



**CHAMPAIGN
PARK DISTRICT**

AGENDA

**Regular Board Meeting
Bresnan Meeting Center
706 Kenwood Road, Champaign, Illinois
Wednesday, September 13, 2017
7:00 p.m.**

A. CALL TO ORDER

B. PRESENTATIONS

1. Results of the Community Survey
2. Carle Community Trail

C. COMMENTS FROM THE PUBLIC

D. COMMUNICATIONS

E. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of August 2017

F. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. Project Updates
3. General Announcements

G. COMMITTEE REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney's Report
 - a. Ordinance No. 625
Annexing Territory Pursuant to Petition (2602 and 2604 West Curtis Road, and 2802 S. Staley Road, Champaign, Illinois, Carle at the Crossing Fields South Drive Right-of-Way)
2. President's Report

I. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of the Minutes of the Executive Session, July 26, 2017
2. Approval of Minutes of the Regular Board Meeting, August 9, 2017
3. Approval of Minutes of the Executive Session, August 9, 2017
4. Approval of Minutes of the Regular Board Meeting, August 23, 2017
5. Approval of Minutes of the Executive Session, August 23, 2017
6. Approval of a Purchasing Policy
7. Approval of the Revised Safety Manual

J. NEW BUSINESS

1. Approval of Disbursements as of August 9, 2017
Staff recommends approval of disbursements for the period beginning August 9, 2017 and ending September 12, 2017.
2. Approval of a Resolution Initiating the 2017 General Obligation Bond Issue
Staff recommends approval of a resolution stating the Park District's need and intent to issue \$1,123,500 of General Obligation Bonds for FY17-18.
3. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue
Staff recommends approval of a Resolution to set a Public Hearing for Wednesday, October 11, 2017 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,123,500 of bonds for the purpose of providing funds for capital improvements. As required by law, a public hearing must be set for the purpose of receiving public comments on the Board proposal to sell bonds.
4. Approval of the Allocation of Virginia Theatre Ticket Fees
Staff recommends approval of splitting the Virginia Theatre ticket fee 50/50 between restoration and general, to provide the Champaign Parks Foundation more flexibility when considering non-restoration requests.
5. Approval of Amendment to and Renewal of Intergovernmental Cooperation Agreement with Champaign Unit 4 School for Use of Two Gymnasiums
Staff recommends approval of an amendment to and renewal of Intergovernmental Cooperation Agreement between Champaign Community Unit School District No. 4 and the Champaign Park District for use of gymnasiums at Barkstall and Stratton Elementary Schools.
6. Approval of Bid for Installation of Lighting at the Dodds 3-plex
Staff recommends accepting the lowest responsible bid for installation of lighting at the Dodds 3-plex from Barton Electric, Inc. in the amount of \$487,400 and authorizing the Executive Director to enter into a contract for the work.
7. Approval of Bid for Masonry Work at Springer Cultural Center
Staff recommends accepting the lowest responsible bid for masonry work at Springer Cultural Center from English Brothers Company in the amount of \$87,625.00 and authorizing the Executive Director to enter into a contract for the work.
8. Approval of Bid for Hard Court Replacement at Hazel Park
Staff recommends accepting the lowest responsible bid for the Hazel basketball court reconstruction from Stark Excavating Inc., in the amount of \$50,173 and authorizing the Executive Director to enter into a contract for the work.
9. Approval of an RFP for Liquor Services at the Virginia Theatre
Staff recommends accepting the proposal submitted by Farren's Pub and Eatery and authorizing the Executive Director to enter into a contract with Farren's to be the sole merchant for public alcohol sales at the Virginia Theatre for a one year period beginning September 14, 2017, with the option to renew for an additional year, if mutually agreed.
10. Approval of Bid for Janitorial Services at the Virginia Theatre
Staff recommends rejecting the bid from ESS Clean, Inc. and authorizing staff to rebid the janitorial services for the Virginia Theatre.

11. Approval of Bid for Janitorial Services at Douglass Community Center
Staff recommends awarding the bid to Boley's A-Z Cleaning for the Base Bid for the Douglass Community Center of \$17,196, Alternates 1, scrub and wax preschool floor of \$250 and scrub and wax lobby floor of \$1,750, and base bid for the Douglass Annex of \$5,916 and Alternates 1, clean/extract carpet of \$180 and buff vinyl tile floors of \$325 for a total amount of \$25,617. Also, approving Alternate 2 Additional Services Rate of \$38/hour on an as needed basis.
12. Approval of Change Orders 1 and 2 to the Hessel Park Project Bid
Staff recommends approving a resolution ratifying Change Orders 1 and 2 as they were not reasonably foreseeable at the time of the original Hessel Park Splashpad and Restroom Redesign contract or are germane to the original contract as signed or are in the best interest of the Park District authorized under the law at a net cost of \$14,560.
13. Approval and ratification of Participation in and Support of Headwaters Invasive Plant Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Grant
Staff recommends Board ratification and approval of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by providing an in-kind partner contribution in the amount of \$55,366 through ongoing volunteer activities at Park District natural area sites over the five years of the project.
14. Approval and Ratification of participation in and support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant
Staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by providing an in-kind partner contribution in the amount of \$22,146.40 through ongoing volunteer activities at Park District natural area sites over the two years of the project.

K. OLD BUSINESS

L. DISCUSSION ITEMS

M. COMMENTS FROM COMMISSIONERS

N. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(3) the selection of a person to fill a public office; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

O. RETURN TO REGULAR MEETING

P. ADJOURN

ORDINANCE NO. 625
AN ORDINANCE ANNEXING TERRITORY
TO CHAMPAIGN PARK DISTRICT

WHEREAS, Champaign Park District is a General Park District organized and existing under the provisions of the Park District Code approved May 17, 1951, as amended, and

WHEREAS, Section 3-10 of the Park District Code provides:

"Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect."

and

WHEREAS, Champaign Park District is presently operating within a territory predominantly within the corporate limits of the City of Champaign, Illinois; and

WHEREAS, the tracts of land hereinafter described are located within the corporate boundaries of the City of Champaign, Illinois, but are not presently incorporated within the present corporate boundaries of Champaign Park District or any other park district; and

WHEREAS, upon the annexation of said tracts of land hereinafter described by Champaign Park District, the boundaries of the City of Champaign, Illinois and of Champaign Park District will become coterminous or nearly coterminous;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF CHAMPAIGN PARK DISTRICT:

Section 1. The following described tracts of land be and the same are hereby annexed to Champaign Park District, effective as of the date of passage of this ordinance, and said tracts shall henceforth become and be a part of Champaign Park District the same as though originally included in said district.

Section 2. The territories hereby annexed are described as follows:

TERRITORY PURSUANT TO PETITION
(2602 and 2604 West Curtis Road)
Council Bill No. 2017-160

The West Half (W ½) of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of Section 27, in Township 19 North, Range 8 East of the Third Principal Meridian located in Champaign County, Illinois

Encompassing 4.68 acres, more or less.

(PIN: 03-20-27-300-004)

Commonly known as: 2602 and 2604 West Curtis Road, Champaign, IL 61822

TERRITORY PURSUANT TO PETITION
(2802 S. Staley Road, Champaign, Illinois,
Carle at the Crossing – Fields South Drive Right-of-Way)
Council Bill No. 2017-161

Part of the Northwest ¼ Section 28, T.19N., R.8E of the 3rd P.M., Champaign County, Illinois, more particularly described as follows:

Beginning at the Southeast corner of the Southwest ¼, Northwest ¼ of Section 28, T. 19N. R.8E. of the 3rd Principal Meridian; thence N.89°18'13" W., along the South line of the Northwest ¼ of said Section 28, 80.02 feet; thence N. 00°33'54" W., 1,045.94 feet to a point of curvature; thence along a curve to the right, concave to the East, with a radius of 490.00 feet and a chord bearing of N. 05°42'08" E, an arc length of 107.20 feet to a point of reverse curvature; thence along a curve to the left, convex to the East, with a radius of 410.00 feet and a chord bearing of N. 06°21'29" E., an arc length of 105.09 feet to a point of tangency; thence N. 00°44'47" E., 100.00 feet to a point on the North line of the S. ½, NW ¼ Section 28 (South line of Gentry South Subdivision); thence S. 89°15'13" E. (recorded as S. 88°53'04" E.) along said North line of the S. ½, NW. ¼ Section 28, 80.00 feet; thence S. 00°44'47" W., 100.00 feet to a point of curvature; thence along a curve to the right, concave to the West, with a radius of 490.00 feet and a chord bearing of S. 06°21'29" W., an arc length of 95.98 feet to a point of reverse curvature; thence along a curve to the left, convex to the West, with a radius of 410.00 feet and a chord bearing of N. 05°42'08" E., an arc length of 89.70 feet to a point of tangency; thence S. 00°33'54" E., 1,047.71 feet to the point of beginning, containing 2.449 acres, more or less, all situated in Champaign County, Illinois and

A public utility easement, 15-foot in even width, parallel and adjacent to the West line of the above described property,

Permanent and temporary drainage easements as shown and dimensioned on this plat.

(A Portion of PIN: 03-20-28-150-001)

Commonly known as: 2802 S. Staley Road, Champaign, IL 61822

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

Section 3. The Secretary of this Board is hereby authorized and directed to file a certified copy of this ordinance together with an accurate map of the territories hereby annexed, in the offices of the County Clerk and the Recorder of Deeds of Champaign County, Illinois.

Section 4. This ordinance shall be in full force from and after its passage and approval as required by law.

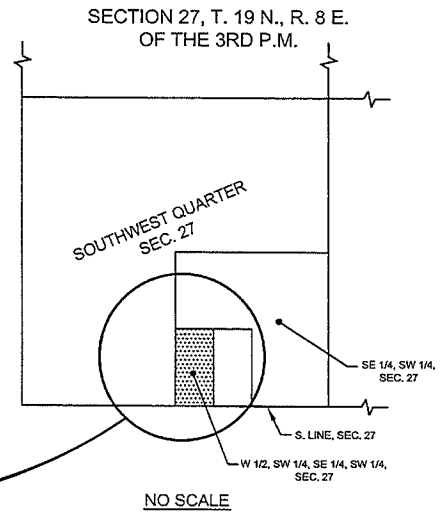
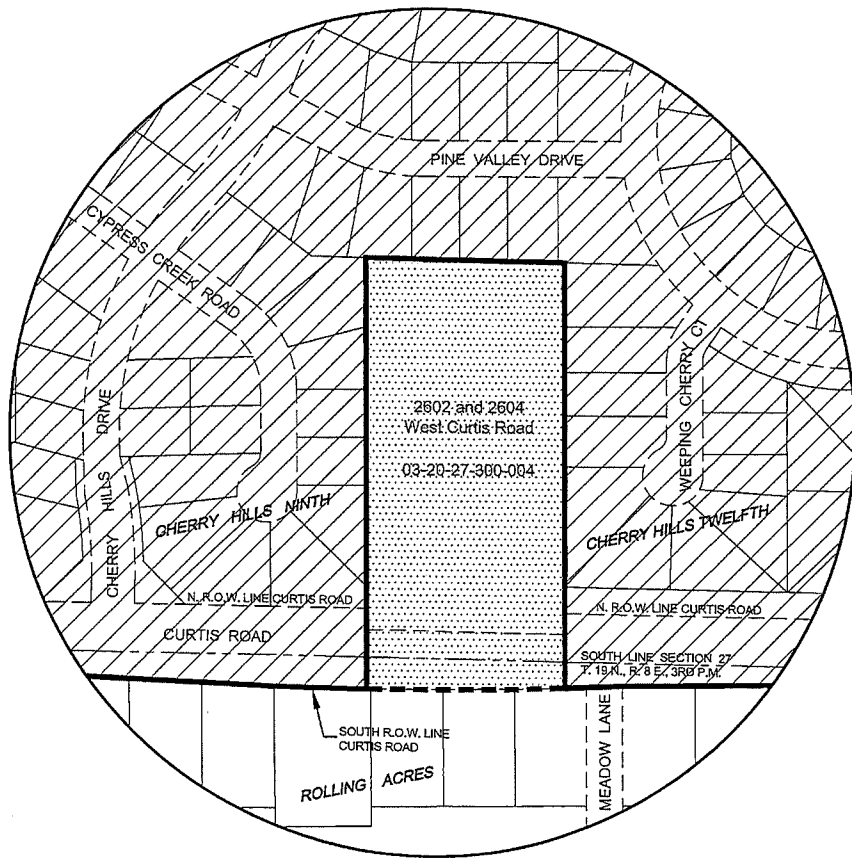
PASSED this 13th day of September 2017.

APPROVED this 13th day of September 2017.

Craig W. Hays, President

ATTEST:

Cindy Harvey, Secretary



SCALE : 1" = 200'
 0' 100' 200'

LEGAL DESCRIPTION

THE WEST HALF (W $\frac{1}{2}$) OF THE SOUTHWEST QUARTER (SW $\frac{1}{4}$) OF THE SOUTHEAST QUARTER (SE $\frac{1}{4}$) OF THE SOUTHWEST QUARTER (SW $\frac{1}{4}$) OF SECTION 27, IN TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS.

ENCOMPASSING 4.68 ACRES, MORE OR LESS.

PIN: 03-20-27-300-004

STREET ADDRESS: 2602 AND 2604 WEST CURTIS ROAD, CHAMPAIGN, ILLINOIS 61822

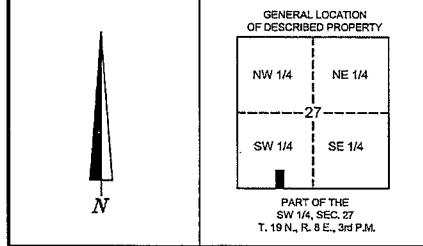
**ANNEXATION PLAT OF
 2602 AND 2604 WEST
 CURTIS ROAD**

City of Champaign
 Champaign County, Illinois
 Council Bill No.: 2017-160
 Date Passed: July 18, 2017

LEGEND:

| | |
|--|---------------------------|
| | ANNEXATION AREA |
| | AREA INSIDE CITY LIMITS |
| | EXISTING CITY LIMITS LINE |
| | ANNEXATION LIMITS |
| | LOT LINE |
| | RIGHT-OF-WAY LINE |
| | SECTION LINE |

| | |
|-------------------------------|-------------|
| ANNEXED AREA..... | 4.68 |
| RIGHT-OF-WAY..... | 0.37 |
| (not included in description) | |
| TOTAL ACREAGE..... | 5.05 |



STATE OF ILLINOIS) S.S.
 COUNTY OF CHAMPAIGN)

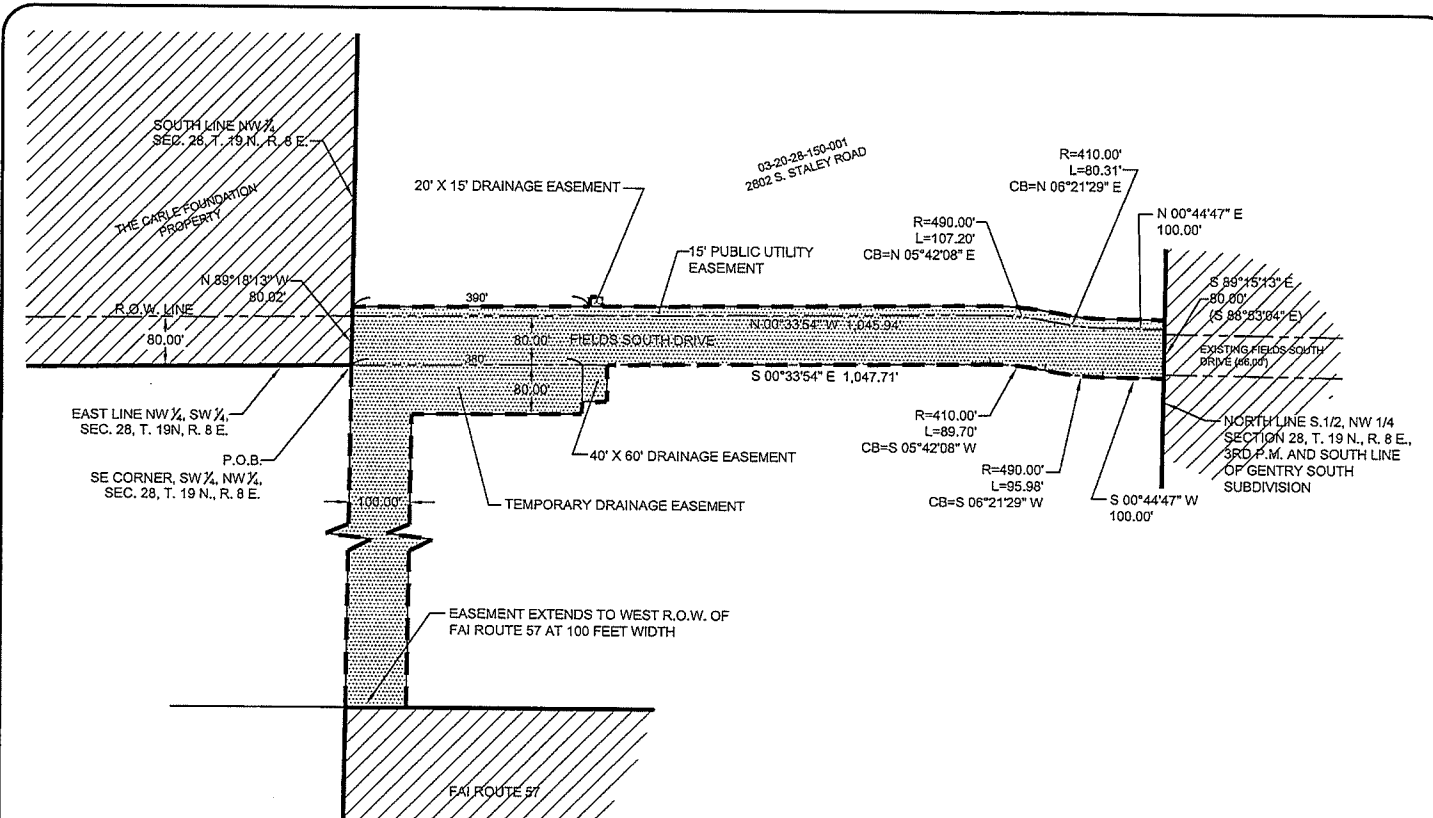
I, DENNIS A. VANDEVENTER, a duly registered Engineer in the State of Illinois do hereby certify that this plat was prepared under my supervision on 7-20-2017.

Dennis A. Vandeventer
 DENNIS A. VANDEVENTER
 Assistant City Engineer
 Registered Professional Engineer
 No. 062-054107
 Expiration Date: 11-30-2017.



CAD FILE: CB2017-160.DWG

SHEET 1 OF 1



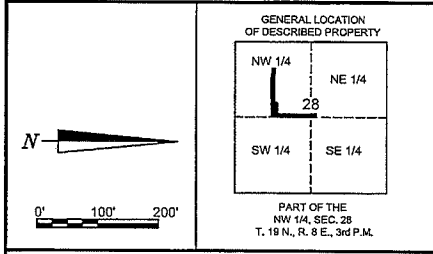
**ANNEXATION PLAT OF
2802 S. Staley Road,
Champaign, Illinois, Carle at the
Crossing - Fields South Drive
Right-of-Way**

City of Champaign
Champaign County, Illinois
Council Bill No.: 2017-161
Date Passed: July 18, 2017

LEGEND:

| | |
|--|---------------------------|
| | ANNEXATION AREA |
| | AREA INSIDE CITY LIMITS |
| | EXISTING CITY LIMITS LINE |
| | ANNEXATION LIMITS |
| | RIGHT-OF-WAY LINE |

| | |
|---------------------------|--------------|
| ANNEXED AREA..... | 2.449 |
| EASEMENTS | 4.020 |
| TOTAL ACREAGE..... | 6.469 |



STATE OF ILLINOIS) S.S.
COUNTY OF CHAMPAIGN)

I, DENNIS A. VANDEVENTER, a duly registered Engineer in the State of Illinois do hereby certify that this plat was prepared under my supervision on 7/20/2017.

DENNIS A. VANDEVENTER
Assistant City Engineer
Registered Professional Engineer
No. 062-054107
Expiration Date: 11-30-2017.

