Glen Ellyn Park District  
Board of Commissioners  
Workshop Meeting  
April 5, 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. 2011 Football Uniform Bids

VI. Board/Employee Discount Review

VII. Matters from Staff

VIII. Matters from Commissioners

IX. Adjourn to Executive Session
BOARD SUMMARY

DATE: March 29, 2011

TO: Kathleen Esposito, Interim Executive Director
    Dave Scarmardo, Interim Executive Director

FROM: Clint Babicz, Recreation Supervisor

SUBJECT: Glen Ellyn Youth Football Uniform Bid Proposals

SUMMARY
After a Public Notice of Bid was given, one Bid Proposal packet was received from athletic equipment suppliers this month. The bid opening for the Glen Ellyn Golden Eagles Football uniforms was held on Tuesday, March 29, 2011 at 11:00 a.m. The base bid specifications included prices on jerseys (including numbers), pants, belts and socks for approximately 400 uniforms (dependent on final registration numbers).

The following information represents the bid proposals for the uniforms:

<table>
<thead>
<tr>
<th>Company</th>
<th>Size</th>
<th>Package (Jersey, Pants, Belts, Socks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riddell All-American</td>
<td>Youth</td>
<td>$67.00</td>
</tr>
<tr>
<td>Elyria, OH</td>
<td>Adult</td>
<td>$69.00</td>
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RECOMMENDATION
After reviewing the bids, Riddell All-American is the lowest bidder on all items. For comparison, 2010 package pricing for similar items was $69.55 for both youth and adult uniforms. Staff recommends awarding the bid to Riddell All-American for the jerseys, pants, belts, and socks and placing on the April 19th consent agenda.
MEMO

April 1, 2011

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

The Board has asked staff to update our policy as it relates to employee and Board discounts. Please find attached an updated and more detailed policy regarding usage of facilities, memberships, and program registrations.

Currently there is not a written policy for part-time employee discounts. However, it was our practice to allow those employees who work at a particular facility to utilize that facility on their off-hours. After surveying a number of surrounding park districts, staff was able to compose a written policy comparable to other agencies.

In addition, there was discussion a small number of employees register for a large number of programs. While not in the policy, the finance department will adhere to all taxing laws as they relate to employee discounts and non-cash fringe benefits. This alone should limit those employees who register for a large number of programs.

Please find attached staff’s recommended policy relating to Employee & Board discounts.
A. Full-Time Employees
   1. Eligibility - Full-time employees and the employee's spouse and unmarried dependent children.
   2. Complimentary privileges subject to availability and priority as determined by the facility supervisor are as follows:
      a. Ackerman Sports & Fitness Center
      b. Spring Avenue Fitness Center
      c. Sunset Pool
      d. Maryknoll Park
   3. Recreation Programs
      a. All full-time employees are entitled to participate in those programs at no cost where minimum registration has been met. These benefits do not apply to those recreation programs which involve a contractual fee or which have not met the minimum registration requirements.
   4. Use of Facilities
      a. Full-time employees shall be allowed use of any district facility at no charge during the established hours of operation, providing they are available. If an employee wishes to use a facility during closed hours, the established room rental fee shall be waived; however, the employee shall be charged the amount necessary to cover the cost of having a building supervisor present during the function.
         i. The use of a particular facility is intended for a one-time, family-related function, not an on-going series of meetings; however, an employee may request to use a facility for more than one function.
         ii. Requests for use of a facility shall be made in writing to the employee's supervisor. All such requests shall be subject to approval by the Superintendent of Recreation.
         iii. If an employee reserves any facility more than 30 days in advance of the intended date of use, they must pay the full rental fee.
   5. Contractual Programs
      a. Full-time employees are entitled to participate in any contractual program for the incremental cost associated with operating that program.
      b. Park District instructors shall receive a one-half discount on babysitting service if service is used during the time they are teaching class.

B. Part-Time Employees
   1. Employees working an average of 30 hours or more per week.
      a. Employees eligible for fitness center and Sunset Pool memberships at no cost, provided those paying for their use are not inconvenienced.
   2. Employees working an average of less than 30 hours per week.
      a. Employees will be allowed access to the facility in which they are currently employed during their off-hours at no cost to the employee. For example, Ackerman Sports & Fitness employees will have access to Ackerman, Sunset Pool employees will have access to Sunset Pool, etc.; provided those paying for their use are not inconvenienced.

C. Park District Board Members
   1. Current Board members are entitled to participate in Park District programs at no charge.
   2. Contractual programs are provided to current Board members at Park District cost.
   3. Immediate family of current Board members may use Sunset Pool and fitness center facilities at no charge.