into the approved position: on the knees with elbows on the floor and hands behind the neck.

- Remain in this position until an all-clear is announced.
- If a tornado occurs without warning, instructors and staff are to instruct their participants to take cover by getting under anything in the room that will give them protection (desks, chairs, next to cabinets, etc.) Warn them to stay clear of all glass areas.

15.03.05 LIGHTNING

In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity of lightning strikes to the ground. Lightning strikes occur most frequently during the spring and summer months when thunderstorms are prevalent. It is the policy of the Geneva Park District that all persons supervising outdoor activities are aware that when lightning or thunder is observed or heard, outdoor programs should be suspended and everyone should seek appropriate shelter. Supervisors should adhere to the following procedures and guidelines:

1. Outdoor Program:

- Instructors and supervisors should listen to current weather forecasts the morning of any outdoor planned activities so that employees can be alert to changing weather conditions.
- Monitor weather conditions as they appear on the horizon.
- Monitor weather radios when possible.
- Designate buildings that can be used when severe weather occurs.
- Plan alternative indoor activities for camps and related programs.
- Whenever lightning is observed or thunder is audible, all outdoor activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.

2. When Outside:

- Avoid areas that are higher than the surrounding landscape.
- Do not use a tree for shelter.
- Keep away from metal objects, including bicycles, golf carts, umbrellas, etc.
- Avoid standing near tall or metal objects such as fences, light poles, or power lines.
- Boaters and swimmers should immediately leave the water and find shelter.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small as possible target and minimize your contact with the ground.

3. When Indoors:

- When indoors, stand clear from doors and windows.
- Do not use electrical equipment, including hair dryers, curling irons, computers, etc.
- Do not attempt to unplug TVs, stereos, or computers during a storm.
- Avoid contact with sinks, faucets, and related piping.
- Do not use the telephone unless for emergency use.

15.03.06 FLOODING

A good emergency response plan addresses flooding before, during and after a flood situation. In most cases, the flooding can not be prevented; however, planning can help reduce the severity.

1. Examples of permanent measures that can be implemented to minimize the effects of flooding:
 - Flood walls and dikes
 - Bricking up ground level windows (only halfway if low-level flooding is expected)
 - Flood doors
 - Hand-operated valves in piping to prevent back flow through floor drains or plumbing fixtures
 - Low walls around vital equipment such as boilers, furnaces, pool filter and pump systems
 - Pumps
 - Liquid storage tanks anchored or braced
2. Examples of equipment/materials to minimize flood loss:
 - Flood shields for windows, doors, ground level openings
 - Clearly marked, accessible fuses and circuit breakers
 - Sand, bags for making sandbags
 - Mops, squeegees, pails
 - Large plastic sheets for covering equipment and stock
 - Means of transporting or raising building contents: vehicles, carts, pulleys, pallets
 - Sump pumps in proper working condition
3. Examples of response measures to flood warning:
 - Shutting down electrical services
 - Shutting down flammable liquid and gas systems
 - Securing any outside equipment
 - Filling empty storage tanks to prevent them from floating
 - Covering large, stationary machines with water displacing, rust-preventive compound or large plastic sheets
 - Placing sandbags around possible entry points and vital protection equipment such as the fire pump house
 - Closing emergency valves to the sewer drains
 - Final check of sump pumps to make sure they are functioning properly
 - If heavy floating debris is expected, installing barriers around sprinkler risers to protect them from damage
 - Roof, floor and yard drains are checked to see that they are clear and then monitored to ensure they remain clear
 - A salvage crew is on alert and prepared to take action (agency staff, as well as neighboring agencies)

- Understand the following if driving:
 - 1. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
 - 2. A foot of water will float many vehicles.
 - 3. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

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4. Examples of recovery measures to be implemented after the flood:
 - Initiating salvage and clean-up operations by the salvage crew
 - Establishing a procedure for removing combustible debris as it accumulates
 - Eliminating all unnecessary open flames or heat sources, including smoking
 - Checking all flammable liquid or gas piping and tanks for leaks or damage
 - Restoring electrical services on an item-by-item basis, only after thorough checkout by competent persons
 - Initiating drying and oiling of equipment
 - Relocating salvageable and undamaged stock and supplies
 - Conducting cutting and welding operations using Factory Mutual's hot work permit system
 - Initiating a continual fire watch until normal operations are resumed
 - Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
 - Listen for news reports to learn whether the community's water supply is safe to drink.
5. Restoring sprinkler protection:
 - Testing all sprinkler control valves for the open position and for physical damage. If valves are found closed, check for broken or disconnected piping before reopening
 - Removing water and mud from valve pits
 - Checking yard and sprinkler systems for obstructions if pumps operated which take suction from open bodies of water
 - Checking yard main system and tank foundations for washouts
 - Checking all fire pumps, and immediately restoring any flood-damaged pumps, drivers and controllers
 - Checking all fire protection supervisory system circuits for integrity

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15.03.07 BOMB THREATS

Bomb threats are potentially dangerous, disruptive situations that can occur at any facility at any time. Persons making such threats are dependent on the "panic" demonstrated by the targeted agency.

How to Prepare

1. Contact your local police and fire departments to see what roles they will take in a bomb threat situation at your facilities.
 - Will they assist in a building search?

- Do they have procedures for you to follow?
2. Establish evacuation options. The decision to evacuate or not is one of the most critical steps in a bomb threat scenario. Options:
 - **Immediate Evacuation** - When a bomb threat is made, evacuation of the premises can be conducted immediately. This takes care of public safety, but also causes disruption, media attention, and can be costly.
 - **Evacuation after evaluation of threat** - Information given by the caller, its credibility, content, motive, specifics and type of caller provide indication to evacuate the premises or not.
 3. Training - All employees should be trained annually on the bomb threat checklist and evacuation procedures. Persons who are assigned as "designated searchers" should be trained annually on this topic.

Actual Threat

Contact the local law enforcement agency as soon as possible. Give as much information as the person receiving the call was able to gather.

1. The person taking the phone call should not panic. Refer to Appendix C, the "Telephone Call Questionnaire for Bomb Threat, Parts I & II" which should be kept near all phones. Check the phone to see if the phone number from which the person is calling is displayed on the phone. Ask as many questions as the caller will answer. Try to remember exact statements and any descriptive hints (i.e. age, gender, accent or dialect, background noise, voice tone) as to the caller's identity.
2. If the caller does not want to answer questions, try to encourage them by expressing a desire to save lives. Try to keep the caller on the line as long as possible and attempt to alert someone to call the phone company and police to trace the call.
3. After the caller hangs up, immediately notify senior management and the police.
4. If a written threat is received, all materials including the envelope or container must be saved. Any unnecessary handling should be avoided. While most written messages are usually generalized threats and/or extortion attempts, they should never be ignored. The police should be notified immediately.

General Evacuation/Partial Evacuation/Building Search

1. The agency's designated official will need to decide the next response. Options are:
 - Limited or general building evacuation?
 - Conduct a limited or general building search?
 - Combination of options.
2. In evaluating the response, consider the following:
 - The occupancy of the building.
 - Time needed to evacuate.
 - Types of activities taking place.

- Likely areas of the explosive's location.
3. Also, the credibility of the threat:
 - The time of day.
 - Specifics of the threat (place, time of explosion)
 - Identity of caller (child, slurred or affected speech indicating possible intoxication or drug use, etc.)
 - Possibility of access to the area. (How easily could this be accomplished)
 - Motive

Enacting the Response

1. If evacuation is ordered, conduct a room by room sweep. Do not panic patrons by announcing a bomb threat. If general evacuation, announce "Ladies and gentlemen - at this time, please calmly exit the building using exits...All staff please assist in a general evacuation". If a device has been located, evacuate away from it immediately.
2. Determine who is being evacuated and to where. Some type of role call or accounting of persons/staff should be taken. All persons should remain 300 ft. from the building and not allowed to re-enter.

Bomb Search Guidelines

Since emergency personnel are not familiar with agency buildings and contents, agency staff may need to be involved in a bomb search. A complete search should be made of the targeted area by key employees selected by a manager who are familiar with the building and its contents. Once an area or room has been searched, it should be marked or sealed with a piece of tape and reported to the supervisor. **No unfamiliar object should be touched or moved. Emergency officials should be informed immediately if a potential object is recognized.**

1. A time deadline should be established and the search conducted as quickly as possible. When searching an area, scan from ground to waist, waist to head and head to ceiling. All areas of building should be searched.
2. Particular attention should be made to easily accessible public areas such as:

Washrooms	Lockers
Lounges	Reception Areas
Trash Containers etc.	Outside Area Adjacent to Building
3. Do not use two way radios. The frequency may detonate any potential device.
4. If a potential device is found, do not touch it or move it. Evacuate **immediately**, secure area and inform authorities.

Re-Entry...and Aftermath

1. If a device is found, no one should re-enter until professionals have removed the device.
2. A building search should then be conducted to insure no secondary device was set.
3. If a search finds no such device, management then must make the decision to re-occupy the building. Keep in mind, this has been a high stress time period for all employees and patrons.
4. The decision for re-entry is made using all of the caller information (time of detonation, location, call credibility) and by the thorough search. Seek any recommendations by the emergency persons on the scene.

Warning Signs for Mail Bombs	Warning Signs for Car Bombs
<ul style="list-style-type: none"> •restrictive markings •excessive postage •handwritten or poorly typed address •titles but no name for addressee •misspelling of common words •oily stains or discolored envelope •no return address •excessive weight •rigid, lopsided or uneven envelope •protruding wires or aluminum foil •excessive marking tape or string •visual distractions 	<ul style="list-style-type: none"> • heavily laden vehicles when no bulk is visible • hastily parked vehicles • erratic, nervous drivers • vehicles with suspicious boxes or bottles in the back or cargo area • vehicles parked illegally near buildings • license plates with signs of tampering • idle vehicles with no driver in the area

15.03.08 ARMED ROBBERY/INTRUDER

The handling of cash in park and recreation facilities is a very common occurrence. Security measures can greatly assist in reducing the likelihood of a robbery, but such measures can never fully prevent an incident from occurring. The education and awareness of staff is a critical element in both preventing an armed robbery and minimizing the potential injury to both staff and patrons.

The following practices and procedures can assist towards proactively addressing a potential armed robbery scenario:

1. Pre-Event Security Procedures:

- Report to authorities suspicious activity in and around facilities. Often, assailants will “case” or conduct surveillance prior to the holdup.
- Count money out of public view and in a secure room.
- Install drop-safes and post signage stating that staff does not have access to safes. Safes should be secured so they cannot be moved. Money drops should be conducted frequently to assure large cash amounts do not accumulate in registers.
- If staff conduct drops, extreme caution should be made at night. Times of drops and routes should be varied to prevent establishing a noticeable pattern.
- When opening/closing facilities, check your surroundings for suspicious persons or vehicles.
- After/before hours, doors should be kept locked. In evenings, exits should be minimized to control access to main entrances.
- Park police or security can be utilized to “check-in” on a random basis. Times should vary as to not make a routine.
- Establish procedures in the event of a robbery attempt. Employees should never resist. They should turnover any monies or other valuables.
- Conduct training for all staff.

