

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting – June 16, 2020
185 Spring Avenue
7:00 p.m.
Agenda**

Due to the shutdown of all Park District facilities in response to COVID-19, meetings of the Park Board of Commissioners will be held by Zoom conference until further notice as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

The public is invited to join the conference. Please email Dave Harris at dharris@gepark.org for the Meeting ID and password by 6:30pm on the Tuesday of the meeting. Plan to join the meeting 5-10 minutes before the start of the meeting at 7pm.

Public participation instructions:

Members of the public will be automatically muted, therefore, please email any public comment to Dave Harris at dharris@gepark.org by 6:30pm on the Tuesday of the meeting. Emailed comments will be read into the official record during this meeting.

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Consent Agenda:** All items in Section VI are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests. In which event the item will be Removed from the Agenda.
 - A. Voucher list of bills totaling \$283,237.67
 - B. Minutes from the May 19,2020 Regular meeting, and the June 2, 2020 Workshop meeting
 - C. Park District Policy Manual Updates
 - Chapter I Board & Administration Policies, Section 4-Criminal Background Check Policy
 - Chapter II Financial Policies, Section 8 Outstanding Check Policy

- Chapter III Personnel Policies, Section 5.03 Criminal Background Check Policy, Section 5.05 Equal Employment Opportunity Policy, Section 5.06 Americans With Disabilities Act Policy, Section 7.13 Classification, Definition, and Status of Employees, Section 8.27 Non-Discrimination and Anti-Harassment Policy, Section 8.33 Infectious Disease Control Policy

VII. Unfinished Business

- A. Coronavirus (COVID-19) District update

VIII. Staff Reports

- A. Finance Report (For Information Only)

IX. Commissioners' Reports

X. Adjourn

Accounts Payable

Voucher Approval Document

Warrant Request Date: 6/16/2020



Glen Ellyn Park District

Voucher List Presented to the Board of Commissioners

To the Executive Director:

The payment of the attached list of bills has been approved by the Park District Board of Commissioners and as of the date signed below, you are hereby authorized to pay them from the appropriate funds.