DENNIS A. VANDEVENTER
REGISTERED
NO. 062-054107
STATE OF ILLINOIS
PROFESSIONAL ENGINEER
SEAL

PART OF THE NORTHWEST 1/4 SECTION 28, T. 19N., R.8E OF THE 3RD P.M., CHAMPAIGN COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4, NORTHWEST 1/4 OF SECTION 28, T. 19N., R.8E. OF THE 3RD PRINCIPAL MERIDIAN; THENCE N. 89° 18' 13" W., ALONG THE SOUTH LINE OF THE NORTHWEST 1/4 OF SAID SECTION 28, 80.02 FEET; THENCE N. 00° 33' 54" W., 1,045.94 FEET TO A POINT OF CURVATURE; THENCE ALONG A CURVE TO THE RIGHT, CONCAVE TO THE EAST, WITH A RADIUS OF 490.00 FEET AND A CHORD BEARING OF N. 05°42'08" E, AN ARC LENGTH OF 107.20 FEET TO A POINT OF REVERSE CURVATURE; THENCE ALONG A CURVE TO THE LEFT, CONVEX TO THE EAST, WITH A RADIUS OF 410.00 FEET AND A CHORD BEARING OF N. 06°21'29" E., AN ARC LENGTH OF 80.31 FEET TO A POINT OF TANGENCY; THENCE N. 00°44'47" E., 100.00 FEET TO A POINT ON THE NORTH LINE OF THE S. 1/2, NW 1/4 SECTION 28 (SOUTH LINE OF GENTRY SOUTH SUBDIVISION); THENCE S. 89°15'13" E. (RECORDED AS S. 88° 53' 04" E.) ALONG SAID NORTH LINE OF THE S. 1/2, NW 1/4 SECTION 28, 80.00 FEET; THENCE S. 00°44'47" W., 100.00 FEET TO A POINT OF CURVATURE; THENCE ALONG A CURVE TO THE RIGHT, CONCAVE TO THE WEST, WITH A RADIUS OF 490.00 FEET AND A CHORD BEARING OF S. 06°21'29" W., AN ARC LENGTH OF 95.98 FEET TO A POINT OF REVERSE CURVATURE; THENCE ALONG A CURVE TO THE LEFT, CONVEX TO THE WEST, WITH A RADIUS OF 410.00 FEET AND A CHORD BEARING OF S. 05°42'08" W., AN ARC LENGTH OF 89.70 FEET TO A POINT OF TANGENCY; THENCE S. 00° 33' 54" E., 1,047.71 FEET TO THE POINT OF BEGINNING, CONTAINING 2.449 ACRES, MORE OR LESS, ALL SITUATED IN CHAMPAIGN COUNTY, ILLINOIS, AND

A PUBLIC UTILITY EASEMENT, 15 FOOT IN EVEN WIDTH, PARALLEL AND ADJACENT TO THE WEST LINE OF THE ABOVE DESCRIBED PROPERTY, AND PERMANENT AND TEMPORARY DRAINAGE EASEMENTS AS SHOWN AND DIMENSIONED ON THIS PLAT.

A portion of PIN: 03-20-28-150-001 Commonly known as: 2802 S. Staley Road, Champaign, IL 61822

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF COMMISSIONERS**

August 9, 2017

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, July 12, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin J. Miller, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director Human Resources, and Andrew Weiss, Director of Planning.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Comments from the Public

Ms. Cara Finnegan, League of Women Voters Observer Corp, introduced herself to the Board. She stated the goal of the League of Women Voters is to have a presence at the regular meetings of local taxing bodies.

Communications

None.

Treasurer's Report

Treasurer Wackerlin reviewed the Treasurer's Report for the month of July 2017 and found it to be in appropriate order. He reported that \$300,000 was transferred into the Development Fund per the Commissioners request.

Vice President McMahon made a motion to accept the Treasurer's Report for the month of July 2017. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. DeLuce reported that Laura Taylor was chosen as July 2017 Volunteer of the Month. She was chosen for her volunteer efforts with the seniors at the Hays Center. Ms. Taylor was unable to attend the meeting and will be presented with a Certificate of Appreciation and a bag of goodies at a later date.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they have any questions regarding the projects.

General Announcements

Mr. DeLuce reported that Mini-Tri was held on August 5, 2017 and had approximately 170 participants. He reported that Champaign-Urbana Days will be held on August 11 and 12, and Taste of Champaign will be held on August 18 and 19, 2017. Mr. DeLuce stated that dinner with former commissioner, Al Griggs, will be held on August 14, 2017 at 6 p.m. Discussion ensued about the location for the dinner. Mr. DeLuce noted the basement clean up and stated that an employee's desk was ruined and will be replaced.

Committee and Liaison Reports

Champaign Parks Foundation

President Hays reported that the Foundation Board meeting will be held on August 14, 2017. He indicated that the event in honor of Lou Liay and Newt Dodds went very well. An exact accounting of the amount raised for the Foundation will be determined after all bills for the event are paid.

Report of Officers

Attorney's Report

None.

President's Report

None.

Consent Agenda

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, July 12, 2017
2. Approval of Minutes of Executive Session, July 12, 2017
3. Approval of Minutes of the Public Hearing and Special Board Meeting, July 26, 2017

Commissioner Solon made a motion to approve the Consent Agenda Items with the correction on Page 3 of the Special Board Minutes on July 26, 2017 be corrected to 5:40 p.m. for her arrival time to the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0.

New Business

Approval of Disbursements as of July 11, 2017

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning July 11, 2017 and ending August 8, 2017. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

Approval of Emergency Expenditures Policy

Mr. DeLuce presented the report and stated that staff recommends approval of the Emergency Expenditures Policy. He reported that approval of the policy is an ongoing part of the Distinguished Accreditation process.

Commissioner Kuhl made a motion to approve the Emergency Expenditures Policy. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Discussion ensued about accreditation. Commissioner Solon asked how often the Park District has to be accredited and if there was any cost involved. Mr. DeLuce stated that the Park District has to be accredited every five years and that the cost for the process is \$500.

Approval of a Bid for Janitorial Services at the Dodds Tennis Center

Mr. DeLuce presented the report. He reported that staff recommends awarding the bid to the lowest responsible bidder, ESS Clean, Inc.

Commissioner Solon made a motion to approve accepting the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a one year contract with the option to renew for one additional year with ESS Clean, Inc., of Urbana, Illinois, in the annual base bid amount \$19,838.00

with Alternate 1 Carpet Cleaning of \$175.00, Alternate 1 Fabric Covered Furniture Cleaning of \$175.00 and Alternate 1 West Wall Dusting of \$150.00 for a total of \$20,338.00. Also accepting and approving Alternate 2 Additional Services Rate of \$20.00/hour on an as needed basis. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of a Bid for General Concrete

Mr. DeLuce reported that staff recommends awarding the bid to the lowest responsible bidder, Duce Construction.

Commissioner Kuhl made a motion to approve awarding the base bid to the lowest responsible bidder, Duce Construction, at the bid price of \$19,918.00 and authorizing the Executive Director to enter into a contract for the work. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Bid for Seal Coating and Line Striping

Mr. DeLuce reported that staff recommends awarding the bid to the lowest responsible bidder, County Asphalt, Inc.

Commissioner Solon made a motion to approve awarding the base bid to the lowest responsible bidder, Duce Construction, at the bid price of \$21,483.71 and authorizing the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Ordinance No. 623: Declaring Items as Surplus

Mr. DeLuce presented the report and reported that staff recommended approval of the ordinance as presented.

Commissioner Kuhl made a motion to approve Ordinance No. 623: an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of the equipment listed in the ordinance. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

Commissioner Solon thanked the Operations staff for installing the plaque in the Meditation Garden at Mattis Park.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 5-0 and the meeting was adjourned at 8:32 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS**

August 23, 2017

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 23, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

Present: President Craig W. Hays, President, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, Kevin J. Miller, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Andrew Weiss, Director of Planning.

Other staff were in attendance as well as members of the public.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Presentations

Community Survey Results

This item will be presented at a future Board meeting.

Operations Facility Plan

Scott Burge, Architectural Manager with Farnsworth Group, Inc., presented a summary of the four (4) proposed options for the operations shop and expansion yard project. He also reviewed the estimated cost of each option and stated that all options were within the \$2.5 million range with option 1 being the least expensive. Michael Friend Engineer Manager with Farnsworth Group, Inc. discussed civil and site design for the project. Mr. Burge and Mr. Friend responded to questions from the Commissioners. Mr. Burge stated that once the Board chooses an option, Farnsworth would complete the design built drawings. He stated that cost of construction drawings will depend on the option chosen.

Mr. DeLuce reported that staff preferred option 1. Staff preferred to keep the auto shop up front and central considering the vehicle maintenance staff accepts deliveries. Mr. Johnson commented that option 1 functionally makes the most sense. Discussed ensued about possibly phasing the project and additional costs associated with the project. Commissioner Miller stated that he preferred option 1 based on the desired use of the space.

After responding to additional questions from Commissioners, President Hays recommended the item be placed on the September 13, 2017 Regular Board meeting agenda for consideration.

The Board thanked Mr. Burge for his presentation.

Comments from the Public

None.

New Business

Approval of the Safety Manual

President Hays stated that this item will be postponed until the September 13, 2017 Regular Board meeting. Ms. Harvey requested Commissioners submit any additional corrections or revisions to staff by August 30, 2017. Commissioner Solon requested a copy of the manual in Word format in order to redline her proposed changes.

Approval of ADA Program Statement

Mr. DeLuce reported that this item was part of the Distinguished Accreditation process.

Vice President McMahon made a motion to approve the ADA Program Statement. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Behavior Management Policy

Mr. DeLuce reported that this item was required as part of the Distinguished Accreditation process.

Commissioner Kuhl made a motion to approve the Behavior Management Policy. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Ordinance No. 624, an Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

President Hays stated that Ordinance No. 624 is to correct a conflict between two different policies. The ordinance sets the spending limit for the Executive Director at \$20,000.00.

Commissioner Solon made a motion to approve Ordinance No. 624, an ordinance prescribing rules for the conduct of the business of the Champaign Park District. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Old Business

None.

Discussion Items

Champaign Parks Foundation 1st Quarter Financial Update

Ms. Wallace presented the Foundation's 1st quarter financial analysis for FYE2018. She reported that there is not must activity for the Foundation's 1st Quarter. Ms. Wallace noted that a special event was held in July which netted approximately \$8,300 in revenue. She reported that expenses are considerable less than prior year due to less one time requests compared to prior fiscal year. Ms. Wallace stated that the financial matters of the Foundation for the 1st Quarter are similar to the past. Discussion ensued about the revenue and expenses from the special event.

Champaign Park District 1st Quarter Financial Update

Ms. Wallace presented the Park District's 1st quarter financial analysis for FYE2018. She reported that funds were transferred from the General Fund into the Capital Improvement Fund for Commissioners Park. In the Museum Fund expenses were slightly less than prior year while revenues are considerably higher than prior year. She reported that the capital improvements fund included the one transfer for Commissioners Park and revenue of \$100,000, which was a bequest received in May 2017 specific to the Virginia Theatre restoration. Ms. Wallace noted that Mr. DeLuce sent information to the Commissioners about the personal property replacement tax. The Park District is expecting to receive \$25,000 less than budgeted for that fund. She stated that there should be enough savings in the capital outlay and contingency funds to prevent additional budget changes. Ms. Wallace reported that all other funds were similar to prior year. Revenues increased slightly due to the increase in property tax revenue over prior year.

Purchasing Policy

Ms. Wallace reported that this item is required as part of the Distinguished Agency accreditation process. Staff asked the Board to submit any proposed changes or revisions by August 30, 2017.

Heritage and Glenn Parks Project Update

Mr. DeLuce presented the report. He reported that staff will meet with the architects on September 21, 2017 to discuss the Heritage Park project. Mr. DeLuce stated that the architects will present an updated version of Phase I to the Board on September 27, 2017. He noted that the Glenn Park update is included in the project update.

Comments from Commissioners

Commissioner Solon stated that the Taste of Champaign-Urbana went well. President Hays concurred with Commissioner Solon.

Executive Session

Commissioner Kuhl moved as set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is probable or imminent.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 7:20 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

CHAMPAIGN PARK DISTRICT

Purchasing Policy and Procedures

The Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Park District. Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing goods, materials and services of sufficient quality and quantity at the most economical price available in an open, organized, timely, legal and ethical manner so that goods, material and services are available when needed, without creating excess inventory. The policies and procedures are meant to serve as guidelines and may not govern every purchasing situation that may arise.

Authorization Levels:

A commissioner, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that, the Executive Director and employees and/or the Board shall be permitted to execute contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits and in accordance with the following parameters:

| | |
|--|----------------|
| Board of Commissioners | Up to \$20,000 |
| Executive Director | Up to \$20,000 |
| Department Heads | Up to \$5,000 |
| Supervisors/Managers | Up to \$2,500 |
| Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department | Up to \$500 |

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

Quotation Support Levels:

| | |
|---|-----------------------|
| Sealed Bid and Board explanatory memorandum | Over \$20,000 |
| 3 quotations and explanatory memorandum to Executive Director | \$5,000 to \$20,000 |
| 3 quotations | \$2,500 to \$4,999.99 |

Quotation Requirements:

Any purchase greater than \$20,000 shall require a competitive bid process as described in the Park District Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

Requests for purchases ranging from \$2,500.00 - \$20,000 require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the Executive Director if \$5,000 or more, or to the department head (\$2,500 to \$4,999.99) providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor, as well as an attached payment request or purchase order form.

Purchases less than \$2,500 require the lowest and best price for goods, materials, services and/or equipment and shall be accepted after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

Exceptions:

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.

Purchasing Guidelines:

1. Purchases must be provided for in the operating or capital budgets before proceeding. If a line item is over budget, then special permission by the department head and/or Director of Finance and Executive Director is required before making any purchase.
2. Staff shall obtain information concerning payment terms, unless otherwise authorized. The Park District will authorize payment to vendors at the regular monthly Board meeting, and shall comply with the Illinois Prompt Payment Act (30 ILCS 540/0.01 *et seq.*).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. A copy of the purchase order shall be printed to take along when making a purchase or to provide to the vendor. The purchase order is the vendor's confirmation that the Park District is eligible to purchase from it. At the time of purchase, find out the full cost of the purchase, including any shipping, handling or additional charges. Always try to reduce or have any of these additional charges waived based on the Park District's governmental entity status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but that any additional charges, such as shipping, are as quoted.
5. Try to make purchases from vendors used in the past which have a proven performance record. In the event a new vendor is used, the vendor must be approved by the appropriate department head. If any documentation is required by vendor to arrange for the Park District as a customer, such as a credit application, the documentation must be forwarded to the Finance Office for completion along with a signed IRS Form W-9 from the new vendor.
6. Do not make any purchases in response to a sales call. If the Park District is interested in what a vendor is selling, request the information in writing. If there is still interest in the product or service, have the vendor approved by an appropriate supervisor and proceed with the purchase.
7. When purchases are received, they must be inspected and the quantity ordered and condition verified. If the condition of the purchased goods or materials is defective or substandard, it shall be noted in writing on the receiving ticket or invoice and corrected. Receiving tickets and invoices shall be immediately forwarded to the Finance Office, with either a copy of the purchase order or number, as applicable. Failure to do so will result in disciplinary action.
8. Before any order, service or purchase can be paid, a receipt, contract, order form or other proper documentation must be presented to the Finance Office. The documentation will be reconciled with the purchase order. It will then be electronically routed to the appropriate staff for approval.

9. Vendor payments, once verified by staff, are subject to approval by the Board at its regular monthly meeting. After Board approval, unless other arrangements have been made, checks will be issued to the vendors.
10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, the following address is to be used on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: billing@champaignparks.com
12. Prepayment of any kind shall not be made, except for progress billings for professional services or deposits for the Virginia Theatre performers/producers.
13. Vendors shall not be paid in cash, with the exception of the appropriate use of petty cash and the occasional Virginia Theatre contractual agreements for performers.

Economy of Resources and Purchases:

Staff shall seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* approved by the Board and as permitted by law.

Tax Exempt Purchases:

The Park District is exempt from paying both state and local taxes. A "Tax Exemption Letter" shall be provided to any entity from which the Park District makes purchases when an order is placed to ensure that sales tax is not included on any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Letter" must be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption Letters are available at the Finance Office or online at www.champaignparks.com. The tax exempt number is also listed on the purchase order form.

Use of Purchasing Cards:

The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The purchasing card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name to whom it is issued, it is the property of the Park District.

For an employee to receive a purchasing card, his or her supervisor must complete the CPD Purchasing Card Request Form (Attachment A), and the employee must understand and comply with the guidelines for using the card. The applicable department head must approve the request and submit the form to the Finance Office.

Upon receipt by the Finance Office, a meeting with the employee and Accounts Payable Coordinator will be scheduled to address the guidelines. Then, staff will approve the use of the purchasing card (Attachment B), and the card will be issued to the employee. Thereafter, a training session will be scheduled for a time between the 5th and 28th of the following month regarding how to properly use the purchasing card online program.

The billing cycle end date is the 27th of each month, unless the 27th occurs on a weekend or holiday. The billing cycle end date will then be the next working day. All transactions posted between the billing cycle dates (28th thru 27th of the next month) must be reconciled to close out that cycle.

The Finance Office has purchasing cards that can be checked out by part-time staff who shall not have cards issued to them. With the respective supervisor's permission, a part-time employee may be permitted to use a card for a specified and limited time and purpose.

Park District employees must adhere to the following terms and conditions when using purchasing cards:

1. Purchasing cards shall only be used for official Park District purposes.
2. The Park District's tax exemption must be honored on purchases in Illinois. Unless required by law, sales taxes paid on credit card or charge account purchases are the responsibility of the employee and must be reimbursed to the Park District.
3. Purchasing Cards shall be kept in a secure location and only carried when making authorized Park District purchases.
4. Receipts must be reconciled to the monthly statement and turned into the Finance Office within a specified timeframe each month. An all staff email will be sent out each month with the timeline indicating when the reconciliation process must be completed. Staff shall watch for such emails and make note of the dates for compliance. There is no flexibility with this time frame.
5. Only the employee to whom it is issued shall be able to use the purchasing card.
6. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.
7. If a vendor does not accept VISA, contact the Finance Office.
8. Misuse of the purchasing card will be cause for immediate termination of the employee's privilege to use the card or account authorization and will result in disciplinary action, including termination.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by using purchasing cards. Those funds will be placed in the Park District's Activity Fund and used for the staff incentive program and functions.

| <u>Monthly Net Volume</u> | <u>Rebate %</u> |
|---------------------------|-----------------|
| \$0-\$41,666 | 0.20% |
| \$41,667-\$83,333 | 0.30% |
| \$83,334+ | 0.40% |

Payment of Claims:

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day to day operations, and final payments specific to performances held at the Virginia Theatre may be paid without specific item by item authorization by the Board, and shall be reported to the Board at its next regular meeting in the monthly Treasurer's Reports and/or presentation of bills.

Adopted by the Board of Commissioners

September 13, 2017

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 13, 2017

SUBJECT: Safety Manual Revision

Background

The Champaign Park District created a crisis management plan in 1997 which was last updated in 2013. An updated manual is one of the requirements of the IPRA Distinguished Agency Accreditation.

This manual update includes formatting changes, job title changes, and revisions to grammar and spelling. It also has the emergency procedures manual, as we now have a separate manual for these details. Another addition to the manual is the addition of PDRMA required CORE 6 which is basically safety condensed to a half dozen points.

The goal for risk this fiscal year is rewrite the safety manual in its entirety and incorporate safety standards and policies for each departments. The manual will be presented to the Board for consideration in early 2018. In addition, risk is working on a business continuity plan with a full business impact analysis. The plan will also be presented to the Board for consideration in 2018.

Prior Board Action

The Board approved the current manual in March 1997 and last approved an update to that manual in May 2013. Additionally, the Board reviewed this version at the July 26, 2017 Special Board Meeting.

Budget Impact

There is no impact to the budget.

Recommended Action

Staff recommend approval of the revised Safety Manual.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP
Director of HR, IT and Risk

Joe DeLuce, CPRP
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Safety Manual

**A Commitment
to Safety
in the Workplace**



CHAMPAIGN

PARK DISTRICT

CHAMPAIGN PARK DISTRICT

Safety Policy

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

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

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

Safety adherence and performance shall be an important part of each performance appraisal of the Park District.

| | |
|------------------------------------|--------------------|
| Approved by Board of Commissioners | March 12, 1997 |
| Revised by Board of Commissioners | September 14, 2005 |
| Revised by Board of Commissioners | July 13, 2011 |
| Revised by Board of Commissioners | May 20, 2013 |
| Revised by Board of Commissioners | August 23, 2017 |

Craig Hays, President

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EMPLOYEE SAFETY

Staff Responsibilities

The success of the Champaign Park District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. Park District staff members have the following responsibilities:

Executive Director

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the Safety Manual contents.
- Approve safety policies.
- Participate in safety by building a strong safety culture for the Park District.
- Communicate safety policies and programs to the Board of Commissioners.

Risk Manager

- Establish and administer the loss control program.
- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Coordinate with department heads to assist in their duties and responsibilities in the areas of loss control and safety.
- Act as chair of the Safety Committee.
- Administer the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Make specific budget allocations for the purchase of safety equipment, service and training.
- Provide proper orientation, job instruction training and in-service training to employees and supervisors.

Department Heads

- Coordinate with the Risk Manager to organize loss control program aspects which are particular to their department.
- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Enforce safety rules, and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Prepare needed support information for the PDRMA Loss Control Program evaluation.
- Make budget recommendations for improving safety, specific to their department.

Supervisors

- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Proper safety orientation of new employees and continued job training and in-service safety training to current employees.
- Enforce safety rules, and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Report and investigate accidents.
- Ensure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Risk Manager in making sure all memos, training records, material safety data sheets, and correspondence are sent for their view.
- Treat public complaints and concerns with the utmost attention; being courteous in all cases.

Employees

- Maintain a working knowledge of all general and department specific safety rules.
- Immediate reporting of all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attend all required safety programs and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention; being courteous in all cases.
- Pay strict attention to housekeeping of work areas(s).