2. During an Armed Robbery/Intruder:

During an armed robbery, the goal is to first prevent physical harm to staff/patrons. Along with this, observations can assist police with apprehension.

- Exit Facility Immediately- If you can't see nor hear the intruder and have a clear path to the exit, exit immediately and continue until you have achieved a safe distance from the facility. Call 911 as soon as you are safe.
- Take Cover- If you do not have a clear path to an exit, however a safer place to take cover is possible, do so with caution initializing lockdown procedures below once safe.
- Lockdown- In the event that you do not feel that it is safe to leave the location you are in, lock yourself down as quickly as possible by barricading the entrances to the space you are occupying, cover any windows and remain as calm and quiet as possible.
- Stay calm, and make mental observations regarding physical description, voice, vehicle description, clothing, etc.
- Obey the assailant's commands. Do not do any more or less.
- Use alarms only if it can be done without raising attention.
- Give a robber the money or merchandise he asks for.
- Life is much more important than property.
- Do not try and be a hero.
- Your actions can make the difference between an unfortunate robbery or a robbery gone bad resulting in a murder.

3. Aftermath:

- Immediately contact police. Inform them of your observations and what happened.
- Secure the area for police. Do not touch potential evidence. Do not let anyone else in or allow others to leave. Witness statements will be necessary.
- Write out your observations and description immediately. Rough notes will help you remember details.
- Do not discuss details with anyone but the police. Specific details known only by robbers can be incriminating evidence at an interrogation.
- Never chase robbers. Leave pursuit to the proper authorities.

15.03.09 ACTIVE SHOOTER/ARMED INTRUDER POLICY

An active shooter or armed assault is one or more individuals' engaged in causing physical harm to patrons and/or staff in a confined space or other populated area. Active shooters or armed assailants may possess a gun, a knife, a bomb, or other harmful device and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout a building or area until stopped by law enforcement, suicide, or other intervention.

If an active shooter situation arises, all patrons and/or staff must quickly determine the most reasonable way to protect their own life:

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Evacuate

If there is an accessible escape path, attempt to evacuate the premises:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route in mind.
- Evacuate regardless of whether others agree to follow.
- Leave all belongings behind.
- Help others escape, if possible.
- Raise hands visibly high overhead when evacuating.
- Do not touch any fallen/discarded weapons that you may see. Make a note of their location and tell law enforcement.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

Hide

If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you:

- Stay out of the shooter's view.
- Hiding place should provide protection if shots are fired in the direction of a person (i.e., an office with a closed and locked door.)
- Do not get trapped or restrict options for movement.

To prevent an active shooter from entering a hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover and move away from windows.

If the active shooter is nearby:

- Lock the door.
- Silence all cell phones (even the vibration setting can give away a hiding position.)
- Hide behind large items (i.e., cabinets, desks.)
- Remain quiet.

Choose the best space that is available, and do it quickly. Call 911 if/when it is safe to do so.

When possible, provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one.
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

Staff Removed from Immediate Danger

- Once able, stop pedestrians from entering the facility and/or grounds and stop all vehicles from entering the parking lot until police arrive.
- If applicable, ensure any buses in route to the Park District facility, where the active shooter is present, are redirected to another location.

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- After the intruder(s) have been subdued, assist with the family/group reunification process.
- See site specific Emergency Response Plans for specific safe zone locations and emergency contact lists at each facility.

Executive Director or Safety Coordinator

- Activate the Crisis Team.
- Secure a location for an Incident Command Post.
- Assign someone to meet and brief arriving law enforcement officers.
- If applicable, assign someone to disarm the fire alarm.
- Assign a media spokesperson.

When Law Enforcement Arrives

The first responders' primary responsibility is to eliminate the threat, they will not be able to stop to help injured persons until the environment is safe.

Officers may arrive in teams with tactical equipment such as vests, helmets, and rifles.

Officers will need to take command of the situation. Expect to experience officers shouting orders and even pushing individuals to the ground for their safety.

It is important that staff and patrons:

- Remain calm and follow instructions.
- Put down any items and immediately raise their hands while spreading your fingers.
- Avoid making any sudden movements.
- Keep hands visible at all times.

After a safe location or assembly point has been reached, law enforcement will likely keep everyone there until the situation is under control and all witnesses have been identified and questioned.

Managing the Consequences

After the active shooter has been incapacitated and is no longer a threat, human resources and/or department heads should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Contact Park District Risk Management Agency (PDRMA).
- With PDRMA, assess the need to conduct a critical stress debriefing for employees.
- Encourage employees to utilize the Employee Assistance Program, as needed.
- Instruct supervisors to monitor employees for symptoms of delayed stress or shock, especially employees close to the injured or deceased.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the incident.

**Note: The Park District will become a crime scene and will require a thorough search and processing.

Commented [JK9]: Do we have site specific plans for other emergency evacuations (fire, tornado, weather, etc.)?

Commented [CS10R9]: Peck does. It's in our safety binder.

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15.04 Accident Reporting:

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

Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff & parents only the facts; do not give opinions. Direct all inquiries to the Superintendent of Recreation or the Executive Director. Under no circumstances is staff to tell parents of participants to direct hospital bills, etc., to Geneva Park District.

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

STEPS TO BE TAKEN

6. Employee nearest the injured shall attend to the victim.
7. Second employee shall call 911 if needed and alert the Supervisor.
8. Emergency first aid shall be applied.
9. Third employee shall direct bystanders away from the injured.
10. A written accident report shall be submitted to the office that day.
11. 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.

15.05 Appendix

APPENDIX A

FIRE EVACUATION ROUTES

<u>LOCATION</u>	<u>PRIMARY EXIT</u>	<u>SECONDARY EXIT</u>	<u>RESPONSIBLE STAFF</u>
SCC-105,106,107,108	Exit west door to outside	Exit east door, turn left and exit double doors to outside	Program Instructor/ Custodian
SCC-109,110	Exit south door to outside	Exit north door, turn left, turn left again and exit south doors to outside	Custodian/ Staff
SCC-Back Hall, Restrooms Wash Rooms	Exit west through back hall thru double doors to outside	Exit north through front hall, through main doors to outside	Custodian/ Staff
SCC-104, Lobby, Kitchen	Exit west double doors to corridor, turn right & exit double doors to outside	Exit east doors, turn left & exit main doors to outside	Program Instructor/ CSA I
SCC-Activity Room	Exit east door, turn left, exit main doors to outside	Exit west door, go through kitchen & community room, turn right & exit double doors to outside	Program Instructor/ CSA I
SCC-101	Exit east door, turn left & exit main doors to outside	Exit west door, go through closet & comm. room, turn right and exit double doors	Program Instructor/ CSA I
SCC-Front Hall	Exit north thru hallway & exit main doors to outside	Exit through employee corridor, and exit door to outside	CSA I/ Staff
SCC-Conference Room	Exit west door, turn right & exit main doors to outside	Exit south door, turn left, go through employee corridor, and exit door to outside	Staff

Executive Director's Office	Exit west door, turn right & exit main doors to outside	Exit 2 south doors, turn left, go through employee corridor and exit door to outside	Staff
SCC-General Offices	Exit through west door, turn right & exit main doors to outside	Exit through employee corridor and exit door to outside	Staff
SCC-Weight Room	Exit northeast door, turn left through corridor to exit main doors to outside	Exit south door to outside	CSA II/ Staff
SCC-Locker Rooms	Exit north through hallway to main doors to outside	Exit south through hallway & exit south door to outside	CSA II/ Staff
SCC-Racquetball Courts	Exit to south exit door to outside	Exit to north corridor to main doors to outside	CSA II/ Staff
SPRC-Fitness Center, Locker Rooms	Exit to east emergency exit in Fitness Center	Exit out main entrance of facility	CSA I/Management
SPRC-Studio,	Exit south emergency door in studio	Exit Studio door, down hall to main corridor, turn left, exit main entrance	CSA II/Management
SPRC-Kidz Korral, Indoor Playground	Exit room, turn right to south facing emergency exit Prior to studio	Exit room, turn left to main corridor, turn left and exit main entrance.	CSA II/Management
SPRC-Office Area, Lobby Restrooms	Exit main entrance of facility	Exit south corridor to studio, exit south emergency door prior to studio	Management/CSA I
SPRC-Gymnasium	Exit nearest emergency exit	Exit next available emergency exit	Management/CSA I

SPRC-201,202	Exit room, down stairs, out Main entrance	Exit room to the left, enter 203 to south emergency exit entering track, turn left To south facing emergency exit, down stairs, Exit to south of building	Custodian/Staff
SPRC- 203,Track	Exit either east or south emergency exits		Custodian/Staff
SPRC-Kitchen,204	Exit room, turn right, down stairs, Exit main entrance	Enter 203 to south emergency exit, enter track turn left to east emergency exit, down stairs Exit to the outside	Custodian/staff
Wheeler Maintenance	Exit south main door to	Exit southeast or north door	Mechanic
Greenhouses	Exit north main door	Exit south door	Parks Staff
Peck Farm House Areas/	Exit north front door	Exit south kitchen door	Mang. Of Peck Farm-Nat. Park Foreman
Peck Farm Maintenance Facility	Exit either east door to outside	Exit north or south door to outside	Park Foreman Park Staff
Orientation Barn Areas/	Exit north double entry door	Exit either south exit door	Mang. of Peck Farm-Nat. Park Foreman
Peck Farm Silo Areas/	Exit west door to outside		Mang. of Peck Farm-Nat. Park Foreman
StoneCreek Miniature Golf	Exit south main door	Exit through concession windows	Mini Golf Staff

Playhouse 38	Exit main door	Exit north <u>south</u> door within audience <u>seating</u> . Turn left, take exit outside OR Exit south door and behind stage. <u>T</u> take <u>right</u> left , follow hallway to outside exit	Staff Staff
Preschool	Follow school dist. evacuation plan		Preschool Instructors
Sunset Pool	Exit through either bath house	Exit nearest gate	Staff
Mill Creek Pool	Exit Main Door	Exit gate from concession stand	Staff
All activities in School buildings	Follow school dist. evacuation plan		Program Instructor

* All staff are responsible for properly assisting in the evacuation procedures and insuring that all patrons have evacuated the listed areas. All staff are to evacuate immediately following all patrons and not to return to the facility until told to do so by the Fire Department. Customer Service Attendant (CSA) I, II will be determined by desk assignments.

*** FOR FALSE ALARMS:**

The staff is still responsible for evacuating their area. Check all possibilities of the smoke detector that is tripped. Look for a solid red light on the detector. The Facilities Supervisor, or if (s)he is unavailable, the Superintendent of Recreation is responsible for contacting Alarm Detection and Fire Department to notify them of a fire or false alarm.

