Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
March 1, 2011
185 Spring Avenue
7:00 p.m.

I. Call to Order
II. Roll Call of Commissioners
III. Changes to the Agenda
IV. Public Participation
V. Maryknoll Safety and Recreation Center Presentation
VI. Environmental Committee Year End Report
VII. Board/Employee Discount Budget Report
VIII. Matters from Staff
IX. Matters from Commissioners
X. Adjourn to Executive Session
February 25, 2011

BOARD SUMMARY

TO:         Board of Commissioners
FROM:       Dave Scarmardo, Superintendent of Parks
RE:         Maryknoll Safety and Recreation Center Presentation

At the February 15th rescheduled workshop meeting Commissioner Creech requested staff have PPKS Architects attend the next meeting to make a presentation to the Board regarding the safety village classroom/warming hut. Craig Pride will be in attendance at the March 1st meeting to present the facility design.
February 23, 2011

BOARD SUMMARY

TO: Board of Commissioners
FROM: Dave Scarmardo, Superintendent of Parks
RE: Environmental Committee Report

As you may recall staff expanded the recycling program District wide last year focusing heavily on reducing energy consumption, waste, and recycling more within the parks. Recycling not only saves money in landfill dumping fees; more importantly, it prevents harmful greenhouse gases along with toxic chemicals from entering our environment. An extra effort was made to ensure the recycling program’s success by purchasing additional recycling containers to place near all of the existing trash containers located near all of the athletic venues within the district. These stewardship efforts will continue in 2011.

In 2009, Glen Ellyn Park District proudly recycled 98 tons of materials helping to do our part in keeping the planet green. The Environmental Committee is swollen with pride to report the District’s recycling program in 2010 surpassed its goal by three tons. 101 tons of materials were recycled which saved enough timber for 19,824,000 sheets of paper, enough oil to heat and cool more than 218 homes for one year, enough gasoline for Americans to drive more than 64,400 miles, and enough water to meet the monthly fresh water needs of 300 Americans.

The Park District intends to take a partnership role with the community in developing and implementing sound environmental stewardship policies, practices and procedures that will be implemented in the planning and management of the District’s properties, facilities and programs well into the future.

The Environmental Committee has established nine major sub categories which contain specific goals for the District in 2011. These realistic goals the committee have set are obtainable with little budget impacts. The District will publicize the ongoing “greening” efforts; Composting at Village Green, Special Events, Increase Recycling Efforts, Reduce Energy Use, Reduce Water Consumption, “Green” Clean Products, and Environmental Committee tours of Green Facilities. (See attached accomplished goals for 2010 as well as proposed goals for 2011).

Last March at this time the revised Environmental Policy was brought to the Board for review and comments, hearing none staff would like the Board to approve the updated policy.
Environmental Goals Accomplished in 2010

Publicity of the District’s Green Efforts
- Tab created on the District’s website that lists environmental goals, lists restoration work days, suggested native trees to plant, and links to other environmental sites.
- Environmental news and information included in several e-blasts in brochures.

Composting at Village Green Garden Plots
- Compost bin for garden plot users was constructed by an eagle scout
- Bin was monitored and maintained by U of I Extension Master Gardeners and staff

National Public Lands Day Held in September
- Participants and staff helped collect native seeds, spread woodchips on the trails, planted trees, shrubs and seeds, and toured the site to learn of restoration efforts
- Partnership with the Glen Ellyn Public Library and The Bookstore to promote the event and share information on volunteerism in parks
- Participants received a native redbud seedling and packet of native prairie seeds

Increased Recycling Efforts
- More recycling bins added to facilities and parks
- Over 101 tons of material was recycled
- Used motor oil from the park’s fleet was collected and sold for re-use

Waste Reduction
- Paper cups were replaced by reusable water bottles for fitness club members at Spring Avenue
- Styrofoam cups removed from staff lounge areas, reusable water bottles distributed
- Coaches of Park District sports programs were asked to help reduce water bottle use by promoting reusable bottles and to recycle whenever possible.
- Less paper used though increased use of electronic communication and on-line registration

Improved Energy Efficiency
- Computer controls and green lighting installed at Village Green
- Old boiler and heating at Spring Avenue replaced with energy efficient model
Environmental Goals for 2011

Publicity of the District’s Green Efforts
- Add to green initiatives tab: environmental policies; 2010 recycling statistics; green living tips; locations of battery and used sports equipment recycling; additional community links
- Post signage in facilities (labels on recycling bins, information about light reduction/cost savings; staff reminder on turning off lights, monitors, etc.)

