

Cary Park District Board of Commissioners

Committee of the Whole Meeting

February 8, 2024, 7:00pm

Community Center, 255 Briargate Rd. Cary, IL

Matters From the Public During Meetings – Board Policy 1-005d

1. The Board will hold Matters from the Public as part of any public open meeting.
2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

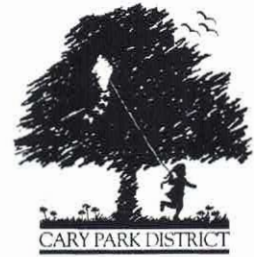
Regular, Special and Committee of the Whole Meetings

Regular and Special Board Meetings -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

Committee of the Whole Meetings – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered “draft(s)” until included on an agenda at a Regular or Special Board Meeting for final action.

Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
February 8, 2024
7:00 p.m.
Community Center
255 Briargate Road
Cary, Illinois



AGENDA

- I. Call to Order
- II. Roll Call, Pledge of Allegiance
- III. Matters from the Public, Commissioners and Staff
- IV. Approval of Minutes
 - A. December 14, 2023.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 - 1. O-2023-24-10, Authorizing the Sale or Conveyance of Personal Property Belonging to the Cary Park District.
 - 2. Illinois Park and Recreation Association, Environmental Report Card.
 - 3. Job Description, Executive Director.
- VI. Discussion Items
 - A. For Discussion/Information Only
 - 1. Driving Range Drainage Maintenance Project, Foxford Hills Golf Club.
 - 2. Presentation, Cary-Grove Youth Baseball Softball.
- VII. Adjournment

Note: In compliance with the American with Disabilities Act, this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.

Providing exceptional recreation, parks and open space opportunities.

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
December 14, 2023
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Board Members Present: Frangiamore, Stanko, Carasso, Renner (7:08pm), Victor.

Staff Present: Jones, Horn, Kelly, Hall, Krueger, Mach, Tarosas, Barge, Fejedelem.

Public Present: Al Tuman, Laura Tuman, Jenay DiOrio.

President Victor called the meeting to order at 7:00 PM.

Victor asked if there were any Matters from the Public, Commissioners, and Staff.

Under Matters from the Public, none.

Under Matters from Commissioners, none.

Under Matters from Staff, Jones reminded the Board of the Staff and Commissioner Holiday Party of December 15 at Foxford Hills Golf Club. Jones provided a brief update on the Lions Park Paving project. He stated Aptar has agreed to pay a portion of the costs for the project and staff will continue to work with them throughout the process.

The minutes from the November 9, 2023 COW meeting were presented for approval.

Stanko moved to approve the minutes as presented. Second by Carasso.

Voice vote: Yes – 4. No – None. Motion carried.

Victor recommended the Board start the meeting with the two Discussion Items. The Board agreed.

The first Discussion Item was FY2024-25 Budget Calendar. Krueger presented the calendar outline of activities related to the development and approval of the annual budget. Victor asked for discussion and there was none.

The second Discussion Item was Update, 2023 Seasons Review, Sunburst Bay Aquatic Center (SBAC) and Summer Day Camp Programs. Jones introduced Program Managers Barge (Camp ECHO) and Fejedelem (Sunshine Camp) to present the Day Camp 2023 Season Review. Barge and Fejedelem highlighted the benefits of the camps, enrollment, staffing, weekly themes, field trips, registration

process, and survey results. Fejedelem stated some of the improvements she would like to make for Sunshine Camp next summer include continue to develop and improve staff training week, reevaluate age group breakdown, look into bringing special guests in lieu of field trips (since the younger kids cannot utilize the Park District buses for field trips), and increase marketing to participants in the Early Childhood and Preschool programs. Barge stated some of the improvements he will look into for Camp ECHO include improving the drop off and pick up system at Fel-Pro, develop a new and engaging camp staff training/orientation, develop a better inclement weather plan, and adjust the refund/withdraw date.

Frangiamore inquired about the decrease in Sunshine Camp enrollment. Fejedelem did not have direct reason for the decrease since the camps were full or nearing their capacities in 2022. She stated the age group breakdown could have contributed to the decrease, which is something she will evaluate again for next summer. Frangiamore asked if Barge and Fejedelem had ways to increase retention of staff. Barge stated staff return rates for both camps was good this year, but it becomes difficult when staff begin to “age out” of these positions as they move through high school and college. He further stated they continue to try and offer a competitive rate. Carasso asked if splitting the camp up by age group for specific field trips would help keep field trips more age appropriate. Barge responded that is something he is evaluating for next summer, but there are some challenges that come with that, the maximizing of an entire bus due to cost, therefore he needs to look deeper into the details and logistics of that option. Frangiamore asked Barge is there was a waitlist. Barge responded yes there was, but it is challenging to fill spots due to the timeline of a spot becoming available and waitlist families already committed to other programs. Frangiamore asked if Camp ECHO campers went to SBAC. Barge responded all campers went to SBAC two days a week, Wednesdays and Fridays.

Jones introduced Program and Facility Manager Tarosas to walk the Board through a review of the 2023 SBAC Season. Tarosas reviewed a variety of information including staffing, concessions, admissions, guards, managers, maintenance of the facility, rentals/parties, hours of operation, swim lessons, programming and special events, PDRMA reviews, and staff training. At the conclusion of the presentation, Tarosas stated some of the goals for 2024 include increase in special events offered, revamping the swim lesson program into a swim school, host open houses, create a lifejacket rental policy, additional staff training, more hiring events, and adjust hours of operations. All Commissioners complimented staff on a job well done and provided positive feedback.

Victor stated some of the feedback she heard was in regard to issues booking parties and asked what the process is for a booking. Tarosas briefly reviewed the process and stated she will continue to evaluate the process to eliminate future issues. Frangiamore shared he received an overwhelming amount of positive feedback from the community throughout the summer. He stated he likes the idea of having Snack Shack managers in the future to help manage that area, which can get quite chaotic especially during breaks. Frangiamore expressed the need for full time maintenance staff throughout the summer to help accommodate the needs of that busy facility. He also noted the great experiences he has had with the swim team and their meets at the facility. Renner shared he also received many compliments on SBAC, one in particular complimenting the active adult opportunities available. He expressed one area of concern from his personal experience at the facility which was the area around the diving board and climbing wall. Tarosas responded staff has discussed the possibility of roping that area off in the future. Renner also expressed concerns with the concession stand umbrellas during times of high wind. Tarosas responded the umbrellas needed to be tightened, which was done and they haven’t had any other issues since that was done. Lastly, Renner asked about the swim lanes during open swim, wondering if that

many are needed. Tarosas responded patrons expressed the desire for more, so staff opened more, but staff have observed they are not all being utilized most of the time.