APPENDIX B**TORNADO PLAN**

<u>LOCATION</u>	<u>SHELTER ASSIGNMENT</u>
SCC Activity Room	Activity Room
SCC 101, 105-106	Activity Room
SCC 109-110	Men's/Women's Restrooms
SCC Conference Room	Conference Room
SCC Community Room/Kitchen	Community Room/Kitchen
SCC Executive Director's Office	Conference Room
SCC General Offices	Conference Room
SCC Locker Rooms	Locker Rooms
SCC Racquetball Court/TRX Room	Men's Locker Room
SCC Weight Room	Men's Locker Room
SPRC	1 st - Men's Locker Room 2 nd -Women's Locker Room 3 rd - Main Floor Men's, Women's and Family Restrooms
Sunset Pool & Mill Creek Pool	Women's Locker Room
Mini Golf Course	Back Office of Club House (leaving selling windows open)
Playhouse 38	Center of Program Room
Preschool	Follow School Plan
Wheeler Maintenance Facility	Employee Locker Room
Greenhouses	Wheeler Maintenance Facility Locker Room
Peck Farm House	Center of Basement of Peck House

All other Peck Farm Buildings
And Summer Camps

All activities in school district
buildings

Center of Basement of Peck House

Follow school district plans

APPENDIX C

TELEPHONE CALL QUESTIONNAIRE FOR BOMB THREAT

Part I - Bomb Description

Inform the caller that the building is occupied and detonation of the bomb could lead to serious injury or death to many innocent victims.

1. Is phone number from which the person is calling displayed on phone? _____
2. Exact location of the bomb? _____

3. Time set for detonation? _____

4. What does it look like? _____

5. What is the explosive? _____

6. Why was it placed? _____

7. Name of caller/organization? _____

Part II - Caller Description

Obtain as much detail as possible about the bomb and its location. **Legitimate callers usually wish to avoid injury or death** -- request more data by expressing a desire to save lives.

1. Date _____ Time of call _____ AM PM
2. Exact language used. _____

3. Male _____ Female _____ Adult _____ Child _____

Estimate Age _____ Race _____

4. Speech (Check applicable boxes)

Slow _____	Excited _____	Disguised _____	Impediments _____
Rapid _____	Loud _____	Broken _____	
Normal _____	Normal _____	Sincere _____	

Accent _____

5. Background noises: _____

6. Name of person receiving call.

Do not discuss the call with other personnel. Notify your manager. Follow instructions.
Remain available because law enforcement officials will want to talk to you.
Remember: You should not try to determine the validity of the call.
Contact your manager and they will contact the authorities.

APPENDIX D

GENEVA PARK DISTRICT EMERGENCY RESPONSE POLICY

No operation is immune from emergencies and management recognizes its responsibilities for the safety of its employees and the public during such times. In addition, management has identified the need to protect property and assets, to lessen environmental impact and to expedite the recovery of the organization and its functions.

It shall therefore be the policy of the Geneva Park District to identify exposed areas of its operations including employee workstations, public facilities and programs for inclusion in the Emergency Response Plan. The Plan shall give consideration in each identified case, to:

- * inherent or highly probable emergencies
- * public notification
- * employee training and accountability
- * alarm or warning systems
- * evacuation and medical care
- * communications
- * evaluation and testing of the plan

As part of its comprehensive loss control program, the Geneva Park District will rely on its Safety Coordinator(s) and Safety Committee to continually review changes in facilities which would necessitate changes to the Emergency Response Plan. The Safety Coordinator(s) will ensure that Department Heads are instrumental in changes and are notified of changes once they are implemented.

_____ President of Board

_____ Executive Director

_____ Safety Coordinator(s)

_____ Safety Coordinator(s)

_____ Approval Date

APPENDIX E

Emergency Response Plan Drill
IN-SERVICE TRAINING
GENEVA PARK DISTRICT

Topic _____

Supervisor _____

Location _____

Date _____ Comments _____

Please have those in attendance sign the roster below.

NAME (Print)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

APPENDIX F

METEOROLOGY: NATIONAL WEATHER SERVICE WATCHES AND WARNINGS

National Weather Service forecaster issues a Tornado Watch for a specific area where tornadoes are most likely to occur during the valid time of the watch. A watch alerts people to check for threatening weather, make plans for action, and listen for a Tornado Warning. A Tornado Warning means that a tornado has been sighted or indicated by radar, and that safety precautions should be taken at once. A Hurricane Watch means that an existing hurricane poses a threat to coastal and inland communities in the area specified by the Watch. A Hurricane Warning means hurricane force winds and/or dangerously high water and exceptionally high waves are expected in a specified coastal area within 24 hours.

TORNADO - A violent rotating column of air in contact with the ground and pendant from a thundercloud, usually recognized as a funnel-shaped vortex accompanied by a loud roar. With rotating winds, est. up to 300 mph, on a local scale, it is the most destructive storm. Tornado paths have varied in length from a few feet to nearly 300 miles (avg. 5 mi.); diameter from a few feet to over a mile (average 220 yards); average forward speed, 30 mph.

CYCLONE - An atmospheric circulation of winds rotating counterclockwise in the northern hemisphere and clockwise in the southern hemisphere. Tornadoes and hurricanes shown on weather maps are examples of cyclones having various sizes and intensities. Cyclones are usually accompanied by precipitation or storm weather.

HURRICANE - A severe cyclone originating over tropical ocean waters and having winds 74 miles an hour or higher. (In the western Pacific, such storms are known as typhoons). The area of strong winds takes the form of a circle or an oval, sometimes as much as 500 miles diameter. In the lower latitudes hurricanes usually move toward the west or northwest at 10 to 15 mph. When the center approaches 25° to 30° North Latitude, direction or motion often changes to northeast, with increased forward speed.

BLIZZARD - A severe weather condition characterized by strong winds bearing a great amount of snow. The National Weather Service specifies a wind of 35 miles an hour or higher, and sufficient falling and/or blowing snow to reduce visibility to less than 1/4 of a mile for a duration of three hours or longer.

SEVERE THUNDERSTORM - A thunderstorm with winds of 58 mph or greater and/or hail three-fourths of an inch or larger in diameter.

FLOOD - The condition that occurs when water overflows the natural or artificial confines of a stream or other body of water, or accumulates by drainage over low lying areas.

16.0 CRISIS MANAGEMENT PLAN

16.01 What Is A Crisis?

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

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

16.02 Chain of Responsibility:

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

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

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

The Executive Director will act as the main spokesperson contact. If the Executive Director is absent, the most applicable Department Head will be appointed as the main spokesperson per the Succession Procedure listed in Section 16.03. Spokespersons will be responsible for making official statements to the media on behalf of the crisis team. All spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis.

16.03 Chain Of Command - Succession Procedure:

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

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•1. If the subject matter has to do with any general Parks Department business or construction projects then the Superintendent of Parks will be in command.

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•2. If the subject matter has to do with any Peck Farm Park business or construction projects then the Manager of the Peck Farm Park Interpretive Center will be in command, in conjunction with the Superintendent of Recreation.

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•3. If the matter is related to the Recreation Department programs or facilities, then the Superintendent of Recreation is in command.

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•4. If the subject matter is regarding finance or personnel then the Superintendent of Finance and Personnel will make the decision.

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•5. If the above personnel are confronted with an unusual task, request, or a major budget issue is at hand, then the person in charge shall contact the President and/or Vice-President of the Park District Board of Commissioners for a final decision-making process.

In the absence of the Executive Director and Department Heads: Upon the absence of the Executive Director and a Department Head, the next in command shall be a Park Foreman for the Superintendent of Parks, ~~the Superintendent of Parks for the Manager of Natural Areas and Interpretation~~, the ~~Facility Supervisor~~ Assistant Superintendent of Recreation for the Superintendent of Recreation and, the Accounts Payable/Payroll Manager for the Superintendent of Finance and Personnel.

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16.04 General Action Steps When a Crisis Occurs:

~~16-1.~~ Whenever a crisis occurs that involves personal injury and/or property damage, the first responsibility of the Crisis Team is to ensure that the agency's emergency response plan is activated and that necessary and appropriate actions are taken to respond to the pending crisis and to minimize further loss. Priority shall always be given to the immediate safety needs of person and property. Through the designated spokesperson, the crisis team will implement the media response plan. Under ordinary circumstances, the initial media contact will be made only after the safety of persons and property has been fully addressed and facts verified.

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~~17-2.~~ The agency recognizes the emotional and physical impact a crisis may have on staff. All efforts should be made to steady and reassure your staff so that the process of managing the crisis can begin. Employees exhibiting signs of unusual stress and/or an inability to effectively attend to their respective duties should be relieved of all responsibilities and directed to a designated area. Crisis team members exhibiting symptoms of unusual stress and/or inability to effectively attend to his/her crisis team responsibilities should similarly be relieved of

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responsibilities. The agency's EAP should be immediately contacted to provide individual and group staff counseling.

~~18.3.~~ Employees directly involved in the crisis incident should not remain at the scene or site of the incident unless specifically requested to do so. They should be directed to a secure facility where they will be debriefed and their physical and emotional conditions assessed and attended to. This will often be the crisis team meeting location.

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~~19.4.~~ Identify a safe and secure facility location for the crisis team to meet and begin to implement the crisis management plan. At this location, the crisis team will begin fact finding and coordinating crisis response with key third parties such as emergency response agencies, PDRMA, EMS, local police, key staff, legal counsel, and the media.

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a. Communicate to all agency staff that a crisis exists and that all relevant information about the crisis needs to be immediately communicated to the crisis management team. Identify the agency spokesperson and reinforce to all staff that any and all media inquiries should be directed to the agency spokesperson.

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b. The Crisis Team Leader will direct staff actions, coordinate the gathering of information, serve as liaison to PDRMA and other third parties, interface with emergency responders such as police and fire services, and provide direction on needed resources and related needs.

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~~20.5.~~ PDRMA and the Agency Attorney should be immediately contacted in all crisis or potential crisis situations. Often, PDRMA staff will be on-site to advise and assist the member crisis team.

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a. In the age of instant communication and immediate media involvement, which may or may not be reporting accurate information, it is challenging to exercise restraint and caution. However, while it might be difficult to withhold comment, PDRMA's legal counsel must be part of the investigative process, public response, and overall coordination of communication for any serious incident (both internal and external). PDRMA's role is to establish, maintain and protect confidentiality and attorney-client privilege, as well as to help members avoid making comments and statements that may unnecessarily expose their agency to potential liability and/or unfounded public scrutiny.