GENERAL SAFETY RULES

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in the Personnel Policy Manual.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition shall be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Vehicle safety belts must be used on all public roadways, in accordance with state statute and whenever the vehicle is moving.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor. Failure to report revocation or suspension of your driver's license shall be cause for disciplinary action up to and including termination.
- All drivers must submit authorization for drivers abstracts annually.
- All employees must know Park District rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

- Disciplinary actions, as described in the Personnel Policy Manual, shall be taken as a result of an employee's failure to abide by safety rules and regulations.

ACCIDENT REPORTING PROCEDURES

An accident report must be prepared for any accident, injury, or "near miss" which occurs on Park District property or at any program sponsored by the Park District. The accident report forms must be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

- **PREPARE A DETAILED ACCIDENT REPORT:** Attain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others must be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared on a timely basis. Accident reports must be filled out immediately after the injured has been properly attended to.
- If the injury occurs to an employee, within (24) hours an accident report must be completed and turned in to the Risk Manager, or in his/her absence to the Director of Human Resources. If the employee injury requires more than basic first aid and requires medical attention, the employee must contact the Risk Manager who will refer the employee to Occupational Health.

ACCIDENT INVESTIGATION PROCEDURES

1. Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Accidents, injuries, and "near misses" incidents are reviewed by the Safety Committee and a determination will be made regarding the need for an accident investigation.
2. The Accident Investigation Team will consist of the Risk Manager, Director of Human Resources and the appropriate Department Head, and at least two safety committee members.
3. The scope of the investigation will include: summary of the accident site; interviews with witnesses; determination of improper safety procedures, if any; and correction of any safety deficiencies.

EMPLOYEE SAFETY GEAR

- The Park District will provide essential safety gear for use with specific equipment as designated in its operational instructions.
- Hard hats must be worn whenever any possible risk is involved, i.e. all building repairs and construction projects where potential overhead hazards could exist, tree planting, etc. Hard hats are not required for painting, general building maintenance, custodial work, flower planting and general shop work.
- Proper insulation of hard hats for winter wear will be provided, when appropriate.
- Protective ear equipment must be worn whenever working with loud machinery or vehicles, i.e. chain saws, tractors, air hammers, etc.
- Protective face shields must be worn when working with grinders, welders, etc., and safety glasses must be worn when working under vehicles where potential splash chemicals are present.
- Protective goggles, face shield, gloves, and chaps must be worn when working with a chain saw.
- A hard hat, face shield, long sleeves, and heavy gloves must be worn when operating chipping machines.
- Employees in the Operations Department normally wearing eyeglasses must wear safety lens glasses or safety glasses over the eye glasses.

COMPLIANCE PROGRAMS

The Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state and federal regulations. The Park District will provide training when applicable to employees job function.

Bloodborne Pathogens Exposure Control Plan

The Park District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance; hepatitis B vaccination, post-

exposure evaluation and follow-up; communication of hazards; training and record keeping. The Park District will provide training on an annual basis and/or as needed.

Fall Protection/Walking-Working Surfaces

The Park District will ensure that the hazards of all elevated falls over 4 feet are evaluated, and that information concerning these hazards are communicated to all employees affected. The Risk Manager and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure the success of the program. A written program will be reviewed and evaluated on an annual basis or when changes occur to the Occupational Safety and Health Administration (OSHA) standard. A training program will be provided for those employees exposed to fall protection. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also that employees acquire the knowledge and skills required for the safe application and usage. The Park District will provide training to employees on an annual basis.

Hazardous Communication Program (HAZCOM)

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the Park District to communicate and train its employees about the health and safety hazards of chemicals in the workplace. The Risk Manager has been designated as the Hazardous Communications Coordinator. The responsibilities include posting Right-to-Know Law signs, labeling hazardous substances, obtaining and maintaining Material Safety Data Sheets, and providing initial and refresher training to all employees. The Park District will provide training to employees on an annual basis.

Lockout/Tagout

The purpose of this program is help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The Park District will provide training to employees annually.

Personal Protective Equipment (PPE)

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. The Risk Manager and/or supervisors will train employees to appreciate the inherent risks, proper selection, implementation and care of the equipment. The Risk Manager and/or supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The Park District will provide training on an annual basis.

Confined Spaces Program

The Park District has developed the following guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by the OSHA as well as regulations adopted by the Illinois Department of Labor (IDOL). This agency will maintain a written program, identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The Park District will provide training annually.

Stretching Policy

Stretching is an important component of the Park District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Park District staff. It is the policy of the Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job. (Posters will be posted in each work area.)

Industrial Truck (Fork Lifts)

The Park District will ensure that the requirements of the standard for powered industrial trucks will be adhered to.

This standard practice instruction is intended to address comprehensively the issues of; employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Park District, including end loaders and bobcats equipped with forks.

Cutting/Welding Procedure Tips

Cutting/welding projects can be extremely dangerous activities if the proper precautions are not taken. Agencies must ensure that staff is properly trained, the proper personal protective equipment is used and the work area is properly inspected prior to performing any cutting or welding projects. Attached is a pre-work checklist and procedures for fire watch/work area monitoring that must be considered prior to starting any project.

Pre-Work Checklist

- Supervisor completes a hot work permit and a copy is retained.
- Any compressed gas cylinders to be moved in a vehicle must be firmly secured in an upright position, strapped or chained in place, and all safety caps securely screwed in place.
- Verify that sprinkler systems, fire extinguishers, or water hoses are in good working condition.
- Inspect all hot work equipment to make sure that it is in good working condition.
 - The following personal protective equipment is made available and is used:
 - Face shield/proper eye lenses
 - Leather gloves
 - Leather gauntlets, long sleeve shirt, pants, etc.
- Evaluate these fire safety precautions within thirty-five (35) feet of the work area:
 - Ensure the atmosphere does not contain explosive chemicals.
 - Remove any flammable liquids, paper or related items from the work area.
 - Use fire resistant tarps or metal shields over floors, walls, or other openings.
 - Sweep the floor of any debris.
 - Wet down combustible floors, walls and related areas when possible.

Fire Watch/Work Area Monitoring

- There should be at least one employee provided for an onsite fire watch for at least sixty (60) minutes following the completion of the hot work.
- The fire watch must be provided with an appropriate fire extinguisher or water hose and communication device.
- The fire watch must look for signs of heat, smoke, etc. which may occur in the hot work area. Also, look for signs of fire above or below ceilings and on both sides of walls and floors.
- In the event a fire is noted, the employee must immediately sound the fire alarm and call the fire department. The fire watch can then attempt to extinguish the fire. Fires that occur in walls or between floors may be difficult to extinguish after they have been smoldering. For this reason, it is very important that the fire department be contacted so that they can conduct a professional assessment to determine if the fire is fully extinguished.
- The hot work permitted area must be inspected approximately 4 hours after the job is completed to again ensure that no fire is present at all construction sites. There is a two hour inspection required after work is completed in our welding shop.

EMERGENCY PROCEDURES

In the event of an emergency, all staff must follow the emergency procedures that are outlined in the Park District Emergency Operations/Crisis Management Plan. Please refer to the Park District Emergency Response Plan found at each facility for further emergency instructions.

Remember: The first priority in any type of emergency is always the direct safety of all Park District staff and for the general public.

Communication Plan

In the event of an emergency, the Bresnan Meeting Center front desk staff shall act as the communication center for the Park District.

1. The Executive Director shall notify Department Directors, and the Board of Commissioners and Officers.
2. The Director of Human Resources/IT and Risk shall notify all HR/IT and Risk staff.
3. The Director of Finance shall notify all finance staff of the emergency.
4. The Director of Recreation shall notify all recreation staff of the emergency.
5. The Director of Operations shall notify all operations staff of the emergency.
6. The Marketing Director shall notify all marketing staff of the emergency.
7. All operation's vehicles in the field will be dispatched by radio if unavailable by phone.
8. *If an emergency occurs after hours, notification shall be made in the following order:*

| Title | Name | Main Contact Phone Number | Secondary Contact Phone Number |
|-------------------------------------|----------------|---------------------------|--------------------------------|
| Executive Director | Joe DeLuce | 819-3821 | 714-2333 |
| Director of HR, IT and Risk | Tammy Hoggatt | 819-3823 | 840-9963 |
| Risk Manager | Wendy Zindars | 819-3834 | 404-444-3739 |
| Recreation Director | Jameel Jones | 819-3907 | 390-5656 |
| Director of Operations | Dan Olson | 819-3812 | |
| Director of Finance | Andrea Wallace | 819-3826 | 778-8608 |
| Marketing & Communications Director | Chelsea Norton | 819-3943 | 273-3943 |

ARMED INTRUDER

Lockdown Guidelines

Please follow the information below to respond in an active shooter or violent intruder situations:

Goal of Lockdown:

- The purpose of a lockdown is to minimize accessibility to facilities in the park to reduce the risk of injury or danger to, staff, patrons or visitors from a violent intruder.

Decision to Lockdown:

- A lockdown would be implemented when requested by Public Safety, Law Enforcement, Fire Department, Park District Administration, or any Park District staff.
- The goal of this procedure is to protect patrons, visitors, and employees from an armed violent intruder, regardless of the type of weapon.

Incidents That May Require Lockdown:

- Person(s) armed with firearm(s) or weapon(s) on Park District property, gunshots directed at or near the Park District facilities, police incidents involving dangerous person(s) that are adjacent to or within a short distance of park property, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the Park District facilities, or any other violent incident that a reasonable person would recommend a lockdown.
- This would include localized sounds of gunshots, multiple incidents of breaking glass windows, explosions, and/or other noises associated with violent crimes.
- Individuals with any type of violent weapon(s) on Park District Property.

Order or Announcement to Lockdown

- Announcement via telephone, radio, in person, text message and/or E-mail, "This is a lockdown, I repeat, this is a lockdown. We have an emergency. Go to the nearest office or classroom and secure yourself inside."
- Insert Hard and Soft Lockdown.

If an active shooter or intruder is inside the building with you

- Try to keep everyone quiet as not to bring attention to you and others. Move to a securable area, if safe to do so.
- If the area you are in can be locked, lock it and stay away from the entry and windows. Consider barricading the door if you cannot lock it.
- If you cannot lock or barricade yourself and hide somewhere, and you can determine where the shooting is coming from, run to any exit you can reach without being seen by the shooter.
- Dial 9-9-1-1 from building phone and 9-1-1 from your cell phone to contact the Emergency Dispatch Center as soon as possible to report what is happening. Dispatchers will advise you on what to do.
- Give as much detail about the intruder as possible – color of clothes, height, weight, color of hair, type of weapon, area of building, etc.

If an active shooter or intruder enters your office or classroom

- Dial 9 then 9-1-1 on your office phone or 9-1-1 from your cell phone if possible.
- If it is possible to talk, report what is happening, and provide the shooter's location and description.
- If it is not safe to speak, just leave the line open so the dispatcher can hear what is taking place.
- If you are confronted by the shooter and defenseless, attempt to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered as the last resort after all other options have been exhausted.
- If the shooter leaves the area, attempt to lock or barricade the door, or proceed to a safe location as described above.

Possibility of fleeing an active shooting or violent intruder situation

- Have a route of escape in mind.
- Leave everything behind except your cell phone (do not worry about purses or book bags - those will only slow you down).
- Keep your hands visible and follow the instructions of the police. You must remember, the police may not have an accurate description of the shooter(s), so for everyone's safety, you may be detained by the police.
- Do not stop to assist wounded victims or attempt to move them. Do tell the police where these victims are located.

What to expect from law enforcement responding to an active shooter or violent intruder

- Police are trained to proceed as quickly as possible to the sound of the gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, patrol uniforms, or SWAT uniforms armed with long rifles, shotguns, and/or handguns. They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen, and provide a full description of the shooter and any weapons used.
- Also be aware that the first responding police officers will not stop to assist injured people. Others will follow to treat the injured. First responding officers are trained to proceed as quickly as possible to the gunfire and to stop the shooter.

- Do not allow anyone out of the classroom or secure area at any time during a lock down, until a person of authority (Park District Administration Staff, Police Officer, and/or Program Manager). Parents will not be allowed to pick up their children during a lockdown without permission from a Park District Manager once the incident has been stabilized.

Activate the Emergency Crisis Plan as soon as safely possible and make proper notifications of the Park District Administration.

- Please review the Park District's Emergency Crisis Plan for Types 1 and 2 Incidents.

Types of Incidents:

A **Type I** crisis is a situation or event that causes, or has the potential to cause, public or media concern. It could be, among other things, an accidental drowning, allegation of abuse, severe vehicle accident, emergency facility closing, severe employee or patron injury, or a criminal act that occurred on agency property.

A **Type II** crisis is one that takes place within the community and involves use of Park District facilities for refuge. A crisis of this type might result from a natural disaster, train wreck, chemical spill, terrorist attack or any event resulting in a need for emergency shelters.

The potential crisis list is endless. In any potential crisis situation, early notification of the Crisis Team is critical. Park District staff who has knowledge of a crisis or potential crisis situation must notify the Executive Director, the Risk Manager, or any member of the Crisis Team as soon as it is safe to do so. The Executive Director shall determine if a situation requires the activation of the Crisis Team.

SPECIFIC SAFETY STANDARDS/CORE 6

Facilities

- At least two (2) exits must be available from all floors.
- There must never be any obstructions in aisles or exits.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions. Each employee must be instructed on the proper use of each type. In-service training will be provided each year by the Risk Manager as a review for present employees and as training for new employees.
- Fire extinguishers must be placed within easy reach, and properly marked, and OSHA color-coded as to their type.
- Fire extinguishers will be checked annually and levels maintained at all times.
- Smoking is prohibited except in designated areas, where sufficient large non-combustible ashtrays and adequate ventilation are provided.
- Materials and equipment must be stored in pre-designated areas. Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in proper containers and a sufficient amount of receptacles should be in each building. Waste receptacles must be emptied periodically and never allowed to be overfilled.

Accident Prevention

- Slippery substances spilled on floors must be immediately cleaned up.
- Floors, walks, and parking lots must be maintained at a level and even condition. Repairs must be made to holes, depressions, broken floor surface, uncovered drains, loose or poorly fitted gratings, sagging or expanded floor supports.
- All painting supplies and combustible materials must be stored in a separate, proper fire resistant cabinet.
- Emergency lights are present in all buildings used by the public and must be checked monthly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrical wiring must be properly encased and replaced when worn.
- Care must be taken not to overload circuits.

- Extension cords should be used on a short term, temporary basis only.
- Electrical cords must be kept in as orderly a fashion as possible to prevent any falls. Use of extension cords should be only on a temporary basis and must not be run under carpeting or exposed so as to possibly cause injury.
- Any replacement curtains or drapes, must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located at the telephone as well as emergency procedures posted. Each facility director must have a copy of the emergency plan and know the location of first aid supplies.
- All buildings must be equipped with sufficient first aid supplies.
- Sidewalks, steps, parking lots, tennis courts, and basketball courts must be repaired if shifting or cracking presents hazardous conditions. All hazardous conditions must be reported to the Risk Manager for assessment.
- All tables and chairs must be inspected and repaired regularly by facility staff.
- A three-foot clear zone must be maintained around all electrical switch gear, breaker boxes or heating and boiler units.
- There shall be no spray painting or adhesive indoors at any facilities without the proper safety gear and proper mechanical ventilation.

Parks

- Signs must be posted communicating hours and specific ordinances.
- All newly installed and any necessary replacements for playground apparatus must comply with Consumer Product Safety Commission (CPSC) guidelines.
- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All parks are to be inspected for compliance with CPSC guidelines. All playgrounds must be inspected and repaired monthly. Completed copies of the inspection and repair forms must be retained by the Risk Manager.
- All employees are to clean up broken glass when it is found. NEVER pick up broken glass with bare hands. Use mechanical devices.
- All employees must report unsafe conditions in any park or recreation facility to the Risk Manager.
- Operators of mowers, weed eaters and other power equipment must ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Equipment operators must read and understand operating instructions, and follow all safety rules contained therein as well as receive proper in-service training.
- Park crews must perform a general safety inspection for the entire park and playground on each weekly visit.

Equipment and Tools

The immediate supervisor is responsible for ensuring that:

- Proper training is given to an employee prior to any use of equipment.
- All equipment and tools must be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards, where required.
- Operational instructions for ALL machinery and equipment must be in written form and kept close to the appropriate machine or equipment for employee reference.
- Proper use of ladders must be taught, including proper angle placement; ladders must be replaced before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes, or insufficient clearance.

- Ear protection devices are utilized when operating or around portable air hammer, chainsaw, and all other loud equipment.
- When sanding, spray painting, or working with fiberglass materials appropriate ventilation, air filtering and proper safety equipment must be utilized to protect the employee from dust and fumes.
- A safety curtain must be used when using welding equipment.
- Two (2) employees must be present at all times while working with the tree chipper and proper safety equipment must be worn.
- At no time should any mobile equipment or tools be left unattended and unsecured at a work site. Always lock ignition and remove keys from vehicle or equipment.

VEHICLE 360° WALK AROUND CIRCLE OF SAFETY

Walk completely around your vehicle every time before you drive it. Supervisors and managers should monitor their staff for compliance with this procedure.

30-Second Site Safety Walk-Through Policy

All employees are required to conduct a thirty (30) second sight safety walk through prior to starting at their job site.

Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through must be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task

- Pause before you approach:
 - Ask yourself: "Are there any obvious potential safety hazards?"
 - Generally, your first impression will be correct.
- Observe your surroundings:
 - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- Observe the traffic in or around the worksite:
 - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- Protect yourself!
 - Should you be wearing personal protective equipment?
 - Are you wearing the appropriate footwear to safely perform the job?
- Consider the unknown:
 - What is unique about the site that may cause a safety concern?
 - Will the equipment, materials or job task introduce safety concerns?
- Consider the unknown:
 - What is unique about the site that may cause a safety concern?
 - Will the equipment, materials or job task introduce safety concerns?
- Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through must be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task.
- Implement a 3 Points of Contact Policy.

3 Points of Contact Policy

Employees should consistently use 3 – Points of contact while climbing ladders and when entering or exiting all vehicles and equipment.

Common injuries associated with climbing ladders include: the employee slips or trips while climbing a ladder and subsequently falls. As a result, the employee then is injured by striking the equipment or ground. Injuries occur because climbing ladders include the following potentially hazardous activities:

- Reaching
- Twisting
- Pulling
- Climbing

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment
- Carrying equipment or another object
- Jumping from a guard chair
- Failing to use stairs or ladders

Job Tasks Required to Use 3 Points of Contact

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas:

1. Entering/Exiting and Mounting/Dismounting any equipment, including the following:
 - Tractors
 - Skid Steers
 - Trailers
 - Pickup and Dump Trucks
 - Mowers
 - Buses/Vans
2. Climbing ladders and scaffolding
3. Climbing stairs
4. Climbing playground equipment

3 Points of Contact (Aquatics)

(Aquatics) Common injuries associated with entering/exiting pools and mounting/dismounting lifeguard chairs include:

- The employee slips or trips while climbing the lifeguard chair and subsequently falls. As a result, the employee then is injured by striking the equipment or ground.
- The guard slip/falls while climbing off the lifeguard chair, striking the equipment or ground.
- While exiting the pool, the employee climbs out using the pool gutter or edge, then slips and falls, striking the ground.

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment or surfaces
- Carrying equipment or another object
- Jumping from a guard chair
- Failing to use stairs or ladders
- Entering or exiting a piece of equipment
- Failing to maintain a "3 Points of Contact"

Policy, Procedure and Training

The 3 Points of Contact method provides maximum stability and support, thereby reducing the likelihood of slipping and falling.

PDRMA members can reduce the risk of climbing/descending lifeguard chair injuries by:

- Implementing a 3 Points of Contact Policy
- Conducting employee training on the 3 Points of Contact Policy/Procedure
- Having supervisory staff diligently enforce the 3 Points of Contact policies and procedures
- Providing coaching and positive feedback to support applicable policy and procedures

Policy

Improperly exiting and entering pools, or mounting and dismounting lifeguard chairs can increase the likelihood of injury to staff.

Injuries occur because entering and exiting pools or mounting and dismounting lifeguard chairs include the following potentially hazardous activities:

- Reaching
- Twisting
- Pulling
- Climbing

When ascending/descending lifeguard chairs during a rotation or beginning and leaving the shift, lifeguards shall use 3 Points of Contact with the guard chair.

To do this, lifeguards must maintain contact with one hand and two feet or two hands and one foot at all times when entering/exiting pools by using the pool ladders as well as when ascending and descending from lifeguard chairs in order to form a stabilizing triangle of contact.

Procedure

Agency Responsibilities:

- Evaluate the stability and surfacing of every pool ladder and lifeguard chair.
- Provide additional ladders, non-slip surfaces and hand holds where necessary.
- Maintain steps, contact surfaces and handholds in useable condition.
- Consider lifeguard chairs with larger platforms and improved ladder position and access.
- Inspect lifeguard chairs, stairs and ladders frequently.

Vehicles

Common injuries associated with enter/exiting vehicles include:

- The employee slips or trips while entering or exiting the vehicle/equipment and falls, striking the vehicle or ground.
- While exiting the vehicle/equipment, the employee jumps from the vehicle to the ground, often injuring an ankle, knee or back.