Treasurer: _____

Date: _____

10	Corporate Fund	\$	66,826.39
20	Recreation Fund		47,172.49
55	Special Recreation Fund		425.75
85	Asset Replacement Fund		9,794.60
94	Capital Improvements Fund		159,018.44
		Report Total:	<u>\$ 283,237.67</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 06/11/2020 - 10:21AM
 Batch: 00003.06.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200222	Accurate Repro Inc.			Check Sequence: 1	ACH Enabled: False
161851/874	Posters	43.50	06/17/2020	20-00-000-521650-0000	
161851/874	Posters	88.50	06/17/2020	20-30-100-521650-0000	
161911	Self-Guided Nature Tours	244.00	06/17/2020	20-22-000-535500-2375	
161977	Covid Signage	351.00	06/17/2020	10-00-000-585850-0000	
	Check Total:	727.00			
Vendor: 199108	AAP Financial Services Advance Auto Parts			Check Sequence: 2	ACH Enabled: False
	Fleet Repairs	292.72	06/17/2020	10-10-000-530340-0000	
	Check Total:	292.72			
Vendor: 200791	Advanced Disposal			Check Sequence: 3	ACH Enabled: False
	5/2020 Scavenger Services	1,597.37	06/17/2020	10-00-000-521300-0000	
	Check Total:	1,597.37			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 4	ACH Enabled: False
76238	5/2020 Attorney Fees	1,558.75	06/17/2020	10-00-000-521100-0000	
	Check Total:	1,558.75			
Vendor: 109320	B Gunther & Company Inc.			Check Sequence: 5	ACH Enabled: False
78349	Memorial Plaque	180.00	06/17/2020	20-00-000-420213-0000	
	Check Total:	180.00			
Vendor: 107285	Clint Babicz			Check Sequence: 6	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 198915	Kathleen Baehl			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Supplies	106.17	06/17/2020	20-24-000-535500-4610	
	Check Total:	106.17			
Vendor: 108315	Batteries Plus			Check Sequence: 8	ACH Enabled: False
P25102399	Lightbulbs	114.50	06/17/2020	20-30-100-530300-0000	
P27613443	Truck Battery #442	104.60	06/17/2020	10-10-000-530340-0000	
	Check Total:	219.10			
Vendor: 201652	Bauer Dentistry & Orthodontics			Check Sequence: 9	ACH Enabled: False
	Sponsorship Refund	400.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	400.00			
Vendor: 199280	Beary Landscape Management			Check Sequence: 10	ACH Enabled: False
164245	5/2020 Mowing	4,895.00	06/17/2020	10-10-000-521600-0000	
	Check Total:	4,895.00			
Vendor: 201654	Bruss Landscaping			Check Sequence: 11	ACH Enabled: False
	Sponsorship Refund	400.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	400.00			
Vendor: 135160	BSN Sports			Check Sequence: 12	ACH Enabled: False
Various	Uniforms	572.00	06/17/2020	20-21-000-535500-1232	
	Check Total:	572.00			
Vendor: 112895	Julie Carlson			Check Sequence: 13	ACH Enabled: False
	Supplies	330.26	06/17/2020	20-24-000-535500-4610	
	Check Total:	330.26			
Vendor: 113916	Chicago Fire & Burglar Inc.			Check Sequence: 14	ACH Enabled: False
52396	Monitoring 3/20-5/2020	89.85	06/17/2020	20-30-500-521600-0000	
	Check Total:	89.85			
Vendor: 200028	Chicagoland Paving Contractors, Inc.			Check Sequence: 15	ACH Enabled: False
	Final Payment	143,620.15	06/17/2020	94-90-805-575150-0000	
	Check Total:	143,620.15			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 114260	Nicholas Cinquegrani			Check Sequence: 16	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	75.00	06/17/2020	10-00-000-570300-0000	
Cell Reimb	Qtrly Phone Reimbursement	75.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 201650	Club Pilates			Check Sequence: 17	ACH Enabled: False
	Sponsorship Refund	400.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	400.00			
Vendor: 115186 2220062394	Commercial Tire Service Inc			Check Sequence: 18	ACH Enabled: False
	Tire Mounting	29.50	06/17/2020	10-10-000-530210-0000	
	Check Total:	29.50			
Vendor: 169850	Constellation New Energy - Gas LLC			Check Sequence: 19	ACH Enabled: False
	3/2020 Gas	1,202.34	06/17/2020	20-30-200-570200-0000	
	3/2020 Gas	514.47	06/17/2020	10-00-000-570200-0000	
	3/2020 Gas	138.24	06/17/2020	20-30-150-570200-0000	
	3/2020 Gas	423.11	06/17/2020	20-30-500-570200-0000	
	3/2020 Gas	1,167.41	06/17/2020	20-30-450-570200-0000	
	3/2020 Gas	284.64	06/17/2020	20-30-300-570200-0000	
	3/2020 Gas	1,719.01	06/17/2020	20-30-100-570200-0000	
	3/2020 Gas	337.70	06/17/2020	20-30-350-570200-0000	
	Check Total:	5,786.92			
Vendor: 115438	Cooling Equipment Service, Inc.			Check Sequence: 20	ACH Enabled: False
	Yearly Maintenance Contract	2,900.00	06/17/2020	20-30-200-521600-0000	
	Yearly Maintenance Contract	2,100.00	06/17/2020	20-30-450-521600-0000	
	Check Total:	5,000.00			
Vendor: 117920	Mary Defiglia			Check Sequence: 21	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 201656	Dupage Medical Group			Check Sequence: 22	ACH Enabled: False
	Sponsorship Refund	800.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	800.00			
Vendor: 200600	EMG Fundraising, LLC			Check Sequence: 23	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
286	Consulting Services	472.50	06/17/2020	20-26-000-525500-6845	
	Check Total:	472.50			
Vendor: 125133	Kathleen Esposito			Check Sequence: 24	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 199400	Fieldturf USA Inc.			Check Sequence: 25	ACH Enabled: True
#1	Payment #1-Indoor Turf	8,829.50	06/17/2020	85-30-100-541300-0000	
	Check Total:	8,829.50			
Vendor: 199573	First Bankcard			Check Sequence: 26	ACH Enabled: False
Babicz	Adobe-Creative Cloud	28.15	06/17/2020	20-21-000-525500-1232	
Babicz	Adobe-Creative Cloud	28.15	06/17/2020	20-21-000-525500-1161	
Babicz	GoDadd.com-Domain Registration	36.92	06/17/2020	20-21-000-525500-1127	
Babicz	GoDadd.com-Domain Registration	16.94	06/17/2020	20-21-000-525500-1125	
Cinquegrani	Amazon-Facemasks	38.99	06/17/2020	10-00-000-585850-0000	
Cinquegrani	Green Branch-Get Well Plant	85.76	06/17/2020	10-00-000-585150-0000	
Cinquegrani	Microsoft-Office 365	121.75	06/17/2020	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	18.00	06/17/2020	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	121.75	06/17/2020	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	45.00	06/17/2020	20-30-100-521600-0000	
Cinquegrani	Microsoft-Office 365	2.00	06/17/2020	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	2.00	06/17/2020	20-23-000-525500-3510	
Cinquegrani	Wow-Internet	96.95	06/17/2020	20-30-500-570300-0000	
Cinquegrani	Crash Plan-Offsite Backup	9.99	06/17/2020	10-00-000-521700-0000	
Cinquegrani	GFOA-Webinar	35.00	06/17/2020	10-00-000-585201-0000	
Cinquegrani	Comcast-Internet	127.04	06/17/2020	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	127.03	06/17/2020	20-00-000-570300-0000	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	32.11	06/17/2020	10-00-000-570300-0000	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	39.84	06/17/2020	10-10-000-570300-0000	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	32.11	06/17/2020	20-00-000-570300-0000	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	38.01	06/17/2020	20-00-000-570300-0000	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	29.95	06/17/2020	20-24-000-535500-4625	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	88.46	06/17/2020	20-24-000-535500-4631	
Cinquegrani	Verizon-4/21-5/20/2020 Cell Phone	29.82	06/17/2020	20-24-000-535500-4643	
Cinquegrani	Comcast-Internet	90.54	06/17/2020	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	146.50	06/17/2020	20-30-300-570300-0000	
Cinquegrani	PAX8-Data Archiving	65.87	06/17/2020	10-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	9.74	06/17/2020	10-10-000-521600-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	PAX8-Data Archiving	65.87	06/17/2020	20-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	24.35	06/17/2020	20-30-100-521600-0000	
Cinquegrani	PAX8-Data Archiving	1.09	06/17/2020	20-26-000-525500-6845	
Cinquegrani	PAX8-Data Archiving	1.08	06/17/2020	20-23-000-525500-3510	
Cinquegrani	Comcast-Internet	156.50	06/17/2020	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	778.32	06/17/2020	20-30-100-570300-0000	
Cinquegrani	Amazon-Toner	86.89	06/17/2020	10-00-000-530100-0000	
Cinquegrani	Comcast-Internet	131.59	06/17/2020	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet	234.64	06/17/2020	20-30-150-570300-0000	
Defiglia	Nextup-Pickleball Rack	285.00	06/17/2020	20-21-000-535500-1182	
Defiglia	Case Lots-Masks	998.00	06/17/2020	10-00-000-585850-0000	
Defiglia	Direct TV-Cable	152.99	06/17/2020	20-30-350-521600-0000	
Miller	Walgreens-Supplies	100.00	06/17/2020	20-00-000-530100-0000	
Miller	Jewel-Supplies	900.00	06/17/2020	20-00-000-530100-0000	
Miller	Home Depot-Repairs	111.68	06/17/2020	20-30-100-530300-0000	
Norman	Arts RV-Trailer Repairs	466.24	06/17/2020	10-10-000-530210-0000	
Norman	Frost Inc-Spraying Rig	1,000.48	06/17/2020	10-10-000-530340-0000	
Norman	Walgreens-Supplies	400.00	06/17/2020	10-00-000-530100-0000	
Norman	Walgreens-Supplies	600.00	06/17/2020	10-00-000-530100-0000	
Okray	Adobe-Stock Photos	39.99	06/17/2020	10-00-000-530450-0000	
Okray	Adobe-Stock Photos	40.00	06/17/2020	20-00-000-530450-0000	
Okray	Yelp-Digital Advertising	90.00	06/17/2020	20-30-100-521650-0000	
Okray	N2-Advertising	250.00	06/17/2020	20-00-000-521650-0000	
Okray	Amazon-Supplies	18.98	06/17/2020	20-00-000-521650-0000	
Okray	Amazon-Supplies	70.00	06/17/2020	20-00-000-521650-0000	
Okray	Textedly-SMS Marketing	-840.00	06/17/2020	20-00-000-521650-0000	
Okray	Dropbox-File Storage	199.00	06/17/2020	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	93.15	06/17/2020	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	25.00	06/17/2020	20-30-100-521650-0000	
Okray	iStock-Photography	83.00	06/17/2020	10-00-000-530450-0000	
Okray	iStock-Photography	83.00	06/17/2020	20-00-000-530450-0000	
Okray	Amazon-Supplies	18.28	06/17/2020	20-00-000-521650-0000	
Okray	Best Version-Advertising	156.80	06/17/2020	20-00-000-521650-0000	
Robinson	Lamination Depot-Supplies	71.09	06/17/2020	10-00-000-530100-0000	
Robinson	Lamination Depot-Supplies	71.09	06/17/2020	20-00-000-530100-0000	
Shingler	Marathon-Staff Shirts	630.24	06/17/2020	20-30-100-530250-0000	
Shingler	Easy Ice-Concessions	85.00	06/17/2020	20-30-500-530095-0000	
Shingler	Les Mills-BodyPump	248.00	06/17/2020	20-30-100-521600-0000	
Shingler	Name.com-Annual Website Fee	17.98	06/17/2020	20-30-500-530910-0000	
Shingler	Amazon-Supplies	12.99	06/17/2020	20-30-100-535500-0000	
	Check Total:	9,502.68			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 198982 1005518	Fox Valley Filter Filters	272.46	06/17/2020	Check Sequence: 27 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	272.46			
Vendor: 129093 00350823 00351365 00356395	Fox Valley Fire & Safety Alarm Monitoring Alarm Monitoring Annual Inspection	93.00 105.00 160.00	06/17/2020 06/17/2020 06/17/2020	Check Sequence: 28 20-30-150-521600-0000 20-30-500-521600-0000 20-30-500-521600-0000	ACH Enabled: False
	Check Total:	358.00			
Vendor: 129187 Cell reimb	Renaе Frigo Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 29 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 201653	Glen Ellyn Bank & Trust Sponsorship Refund	400.00	06/17/2020	Check Sequence: 30 20-00-000-470250-0000	ACH Enabled: False
	Check Total:	400.00			
Vendor: 201649	Glen Ellyn Dentistry Sponsorship Refund	400.00	06/17/2020	Check Sequence: 31 20-00-000-470250-0000	ACH Enabled: False
	Check Total:	400.00			
Vendor: 200002 73794	Golf & Busse Towing Mower Towing Fee	85.00	06/17/2020	Check Sequence: 32 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	85.00			
Vendor: 133300	Tracy Gustello Supplies	152.17	06/17/2020	Check Sequence: 33 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	152.17			
Vendor: 199895 Cell Reimb	Christine Hartnett Qtrly Phone Reimbursement	100.00	06/17/2020	Check Sequence: 34 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	100.00			
Vendor: 198800 26833	Hawk Ford Steering Hose	118.76	06/17/2020	Check Sequence: 35 10-10-000-530340-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	118.76			
Vendor: 135825 37003340	Heritage FS Inc. Diesel Fuel	324.05	06/17/2020	Check Sequence: 36 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	324.05			
Vendor: 142480 1541 1541	Invex Design Worpress Plugin Worpress Plugin	100.00 100.00	06/17/2020 06/17/2020	Check Sequence: 37 20-00-000-521650-0000 20-30-100-521650-0000	ACH Enabled: False
	Check Total:	200.00			
Vendor: 199968 Cell Reimb	Hugh Johnson Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 38 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 148305	Rebecca Karales 3/20-5/20 Mileage	13.80	06/17/2020	Check Sequence: 39 20-00-000-585270-0000	ACH Enabled: False
	Check Total:	13.80			
Vendor: 199867 100639	Kompan Inc. Surface-Outdoor Fitness	14,813.22	06/17/2020	Check Sequence: 40 94-90-805-575160-0000	ACH Enabled: False
	Check Total:	14,813.22			
Vendor: 152045	Len's Ace Hardware Bolts/Nuts Sprayer Battery Ball Valve Screws GFCI Cover	9.13 44.99 41.38 2.15 8.98	06/17/2020 06/17/2020 06/17/2020 06/17/2020 06/17/2020	Check Sequence: 41 10-10-000-530300-0000 10-10-000-530210-0000 10-10-000-530300-0000 10-10-000-530300-0000 10-10-000-530300-0000	ACH Enabled: False
	Check Total:	106.63			
Vendor: 200711 Cell Reimb	Stacey Lim Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 42 20-30-100-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 198847 30593-20	McCloud Aquatic Services Lake Ellyn Treatments	5,411.64	06/17/2020	Check Sequence: 43 10-10-000-530615-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
30594-20	Lake Foxcroft Treatments	4,907.36	06/17/2020	10-10-000-530615-0000	
	Check Total:	10,319.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 44	ACH Enabled: False
42801	Irrigation Repairs	30.22	06/17/2020	10-10-000-521315-0000	
42804	Bench Repairs	65.33	06/17/2020	10-10-000-530300-0000	
43623	Roof Cleaner	19.99	06/17/2020	10-10-000-530300-0000	
44192	Paint Supplies	36.35	06/17/2020	10-10-000-530300-0000	
44431	Zip Ties	73.68	06/17/2020	10-10-000-530300-0000	
44668	Spraying Rig Supplies	44.75	06/17/2020	10-10-000-530210-0000	
44679	Sprayers/Sunscreen	127.89	06/17/2020	10-10-000-530300-0000	
44692	Spraying Rig Supplies	48.31	06/17/2020	10-10-000-530210-0000	
44843	Spraying Rig Supplies	18.32	06/17/2020	10-10-000-530210-0000	
	Check Total:	464.84			
Vendor: 198896	Midwest Printing Inc.			Check Sequence: 45	ACH Enabled: False
22347	Accounts Payable Checks	358.80	06/17/2020	20-00-000-521700-0000	
	Check Total:	358.80			
Vendor: 200107	Ryan Miller			Check Sequence: 46	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 159801	National Seed			Check Sequence: 47	ACH Enabled: False
595110	Grass Seed	1,935.00	06/17/2020	10-10-000-550400-0000	
	Check Total:	1,935.00			
Vendor: 161204	Scott Norman			Check Sequence: 48	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 201651	North American Dental Group			Check Sequence: 49	ACH Enabled: False
	Advertising Refund	1,600.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	1,600.00			
Vendor: 163593	Courtney Okray			Check Sequence: 50	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 101134	PDRMA			Check Sequence: 51	ACH Enabled: False
	5/2020 Health Insurance	4,902.34	06/17/2020	10-00-000-565100-0000	
	5/2020 Health Insurance	12,024.45	06/17/2020	10-10-000-565100-0000	
	5/2020 Health Insurance	10,948.90	06/17/2020	20-00-000-565100-0000	
	5/2020 Health Insurance	3,846.36	06/17/2020	20-30-100-565100-0000	
	5/2020 Health Insurance	223.16	06/17/2020	20-30-150-565100-0000	
	5/2020 Health Insurance	231.98	06/17/2020	20-30-200-565100-0000	
	5/2020 Health Insurance	69.59	06/17/2020	20-30-300-565100-0000	
	5/2020 Health Insurance	92.79	06/17/2020	20-30-350-565100-0000	
	5/2020 Health Insurance	69.59	06/17/2020	20-30-400-565100-0000	
	5/2020 Health Insurance	1,144.37	06/17/2020	20-30-450-565100-0000	
	5/2020 Health Insurance	8.69	06/17/2020	20-30-500-565100-0000	
	5/2020 Health Insurance	425.75	06/17/2020	55-00-000-565100-0000	
	5/2020 Property Insurance	5,649.19	06/17/2020	10-00-000-560600-0000	
	5/2020 Liability Insurance	2,721.26	06/17/2020	10-00-000-560600-0000	
	5/2020 Workers Compensation Insurance	4,121.91	06/17/2020	10-00-000-560200-0000	
	5/2020 Employment Practice	1,302.82	06/17/2020	10-00-000-560600-0000	
	5/2020 Pollution Liability	170.01	06/17/2020	10-00-000-560600-0000	
	Check Total:	47,953.16			
Vendor: 200177 247402	Performance Chemical & Supply, Inc. Supplies	63.98	06/17/2020	Check Sequence: 52 10-00-000-585850-0000	ACH Enabled: False
	Check Total:	63.98			
Vendor: 200569 Cell Reimb	Sean Phenegar Qtrly Cell Reimbursement	60.00	06/17/2020	Check Sequence: 53 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 200068	Pro Am Team Sports Uniforms	178.86	06/17/2020	Check Sequence: 54 20-21-000-535500-1112	ACH Enabled: False
	Check Total:	178.86			
Vendor: 173290 Cell Reimb	Dave Rajeck Qtrly Phone Reimbursement	60.00	06/17/2020	Check Sequence: 55 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 173930 1833100	Reinders, Inc. Mower Repairs	686.95	06/17/2020	Check Sequence: 56 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	686.95			
Vendor: 174978 Cell Reimb	Jeannie Robinson Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 57 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 176093 10122430 10224181	Russo Power Equipment Trim Supplies Spreader Repairs	209.87 95.49	06/17/2020 06/17/2020	Check Sequence: 58 10-10-000-530210-0000 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	305.36			
Vendor: 200527 Cell Reimb	Raul Salto Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 59 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 176971	Sam's Club Direct Membership Fees Membership Fees	670.00 95.00	06/17/2020 06/17/2020	Check Sequence: 60 20-00-000-585250-0000 10-00-000-585250-0000	ACH Enabled: False
	Check Total:	765.00			
Vendor: 178253	Debra Shakin Supplies	44.00	06/17/2020	Check Sequence: 61 20-24-000-535500-4643	ACH Enabled: False
	Check Total:	44.00			
Vendor: 178570 7785-9 8356-7	Sherwin Williams Co. Paint Hub Painting	42.18 585.07	06/17/2020 06/17/2020	Check Sequence: 62 10-10-000-530600-0000 94-90-805-575160-0000	ACH Enabled: False
	Check Total:	627.25			
Vendor: 200038 Cell Reimb	Chad Shingler Qtrly Phone Reimbursement	150.00	06/17/2020	Check Sequence: 63 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 199567 99869143-001	Site One Landscape Supply, LLC Plantings	185.30	06/17/2020	Check Sequence: 64 10-10-000-550600-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	185.30			
Vendor: 201655	St. Barnabas Episcopal Church			Check Sequence: 65	ACH Enabled: False
	Sponsorship Refund	200.00	06/17/2020	20-00-000-470250-0000	
	Check Total:	200.00			
Vendor: 200712	Taylor Stirmell			Check Sequence: 66	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 200442	Wendy Stoner			Check Sequence: 67	ACH Enabled: False
	Supplies	484.56	06/17/2020	20-24-000-535500-4610	
	Check Total:	484.56			
Vendor: 183781	Terrace Supply Company			Check Sequence: 68	ACH Enabled: True
01012107/8	CO2	46.50	06/17/2020	20-30-500-521600-0000	
	Check Total:	46.50			
Vendor: 199807	Michael Thomas Jr.			Check Sequence: 69	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 201657	Trashcans Warehouse			Check Sequence: 70	ACH Enabled: False
00018933	Trash Cans	965.10	06/17/2020	85-30-100-541300-0000	
	Check Total:	965.10			
Vendor: 200610	Nathan Troia			Check Sequence: 71	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	06/17/2020	10-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 199344	TruGreen			Check Sequence: 72	ACH Enabled: False
	District Wide Weed Control	1,502.55	06/17/2020	10-10-000-521600-0000	
	Check Total:	1,502.55			
Vendor: 188120	Unique Products & Service Corporation			Check Sequence: 73	ACH Enabled: False
389258	Supplies	722.28	06/17/2020	10-00-000-585850-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	722.28			
Vendor: 200659	Francisco Vargas			Check Sequence: 74	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	60.00	06/17/2020	10-10-000-570300-0000	
	Check Total:	60.00			
Vendor: 199084	Javier Vargas			Check Sequence: 75	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	60.00	06/17/2020	10-10-000-570300-0000	
	Check Total:	60.00			
Vendor: 199127	Luis Vargas			Check Sequence: 76	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	60.00	06/17/2020	10-10-000-570300-0000	
	Check Total:	60.00			
Vendor: 200495	Village of Glen Ellyn-Fuel			Check Sequence: 77	ACH Enabled: False
	5/2020 Fuel	1,722.18	06/17/2020	10-10-000-530500-0000	
	Check Total:	1,722.18			
Vendor: 190330	Village of Glen Ellyn-Water			Check Sequence: 78	ACH Enabled: False
	3/16-4/15/2020 Water	175.01	06/17/2020	20-30-200-570400-0000	
	3/16-4/15/2020 Water	23.58	06/17/2020	20-00-000-570400-0000	
	3/16-4/15/2020 Water	42.72	06/17/2020	20-00-000-570400-0000	
	3/16-4/15/2020 Water	54.33	06/17/2020	10-00-000-570400-0000	
	3/16-4/15/2020 Water	26.45	06/17/2020	20-30-150-570400-0000	
	3/16-4/15/2020 Water	19.86	06/17/2020	20-30-500-570400-0000	
	3/16-4/15/2020 Water	487.91	06/17/2020	20-30-350-570400-0000	
	3/16-4/15/2020 Water	559.08	06/17/2020	20-30-450-570400-0000	
	3/16-4/15/2020 Water	425.78	06/17/2020	20-30-100-570400-0000	
	3/16-4/15/2020 Water	30.47	06/17/2020	20-30-300-570400-0000	
	3/16-4/15/2020 Water	48.30	06/17/2020	20-00-000-570400-0000	
	3/16-4/15/2020 Water	42.72	06/17/2020	20-00-000-570400-0000	
	3/16-4/15/2020 Water	30.47	06/17/2020	20-30-400-570400-0000	
	Check Total:	1,966.68			
Vendor: 200233	Brandon Wassell			Check Sequence: 79	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	60.00	06/17/2020	10-10-000-570300-0000	
	Check Total:	60.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 192415 Cell Reimb	Eric Wassell Qtrly Phone Reimbursement	60.00	06/17/2020	Check Sequence: 80 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 193195 92879 93605 93607/540	West Side Tractor Sales Clutch Repair Mower Transmission Mower Transmission	45.00 1,676.47 369.77	06/17/2020 06/17/2020 06/17/2020	Check Sequence: 81 10-10-000-530210-0000 10-10-000-530210-0000 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	2,091.24			
Vendor: 194608 4530991144	Wilson Sporting Goods Program Equipment	993.13	06/17/2020	Check Sequence: 82 20-21-000-535500-1182	ACH Enabled: False
	Check Total:	993.13			
Vendor: 200328 223000	Yonex Tennis Balls	1,022.39	06/17/2020	Check Sequence: 83 20-21-000-535500-1182	ACH Enabled: False
	Check Total:	1,022.39			
Vendor: 200441 Cell Reimb	Jared Zaino Qtrly Phone Reimbursement	60.00	06/17/2020	Check Sequence: 84 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
	Total for Check Run:	283,237.67			
	Total of Number of Checks:	84			