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b. "Attorney-client privilege" is a legal rule that protects certain communications between a client (i.e., a PDRMA agency/employee) and attorney and keeps those communications privileged and confidential. By assuring confidentiality, clients can make *full and frank* disclosures to their attorney, who can better provide candid advice and effective representation. However, communications that do not fall within the scope of attorney-client privilege are often subject to public disclosure via the Freedom of Information Act

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(FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. Those unprotected communications sometimes contain inaccurate information, incomplete information and/or admissions that others can and will use against the member in a court of law and the court of public opinion.

- c. Remember, you can only give a statement with absolute confidentiality to PDRMA's legal counsel (or your corporate counsel). This includes written statements prepared by staff witnesses and third-party accounts documented and prepared by member staff. Members should consult with PDRMA's legal counsel before requesting or preparing substantive written statements or incident/loss reports, or before contemplating any disciplinary action against staff. This does not include compiling a list of witnesses and/or potential witnesses that includes personal and professional contact information.

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- ~~24-6.~~ Depending upon the nature of the crisis, contact the governing Board President to make him/her aware of the situation, **followed by notifying other available Board members.**

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- ~~22-7.~~ The crisis team will obtain, compile, monitor, and verify the accuracy of incoming information. Documenting **all** events and information in chronological order is critical to accurately assessing and addressing the crisis. New and incoming information must be verified and reviewed with past and other known information. The compilation, accuracy and availability of information are necessary to making well-informed decisions, revisiting and adapting to the crisis, and ultimately in evaluating the results of the crisis.

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- ~~23-8.~~ All staff directly involved in the crisis should be interviewed and debriefed by the crisis team as soon as possible.

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- ~~24-9.~~ Staff should be assigned to monitor (and videotape if possible) television news reports. In addition, local news radio stations should be monitored to determine how the crisis is being reported to the public.

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- ~~25-10.~~ The Crisis Team should assign staff to verify the accuracy of information as it becomes known. This information will be relied on by the Crisis Team in responding to the crisis, preparing a media relations plan, addressing public relations, determining the scope and nature of investigative action, and attending to the needs of victims, staff, relatives, and other affected parties.

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- ~~26-11.~~ Establish a communication team to answer in-coming phone calls, monitor incoming faxes and e-mails, and relay any pertinent information to the Crisis Team. This team should document all information received by callers including who called, information provided/requested, their title, time of call, and return phone number. Similarly, faxes and e-mails should immediately be forwarded to the Crisis Team.

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27.12. In determining a media relations strategy, the Crisis Team should consider:

- a. The newsworthiness of the incident/event;
- b. The need to reassure the community and public relations;
- c. The availability and accuracy of information;
- d. Coordinating dissemination of all information with legal counsel;
- e. Limiting initial contact to a written press release;
- f. Debriefing and preparing the agency spokesperson;
- g. Determine the manner and means of addressing the media
- h. An on-camera response may be as limited as the designated spokesperson reading a prepared written statement to the press or as in depth as a full press conference. The Crisis Team should regularly reassess the need to address the media. Factors to take into consideration should include the stage of the crisis, the scope and extent of the crisis, the expectations of your community, public relations, the need to balance inaccurate reporting, and the ability of the press to fairly report the crisis. Generally, the spokesperson should never admit or address fault or liability. Admissions or allegations as to fault or liability may be premature, inaccurate, and/or compromise the rights and liability of the agency and its staff. Therefore, it is critical to coordinate all media response with legal counsel.

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16.05 Specific Action Steps for Crisis Team:

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

1. Have the proper authorities been notified? (Police, fire, poison control, EPA, utility companies, etc.)
2. Is the emergency response portion of the crisis (agency response and public service response) completed or continuing?
3. Has the crisis team been notified and gathered? Will a crisis center need to be established? Where?
4. Has PDRMA, the Agency attorney and board members been notified?
5. What is the status of the internal investigation?
6. Is there an investigation being conducted by any third party? (i.e. police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)

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7. Have potential witness been identified and interviewed?
8. Has the crisis situation been fully investigated? Has investigative findings been reviewed? What is the potential for a secondary crisis?
9. Are damage/loss estimates available?
10. Has the family of all victims been notified?
11. How can the Crisis Team assure the public that the crisis is under control?
12. Has the waiting media been contacted by an agency representative to inform them that information will be provided, when available? Has the media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
13. Is a formal press conference or written press statement appropriate and/or necessary?
When? Where?
14. Has the spokesperson been updated with current information and thoroughly prepared (i.e. anticipated questions, rehearsed responses, etc.)?
15. Have false statements been reported by the media which should be balanced with facts?
- ♦16. Are there visual images of the incident and/or post-incident damages/losses (i.e. photographs, digital images, videos, etc.)?
- ♦17. Should the EAP and/or other counseling services be made available for employees, witnesses, and members of the public who may have been traumatized by the crisis?

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16.06 Executive Director Duties:

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

16.07 Department Head Duties:

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

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

16.08 Supervisor Duties:

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

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

16.09 Safety Coordinator(s) Duties:

1. Assist PDRMA with investigative efforts.
2. Coordinate the identification of witnesses and gather contact information.
3. Take photographs and preserve any evidence.
4. Contact the necessary governmental agencies when applicable (i.e. EPA following chemical spills, IDOL following the death of an employee, etc.)
5. Obtain, compile, or present pertinent safety documentation or practices conducted by the agency.
6. Complete the Accident/Incident Report Form which should be faxed to PDRMA within 24 hours. The safety coordinator(s) will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
7. Contact EAP services or other counseling agencies as directed by the crisis team head.

8. Review the accident circumstances and causes and decide a course of action to eliminate, or hopefully, prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

16.10 Office Staff Duties:

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

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

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

16.11 Spokesperson Duties:

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

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

- Acknowledge the incident/crisis
- Explain that it is premature to provide details pending further investigation

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

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

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

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

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

In addition, spokespersons **should never:**

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

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

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

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- Express concern for victims and families.

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

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

16.12 Role of Board Members and Elected Officials:

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

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

16.13 Role of Employees in Dealing with the News Media:

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

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

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

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

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16.14 Media Relations Plan:

Through direction of the Crisis Team, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to initiate contact with the media after basic information is received and verified. This decision as to the time, place and means of sharing information with the media and/or responding to media requests should be made by the crisis team, with advice by legal counsel. However, and as earlier noted, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

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

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

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

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

Always prepare an initial written press release.

16.15 Sample Initial Press Release:

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

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

(briefly describe crisis)

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

(identify investigative authorities)

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

16.16 Emergency Phone List:

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

Executive Director	Time Called_____
Department Head	Time Called_____
Department Head	Time Called_____
Facility Manager	Time Called_____
Safety Coordinator(s)	Time Called_____

PDRMA Time Called_____

Office (630) 769-0332

Fax (630) 769-0449

PDRMA After Hours - answering machine will give emergency number

Park District Attorney Time Called_____

Board President	Time Called _____
Board Vice President	Time Called _____
Board Member	Time Called _____
Board Member	Time Called _____
Board Member	Time Called _____

16.17 News Media Outlets:

TELEVISION STATIONS

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

PHONE NUMBER

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

RADIO STATIONS

WBBM AM 780
WGN AM 720

PHONE NUMBERS

312-944-6000
312-222-4700

DAILY NEWSPAPERS

Chicago Tribune
Chicago Sun Times
Daily Herald
Kane County Chronicle

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

16.18 Post Crisis Evaluation Form:

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

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

16.19

Geneva Park District
Crisis Management Plan Acknowledgment of Receipt

The Geneva Park District Crisis Management Plan supplements the many safety policies and procedures already in place at the agency. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

Printed Name of Employee

Signature of Employee

Date

17.0 STATEMENTS OF ADMISSION & SOCIAL MEDIA POLICY

Although the Geneva Park District practices good risk management techniques, accidents can and do happen. After an accident, many questions will be asked of the agency, such as: “Who will pay for the damage, who was at fault, what could the agency have done to prevent the accident?” Employees not familiar with agency policy could put the agency at risk of loss, either financially or through reputation. Employees may provide inadequate information, may be unknown to all of the facts, or confused due to the accident. To provide the most consistent information to the public and possible media outlets, please adhere to the following “Statements of Admission & Social Media” policy.

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel must be directed to a department head or other designated manager.

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the agency’s communication policy. It is critical to the reputation of the agency that all incident-related communications be accurate, appropriate and properly attributed. Only those employees officially designated by the agency have the authorization to speak on behalf of the agency. In this matter, (identify Spokesperson) has been designated the agency Spokesperson. Staff is expected to refer all media inquiries to _____, as our agency Spokesperson. Should anyone from the media contact you, a simple and appropriate response would be: “Please understand that _____ has been designated as the Agency’s/SRA’s Spokesperson. Kindly direct your inquiries to _____.” You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Agency/SRA and our staff, and compromise our ability to defend potential litigation. Similarly, the agency recognizes and respects the right of employees to use social networking, personal websites, texting and weblogs as a medium of self-expression. Again, only those employees officially designated by the agency have the authorization to speak on behalf of the Agency/SRA. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed.

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to coworkers, the victim(s), our patrons and others. While we cannot prevent you from using social media, we strongly recommend you do not use it to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representation may not be accurate, may violate attorney/client privilege, may violate privacy rights, and can later be used against you or the agency by the media in a future lawsuit against the agency. In short, remember that what you post will be around for a long time, so consider the content carefully.

The agency and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please see any manager if you have questions about this policy.

Statements of Admission & Social Media Policy
Acknowledgment of Receipt

The Geneva Park District Statements of Admission & Social Media Policy supplements the many safety policies and procedures already in place at the agency. As an employee, you are expected to read this policy thoroughly and return this completed acknowledgment of receipt form, which will be placed in your personnel file.

Printed Name of Employee

Signature of Employee

Date

18.0 IDOL INSPECTION PROCEDURES

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions." Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job. The Illinois Department of Labor is charged with enforcing the Act. The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

1. The Illinois Department of Labor inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. The Executive Director or Superintendent of Finance and Personnel will meet with the IDOL inspector.
2. In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if the agency staff is available or not. The Chain of Succession will be enacted if the Executive Director is not at the workplace when the inspector arrives.
3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
4. The opening conference will most likely include a check-list and the inspector will outline what records will be reviewed. It is advisable the agency personnel create a cooperative environment and not one that is adversarial. Records include:
 - a) Safety training program/hazard communication program (Employee Right-to-Know)
 - b) Current OSHA 200 log
 - c) Any prior IDOL inspection reports
5. The inspection will then begin. Have agency representative accompany the inspector. The inspector AND employer may take photographs/material samples for agency records.
6. The inspector may solicit employee input at any time during the inspection and this may be done in private. Allow employees to participate when requested.
7. Correct minor violations during the course of the inspection (house keeping) etc.
8. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the employer to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations. Present the agency's view of the situation and discuss an abatement period.

9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. Establish procedure and timeline to correct noted violations.