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment
- Being distracted by talking on a cell phone
- Carrying equipment or another object

- Jumping
- Failing to maintain a "3 Points of Contact" with the vehicle

Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, organizations should implement a policy so that drivers and staff exercise the 3 Points of Contact method when entering or exiting vehicles.

During training and in the scope of their duties, all staff shall enter and exit vehicles by using a 3-Points of Contact at seats, foot platforms, handles, stairs, and ladders.

3 Points of Contact (Job Classifications)

The purpose of this policy is to identify job tasks that require the use of a 3 Point of Contact Procedure and to establish protocols for carrying out a safe 3 Point of Contact.

When creating a 3 Points of Contact Policy, an organization should:

- Identify job tasks that require the use of a 3 Point of Contact Procedure.
- Establish protocols for implementing a safe 3 Point of Contact method.
- Specify every employee who will be subject to the policy.
- Specify who will be responsible for implementing and communicating the policy to employees.
- Identify specific vehicles or equipment (i.e. tractors, trucks, ladders) which require a 3 Points of Contact procedure.

BEST PRACTICE LIFTING

The Champaign Park Districts overall aim is to ensure a consistent approach to best practice lifting with all employees.

The three basic concepts of safe lifting are:

- When lifting any type of load, always move straight up and down. Keep your feet planted underneath your knees to maintain balance.
- Keep your elbows in and close to your body.
- Move and pivot with your feet when you step, don't twist your back to move a load.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

In the event of an OSH inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- The Risk Manager is designated as the responsible individual to participate in the inspection process.
- A list of required materials or posters and their locations is kept at the Bresnan Meeting Center.
- Records necessary for the inspection, OSHA 300, etc., are located in the Central Safety File.
- The Risk Manager, Director of Human Resources and the Executive Director may negotiate timeframes for corrections of any citations, and are responsible for the completion of said corrections.

MOTORVEHICLE SAFETY

Motor Vehicles

- No one below the age of 18 years may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 years, will not be allowed to transport passengers in vans.

- Out of Town check lists shall be completed for any trip taken outside Champaign County involving participants. A copy of the completed report must be left with the Risk Manager and the front desk prior to trip departure.
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for each vehicle.
- No person is permitted to ride in or on equipment being towed.
- Riding in the back of trucks is strictly prohibited.
- All trucks must be equipped with a gate, which should be put up when transporting. When a gate must be down for wide or extra-long items, vehicles must be properly flagged and four-way flashers or strobe on.
- All loads must be secured when transported in vehicles.
- Roll bars or Roll-Over Protection Structures (ROPS) must be installed on all tractors. In order for the roll bars to be effective, seatbelts must be worn at all times.
- No vehicle is to be operated or moved unless all doors are closed.
- No vehicle is to be left idling unattended unless in "park" or in neutral with emergency brakes or air brakes engaged if vehicle does not have a "park" position.
- All vehicles must be equipped with the proper fire extinguishers.
- Any new vehicles that are purchased must comply with Illinois Department of Transportation standards.
- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.
- Drivers must maintain the posted speed limits at all times and observe all other vehicle operation regulations. In pathways and parks, vehicles shall not exceed five (5) mph and drivers should be alert if conditions warrant a slower speed. The traveling speed on all streets should not exceed the posted limit.
- When operating a vehicle in a park, the existing paved access road should be used. Vehicles are not allowed on the grass unless it is required for completion of the work projects.
- Employees are expected to be courteous to other drivers and to pedestrians.
- Employees are responsible for the condition and appearance of the vehicle they are assigned to drive.
- Employees are responsible for any motor vehicle violations they may incur.
- All new employees who drive Park District vehicles are to receive a drivers' check which will be conducted bi- yearly thereafter.

Reporting Vehicle Accidents

A Vehicle Accident Report must be filled out following any/all accidents involving Park District vehicles. Employees will follow the same procedure for submitting the report as that stated in the accident reporting process.

- Call police immediately for any vehicle accident, no matter how slight with the exception of a Park District vehicle damaging Park District property. Then notify your immediate supervisor.
- In damage to Park District property, the immediate supervisor and Risk Manager must be notified immediately
- Procedures for what to do in case of an accident will be available in each vehicle.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Introduction

The Occupational Safety and Health Administration (OSHA), and the U.S. Department of Health and Human Services has enacted the Bloodborne Pathogens Standards to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other Bloodborne Pathogens."

This manual describes the procedures the Champaign Park District will follow to address occupational exposure to blood or other potentially infectious materials.

Blood means human blood, human blood components and products made from human blood.

Other potentially infectious materials include semen, vaginal secretions, and cerebrospinal synovial, pleural, pericardial, and amniotic fluid. This also includes saliva and other body fluids contaminated with blood, including urine and feces and all body fluids where it is difficult to determine between body fluids potentially infectious.

General Program Management

The Risk Manager is responsible for the overall management and support of the Bloodborne Pathogens Compliance Program. This includes the following:

- Overall responsibility for implementation and supervision of the Exposure Control Plan.
- Revision of the Plan when necessary.
- Collecting and maintaining a reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
- Acting as liaison during OSHA inspections.

The Safety Committee will aid the Risk Manager in fulfilling the responsibilities. Appointed to the committee will be the following staff:

- Safety Committee Coordinator
- Recreation Department Representative(s)
- Therapeutic and Integration Services Representative(s)

Department heads are responsible for exposure control in their respective areas. They will work directly with the Risk Manager to assure employees are following proper exposure control procedures. They are also responsible for:

- Maintaining a current list of personnel requiring training.
- Scheduling training for new employees and annual training for other personnel.
- Scheduling new employees for vaccination as appropriate.

Employees are responsible for the following:

- Knowing what tasks they perform that lead to occupational exposure.
- Attending bloodborne pathogens training sessions.
- Following procedures in accordance with this Exposure Control Plan.

The Exposure Control Plan will be reviewed and updated under any of the following circumstances:

- Annually by April 1 of each year.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of employees.
- Whenever employee's jobs are revised so the new instances of occupational exposure of employees may occur.
- Whenever new positions are created which may involve exposure to bloodborne pathogens.

Exposure Determination

Jobs have been classified for exposure to bloodborne pathogens and other infectious materials as follows:

- No employees in this classification have exposure.
- Some employees in this classification may have exposure.
- All employees in this classification may have exposure.

Specific tasks that produce potential exposure:

- Pick up and removal of trash.
- Administering first aid and CPR
- Accidental contact with contaminated material.

The following job classifications may have occupational exposure:

- | | | | |
|--------------------------------|---|---|---|
| • Administrative Assistant | 1 | • Operations Supervisor | 2 |
| • Aquatics staff (Seasonal) | 3 | • Park Beautification (trash crew) | 3 |
| • Art Smart Staff (preschool) | 3 | • Park Walkers (seasonal) | 3 |
| • Ball Field Maintenance | 2 | • Prairie Farm Leaders | 2 |
| • Bookkeeper/Asst. Bookkeeper | 2 | • Program Assistants | 2 |
| • Busy Bee Staff (preschool) | 3 | • Program Supervisors | 2 |
| • Cashiers | 2 | • Receptionists (all classifications) | 2 |
| • Concession Workers | 2 | • Site Supervisors | 2 |
| • Coordinators | 2 | • Special Events Manager | 2 |
| • BSW's (all classifications) | 3 | • Volunteers | 1 |
| • Day Camp Staff | 2 | • Park District Planner | 1 |
| • Director of Finance | 1 | Special Recreation Classification by job areas | |
| • Director of Recreation | 1 | • Afterschool Director (seasonal) | 3 |
| • Executive Director | 1 | • Afterschool Leaders/Asst. Leaders (seasonal) | 2 |
| • Director of Human Resources | 1 | • Assistant Coaches (seasonal) | 2 |
| • Director of Panning | 1 | • Building Supervisors/Openers (seasonal) | 2 |
| • Director of Operations | 1 | • Camp Counselors (seasonal) | 2 |
| • Director of Marketing & Com. | 1 | • Camp Supervisors/Asst. Supervisors (seasonal) | 3 |
| • Flower Island Crew | 2 | • Drivers (part-time) | 2 |
| • Grounds Maintenance | 2 | • Head Coach | 2 |
| • Instructors | 2 | • Instructors (seasonal) | 2 |
| • Maintenance Worker | 2 | • Leaders (seasonal) | 2 |
| • Marketing Staff | 1 | • Officials (seasonal) | 2 |
| • Mower Operator | 2 | • Program Manager | 2 |
| • Officials | 2 | • Program Supervisor | 2 |
| • Operations Clerk | 2 | | |
| • Operations I and II | 2 | | |
| • Operations Specialist | 2 | | |

Methods of Compliance

Universal precautions - assume all blood and other potentially infectious materials are indeed infectious.

Engineering and Work Practice Controls

- Staff members must treat all blood and other potentially infectious materials as defined in OSHA regulations as potentially infectious, and follow all precautionary measures outlined in this Exposure Control Plan at all times.
- Whenever any staff member's skin comes in contact with blood or other potentially infectious materials, the member must immediately, or as soon as possible, wash his/her hands and any other contaminated skin area with soap and warm running water or flush mucous membranes with water following the contact.
- Staff members exposed to blood or other potentially infectious materials who are in the field must use antiseptic hand cleaners or towelettes when hand washing facilities are not available. When antiseptic hand cleaners or towelettes are used, hands must be washed with soap and warm running water as soon as possible.
- Members wearing protective gloves or other personal equipment, as soon as possible after removal of same, must wash hands immediately or as soon as possible, using soap and warm water.

Personal Protective Equipment

1. Staff members must wear personal protective equipment provided by the Park District when performing tasks/procedures that have potential for exposure to blood or other body fluids. Each area (i.e. Centers, Aquatic facilities, field locations, Prairie Farm, operations vehicles) will have equipment kits including but not limited to the following:
 - Disposable (single use) gloves
 - Protective eyewear and masks
 - CPR pocket masks
 - Utility gloves
2. Personal protective equipment must be worn as follows:
 - Disposable gloves must be worn whenever a staff member can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skins, and also, whenever a member handles or touches contaminated items or surfaces.
 - Protective eyewear and masks must be worn by staff members whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated (eye, nose or mouth contamination) can be reasonably expected.
 - CPR pocket masks must be used by staff members whenever they perform cardiopulmonary resuscitation (CPR) to provide a physical barrier between the victim and the staff member performing mouth to mouth resuscitation.
 - Disposable gloves used must not be washed or decontaminated for reuse, and are to be replaced immediately if torn or punctured.
 - Decontaminate utility gloves after each use. Discard if punctured, torn or showing signs of wear.
3. Department Heads will ensure that all staff use appropriate personal protective equipment as outlined in this document.
4. Personal protective equipment provided by the Park District must be of a disposable type and not laundered or reused.
5. Personal protective equipment must be removed by the Risk Manager as soon as possible after the incident where protective equipment use was required. Supervisor should contact 217-398-2550 immediately.
6. All personal protective equipment once used, must be disposed of by the member who used the equipment as follows:

Housekeeping

1. Staff members must ensure that all work areas where they are assigned are maintained in sanitary condition.
2. All working surfaces must be cleaned and decontaminated with appropriate disinfectant immediately, or as soon as possible, after coming into contact with blood or other potentially infectious materials.
3. Staff must use only products capable of treating/disinfecting surfaces contaminated with viruses, bacteria, or fungi.
4. Cover surfaces that are difficult to decontaminate with plastic wrap or other material that water will not go through.
5. Contaminated needles and sharps must be disposed of without shearing or breaking. These items must be disposed of in puncture resistant, biohazard labeled containers having leak proof sides and bottoms.
6. Disposal of all regulated waste must be in accordance with applicable regulations of the United States, State of Illinois, and any applicable county and local regulations.
7. Disposal of all regulated waste must be performed by approved vendors at a licensed facility.

Hepatitis B Vaccination, Post-Exposure, Follow-up, and Training

Hepatitis B Virus

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. In the United States there are about 300,000 new cases of Hepatitis B Virus (HBV), the most common form of Hepatitis each year.

Health care workers are much more likely to contract Hepatitis B than the rest of the population. While there is no cure for Hepatitis B, a vaccine does exist that is 90% effective in preventing infection.

The symptoms of HBV infection are very much like mild "flu". Initially, there is a sense of fatigue, possible stomach pain, loss of appetite, and nausea. As the disease continues to develop, jaundice (distinct yellowing of the skin) and darkened urine will often occur. However, many people who are infected with HBV will show no symptoms for some time.

After exposure, it can take two (2) to six (6) months for Hepatitis B to develop. This is extremely important since vaccinations begun immediately after exposure to the virus can often prevent infection.

Vaccination

- Park District provides, at no cost, vaccination against Hepatitis B to employees who might be expected to have occupational exposure risk. This consists of series of three (3) inoculations over a six (6) month period.
- Vaccination will begin within ten working days of an assignment to a task that produces occupational exposure risk.

Post Exposure Follow-up

- If an exposure to blood or other body fluids occurs, the exposed individual must immediately notify his/ her supervisor and the Risk Manager, and fill out an incident report. Identify the source individual (the individual whose blood or body fluid caused the exposure), if possible.
- Incident reports must be picked up by the Risk Manager as soon as possible following the accident.
- The Risk Manager must make arrangements with source individual or parent/guardian for testing for HIV and Hepatitis B. The employee must sign consent for the blood draw and testing.
- Hepatitis B vaccine must be offered post exposure, at no expense to the employee.
- Any test results must be kept confidential by the Park District, hospital, clinic and/or doctor. It is the responsibility of the employee, hospital, clinic and/or doctor to provide a report to the Park District on the employee's situation.
- The Risk Manager must investigate every incident that occurs and prepare a written summary of the incident. The Risk Manager makes recommendations for avoiding similar incidents.

- The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risk to the employee and others. Only those personnel who need to know of the employee's condition to assure proper care and precaution will be informed. Personnel will be reminded that no information regarding the identity or condition of the person is to be discussed with anyone, including spouses, other family members, or Park District personnel. The legal ramifications to both the employee involved and the Park District of breach of confidentiality will be clearly explained to employees.
- All employee's medical records, other findings, or diagnoses are confidential and must remain in a locked file at the Bresnan Meeting Center's Human Resources office.

Training

Department heads must schedule training for all new employees before assignment of tasks involving occupational exposure and training for all employees annually. Training consists of the following:

- Regulations
- Epidemiology and symptoms of bloodborne diseases
- Exposure Control Plan
- Tasks and other procedures that involve exposure
- Use and limitations of methods to prevent exposure, including engineering controls, work practices, and personal protective equipment
- Information on the Hepatitis B vaccination program
- Actions and persons to contact in an emergency involving blood or other body fluids
- Procedure to follow if exposure occurs
- Post exposure follow-up activities
- Signs and labels or color coding

Exposure Control Plan

Record Keeping

Medical Records

1. The Risk Manager must establish a medical record for each employee with an occupational exposure to blood or other potentially infectious material.
2. The medical record must contain at a minimum:
 - Name and social security number
 - Dates of Hepatitis B vaccination or strength of solution
 - Any medical records relative to the employee's ability to receive the vaccination
 - A copy of all post exposure follow-up activities
3. Maintain the medical record in a locked file in the Human Resources office.
4. Medical records must not be disclosed without the employee's written consent to any persons in or outside the work place except as required by law.
5. Provide medical records to the employee upon request for examination and copying.
6. Maintain medical records for thirty (30) years after employment ends. If the Park District goes out of business and there is no successor, notify the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

Training Records

1. Maintain training records which include:
 - Date of training session.
 - Contents or summary of the training sessions.
 - Name and qualification of the persons conducting the session.

- Name and job title of each person attending the training session.
2. Maintain training records for three years from the date on which the training occurred.
 3. Make training records available to employees on request for examination and copying.

Exposure Control Plan Recombivax HB

Recombivax HB (Hepatitis B vaccine (Recombinant), MSD) is a vaccine for protection against Hepatitis B disease.

Hepatitis B Disease (serum hepatitis) is caused by Hepatitis B virus. Hepatitis B has been found in virtually all body secretions and excretions. However, only blood, saliva, semen and vaginal fluids have been shown to be infectious. Contaminated needles are important vehicles of spread, especially among drug addicts. Transmission occurs between sexual partners. Transmission can also occur between household contacts who may share razors or toothbrushes. Fecal or oral transmission does not spread Hepatitis B.

A blood test can show if you have the disease or not, or if you are a carrier. Signs and symptoms of Hepatitis B disease are: liver damage, jaundice, decreased appetite, nausea and malaise (feeling tired). There is no cure for Hepatitis B disease and it can be fatal especially if associated with another virus called delta agent.

Hepatitis B vaccine will not protect against the other forms of hepatitis which are: Hepatitis A disease caused by Hepatitis A virus and Hepatitis Non-A Non-B Disease caused by Hepatitis C. Hepatitis A is primarily spread by the fecal-oral route (someone who handles food and does not wash his/her hands following a bowel movement). Hepatitis C is primarily spread by blood. Hepatitis is a very complicated disease caused by known complicated viruses. Even with vaccination against Hepatitis B, the following precautions should be taken:

- never share hypodermic needles
- use condoms during sexual intercourse with an infected person
- use good hygiene (use your own toothbrush, razor)
- wash hands after using the toilet
- cover all sores, cuts or rashes if you are in close contact or in the same house with someone who is infected
- wear gloves if you touch anyone's blood or body fluids

For blood spilled on a person, the contaminated person should:

- clean the area with warm soapy water
- alert their supervisor or Human Resources

Human Immunodeficiency Virus (HIV)

This virus is the newest of the major bloodborne diseases.

Symptoms of HIV infection can vary, but often include: weakness, diarrhea, headaches, sore throat, fever, nausea and other "flu like" symptoms.

Many people with the HIV virus can show no apparent symptoms for years after their infection. Contracting the HIV virus usually leads to the development of Acquired Immunodeficiency Syndrome (AIDS). This results in the breakdown of the immune system, so the body cannot fight off diseases. Currently no vaccination exists to prevent infection of HIV, and there is no known cure.

TRANSMISSION

In healthcare settings, HBV and HIV are most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needle sticks, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions.

Glossary

Blood - Human blood, human blood components, and products made from blood.

Bloodborne Pathogens - Microorganisms that are present in human blood and that can cause disease in humans. These pathogens include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)

Contaminated - Marked by the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry - Laundry that has been soiled with blood or other potentially infectious materials or that may contain sharps.

Contaminated Sharps - Any contaminated object that can penetrate the skin, including but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wanes.

Decontamination - The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls - Devices or equipment for isolating or removing hazards from the workplace.

Exposure Incident - A specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that result from an employee performing his/her duties.

Handwashing Facilities - Locations that provide an adequate supply of running portable water, soap, and single-use towels or hot air drying machines.

HBV - Hepatitis B Virus

HIV - Human Immunodeficiency Virus

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from employees performing their duties.

| | | |
|---|--|------------------------------------|
| 1 | Agency name | Today's date |
| 2 | Date of incident (mm/dd/yyyy) | Time of incident (hh:mm a.m./p.m.) |
| 3 | Name of person completing report | Title of person completing report |
| 4 | Business phone number | Business email |
| 5 | How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.) | |
| | | |
| | | |
| 6 | Name of the location (park, pool, community center; Ex. <i>Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred. | |
| | | |
| 7 | Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | |
| | If yes, please provide the following: | |
| | Street address _____ | |
| | City _____ | State _____ Zip code _____ |
| 8 | Location (Specify the exact type of location/facility where injury occurred. Ex. <i>maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>) | |
| | | |
| 9 | Primary location (Specify exact location. Ex. <i>lap pool, cart storage, classroom, pavilion</i>) | |
| | | |

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

| | | | |
|----|---|---|--------------------|
| 10 | Was a person injured? (Ex. <i>patron, citizen, participant, volunteer</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | | |
| 11 | If yes, please provide the following information: | | |
| | Last name _____ | | First name _____ |
| | Address _____ | | |
| | City _____ | State _____ | Zip code _____ |
| | Home phone # _____ | Work phone # _____ | Cell phone # _____ |
| | Age _____ | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| 12 | Is injured person an agency volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | | |
| 13 | Describe the injury (affected body part and type of injury; Ex. <i>contusion, bruise, laceration, sprain, break, etc.</i>) | | |
| | | | |
| 14 | Did injured person make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | | |
| | If yes, what did injured person say? _____ | | |
| | | | |

15 Was first aid administered? Yes No Unknown

Name and position of person who administered first aid _____

What first aid was given? _____

Did first aid involve AED and/or CPR? Yes No Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron) Yes Offered and called Yes

Offered and refused Yes Offered, refused, called by agency anyway Yes

Unable to respond and called Yes

Were police called? Yes If yes, please provide the following information.