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
May 19, 2020
185 Spring Avenue**

I. Call to Order

President Ward called the remote Zoom meeting to order at 7:03 p.m. President Ward stated that Commissioners and staff were participating remotely via Zoom.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Nephew, Durham, Weber, Bischoff and President Ward. Commissioner Cornell connected via Zoom at 7:08 p.m.

Staff members attending via Zoom were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Parks Project Manager Troia and Superintendent of Recreation Esposito.

Guests in attendance were CFC Member Don St. Clair.

III. Pledge of Allegiance

IV. Changes to the Agenda

None.

V. Public Participation

None.

VI. Consent Agenda

Commissioner Nephew moved, seconded by Commissioner Weber, to approve the Consent Agenda including the Voucher List of Bills totaling \$91,265.89.

Roll Call: Aye: Commissioners Nephew, Bischoff, Stortz, Durham, Weber, and President Ward

Nay: None

Motion Carried.

VII. Unfinished Business

A. Ackerman Payout Request #11

Executive Director Harris presented the Ackerman Park Phase IV Improvement Project Payout Request #11 from Wight Construction. Following a brief discussion and an inquiry as to how the park handled the recent rainstorms, Commissioner Weber moved, seconded by Commissioner Stortz, to approve Wight Construction payout request #11 for the Ackerman Park Phase IV Improvements-Construction Management Services in the amount of \$130,562.15.

Roll Call: Aye: Commissioners Weber, Stortz, Durham, Nephew, Weber, Bischoff, and President Ward

Nay: None

Motion Carried.

B. Coronavirus (COVID-19) District Update including reopening plan(s)

Over the last several weeks, staff has been developing re-opening plans for the facilities and summer programs based on the State’s Restore Illinois Plan for Stages 3, 4 and 5. At this time, the Governor has indicated that Illinois is on track to reach *Phase 3: Recovery* by May 27, 2020. Additionally, the State hopes to reach *Phase 4: Revitalization* by the opening of the schools in the Fall of 2020. A copy of the Restore Illinois Plan is attached to this report.

In anticipation of the State reaching safe guidelines for re-opening, as well as final guidelines from IDPH, the following specifications were developed for all three phases:

- Dates/Fee/Day/Times/Location/Park/ Participant Minimums & Maximums/Staffing
- Face Covering/Hand Sanitizer/Hand Washing/Equipment/Social Distancing
- Speakers/Visitors/Bathroom use/Playground Use
- Drop-off and Pick-up/Building and Park Ingress and Egress Procedures
- Protocol if Virus is present
- Cleaning Procedures
- Program Modifications/Spectators & Parents
- Budget Considerations
- Attached to this report are preliminary plans for each program and facility area within the guidelines of Phases 3, 4 and 5. Those areas that are planning a re-opening for Phase 3 will have various starting dates sometime in early to mid-June. Some of Phase 4 plans are geared for a July start date and while optimistic, there is a good chance that Phase 4 will not begin until August. If that is the case, the July classes will also be cancelled.

A summary of the re-opening plans is listed below:

Location/Program	Phase 3	Phase 4	Phase 5
ASFC Camps/Classes Group Fitness Facility Special Events	No indoor fitness center: several classes and training held outside with 10 patrons every hour; one sport camp with 8 participants	Indoor Fitness center will open with 50 people max each hour. The increased limit should present minimal issues with camps or classes reaching 50 +	Open with no restrictions
Main Street/SARC	Specific camps only in building	Additional camps, offices will open	Open with no restrictions

MK Holes & Knolls	10 patrons on course per hour with reservations	50 patrons on course per hour	Open with no restrictions
Camp Caravan Imagination Station Safety Village	Open with 8 participants and 2 staff per room	Add additional rooms with staffing	Open with no restrictions
Positively Play/Kids Camp (In-A Box)	Zoom style programs with supplies delivered	Open with smaller numbers	Open with no restrictions
General Programs Contractual Dance	Cancelled	Classes with numbers below 50 can be conducted	Open with no restrictions
Special Events	Free community events and registration events cancelled	Free community events are cancelled; smaller registered events ok	Open with no restrictions
Tennis	Will operate lessons with smaller groups	Will operate almost at full capacity with 50	Open with no restrictions
Lake Ellyn Boathouse	9 attendees with 1 staff are allowed; most of the rentals have cancelled or rescheduled	49 attendees with 1 staff are allowed; smaller groups will remain; larger groups cancelled or rescheduled	Open with no restrictions
Athletics	All activities are cancelled. District 87 High school camps are cancelled for all summer	Scaled back activities with July start dates if Phase IV begins	Open with no restrictions

- *Phase 3:* The Park District will have limited indoor camps with small numbers and strict guidelines; limited outdoor classes and personal training at ASFC; outdoor tennis lessons will be conducted with smaller numbers, and Holes & Knolls will open with limited hourly participation.
- *Phase 4:* The Park District will increase indoor and outdoor camp and program sessions with added participation numbers; ASFC will open with some limitations; Holes and Knolls will increase hourly participation.
- *Phase 5:* Open with no restrictions

The Board presented several questions regarding participant and staff safety along with overall protocol and procedures. They were appreciative of the effort and thoroughness and look forward to the District implementing these modified programs while adhering to the Phase III guidelines.