19.0 PREVENTIVE MAINTENANCE

The Geneva Park District utilizes various types of equipment and operates numerous facilities to provide recreational services to the public. The daily operations involve many different components, which over time develop the need for maintenance, cleaning and repair. Constant use of equipment, vehicles, facilities and athletic fields support the need for a regular inspection and maintenance program. The Park District Risk Management Agency (PDRMA) recommends that agencies regularly inspect their equipment, vehicles, facilities and athletic fields to help ensure the safety of the public as well as of the Geneva Park District staff.

Another benefit of a well developed preventive maintenance program is that it will maintain the life and performance of items inspected which in time will save the District money. A key component of the maintenance program is the maintaining of records. Inspection records should be kept for at least 3 years back from the current year or for at least 3 years after the item is at the end of its useful life. Inspection/preventive maintenance records will also help project maintenance costs and trade-in decisions and can be vital in the case of a lawsuit.

Inspections should be conducted by trained personnel. The following is a list of possible Geneva Park District property to be inspected on a regular basis. Inspection forms should be kept at the applicable facility or with the Department Head in charge. Additional inspections should be added as the necessity arises.

- Recreation Center
- Community Center
- Fitness Center
- Maintenance Facility
- Peck Farm Facilities
- Mini Golf Course
- Pool
- Gymnastics Equipment
- Athletic fields
- Playgrounds
- Vehicles
- Park Pavilions
- Greenhouse
- AED equipment
- [Park Maintenance Equipment](#)
- [Playhouse 38](#)

20.0 FALL PROTECTION PROGRAM

20.1 Introduction:

Many people think that falls primarily occur in the construction industry, where workers fall from roofs or scaffolds. The truth is that most falls can, and do occur throughout all job occupations and in the home. People fall down stairs, slip down ramps, fall through floor openings, fall off chairs or trip and fall in their offices. Although you may not realize it, falls are a leading cause of occupational death in today's workplace, second only to motor vehicle collisions. The reasoning behind this statistic is that nearly every occupation, in one way or another performs some type of task that puts us at risk of a fall. That is why it is important to evaluate each situation where a fall could occur and utilize the right tool, step-ladder, ladder or harness for the job.

The following list provides some real-life examples of falls that have occurred within PDRMA member agencies:

- Maintenance worker fell off scaffold and fractured leg;
- Teaching assistant standing on chair to hang Halloween decorations fell spraining wrist;
- Preschool teacher standing on a chair to hang poster fell receiving a concussion;
- Maintenance worker fell off 15 foot fixed ladder fracturing vertebrae;
- Maintenance worker fell off ladder while painting pipes and fractured arm.

Nearly all falls result from conditions or practices that seem obvious after an accident. However, preventing such accidents requires maintaining safe conditions in the workplace as well as proper planning, supervision, and training to promote safer actions by Park District employees. Taking a proactive approach to fall protection will not only keep you in compliance with OSHA/IDOL, it will provide the Park District a safer work and play environment.

This policy regarding fall protection has been designed to provide agencies an initial introduction to the OSHA fall protection standard and its mandatory requirements. Implementation of a successful fall protection program will require active participation from administration, supervisors, and the employees affected by this standard

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20.02 Mandatory Requirements:

The OSHA Safety Standards establish uniform requirements to make sure that the hazards from elevated falls in U.S. workplaces are evaluated, and that hazard information to educate workers is provided to all affected workers. OSHA recognizes that such accidents are, generally, complex events, involving a combination of factors. Accordingly, OSHA notes that a number of human and equipment related issues must be addressed to protect employees from fall hazards. Among those issues are the following:

- The need to know where and when fall protection is required;
- The selection of fall protection systems which are appropriate for given situations;
- The proper construction and installation of safety systems;
- The proper supervision of employees;
- The implementation of safe work procedures; and
- The proper training in the selection, use, and maintenance of fall protection systems.

In essence, the fall protection standards require that agencies conduct a hazard assessment of their workplace to determine if any fall hazards exist that would require the use of fall protection equipment. Agencies must select and have affected employees use the designated fall protection equipment to protect themselves from fall hazards. Agencies are required to assess the workplace to determine if hazards that require the use of fall protection equipment be present. Agencies must certify in writing that a workplace hazard assessment has been performed (see Appendix 1).

Another mandated aspect of the fall protection compliance program is the training of employees. Employees must be trained to know when fall protection equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Agencies are also required to certify in writing that training has been carried out and that employees understand it. While the fall protection standard will primarily affect maintenance departments, there are still many recreation related activities and hazards that need to be included in your hazard assessment which will require the use of fall protection equipment. There may be times when recreation staff need to use ladders or scaffolding to obtain stored equipment or to prepare scenes for a theatrical group. All employees and volunteers that are exposed to a fall risk greater than 4 feet should be trained in your fall protection program.

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20.03 Fall Protection Program

General:

The Geneva Park District will ensure that the hazards of all elevated falls over 4 feet, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of; evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

Responsibility:

Supt. of Recreation and Supt. of Parks and Properties are designated trained fall protection personnel. They are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All employees are responsible for safety at all times. The Park District has expressly authorized these individuals to halt any operation where there is danger of serious personal injury due to falls.

Review of Program:

The Park District will review and evaluate this Fall Protection Policy:

- On an annual basis;
- When changes occur to the OSHA fall protection standards;
- When facility operational changes occur that require a revision of this document;
- When there is an accident or close-call that relates to this area of safety;
- When fall protection procedures fail.

Effective implementation of this program requires support from all levels of management within the Geneva Park District. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

Fall Protection Assessment:

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. Staff will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazard assessment sheet will be used to document fall hazard assessments. A complete list of fall hazard locations and protective measures procedures will be maintained by the Supt. of Recreation and Supt. of Parks and Properties. (see Appendix 1).

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Training:

A training program will be provided for all employees who will be exposed to fall hazards, and will be conducted by competent personnel. This Park District will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. The program will include but will not be limited to:

- A description of fall hazards in the work area;
- Procedures for using fall prevention and protection systems;
- Equipment limitations;
- The elements encompassed in total fall distance;
- Prevention, control and fall arrest systems;
- Inspection and storage procedures for the equipment.

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Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

Initial Training

Training will be conducted prior to job assignment. This Park District will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and their locations.
- Load determination and balancing requirements.
- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned in to the supervisor for inspection.
- Equipment maintenance and inspection requirements.
- Proper fitting and removal of equipment that is worn by an employee.
- Equipment strengths and limitations.

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Refresher training

This policy will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on a semi-annual basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this Park District has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

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Fall Protection Procedures:

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by Park District competent individuals or other competent personnel. Park District personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- Involve the Supt. of Recreation and Supt. of Parks and Properties and other staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- The Park District will be specific in dealing with fall hazards when developing contracts or bid specifications.

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Protective Materials and Hardware:

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the Supt. of Recreation and Supt. of Parks and Properties and/or other designated fall protection personnel. Fall Protection devices will be singularly identified; will be the only devices(s) used

for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.

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Fall Protection Systems:

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The Park District may utilize, but not limited to the following fall protection systems:

1. Guard rail systems;
2. Hand rail and stair rail systems;
3. Safety net systems;
4. Fall arrest systems.
5. Scaffolding

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Inspection and Maintenance:

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

1. Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
2. All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
3. The user will inspect equipment prior to each use and check the inspection date.
4. Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
5. Check all equipment for mold, damage, wear, mildew, or distortion.
6. Hardware should be free of cracks, sharp edges, or burns.
7. Ensure that no straps are cut, broken, torn or scraped.
8. Special situations such as electrical conductivity, and chemical effects will be considered.
9. Equipment that is damaged or in need of maintenance will be tagged as unusable, and will not be stored in the same area as serviceable equipment.

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~~10.~~● Anchors/mountings will be inspected before each use by the user/supervisor for signs of damage.

Contractor Responsibilities:

In addition to complying with the fall protection requirements that apply to all Park District employees, each contractor who is retained to perform operations that involve fall protection will:

- ~~11.~~● Obtain available information regarding fall hazards and protective measures from the District.
- ~~12.~~● Coordinate fall protection operations with the Park District, when both Park District personnel and contractor personnel will be working in or near recognized fall hazard locations.
- ~~13.~~● Inform the Park District of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within Park District owned facilities through a debriefing immediately prior to the operation.

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Appendix 1

Geneva Park District Fall Protection Hazard Assessment and Analysis

Location: _____ Completed by: _____ Date: _____

OSHA requires employers to complete an assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction), and select fall protection methods to protect employees working at these heights. Assessments should be task specific. The process involves:

1. Identify work tasks or activities that must be done at elevated heights.
2. Select options that will protect employees from these fall hazards.
3. Identify the employees that perform these work tasks and activities.
4. Train these people to recognize the inherent fall hazards and how to implement the Fall Protection options selected by the Park District.

Use a copy of the Fall Protection assessment form to aid you in evaluating each job task and what forms of fall protection you can use. Once the job task has been evaluated you can use the Fall Protection Summary sheet to record all the individual job tasks and fall protection measures that should be followed.

Fall Protection Assessment Form

Job Task requires the use of:	Fall Protection Measure
Portable ladders: Either wood, metal or fiberglass. Either step or extension ladder.	Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.
Fixed ladder	May be provided with a fixed cage meeting the requirements under 1910.27 (d) and/or be equipped with a personal fall arrest system (harness and lanyard), capable of limiting the free fall distance to 6 feet or less.
Scaffolding: Either job built or portable.	All scaffolding must be provided with a guardrail (36-42 inches high), a mid rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)
Man-lift or Scissors lift	Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.
Work on roofs	If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)
Bucket truck lifts (Tree trimming, etc.)	Outriggers deployed, and use of personal fall arrest system (harness and lanyard)

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**Geneva Park District Fall Protection Hazard Assessment
Summary Sheet**

Location: _____ **Completed by:** _____ **Date:** _____

Job Task/Activity	Performed by	Fall Hazard	Fall Protection Measure to be Used
Comments			

I certify that I personally performed the above Hazard Assessment on the date indicated. *This document is a Certification of the Hazard Assessment.*

Signed by: _____ Date: _____

21.0 PROCEDURES FOR LIFTING SAFELY

Back injuries account for about \$1 million dollars a year in job-related injuries among PDRMA members. Disabling back injuries cause many workers to lose time from work or from personal activities. The sad truth is that most of the pain and lost time can be prevented if employees are aware of how the back functions and how to lift safely to protect the back.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it's forced to perform activities it was not designed to do. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. Never be afraid to ask for help with loads that you know you cannot lift safely. Lift with good sense and a little extra help from a co-worker or mechanical aid when necessary.

If the employee decides he/she is capable of lifting a light load, lift correctly...

1. Move in so that your feet are close to the base of object, preferably shoulder-width apart.
2. Face the object squarely. Bend your knees and squat over the item to be lifted. In this position, the back gets added lifting strength and power from the legs and arms.
3. Move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close in.
4. Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
5. Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, stomach tight and head lifted, the worker may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles. If you can't lift slowly, you can't lift safely.
6. Avoid twisting motion while lifting. Turn with your feet while carrying, go slow and easy, lead with foot pointing in your direction of travel

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A good way to learn the right from the wrong way to lift is to practice lifting correctly a few times. The employee will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, over time, cause injury and pain. The back can be damaged quickly but can take a long time to heal.