Name of police department _____

Name of officer _____

Do you expect this person to submit a claim? Yes No Unknown

PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident? Yes No Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district Patron

Vehicle owner Other

18 Last name (or business name) _____ First name (not necessary if business name) _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

Describe the property damage _____

WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

20 Did witness make any statements? Yes No Unknown

If yes, what did witness say? _____

21 Where was witness when the accident/incident occurred? _____



Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)
Attorney/Client Privileged Document

Form
02

| | | | | |
|----|--|-------------------------------------|----------------------|--------------------------|
| 1 | Agency name | Today's date | | |
| 2 | Date of incident (mm/dd/yyyy) | Time of incident (hh:mm, a.m./p.m.) | | |
| 3 | Name of person completing the report | Title of person completing report | | |
| 4 | Business phone | Business email | | |
| 5 | How did the incident occur? (Provide a brief factual summary.) | | | |
| | | | | |
| | | | | |
| 6 | Name of the location (street/road/highway) or nearest intersection where the incident occurred. | | | |
| 7 | Is there an address for incident location? If yes, please provide the following: | | | |
| | Street address | | | |
| | City | State | Zip code | |
| 8 | Location | | | |
| | Offsite (non-agency owned) | <input type="checkbox"/> | On agency property | <input type="checkbox"/> |
| 9 | Primary location | | | |
| | Highway/roadway | <input type="checkbox"/> | Parking lot | <input type="checkbox"/> |
| | | | Other | <input type="checkbox"/> |
| 10 | Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | | | |
| 11 | Agency driver last name | | First name | |
| | Address | | | |
| | City | State | Zip code | |
| | Home phone # | Work phone # | Cell phone # | |
| | Email | | | |
| | Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | | | |
| | If Yes, enter job title of employee | | | |
| | Identify the type of driver | | | |
| | Full-time employee | <input type="checkbox"/> | Intern | <input type="checkbox"/> |
| | Part-time employee | <input type="checkbox"/> | Volunteer | <input type="checkbox"/> |
| | Seasonal employee | <input type="checkbox"/> | Non-agency employee | <input type="checkbox"/> |
| | | | Spouse/family member | <input type="checkbox"/> |
| 12 | Agency vehicle VIN | Make | Model | License number |



Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)
Attorney/Client Privileged Document

Form 02
(pg. 2)

13 Is vehicle drivable? Yes No Unknown

If no, provide current location of vehicle

14 Area of damage

15 Estimated repair cost

16 Was a trailer involved? Yes No Unknown

If yes, provide the following information.

Trailer year Make Model License number

Trailer area of damage

Current location of trailer

Estimated repair cost of trailer

17 Has a police agency conducted an investigation? Yes No If yes, provide the following information.

What police agency investigated the incident?

Police report number

18 Was the agency driver ticketed, arrested or cited for violation(s)? Yes No Unknown

If yes, provide details of the ticket, arrest or violation(s).

19 CLAIMANT INFORMATION

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

| | | | | | |
|-------------------------|--------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|
| Driver of other vehicle | <input type="checkbox"/> | Injured person | <input type="checkbox"/> | Owner of involved property | <input type="checkbox"/> |
| Owner of other vehicle | <input type="checkbox"/> | Passenger of agency vehicle | <input type="checkbox"/> | Passenger of other vehicle | <input type="checkbox"/> |
| Pedestrian | <input type="checkbox"/> | | | | |

Last name or business name First name (not necessary for business)

Address

City State Zip code

Home phone # Work phone # Cell phone #



Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form
02
(pg. 3)

| | | |
|---|--|---|
| 13 Vehicle make | Model | Year |
| Area of damage | | |
| Is vehicle driveable? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, current location of vehicle |
| Extent of damage | <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight | |
| Describe the property damage (other than vehicle) | | |
| Extent of damage to property other than vehicle | <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight | |
| Age of injured person _____ | Sex of injured person | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Was the injured person transported by paramedics? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, where was the injured person taken? | | |
| Do you expect the injured person to file a claim? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Describe the injury | | |

ADDITIONAL CLAIMANT INFORMATION

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

| | | | | | |
|-------------------------|--------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|
| Driver of other vehicle | <input type="checkbox"/> | Injured person | <input type="checkbox"/> | Owner of involved property | <input type="checkbox"/> |
| Owner of other vehicle | <input type="checkbox"/> | Passenger of agency vehicle | <input type="checkbox"/> | Passenger of other vehicle | <input type="checkbox"/> |
| Pedestrian | <input type="checkbox"/> | | | | |

Last name or business name _____ First name (not necessary for business) _____

| | | |
|---|--|------------------------------------|
| Address | | |
| City | State | Zip code |
| Home phone # | Work phone # | Cell phone # |
| Vehicle make | Model | Year |
| Area of damage | | |
| Is vehicle driveable? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, current location of vehicle |
| Extent of damage | <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight | |
| Describe the property damage (other than vehicle) | | |
| Extent of damage to property other than vehicle | <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight | |



Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)
Attorney/Client Privileged Document

Form
02
(pg. 4)

19 Age of injured person _____ Sex of injured person Male Female
 Was the injured person transported by paramedics? Yes No
 If yes, where was the injured person taken?
 Do you expect the injured person to file a claim? Yes No
 Describe the injury

20 Identify witnesses of the accident. (Provide the following information for each witness. Make additional copies of this page if needed.)

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____

Home phone # _____ Work phone # _____ Cell phone # _____

Witness to accident? Yes No Unknown If yes, provide the following information.
 Relation to injured person or property owner:
 Agency employee or volunteer Another program participant or park user Friend
 Other Passerby Relative
 Did witness make any statements? Yes No Unknown
 If yes, provide the following information.
 What did witness say?
 Where was witness when the accident occurred?

21 Was the driver of the agency vehicle conducting agency business at the time of the accident?
 Yes No Unknown

22 What street was the agency driver on? _____ What street was the other driver driving on? _____

23 What direction was the agency driver traveling? North South East West
 What direction was the other driver traveling? North South East West

24 Weather conditions
 Dry Fog Ice Snow Wet

25 Accident diagram



Property Loss Report

(For damage to agency property)

Attorney/Client Privileged Document

Form
03

| | | | | |
|----|--|-------------------------------------|-----------------------------|----------------------------------|
| 1 | Agency name | Today's date | | |
| 2 | Date of incident (mm/dd/yyyy) | Time of incident (hh/mm, a.m./p.m.) | | |
| 3 | Name of person completing the report | Title of person completing report | | |
| 4 | Business phone | Business email | | |
| 5 | How did the incident occur and what property was damaged? (Provide a brief factual summary.) | | | |
| | | | | |
| 6 | Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred. | | | |
| 7 | Is there an address for incident location? If yes, please provide the following: | | | |
| | Street address | | | |
| | City | State | Zip code | |
| 8 | Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i>) | | | |
| | | | | |
| 9 | Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i>) | | | |
| 10 | Estimate of loss | | | |
| 11 | Contact person at facility | | | |
| 12 | Contact person's email | | | |
| 13 | Contact person's phone number | | | |
| 14 | Was damage caused by third-party (non-agency) individual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| 15 | Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified: | | | |
| | Name | Street address | | |
| | City | State | Zip code | |
| | | | | |
| 16 | Has a police agency conducted an investigation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| 17 | What police agency investigated the incident? | What is the police report number? | | |
| 18 | Were criminal charges brought against the responsible party? If yes, what were the charges? | | | |

| | | | |
|----|--|------------------------------------|---|
| 1 | Complete an Employee Injury Report for each employee injured. | | |
| 2 | Agency name | Today's date | |
| 3 | Date of incident (mm/dd/yyyy) | Time of incident (hh/mm a.m./p.m.) | |
| 4 | Name of person completing report | Title of person completing report | |
| 5 | Business phone | Business email | |
| 6 | How did the incident occur? (Provide a one-line factual description.) | | |
| 7 | Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred. | | |
| 8 | Is there an address for this location? If yes, please provide the following: | | |
| | Street address | | |
| | City | State | Zip code |
| 9 | Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>) | | |
| 10 | Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>) | | |
| 11 | Employer's FEIN | | |
| 12 | Did the employee miss more than three (3) scheduled workdays? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 13 | What was the employee doing when the accident occurred? | | |
| 14 | How did the incident occur? (Provide a detailed factual description.) | | |
| | | | |
| 15 | Employee last name | First name | |
| | Address | | |
| | City | State | Zip code |
| | Home phone # | Work phone # | Cell phone # |
| | Best number to contact employee | | Email |
| | Social security number | Date of birth (mm/dd/yyyy) | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |
| | Marital status (divorced/married/single/unknown) | Number of dependents | Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Average weekly wage | Job title/occupation | |

| | | | | | | |
|----|--|---|--|---|---|---|
| 15 | What is the employee's employment status? | | | | | |
| | <input type="checkbox"/> Permanent full-time | <input type="checkbox"/> Permanent part-time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Intern <input type="checkbox"/> Other | | |
| | Date hired (mm/dd/yyyy) | What is the employee's tenure? (length of employment) | | | | |
| | | <input type="checkbox"/> Less than 1 yr. | <input type="checkbox"/> 1-3 yrs. | <input type="checkbox"/> 4-10 yrs. <input type="checkbox"/> 11-19 yrs. <input type="checkbox"/> More than 20 yrs. | | |
| | Time employee began work on day of incident (hh/mm a.m./p.m.) | | | | | |
| | Last date employee worked prior to date of incident (mm/dd/yyyy) | | | | | |
| | If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy) | | | | | |
| | Did the incident occur on agency premises? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Unknown | | |
| | Injury or illness? | | <input type="checkbox"/> Injury | <input type="checkbox"/> Illness | | |
| | Describe the injury or illness (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>) | | | | | |
| | | | | | | |
| | | | | | | |
| | What object or substance, if any, directly harmed the employee? | | | | | |
| | | | | | | |
| | 16 | Did the injured employee seek medical attention? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | |
| 17 | | If yes, was the treatment given away from the worksite? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | |
| | | 18 | Was the employee treated in an emergency room? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| | | | 19 | Was the employee hospitalized overnight as an inpatient? | | |
| 20 | Name of treating physician, health care provider, or emergency room | | | | | |
| | Address | | | | | |
| | City | State | Zip code | Phone number | | |
| | | | | | | |



Incident Reporting Instructions

| # | Section | Instructions |
|---|--|--|
| 1 | <p>What type of incident do you want to report?</p> | <p>Agency Property Damage – Claims involving damage, destruction or theft of all types of <u>agency</u> property and contents such as those resulting from fire, wind, water, vandalism, etc. Use the Property Loss Report, Form 03. <i>(Do not use this form to report damage to property owned by patrons, adjacent land owners, or other third parties.)</i></p> <p>Employee Injury (Workers' Compensation) – Claims involving employee injuries or illnesses. Use the Employee Injury Report, Form 04.</p> <p>Vehicle Accident – Claims involving damage to an agency vehicle or damage (bodily injury or property damage) caused by an agency vehicle. An agency vehicle must be involved in the incident when you use the Vehicle Accident Report, Form 02.</p> <p>Third Parties – Injuries, illness and property damage suffered by patrons, participants, adjacent landowners and other third parties that occur on agency property or result from agency activities. Use the Accident/Incident Report, Form 01. <i>(Do not use this form for injuries and property damage suffered by third parties resulting from the use of an agency vehicle. In those instances, use the Vehicle Accident Report, Form 02.)</i></p> |

Accident/Incident Report Instructions

| # | Section | Instructions |
|----|--|--|
| 1 | Agency name | Write in your agency name. |
| | Today's date | Provide today's date |
| 2 | Date of incident (mm/dd/yyyy) | Provide the date the incident occurred or your best estimate if you do not know the specific date. |
| | Time of incident (hh:mm a.m./p.m.) | Provide the time the incident occurred or your best estimate if you do not know the specific time. |
| 3 | Name of person completing the report | Provide the name of the person completing the report. This person must be an agency employee or volunteer. |
| | Title of person completing the report | Provide the title of the person completing the report. |
| 4 | Business phone number of person completing the report | Provide the best business or cell phone number of the person completing the report. |
| | Business email of person completing the report | Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report. |
| 5 | How did the incident occur? (Brief summary of incident.) | Provide a brief description of how the accident occurred. <i>Be sure to indicate what the person was doing when injury occurred.</i> |
| 6 | Name of the location or nearest intersection where the incident occurred. | Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference. |
| 7 | Is there an address for incident location? | Select Yes or No. If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). |
| 8 | Location | Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred. |
| 9 | Primary location | Provide a more detailed description of the incident location than in Question 8 (Ex. lap pool, cart storage, classroom, pavilion, etc.). |
| 10 | Was a person injured? (i.e. patron, citizen, participant, volunteer) | Check Yes, No or Unknown. |

| # | Section | Instructions |
|----|--|--|
| 11 | Injured person (non-employee) | <p>If you answer Yes to Question 10, provide the following information about the injured person:</p> <ul style="list-style-type: none"> • Last name. • First name. • Address, city, state and zip code. • Phone numbers. • Age. • Sex (Female/Male/Unknown). |
| 12 | Is injured person an agency volunteer? | Check Yes, No or Unknown. |
| 13 | Describe the injury (affected body part and type of injury (Ex. contusion, bruise, laceration, sprain, break, etc.). | Briefly describe the injury. |
| 14 | Did injured person make any statements? | Check Yes, No or Unknown. If you check Yes, provide a brief description of what the injured person said in the statement. |
| 15 | <p>Was first aid administered?</p> <p>Name and position of person who administered first aid</p> <p>What first aid was given?</p> <p>Did first aid involve AED and/or CPR?</p> <p>Were paramedic services offered?</p> <p>Were police called?</p> <p>Do you expect this person to submit a claim?</p> | <p>Check Yes, No or Unknown.</p> <p>Provide the name and position of the person who administered first aid.</p> <p>Describe the first aid administered to injured person.</p> <p>Check Yes, No or Unknown. If you check Yes, please submit a PDRMA post-AED form.</p> <p>Check the option that applies:</p> <ul style="list-style-type: none"> • Called and refused (at scene by patron). • Offered and called. • Offered and refused. • Offered, refused, called by agency anyway. • Unable to respond and called. <p>Check Yes or No. If you check Yes, provide the following information:</p> <ul style="list-style-type: none"> • Name of police department. • Name of officer. <p>Check Yes, No or Unknown.</p> |
| 16 | Was property damaged as a result of this accident/incident? | Check Yes, No or Unknown. |

| # | Section | Instructions |
|----|--|---|
| 17 | If yes, how was the person involved in the accident/incident? | <p>If the answer to Question 16 is Yes, check the option that applies:</p> <ul style="list-style-type: none"> • Owner of property adjacent to Park District. • Vehicle owner. • Patron. • Other. |
| 18 | Provide contact information for property owner. | <p>If you identify the person in Question 17, provide the following contact information:</p> <ul style="list-style-type: none"> • Last name or name of business. • First name if not a business. • Address, city, state, zip code and phone number. • Description of the property that was damaged and how the damage occurred. |
| 19 | Witness(es) to accident/incident | <p>If there is a witness(es) to the accident/incident, the following information:</p> <ul style="list-style-type: none"> • Last name. • First name. • Address, city, state, zip code and phone number. |
| 20 | Did witness make any statements? | <p>Check Yes, No or Unknown. If you check Yes, provide a brief description of what the witness said.</p> |
| 21 | Where was the witness when the accident/incident occurred? | <p>Briefly describe where the witness was located in relation to where the accident/incident occurred.</p> |



Vehicle Accident Report

Instructions

Form
02

| # | Section | Instructions |
|---|---|--|
| 1 | Agency name | Write in your agency name. |
| | Today's date | Provide today's date |
| 2 | Date of incident (mm/dd/yyyy) | Provide the date the incident occurred or your best estimate if you do not know the specific date. |
| | Time of incident (hh:mm a.m. /p.m.) | Provide the time the incident occurred or your best estimate if you do not know the specific time. |
| 3 | Name of person completing the report | Provide the name of the person completing the report. This person must be an agency employee or volunteer. |
| | Title of person completing the report | Provide the title of the person completing the report. |
| 4 | Business phone number of person completing the report | Provide the best business or cell phone number of the person completing the report. |
| | Business email of person completing the report | Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report. |
| 5 | How did the incident occur? (Brief summary of incident.) | Provide a short description of how the accident occurred. |
| 6 | Name of the location or nearest intersection where the incident occurred | Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference. |
| 7 | Is there an address for incident location? | Select Yes or No. If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). |
| 8 | Location | Check one of the these two options: <ul style="list-style-type: none">• Offsite (non-agency owned).• On agency property. |
| 9 | Primary location | Check one of these three options: <ul style="list-style-type: none">• Highway/roadway.• Parking lot.• Other. |

| # | Section | Instructions |
|----|---|--|
| 10 | Was the agency vehicle occupied? | Check Yes, No or Unknown. |
| 11 | Agency driver | <p>If you answer Yes to Question 10, provide the following information about the agency driver:</p> <ul style="list-style-type: none"> • Last name. • First name. • Address. • City, state, zip code. • Home, work and cell phone numbers. • Email address. <p>Is this driver an employee of the agency? Check Yes, No or Unknown.</p> <p>Identify the type of driver Check one box from the following options:</p> <ul style="list-style-type: none"> • Full-time employee. • Part-time employee. • Seasonal employee. • Intern. • Volunteer. • Non-Park District employee. • Spouse/family member. |
| 12 | Agency vehicle information | <p>Provide the following information about the agency vehicle:</p> <ul style="list-style-type: none"> • VIN. • Make. • Model. • License number. |
| 13 | Is vehicle drivable? | Check Yes, No or Unknown. If you check No, provide the current location of the vehicle. |
| 14 | Area of damage | Describe what part of the agency vehicle is damaged. |
| 15 | Estimated repair cost | Provide an estimated dollar amount of what it will cost to repair the agency vehicle. |

| # | Section | Instructions |
|----|---|---|
| 16 | Was a trailer involved? | Check Yes, No or Unknown. If you check Yes, provide the following information: <ul style="list-style-type: none"> • Trailer year, make, model and license number. • Trailer area of damage. • Current location of trailer. • Estimated repair cost of trailer. |
| 17 | Has a police agency conducted an investigation? | Check Yes, No or Unknown. If you check Yes, provide the following information: <ul style="list-style-type: none"> • What police agency investigated the incident? • Police report number. |
| 18 | Was the agency driver ticketed, arrested, or cited for violations? | Check Yes, No or Unknown. If you check Yes, provide details about the ticket, arrest or violation. |
| 19 | Identify other people involved in the accident | If other people were involved in the accident, check all of the following boxes that apply: <ul style="list-style-type: none"> • Driver of other vehicle. • Owner of other vehicle. • Pedestrian. • Injured person. • Passenger of agency vehicle. • Owner of involved property. • Passenger of other vehicle. <p>Provide the following information about the person:</p> <ul style="list-style-type: none"> • Last name or business name. • First name if not a business. • Address. • City, state and zip code. • Home, work and cell phone numbers. • Vehicle make, model and year. • Area of damage. <p>Is vehicle drivable?</p> <p>Check Yes, No or Unknown. If you check No, provide the current location of vehicle.</p> <p>Extent of damage</p> <p>Designate the extent of damage by checking one of the following options:</p> <ul style="list-style-type: none"> • Moderate. • Nothing visible. • Severe. • Slight. |

| # | Section | Instructions |
|----|---|---|
| 19 | Identify other people involved in the accident | <p>Describe the property damage (other than vehicle). Provide a brief description of the property damaged, other than a vehicle.</p> <p>Extent of damage to property other than vehicle Designate the extent of damage to property other than vehicle by checking one of the following options:</p> <ul style="list-style-type: none"> • Moderate. • Nothing visible. • Severe. • Slight. <p>Age of injured person If the person involved was injured, provide the following information:</p> <ul style="list-style-type: none"> • Age of injured person. • Sex of injured person. <p>Was the injured person transported by paramedics? Check Yes or No. If you check Yes, identify where the injured person was taken.</p> <p>Do you expect the injured person to file a claim? Check Yes or No.</p> <p>Describe the injury. Briefly describe the injury the person sustained.</p> |
| | ADDITIONAL CLAIMANT INFORMATION | This section is provided if multiple people were involved in the vehicle accident. Refer to the instructions for Question 19 to fill out this section on an additional claimant. |
| 20 | Identify witnesses of the accident | <p>If there is a witness(es) to the accident, provide the following information about each witness:</p> <ul style="list-style-type: none"> • Last name. • First name. • Address. • City, state, zip. • Home, work and cell phone numbers. <p>Witness to accident? Check Yes or No.</p> |

| # | Section | Instructions |
|----|---|--|
| 20 | Identify witnesses of the accident | <p>Relation to injured person or property owner If you check Yes for the question above, check one of the following options:</p> <ul style="list-style-type: none"> • Agency employee or volunteer. • Another program participant or park user. • Friend. • Other. • Passerby. • Relative. <p>Did witness make any statements? Check Yes, No or Unknown.</p> <p>What did witness say? If you checked Yes above, provide a brief description of what witness said in the statement.</p> <p>Where was the witness when the accident occurred? Briefly describe where the witness was located when the accident occurred.</p> |
| 21 | Was the driver of the agency vehicle conducting agency business at the time of accident? | Check Yes, No or Unknown. |
| 22 | What street was the agency driver on? What street was the other driver driving on? | Provide the name of the street on which the agency driver was driving. Provide the name of the street on which the other driver was driving. |
| 23 | What direction was the agency driver traveling? What direction was the other driver traveling? | Check the box to indicate whether the agency driver was traveling north, south, east or west when the accident occurred. Check the box to indicate whether the other driver was traveling north, south, east or west when the accident occurred. |
| 24 | Weather conditions | Check one of the following options: <ul style="list-style-type: none"> • Dry. • Fog. • Ice. • Snow. • Wet. |
| 25 | Accident diagram | Please include a drawing of the accident scene. |