Special Events
- Earth Day – Special work day at Churchill Park to promote native plantings and how to deal with non-native plant species at home
- Arbor Day – plant 2 trees at Maryknoll Park with the help of local Montessori class and conduct clean-up around front ponds
- National Public Lands Day – Volunteer day focused on planting native species in the park, harvesting seeds, and educational tours
- Staff Work Day – encourage staff across all departments to participate in a morning of restoration activities held in one of the parks

Increased Recycling Efforts
- Add more recycling bins within parks
- End of year clean-up/recycling event in Park District preschool classes
- Participate in a TerraCycle Brigade (recycling of glue sticks and bottles – preschool classes)
- Offer household battery collection at Spring Avenue, Main Street and Ackerman facilities
- Memo to staff on old/used items that SCARCE will accept

Reduce Energy Use
- Remove bulbs from light fixtures where natural lighting is sufficient
- Replace facility exit signs with LED lights
- Install motion sensor lighting in a few facility rooms, monitor effectiveness, expand efforts
- Create policy on idling, review of policy with staff, reminder stickers in park district vehicles
- When possible, lower thermostats in winter and raise air conditioning temperatures in summer by small increments - monitor staff and facility users comfort levels

Reduce Water Consumption
- Install dual flush handles on a few toilets – monitor effectiveness, expand efforts in future
- Install sensored faucets when funds allow
- Utilize more native perennials in flower beds and landscaping
**Cleaning Products**
- Complete the switch to green cleaning products at all park facilities

**Reduce Paper Waste**
- Replace paper towel dispensers with hand dryers as funds allow

**Composting**
- Post information on composting basics on or near bins for garden plot users at Village Green
- Incorporate compost into soil during fall plowing at Village Green
- Utilize (sled hill) straw bales for mulch and compost at Village Green
- Collect coffee grinds at SARC for composting

**Environmental Committee**
- Tour the Center for Green Technology in Chicago for additional green ideas
- Attend local workshops related to green initiatives/green infrastructure
In 2010, Glen Ellyn Park District proudly did their part in helping keep the planet green. The Park District’s recycling program saved:

- Enough timber for 19,824,000 Sheets of newspaper
- Enough KW=HR to power the energy needs of 37 homes for one year.
- Enough oil to heat and cool more 218 homes for one year.
- Enough gasoline for Americans to drive more than 64,400 miles.
- Enough Water to meet the monthly fresh water needs of 300 Americans.

Together we recycled 101 tons in 2010.
4.00 Environmental Policy

4.01 Purpose
The community and the Park District are increasingly aware of the environmental issues that affect our quality of life. The Park District intends to take a partnership role with the community in developing and implementing sound environmental policies, practices and procedures that will be used in the planning and management of the District’s properties, facilities and programs.

This document was written using the “Model Environmental Policy” which was developed by the Illinois Parks and Recreation Environmental Committee, and includes several key concepts addressed in the previous environmental policy approved by the Board of Commissioners in February of 2008. This is a working document to assist the District in achieving goals and action items, of which are decided by the Environmental Policy Committee and instituted by staff.

Mission Statement
Our mission is to protect and enhance the environment and natural resources of our community through responsible planning, programming and allocation of all resources to motivate the public through the District’s example.

Environmental Policy Committee
Dave Scarmardo, Superintendent of Parks
Kathleen Esposito, Superintendent of Recreation
Brian Cannaday, Parks Foreman
Mary Defiglia, Assistant Superintendent of Recreation
Dan Kroger, Facility Manager
Kathleen Talenco, Marketing & Communications Supervisor
Jill Voegtle, Landscape Environmentalist
Renae Frigo, Part-Time Naturalist
Environmental Goals and Objectives

4.02 Policy 1: Purchase and use Environmentally Safe and Sensitive Products

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

A. Becoming a green consumer is easy. Today’s market offers a multitude of products and services available for the workplace and at home. As a leader in our community, we can make a statement about our dedication to our natural resources and health by working towards these goals:

1. Purchase products with recycled content wherever possible.
2. Encourage the conservative use of paper and wood in place of virgin plastics and other non-biodegradable and non-renewable products. If possible, purchase plastic alternatives. If (after researching) plastic is the best overall choice for a product, choose recycled or recyclable content items.
3. Eliminate the use of polystyrene products.
4. Minimize the use of petroleum-based products such as inks, stains and plastics.
5. Reduce the use of disposable products by staff, concessionaires and park facility users. When disposables are needed, utilize newer biodegradable products made of plant materials.
6. Make use of electronic resources such as phone and computer systems in place of paper. When it is needed, use recycled-content paper and use both sides.
7. Avoid chlorine-bleached paper products.
8. Avoid using products harvested from rainforests or other endangered natural communities.
9. Purchase local products from local businesses whenever possible.
10. Utilize green cleaning products.
11. Minimize or eliminate indoor pesticide use by incorporating integrated pest management within all facilities.
12. Investigate environmentally sensitive alternatives to hazardous materials such as paints, stains and other frequently used products.
13. Develop appropriate health, safety, and environmental (HSE) specifications for use in bid documents for Park District contractors. Incorporate contractor HSE plans into contractor bid evaluations, and establish contractual requirements that address this. Monitor contractor HSE performance.
Policy 2: Wise Use and Protection of Natural Resources

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

B. Every living organism requires clean air and water. Many parks and recreation areas exist in the midst of human-dominated landscapes. These important spaces need to be healthy places where people and other living things can thrive. Parks and the operations that maintain them should not adversely impact the environment. We can use and protect our natural resources by attaining these goals:

1. Reduce vehicle emissions through regularly scheduled tune-ups, maintenance, and utilizing new and greener technologies when replacing older vehicles and equipment.
2. Consolidate all business trips within the park district.
3. Properly recycle or dispose of all vehicle fluids and engine parts.
4. Curtail use of vehicles and motorized equipment that produce emissions during ozone action days.
5. Establish an integrated pest management program for park grounds, including selection of plant species, preventative maintenance, early detection of pests and diseases, natural control methods, and minimized use of pesticides.
6. Reduce use of fertilizers and pesticides in parks.
7. In those instances where pesticides must be used, the Park District will apply them in such a way to maximize the availability of untreated facilities for public use. When pesticides are applied to park facilities, safety to park users will be reasonably assured prior to opening the facility for reuse.
8. The public will be notified 48 hours prior to proposed pesticide applications. Notification will include signage posted at all main entrances to the treatment area, as well as type of chemical, and an explanation of the purpose of the application and potential hazard.
9. Utilize drought resistant and native species for landscaping where possible.
10. Practice soil management and appropriate landscaping to prevent erosion.
11. Incorporate environmental impact considerations in the design process of facilities and parks. Consider green building design features for new facilities.
12. Comply with safety standards regarding hazardous materials data sheets.
13. Investigate alternative snow melt products, using those which have the least impact on the surrounding soil, water and plant life. Reduce the use of road salt.
14. Evaluate the impact of current cleaners, solvents and other products on the water source and air quality. Investigate environmentally friendly alternatives.
15. Replace all facilities with water conservation hardware, and develop a leak detection and correction program.

16. Develop a water conservation plan for swimming pools, spray grounds, skating rinks and other special facilities.

17. Evaluate the impact of current mowing practices and incorporate “no mow” areas.

18. Utilize permeable pavers in parks.

4.04 **Policy 3: Wise Use of Energy Resources**

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

C. Non-renewable energy sources dominate the energy market. Coal, oil, and natural gas supply the world with most of its power demands. Less than 1% of energy is produced by renewable sources such as wind and solar. Reducing energy needs and eliminating energy waste should be a goal of every organization and homeowner. These goals have been identified:

1. Design and build energy efficient buildings, giving consideration to insulation and energy-efficiency appliances and incorporating alternative, renewable technologies when and where feasible.

2. Conduct energy audits and retrofit buildings with energy saving devices.

3. Plant shade trees near buildings to reduce energy consumption due to summer air conditioning.

4. Plant evergreens and shrubs as windbreaks along building foundations and walls to reduce energy consumption due to heating.

5. Properly maintain refrigerators and air conditioners for energy efficient cooling.

6. Insulate hot water heaters and pipes and set thermostats at energy efficient temperatures.

7. Establish minimum and maximum thermostat settings for all facilities, and reduce heating and cooling usage when buildings are unoccupied.

8. Use water conservation hardware wherever possible.

9. Improve lighting efficiency. Retrofit outdoor and indoor lighting with energy efficient bulbs and require new lighting to be energy efficient when and where economically feasible.

10. Consider solar light fixtures in parks, parking lots and exterior building lighting.

11. Consider alternative lower emission fuels such as propane and natural gas, and energy technologies such as electrically powered or hybrid vehicles.

12. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
13. Support the use of transportation alternatives such as bicycles, mass transit, car pooling and walking. Provide incentives for staff and park/facility users.

4.05 Policy 4: Reduction and Handling of Waste

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

D. We live in a disposable society. Convenience and a seemingly unlimited supply of natural resources have impacted our environment in tremendous ways. Reduction of waste, utilizing recycled products, and reusing materials will gradually increase as our society better understands the impact of our consumption. The District had identified these goals:

1. Investigate long term reduction of waste, including purchasing in bulk, minimizing packaging, reducing excess use of paper, and choosing reusable, recyclable and compostable products.

2. Reduce paper use by sharing subscriptions, making double sided reports, reducing junk mail, and keeping mailing lists current, utilize electronic mailing and advertising.

3. Investigate ways to reuse office, recreation program, and maintenance/construction materials that are typically discarded.

4. Develop and implement a comprehensive in-house and parks recycling program including metals, plastics, paper, cardboard, scrap metal, and other materials.

5. Investigate community collection programs for items such as small batteries, ink cartridges, paper, and other materials that can be dropped-off at community centers.

6. Compost or reuse organic waste, such as leaves, grass and other landscape materials.

7. Recycle automotive and equipment batteries, antifreeze, motor oil, Freon and other by-products.

8. Reevaluate the amount and type of disposable products in concession areas. Use compostable plant-based cups, napkins, utensils and plates if feasible.

9. Implement a program to reduce the number of plastic water bottles disposed during sport, recreational and camp programs.

10. Educate and train staff in the proper handling, use, storage and disposal of hazardous materials.
4.06 Policy 5: Open Space Planning and Preservation

Protect and restore indigenous natural communities such as prairies, woodlands and wetlands, and promote the reclamation, acquisition, preservation and management of other open space areas.

E. Clean and attractive parks, green spaces and natural areas are essential to our health and happiness. They provide spaces for people to play, explore, socialize, connect with nature and relax. Most citizens rank preserving and protecting open space and natural areas as a high priority for their quality of life. Protecting and restoring native communities helps ensure a biologically diverse and healthy ecosystem. These goals will help further this mission:

1. Evaluate all properties prior to acquisition and identify and inventory all existing properties based upon the prior use history of both the site and adjacent properties, the current use of the site and adjacent properties, the presence of asbestos, lead paint, PCBs or other hazardous or toxic materials in existing structures which could result in exposure to the public or employees during use, renovation or demolition, the existence of currently used or previously used storage facilities for pesticides, herbicides, motor or heating fuel, supply and maintenance products, or any hazardous or toxic materials or chemicals, and the presence of any imported fill or grading materials.

2. Develop and implement management plans for the re-establishment, restoration, protection of native ecosystems.

3. Provide appropriate recreational access to and enhance public awareness of such restored and protected areas through educational programs and brochures, trails, and observation areas.

4. Support local efforts to establish greenways and make accessible to all visitors.

5. Work with commercial or private land owners in an effort to acquire or otherwise ensure the use of these lands for open space.

6. Develop relationships with land trusts and preservation/conservation organizations to assist in open space and natural habitat preservation.

7. Develop a plan to balance appropriate recreation use of environmentally sensitive lands with preservation goals.

8. Utilize native species for park landscaping.

9. Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.

10. Abide by existing laws to protect rare, threatened and endangered plants and animals.

11. Protect streams, lakes, wetlands, buffer areas and floodplains to prevent erosion, control and store storm-water, preserve water quality, and provide places where water can recharge local aquifers.
12. Use native shrubs, trees, grasses and flowers whenever possible within parks and near facilities.

13. Organize natural area work days to involve the community in the restoration process. The District will provide volunteers with tools, gloves, and safety equipment for the work.

4.07 **Policy 6: Environmental Education and Interpretation**

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

F. As a public agency that provides recreational and educational programs, it is only logical to provide opportunities to learn about the outdoors, nature and the environment. There are many ways this can be accomplished, including:

1. Develop and present public programs which enhance residents’ relationship with the natural world and teach environmentally responsible lifestyles.

2. Develop environmental education programs for schools and groups that incorporate hands-on activities to promote interaction with and appreciation of the natural world through discovery and exploration.

3. Involve agency staff in a program that provides information about environmentally-conscious lifestyle and workplace choices and habits, and stresses the need for staff input and involvement.

4. Develop and implement an energy and water conservation awareness programs for employees and park/facility users.

5. Ensure that contractors and vendors understand and comply with the agency’s adopted environmental policies. Include specifications in bidding documents and contracts.