The Board was also apprised that the closing of Sunset Pool was going to be publicized on Wednesday and include the cancellation of special events through July and the cancellation of

the remaining summer sports – baseball and softball. Emphasis will now be focused on strategizing for Phase IV of the Restore Illinois Plan, fall programs including fall sports.

VIII. New Business 2019

A. Maryknoll Parking Lot Payout Request

Parks Project Manager Troia presented payout request #1 for the Maryknoll Parking Lot Project in the amount of \$115,563.00. This is the first payout from ALamp Concrete Contractors, Inc., who is the general contractor for the project.

This project consisted of milling and overlaying the existing parking lot and restriping. Additionally, perforated underdrains were added to help extend the longevity of the surface. To date, all work is complete, and the parking lot is ready for use. As a reminder, the project was budgeted and approved due to a competitive and a very favorable bid outcome. The project initially scheduled for the fall was advanced to an earlier spring installation due to Maryknoll Park and park amenities being closed.

Commissioner Cornell moved, seconded by Commissioner Durham to approve payout request #1 for the Maryknoll Parking Lot Project in the amount of \$115,563.00.

*Roll Call: Aye: Cornell, Durham, Stortz, Nephew, Weber, Bischoff, and President Ward
Nay: None*

Motion Carried

B. Ackerman Indoor Turf Payout Request

Parks Project Manager Troia presented payout request #1 for the Indoor Turf Replacement Project in the amount of \$109,407.59. This is the first payout from Fieldturf USA Inc., who is the general contractor for this project.

While the Ackerman Sports and Fitness Center was closed to the public, the indoor turf field was renovated. The existing turf was removed, and the stone base was leveled before installing the new turf. Infill material from the previous was reused. All playing lines were aligned to the existing mounted goals, resulting in a now symmetrical field with some additional sideline space. As a reminder, this replaces the original turf from the building opening and was budgeted and committed prior to the pandemic.

Commissioner Bischoff moved, seconded by Commissioner Stortz to approve payout request #1 for the Indoor Turf Replacement Project in the amount of \$109,407.59.

*Roll Call: Aye: Bischoff, Stortz, Cornell, Nephew, Durham, Weber, and President Ward
Nay: None*

Motion Carried

C. Resolution #20-01 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time

Superintendent of Finance and Personnel Cinquegrani presented Resolution # 20-01 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time. The resolution allows any park district employee who is currently enrolled in the Illinois Municipal Retirement Fund (IMRF), who has been or may be furloughed due to authorized leave related to COVID-19, to purchase missed monthly service credit.

If an eligible employee elects to purchase missed service credit, the employee would be required to pay their monthly member contribution to IMRF. In the event any employee(s) elect to purchase missed service credit, the Park District's future employer contribution would be impacted. It is currently anticipated, given the district's current enrollment numbers, the financial impact in future years would be minimal.

Commissioner Stortz moved, seconded by Commissioner Cornell to approve Resolution #20-01 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time as presented.

*Roll Call: Aye: Stortz, Cornell, Nephew, Durham, Weber, Bischoff and President Ward
Nay: None*

Motion Carried

IX. Staff Reports

Director Harris commended the staff who are working to provide and care for the parks and open space that the community is significantly utilizing while remaining relatively sequestered and safe.

X. Commissioners' Reports

All the Commissioners expressed their appreciation for the continued efforts by the District and staff.

XI. Adjourn

There being no further business, Commissioner Bischoff moved, seconded by Commissioner Weber to adjourn the Regular Meeting at 8:35 p.m.

*Roll Call: Aye: Commissioners Bischoff, Weber, Cornell, Stortz, Nephew, Durham, and President Ward
Nay: None*

Motion Carried.

Respectfully submitted,

Dave Harris

Acting Board Secretary

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
June 2, 2020
185 Spring Avenue**

I. Call to Order

President Ward called the remote Zoom meeting to order at 7:02 p.m. President Ward stated that Commissioners and staff were participating remotely via Zoom.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Stortz, Nephew, Durham, Weber, and President Ward. Commissioner Cornell connected via Zoom at 7:18 p.m. and Commissioner Bischoff was absent.

Staff members attending via Zoom were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Parks Project Manager Troia and Superintendent of Recreation Esposito.

III. Pledge of allegiance

IV. Changes to the Agenda

None.

V. Public Participation

None.

VI. Voucher List of Bills

Commissioner Weber moved, seconded by Commissioner Durham, to approve the Voucher List of Bills totaling \$431,416.58.

*Roll Call: Aye: Commissioners Weber, Durham, Stortz, Nephew and President Ward
Nay: None*

Motion Carried.

VII. Coronavirus (COVID-19) update

Superintendent Esposito provided a summary of the reopening plans that the District will be implementing over the next several weeks. In accordance with the recent release of guidelines by the State of Illinois On May 24th, Department of Commerce & Economic Opportunity/ Restore Illinois Phase III, staff is preparing protocols to re-open several facilities and provide programs where applicable. The new Illinois DCEO guidelines are attached to this report. Guidelines and tool kits were provided in four areas pertaining to the Park District including:

Outdoor Recreation, Health & Fitness Business, Day Camps and Tennis Facility/Player Safety. The following plans are being prepared and finalized including:

- Holes & Knolls Miniature Golf (*scheduled to open June 8*)
- Ackerman Sports and Fitness Center (*scheduled to open June 8th*)
- Outdoor Tennis Lessons (*scheduled to begin June 15th*)
- Camp Caravan/Safety Village/Imagination Station (*scheduled to begin June 15th*)

The various plans include safety protocols for patrons and staff, communication to ASFC members, operation procedures for staff and the public, maps of ingress/egress of facilities (see attached example of the map for Holes & Knolls), camp safety and itinerary of a typical day (see attached example of Camp Caravan), and safety ratios of how to stage classes and lessons just to name a few. Tennis classes are almost at full capacity, while camps are slowly starting to fill up since the letters to registered families were distributed on Wednesday. Letters and schedules will be mailed out to ASFC members in the next two days.

Details for many of the classes scheduled at ASFC, how the new reservation system will work at Holes & Knolls and how to register for programs that still have openings will be publicized in the Park District digital Summer Playbook Activity Guide scheduled to be release on Friday, June 5th. In addition to in-house plans within the Playbook, there are also many pages of virtual programs from the hugely popular esports programs to All Star Sports classes. Staff is excited to provide a fun, playful and detailed listing of programs and events planned for this unique and challenging summer.

As a reminder, the Spring Avenue Dog Park opened on Saturday, May 30. Village Green baseball fields 4, 5 and 8, Ackerman Park softball fields 5 and 6 and Newton Park turf field (4 quadrants) were opened for groups of 10 or less beginning Friday, May 22. Outdoor amenities that remain closed include playgrounds, outdoor fitness area, basketball courts, outdoor restrooms, Ackerman Park turf field and the softball hub field. Ackerman Park remains open but closed to all non-authorized vehicles. The Skate Park will be reopening on Saturday, June 6 with a limit of 10 or less patrons at one time. Additionally, the outdoor racquet facilities will be activating the lights beginning this weekend and additional courts will be made available at Platform and pickleball facilities.

An updated financial projection for 2019 will be presented at the July 14 Board meeting. The District received **\$1,459,727.06** in Property Taxes on Monday. This is comparable to previous years. A second installment should be received around June 15th. As a reminder, nearly 95% of part-time staff was furloughed, two full-time positions remain vacant and will not be filled for at least the time being, two full-time staff were furloughed but will be brought back as the District reopens, Sunset Pool was closed for the season and additional efforts continue to

further reduce both immediate and longer term expenses. As a reminder the total number of full-time staff currently employed are 30 (includes furloughed staff who are returning).

Additionally, the Park District would like to express our appreciation to Glenbard West for facilitating the summertime use of the Memorial Tennis Courts.

Finally, the rally the “Peaceful Assembly in Honor of George Floyd” held in Lake Ellyn Park on Monday, June 1st at 7:00 p.m. was very orderly and well done. Over 500 people attended. Thanks to the Glen Ellyn Police for providing direction and subtle presence on Monday evening.

VIII. Park District Policy Manual Updates

Superintendent Cinquegrani presented proposed updates to the Park District’s policy manual. To expedite the approval process, all policies have been reviewed and approved by legal counsel. The rationale for each of the changes are detailed in supporting material; however, all policies were based off a combination of previous Park District policies, recommendations from the Park District Risk Management Agency (PDRMA) and/or the Society for Human Resource Management (SHRM).

The policies will be advanced to the next Board meeting for approval. If there are any questions or comments prior to the next meeting, please present to the Director and staff will follow up accordingly.

IX. Ackerman Parking Lot Payout Request

Parks Project Manager Troia presented the final payout request for the Ackerman & Churchill Park Parking Lot Project in the amount of \$143,620.15. This is the third and final payout from Chicagoland Paving.

This project consisted of parking lot improvements at Ackerman Sports and Fitness Center, including permeable paver installation. Also included in the scope of work was asphalt improvements to Churchill Park. Payout requests 1 & 2 were approved in the Fall of 2018 after the completion of the Ackerman Parking Lot. Churchill Parking lot was completed in the summer of 2019.

The contractor and engineering consultant had challenges rectifying the close-out paperwork after the completion of Churchill. Staff put forth significant effort to have the contractor submit a final pay request before the end of Budget Year 2019, an unusual situation considering the amount of the final payment. Typically, vendors want to get paid as soon as possible for work performed.

Upon receiving the final pay request last month, staff thoroughly audited all line items confirmed approved change orders and met on-site with the contractor to verify close-out. Staff is confident that the payout request presented represents the work performed in accordance with the contract documents.

Commissioner Cornell moved, seconded by Commissioner Stortz, to approve the Chicagoland Paving payout request for the Ackerman & Churchill Park Parking lot improvements in the amount of \$143,620.15

*Roll Call: Aye: Commissioners Cornell, Stortz, Nephew, Durham, and President Ward (Weber did not vote due to technical difficulties)
Nay: None*

Motion Carried.

X. Staff Reports

No staff reports

XI. Commissioners' Reports

All the Commissioners expressed their appreciation for the continued efforts by the District and were pleased that additional park amenities were being available in a controlled and responsible manner. Also, all commissioners were impressed with the upcoming "Playbook" and the creativity and resourcefulness on behalf of the staff.

XII. Adjourn

There being no further business, Commissioner Weber moved, seconded by Commissioner Nephew to adjourn the Regular Meeting at 8:10 p.m.

*Roll Call: Aye: Commissioners Nephew, Cornell, Stortz, Durham, Weber, and President Ward
Nay: None*

Motion Carried.

Respectfully submitted,

Dave Harris
Acting Board Secretary



MEMO

June 11, 2020

TO: Park District Board of Commissioners

FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
Lynn Wiltfong, Human Resources Generalist & Safety Coordinator

CC: Dave Harris, Executive Director

RE: Park District Policy Manual Updates

Please find attached the final Policy Manual updates previously discussed at the workshop meeting on June 2nd. These policies will be part of the consent agenda for the Board meeting on Tuesday, June 16th. As a reminder, all policies have been reviewed and approved by legal counsel.