Carasso thanked staff for all their hard work and dedication this past summer. She agreed with Frangiamore on the need for full time maintenance staff. Stanko echoed the other commissioner's comments. He stated he is very impressed by the staff and thanked them for operating a great facility to offer to our community. Victor echoed the previous comments made. She shared any time she visited the facility, the lifeguards always did an excellent job. Victor made a recommendation to consider offering bilingual swim classes, or some other option to help reach some other members of our community. Tarosas responded they did make some adjustments this past summer with bilingual staff to help accommodate swim students who did not speak English fluently, but she will continue to review the possibility of offering a bilingual class itself. Victor shared she has heard comments from the active older adult/senior population who desire some special event or private time at the facility for an opportunity enjoy it. She also shared the desire for more adult nights.

Jones concluded the presentation by complimenting the entire staff on all their hard work and dedication to the programs and facilities.

The first Direction Item was Village of Cary, Water Main Extension Utility Easement, Construction Access Easement and Utility Easement within Hoffman Park. Jones briefly reviewed the previous discussions the Board has had in regard to this item. He added the most recent information he received from the Village of Cary (VOC), which included the following: 1) Three of the water main routes are not feasible to construct, now leaving 3 remaining options (A, C, and D). 2) An alternate option for the water main has been determined by the VOC, outside of Hoffman Park. 3) The location of the permanent utility easement in the southwest corner of Hoffman Park, may be determined by the Park District. 4) The VOC prefers temporary construction access route Option 2. 5) The VOC may consider water taps at no fee for Park District development, but likely will not agree to the same for private development. 6) The VOC's preference is to work with the Park District versus working with private owners in adjacent properties. 7) Prior to agreeing to offset Park District consultant fees (Gewalt Hamilton), the VOC would need to review the scope, anticipated fee and/or fee schedule of the consultant. 8) Significant fees assessed to the VOC by the Park District to secure a permanent utility easement(s) are not desirable. Jones stated staff has asked Gewalt Hamilton to prepare a proposal to evaluate the water main locations identified as A, C, and D. He further stated the evaluation will be done from the perspective of pros/cons for each location based on the potential for future development on the site. Jones noted additional feedback will be requested related to the permanent utility easement and temporary construction access easement route. After the evaluation, Jones stated staff will then develop a fee related to the impact of lost farming revenue and fee for the cost to secure permanent water main utility easement and permanent utility easement.

Renner started the discussion by confirming his comfort with staff developing an appropriate fee for the impact of lost farming. He stated he would be okay with not collecting a fee for the permanent utility easement from the VOC, but is disappointed with their response to the water taps. Renner confirmed he is comfortable with the location of the proposed permanent easement, but would like to let staff make that decision since they have been on site more.

Frangiamore stated he has concerns with the possibility of future development on the land in which the VOC is proposing for the water main, and does not understand why the VOC removed the other options. He expressed other concerns with the temporary access route, stating the land will never be restored to its original condition, and with the language in regard to their "consideration of no water tap fees" for Park District development. Frangiamore reiterated the VOC should be responsible for the legal and engineering costs the Park District may have. He confirmed he has no issue with the utility easement, and would be fine with not charging for the easement, but any out of pocket should be the VOC's responsibility.

Stanko reiterated the point of involving Gewalt Hamilton was to have them complete an analysis of all the options the VOC was presenting, not just these three options, to determine the best option for the Park District, and felt it is premature to respond to some of the information from the VOC. He stated he is okay with the response to no water tap fees for any future private development, and is not worried about the fees related to securing the permanent utility easement. Stanko further stated his expectation would be the VOC also reimburses the Park District for any legal fees, in addition to the consultant fees.

Carasso stated she agreed that all of the original options the VOC presented should be reviewed by Gewalt Hamilton, rather than just the three options they are now providing. She further stated she understood the important of having this water main, therefore she is okay with the fees for the permanent utility easement, but would like the Park District to be compensated for any legal fees.

Victor stated she values this as an opportunity to work together with the VOC and would be okay with splitting the consultant fees because this information will also benefit the Park District for any future plans. She asked for confirmation on whether or not the other three options originally presented are still options and if they will be explored by Gewalt Hamilton. Jones responded he will confirm with the VOC. Carasso stated the VOC may have removed the other potential option due to funding, but she would still like to hear feedback on all of the options from Gewalt Hamilton. Stanko stated this piece of property is the most valuable land the Park District owns and the Board has a responsibility to make sure they do not move forward with something that may conflict with potential future plans for this property.

Jones summarized the discussion as follows: the consensus of the Board is that Gewalt Hamilton reviews all the options originally presented to the Park District, and if the VOC will not consider the other options anymore, the conversation will be done. The Board is okay with no fees for the VOC to secure the easement and the VOC assessing water tap fees for any future private development. The VOC should be responsible for reimbursing the Park District for all costs, including consultant and legal fees, one Commissioner recommending splitting the fees. Jones stated he will communicate the information back the VOC and report back to the Board when he has new information to share.

At 9:25 PM, a motion was made by Stanko to enter Closed Session for the purpose of B. Acquisition, Purchase, or Lease of Land (5 ILCS 120/2 © (5)). Second by Renner.

Victor asked for discussion prior to taking the vote. Frangiamore expressed his concern in going into Closed Session when he had not been provided any information on the matter to be discussed. Hearing no more discussion, Victor asked for a roll call vote.

Roll call vote: Yes –Stanko, Renner, Victor. No – Frangiamore. Abstain – Carasso. Motion carried.

Victor reconvened open session at 9:38 PM.

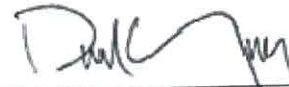
Victor summarized Closed Session as follows: The Board discussed the Acquisition, Purchase or Lease of Land.

Victor asked for a motion to adjourn.

Motion to adjourn the meeting by Renner. Second by Frangiamore.

Voice vote: Yes – 5. No – None. Motion carried.

Meeting adjourned at 9:39 pm.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Date: February 8, 2024



RE: Ordinance O-2023-24-10, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at time of purchase.

Background

On multiple occasions each fiscal year, staff brings a disposal ordinance to the Board for consideration.

The first item listed is a trade-in of the old phone system due to a new phone system being installed in November 2023 that covered the Community Center, Administrative Annex, Preschool and Lions Park Maintenance Garage. The phone vendor, TIG, was responsible to recycle the old phones.

Four items are being relisted at a lower minimum bid amount from a previous Ordinance due to not reaching the previously set minimum bid at the last auction.

- Ordinance 2021-22-09: 2016 Ford F-250 Truck w/propane kit
- Ordinance 2021-22-09: 2013 Ford F-150 Super Crew 4x4 Truck
- Ordinance 2021-22-09: Pool Chemical Controller
- Ordinance 2022-23-09: JD2500B Triplex Mower (Foxford)

There is one item that is being relisted at a lower minimum bid amount from a previous Ordinance after re-evaluation by staff.

- Ordinance 2022-23-09: John Deere 4500 Tractor (Foxford)

Equipment is disposed of using a public auction platform of which there are two options staff has used based on the type and value of the disposal equipment.

Staff Recommendation

Staff recommends approval of Ordinance O-2023-24-10, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Motion(s) to Consider

Move to recommend Board of Commissioners approval of Ordinance O-2023-24-10, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District.