Property Loss Report

Instructions

Form
03

| # | Section | Instructions |
|---|---|--|
| 1 | Agency name | Write in your agency name. |
| | Today's date | Provide today's date |
| 2 | Date of incident (mm/dd/yyyy) | Provide the date the incident occurred or your best estimate if you do not know the specific date. |
| | Time of incident (hh:mm a.m. /p.m.) | Provide the time the incident occurred or your best estimate if you do not know the specific time. |
| 3 | Name of person completing the report | Provide the name of the person completing the report. This person must be an agency employee or volunteer. |
| | Title of person completing the report | Provide the title of the person completing the report. |
| 4 | Business phone number of person completing the report | Provide the best business or cell phone number of the person completing the report. |
| | Business email of person completing the report | Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report. |
| 5 | How did the incident occur and what property was damaged? (Brief summary of incident.) | Provide a short description of how the accident occurred and a description of the property and how it was damaged. |
| 6 | Name of the location or nearest intersection where the incident occurred. | Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference. |
| 7 | Is there an address for incident location? | If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). |
| 8 | Location | Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred. |
| 9 | Primary location | Provide a more detailed description of the incident location than in Question 8 (Ex. lap pool, cart storage, classroom, pavilion, etc.). |

| # | Section | Instructions |
|----|---|---|
| 10 | Estimate of loss | Provide estimated dollar amount of damage if available or a description of the severity of the damages. |
| 11 | Contact person at facility | Provide the name of the person at the agency to contact for more information regarding the loss. |
| 12 | Contact person's email | Provide <u>business</u> , not personal, e-mail address for the contact person, if available. |
| 13 | Contact person's phone number | Provide the business or cell phone number for the contact person. |
| 14 | Was damage caused by 3rd party (non-agency individual)? | Check Yes, No or Unknown. |
| 15 | Has the responsible party for the damage been identified? | <p>If yes, provide the following information about the responsible party:</p> <ul style="list-style-type: none"> • First and last name. • Street address. • City, state and zip code. |
| 16 | Has a police agency conducted an investigation? | Check Yes, No or Unknown. |
| 17 | What police agency investigated the incident? | Provide the law enforcement agency name. |
| | What is the police report number? | Provide the police report number. |
| 18 | Were criminal charges brought against the responsible party? | If yes, identify the charges. |

Employee Injury Report Instructions

| # | Section | Instructions |
|---|---|--|
| 1 | Complete an Employee Injury Report for each employee injured. | If more than one agency employee was injured in a single accident, submit an Employee Injury Report for each employee. |
| 2 | Agency name Today's date | Write in your agency name. Provide today's date |
| 3 | Date of incident (mm/dd/yyyy) Time of incident (hh:mm a.m./p.m.) | Provide the date the incident occurred or your best estimate if you do not know the specific date. Provide the time the incident occurred or your best estimate if you do not know the specific time. |
| 4 | Name of person completing the report Title of person completing the report | Provide the name of the person completing the report. This person must be an agency employee. Provide the title of the person completing the report. |
| 5 | Business phone number of person completing the report Business email of person completing the report | Provide the best business or cell phone number of the person completing the report. Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report. |
| 6 | How did the incident occur? (Provide a one-line factual description.) | Provide a one-line factual description of how the accident occurred. You can provide a more detailed description of the incident later on in the form. |
| 7 | Name of the location or nearest intersection where the incident occurred. | Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference. |
| 8 | Is there an address for incident location? | If Yes, provide the address, city and state of the location named in Question 7 (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). |
| 9 | Location | Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred. |

| # | Section | Instructions |
|----|--|--|
| 10 | Primary location | Provide a more detailed description of the incident location than in Question 9 (Ex. lap pool, cart storage, classroom, pavilion, etc.). |
| 11 | Employer's FEIN | Provide your agency's Federal Employer Information Number. |
| 12 | Did the employee miss more than three (3) scheduled workdays? | Check Yes, No or Unknown. |
| 13 | What was the employee doing when the accident occurred? | Briefly describe what activity or job the employee was doing when injured. (Mowing, clearing brush, instructing aerobics class, etc.) |
| 14 | How did the accident occur? (Provide a detailed description.) | Provide a detailed, factual description of how the accident occurred. (Do not just say "twisted ankle." State whether the employee stepped into, off something, tripped, etc., which resulted in a twisted ankle.) |
| 15 | Employee | <p>Provide the following contact information for the injured employee:</p> <ul style="list-style-type: none"> • Last and first name. • Address. • City, state and zip code. • Home, work and cell phone numbers. • Best phone number to contact employee. • Social security number, DOB and gender. • Marital status, number of dependents, whether the employee speaks English. • Average weekly wage and job title. <p>What is the employee's employment status? Place a check in the appropriate box for Permanent full-time, Permanent part-time, Seasonal, Intern or Other.</p> <p>Date hired Provide the mm/dd/yyyy of hire.</p> |
| | | |

| # | Section | Instructions |
|----|---|---|
| 15 | | <p>What is the employee's tenure? Place a check in the appropriate box from the options provided:</p> <ul style="list-style-type: none"> • Less than 1 yr. • 1-3 yrs. • 4-10 yrs. • 11-19 yrs. • More than 20 yrs. <p>Time employee began work on day of incident Provide time as hh/mm and designate a.m. /p.m.</p> <p>Last date employee worked prior to date of incident Provide date as mm/dd/yyyy.</p> <p>If the employee died as a result of the accident, give the date of death. Provide date as mm/dd/yyyy.</p> <p>Did the incident occur on agency premises? Check Yes, No or Unknown.</p> <p>Injury or illness? Check Injury or Illness.</p> <p>Describe the injury or illness Identify the body part and type of injury, such as contusion, bruise, laceration, sprain, break, etc.</p> <p>What object of substance, if any, directly harmed the employee? Identify the object or substance.</p> |
| 16 | Did the injured employee seek medical attention? | Check Yes, No or Unknown. |
| 17 | If yes, was the treatment given away from the worksite? | Check Yes, No or Unknown. |
| 18 | Was the employee treated in an emergency room? | Check Yes, No or Unknown. |
| 19 | Was the employee hospitalized overnight as an inpatient? | Check Yes, No or Unknown. |
| 20 | Name of physician, health care provider, or emergency room | <p>Provide the following information:</p> <ul style="list-style-type: none"> • Name of physician, health care provider or emergency room. • Address. • City, state, zip code and phone number. |



Champaign Park District CONDUCT REPORT

(Submit within 24 hours)

Route immediately to the Following:

- Program Director/Coordinator
- Division Manager
- Risk Manager

Name of Additional Parties Involved (1)

Address _____

Phone _____

Name of Additional Parties Involved (2)

Address _____

Phone _____

**List additional parties on the next page*

Explain in detail what behavior was witnessed by staff: *(List only facts)*

Explain any comments made by parties:

How was the incident handled *(on-site)?*

Report Prepared by:

THIS SECTION FOR CAMP BASED PROGRAMMING ONLY

Camp Director/Asst. Director or Program Supervisor's Investigation & Recommendations:

Report Investigated by: _____ Title: _____

Name of Participant: _____ Date: _____

Any past conduct reports? _____

Degree of Behavior Action: First Degree Second Degree Third Degree N/A

How was the discipline handled? _____

Were the parents called? Yes No Date/Time: _____

Explain parent's comments: _____

Were Police called? Yes No

Name of Officer handling the case: _____ Case #: _____

Police comments/recommendations: _____

Full-Time Coordinator or Manager's Investigation and Recommendations:

Report Reviewed by: _____ Title: _____

This information has been prepared to assist the Champaign Park District's Attorney in defending potential litigation. DO NOT release to any person, except a PDRMA official or designated claim representative.

A. In your opinion, what unsafe act, condition, or work procedure contributed to this

B. What corrective action(s) should be taken to prevent a repeat

C. Do you expect a claim to be submitted? No

D. Any further pertinent



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 1, 2017

SUBJECT: Approval of a Resolution Initiating the 2017 General Obligation Bond Issue

Background

Each year the Champaign Park District issues General Obligation (GO) Bonds in order to fund necessary improvements and repairs to Park District property and has been pledged towards the future debt service payments outstanding on the alternate revenue bonds (ARB) issued to build Sholem Aquatic Center. For fiscal year ended (FYE) 2018, this translates to approximately \$524,850 of the bond issue applied to the ARB debt service payment, and the remaining \$598,650 to capital improvements. Last year the Board authorized the issuance of \$1,100,400 of non-referendum General Obligation Bonds. As the consumer price index (CPI) increased 2.1% during this past year, the Park District has the authority to add that percent to the \$1,100,400 thereby increasing the new bond issue to \$1,123,500. The current debt service extension base of the Park District for calendar year 2017 is estimated at \$1,148,141.90; which is the maximum amount including interest that the Park District could levy. The interest rate for the current bond issue that matures November 30, 2017 is 1.03%, or \$11,334 estimated total expense.

Timeline for bond issuance

- September – resolution of intent to issue the annual GO bond is presented for approval and the date for the public hearing is set
- October – request approval to solicit bids for the bond issue
- November – request approval to accept bid for bond issue, approve bond ordinance, and approve payoff amount for the prior year bond issue due November 30

Prior Board Action

None

Budget Impact

The FYE2018 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

Recommended Action

Staff recommends that the Board approve a resolution stating the Park District's need and intent to issue \$1,123,500 of General Obligation Bonds for FYE2018.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, the Champaign Park District is a duly authorized General Park District organized under the provisions of the Park District Code of the State of Illinois as amended; and

WHEREAS, for the payment of land purchased for parks and boulevards, for the building, maintaining, improving and protecting of the same, and for certain debt service on alternate bonds issued for such purposes, and for the payment of expenses incident thereto, the Champaign Park District is authorized and empowered to issue general obligation limited bonds of said Park District in an amount not to exceed .575% of the total assessed valuation of all property in said Park District by Ordinance, and within the Park District's applicable debt service extension base, without an election on such proposition; and

WHEREAS, it is now reasonably expected that the aggregate outstanding unpaid balance of bonds and notes of the Park District, including the bond issue which the Park District proposes to issue and sell on or about December 1, 2017, will not, on that date, exceed .575% of the total assessed valuation of all taxable property in the Park District, and in any event such amount will not be exceeded; and

WHEREAS, the Commissioners of the Champaign Park District have made a thorough investigation and given careful consideration of the needs for maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and for land acquisition and the payment of debt service on outstanding alternate bonds; and

WHEREAS, said Commissioners have determined it is necessary to raise additional funds for maintaining, improving and protecting the lands, buildings and parks of said Park District, including the payment of expenses incident thereto and the payment of debt service on outstanding alternate bonds; and

WHEREAS, Champaign Park District does not have sufficient funds available for such purposes and, therefore, it will be necessary to borrow and to issue and sell general obligation limited bonds of said Park District as evidence of such indebtedness in the sum of up to \$1,123,500.00, all as provided for by The Park District Code and the statutes of the State of Illinois thereunto enabling;

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Champaign Park District, as follows:

Section 1. It is desirable and necessary for the best interests of the Champaign Park District and for the residents thereof that the Park District raise additional funds for the maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and the payment of debt service on outstanding alternate bonds, and for land acquisition, including the payment of expenses incident thereto.

Section 2. The Park District has obligated itself to pay the costs of such improvements and repairs and the payment of debt service on outstanding alternate bonds in excess of \$1,123,500.00 and that, in order to be able to pay those costs, it is necessary, and for the best interests of Champaign Park District, that the Park District borrow the sum of \$1,123,500.00 and that general obligation bonds of the Park District in the aggregate amount of \$1,123,500.00 be issued in evidence thereof, and sold.

Section 3. The ordinance selling such general obligation bonds shall not be enacted for a period of seven (7) days after the adjournment of the public hearing to receive public comments on the proposal to sell such bonds. After expiration of the seven (7) day period, the Park District may act on the ordinance by selling such bonds for sale on terms to be hereafter approved by this Board as general obligation limited bonds of Champaign Park District in the aggregate amount of up to \$1,123,500.00. The bonds shall be dated as provided in such ordinance, maturing on or about November 30, 2018. The Treasurer of the Park District is hereby authorized and directed to seek out and negotiate with prospective purchasers of said bonds and report to this Board for its consideration and approval or disapproval the interest rates and other terms bid by said prospective purchasers.

Adopted this 13th day of September, 2017.

Approved:

Craig W. Hays, President

Attest:

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 1, 2017

SUBJECT: Approval of a Resolution Setting a Public Hearing on Proposed 2017 General Obligation Bond Issue

Background

According to State Statute, if the Champaign Park District is to sell General Obligation Bonds, a Public Hearing must occur for the purpose of receiving public comments on the Board proposal to sell bonds. Staff is requesting Board approval of a Resolution to set a public hearing for Wednesday, October 11, 2017, at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,123,500 of bonds for the purpose of providing funds for capital improvements and to pay debt service on alternate bonds.

Prior Board Action

None

Budget Impact

The FYE2018 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

Recommended Action

Staff recommends that the Board approve a resolution to set a Public Hearing for Wednesday, October 11, 2017 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,123,500 of General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, it is the intention of Champaign Park District to sell bonds in the total amount of \$1,123,500.00 for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for certain debt service on alternate bonds issued for such purpose, and for the payment of expenses incident thereto.

WHEREAS, it is required by statute that a governmental unit proposing to sell non-referendum general obligation bonds hold a public hearing concerning its intent to do so prior to the sale of such bonds, and that it give notice of such hearing as required by said statute.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Champaign Park District that said Park District shall hold a public hearing concerning its intent to issue and sell general obligations bonds of said Park District in the amount of \$1,123,500.00 for said purpose, said public hearing to be held Wednesday, October 11, 2017 at 7:00 P.M. Central Daylight time at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, as part of the regularly scheduled meeting of said Board to be held that date.

BE IT FURTHER RESOLVED that the Secretary of this Board shall give due public notice of said hearing in the time and manner prescribed by law.

Adopted this 13th day of September, 2017.

Approved:

Craig W. Hays, President

Attest:

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 13, 2017

SUBJECT: Virginia Theatre Restoration Fund/Ticket Fees

Background

In 2002, a fee of \$1 per each ticket sold was charged for shows at the Virginia Theatre (VT) to help support its restoration and maintenance. Shortly after its formation in 2005, the Champaign Parks Foundation began managing these funds. Staff, Foundation board members, and volunteers worked to raise additional funds to supplement the ticket fees and support the restoration project planned for the theatre. Since then, funds have been primarily earmarked for "restoration." The implementation of the fee helped build a fund from which the restoration could be supported using fewer tax dollars.

Staff is proposing, from this point forward, the ticket fee be split 50/50 between restoration and general VT. With a building that is nearly 100 years old there will always be projects that technically qualify as "restoration," and there is currently a balance in the Foundation of nearly \$276,000 for this purpose. From FY 13 through FY 17, \$191,968 was collected through fees for restoration, however only \$62,308 were used. With the major restoration work now complete, other projects and capital purchases are coming up that do not necessarily fall into the traditional "restoration" category. An example of a non-traditional restoration item is the recently purchased aerial work platform for which restoration funds were used.

Splitting the fee will allow the Foundation Board more flexibility in approving requests like the one stated above without having to determine whether or not the project qualifies as "restoration."

Prior Board Action

In 2002, after approval by the Park Board, a fee of \$1 per each ticket sold was charged for shows at the Virginia Theatre to help support its restoration and maintenance.

Budget Impact

No change to the amount of revenues collected from fees, other than re-allocation of the use of funds at the Foundation level.

Recommended Action

Staff requests that the Board of Commissions authorize the Executive Director and Staff to split the \$1 restoration fee collected from VT ticket sales equally between restoration and general use.

Prepared by:

Reviewed by:

Laura Auteberry
Development Director

Joe DeLuce, MS, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director

DATE: September 13, 2017

SUBJECT: Amendment and Renewal of Intergovernmental Cooperation Agreement

Background

In 1997 the Champaign Park District provided \$375,378.00 towards the enhancement and expansion of the Barkstall and Stratton School gymnasiums when they were constructed. The District has utilized the gymnasiums for various programs like youth and adult basketball, youth theatre productions, Midnight Basketball, and other programs for the past twenty years.

Staff met with the Unit 4 Leadership Team and the two school principals and discussed the various issues and came to an understanding on the following terms:

- The District will have access to use the facilities on weekdays from 30 minutes after school to 11:00 pm and on weekends from after noon on Sundays and all day on Saturdays
- The District will also have access during the summer months except when Unit 4 staff is maintaining the gymnasiums
- The District will work with the Unit 4 scheduler to confirm all uses
- The District will only use the gymnasiums for District programs and activities
- The District will provide a supervisor for all District activities that is trained and AED/CPR certified
- The District will provide supervisors for any District programs or activities in the two gymnasiums and pay for any damage to the facilities during District use
- Each agency will provide liability insurance coverage
- Extend the agreement for ten (10) years and be renewable for another ten (10)years

The attached amendment and renewal agreement has been approved by the Unit 4 School Board and signed by its President, Chris Koppel.

Budget Impact

The District has utilized the two gyms for 20 years so any costs associated with the use of the gyms is already included in the recreation budget.

Recommended Action

The amendment has reviewed by our legal counsel and staff recommends the Board approve the amendment to and renewal of the intergovernmental cooperation agreement for the use of Barkstall and Stratton School Gymnasiums and authorize the Board President to sign the amendment agreement.

Prepared by:

Reviewed by:

Joseph DeLuca
Executive Director

Cindy Harvey
Assistant to the Executive Director

**AMENDMENT TO AND RENEWAL OF INTERGOVERNMENTAL COOPERATION
AGREEMENT**

BETWEEN

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

AND

CHAMPAIGN PARK DISTRICT

This Amendment to and Renewal of Intergovernmental Cooperation Agreement is made and entered into this _____ day of _____, 2017 pursuant to the terms and conditions of an Intergovernmental Cooperation Agreement for usage of School District Buildings dated June 16, 1997 by and between the Board of Education of Champaign Community Unit School District #4 (hereinafter "Unit 4") and the Champaign Park District (hereinafter "Park District").

WHEREAS, Unit 4 and Park District entered into an Intergovernmental Cooperation Agreement (hereinafter referred to as, "Agreement") on June 16, 1997 to address the construction and utilization of expanded gymnasium space at two elementary schools then under construction (now Barkstall and Stratton Elementary Schools) to enhance the gymnasiums for Unit 4 and accommodate opportunities for Park District use; and

WHEREAS, Park District contributed \$375,378.00 toward the enhancement and expansion of the gymnasiums in 1997; and

WHEREAS, the Agreement authorized a twenty-year term with additional terms renewable by mutual consent of the parties; and

WHEREAS, Unit 4 and Park District desire to amend and renew the Agreement and revise terms as necessary to best meet the needs of Unit 4 and Park District.

NOW THEREFORE, in consideration of the foregoing, as well as mutual covenants, terms and agreements hereinafter set forth, Unit 4 and Park District hereby agree to amend and renew the Agreement as follows; provided that, all other terms of the Agreement not set forth herein shall remain in effect as if fully set forth herein:

1. In Section FACILITY USAGE, Subsection A, "The Park District shall be allowed to conduct its authorized park and recreational activities in the enlarged gymnasiums (including gymnasium offices) of the elementary schools, and restrooms during those non-school hours in these facilities, except as provided in Paragraph B hereafter.

2. In Section FACILITY USAGE, Subsection A, (1), "Weekdays: From 30 minutes after the end of the school day to 11:00 p.m. Monday through Friday throughout the school term."

3. In Section FACILITY USAGE, Subsection A, (2) "Weekends: All day Saturday and after 12:00 p.m. on Sunday throughout the school term."

4. In Section FACILITY USAGE, Subsection A, (4), "Summer: That period of time during scheduled breaks in the school calendar outside of the school term, except for scheduled maintenance and cleaning."

5. In Section FACILITY USAGE, Subsection B, The Park District shall create a suggested schedule of uses and transmit those to the School District's Business Office. The School District's Business Office will coordinate with the authorized individuals at the respective schools to best accommodate the proposed schedule. Changes in the schedule for emergency matters by be made by one week's advance notice to the other party."

6. In Section FACILITY USAGE, Subsection B, "(3) The School District and Park District recognize and understand that this is a unique agreement providing the optimum use by two public agencies of the physical facility being provided for the taxpayers of both agencies. It is, therefore, recognized by both the School District and the Park District that there will be need, from time to time, for periodic review and coordination of the schedule set forth above.

7. In Section FACILITY USAGE, Subsection B, "(5) In executing this Intergovernmental Cooperation Agreement and accepting its benefits, the Park District agrees that it shall use the gymnasiums solely for Park District activities."

8. In Section FACILITY USAGE, Subsection B, Add "(6) In accordance with School District policy for facility rentals by outside groups, the Park District shall ensure that its supervision activities include the presence of an AED/CPR-certified individual at all times."

9. In Section OPERATIONAL COSTS, Subsection A, "The cost of supervision of park programs shall be paid for by the Park District. The cost of heat, light, routine indoor maintenance to the physical building shall be paid by the School District except anything broken as a direct result of a Park District activity or use shall be repaired by the Park District.