Chapter I – Board & Administration Policies

Section 4 – Criminal Background Check Policy

Chapter II – Financial Policies

Section 8 – Outstanding Check Policy

Chapter III – Personnel Policies

Section 5.03 – Criminal Background Check Policy
Section 5.05 – Equal Employment Opportunity Policy
Section 5.06 - Americans With Disabilities Act Policy
Section 7.13 – Classification, Definition, and Status of Employees
Section 8.27 – Non-Discrimination and Anti-Harassment Policy
Section 8.33 – Infectious Disease Control Policy

Chapter I – Board & Administration

4.00 Criminal Background Check Policy

4.01 Purpose

The purpose of the Criminal Background Check Policy is to provide a means of protecting program participants from foreseeable criminal activity, especially involving children, reducing theft and/or property damage and avoiding liability for negligent hiring. The Park District shall utilize the services of the Illinois State Police and/or F.B.I. for this policy.

4.02 Guidelines

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants and shall perform a criminal background check for applicants for all positions following a conditional job offer. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections.

An applicant for employment, a volunteer position or independent contractor instructor position shall be required, as a condition of obtaining such a position, to authorize an investigation to determine if the applicant has been convicted of any of the enumerated criminal or drug offenses in subsection 4.04 of this policy or has been convicted within seven years of the application for employment, volunteer status or independent contractor instructor status with the Park District, or any other felony under the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State.

- A. Full-time employees
- B. Part-time employees
- C. Contractual program instructors
- D. Volunteers

As a condition of employment or volunteering, the above individuals will be required to execute an authorization allowing the Glen Ellyn Park District to conduct a background investigation.

4.03 Frequency of Background Check

All individuals listed in Section 4.02 will be investigated every three years after initial background check.

4.04 Convictions

Subsection (c) - Listed Offenses - no park district shall knowingly employ a person who has been convicted of committing: attempted first degree murder or for committing or attempting to commit first degree murder, a Class X felony, or any one or more of the following offenses: (1) those defined in Sections 11-1.20 (criminal sexual assault), 11-1.30 (aggravated criminal sexual assault), 11-1.40 (predatory criminal sexual assault of a child), 11-1.50 (criminal sexual abuse), 11-1.60 (aggravated criminal sexual abuse), 11-6 (indecent solicitation of a child), 11-14 (prostitution), 11-14.3 (promoting prostitution), 11-14.4 (promoting juvenile prostitution), 11-18

(patronizing a prostitute), 11-19 (pimping), 11-19.1 (juvenile pimping), 11-19.2 (exploitation of a child), 11-20 (obscenity), 11-20.1 (child pornography), 11-21 (distribution of harmful material), 11-30 (public indecency), 12-7.3 (stalking), 12-7.4 (aggravated stalking), 12-7.5 (cyberstalking), of the Criminal Code of 1961; (2) those defined in the Cannabis Control Act, except those defined in Sections 4(a) (not more than 2.5 grams of any substance containing cannabis), 4(b) (more than 2.5 grams but not more than 10 grams of any substance containing cannabis; provided it is a first offense), and 5(a) (manufacture, deliver or possess with intent to deliver less than 2.5 grams) of that Act; (3) those defined in the Illinois Controlled Substances Act; and (4) those defined in the Methamphetamine Control and Community Protection Act; and (5) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Further, the Park District shall not employ any person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 or any other offense determined by the Park District to create a reasonable risk of harm to program participants, other employees, the public at large or the property of the Park District. The Park District will not hire anyone as an employee for whom a criminal background investigation has not been initiated.

4.05 Confidentiality

All records from the Department of State Police shall be furnished, pursuant to positive identification, to the Park District in accordance with applicable law. Any information concerning the record of convictions obtained by the Park District shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to hire the applicant for employment. A copy of the record of convictions obtained from the Department of State Police shall be provided to the applicant for employment, along with the Notice of Duty set forth below. Any person who releases any confidential information concerning any criminal convictions of an applicant shall be guilty of a violation of State law and shall be subject to criminal punishment for same. If such violations are committed by an employee of the Park District said employee shall also be subject to discipline including possible dismissal.

4.06 Cost of Background Check

Fees for conducting the background check will be assessed to the appropriate recreation program or fund.

Revised by Board of Commissioners: August 19, 1997

Amended by Board of Commissioners: September 19, 2000; June 16, 2020

Reviewed by Board of Commissioners: October 5, 2003; February 5, 2008

8.00 Outstanding Check Policy

8.01 Purpose

The purpose of the Glen Ellyn Park District, Illinois Outstanding Check Policy is to insure accurate cash reporting and management.

8.02 Procedure

When a check is outstanding for more than six (6) months the Accounting Supervisor shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year the Accounting Supervisor shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Park District's unclaimed liability account.

At least once each year the Accounting Supervisor will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent to the State of Illinois, Unclaimed Property Division, in accordance with current State Statute.

Approved by Board of Commissioners: December 21, 2010

Revised by Board of Commissioners: June 16, 2020

5.03 Criminal Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants and shall perform a criminal background check for applicants for **all** positions following a conditional job offer. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Additionally, ALL Volunteer Coaches and any other volunteer responsible for the care or oversight of children will be required to complete a Volunteer Application and agree to a criminal background check before starting in that capacity. Following the initial check, any volunteer continuing in this type of role will have their background re-checked every three years.

5.05 Equal Employment Opportunity

Equal Employment Opportunity has been and will continue to be a fundamental principal at the Glen Ellyn Park District. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications and abilities.

In accordance with federal, state and local laws, it is the policy of the Glen Ellyn Park District to provide equal employment opportunities to all qualified persons. All of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service, veteran or military status, sexual orientation, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), homelessness (i.e., lack of permanent mailing address or a mailing address that is a shelter or social services provider), certain arrest records and expunged or sealed criminal convictions, use of lawful products outside of work during nonworking hours, genetic information, or any other category protected by state or federal law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with the Superintendent of Finance and Personnel or designee.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or Human Resources. The District will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation. Employees can raise concerns and make reports without fear of reprisal. The District prohibits retaliation against any employee for cooperating in an investigation or for reporting a complaint. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

5.06 Americans With Disabilities Act Policy

The Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act (“ADA”). It is the Park District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact his/her department head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head or you believe your accommodation request was not properly managed, report this to Human Resources or to the Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District’s overall financial resources, the accommodation’s impact on the operation of your department, including the ability of other employees to perform their duties, and on the Park District’s ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the department head, Human Resources or Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

7.13 Classification, Definitions, and Status of Employees

A. *Full-Time Employees*

Employees who are designated as full-time by the Executive Director or the Board of Park Commissioners and who have completed their Introductory Period. Full-time employees are generally scheduled to work at least 40 hours per workweek for four consecutive calendar quarters during a calendar year. Full-time employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. Short-term and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked.

8.27 Non-Discrimination and Anti-Harassment Policy

The Glen Ellyn Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, Park Commissioner, agent, volunteer and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of his or her actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Moved to the end of the policy (While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC) located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.)

Definitions of Harassment

1. Sexual Harassment

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or

- c. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

- 2. Harassment on the basis of any other Protected Characteristic is also strictly prohibited.

Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of his/her an individual's relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events and any other location where the individual is assigned to perform his or her job duties.

Note: Any employee/intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall be subject to disciplinary action, up to and including termination.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual because he or she reports discrimination, harassment, or retaliation, participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious

violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, ~~or~~ discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, ~~or~~ discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, ~~or~~ discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to your immediate supervisor, department head, Human Resources or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. Direct Communication with Offender

If there is harassing, ~~or~~ discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel

At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor and/or your department head. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head are ~~is~~ the source of the problem, condones the problem or ignores the problem, please report the conduct directly to Human

Resources or the Executive Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

3. Report to Director/President of the Board of Park Commissioners

An individual may also report incidents of harassment, ~~or~~ discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

4. Complaint against a Board Member

If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Glen Ellyn Park District, such as a Commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or his or her designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, ~~or~~ discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Superintendent of Finance & Personnel will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important Notice to All Employees: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the District's Board President. If the Board President is the person reporting the harassment or is implicated by the

allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director of the District. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibilities of Supervisors and Witnesses

Any supervisor or manager who becomes aware of any possible sexual or other harassment, ~~or~~ discrimination, and/or retaliation of or by any individual should immediately advise Human Resources who will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All individuals are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, ~~for~~ by way of example only: training, referral to counseling and/or

disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Annual Sexual Harassment Training

All employees of the District shall be required to attend annual sexual harassment training. Refusal or failure to attend such training shall be grounds for disciplinary action up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the District's EEO Policy); file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

Revised by Board of Commissioners: January 16, 2018; June 20, 2020

8.33 Infectious Disease Control Policy

The Glen Ellyn Park District will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Park District during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Glen Ellyn Park District is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The Glen Ellyn Park District will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided in the event of an infectious disease outbreak. Individuals who travel during an outbreak may be required to self-quarantine upon returning. The District will follow guidance promulgated by the CDC and state and local public health agencies in determining how best to safeguard fellow employees and patrons in the event that an employee has travelled to an area where he or she may have been exposed to infection. Employees who travel to areas where the risk of infection is increased and who are forced to self-quarantine or otherwise required to miss work because of their travel shall be forced to use their accrued time to cover any absences.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Depending on the severity of the illness and length of time expected to be off work, Family Medical Leave (FMLA) options and/or IMRF Disability may be available. Contact Human Resources for more information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least

24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Park District may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, breakrooms, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants). If eating in a lunchroom, we ask that you wipe down the area where you have eaten as well as any objects or handles that you have touched with disinfecting wipes or solutions. We appreciate your cooperation with minimizing the spread of possible infection.
6. If patrons or other employees need information such as documents, brochures or supplies, all efforts should be made to minimize person-to-person contact in providing such items. Where possible, forms, brochures and other documents can be delivered electronically. If actual physical materials or supplies are needed, all efforts should be made to prepare such items for no-contact delivery.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.



MEMO

June 11, 2020

TO: Park District Board of Commissioners
FROM: Kathleen Esposito, Superintendent of Recreation
CC: Dave Harris, Executive Director
RE: Coronavirus (COVID-19) Update

In accordance with the guidelines from Phase III of the State of Illinois DCEO Restore Illinois Plan, the Park District initiated programs and facilities to residents this past week. In anticipation, the Park District released the Summer Playbook in its final form on Friday, June 5th. Within minutes of its release, program registrations were active, reservations were being made for Holes & Knolls and fitness classes at AckermanSFC were quickly getting filled. It was reassuring to see the community's response to the digital Summer Playbook.