Cary Park District

ORDINANCE 0-2023-24-10

AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE
OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT

Published by:
Cary Park District
255 Briargate Road
Cary, Illinois 60013

February 22, 2024

ORDINANCE O-2023-24-10

AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT

WHEREAS, 70 ILCS 1205/8-22 permits the Cary Park District to sell or convey personal property in any manner they may designate, with or without advertising a sale, when three-fifths of the members of the Board then holding office are of the opinion that such personal property is no longer necessary, useful, or for the best interests of the Park District to own; and

WHEREAS, the Cary Park District is the owner of certain items of personal property identified on the attached "Personal Property List"; and

WHEREAS, the now acting members of the Cary Park District Board of Park Commissioners have determined that said personal property is no longer necessary for, nor useful to, nor in the best interests to be owned by, the Cary Park District.

NOW THEREFORE, BE IT ORDAINED, by the President and Board of Park Commissioners of the Cary Park District, Cary, Illinois, as follows:

SECTION 1: That the conveyance of the personal property identified on the attached "Personal Property List" is hereby authorized.

SECTION 2: That the Executive Director of the Cary Park District be and hereby is authorized to sell or otherwise convey the personal property on the attached "Personal Property List".

BE IT FURTHER ORDAINED that this Ordinance shall take effect and be in full force from and after its passage.

Roll Call:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED AND APPROVED THIS 22ND DAY OF FEBRUARY 2024

Melissa Victor, President
Board of Commissioners
Cary Park District

Attest: _____
Daniel C. Jones, Secretary
Cary Park District

Cary Park District
Ordinance O-2023-24-10

Personal Property List

| Identification Tag # | Item Identification | Minimum Bid |
|-------------------------|--|-------------|
| No tags | Mitel HX Controller for Phone System (Community Center, Annex, Preschool, Lions Park) | \$0.00 |
| <u>Relist</u> | | |
| 550012010054 | Ford 2016 F-250 Truck | \$9,000.00 |
| 550012010054a | with Propane Kit | w/vehicle |
| 550012010045 | Ford 2013 F-150 Super Crew 4x4 Truck | \$8,000.00 |
| 000670 | Pool Chemical Controller | \$0.00 |
| M9/000131 | JD2500B Triplex Mower (FHGC) | \$0.00 |
| 000137 | John Deere 4500 Tractor (FHGC) | \$0.00 |

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Noah J. Mach, Superintendent of Park & Facility Maintenance
Date: February 8, 2024



**RE: 2024 Update - Illinois Park and Recreation Association (IPRA)
Environmental Report Card**

Providing exceptional, recreation, parks and open space opportunities.

Introduction

The IPRA Environmental Report Card was last completed as part of the Illinois Distinguished Accredited Agency review and approved by the Board on February 25, 2021. As an Illinois Distinguished Accredited Agency, the Park District should review and complete the Environmental Report Card every three years.

Background

When last completed in 2021, the District scored a 175 out of a possible 192 points (91%). The 2018 and 2015 report cards both had score of 90%.

The latest revision of the scorecard contained the District scored a 181 out of 202 points or 90%. The new score reflects the District's continued commitment to green practices and solidifies the agency's standing as an environmental leader in the field of parks and recreation

Staff Recommendation

Staff recommends the Committee of the Whole recommend approval of the 2024 Update - IPRA Environmental Report Card.

Motion To Consider

Move to recommend Board of Commissioners approval of the completed 2024 Update - IPRA Environmental Report Card.

Environmental Report Card III

For Park & Recreation Agencies
Revised January 19, 2017

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card). Tally up total points earned against total points possible for each section with out the "N/A" questions.

| GENERAL | | YES | NO | N/A | POINTS |
|---------|--|-------------------------------------|-------------------------------------|-----|--------|
| 1. | Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points) | <input checked="" type="checkbox"/> | | | 2 |
| | a. Is this policy/plan or set of guidelines/initiatives approved by the board? | <input checked="" type="checkbox"/> | | | 1 |
| | If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5. | | | | |
| 2. | Do full time and/or part time staff members receive an orientation and/or training in regard to your agency's environmental policy/plan? | <input checked="" type="checkbox"/> | | | 1 |
| 3. | Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff? | | <input checked="" type="checkbox"/> | | 0 |
| | a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives? | | <input checked="" type="checkbox"/> | | 0 |
| 4. | Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit? | | | | 1 |

TOTAL POINTS 5

| ADMINISTRATION AND FINANCE | | YES | NO | N/A | POINTS |
|----------------------------|---|-------------------------------------|-------------------------------------|-----|--------|
| 1. | Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Recycling | | <input checked="" type="checkbox"/> | | |
| | Energy Audits | | <input checked="" type="checkbox"/> | | |
| | Natural Areas Maintenance/Management | | <input checked="" type="checkbox"/> | | |
| | Natural Areas Restoration/Re-creation | | <input checked="" type="checkbox"/> | | |
| | Native Landscaping | | <input checked="" type="checkbox"/> | | |
| | Storm Water Best Management Practices | | <input checked="" type="checkbox"/> | | |
| | Environmentally Friendly Purchasing | | <input checked="" type="checkbox"/> | | |
| | Alternative Fuel and/or Hybrid Vehicles | | <input checked="" type="checkbox"/> | | |
| | Energy Conservation | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 5 | |

| ADMINISTRATION AND FINANCE CONTINUED | | YES | NO | N/A | POINTS |
|--------------------------------------|---|-------------------------------------|-------------------------------------|-----|--------|
| 2. | In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Natural Area Restoration/Re-creation | | <input checked="" type="checkbox"/> | | |
| | Natural Area Public Access | | <input checked="" type="checkbox"/> | | |
| | Nature Program Facilities | | <input checked="" type="checkbox"/> | | |
| | Energy Conservation (ex: lighting, heating/cooling efficiency upgrades) | | <input checked="" type="checkbox"/> | | |
| | Permeable Pavement | | <input checked="" type="checkbox"/> | | |
| | Rain Gardens | | <input checked="" type="checkbox"/> | | |
| | Bio-Swales | | <input checked="" type="checkbox"/> | | |
| | Alternative Energy Systems | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 5 | |
| | | YES | NO | N/A | POINTS |
| 3. | In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 4. | Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply | <input checked="" type="checkbox"/> | | | |
| | Minimal Packaging | | <input checked="" type="checkbox"/> | | |
| | Recycled and Recyclable Content | | <input checked="" type="checkbox"/> | | |
| | Renewable Resource Content | | <input checked="" type="checkbox"/> | | |
| | Minimum 30% Post Consumer Materials | | <input checked="" type="checkbox"/> | | |
| | Energy Star Rated Appliances | | <input checked="" type="checkbox"/> | | |
| | Low VOC Furnishings, Paints, etc | | <input checked="" type="checkbox"/> | | |
| | Low Toxicity Cleaning products | | <input checked="" type="checkbox"/> | | |
| | Locally Produced Materials/Products | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 5 | |

| ADMINISTRATION AND FINANCE CONTINUED | | YES | NO | N/A | POINTS |
|--------------------------------------|--|-------------------------------------|----|-----|--------|
| 6. | Does your agency seek to identify and purchase from vendors of environmentally friendly products through the US Communities or similar program? (2 points) | <input checked="" type="checkbox"/> | | | 2 |
| | | YES | NO | N/A | POINTS |
| 7. | When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education. | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 8. | Are procedures in place to measure the impacts of environmental goals/initiatives? (e.g. cost savings, energy savings, waste reduction) | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 9. | Does your agency collaborate with other agencies/organizations on environmental efforts? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 10. | Does your agency promote public awareness of its sustainability efforts? | <input checked="" type="checkbox"/> | | | 1 |