Lifting Awkward Loads

0.1. Reaching into a bin or car trunk

- Stand with feet shoulder-distance apart
- Slightly bend knees and squat, bending at hip joints, not waist
- Slide the load as close to your body as possible
- Raise yourself with leg and hip muscles
- If possible, rest knees against edge for support

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+2. Loading a truck or shelf: Put load on the edge of the tailgate or shelf and push it into place

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| 2.3. Awkward Location: Use the golfer's lift, bending at the waist, to pick up light, small loads when you can't bend your knees or get close to the object.

22.0 SOCCER GOAL SAFETY POLICY

22.01 Introduction:

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1-99 (the "Act"). The Act requires Geneva Park District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

22.02 Definitions:

The following words shall have the following meanings when used in this Policy.

~~1.0.~~ "Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1-99.

~~2.1.~~ "Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.

~~3.2.~~ "Board" means the Board of Commissioners of the District.

~~4.3.~~ "District" means Geneva Park District.

~~5.4.~~ "Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

~~6.5.~~ "Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

~~7.6.~~ "Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers that use Property for Soccer-Related Activities.

~~8.7.~~ "Policy" means this Soccer Goal Safety and Education Policy.

~~9.8.~~ "Property" means real property owned or leased by the District where Movable Soccer Goals are used.

~~10.9.~~ "Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

~~11.10.~~ "Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

22.03 Moving And Securing Movable Soccer Goals; Warning Labels:

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

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Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT _____.
SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

22.04 Routine Inspections by District:

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its property to verify that they are properly secured and document such inspection in writing.

22.05 Permitted User Inspections, Placement in Non-Use Position And Notice to Players:

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment 2.

22.06 Use of District Property by Permitted Users:

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

22.07 Removal:

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

22.08 Acquisition of Tip-Resistant Movable Soccer Goals:

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

22.09 Applicability:

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

22.10 Availability of Policy:

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the Geneva Park District, 710 Western Avenue, Geneva IL, 60134 at 630-232-4542.

22.11 Amendments:

This Policy may be amended by the District at any time.

22.12 Effective Date:

This Policy becomes effective November 21, 2011.

ATTACHMENT 1
GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS

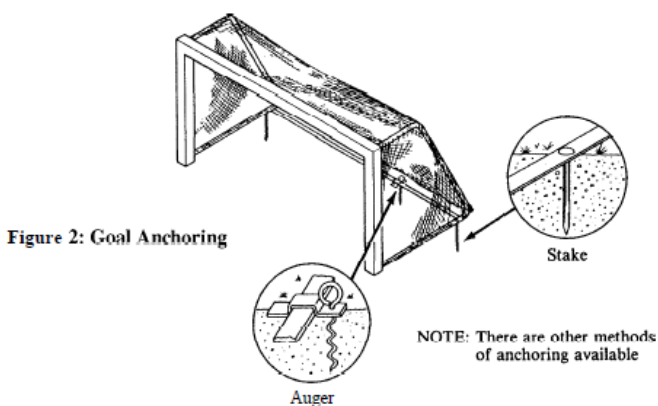
NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counter-weighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that ALL movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

Illustrations and Recommendations According to the U.S. Consumer Product Safety Commission



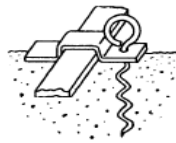
ATTACHMENT 1 - CONTINUED

Anchor Types

1. Auger Style

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



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2. Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

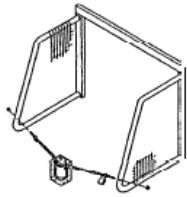
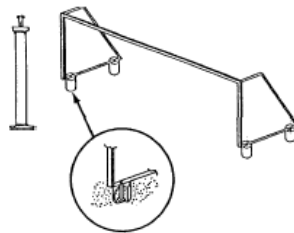


Figure 3.2b: Semipermanent Anchor

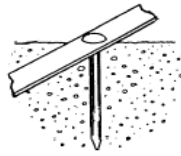


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3. Peg or Stake Style (varying lengths) Anchor

Typically two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

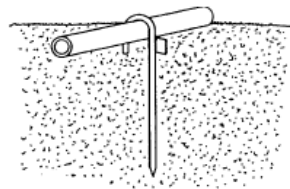
Figure 3.3: Peg or Stake Style Anchor



4. J-Hook Shaped Stake Style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

Figure 3.4: J-Hook Anchor



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5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

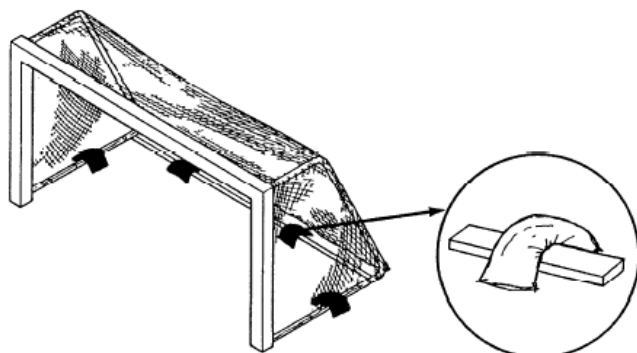


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

6. Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.

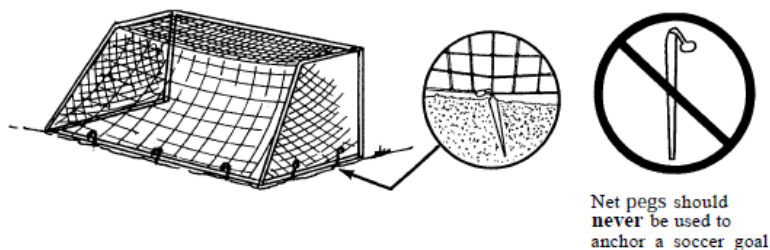


Figure 3.6: Net Pegs

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ATTACHMENT 2
SAMPLE NOTICE

[INSERT DATE]

TO WHOM IT MAY CONCERN: All parents and guardians of soccer players:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

[INSERT NAME]

MOVABLE SOCCER GOAL ROUTINE INSPECTION FORM

Site _____ Fields _____ Date _____ Time _____

Inspector _____ Weather Conditions _____

Soccer goals should be inspected prior to and after any soccer game, practice, scrimmage or other activity on the District's property. Check each box "no" if repairs are not necessary. If the answer to any question is "yes", write a comment about each problem area in the "comments" space provided at the end of each section. All boxes checked "yes" should be scheduled for repair and dated after the repair is made.

Repairs Needed	Goals	Repair Date
Yes ___ No ___	Any open hooks which are to attach nets have been removed.	
Yes ___ No ___	Are anchors in place and secured properly to the goal and ground surface?	
Yes ___ No ___	Rusted or weak areas on the posts or crossbar /welds are cracked?	
Yes ___ No ___	Jagged or sharp points or edges on the posts? Connecting hardware, such as nuts and bolts, out of place or not secure?	
Yes ___ No ___	All soccer goals are properly secured and anchored at all times so they will not fall over when excessive weight is applied to the crossbar (i.e. players hanging on the crossbar). Safety warning stickers affixed to all goals.	
Yes ___ No ___	If anchor bags are used, are they in good condition? (adequately filled, placed over the base of the goal frames at the back corners)	
Yes ___ No ___	Safety/warning labels are clearly visible (placed under the crossbar and on the sides of the down-posts at eye level).	
Yes ___ No ___	Is the goal on a level surface?	
Yes ___ No ___	All goals not presently in use are stored safely in such a manner that they can't be moved or tipped over and pose no immediate danger.	

Comments: _____

23.0 ERGONOMICS POLICY

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for Geneva Park District staff. It is the policy of the Geneva Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Geneva Park District adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training. This policy applies to all full-time, part-time, and seasonal employees in all departments at the Geneva Park District.

Notice of Ergonomic Policy Receipt

The Geneva Park District establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established Ergonomic Policy.

Employee: _____

Date: _____

24.0 SEIZURE MANAGEMENT POLICY AND FIRST AID PROCEDURES

Policy Overview:

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

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

When to Activate the EMS (911) system:

- ♦ 1. Anytime you are unaware of a pre-existing seizure disorder, summon EMS immediately.
- ♦ 2. Anytime you are uncomfortable with either the situation or the condition of the person, call EMS. Always err on the safe side, for the patrons' safety.

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•3. Anytime the seizure is different in nature or character than prior seizures, summon EMS immediately.

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•4. If you know the person is prone to seizures or is being medically treated *and you have written instructions from the patron or patron's parents/guardians not to summon EMS*, it may or may not be necessary to activate EMS unless:

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- The seizure lasts longer than 1-3 minutes
- Another seizure begins within 1 hour after the first
- The person does not regain consciousness after the convulsions or seizure have stopped
- The person stops breathing for longer than 30 seconds
- Seizure occurs after a known head injury or the person complains of a sudden severe headache
- The person is pregnant
- The person has a medical alert tag or diabetic alert tag
- The person appears injured
- The person has swallowed excess amounts of water
- You are at all uncomfortable with the situation

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•5. If you are provided patron/parent instructions on how to manage a seizure and/or not to summon EMS in the event of the seizure, you should:

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

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Definition and Description:

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

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

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

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

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

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

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

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

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

Emergency Procedures:

- ◆1. Prevent the person from injuring themselves. Place something soft under their head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed.
- ◆2. Place the person in a recovery position to allow saliva to drain from the mouth.
- ◆3. Start timing the seizure as soon as symptoms are recognized.
- ◆4. If uncomfortable with the situation, contact EMS immediately.
- ◆5. **Do not** restrain the person's movements.
- ◆6. **Do not** place any items in the person's mouth and **do not** attempt to give any liquids.
- ◆7. Be sensitive of the environment and the person's privacy.
- ◆8. If staff is unfamiliar with the person, unsure if previously diagnosed as seizure prone or medically treated, contact EMS immediately.
- ◆9. Maintain the person's airway.
- ◆10. After the seizure subsides, complete an initial assessment to determine the condition of the person (airway, breathing, circulation, physical condition).
- ◆11. If the person is not breathing, begin 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.

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- ◆14. If a minor, the occurrence of a seizure should always be reported to the person's parents or guardians.

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

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ACTIVITY/ENVIRONMENTAL CONSIDERATIONS

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

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

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

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

25.0 CONFINED SPACE POLICY

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The Geneva Park District's Confined Space Policy is intended to help aid in providing a safe working environment for employees. Please refer to the Board Approved Confined Space Policy. As an employee, you are expected to read this policy thoroughly. The Geneva Park District establishes this policy to minimize the potential for injury to you and to provide a safe workplace for all employees. Should you have any questions, consult your supervisor for assistance.