6. Promote leisure activities that minimize environmental impact and energy use.

7. Develop a public relations program to inform the public about the District’s environmental efforts, provide community leadership, and serve as a role-model.

8. Create demonstration native gardens and landscapes.

9. Educate staff and the public through written communication through e-mails, the website, program brochures, pamphlets, interpretive signs and exhibits.

10. Use Earth Day, Arbor Day and other conservation programs as a vehicle to educate residents about the environment.

11. Work with community agencies and organizations to develop and enhance a strong environmental ethic.

12. Involve youth and the community in restoration efforts and awareness.
Asbestos is the name given to a group of six different fibrous minerals (amosite, chrysotile, crocidolite, and the fibrous varieties of tremolite, actinolite, and anthophyllite) that occur naturally in the environment. One of these, namely chrysotile, belongs to the serpentine family of minerals, while all of the others belong to the amphibole family. All forms of asbestos are hazardous, and all can cause cancer, but amphibole forms of asbestos are considered to be somewhat more hazardous to health than chrysotile.

G. The overall Asbestos Program will aid in identifying and locating asbestos containing materials (ACM), assessing their condition and repairing or maintaining the ACM in good condition while in the facilities, or removing the ACM if warranted by a hazard assessment. This would include the control of emissions of asbestos fibers from any renovation or demolition activities.

H. Environmental Planning

1. The Park District will plan to minimize the potential adverse health effects of asbestos containing materials (ACM) to the general public and to park district employees who may potentially come into contact with them. This will be accomplished through the development of a comprehensive asbestos program consisting of a Management Plan and Operations and Maintenance Program.

I. Environmental Education

1. The Park District shall inform the public of the results of any asbestos building inspections, including material sampling, analysis and hazard assessment, as well as plans for any repair or removal of the ACM as determined by the hazard assessment. The Park District shall inform the public of any renovation or demolition activities which may disturb ACM. The Park District will maintain document detailing the Asbestos Program and will make available for public viewing. Composting and Recycling

4.09 Anti Idling Policy

Fleet Management is requesting the Glen Ellyn Park District adopt an Engine Idling Policy to support Clean Cities efforts and comply with United States Environmental Protection Agency requests to help reduce emissions and cost consumption of motor fuel.

J. The Glen Ellyn Park District is concerned about Air pollution as a major health risk for Glen Ellyn Park District and many metropolitan areas of the United States. These air pollution problems are caused in large part by emissions from automobiles and trucks. Air pollution can cause or aggravate lung illnesses such as acute respiratory infections, asthma, chronic bronchitis, and emphysema and lung cancer. In addition, diesel emissions have been identified as an issue that disproportionately affects low-income urban neighborhoods. Evidence suggests that diesel and other gaseous exhaust, particularly particulates, contributes to this urban health problem.

1. Exhaust from vehicles (both on-and off-road) is a substantial source of carbon monoxide, toxic air contaminants and greenhouse gases.
2. Turning off and starting an engine uses less fuel than letting the engine run for thirty 
seconds. Modern vehicles need a maximum of 30 seconds of idle at start up. The best 
way to warm up a vehicle is by driving it.

3. Engine wear is greater at prolonged idle than during normal operation.

4. The Glen Ellyn Park District employees can play an important role in improving air 
quality and reducing the consumption of petroleum products and reduce maintenance 
cost by limiting the amount of time vehicle engines are allowed to idle within its 
jurisdiction.

5. Under this Policy, a Limitation on Engine Idling is established by the Glen Ellyn 
Park District to discourage the idling of vehicle engines.

DEFINITIONS

i. "Emergency" means a sudden, urgent, usually unforeseen, occurrence.

ii. "Equipment Operator" means any person who is in actual physical control of a piece of 
off-road equipment.

iii. "Gross Vehicle Weight Rating" means the weight specified by the manufacturer as the 
loaded weight of a single vehicle.

iv. "Heavy-Duty Vehicle" means any on-road motor vehicle with a manufacturer's gross vehicle 
weight rating greater than 14,000 pounds.

v. "Idling," means the engine is running while the vehicle is stationary or the piece of off-road 
equipment is not performing work.

vi. "Medium-Duty Vehicle" means any on-road motor vehicle with a manufacturer's gross 
vehicle weight rating of 6,001 - 14,000 pounds.

vii. "Official Traffic Control Device" means any sign, signal, marking or device placed or 
erected by authority of a public body or official having jurisdiction, for the purpose of 
regulating, warning or guiding traffic, but does not include islands, curbs, traffic barriers, 
speed humps, or other roadway design features.

viii. "Off-Road Equipment" means all non-road equipment with a horsepower rating of 50 or 
more.

ix. "Vehicle" means any on-road, self-propelled vehicle that is required to be registered and 
have a license plate by the Department of Motor Vehicles.