TOTAL POINTS

24

| FACILITY MANAGEMENT & MAINTENANCE | | YES | NO | N/A | POINTS |
|-----------------------------------|---|-------------------------------------|--------------------------|--------------------------|--------|
| 1. | Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Are staff encouraged to recycle via policies, training, memoranda and notices? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 2. | Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Are patrons encouraged to recycle via education, policies, promotion and signage? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 3. | Are recycling containers paired with waste containers, visibly well marked and easy to locate? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 4. | Are outside concessionaires required to minimize the use of disposable products? (2 points) (e.g. use of bio-compostable utensils, serving items, containers or packaging, reusable utensils or beverage containers) | <input checked="" type="checkbox"/> | | | 2 |
| | a. Are outside concessionaires required to offer recycling for patrons? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency encourage the use of electronic communication to conserve paper? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 6. | Is staff encouraged to use duplexing or double-sided copying of documents? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 7. | When contracting printing vendors or purchasing from vendors, does your agency specify: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 |
| | a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing? | <input checked="" type="checkbox"/> | | | |
| | b. Paper that contains 30% or more post consumer recycled content? | <input checked="" type="checkbox"/> | | | |
| | c. Other: Please List | <input type="checkbox"/> | | | |
| | | YES | NO | N/A | POINTS |
| 8. | Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one. | | | | 5 |
| | a. Are at least 50% of fixtures low flow or motion activated? | | | | |
| | b. Are at least 75% of fixtures low flow or motion activated? | | | | |
| | c. Are 100% of fixtures low flow or motion activated | <input checked="" type="checkbox"/> | | | |
| | | YES | NO | N/A | POINTS |
| 9. | Do restrooms and locker rooms have hand dryers in lieu of paper towels? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Do 100% of your restrooms/locker rooms have hand dryers? | <input type="checkbox"/> | | | 0 |
| | | YES | NO | N/A | POINTS |
| 10. | Does your agency conduct energy audits? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Following audits, does your agency make changes? | <input checked="" type="checkbox"/> | | | 1 |
| | b. After making changes, does your agency record differences in impact? | <input checked="" type="checkbox"/> | | | 1 |

| FACILITY MANAGEMENT & MAINTENANCE CONTINUED | | YES | NO | N/A | POINTS |
|---|--|-------------------------------------|----|-----|--------|
| 11. | Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Are 100% of new or replacement lighting needs energy-efficient? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 12. | Are lights, fans or other electric devices where appropriate, on motion activated occupancy sensors or timers? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 13. | Are staff instructed to turn off all electronics and unplug charging devices at the end of the day? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 14. | Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 15. | Are hot water heaters and hot water pipes insulated? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 16. | Are on-demand/tankless hot water heaters utilized where appropriate? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 17. | Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Are particulate filters (with MERV8 rating or better) used in HVAC systems? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 18. | Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points) | <input checked="" type="checkbox"/> | | | 2 |
| | | YES | NO | N/A | POINTS |
| 19. | Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 20. | To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 21. | Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities? | <input checked="" type="checkbox"/> | | | 1 |
| | a. Are building materials removed during remodeling/renovation reclaimed or recycled? | <input checked="" type="checkbox"/> | | | 1 |

| FACILITY MANAGEMENT & MAINTENANCE CONTINUED | | YES | NO | N/A | POINTS |
|---|---|-------------------------------------|-------------------------------------|-----|--------|
| 22. | Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels? (1 point for each checked below, with a maximum of 5 points) check all that apply | <input checked="" type="checkbox"/> | | | |
| | Energy Efficient Lighting | | <input checked="" type="checkbox"/> | | |
| | Batteries | | <input checked="" type="checkbox"/> | | |
| | Electronics | | <input checked="" type="checkbox"/> | | |
| | Ink and Toner Cartridges | | <input checked="" type="checkbox"/> | | |
| | Paints | | <input type="checkbox"/> | | |
| | Cleaning Products | | <input type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | 5 | | | |
| | | YES | NO | N/A | POINTS |
| 23. | Does your agency have an integrated pest management program in place to reduce the use of toxic pesticides within facilities? (2 points) | <input checked="" type="checkbox"/> | | | 2 |
| | | YES | NO | N/A | POINTS |
| 24. | Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (1 point for each checked below, with a maximum of 5 points) check all that apply | <input checked="" type="checkbox"/> | | | |
| | Passive Solar | | <input checked="" type="checkbox"/> | | |
| | Active Solar | | <input checked="" type="checkbox"/> | | |
| | Wind Energy | | <input checked="" type="checkbox"/> | | |
| | Geo-Thermal | | <input type="checkbox"/> | | |
| | Green Roof | | <input type="checkbox"/> | | |
| | TOTAL NUMBER CHECKED | 3 | | | |
| | | YES | NO | N/A | POINTS |
| 25. | Does your agency actively train and/or support staff training in sustainable management practices (green cleaning, energy efficiency, etc) | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 26. | Does your agency purchase energy through a green energy provider? | <input checked="" type="checkbox"/> | | | 1 |

TOTAL POINTS

49

| FLEET MANAGEMENT AND MAINTENANCE | | YES | NO | N/A | POINTS |
|----------------------------------|---|-------------------------------------|----|-----|--------|
| 1. | Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 2. | If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 3. | Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 4. | Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 6. | Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy for staff)? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 7. | Does your agency actively fund or apply for grants that promote and provide the means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points) | <input checked="" type="checkbox"/> | | | 2 |
| | | YES | NO | N/A | POINTS |
| 8. | As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one. | | | | 5 |
| 0% - 0 points | | | | | |
| 1-10% - 1 point | | | | | |
| 11-20% - 2 points | | | | | |
| 21-30% - 3 points | | | | | |
| 30-50% - 4 points | | | | | |
| >50% - 5 points | | | | | |
| | | YES | NO | N/A | POINTS |
| 9. | Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher? | <input checked="" type="checkbox"/> | | | 1 |