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26.0 MEDICATION DISPENSING GUIDELINES AND PROCEDURES

~~Strict policies~~Procedures have been ~~put in place~~developed regarding for the dispensing of medication to participants. These ~~policies~~procedures must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over-the-counter medications (including cough drops and pain relievers) and any prescription medication. Parents/Guardians are required to complete a “Request to Administer Medication Form” for any and all medication to be administered to participants by the staff or the participants themselves. This form requires a doctors’ signature.

- Medication cannot be administered without a doctor’s signature on the “Request to Administer Medication Form.”
- Parent/Guardian must sign and complete a “Request to Administer Medication Form.” This form requires the doctors’ signature.
- All medication ~~in the~~should be in its original container. ~~with~~†The prescription label must include patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Medication will be stored in a locked area at a temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Students are not allowed to keep medication with them; ~~even~~all medication, including inhalers, must be kept locked up with other medicine. If a child is administering the inhaler themselves, they will ~~simply~~ ask the staff when needed.
- Staff are not allowed to dispense medication via injections or suppositories.

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SAFETY MANUAL ACKNOWLEDGEMENT

It is the Park District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury and property loss. The Geneva Park District Safety Manual supplements the many policies and procedures in place. As an employee, you are expected to read this document thoroughly and return this completed acknowledgement receipt form which will be placed in your personnel file.

Signature of Employee

Printed Name

Date

*Geneva Park
District*

*Form
Explanation
&
Usage*

Board Approved May 2021

FORM EXPLANATION AND USAGE

- (A) EMPLOYEE INJURY/ILLNESS FORM
- (B) ACCIDENT/INCIDENT REPORT
- (C) CERTIFICATION OF HAZARD ASSESSMENT
- (D) PPE EMPLOYEE TRAINING AGENDA
- (E) RIGHT-TO-KNOW LAW SIGN
- (F) DRIVER ABSTRACT
- (G) PRE-TRIP CHECK
- (H) FLEET VEHICLE SAFETY INSPECTION
- (I) VEHICLE ACCIDENT WORKSHEET
- (J) INSERVICE TRAINING ROSTER FORM
- (L) WORKER'S COMPENSATION CLAIM FORM

A - EMPLOYEE INJURY/ILLNESS FORM

This form is to be used by employees for on-the-job work related injuries/illnesses. Follow the procedures outlined in the Accident/Incident Reporting Procedures section of the Safety Manual.

B - ACCIDENT/INCIDENT REPORT

This form is used for general liability claims (Bodily Injury or Property Damage). Follow the procedures outlined in the Accident/Injury Reporting Procedures section of the Safety Manual.

C – CERTIFICATE OF HAZARD ASSESSMENT

This form is used to document when hazards are present or likely to be present which necessitates employees to use personal protective equipment including eye, face, head, foot or hand protection.

D – PPE EMPLOYEE TRAINING AGENDA

This form is an outline intended to serve as a sample checklist and provide structure to employee PPE training.

E – RIGHT TO KNOW LAW SIGN

This form is a sign that must be posted where regular employee information is posted to clearly show an employee's rights regarding toxic substances.

F - DRIVER ABSTRACT

This form is completed by employees who will be responsible for operating Park District vehicles as part of their employment. This form gives permission for the District to check the employee's driving record. This form is completed during New Employee Orientation Process.

G - PRE-TRIP CHECK FORM

This form is to be completed by the supervisor who is responsible for any park district trips. Forms should be completed and submitted to the Safety Coordinator.

H – FLEET VEHICLE SAFETY INSPECTION

This form should be utilized on a regular basis to assist in the maintenance of all Geneva Park District vehicles.

I - VEHICLE ACCIDENT WORKSHEET

This form is used when an employee is involved in an accident when operating one of the District owned vehicles. Follow the procedures outlined in the Accident/Injury Reporting Procedures section of the Safety Manual. All District owned vehicles are supplied with these accident worksheets.

J - INSERVICE TRAINING ROSTER FORM

In-service training should take place in every department for every employee. All training should be documented to ensure that specific training objectives are met. Social security numbers are noted specifically to identify an employee at anytime in the future, i.e., legal defense. All supervisors, department heads, etc. should use a training roster anytime a session is held. The roster should be forwarded to the Safety Coordinator.

K – WORKER'S COMPENSATION CLAIM FORM

This form should be utilized when an employee is hurt while working and may require worker's compensation.

Employee Injury Report

Form
04

1	Complete an Employee Injury Report for each employee injured.		
2	Agency name	Today's date	
3	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
4	Name of person completing report	Title of person completing report	
5	Business phone	Business email	
6	How did the incident occur? (Provide a one-line factual description.)		
7	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.		
8	Is there an address for this location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
9	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)		
10	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)		
11	Employer's FEIN		
12	Did the employee miss more than three (3) scheduled workdays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
13	What was the employee doing when the accident occurred?		
14	How did the incident occur? (Provide a detailed factual description.)		
15	Employee last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Best number to contact employee	Email	
	Social security number	Date of birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status (divorced/married/single/unknown)	Number of dependents	Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Average weekly wage	Job title/occupation	

Employee Injury Report

Form
04
(pg. 2)

15	What is the employee's employment status?			
	<input type="checkbox"/> Permanent full-time	<input type="checkbox"/> Permanent part-time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Intern <input type="checkbox"/> Other
	Date hired (mm/dd/yyyy)	What is the employee's tenure? (length of employment)		
		<input type="checkbox"/> Less than 1 yr. <input type="checkbox"/> 1-3 yrs. <input type="checkbox"/> 4-10 yrs. <input type="checkbox"/> 11-19 yrs. <input type="checkbox"/> More than 20 yrs.		
	Time employee began work on day of incident (hh/mm a.m./p.m.)			
	Last date employee worked prior to date of incident (mm/dd/yyyy)			
	If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy)			
	Did the incident occur on agency premises? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
	Injury or illness? <input type="checkbox"/> Injury <input type="checkbox"/> Illness			
	Describe the injury or illness (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)			
	What object or substance, if any, directly harmed the employee?			
	16	Did the injured employee seek medical attention?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
17	If yes, was the treatment given away from the worksite?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
18	Was the employee treated in an emergency room?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
19	Was the employee hospitalized overnight as an inpatient?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
20	Name of treating physician, health care provider, or emergency room			
	Address			
	City	State	Zip code	
	Phone number			

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)		
3	Name of person completing report	Title of person completing report		
4	Business phone number	Business email		
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.			
7	Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If yes, please provide the following:				
Street address _____				
City		State	Zip code	
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)			
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)			

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
11	If yes, please provide the following information:			
Last name _____		First name _____		
Address _____				
City _____		State _____	Zip code _____	
Home phone # _____		Work phone # _____	Cell phone # _____	
Age _____		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
12	Is injured person an agency volunteer?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)			
14	Did injured person make any statements?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If yes, what did injured person say? _____				

15 Was first aid administered? ☐ Yes ☐ No ☐ Unknown

Name and position of person who administered first aid _____

What first aid was given? _____

Did first aid involve AED and/or CPR? ☐ Yes ☐ No ☐ Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron) ☐ Yes ☐ No ☐ Unknown Offered and called ☐ Yes

Offered and refused ☐ Yes ☐ No ☐ Unknown Offered, refused, called by agency anyway ☐ Yes

Unable to respond and called ☐ Yes ☐ No ☐ Unknown

Were police called? ☐ Yes ☐ No ☐ Unknown If yes, please provide the following information.

Name of police department _____

Name of officer _____

Do you expect this person to submit a claim? ☐ Yes ☐ No ☐ Unknown

PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident? ☐ Yes ☐ No ☐ Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district ☐ Patron ☐

Vehicle owner ☐ Other ☐

18 Last name (or business name) _____ First name (not necessary if business name) _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

Describe the property damage _____

WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

20 Did witness make any statements? ☐ Yes ☐ No ☐ Unknown

If yes, what did witness say? _____

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

Location: _____ **Completed by:** _____ **Date:** _____

I certify that I personally performed the above Hazard Assessment on the date indicated. *This document is a Certification of the Hazard Assessment.*

Signed by: _____ Date: _____

**GENEVA PARK DISTRICT
PERSONAL PROTECTION EQUIPMENT
EMPLOYEE TRAINING AGENDA**

This outline is intended to serve as a sample checklist and provide structure to employee PPE training. Check off each topic as it is covered.

Introduction/Overview

- ☐ Why is PPE so important
- ☐ When is PPE necessary
- ☐ What type is necessary
- ☐ How should PPE be worn
- ☐ What PPE's limitation are
- ☐ How PPE should be maintained

The Employee Handbook

- ☐ Go through contents
- ☐ Emphasize safety information pertaining to your department

Workplace Hazards

- ☐ Discuss what hazards are apparent
- ☐ Review the hazards identified in the "PPE Hazard Assessment"
- ☐ The importance of noting new hazards
- ☐ Imminent Danger/Employee rights
- ☐ The use of SDS's

PPE Selection Criteria

- ☐ Matching up PPE with hazards
- ☐ If they are not certain, ask!

How PPE Should be Worn

- ☐ The importance of proper fit
- ☐ Fit tests (i.e., respirators)

Maintenance of PPE

- ☐ Your PPE storage system
- ☐ Cleaning and Inspection
(Emphasize: If damaged, PPE is useless)
- ☐ Disposal and Replacement

TOXIC?

YOU HAVE THE

Right-to-Know

about toxic substances in your work area.

The Illinois Right-to-Know law requires your employer to provide you with the following:

MATERIAL SAFETY DATA SHEETS

MSDS describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.

LABELING

Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

TRAINING

Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels.

The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: 217/782-9386 (Downstate) or 312/793-1964 (Chicago area)

**State of Illinois Building
160 N. LaSalle, Ste. C-1300
Chicago, IL 60601
Tel:(312) 793-7308
Fax:(312) 793-2081**

**2309 West Main Street
Marion, IL 62959
Tel:(618) 993-7090
Fax:(618) 993-7258**

**One West Old State Capitol Plaza
Room 300
Springfield, IL 62701
Tel:(217) 782-9386
Fax:(217) 782-0596**

GENEVA PARK DISTRICT
DRIVER ABSTRACT AUTHORIZATION FORM

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office. The Executive Director and the Safety Coordinator appreciate your cooperation by completing the following form and returning it to your supervisor with all other new employee paperwork. All Full-time and applicable Part-time and returning Short-Term employees must also complete this form annually as advised by the Superintendent of Finance and Personnel.

I authorize the Geneva Park District to review my driving record through the Secretary of State's office and I understand that a poor driving record may disqualify me from operating agency vehicles or drive as a part of my employment.