10. In Section OPERATIONAL COSTS, Subsection C, "Each party shall keep in force during the term of this agreement comprehensive general liability insurance in an amount not

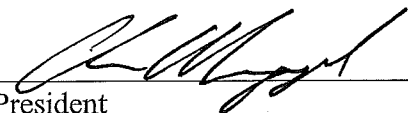
less than \$1,000,000, including automobile and broad form contractual liability coverages with the other party and its board members, commissioners, officers, employees, agents, representatives and volunteers named as additional insureds under such coverage, which shall contain no special limitation on the scope of protection afforded to the additional insureds. Each party shall provide the other with certificates of insurance and accompanying applicable policy endorsements or riders, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days written notice the other party prior to cancellation or material change of any insurance terms referred to therein. Failure of a party to demand such certificate, endorsement or other evidence of full compliance with such insurance requirements or failure of either party to identify a deficiency from the evidence that is provided shall not be construed as a waiver of the obligation to maintain such insurance. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to the respective party in its sole discretion.

11. In Section TERMS OF AGREEMENT, Subsection A, "The parties to this Intergovernmental Cooperation Agreement understand and agree that this agreement shall extend for ten years and be renewable for an additional ten years by mutual consent of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals the day and year first above written.

BOARD OF EDUCATION, CHAMPAIGN
COMMUNITY UNIT SCHOOL DISTRICT
#4, CHAMPAIGN COUNTY, ILLINOIS

CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS

By: 

President

By: _____
President

Attest: 

Secretary

Attest: _____
Secretary

INTERGOVERNMENTAL COOPERATION AGREEMENT
BETWEEN
CHAMPAIGN SCHOOL DISTRICT NO. 4
AND
CHAMPAIGN PARK DISTRICT

This agreement made and entered into this 16th day of June, 1997, by and between the Board of Education of Champaign School District No. 4, Champaign County, Illinois (hereinafter referred to as "School District") and the Champaign Park District (hereinafter referred to as "Park District").

WHEREAS, the Illinois Constitution and Statutes encourage and permit intergovernmental cooperation between units of local government; and

WHEREAS, the constituencies of both the School District and the Park District will be more effectively and economically served by the School District and the Park District sharing the use of facilities and services as stated in the original agreement set up by Gene Mellon and Don Bresnan, and

WHEREAS, the Park District and the School District have mutually determined that it would be in the best interests of the citizens of the community for the Park District to be able to utilize certain portions of the two new elementary schools currently under construction during certain hours when said buildings are not being used for educational or school community purposes, or auxiliary school functions for community recreation activities sponsored by the Park District; and

WHEREAS, the Park District has determined that in order to provide the citizens of the community with the necessary recreational activities at the two new elementary schools,

certain additions and enlargements would be required, which additions and enlargements will not otherwise be necessary for the School District to provide for the educational needs of the residents of said School District; and

WHEREAS, the Park District has agreed to reimburse the School District for the cost of the aforementioned additions and enlargement costs resulting from said additions and enlargements and resulting from the Park District's usage of the elementary schools for its purposes in exchange for certain commitments from the School District for use of the elementary schools by the Park District during the aforesaid hours; and

WHEREAS, the School District has determined that the Park District's use of the elementary schools for community recreational activities during these hours would not interfere with the School District's delivery of educational services to its students and residents and has further determined that said usage may enhance the delivery of such educational services.

NOW, THEREFORE, in consideration of the foregoing, as well as mutual covenants and agreements hereinafter set forth, the School District and the Park District hereby agree as follows:

CONSTRUCTION COSTS

A. The School District agrees to assume all costs related to the construction of the basic physical facility designed to comprise the elementary schools, including all fees and costs for architectural services, construction, approved alterations, modifications and resulting change orders. The Park District

agrees that it shall assume all costs related to the construction of the additions and enlargements to the design of the gymnasium area of the elementary schools, including all fees and costs for architectural services, construction, approved alterations, modifications and resulting change orders deemed necessary to expand the elementary school gymnasiums sufficiently to meet its requirements to provide for the recreational needs of the Park District's residents. A floor plan of the gymnasium area of the elementary schools' facilities with the additions and enlargements is attached hereto and made a part hereof as Exhibit "A".

B. The total cost of the north school construction has been determined by public bid to be \$ 7,537,770. The scope and projected costs of the additions and enlargements are noted in a letter attached hereto and made a part hereof as Exhibit "B". In accordance with the contract for construction of the north school, costs to the Park District of said additions and enlargements shall be as follows:

- (i) Enlarge gymnasium from the basic size of 4,800 square feet to the enlarged size of 8,864 square feet.

C. The total cost of the southwest school construction has been determined by public bid to be \$ 6,513,442. The scope and projected costs of the additions and enlargements are noted in a letter attached hereto and made a part hereof as Exhibit "B". In accordance with the contract for construction of

the southwest school, costs to the Park District of said additions and enlargements shall be as follows:

- (i) Enlarge gymnasium from the basic size of 4,800 square feet to the enlarged size of 9,184 square feet.

D. The Park District understands that the School District shall receive monthly payment requests from the general contractor and sub-contractors, whereby the School District will be required to make payment to the contractor, sub-contractors and materialmen for their monthly progress regarding the construction of the elementary schools. The Park District agrees that as such monthly payment requests are received by the School District, the Park District shall pay over to the School District its proportionate share of said monthly payment requests, which share shall be equal to that percentage which the total costs for the construction of the additions and enlargements set forth in Paragraph (B) bear to the total project construction costs.

E. The School District and the Park District each understand and agree that during the course of construction of the elementary schools, including the additions and enlargements deemed necessary by the requirements of the Park District, certain alterations, modifications and resulting change orders from the said original plans and specifications may be required. All alterations, modifications and resulting change orders which deal strictly with the elementary schools and do not affect the additions and enlargements which are to be financed by the Park District shall be approved by the School District only. Any and

all alterations, modifications and resulting change orders which deal with or affect, in any respect, the additions and enlargements of the Park District shall be approved by both parties to this agreement in order that such alterations, modifications and resulting change orders do not interfere with the planned educational and/or recreational use of the facility by either public agency.

FACILITY USAGE

A. Gymnasium. In consideration of the Park District's payment of the costs of the additions and enlargements to the gymnasiums, the School District agrees to allow the Park District certain usages of the gymnasium as follows:

The Park District shall be allowed to conduct its authorized park and recreational activities in the enlarged gymnasiums of the elementary schools and the storage rooms, and restrooms during those non-school hours in these facilities except as provided in Paragraph B hereafter. The Park District shall also be entitled to reasonable modes of ingress and egress to and from these facilities and to the use of the school parking facilities during those times when it uses the gymnasium. For purposes of this agreement, the "non-school hours" shall be defined as follows:

- (1) Weekdays: From 2:30 p.m. to 11:00 p.m. Monday through Friday throughout the school term.
- (2) Weekends: All day Saturday and after 12:00 p.m. on Sunday throughout the school term.
- (3) Holidays: That extended period of time when school is not in session throughout the school

term, including, but not necessarily limited to, Thanksgiving, winter and spring vacations.

- (4) Summer: That period of time during the months of May, June, July and August outside of the school term except for scheduled maintenance and cleaning.

B. It is understood and agreed that the Park District shall be allowed to conduct its recreational activities at the gymnasiums during the non-school hours set forth in sub-paragraph A above; however, the needs of the School District will require its usage of the said gymnasiums and multi-purpose rooms during non-school hours on certain days throughout the calendar year. The schools' principals and the Park District's Director of Recreation shall meet prior to each semester to suggest a schedule of uses, which shall then be reviewed and authorized by the School District's Business Manager. Changes in the schedule for emergency matters may be made by one week's advance notice to the other party.

- (1) The structure of the priorities shall be:
 - (a) School sanctioned sports or extracurricular events.
 - (b) School group-related meetings or activities.
 - (c) Park District uses.
 - (d) Rental uses per permitted school policies.
- (2) Priority requests shall be scheduled at the beginning of each semester. The school principals shall also reasonably attempt to coordinate priority uses to allow maximum Park District use and total use of the facilities.
- (3) The School District and Park District recognize and understand that this is a unique agreement providing the optimum use by two public agencies of the physical facility being provided for the

taxpayers of both agencies. It is, therefore, recognized by both the School District and the Park District that there will be need, from time to time, for periodic review and coordination of the schedule set forth above. The review shall be conducted by the Business Manager from Unit 4 schools, principals of the schools and the Director of Recreation from the Champaign Park District. At those times when either the School District or the Park District has the gymnasiums scheduled for a particular activity but elects not to use the facility for that activity, this agreement shall not preclude the other District's use of that facility for a function appropriate to its governmental purpose, upon written request to the other District for such use and receipt of written clearance for such use from the other District.

- (4) In entering into this Intergovernmental Cooperation Agreement, the Park District agrees that all residents of the School District shall be considered residents of the Park District when registering for Park District programs conducted solely or primarily at the elementary schools, so the School District's residents may make maximum use of the services intended to be provided by this Intergovernmental Cooperation Agreement.
- (5) In executing this Intergovernmental Cooperation Agreement and accepting its benefits, the Park District agrees that it shall use the gymnasium and multi-purpose room solely for Park District activities.

OPERATIONAL COSTS

A. The cost of supervision of park programs shall be paid for by the Park District. The cost of heat, light, routine indoor maintenance to the physical building shall be paid by the School District except anything broken as a direct result of a Park District activity or use shall be repaired by the Park District. The Park District shall provide a custodian to clean and maintain the gymnasiums during the time the gymnasiums are used by the Park District, and the Unit 4 custodians are not on duty. The Park District shall also pay for

direct heating, lighting or air-conditioning costs due to Park District usage during non-school times that would not otherwise require such utility usage.

B. The Park District shall indemnify and hold harmless the School District, including its Board members in their individual and official capacities, the Board's employees and agents, and their successors and assigns, from any claim or loss, including, but not limited to, attorney's fees, costs and expenses of litigation, in connection with a claim against the School District for property damage or personal injury resulting from the Park District's use of, or performance of services for the School District on the School District's property except to the extent that such claim or loss is the result of negligence or willful and wanton conduct on the part of the School District, its agents or employees, and except to the extent the claim is for worker's compensation by an employee of the School District. The School District shall have the same obligation to indemnify and hold harmless the Park District, including its Board members in their individual and official capacities, the Park District's employees and agents, their successors and assigns, to the extent of the School District's fault, with respect to any loss or claim arising from the Park District's performance of services on the School District's property.

C. Each party shall keep in force during the term of this agreement comprehensive general liability insurance in an amount not less than \$500,000, including automobile and broad form

contractual liability coverages with the other party as an additional named insured if requested by the other party and if permitted by the parties insurance or self-insurance agreements and treaties. Such insurance shall be written by responsible carriers and shall be evidenced by certificates of insurance all as reasonably acceptable to the other party.

D. Neither party may assign any rights or duties under this agreement without the written consent of the other party.

TERMS OF AGREEMENT

A. The parties to this Intergovernmental Cooperation Agreement understand and agree that this agreement shall extend for twenty years and be renewable by mutual consent of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals the day and year first above written.

BOARD OF EDUCATION, CHAMPAIGN
COMMUNITY UNIT SCHOOL DISTRICT
NO. 4, CHAMPAIGN COUNTY,
ILLINOIS

By: *Donald M. Dolan*
President

ATTEST:
By: *Jack R. Davis*
Secretary

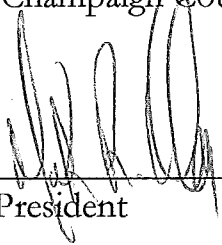
CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS

By: *Arthur J. Binkley*
President

ATTEST:
By: *Freud Frank*
Secretary

Amended: 1-22-99

Board of Education, Champaign
Community Unit School District
No. 4, Champaign County, Illinois

By: 

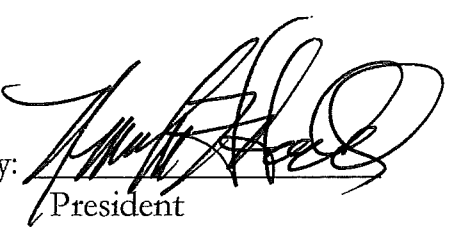
President

ATTEST:

By: Margi Skum
Secretary

Amended: January 13, 1999

Champaign Park District
Champaign County, Illinois

By: 

President

ATTEST:

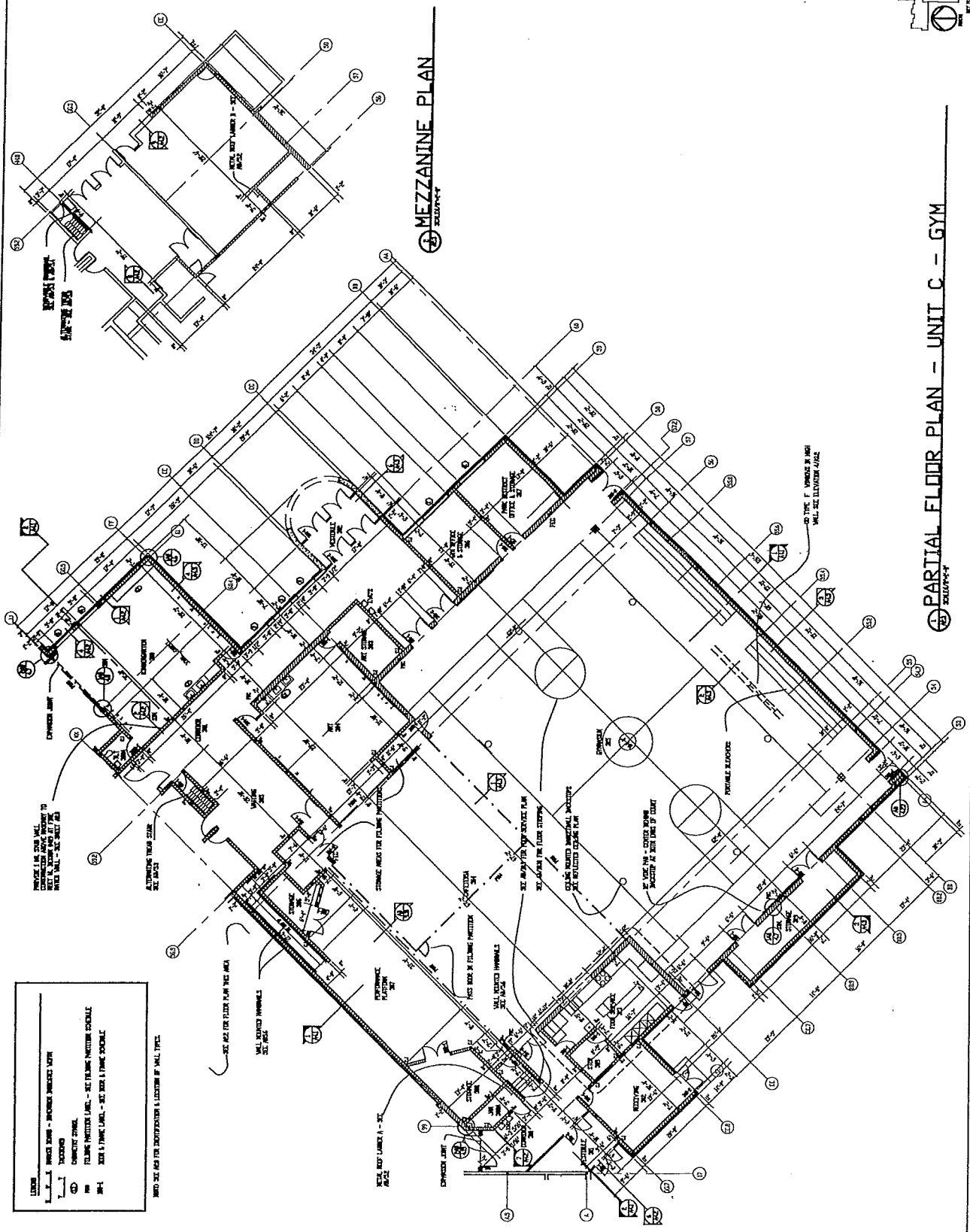
By: Paul L. Fike
Secretary



UNITED NIELSON SLACK ARCHITECTS

2215 17th Street, Suite 200, Denver, CO 80202
Tel: 303.733.1111 Fax: 303.733.1112

CHRYSTAL CITY, DENVER
SOUTHWEST ELEMENTARY SCHOOL



LEGEND

— WALL
— DOOR
— WINDOW
— STAIR
— ELEVATOR
— MECHANICAL ROOM
— ELECTRICAL
— PLUMBING
— HVAC

NOTE: SEE ALSO FOR IDENTIFICATION & LOCATION OF WALL TYPES.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 28, 2017

SUBJECT: Dodds 3-Plex Lighting Bid

Background

The ballfield lighting at the Dodds 3-plex was removed due to safety concerns of the wooden poles and inadequate light levels in March of 2017. The 18 poles and 84 fixtures were removed by Waters' Electric in the amount of \$32,895.

The bid specifications included: The purchase and installation of LED lights with a 25 year guarantee on all equipment to provide sports lighting for the various sports played at these fields.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Wednesday, August 23, 2017. The results are as follows:

| BIDDER | BASE BID |
|-------------------------------|-----------|
| Barton Electric, Trenton, IL | \$487,400 |
| Pals Electric, Teutopolis, IL | \$551,000 |
| Glesco Electric, Urbana, IL | \$601,528 |

Budget Impact

\$525,000 has been budgeted in the FY17/18 Capital Improvement Plan, (Project # 180011).

Recommended Action

Staff recommends accepting the lowest responsible bid from Barton Electric, Inc. in the amount of \$487,400 and authorizing the Executive Director to enter into a contract for the work.

Prepared by:

Reviewed by:

Bret Johnson
Interim Director of Operations

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 6, 2017

SUBJECT: Springer Masonry Repairs Bid

Background

This project addresses the damaged brick, historic terra cotta coping, and needed tuck-pointing at the Springer Cultural Center. The majority of the brick work is on the parapet wall on the main flat roof along with some damage to the chimney. The parapet wall was parged at some point in the past and has failed, resulting in the face of the brick crumbling and falling off. The terra cotta coping will be patched, re-pointed, and glazed as needed. This bid also includes joint repairs, mainly chalking, to the stairs on the north and east sides of the facility.

Due to the potential unknown, unit costs were requested for the patching, brick, and tuck-pointing in case additional work outside the scope of the specifications is needed. This work is necessary to complete, prior to the roof being replaced later this year.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Wednesday, September 6, 2017. The results are as follows:

| BIDDER | BASE BID |
|---|--------------|
| English Brothers Company, Champaign, IL | \$87,625.00 |
| Otto Baum Company, Morton, IL | \$97,160.00 |
| Evans-Mason, Springfield, IL | \$103,976.00 |
| Midwest Restoration, Paris, IL | \$220,360.00 |

Budget Impact

\$575,000 has been budgeted, for the masonry work and the roof replacement, in the FY 17/18 Capital Improvement Plan, (Project # 180003).

Recommended Action

Staff recommends accepting the low, responsive base bid from English Brothers Company, in the amount of \$87,625 and authorizing the Executive Director to enter into a contractual agreement for this work.

Prepared by:

Bret Johnson
Interim Director of Operations

Reviewed by:

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: August 30, 2017
SUBJECT: Hazel Basketball Court Reconstruction Bid

Background

In the fall of 2015 the Hazel basketball court reconstruction was an alternate within the bid for the reconstruction of the court at Wesley Park. The work was not completed due to higher than anticipated bids.

This year the Hazel court was included in the Capital Improvement Plan for completion. An amendment to the original agreement with MSA Professional Services was made in the amount of \$3,600 for the site engineering of the project. The new court will be concrete, with the existing asphalt material being recycled and used as the base. This bid also includes new hoops and line striping.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Tuesday, August 29, 2017. The results are as follows:

| BIDDER | BASE BID |
|--|-------------|
| Stark Excavating, Inc., Bloomington, IL | \$50,173.00 |
| Duce Construction, Urbana, IL | \$52,397.00 |
| Beniach Construction, Tuscola, IL | \$58,325.00 |
| Mid-Illinois Concrete & Excavation, Urbana, IL | \$59,605.00 |
| A & R Mechanical Services, Urbana, IL | \$84,774.65 |

Budget Impact

\$55,000 has been budgeted in the FY17/18 Capital Improvement Plan, (Project # 18PM03).

Recommended Action

Staff recommends accepting the lowest responsible bid for the Hazel basketball court reconstruction from Stark Excavating Inc., in the amount of \$50,173 and authorizing the Executive Director to enter into a contract for the work.

Prepared by:

Reviewed by:

Bret Johnson
Interim Director of Operations

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 13, 2017

SUBJECT: Renewal of Agreement for Virginia Theatre Alcohol Concession

Background

Since 2013, alcohol has been served at select Virginia Theatre events through a contractual partnership with an outside merchant to sell patrons wine and beer in the facility's front lobbies. No glass containers are used, and the alcohol concession at these occasions—recent examples include Chicago, Nick Offerman, and *Pecha Kucha*—has been carefully monitored and has gone without incident. For the past three years, Farren's Pub and Eatery has been the District's merchant partner for alcohol service at the Virginia and paid CPD a commission of 25% on their net sales (after expenses), providing the theatre with additional revenue while also improving customer service to its patrons.