TOTAL POINTS

14

| PARKS & NATURAL RESOURCES MANAGEMENT | | YES | NO | N/A | POINTS |
|--------------------------------------|--|-------------------------------------|-------------------------------------|-----|--------|
| 1. | Does your agency have natural resource management plans in place for District natural areas? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 2. | Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Restoration of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Re-creation of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Control Exotic Species | | <input checked="" type="checkbox"/> | | |
| | Increase Biodiversity/Wildlife Habitat | | <input checked="" type="checkbox"/> | | |
| | Storm water Best Management Practices (bio-swales, rain gardens, permeable paving) | | <input checked="" type="checkbox"/> | | |
| | Improve Water Quality | | <input type="checkbox"/> | | |
| | Bank Stabilization | | <input checked="" type="checkbox"/> | | |
| | Sediment & Erosion Control | | <input checked="" type="checkbox"/> | | |
| | Integrated Pest Management Program (to reduce pesticide use w/in parks) | | <input checked="" type="checkbox"/> | | |
| | Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | 5 | | | |
| | | YES | NO | N/A | POINTS |
| 3. | Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Restoration of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Re-creation of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Control Exotic Species | | <input checked="" type="checkbox"/> | | |
| | Increase Biodiversity/Wildlife Habitat | | <input checked="" type="checkbox"/> | | |
| | Storm water Best Management Practices (bio-swales, rain gardens, permeable paving) | | <input checked="" type="checkbox"/> | | |
| | Improve Water Quality | | <input type="checkbox"/> | | |
| | Bank Stabilization | | <input checked="" type="checkbox"/> | | |
| | Sediment & Erosion Control | | <input checked="" type="checkbox"/> | | |
| | Integrated Pest Management Program (to reduce the use of pesticides w/in parks) | | <input checked="" type="checkbox"/> | | |
| | Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions | | <input type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | 5 | | | |
| | | YES | NO | N/A | POINTS |
| 4. | Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)? | | <input checked="" type="checkbox"/> | | 0 |
| | a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas? | <input checked="" type="checkbox"/> | | | |

| PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED | | YES | NO | N/A | POINTS |
|--|---|-------------------------------------|----|-------------------------------------|--------|
| 6. | Has your agency phased out the use of coal tar based asphalt sealants and started the use of less toxic eco-friendly alternatives? | <input type="checkbox"/> | | | 0 |
| | | YES | NO | N/A | POINTS |
| 7. | Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Utilization of drought and disease resistant native plant species | | | <input checked="" type="checkbox"/> | |
| | Elimination of mowing in some areas | | | <input checked="" type="checkbox"/> | |
| | Reduction of the number of applications or using a single-application product | | | <input checked="" type="checkbox"/> | |
| | Use of Integrated Pest Management (IPM) | | | <input checked="" type="checkbox"/> | |
| | TOTAL NUMBER CHECKED | 4 | | | |
| | | YES | NO | N/A | POINTS |
| 8. | Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Reduce Erosion | | | <input checked="" type="checkbox"/> | |
| | Reduce Non-Point Source Pollution | | | <input checked="" type="checkbox"/> | |
| | Deter Canada Geese | | | <input checked="" type="checkbox"/> | |
| | TOTAL NUMBER CHECKED | 3 | | | |
| | | YES | NO | N/A | POINTS |
| 9. | Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Windbreaks/buffers | | | <input checked="" type="checkbox"/> | |
| | Shade Trees Along Southern Exposures of Buildings | | | <input checked="" type="checkbox"/> | |
| | Shade Trees Around Paved Areas | | | <input checked="" type="checkbox"/> | |
| | Drought Tolerant Native Plants | | | <input checked="" type="checkbox"/> | |
| | TOTAL NUMBER CHECKED | 4 | | | |
| | | YES | NO | N/A | POINTS |
| 10. | Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Administrative Offices | | | <input checked="" type="checkbox"/> | |
| | Recreational Building Facilities | | | <input checked="" type="checkbox"/> | |
| | Aquatic Facilities | | | <input checked="" type="checkbox"/> | |
| | Maintenance Facilities | | | <input checked="" type="checkbox"/> | |
| | Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters) | | | <input checked="" type="checkbox"/> | |
| | Golf Courses | | | <input checked="" type="checkbox"/> | |
| | TOTAL NUMBER CHECKED | 5 | | | |
| | | YES | NO | N/A | POINTS |
| 11. | Does your agency post no idling signage in designated areas for frequently used drop off & pick up areas for program participants? | <input type="checkbox"/> | | | 0 |
| | | YES | NO | N/A | POINTS |
| 12. | Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply. | <input checked="" type="checkbox"/> | | | |
| | Encroachment | | | <input checked="" type="checkbox"/> | |
| | Illegal Dumping | | | <input checked="" type="checkbox"/> | |
| | Other: Please List | | | <input checked="" type="checkbox"/> | |
| | TOTAL NUMBER CHECKED | 2 | | | |

| PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED | | YES | NO | N/A | POINTS |
|--|--|-------------------------------------|-------------------------------------|-----|--------|
| 13. | Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply. | <input checked="" type="checkbox"/> | | | |
| | Fertilizers | | <input checked="" type="checkbox"/> | | |
| | Pesticides | | <input checked="" type="checkbox"/> | | |
| | Excavated material | | <input checked="" type="checkbox"/> | | |
| | Construction material | | <input checked="" type="checkbox"/> | | |
| | Other hazardous materials: Please List Pool Chemicals | | | | |
| | TOTAL NUMBER CHECKED | | | | 5 |
| | | YES | NO | N/A | POINTS |
| 14. | Does your agency distribute/have available resources to explain natural resource best management practices? | <input checked="" type="checkbox"/> | | | 1 |

TOTAL POINTS

37

| PLANNING & OPEN SPACE PRESERVATION | | YES | NO | N/A | POINTS |
|------------------------------------|---|-------------------------------------|-------------------------------------|-----|--------|
| 1. | Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply | <input checked="" type="checkbox"/> | | | |
| | Remnant Prairies | | <input checked="" type="checkbox"/> | | |
| | Wetlands | | <input checked="" type="checkbox"/> | | |
| | Rivers, Streams, Tributaries | | | | |
| | Ponds/Lakes | | | | |
| | Floodplains | | <input checked="" type="checkbox"/> | | |
| | Greenways/Corridors | | | | |
| | Woodlands | | | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | | |
| | | YES | NO | N/A | POINTS |
| 2. | For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply | <input checked="" type="checkbox"/> | | | |
| | Protect/Provide Habitats | | <input checked="" type="checkbox"/> | | |
| | Increase Biodiversity | | <input checked="" type="checkbox"/> | | |
| | Improve Water Quality | | | | |
| | Control Exotic Species | | <input checked="" type="checkbox"/> | | |
| | Erosion Control | | | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | 3 | | |
| | | YES | NO | N/A | POINTS |
| 3. | Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Restoration of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Re-creation of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Control Invasive Species | | <input checked="" type="checkbox"/> | | |
| | Increase Biodiversity/Wildlife Habitat | | <input checked="" type="checkbox"/> | | |
| | Native Landscaping | | <input checked="" type="checkbox"/> | | |
| | Storm water Best Management Practices (bio-swales, rain gardens, permeable paving) | | <input checked="" type="checkbox"/> | | |
| | Improve Water Quality | | | | |
| | Proscribed Burning | | <input checked="" type="checkbox"/> | | |
| | Bank Stabilization | | | | |
| | Sediment & Erosion Control | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | 5 | | |