The guidelines for the Health & Fitness Business section of the Phase III plan allows for outdoor fitness classes of up to 10 people while maintaining the 6 feet of social distancing. Also, one on one personal training within the fitness center is allowed. The guidelines for Youth Sports allows activities limited to drills, practices and lessons with no competition allowed for groups of 10 while also keeping social distance of at least 6 ft. AckermanSFC had a busy first week with the following registration numbers:

- One- month fitness passes: there are currently 88 fitness passes purchased for a \$20 monthly pass. This enables a passholder to take unlimited class participation; (See attached photo of outdoor spin class)
- Fitness Schedule classes: there were 45 in-person classes and 3 virtual classes offered with over 245 total in-person attendance and 29 virtual attendance in the first week.
- One-on-one training: there were 24 trainings conducted
- Fitness youth wellness camps offered for 2 1/2 hours in the morning and 2 1/2 hours in the afternoon are scheduled to begin next week with over 120 registered.
- Rentals: 10 rentals groups are scheduled to conduct small sport activities in the gym.
- HGA: Busy week of one-on-one clients and small outdoor group training.
- Outdoor turf and sand volleyball rentals – True Lacrosse, Serve City Volleyball

The guidelines for the Outdoor Recreation section of Phase III plan allows for groups of 10 people with social distancing requirements and 30 ft of distance between groups. Holes & Knolls opened on Monday with a reservation system while allowing walk ups if openings were available. As of Thursday, there were over 155 rounds played in the first four days and 200 reservations booked for the weekend. The first four days ran very smooth with people very happy to be back at Maryknoll.

Summer Camps will begin next week with the following registration numbers:

- Safety Village is being held at Spring Avenue Recreation Center
 - The first two-week session has two classes of 8 children; overall, there are 28 registered participants for the summer to date.
- Camp Caravan being held at Main Street Recreation Center
 - The first one-week session has one full day class of 7 children and one-half day class of 9; overall there are 125 registered participants for the summer to date.
- Imagination Station is being held at Newton Park
 - The first one-week session has two classes of 10 children; overall there are 150 registered for the summer to date.

Tennis classes begin on Saturday with the first Parent/Child class and the remaining classes starting on Monday, June 15 at George Ball Park and Glenbard West Memorial Courts. Attached is a copy of the letter and maps sent to the registered participants. There are currently 594 registered participants in 50 different classes and 57 people on various class wait lists. Clay courts is at its highest memberships with 27 players.

There are also a variety of other classes offered virtually in the Playbook including the new program called *At Home Character Visits*. Residents can reserve a special character(s) visit for 10 minutes at a home celebration for \$10 per character. To date, we have 10 reservations for the next two weeks. Character costumes are from the Park District's inventory used at Halloween and other events including, Olaf, Mickey and Minnie Mouse, Poppy (Trolls), Minion, Ninja Turtle, and lots of characters from the Toy Story movies.

In other areas, staff is working on developing small training classes for some youth sports. Lakers are planning on small group trainings with Future Pro trainers providing the instruction. Those are to begin in late June. Staff is also looking at smaller sized sports skills camps for August in softball and baseball. Fall sports registration is still on-going with hopes for less restrictive competition guidelines for Phase 4.

Staff will be available for any additional questions at the Board meeting on Tuesday evening.





SUMMER TENNIS PROGRAMS

The Glen Ellyn Park District is excited to once again be able to offer Summer Tennis Programs to our community and are thrilled with the current registration numbers!

To help protect against the spread of COVID-19 and for the safety of our team members and participants, we are asking all tennis participants to review and adhere to the procedures outlined below prior to attending their scheduled program(s). This will be a working document and as additional guidelines become available, this document will be updated and redistributed. If you have any concerns or questions, please notify Park District staff immediately.

Summer Tennis Program Schedule

Summer tennis program schedules have been modified slightly with new times and locations in order to practice social distancing and the proper safety measures/guidelines. All tennis programs will begin the week of June 15th with the exception of Parent/Child Tennis which will start June 13th.

The following tennis programs will be held at the George Ball Park Tennis Courts (800 Elm St.):

- Red Blast Lessons: Coach Mark Cunnington will be setting up private lessons for those participants who are interested.
- Orange Launch Lessons: 10:00-11:00a
- Green Launch Lessons: 11:15a-12:15p
- Rally and Speed Camps: 1:30-3:00p
- Rally and Speed Camps (only certain weeks): 3:15-4:45p

The following tennis programs will be held at the Glenbard West Memorial Tennis Courts (670 Crescent Blvd.):

- Saturday Parent Child Tennis Lessons: 9:00-10:00a
- Junior Competitive 6th-8th Grade: 12:00-1:30p
- Junior Competitive 9th-12th Grade: 1:45-3:15p
- Junior Competitive (JV1 or Varsity Only): 3:30-5:00p
- Adult Start/Restart: 6:00-7:00p
- Adult Cardio Tennis: 6:00-7:00p
- Adult Practice/Play: 7:00-8:00p

Current Phase 3 Daily Protocol for Summer Tennis Programs

Facility Procedures for George Ball Park:

1. As participants arrive, designated parking will be located at the East end of the courts.
2. As participants arrive for drop-off and pick-up, staff members will be placed to help direct traffic. Please stay to the right as you approach the courts to enter the drop-off and pick-up area marked on the attached facility map.

Facility Procedures for Glenbard West Memorial:

1. All participants are encouraged to arrive going southbound on Park Row to approach the drop-off and pick-up area marked on the attached facility map. Staff members will be placed to help direct traffic.
2. Public street parking is available on Willis Street and Crescent Boulevard.
3. Please refrain from parking in the designated drop-off and pick-up area.

Drop-off and Check-In Procedures:

4. There will be marked drop-off and pick-up locations at each location (please see the maps for each location that indicate those areas as well as available parking spaces).
5. Face coverings will be required for all parents, spectators, and staff at drop-off and pick-up. Face coverings during programs are only required if the participants are unable to maintain 6-feet apart.
6. As participants arrive, staff members will record attendance.
7. After attendance is recorded, staff will direct participants to their marked X on the courts. Marked spaces will be 6-feet apart. Once all participants have arrived, staff will group them into their weekly groups.
8. Parents will then exit the parking lot.
9. At the end of each class, parents will pick-up their child from the assigned pick-up location.
10. As participants are picked up, staff will record on their attendance rosters that they have been picked up.

Allergies, Medical Concerns and Dispensing Medication:

1. Staff will wear a face covering and gloves when dispensing medication.
2. Staff will document any medication that is being dispensed during program hours.
3. Medication that is to be dispensed is located on the Dispensing Medication Form. All medication must be in its original container with the child's name and specific instructions as to the dose and time to be given.

Daily Supplies Each Child Should Bring

1. Water bottle (water will not be available so be sure to bring plenty for your scheduled program)
2. Sunscreen
3. Hand sanitizer
4. Face covering
5. Tennis Racquet

Access and Use of Restrooms

1. Please note that restrooms are not available at George Ball Park.
2. Restrooms will be available at Glenbard West Memorial. Staff members will accompany participants to the restroom facility as needed as they will remain locked to the public.

Outdoor Safety Protocols

1. Participants should apply sunscreen before arriving to their program.
2. Participants will be required to wear face covering when 6 ft. social distancing is not feasible.
3. Participant groups will enter and exit the courts through assigned gates. Staff will be the only individuals touching the gates if required.
4. Participants will be provided with their own tennis balls labeled with their name at the beginning of each class to be used during their warmup for the duration of the week. During class, staff will be the only ones permitted to pick-up and touch the tennis balls.
5. Participants are encouraged to use their racquet/foot to push balls back and/or hit them to their opponent to avoid using hands and touching the tennis balls.

What to do if a child becomes sick or exhibits COVID-19 symptoms while at a program

1. Participants that exhibit COVID-19 symptoms will be removed from their group and relocated to another area designated for individuals that are experiencing symptoms.
2. Parents will be contacted and required to pick-up their child within one hour.
3. Participants cannot return to their program until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.
4. Participants may return sooner if they receive a doctor's note that they are cleared to return or received a negative COVID-19 test after they have left their program.

What to do if we are notified of a COVID-19 case at a program

1. If participant or employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
2. Notify DuPage Department of Health of COVID-19 case.

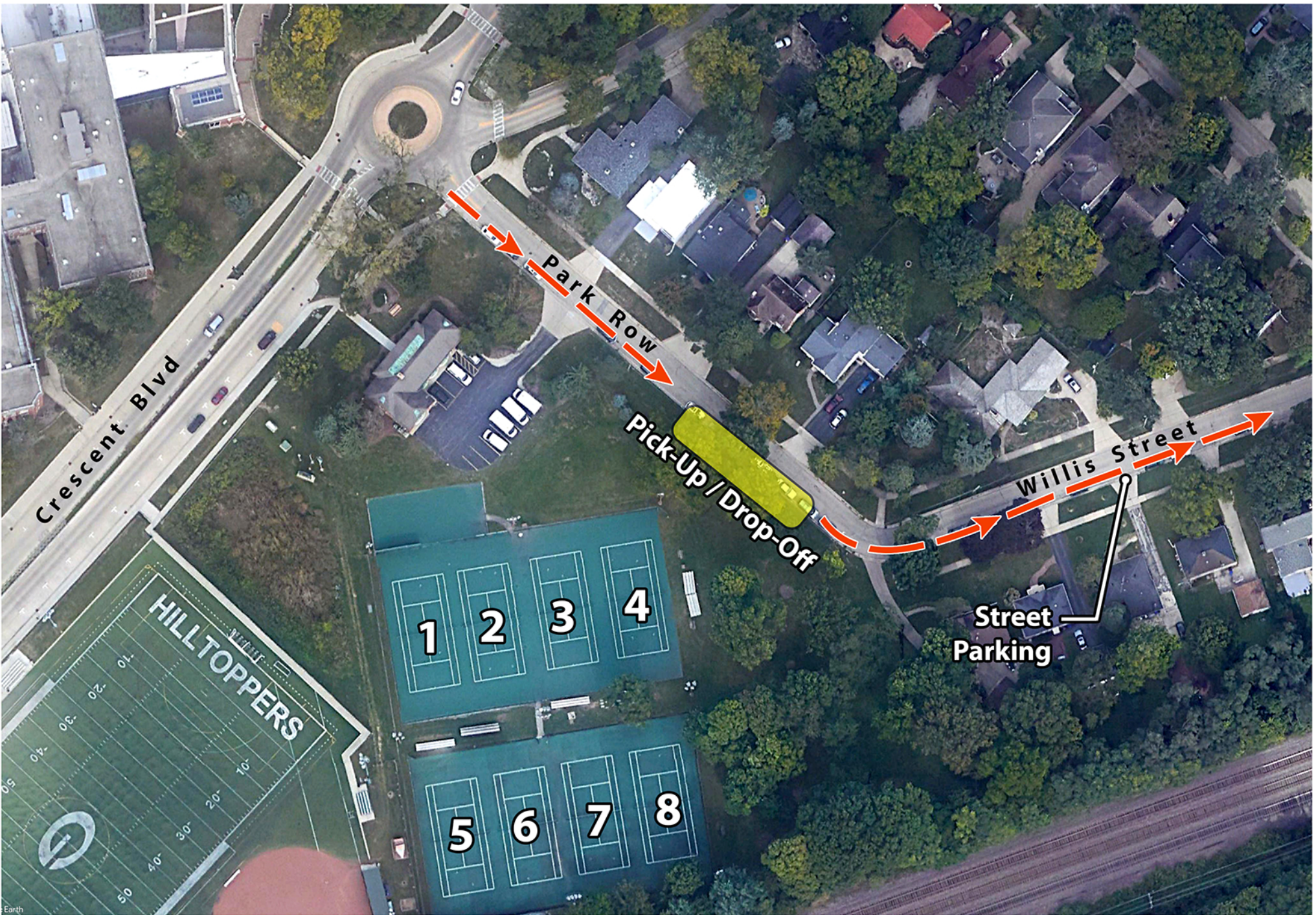
REMINDER

Please remember to continue to follow preventative measures no matter how many patrons are in the program; social distancing, use cough and sneeze etiquette, use a face covering if you are more comfortable doing so or cannot maintain social distancing, and wash/sanitize hands as often as possible.