The merchant partner for alcohol service at the Virginia is responsible for training their own staff and act as an independent business-within-a-business, bringing their own supplies to the theatre and handling set-up and tear-down. The merchant is responsible for their own stock, insurance, alcohol licensing, and service to the public.

On August 8, 2017, staff distributed a request for proposals to liquor merchants within the City of Champaign to offer one company the opportunity to receive exclusive sales rights of alcoholic beverages (wine and beer only) at the Virginia Theatre for one year beginning September 14, 2017, with an option to renew the contract for one year, by mutual agreement.

Prior Board Action

None.

RFP Results

Two proposals were received at the Virginia Theatre by the deadline of 10:00 A.M., Thursday, August 17, 2017, from the following merchants:

Farren's Pub and Eatery, 309 North Randolph Avenue, Champaign, Illinois, 61820
Hamilton Walker's, 201 North Neil Street, Champaign, Illinois, 61820

In its proposal, Farren's Pub and Eatery indicated they will pay CPD a commission of 25% of net sales of wine and beer at the Virginia Theatre, as the theatre's sole public liquor merchant for a period of one year beginning September 14, 2017, with the option to renew the contract for one year, by mutual agreement. They accepted fully the terms of the RFP.

In its proposal, Hamilton Walker's indicated they will pay CPD a commission of 10% of gross sales of wine and beer at the Virginia Theatre, as the theatre's sole public liquor merchant for a period of one year beginning September 14, 2017, with the option to renew the contract for one year, by mutual agreement. They accepted fully the terms of the RFP.

Budget Impact

Since the Virginia's partnering liquor merchant is responsible for all costs involved in offering the service, expense for CPD is limited to the mandated purchase of Class T-3 temporary liquor licenses—one per event—from City of Champaign. This is a non-refundable fee of \$30.00, per license, projected at \$360.00 for the fiscal year and included in the Virginia's FY18 Concessions budget. The expectation is for the sales commission revenue to offset the cost of liquor licenses and to provide additional net revenue from theatre concessions.

Recommended Action

Staff evaluated the liquor sales commissions paid to CPD by Farren's in the Virginia's 2016-2017 season and found the average net percentage paid, after the merchant expenses were subtracted, to be over 12%. Given its higher effective liquor sales commission, staff recommends that the Board accept the proposal submitted by Farren's Pub and Eatery and authorize the Executive Director to enter into a contract with Farren's to be the sole merchant for public alcohol sales at the Virginia Theatre for a one year period beginning September 14, 2017, with the option to renew for an additional year, if mutually agreed.

Prepared by:

Reviewed by:

Steven Bentz
Director, Virginia Theatre

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 7, 2017

SUBJECT: Virginia Theatre Cleaning Service Bid

Background

Janitorial services at the Virginia Theatre are arranged according to the facility's busy schedule, with "Post-Event" cleanings of the auditorium, lobbies, and backstage areas taking place following shows at different hours of the day, in the evenings, and over weekends. To this contingent schedule the theatre adds a standing weekly schedule of brief "Front-of-House" cleanings to keep the building's lobbies, restrooms, and offices in satisfactory condition.

Given the Virginia's frequent, but irregular, schedule of events, CPD has utilized independent contractors as the most effective and efficient solution to the facility's cleaning needs. A contract cleaning service is scalable (additional workers can easily be scheduled after larger events), always available when needed, and open to around-the-clock shift work. This flexibility and efficiency, coupled with the cost savings compared to a full-time, benefitted Building Services Worker (plus several part-time staff members), has led theatre staff to recommend continuing with contract cleaning as the best option for the Virginia.

Prior Board Action

None.

Bid Results

An invitation to bid was published in *The News-Gazette* and then bids were opened and read at the Bresnan Meeting Center on Thursday, September 7, 2017, at 10:00 A.M. One bid was received and the result is as follows:

| Bidder | Bid Amount – Hourly Rates |
|-----------------------------|-----------------------------------|
| ESS Clean, Inc. , Urbana IL | \$20.00 Base / \$35.00 Post-Event |

Budget Impact

The current FY18 Champaign Park District budget includes \$33,607.00 for contract cleaning services at the Virginia Theatre. No salaried or hourly cleaning staff are currently on payroll at the theatre. Staff has evaluated the rates specified by the low, responsible bidder and determined that the annual cost of the contract to CPD could be as high as \$65,000.00

Recommended Action

For the financial reasons indicated above, staff recommends that the Board reject the bid and authorize the Executive Director to re-bid the cleaning service at the Virginia Theater.

Prepared by:

Reviewed by:

Steven Bentz
Director, Virginia Theatre

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 6, 2017

SUBJECT: Douglass Janitorial Services Bid

Background

The Park District contracts for janitorial services at the Douglass Annex and the Douglass Community Center. The Park District entered into an agreement with JMC Serve, Inc. dba ServiceMaster Janitorial Cleaning (ServiceMaster) for cleaning services for the Douglass Annex and Community Center for three years. The agreement expires September 30, 2017.

Prior Board Action

At the September 10, 2014 Regular Board Meeting, the Board authorized the Executive Director to enter an agreement with ServiceMaster for two (2) years with the option to renew for one (1) additional year.

Bid Results

The invitation to bid was published in *The News-Gazette*. Three (3) bids were received, opened and read aloud on Tuesday, September 5, 2017. The results are listed below:

| Douglass Annex | | | | |
|-----------------------|-----------------|-------------------------------------|--------------------------------------|--|
| Bidder | Annual Base Bid | Alternate 1 – Clean/ Extract Carpet | Alternate 1 – Buff Vinyl Tile Floors | Alternate 2 – Per hour for additional services |
| Boley's A-Z Cleaning | \$5,916 | \$180 | \$325 | \$38/hour |
| Henderson Janitorial | \$7,200 | \$200 | \$200 | \$20/hour |
| ServiceMaster | \$6,936 | \$175 | \$335 | \$30/per |

| Douglass Community Center | | | | |
|----------------------------------|-----------------|--|--------------------------------------|--|
| Bidder | Base Annual Bid | Alternate 1 – Scrub/ Wax Preschool Floor | Alternate 1 – Scrub/ Wax Lobby Floor | Alternate 2 – Per hour for additional services |
| Boley's A-Z Cleaning | \$17,196 | \$250 | \$1,750 | \$38/hour |
| Henderson Janitorial | \$18,000 | \$500 | \$500 | \$20/hour |
| ServiceMaster | \$21,864 | \$465 | \$385 | \$30/hour |

Budget Impact

The amount of \$7,932 was budgeted for Service Contracts - Facilities in the FY17-18 Douglass Annex budget and \$22,792 for Service Contracts - Facilities in the FY17-18 Douglass Community Center budget.

Recommended Action

Staff recommends awarding the bid to Boley's A-Z Cleaning for the base bid for the Douglass Annex at the bid price of \$5,916 and Alternates 1, clean/extract carpet of \$180 and buff vinyl tile floors of \$325, and the base bid for the Douglass Community Center of \$17,196 and Alternates 1, scrub and wax preschool floor of \$250 and scrub and wax lobby floor of \$1,750, and for a total amount of \$25,617. Also, approving Alternate 2, Additional Services Rate of \$38/hour on an as needed basis. Staff received positive feedback from reference checks about Boley's staff.

Prepared by:

Reviewed by:

Tiffany White
Douglass Park Manager

Jameel Jones
Director of Recreation



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 7, 2017

SUBJECT: Hessel Park Phase 2 and 3 Change Orders 1 and 2

Background

Mid Illinois Concrete began splashpad and restroom construction on August 21, 2017. During routine site demolition and topsoil removal, contractor encountered a deeper topsoil layer than what was anticipated during design. The contractor needs to remove additional topsoil and replace with stone in areas to provide a suitable base. MSA Professional Services and Mid Illinois Concrete worked out a strategy to excavate where needed, compact soil, and add rock on a time and material basis not to exceed \$14,560 total (\$10,890 + \$3,670). Change Order 1 is for additional excavation and fill in the splashpad area and Change order 2 is for additional excavation and fill for the restroom building.

Prior Board Action

September 28, 2016 Study Session—Board consensus was to begin construction of a newly redesigned splashpad and restroom project in August of 2017. *October 26, 2016 Special Meeting*—Board approved an agreement with MSA Professional Services to redesign and rebid Hessel Park Splashpad and Restroom Building Project. *April 12, 2017 Regular Board Meeting*—Board awarded \$772,677.40 construction contract to Mid Illinois Concrete for Splashpad and Restroom Improvements Redesign.

Budget Impact

The overall budget for project 170-015, Hessel Park Phase 2/3, was set at \$800,000 and the amount budgeted this year was to be \$800,000 less any expenditures already paid in FY17. The FY17 expenditures of \$43,085 for Architecture and Engineering design were not factored in. That is, the FY18 budget for Hessel Park Phase 2/3 should be \$756,915 and not the full \$800,000 amount. The attached spreadsheet details the condition. There is a \$43,970.83 cumulative overage projected currently, and although the two change orders brought the error to light, they will more than likely will not be the last. In consideration of capital funding source options to complete the Hessel Park Phase 2/3 project, staff requests that 180-001, Contingency Funds, be used. Naturally, other directions may be discussed.

Recommendation

In the interest of time, Change Orders 1 and 2 to the Hessel Park Splashpad and Restroom Redesign contract were signed on September 7, 2017. Staff recommends approving a resolution approving and ratifying Change Orders 1 and 2 as they were not reasonably foreseeable at the time of the original Hessel Park Splashpad and Restroom Redesign contract or are germane to the original contract as signed or are in the best interest of the Park District authorized under the law at a net cost of \$14,560.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

RESOLUTION

WHEREAS, the Champaign Park District is a duly organized General Park District organized under the provisions of the Park District Code of the State of Illinois, as amended; and

WHEREAS, the Champaign Park District did at its April 12, 2017 regular board meeting award a contract for certain renovation work at and upon the Hessel Park; and

WHEREAS, the award of the contract was to the lowest responsible bidder; and

WHEREAS, after the award of the contract, and during the course of testing the existing soils, it was determined that the soil was not suitable for structural fill and unsuitable at the footing bearing elevation; and

WHEREAS, the engineer and contractor on the project have recommended the removal of 18" soil and replacing it with 3" bedding stone and removal of the unsuitable soils and replacement with additional concrete during the footing pour, and such changes are summarized as follows:

| | |
|---|--------------------------|
| Change Order No. One – Remove approximately 6" of topsoil material and place 3" stone in splashpad area plus 2 ft. | increase of \$10,890.000 |
| Change Order No. Two –Excavate bad footing soils for building and replace with additional concrete | increase of \$3,670.00 |
| Total Change Order increase (this resolution) | \$14,560.00 |

WHEREAS, due to the already undertaken work, and the need to have the splashpad constructed at the earliest available time, the circumstance necessitate a change in the performance of the contract as awarded which were not reasonably foreseeable at the time of project bidding and contract award; and

WHEREAS, the proposed change in excavation and materials is germane to the original award and contract; and

WHEREAS, the changes in the contract terms for further excavation, materials and price are in the best interests of the Champaign Park District and are authorized by law;

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Champaign Park District as follows:

That due to soil conditions found in excavation and material needs regarding construction of the Hessel Park restroom and splashpad, which repair and reconstruction needs were not reasonably foreseeable at the time of the contract award; which are germane to the original bid, award and proposed contract; and in order to proceed in the best interests of the Champaign Park District and as authorized by law and pursuant to the terms of the award, contract and documents incorporated therein, staff and officials of the Champaign Park District are hereby authorized to approve, ratify and execute such change orders as are reasonably necessary to conform and amend the awarded contract to undertake further excavation and installation of materials in order to complete the Hessel Park restroom and splashpad redesign project in a good and workmanlike manner at an additional cost of \$14,560.00.

Approved this 13th of September 2017.

CHAMPAIGN PARK DISTRICT

Attest: _____
Cindy Harvey, Secretary

By: _____
Craig W. Hays, President

Date: _____

Change Order

No. One

Date of Issuance: 9/06/17 Effective Date: 9/06/17

| | | |
|--|----------------------------------|---------------------------------------|
| Project: CPD Hessel Park Restroom and Splashpad Redesign | Owner: Champaign Park Dist. | Owner's Contract No.: 170606 |
| Contract: N/A | Date of Contract: May 5, 2017 | |
| Contractor: Mid Illinois Concrete & Excavating | | Engineer's Project No.: R 12431041 |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Remove approximately 6" of topsoil material and place 3" stone in splashpad area plus 2 ft.
Work to be done time and material basis, not to exceed \$ 10,890.00

Attachments (list documents supporting change):

Quote from Mid Illinois Concrete

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 772,677.40

[Increase] [Decrease] from previously approved Change Orders-
No. 1 to No.

\$

Contract Price prior to this Change Order:

\$ 772,677.40

[Increase] [Decrease] of this Change Order:

\$ 10,890.00 (N.T.E.)

Contract Price incorporating this Change Order:

\$ 783,567.40 (N.T.E.)

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): November 30, 2017

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders-
No. to No.

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date): November 30, 2017

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 2

Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date): December 4, 2017

Ready for final payment (days or date):

RECOMMENDED:

By: Merle E. Angersoll, Jr.
Engineer (Authorized Signature)

Date: 9/06/17

Approved by Funding Agency (if applicable):

ACCEPTED:

By: [Signature]
Owner (Authorized Signature)

Date: 9/7/17

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 9/8/17

Date:



P.O. Box 926
Champaign, IL 61824-0926
Phone 217.366.3444 Fax 217.954.1601

Estimate To:
MSA Professional Services
C/O Champaign Park District
201 W. Springfield Ave. #400
Champaign, IL 61820

Proposal

DATE 8/30/2017
Job Number: 17108
Task Code: 2200

ATTENTION: Merle Ingersol
Prepared by: Jon Swanson
Mid IL Conc Job #: 17108

Project: Hessel Park Splash Pad and Restroom

Comments or Special Instructions: Proposal is for excavation and removal of unsuitable soils below the proposed splash pad area and replacing with 3" stone. MET tested the existing soils and determined it was not suitable for structural fill. They recommended removing 18" and replacing with 3" bedding stone. This proposal includes only 6" of soil removal and replacement. We can do this time and Material not to exceed this proposal.

| Description | AMOUNT |
|-----------------------------|--------------------|
| Excavation and Removal | \$3,410.00 |
| Funish and Install 3" Stone | \$7,480.00 |
| Total | \$10,890.00 |

If you have any questions concerning this proposal, please contact us immediately.

THANK YOU FOR YOUR BUSINESS!

Change Order

No. Two

Date of Issuance: 9/06/17 Effective Date: 9/06/17

| | | |
|--|----------------------------------|---------------------------------------|
| Project: CPD Hessel Park Restroom and Splashpad Redesign | Owner: Champaign Park Dist. | Owner's Contract No.: 170606 |
| Contract: N/A | Date of Contract: May 5, 2017 | |
| Contractor: Mid Illinois Concrete & Excavating | | Engineer's Project No.: R 12431041 |

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Excavate bad footing soils for building and replace with additional concrete.
Work to be done time and material basis, not to exceed \$ 3,670.00

Attachments (list documents supporting change):

Quote from Mid Illinois Concrete

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 772,677.40

[Increase] [Decrease] from previously approved Change Orders
No. 1 to No. 2

\$ 3,670.00

Contract Price prior to this Change Order:

\$ 783,567.40 (N.T.E.)

[Increase] [Decrease] of this Change Order:

\$ 3,670.00 (N.T.E.)

Contract Price incorporating this Change Order:

\$ 787,237.40 (N.T.E.)

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): November 30, 2017

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders
No. _____ to No. _____:

Substantial completion (days): 1

~~Ready for final payment (days):~~ _____

Contract Times prior to this Change Order:

Substantial completion (days or date): December 4, 2017

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 1

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): DECEMBER 5, 2017

Ready for final payment (days or date): _____

RECOMMENDED:

By: Merle E. Angersoll, Jr.
Engineer (Authorized Signature)

Date: 9/06/17

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: [Signature]
Owner (Authorized Signature)

Date: 9/7/17

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 9/8/17

Date: _____



P.O. Box 926
 Champaign, IL 61824-0926
 Phone 217.366.3444 Fax 217.954.1601

Estimate To:
 MSA Professional Services
 C/O Champaign Park District
 201 W. Springfield Ave. #400
 Champaign, IL 61820

Proposal

DATE 8/30/2017
Job Number: 17108
Task Code: 2200

ATTENTION: Merle Ingersol
Prepared by: Jon Swanson
 Mid IL Conc Job #: 17108

Project: Hessel Park Splash Pad and Restroom

Comments or Special Instructions: Proposal is for removal of unsuitable soils at the footing bearing elevation. We will likely have bad soils at the bearing elevation for the footings. This proposal includes removal of the unsuitable soils and replacement with additional concrete during the footing pour. We can perform this work on a time and material not to exceed basis as well.

| Description | AMOUNT |
|--|-------------------|
| Excavation and Removal | \$760.00 |
| Finish and Install additional concrete | \$2,910.00 |
| Total | \$3,670.00 |

If you have any questions concerning this proposal, please contact us immediately.

THANK YOU FOR YOUR BUSINESS!

Champaign Park District
 Project #170015
 Hessel Park Phase 2/3

| | Fund 15 | Fund 16 | Fund 22 | Source of Funds Unknown | Total | Comments |
|---|--------------|--------------|--------------|----------------------------|--------------|------------------------------|
| Budget Amount Approved by Board | 400,000.00 | 200,000.00 | 200,000.00 | | 800,000.00 | |
| FY17 Expenditures | | | | | | |
| MSA A&E Design Work | (8,240.00) | (30,723.75) | (4,121.25) | | (43,085.00) | work completed |
| Balance at end of 4/30/17 | 391,760.00 | 169,276.25 | 195,878.75 | | 756,915.00 | |
| FY18 Expenditures | | | | | - | |
| Ameren Illinois | (6,824.32) | (3,412.16) | (3,412.15) | | (13,648.63) | work completed |
| Mid-Illinois Concrete Original Contract | (386,338.70) | (193,169.35) | (193,169.15) | | (772,677.20) | Signed contract |
| Subtotal as of 8/31/17 | (1,403.02) | (27,305.26) | (702.55) | | (29,410.83) | |
| | | | | | (29,410.83) | |
| Mid-Illinois Concrete Change Order #1 | | Known Cost | | (10,890.00) | (40,300.83) | |
| Mid-Illinois Concrete Change Order #2 | | Known Cost | | (3,670.00) | (43,970.83) | Cumulative Overage Projected |



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 6, 2017

SUBJECT: Participation in and support of Headwaters Invasive Plant Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant

Background

The Champaign Park District (CPD) is an active member of the Headwaters Invasive Plant Partnership (HIPP), a cooperative weed management association of local governmental agencies with the shared goal of managing invasive species on public ground. The Natural Resources Conservation Service's Regional Conservation Partnership Program (RCP) grant would provide HIPP with the funding for equipment and restoration materials to be shared by member agencies.

Prior Board Action

At the July 8, 2015 Regular Meeting, the Board approved authorizing the Executive Director to enter into the Memorandum of Understanding for a Headwaters Invasive Plant Partnership, and designated Mike Davis, Natural Areas Coordinator, as the principal contact. The term of the agreement is effective through December 31, 2020, at which time it will expire unless extended.

At the October 12, 2016 Regular Board meeting, the Board approved participation in and support of Headwaters Plan Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Grant.

Budget Impact

If HIPP's proposal is accepted, the current hourly value of the ongoing volunteer activities at CPD's natural areas sites would provide an in-kind partner contribution in the amount of \$55,366.00 over the five years of this project.

Recommended Action

Staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a Natural Resources Conservation Service Regional Conservation Partnership Program grant. The Park District did not receive the grant requested in October 2016.

Prepared by:

Reviewed by:

Randy Hauser
Horticulture and Natural Areas Supervisor

Bret Johnson
Interim Director of Operations



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 6, 2017

SUBJECT: Participation in and support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant

Background

The Champaign Park District (CPD) is an active member of the Headwaters Invasive Plant Partnership (HIPP), a cooperative weed management association of local governmental agencies with the shared goal of managing invasive species on public ground. The National Fish and Wildlife Foundation's Pulling It Together Initiative grant would provide HIPP with the funding for personnel that would prioritize and direct volunteer invasive management efforts as longstanding and new invasive plant challenges arise.

Prior Board Action

At the July 8, 2015 Regular Meeting, the Board approved authorizing the Executive Director to enter into the Memorandum of Understanding for a Headwaters Invasive Plant Partnership, and designated Mike Davis, Natural Areas Coordinator, as the principal contact. The term of the agreement is effective through December 31, 2020, at which time it will expire unless extended.

At the October 12, 2016 Regular Board meeting, the Board approved participation in and support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant.

Budget Impact

If HIPP's proposal is accepted, the current hourly value of the ongoing volunteer activities at CPD's natural areas volunteer activities would provide an in-kind partner contribution in the amount of \$22,146.40 over the two years of this project.

Recommended Action

Staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant. The Park District did not receive the grant requested in October 2016.

Prepared by:

Reviewed by:

Randy Hauser
Horticulture and Natural Areas Supervisor

Bret Johnson
Interim Director of Operations

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.