| PLANNING & OPEN SPACE PRESERVATION CONTINUED | | YES | NO | N/A | POINTS |
|--|--|-------------------------------------|-------------------------------------|-----|--------|
| 4. | Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Restoration of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Re-creation of Natural Areas | | <input checked="" type="checkbox"/> | | |
| | Control Invasive Species | | <input checked="" type="checkbox"/> | | |
| | Increase Biodiversity/Wildlife Habitat | | <input checked="" type="checkbox"/> | | |
| | Native Landscaping | | | | |
| | Storm water Best Management Practices (bio-swales, rain gardens, permeable paving) | | | | |
| | Improve Water Quality | | <input checked="" type="checkbox"/> | | |
| | Proscribed Burning | | | | |
| | Bank Stabilization | | <input checked="" type="checkbox"/> | | |
| | Sediment & Erosion Control | | | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 5 | |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Boardwalks | | <input checked="" type="checkbox"/> | | |
| | Trails | | <input checked="" type="checkbox"/> | | |
| | Fishing Piers | | <input checked="" type="checkbox"/> | | |
| | Viewing Platforms | | | | |
| | Canoe/kayak launches | | <input checked="" type="checkbox"/> | | |
| | Other: Please List Shelters | | | | |
| | TOTAL NUMBER CHECKED | | | 4 | |
| | | YES | NO | N/A | POINTS |
| 6. | Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Interpretive Signs | | <input checked="" type="checkbox"/> | | |
| | Educational Brochures/Pamphlets | | <input checked="" type="checkbox"/> | | |
| | Educational Posters | | <input checked="" type="checkbox"/> | | |
| | Agency Program Brochure | | <input checked="" type="checkbox"/> | | |
| | Website | | | | |
| | Events/Programs | | | | |
| | Public Meetings | | | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 5 | |

| PLANNING & OPEN SPACE PRESERVATION CONTINUED | | YES | NO | N/A | POINTS |
|--|--|-------------------------------------|-------------------------------------|-----|--------|
| 7. | Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Other Government Agencies | | <input checked="" type="checkbox"/> | | |
| | Not-for-Profit Organizations | | <input checked="" type="checkbox"/> | | |
| | Private Landowners | | | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | | | 2 | |
| | | YES | NO | N/A | POINTS |
| 8. | Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 9. | Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans? | <input checked="" type="checkbox"/> | | | 1 |

TOTAL POINTS

26

| PROGRAMMING | | YES | NO | N/A | POINTS |
|-------------|--|-------------------------------------|-------------------------------------|-----|--------|
| 1. | Does your agency own and operate a nature center? | | <input checked="" type="checkbox"/> | | 0 |
| | a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming? | <input checked="" type="checkbox"/> | | | |
| | | YES | NO | N/A | POINTS |
| 2. | Does your agency partner to provide nature programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.) | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 3. | Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, bee keeping) | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 4. | Does your agency proactively educate residents regarding wildlife issues and ways to avoid conflicts? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 5. | Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns) | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 6. | Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply. | <input checked="" type="checkbox"/> | | | |
| | Minimal Packaging | | <input checked="" type="checkbox"/> | | |
| | Recycled and Recyclable Content | | <input checked="" type="checkbox"/> | | |
| | Renewable Resource Content | | <input checked="" type="checkbox"/> | | |
| | Minimum 30% Post Consumer Materials | | <input checked="" type="checkbox"/> | | |
| | Low VOC Furnishings, Paints, etc. | | <input checked="" type="checkbox"/> | | |
| | Low Toxicity Cleaning Products | | <input checked="" type="checkbox"/> | | |
| | Locally Produced Materials/Products | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | 5 | | | |
| | | YES | NO | N/A | POINTS |
| 7. | Does your agency clearly communicate its waste reduction and recycling expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Facility Rentals | | <input checked="" type="checkbox"/> | | |
| | Special Events | | <input checked="" type="checkbox"/> | | |
| | Program Participants | | <input checked="" type="checkbox"/> | | |
| | Contracted Vendors / Program Instructors | | <input checked="" type="checkbox"/> | | |
| | Other: Please List | | | | |
| | TOTAL NUMBER CHECKED | 4 | | | |

Check this box to clear this page

| PROGRAMMING CONTINUED | | YES | NO | N/A | POINTS |
|-----------------------|--|-------------------------------------|----|-------------------------------------|--------|
| 8. | Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply. | <input checked="" type="checkbox"/> | | | |
| | Land Stewardship | | | <input checked="" type="checkbox"/> | |
| | Environmental Education | | | <input checked="" type="checkbox"/> | |
| | Other: Please List Master Gardener Program at Community Gardens | | | | 2 |
| TOTAL NUMBER CHECKED | | | | | 2 |
| | | YES | NO | N/A | POINTS |
| 9. | Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)? | <input checked="" type="checkbox"/> | | | 1 |
| | | YES | NO | N/A | POINTS |
| 10. | Does your agency actively fund and/or apply for grants to support: (1 point for each checked below, with a maximum of 4 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Environmental Programs | | | <input checked="" type="checkbox"/> | |
| | Interpretive Initiatives (i.e. signage, brochures, displays, etc.) | | | <input checked="" type="checkbox"/> | |
| | Nature Play Areas | | | <input checked="" type="checkbox"/> | |
| | Other: Please List | | | | 2 |
| TOTAL NUMBER CHECKED | | | | | 2 |
| | | YES | NO | N/A | POINTS |
| 11. | Does your agency clearly communicate its energy conservation expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply | <input checked="" type="checkbox"/> | | | |
| | Facility Rentals | | | <input checked="" type="checkbox"/> | |
| | Special Events | | | <input checked="" type="checkbox"/> | |
| | Program Participants / Facility Users | | | <input checked="" type="checkbox"/> | |
| | Contracted Vendors / Program Instructors | | | <input checked="" type="checkbox"/> | |
| | Other: Please List | | | | 4 |
| TOTAL NUMBER CHECKED | | | | | 4 |

| | |
|--|-----|
| TOTAL POINTS | 23 |
| GRAND TOTAL OF ALL THE SECTIONS COMBINED | 178 |
| TOTAL POSSIBLE POINTS | |
| PERCENTAGE | 88% |

GRAND TOTAL POINT REVIEW

There are 202 total possible points. The percentage calculated should exclude all sections you marked not applicable. Divide your points earned by the total point eligible to find your percentage score.

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address them.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30% or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION - Does your agency have a representative on IPRA's Environmental Committee? ☐ YES or ☒ NO

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: February 8, 2024



RE: Job Description – Executive Director

Providing exceptional recreation, parks and open space opportunities.

Introduction

The guidelines of the Distinguished Accreditation program adopted as a best practice of the Park District, state that the job description of the Executive Director be reviewed by the Board of Commissioners every five years. The job description was last reviewed in March of 2019.