Also, participants who are not feeling well, should not attend their program and should advise Park District staff as soon as possible.

Thank you for your patience and cooperation as we work through this difficult time. Your support of the Park District is greatly appreciated!





Glenbard West Memorial Park

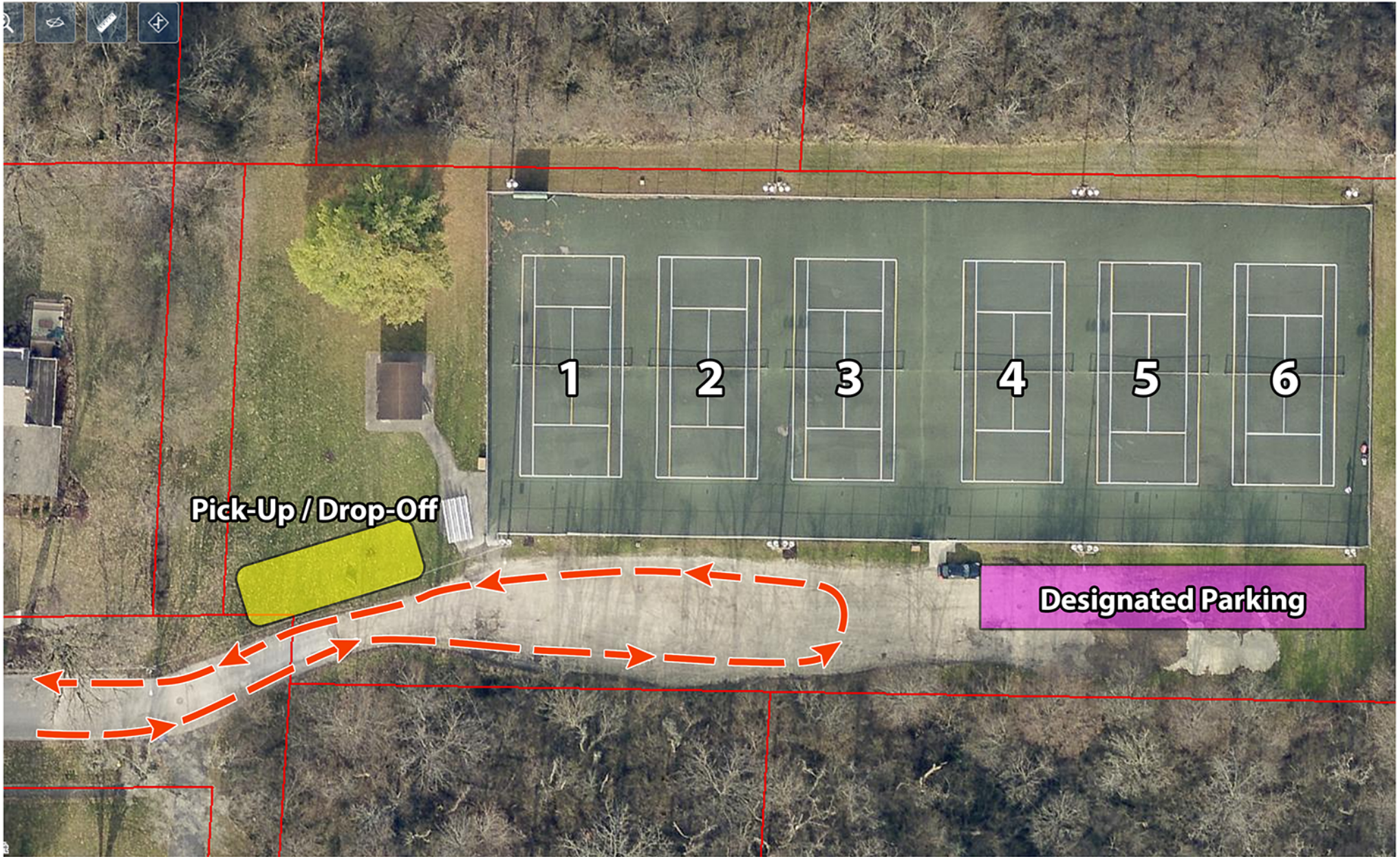
Circulation Plan

670 Crescent Blvd.



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George Ball Park

Circulation Plan



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Glen Ellyn Park District

Investment Report

May 31, 2020

Bank Balances	Prior Year May 2019	2nd Quarter June 2019	3rd Quarter September 2019	4th Quarter December 2019	1st Quarter March 2020	Current Year May 2020
Glen Ellyn Bank & Trust	\$ 426,228.67	\$ 640,405.03	\$ 267,363.18	\$ 342,858.97	\$ 296,461.22	\$ 383,170.36
Illinois Funds - 9347	4,198,453.37	4,206,810.73	3,857,370.94	3,924,495.97	3,970,319.34	3,833,841.11
Illinois Park District Liquid Asset Fund	207,428.97	207,804.93	208,874.43	209,763.16	210,475.27	210,692.47
Illinois Metropolitan Investment Fund (1)	2,233,589.28	4,410,082.85	4,756,239.28	4,061,816.71	3,224,118.02	2,399,631.08
Total Bank Balance	\$ 7,065,700.29	\$ 9,465,103.54	\$ 9,089,847.83	\$ 8,538,934.81	\$ 7,701,373.85	\$ 6,827,335.02
Interest Rates						
Illinois Funds - 9347	2.44%	2.42%	2.12%	1.72%	1.23%	0.74%
Illinois Park District Liquid Asset Fund	2.23%	2.21%	1.96%	1.59%	1.09%	0.43%
Illinois Metropolitan Investment Fund	2.34%	2.32%	2.24%	1.68%	0.78%	0.47%
Interest (2)						
Illinois Funds - 9347	\$ 8,868.43	\$ 8,357.36	\$ 6,785.43	\$ 5,724.89	\$ 4,138.09	\$ 2,389.57
Illinois Park District Liquid Asset Fund	391.32	375.96	336.64	281.67	193.58	76.49
Illinois Metropolitan Investment Fund	4,274.47	7,716.05	7,623.92	6,598.01	2,211.83	1,043.36
Total Interest	\$ 13,534.22	\$ 16,449.37	\$ 14,745.99	\$ 12,604.57	\$ 6,543.50	\$ 3,509.42

(1) Balance exclusive of the Park District's remaining interest in the 'Liquidating Trust' account of \$128,179.76.

(2) Interest shown is for only the month stated.



General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
Printed: 6/8/2020 12:18:05 PM
Period 05 - 05
Fiscal Year 2019 - 2020

Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Revenue						
Property Tax Receipts	116,855.70	116,855.70	5,153,450.00	73,391.02	73,660.55	5,341,972.00
Other Taxes	41,202.94	99,190.57	127,500.00	22,572.86	88,714.55	167,600.00
Charges for Services	165,028.32	919,980.69	2,065,700.00	-22,909.13	514,462.47	1,935,500.00
Program Fees	315,361.50	2,754,523.76	4,003,137.00	-862,772.39	1,171,824.26	4,116,512.00
Rentals	38,070.43	362,989.55	636,100.00	-59,111.73	202,954.09	718,650.00
Concessions	1,899.67	3,547.12	83,700.00	0.00	525.51	91,325.00
Product Sales	10.00	30.00	0.00	0.00	40.00	0.00
Interest Income	13,417.27	68,931.22	71,500.00	3,161.98	33,762.69	98,250.00
Licenses & Permits	625.00	11,130.00	14,745.00	-2,520.00	3,620.00	15,785.00
Grants & Donations	4,205.00	15,901.00	458,660.00	15,184.53	13,643.20	1,323,660.00
Miscellaneous Income	11,008.66	32,587.60	56,300.00	0.00	34,561.00	35,000.00
Transfers Received	0.00	0.00	3,223,158.00	0.00	0.00	3,624,328.00
Chargeback Revenue	0.00	0.00	518,733.00	0.00	0.00	544,940.00
Revenue	707,684.49	4,385,667.21	16,412,683.00	-833,002.86	2,137,768.32	18,013,522.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
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Period 05 - 05
Fiscal Year 2019 - 2020

Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Expense						
Salaries & Wages	312,317.41	1,159,090.26	3,305,230.00	244,433.08	1,066,223.35	3,549,909.00
Salaries & Wages - Programs	73,036.81	226,954.18	798,990.75	2,675.00	155,283.98	804,964.00
Contractual Labor	7,202.77	8,177.77	10,000.00	0.00	346.95	12,000.00
Contractual Services - Other	50,443.73	179,328.17	629,063.00	19,003.46	143,127.04	681,198.00
Contractual Services- Programs	91,043.27	420,813.58	1,304,627.00	-9,550.02	335,586.79	1,226,836.25
Materials & Supplies	44,474.96	122,812.21	431,253.00	4,812.20	58,876.40	443,810.00
Materials & Supplies -Programs	53,348.35	196,989.44	404,856.50	15,408.84	123,652.37	485,042.00
Computer SoftHardware Equip.	801.68	2,674.26	35,500.00	34.09	5,350.54	35,500.00
Other Equipment	25,922.51	54,633.91	120,800.00	114,431.78	120,532.01	192,300.00
Building & Landscaping	18,811.45	31,334.77	120,175.00	2,651.38	15,133.44	122,675.00
Insurance Expenses (PCL)	14,666.66	54,166.64	193,140.00	13,965.19	55,860.76	196,250.00
Employment Expenses	85,103.97	330,274.87	1,050,500.00	72,757.54	319,838.68	1,195,151.00
Utilities	43,302.67	111,502.30	595,850.00	15,677.44	113,892.90	540,050.00
Capital	272,099.11	394,475.53	5,228,970.00	249,826.15	451,730.54	3,981,943.00
Debt Service	0.00	0.00	1,155,950.00	0.00	0.00	1,232,072.00
Miscellaneous Expenses	38,769.81	164,607.12	389,050.00	20,428.63	105,134.21	406,608.00
Transfers Out	0.00	0.00	3,223,158.00	0.00	0.00	3,624,328.00
Chargebacks & Indirect Expense	0.00	0.00	517,578.40	0.00	0.00	544,939.90
Expense	1,131,345.16	3,457,835.01	19,514,691.65	766,554.76	3,070,569.96	19,275,576.15

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
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 Period 05 - 05
 Fiscal Year 2019 - 2020

Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Revenue Total	707,684.49	4,385,667.21	16,412,683.00	-833,002.86	2,137,768.32	18,013,522.00
Expense Total	1,131,345.16	3,457,835.01	19,514,691.65	766,554.76	3,070,569.96	19,275,576.15
Grand Total	-423,660.67	927,832.20	-3,102,008.65	-1,599,557.62	-932,801.64	-1,262,054.15

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
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Period 05 - 05
Fiscal Year 2019 - 2020

Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
10	Corporate Fund				
10	Revenue				
10	Property Tax Receipts	44,949.85	2,093,000.00	28,473.57	2,033,000.00
10	Other Taxes	49,595.29	63,750.00	44,357.28	83,800.00
10	Interest Income	30,328.88	22,000.00	18,211.54	35,000.00
10	Miscellaneous Income	7,794.69	1,000.00	22,301.00	1,000.00
10	Transfers Received	0.00	83,657.00	0.00	88,595.00
10	Revenue	132,668.71	2,263,407.00	113,343.39	2,241,395.00
10	Expense				
10	Salaries & Wages	427,917.62	1,246,439.00	411,454.98	1,318,880.00
10	Contractual Labor	8,177.77	10,000.00	346.95	12,000.00
10	Contractual Services - Other	59,575.93	246,215.00	61,281.95	278,540.00
10	Materials & Supplies	45,213.92	180,200.00	25,699.35	192,200.00
10	Computer SoftHardware Equip.	801.84	20,000.00	1,933.96	20,000.00
10	Other Equipment	1,104.91	3,300.00	50.86	3,300.00
10	Building & Landscaping	26,506.09	108,500.00	13,632.02	109,000.00
10	Insurance Expenses (PCL)	54,166.64	193,140.00	55,860.76	196,250.00
10	Employment Expenses	143,364.31	464,000.00	137,819.51	520,714.00
10	Utilities	13,874.23	50,700.00	13,007.02	47,850.00
10	Miscellaneous Expenses	9,883.67	45,850.00	15,772.19	51,978.00
10	Transfers Out	0.00	127,374.00	0.00	2,374.00
10	Expense	790,586.93	2,695,718.00	736,859.55	2,753,086.00
	Revenue Total	132,668.71	2,263,407.00	113,343.39	2,241,395.00
	Expense Total	790,586.93	2,695,718.00	736,859.55	2,753,086.00
	Grand Total	-657,918.22	-432,311.00	-623,516.16	-511,691.00
10	Corporate Fund	-657,918.22	-432,311.00	-623,516.16	-511,691.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
Printed: 6/8/2020 12:16:53 PM
Period 05 - 05
Fiscal Year 2019 - 2020

Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
20	Recreation Fund				
20	Revenue				
20	Property Tax Receipts	30,571.77	1,243,500.00	18,850.72	1,389,900.00
20	Other Taxes	49,595.28	63,750.00	44,357.27	83,800.00
20	Charges for Services	919,980.69	2,065,700.00	514,462.47	1,935,500.00
20	Program Fees	2,754,523.76	4,003,137.00	1,171,824.26	4,116,512.00
20	Rentals	362,989.55	636,100.00	202,954.09	718,650.00
20	Concessions	3,547.12	83,700.00	525.51	91,325.00
20	Product Sales	30.00	0.00	40.00	0.00
20	Interest Income	37,143.56	35,000.00	15,331.21	40,000.00
20	Licenses & Permits	11,130.00	14,745.00	3,620.00	15,785.00
20	Grants & Donations	15,901.00	20,000.00	13,643.20	44,000.00
20	Miscellaneous Income	1,590.86	11,000.00	7,260.00	8,500.00
20	Chargeback Revenue	0.00	518,733.00	0.00	544,940.00
20	Revenue	4,187,003.59	8,695,365.00	1,992,868.73	8,988,912.00
20	Expense				
20	Salaries & Wages	708,061.74	2,006,791.00	635,433.91	2,179,029.00
20	Salaries & Wages - Programs	226,954.18	798,990.75	155,283.98	804,964.00
20	Contractual Services - Other	119,752.24	382,848.00	81,845.09	402,658.00
20	Contractual Services- Programs	420,813.58	1,304,627.00	335,586.79	1,226,836.25
20	Materials & Supplies	77,598.29	251,053.00	33,177.05	251,610.00
20	Materials & Supplies -Programs	196,989.44	404,856.50	123,652.37	485,042.00
20	Computer SoftHardware Equip.	1,872.42	15,500.00	3,416.58	15,500.00
20	Other Equipment	12,352.40	22,500.00	14,749.31	29,000.00
20	Building & Landscaping	4,828.68	11,675.00	1,501.42	13,675.00
20	Employment Expenses	181,381.65	569,200.00	177,194.30	656,437.00
20	Utilities	97,628.07	545,150.00	100,885.88	492,200.00
20	Miscellaneous Expenses	154,723.45	343,200.00	89,362.02	354,630.00
20	Transfers Out	0.00	1,587,345.00	0.00	1,637,050.00
20	Chargebacks & Indirect Expense	0.00	517,578.40	0.00	544,939.90
20	Expense	2,202,956.14	8,761,314.65	1,752,088.70	9,093,571.15
Revenue Total		4,187,003.59	8,695,365.00	1,992,868.73	8,988,912.00
Expense Total		2,202,956.14	8,761,314.65	1,752,088.70	9,093,571.15
Grand Total		1,984,047.45	-65,949.65	240,780.03	-104,659.15
20	Recreation Fund	1,984,047.45	-65,949.65	240,780.03	-104,659.15

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
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Period 05 - 05
Fiscal Year 2019 - 2020

Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
45	Debt Service Fund				
45	Revenue				
45	Property Tax Receipts	25,882.09	1,153,950.00	16,733.25	1,229,072.00
45	Interest Income	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>3,000.00</u>
45	Revenue	25,882.09	1,155,950.00	16,733.25	1,232,072.00
45	Expense				
45	Debt Service	0.00	1,155,950.00	0.00	1,232,072.00
45	Transfers Out	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>3,000.00</u>
45	Expense	0.00	1,157,950.00	0.00	1,235,072.00
Revenue Total		25,882.09	1,155,950.00	16,733.25	1,232,072.00
Expense Total		0.00	1,157,950.00	0.00	1,235,072.00
Grand Total		25,882.09	-2,000.00	16,733.25	-3,000.00
45	Debt Service Fund	25,882.09	-2,000.00	16,733.25	-3,000.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
Printed: 6/8/2020 12:16:53 PM
Period 05 - 05
Fiscal Year 2019 - 2020

Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
55	Special Recreation Fund				
55	Revenue				
55	Property Tax Receipts	<u>15,451.99</u>	<u>663,000.00</u>	<u>9,603.01</u>	<u>690,000.00</u>
55	Revenue	15,451.99	663,000.00	9,603.01	690,000.00
55	Expense				
55	Salaries & Wages	23,110.90	52,000.00	19,334.46	52,000.00
55	Employment Expenses	5,528.91	17,300.00	4,824.87	18,000.00
55	Capital	<u>4,180.00</u>	<u>945,902.00</u>	<u>2,780.00</u>	<u>622,143.00</u>
55	Expense	32,819.81	1,015,202.00	26,939.33	692,143.00
Revenue Total		15,451.99	663,000.00	9,603.01	690,000.00
Expense Total		32,819.81	1,015,202.00	26,939.33	692,143.00
Grand Total		-17,367.82	-352,202.00	-17,336.32	-2,143.00
55	Special Recreation Fund	-17,367.82	-352,202.00	-17,336.32	-2,143.00

General Ledger
 Consolidated Budget By
 Account Type



User: ncinquegrani
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 Period 05 - 05
 Fiscal Year 2019 - 2020

Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Grants & Donations	0.00	32,500.00	0.00	32,500.00
85	Miscellaneous Income	10,000.00	24,300.00	0.00	5,500.00
85	Transfers Received	0.00	<u>1,739,501.00</u>	0.00	<u>1,685,733.00</u>
85	Revenue	10,000.00	1,796,301.00	0.00	1,723,733.00
85	Expense				
85	Other Equipment	41,176.60	95,000.00	105,731.84	160,000.00
85	Capital	250,275.10	301,000.00	38,609.00	146,300.00
85	Transfers Out	0.00	<u>1,400,000.00</u>	0.00	<u>1,850,000.00</u>
85	Expense	291,451.70	1,796,000.00	144,340.84	2,156,300.00
Revenue Total		10,000.00	1,796,301.00	0.00	1,723,733.00
Expense Total		291,451.70	1,796,000.00	144,340.84	2,156,300.00
Grand Total		-281,451.70	301.00	-144,340.84	-432,567.00
85	Asset Replacement Fund	-281,451.70	301.00	-144,340.84	-432,567.00

General Ledger
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Period 05 - 05
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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
94	Capital Improvements Fund				
94	Revenue				
94	Interest Income	1,458.78	12,000.00	219.94	20,000.00
94	Grants & Donations	0.00	406,160.00	0.00	1,247,160.00
94	Miscellaneous Income	770.95	0.00	5,000.00	0.00
94	Transfers Received	0.00	1,400,000.00	0.00	1,850,000.00
94	Revenue	2,229.73	1,818,160.00	5,219.94	3,117,160.00
94	Expense				
94	Capital	128,215.84	3,842,068.00	403,502.54	3,073,500.00
94	Transfers Out	0.00	106,439.00	0.00	131,904.00
94	Expense	128,215.84	3,948,507.00	403,502.54	3,205,404.00
Revenue Total		2,229.73	1,818,160.00	5,219.94	3,117,160.00
Expense Total		128,215.84	3,948,507.00	403,502.54	3,205,404.00
Grand Total		-125,986.11	-2,130,347.00	-398,282.60	-88,244.00
94	Capital Improvements Fund	-125,986.11	-2,130,347.00	-398,282.60	-88,244.00

General Ledger
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 Period 05 - 05
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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
96	Cash In Lieu of Land Fund				
96	Revenue				
96	Interest Income	0.00	500.00	0.00	250.00
96	Miscellaneous Income	<u>12,431.10</u>	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
96	Revenue	12,431.10	20,500.00	0.00	20,250.00
96	Expense				
96	Capital	<u>11,804.59</u>	<u>140,000.00</u>	<u>6,839.00</u>	<u>140,000.00</u>
96	Expense	11,804.59	140,000.00	6,839.00	140,000.00
Revenue Total		12,431.10	20,500.00	0.00	20,250.00
Expense Total		11,804.59	140,000.00	6,839.00	140,000.00
Grand Total		626.51	-119,500.00	-6,839.00	-119,750.00
96	Cash In Lieu of Land Fund	626.51	-119,500.00	-6,839.00	-119,750.00

General Ledger
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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
Revenue Total		4,385,667.21	16,412,683.00	2,137,768.32	18,013,522.00
Expense Total		3,457,835.01	19,514,691.65	3,070,569.96	19,275,576.15
Grand Total		927,832.20	-3,102,008.65	-932,801.64	-1,262,054.15