APPLICABLE VEHICLES:

There is hereby established a policy to be known as the Engine Idling Policy that applies to the 
operation of all Glen Ellyn Park District vehicles regardless of gross vehicle weight rating, all 
heavy-duty vehicles regardless of fuel being used, all off-road diesel-powered equipment regardless 
of horsepower rating and all off-road equipment regardless of fuel being used, except as provided in 
the Exemptions area below.
IDLING LIMITATION:

1. A driver of a vehicle:
   a. Must turn off the engine upon stopping at a destination; and
   b. Must not cause or allow an engine to idle more at any location for:
      i. More than 1 minute consecutively; or
      ii. A period or periods aggregating more than five minutes in any one-hour period.

2. An equipment operator of an off-road piece of equipment not identified in (1) above must not cause or allow an off-road piece of equipment to idle at any location for:
   a. More than 2 minutes consecutively; or
   b. A period or periods aggregating more than five minutes in any one-hour period.

3. The Glen Ellyn Park District will ensure that vehicle drivers and equipment drivers, upon employment and at least once per-year thereafter, are informed of the requirements of this Policy.

EXEMPTIONS:

This Policy does not apply to a vehicle or piece of equipment for the period or periods during which:

1. Idling is necessary while stopped:
   a. For an official traffic control device or police vehicle;
   b. For an official traffic control signal;
   c. For traffic conditions over which a driver has no control, including, but not limited to: stopped in a line of traffic, stopped at a railroad crossing or stopped at a construction zone; or
   d. At the direction of a police officer or other official traffic controller.

2. Idling is necessary for testing, ice making at Newton Park, Lake Ellyn, Lake Foxcroft, maintenance, repair or diagnostic purposes;

3. Idling is necessary to ascertain that the vehicle and/or off-road piece of equipment is in safe operating condition and is equipped as required by all provisions of law and established safety policies;
4. The vehicle is not expected to restart due to mechanical or electrical problems;

5. Idling the engine is required to power auxiliary equipment other than a heater or air conditioner, e.g. hoist, lift, computers, safety lighting;

6. Idling is necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers;

7. Idling is necessary to cool down a turbo-charged heavy-duty vehicle in accordance with the manufacturer's recommendation.

Approved by Board of Commissioners: February 19th, 2008

Revised by Board of Commissioners: ____________________
MEMO

February 24, 2011

TO: Kathleen Esposito, Interim Executive Director
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
RE: Employee Benefits

Commissioner Creech expressed interest in reviewing neighboring park district’s policy for employee use of park district programs and facilities. Staff sent out a questionnaire to 44 agencies, 12 of which responded to our request. It was difficult compiling the results in to a simple table because all districts have very lengthy and detailed policies. Different agencies have different facilities and can offer different levels of benefits and amenities.

**Full-Time Employees**

*Programs & Memberships*

The consensus is most agencies provide free memberships (pool passes, fitness memberships, etc.) to their employees and their immediate families. In fact, all 12 agencies who responded offered at least some level of free memberships to their employees. As far as programs, 7 of the 12 agencies were free, while others had varying levels of discounted pricing.

*Contractual Services*

7 of the 12 agencies require the employee to pay for contractual programs at the cost incurred by the agency. One agency provided free contractual programs to their employees and the other 4 agencies had varying levels of discounted fees.

In addition, 11 of the 12 agencies included immediate family members and 10 of the 12 did not have a maximum number of programs an employee, or their family, can enroll in.
Part-Time Employees

Part-Time benefits vary greatly and are rather detailed for each agency. The consensus is some level of benefit is provided to part-time employees. There was only one agency reporting that did not offer any discounts to their part-timers, while most offered some discount depending on their weekly hours or length of service.

Conclusion

Staff believes our programs and membership benefits for full-time employees are extremely comparable to what other agencies are offering. Our current policy doesn’t allow for part-time benefits. It is our current practice to allow part-time staff at the pool and Ackerman to use their respective facilities on their off-hours. Staff recommends adding that practice to our current policy.

Staff will provide another copy of our current policy at the Board meeting Tuesday night. Staff will also have available detailed information received from other agencies.