Background

The Executive Director job description is an attachment to Policy 2-001, Executive Director Job Description, Authority and Responsibility. Per Policy 2-001 the Board is responsible to establish and approve the Executive Director job description. Policy 2-001 has been included should the Board wish to review it.

Staff Recommendation

Staff does not recommend any significant changes to the job description. Two minor changes were made: 1) revision under Personnel Mgmt, #6, d. of Administrative Assistant to Administrative and Recreation Program Assistant; and 2) in several areas the word "Park" was added before "District" ("Park District") for consistency throughout the document. HR Coordinator Tillson reviewed the job description from a legal and HR perspective.

Motion(s) to Consider

Move to recommend Board of Commissioners approval of the job description of the Executive Director, as revised.

CARY PARK DISTRICT

Job Description

Job Title: Executive Director
Category: Full Time, Exempt
Classification Level: Not applicable.
Department: Administration
Reports To: Board of Commissioners

BASIC FUNCTION

The Executive Director is responsible for the overall general and administrative operations of the Cary Park District ("Park District") including parks, recreation programs, facilities, and finance and personnel management. The Executive Director works closely with the Board of Commissioners ("Board") in creating and establishing the Board-approved governing policies of the Park District, and interpreting those policies as operating procedures. The Executive Director implements the Board-approved mission and vision of the Park District on a daily basis through comprehensive master planning, strategic planning, goals and objectives. The Executive Director serves as the Park District's representative in all media contact.

ESSENTIAL DUTIES

Administration

1. Implement the mission, vision and long-range goals of the Park District and assure its success.
2. Work closely with the Board in developing Park District philosophy and policy, and maintain accurate and effective Board policy management system.
3. Develop and draft Board policy as required or assigned and direct policies through appropriate channels for Board consideration and final disposition.
4. Interpret Board policy; develop and administer standard operating procedures for daily operations based on approved Board policies.
5. Communicate with all Board members on matters of importance; communicate with Board President on routine matters.
6. Prepare agenda and supporting written reports and studies for regular and special Board meetings.
7. Develop, interpret and promote the park, recreation and leisure philosophies of the Park District.
8. Develop and implement administrative and operating procedures that improve the efficiency and effectiveness of the organization.
9. Develop strategies and work plans to prepare and implement routine and special projects in park, recreation program and facilities operations.

10. Attend professional educational training and remain informed of current trends and issues in related areas of responsibility.
11. Serve as Park District Board Secretary as appointed by the Board, and complete all duties as required of such position per the Park District Code.

Customer Service

1. Develop and implement customer service procedures that improve the overall satisfaction of customers using parks, recreation programs and facilities.
2. Administer Park District-wide employee customer service and satisfaction training program.
3. Administer strategies for maintaining a high level of customer satisfaction toward the agency throughout the Park District.

Public Relations & Marketing

1. Develop and implement public relations and marketing procedures that promote a positive community attitude and opinion of the Park District.
2. Develop and implement marketing procedures to increase Park District awareness about the park and recreation opportunities available to the community.
3. Administer comprehensive marketing plans for the Park District.
4. Administer Park District-wide employee public relations training program.
5. Serve as Park District representative in all media contacts.
6. Develop and maintain cooperative relationships with other governmental, civic and affiliated club administrators and leaders.
7. Develop and implement efficient methods for external communications with park visitors and neighbors, recreation program and facility users, media and the general public as a whole.
8. Develop and implement efficient methods for internal communications with the Board, full, part-time and seasonal employees, and volunteers.
9. Serve as the Park District liaison with assigned community groups.
10. Represent the Park District at local meetings, state and national functions.

Financial Management

1. Develop and implement financial management procedures that improve the overall fiscal stability of the Park District's operations.
2. Administer preparation of annual budget goals, fund/line-item budget detail, annual levy and budget ordinances for Board approval.
3. Administer Park District-wide accounting, general ledger, cash receipts and deposit processing, accounts receivable and payables and payroll processing systems.
4. Administer Park District-wide purchasing program.
5. Administer Park District investment program.
6. Administer Park District-wide fixed asset insurance program.
7. Administer, research, develop and submit information for Park District grant applications.
8. Administer completion of approved grant projects and accurate financial record keeping for reimbursement and audit purposes.

Safety and Risk Management

1. Develop and implement safety and risk management procedures that improve the overall employee and customer/visitor safety of the Park District's operations.
2. Serve as or delegate the PDRMA Board of Director's representative for Park District.

3. Administer comprehensive safety and risk management program.
4. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
5. Familiarity with and effective implementation of the Employee Safety Manual.
6. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
7. Responsible for providing all injury, illness and health information required by the Park District in its effort to assign tasks within an individual's capacity to prevent potential injury or illness.
8. Responsible for notification of injury or illness relating to a task assignment as described within the Employee Safety Manual.

Personnel Management

1. Develop and implement personnel management procedures that are fair and objective to both employer and employees, and can successfully accomplish the mission of the Park District.
2. Administer all aspects of personnel management separate and apart from Board influence and activities and within annually approved budget; inform the Board of all pertinent personnel matters on a timely basis.
3. Administer effective organizational structure for Park District operations; review, revise and present annually for Board approval.
4. Administer full-time, part-time and seasonal employee salary and wage scales; administer full-time personnel salaries and wages merit pool for distribution.
5. Administer development of full-time, part-time and seasonal job descriptions and revisions as appropriate.
6. Direct supervision of the following employees including but not limited to development, hiring, training, record-keeping, evaluating, and terminating supervised employees:
 - a. Deputy Director;
 - b. Director of Finance and Administration;
 - c. Director of Planning & Development;
 - d. *Administrative and Recreation Program Assistant*;
 - e. Director of Marketing and Communications.

Planning

1. Develop and implement planning procedures that improve the future scheduling and management of the Park District's operations.
2. Develop and monitor progress of the Park District's Board-approved ten-year Comprehensive Master Plan.
3. Develop, implement and annually update a Board-approved 3-5 year strategic plan.
4. Administer, develop, implement and review the Park District's annual goals and objectives work plan program.
5. Administer the Capital Improvement Fund and Equipment Replacement Fund.
6. Administer open space and land acquisition initiatives.

Park Grounds and Maintenance Management

1. Develop and implement park grounds management procedures that improve the overall park grounds available through the Park District's operations.
2. Administer all Illinois Nature Preserves located within the Park District.
3. Administer a comprehensive park delivery system.

Fleet Management

Approved: *March 28, 2019*

1. Develop and implement fleet management procedures that improve the efficiency of the District's fleet of vehicles and motorized equipment.
2. Administer a comprehensive fleet management system.

Recreation Program Management

1. Develop and implement program management procedures that improve the overall recreation programs offered by or through the Park District's operations.
2. Administer a comprehensive recreation program delivery system that meets the needs of all citizens within the Park District.
3. Serve as NISRA Board of Director's representative for Park District.