Signature of Employee _____ Date

Employee's Complete Name: _____
(Last) (First) (Middle)

Street Address: _____

City, State, and Zip Code: _____

Birth Date: _____ Social Security #: _____

Driver's License #/State: _____

Driver's License Classification: _____

Form
H

PRE-TRIP CHECK
GENEVA PARK DISTRICT

Date: _____

Driver: _____

Transportation Provided By: _____

Destination: _____

*Check list for independent contractor:

a) Adequate size vehicle: Yes _____ No _____

b) Safety inspected and date of last inspection: Yes _____ No _____

Date _____

c) Driver with current, valid license: Yes _____ No _____

d) Certificate of Insurance: Yes _____ No _____

e) Safety and emergency equipment available: Yes _____ No _____

(f) Driver in satisfactory physical condition: Yes _____ No _____

*Check list for park district or other vehicle

a) Maintenance checks:

Fuel _____ Oil _____ Coolant _____

b) Equipment:

Windows _____ Brakes _____ Lights _____

Signals _____ Fire Extinguisher _____ Tools _____

First Aid Kit _____ Mirrors _____ Tires _____

c) Driver: Number of current, valid licenses: _____

Training completed: Yes _____ No _____ Date: _____

Completed By/Inspection By: _____

GENEVA PARK DISTRICT FLEET VEHICLE SAFETY INSPECTION

Driver: _____ Vehicle Mileage: _____

Inspector: _____ Vehicle Number: _____

Vehicle Make & Year: _____ Date: _____

	Okay	Needs Work
Exterior Inspection:		
Body: Check for dents, scratches, rust & cleanliness	_____	_____
Headlights: Check for broken or burned out bulbs & cleanliness	_____	_____
Mirrors: Check for broken or cracked glass & cleanliness	_____	_____
Tail, Brake & Turn Signals: Check for broken lens, burned out bulbs and proper operation	_____	_____
Tires & Spare Tire: Check pressure and defects, plus tire iron	_____	_____
Windshield & Wipers: Check for wear & cleanliness	_____	_____
Interior Inspection:		
Heater, Air Conditioner & Defroster: Check operation	_____	_____
Horn: Check operation, sound	_____	_____
Instrument Gages: Check operation & lights	_____	_____
Interior: Check condition & cleanliness	_____	_____
Windshield & Windows: Check for cracks & cleanliness	_____	_____
Communication Equipment: Check operation & condition	_____	_____
Safety Belts: Check operation & condition	_____	_____
Mechanical Inspection:		
Brakes: Check adjustment, wear & operation	_____	_____
Engine Compartment: Check all fluids & top off	_____	_____
Miscellaneous Inspections:		
Accident Reporting Kit	_____	_____
Emergency Road Kit	_____	_____
First Aid Kit	_____	_____
Fire Extinguisher	_____	_____

Comments (use back of form if additional space is needed)

Appendix E GENEVA PARK DISTRICT
VEHICLE ACCIDENT WORKSHEET
General Instructions for Employees

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911 or the police 232-4736, then call your employer 232-4542.
6. Identify witnesses. Record their names, addresses, and telephone numbers. Notes may be taken using the other side of this sheet.
7. Be courteous. Willingly show your drivers license and proof of insurance to police and other drivers!

THIS VEHICLE IS OWNED BY THE ABOVE-NAMED GOVERNMENTAL
AGENCY AND THEREFORE IS EXEMPT FROM THE STATE OF
ILLINOIS MANDATORY VEHICLE INSURANCE LAW.

Vehicle insurance coverage is provided by:
Park District Risk Management Agency
P.O. Box 4320
Wheaton, IL 60189-4320
(630) 769-0332

8. Recollect the time just before the accident and note:

* your speed: _____
* your lane: _____
* use of your turn signal: _____
* use of your headlights: _____
* intersection traffic control devices: _____
* distractions to your driving: _____
* weather conditions: _____

9. Do not argue about the accident and never admit or discuss guilt, however, record any admission of guilt by occupant(s) of other vehicle.
10. If the accident involves an unattended vehicle, call the police and have an accident report completed. Report the accident to your supervisor.

Record Important Information

Witness: _____

Witness: _____

Speed;Lane;Signals,Etc:

Other Vehicle Occupants:



Vehicle Accident Report

[For bodily injury or damage to another's property or for damage to your vehicle]
Attorney/Client Privileged Document

Appendix F
Form
02

Member Information

1	Name of member:	Phone:	Driver name:	Phone:	Date of birth:	Date of hire:
	Address:		Address:		<input type="checkbox"/> Administration <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Family member
	City:	State:	Zip:	City:	State:	Zip:

Member Vehicle

2	Make:	Year:	Model:	Serial no.:	License no.:	Where vehicle can be seen:
	Trailer (if applicable):	Year:	Model:	Area of damage:	Current location of vehicle:	Estimated repair cost:

Accident

3	Date of loss:	Time:	Location (street or highway):			City:	State:
	Were police called to scene? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police dept. called:	Driver:	Arrested:	Ticketed:	Violation:
	Name of officer:		Badge #:	Station address:			

Claimant 1

4	Owner of other vehicle:	Age:	Address:		City:	State:	Zip:	Phone:
	Driver, if other than above:	Age:	Address:		City:	State:	Zip:	Phone:
	Make of vehicle:	Year:	Model:	License no.:	Area of damage:	Damage estimate (\$):	Where vehicle can be seen:	

Claimant 2

5	Owner of other vehicle:	Age:	Address:		City:	State:	Zip:	Phone:
	Driver, if other than above:	Age:	Address:		City:	State:	Zip:	Phone:
	Make of vehicle:	Year:	Model:	License no.:	Area of damage:	Damage estimate (\$):	Where vehicle can be seen:	

Property Damage—Other Than Auto (e.g. Fence, Landscaping, Guard Rail, etc.)

6	Owner of property:	Address:			City:	State:	Zip:	Phone:
	Describe damaged property:	Location of property:			City:	State:	Extent of damage:	

Witness Information

7	Name:	Address:			City:	State:	Zip:	Phone:
	Name:	Address:			City:	State:	Zip:	Phone:

Persons Injured

8	Name 1:		Age:		Name 2:		Age:																
	Address:		Phone:		Address:		Phone:																
	City:		State:		Zip:		City:		State:		Zip:												
	Occupation:		Where taken:				Occupation:		Where taken:														
	<input type="checkbox"/> Fatality <input type="checkbox"/> Bleeding <input type="checkbox"/> Unconscious <input type="checkbox"/> No visible injury <input type="checkbox"/> Other _____						<input type="checkbox"/> Pedestrian <input type="checkbox"/> In your vehicle <input type="checkbox"/> In Claimant vehicle <input type="checkbox"/> Complained of pain <input type="checkbox"/> Other _____						<input type="checkbox"/> Fatality <input type="checkbox"/> Bleeding <input type="checkbox"/> Unconscious <input type="checkbox"/> No visible injury <input type="checkbox"/> Other _____						<input type="checkbox"/> Pedestrian <input type="checkbox"/> In your vehicle <input type="checkbox"/> In claimant vehicle <input type="checkbox"/> Complained of pain <input type="checkbox"/> Other _____				

Additional Information

9	Describe any statements made at scene:
---	--

Accident Description

10	Describe accident:		Accident diagram:		
Was member vehicle used for business purpose at time of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What street were you on?		Claimant 1:		Claimant 2:	
What direction were you traveling?		Claimant 1:		Claimant 2:	
Weather: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Icy <input type="checkbox"/> Foggy <input type="checkbox"/> Snowy		Traffic conditions: <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy			
Speed limit:		Were you familiar with the area? <input type="checkbox"/> Yes <input type="checkbox"/> No		Traffic controls:	

Signature

11	Date of this report:	Signature and title:	E-mail address:
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Vehicle Accident Report

► Instructions ◀

Form
02-
I

#	Section	Instructions
1	Member information	Fill in the agency name, address, city and zip. Provide the name of the agency staff that was driving the vehicle. His or her address, email, and date of birth. Date of hire and their employment status by department.
2	Member vehicle	Fill in make, model, year, serial number and license plate number of agency vehicle involved in the accident. Indicate where vehicle can be seen. If known, describe the area of damage and estimated amount of damage. Attach estimate. (Note: Do not wait for estimate to send in form.)
3	Accident information	Fill in details of the accident including date and time. Provide the street location where the accident occurred. Provide the name of the police department involved, the police report number. If any tickets were issued, provide the name of the person to which the police issued the ticket.
4	Claimant 1	Fill in the vehicle owner and driver of other vehicle involved in the accident. Provide their address, city, and phone number. Obtain this information from vehicle accident exchange sheet given at the scene of the accident. Provide the type of vehicle they were driving and where, and to what extent, their vehicles were damaged.
5	Claimant 2	If a second claimant was involved, provide the same information as claimant one.
6	Property damage	Provide information about any property owned by others that was damaged. For example, fencing, Landscaping, Guard Rail, etc.
7	Witness information	Provide information about any third party witnesses to the accident. (Include vehicle occupants.)
8	Persons injured	List all persons in vehicle or pedestrians on the street injured due to this accident. Indicate where injured parties were taken from scene.
9	Additional information	Provide any statements made at the scene of accident; especially those of the other driver(s) or witnesses.
10	Accident description	This section of form should be filled out by agency driver. They should describe how the accident happened in their words. Indicate if the vehicle was being used for business at the time of the accident. Have the driver draw a diagram of accident scene. Driver should provide information about the street they were on, weather and traffic conditions, etc.
11	Signature	Sign and date the report and provide your phone number. If you have an email address, please add it to the form.

INSERVICE TRAINING ROSTER

GENEVA PARK DISTRICT

Topic _____

Instructor _____ Location/Department _____ Date _____

Agenda _____

Please attach any supporting materials used in training.

Print Name

Signature

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY*Please type or print.*

Employer's FEIN		Date of report		Case or File #		Is this a lost workday case? Yes / No	
Employer's name				Doing business as			
Employer's mailing address							
Nature of business or service					SIC code		
Name of workers' compensation carrier/admin.			Policy/Contract #			Self-insured? Yes / No	
Employee's full name				Social Security #		Birthdate	
Employee's mailing address						Employee's e-mail address	
Male / Female		Married / Single		# Dependents		Employee's average weekly wage	
Job title or occupation					Date hired		
Time employee began work		Date and time of accident			Last day employee worked		
If the employee died as a result of the accident, give the date of death.				Did the accident occur on the employer's premises? Yes / No			
Address of accident							
What was the employee doing when the accident occurred?							
How did the accident occur?							
What was the injury or illness? List the part of body affected and explain how it was affected.							
What object or substance, if any, directly harmed the employee?							
Name and address of physician/health care professional							
If treatment was given away from the worksite, list the name and address of the place it was given.							
Was the employee treated in an emergency room? Yes / No				Was the employee hospitalized overnight as an inpatient? Yes / No			
Report prepared by		Signature			Title and telephone #		

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. FRONTAGE RD. SPRINGFIELD, IL 62703-5118 IC45 6/09

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.