Recreation Facility Management

1. Develop and implement facility management procedures that improve the overall recreation facilities available through the Park District's operations.
2. Administer a comprehensive recreation facilities delivery system that meets the needs of all citizens within the Park District.

Concession Sales Management

1. Develop and implement concession sales management procedures to increase and improve the profitability of various in-house and contractual food and merchandise concessions.
2. Administer a profitable concession sales management delivery system.

POSITION QUALIFICATIONS

| | |
|-----------------|---|
| Education: | A master's degree in Parks, Recreation, Conservation, or Leisure Services Administration. |
| Experience: | Minimum of five (5) years related Park District experience in a mid-management or administrative level. |
| Certifications: | Current participation as a Certified Park & Recreation Professional (CPRP) through a NRPA recognized professional certification program is also required. |

SKILLS & ABILITIES

| | |
|--------------------|---|
| Memory Recall | Readily recalls details necessary to perform the job. |
| Mental Alertness | Learns new tasks quickly. |
| Scanning Accuracy | Demonstrates attention to detail. |
| Verbal Ability | Communicates clearly. |
| Composure | Remains calm in difficult situations. Demonstrates an ability to concentrate on key job expectations. |
| Character Strength | Is responsible and dependable. Completes assignments. |

| | |
|----------------------|---|
| Emotional Maturity | Works independently. Accepts authority. Informs the supervisor of problems when necessary. |
| Interpersonal Skills | Demonstrates cooperation, courtesy and consideration when working with others. |
| Motivation | Seeks to continually improve performance. |
| Success Orientation | Sets personal standards for quality, quantity, and timeliness of work. Improves personal productivity. |

PHYSICAL DEMANDS

| | |
|---------------------|---|
| Manual Dexterity: | Work requires regular speed, high level of accuracy and adeptness to operate a limited range of equipment including computers, tablets and smartphones. |
| Physical Effort: | Work requires handling light and simple weight materials or equipment requiring limited effort. |
| Working Conditions: | Ordinary office. |
| Hazards | Negligible. Little or no exposure to hazards. |

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.

Cary Park District
Board Policy Manual

Policy Name: **Executive Director Job Description,
Authority & Responsibility**

Date Approved: 7/8/1999
Last Revision: 9/28/2000
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to employ an Executive Director as the chief administrator to administer and implement policies and procedures, direct daily operations, and plan for the future operations of the District. The Executive Director is authorized to conduct the activities of the District according to the policies as approved by the Board. The Executive Director is authorized to interpret these policies and implement procedures to assure the success of the District's operation.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board shall establish and approve the Executive Director's job description.
2. The Board shall conduct an annual performance appraisal of the Executive Director.
3. The Board shall establish the annual salary, merit increase or bonus compensation for the Executive Director.
4. The Board and Executive Director shall establish an agreeable list of Board-Executive Director responsibilities & authority guidelines, and review the guidelines on an annual basis.
5. The Executive Director shall faithfully represent the position of the Board of Commissioners wherever necessary.
6. The Executive Director shall establish procedures, direct daily operations and plan for the future operations of the District within approved budget guidelines.
7. The Executive Director shall establish the organizational operating structure of the District and hire personnel within approved policy and budget guidelines.
8. The Executive Director and authorized delegates shall employ competent staff to carry out the operations of the District.
9. The Executive Director and authorized delegates shall legally expend funds of the District in accordance with the approved budget and purchasing policy guidelines.
10. The Executive Director and authorized delegates shall administer and implement the comprehensive master plan and strategic plans as approved by the Board.
11. The Executive Director is authorized to establish and enact interim rules and regulations as needed.

This policy revises 2-001.r1 in full.

Board President Signature: David Gerwaia

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: February 8, 2024



RE: Foxford Hills Golf Club Driving Range Drainage Maintenance Project

Providing exceptional recreation, parks and open space opportunities.

Introduction

In the coming months the Board of Commissioners will review and approve the FY2024-25 budget. In preparation for and as part of this process, staff is providing an update on a capital maintenance item that should be included as part of the budget in FY2024-25 at Foxford Hills Golf Club.

Background

Effective drainage of storm water along the southern edge of the driving range and along the northern edge of the parking lot, has been impacted by decaying features that make up the infrastructure in place to support it. This has led to both a lack of water movement and uncontrolled water movement. The result has been standing water, saturated areas and erosion as water moves along the path of least resistance. The impact to operations has been an inability to access this area to retrieve range balls and effectively/efficiently pick the balls and return them to the ball dispenser for sale to customers. These challenges have had a negative impact on operations and generation of revenue and income for Foxford Hills Golf Club.

HR Green was engaged to explore the issue and to provide a recommendation for corrective actions. HR Green will present their recommendation to the Board during the meeting.

Staff Recommendation

Staff concurs with the corrective actions being recommended by HR Green for the project to be included within the FY2024-25 budget.

Motion(s) to Consider

None. This item is for Discussion Only.



MEMO

To: Dan Jones, Cary Park District

From: Andrea Pracht, P.E., CFM

Subject: Foxford Hills Golf Club – Drainage Investigation

Project Number: 2302426

Date: January 30, 2024

Project Overview

The southern limits of the driving range are difficult to maintain in this manner due to a narrow drainage channel running east to west from the parking lot to the east property limits. The channel contains standing water during the majority of the spring and fall seasons. The standing water causes problems for the Park District in retrieving golf balls from this area.

The Park District has asked HR Green to provide a drainage investigation and solution to the drainage problem along the southern limits of the driving range, downstream of the Club House parking lot.

As part of this project, HR Green conducted an existing conditions survey of the drainage structures and channel topography, east of Rawson Bridge Road. Using the survey information, HR Green completed a drainage investigation and evaluated alternatives.

Recommendations

Based on our study findings, we are recommending the following improvements to the channel:

- At the flared end section by the parking lot:
 - remove the existing stones and sediment,
 - regrade the channel to allow positive overland drainage,
 - install a new catch basin at the flared end section; and
 - install a new 12-inch perforated HDPE pipe underdrain to connect to the downstream catch basin.
- Replace and lower the existing 18-inch diameter catch basin with a new 24-inch diameter structure.
- Remove all of the existing 6-inch HDPE drain tile throughout the reach and replace with new perforated 12-inch HDPE pipe.
- Install two new 24-inch catch basins along the reach.

Opinion of Probable Cost

Our opinion of probable cost for the recommended solution is \$102,545, including a 20% contingency. Please note that these costs do not include final engineering or permitting.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Date: February 8, 2024



RE: Presentation, Cary-Grove Youth Baseball Softball

Providing exceptional, recreation, parks and open space opportunities.

Introduction

In December 2023, members of the leadership board of Cary-Grove Youth Baseball Softball (CGYBS) met with staff to discuss CGYBS desire to appear before the Board and make a presentation.

Background

Bob Johnson, President of CGYBS, and members of their leadership board will present information to the Board on current and future needs as well as their vision for the CGYBS program.

Staff Recommendation

None.

Motion To Consider

None.