

Sycamore

PARK DISTRICT

Established 1923

940 East State Street
Sycamore, IL 60178
email: info@sycamoreparkdistrict.com

(TEL) 815/895-3365
(FAX) 815/895-3503
www.sycamoreparkdistrict.com

Sycamore Park District

Regular Board Meeting

June 25, 2013

6:00 pm

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Special Meeting – May 28, 2013 (Voice Vote)

7. Regular Meeting – May 28, 2013 (Voice Vote)

Executive Session Minutes – May 28, 2013 (Voice Vote)

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT:

Comments

Presentation by DeKalb County Community Foundation—Bart

APPROVAL OF MONTHLY CLAIMS:

15. Claims Paid Since Board Meeting (Roll Call Vote)

21. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

47. Superintendent of Finance Monthly Report

29. Budget Report/Monthly Cash Flow Monthly Report

51. Superintendent of Golf Operations Monthly Report

55. Superintendent of Parks and Facilities Monthly Report

61. Superintendent of Recreation Monthly Report

65. Executive Director Monthly Report

“Sycamore Park District - we put the MORE in Sycamore”

“Sycamore Park District is an equal opportunity provider and employer”

Board of Commissioners Meeting

June 25, 2013

PG 2

CORRESPONDENCE-

- 69. Cornerstone Christian Academy
- 70. Sycamore Pumpkin Festival Committee
- 71. Clubhouse Rental Questionnaire-Virginia Jones
- 72. Clubhouse Rental Questionnaire-Yvonne Vallong
- 73. Clubhouse Rental Questionnaire – Monica SanPedro

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Status of Inventory Control Measures—Jackie

OLD BUSINESS:

- Discussion and Consensus on Report Back to CWSPT—Ted/Michelle
- Parameters for Board Negotiations—Ted
- Future Study Sessions—Dan
- 75. Second DRAFT Review of Personnel Policy—Dan
- 77. Final Review of Future Grant Opportunities—Dan
- 83. Adoption Image Plans for Sycamore Park District—Dan (Voice Vote)
- 89. Adoption of Policy on Director Approval of After Hours Events—Dan
(Roll Call Vote)
- 91. Quarterly Review of Goals and Objectives—Dan
- 111. Award Parking Paving Bid—Dan (Roll Call Vote)

NEW BUSINESS:

- 115. Adoption of Prevailing Wage Ordinance—Jackie (Roll Call Vote)
- 129. Annual Review of CAC By-Laws—Dan (Voice Vote)
- 137. Annual Review of Board By-Laws—Dan (Voice Vote)
- 149. Bi-Annual Review of Executive Session Minutes—Dan (Roll Call Vote)
- 151. Quarterly Capital Funds Update—Jackie
- 153. Technology Assessment Update—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:

- 5. 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.

ADJOURNMENT (Voice Vote)

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Tuesday, May 28, 2013**

President Strack called the meeting to order at 5:11 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present. Staff members present were Dan Gibble, Jeff Donahoe and Jeanette Freeman.

Discussion & Setting of Board's Objectives & Action Statements for Short Term-Plan –Goals 4, 9, & 10 -

Goal #4 - Director Gibble had sent out to the Board the notes from the last study session meeting. He wanted to make sure all comfortable with them. He can make revisions if wanted and they can be adopted at the next meeting. The next steps would be to come up with the actions to take. Starting with Goal 4 with Objectives 12, 13, & 14. Commissioner Schulz noted that Objective 12 is underway, but the Board cannot move forward until the CWSPT has finished their part. Objective 13 ties to 12, so this would need to wait also. Director Gibble noted the CWSPT will meet on June 6th. The three groups will present their ideas to the group as a whole. They will then discuss as a group their findings. The three scenarios that the three groups came up with will be shown to the Board at the July or August Board meeting. Commissioner Schulz asked if it was possible to have the public awareness plan by November. Director Gibble noted possibly November or December with something ready for the public in the beginning of 2014. President Strack noted the Board cannot move on this until the CWSPT is done. Commissioner Schulz noted when the CWSPT is done, the Board really needs to move on this. President Strack then noted that Goal 4 is on hold until the CWSPT is done.

Goal #9 – Director Gibble noted now looking at Objectives 4, 5, 6, & 7. Commissioner Schulz thought Objective #4 was on hold, but Commissioner Kroeger noted we were still going to find out where the boundary lines are 1st before going further on this one.

President Strack gave information to the Board on Objectives 5, 6, & 7. The Board read over the information on the impact fees. He noted that in 2010 the District has approached the City regarding the impact fees, which was denied. He feels this should be revisited on a regular basis. He is suggesting the District get another appraisal and then we will have 3 appraisals. Director Gibble noted that before spending the money on an appraisal we should talk to the City to see if they are open to revisiting it. President Strack suggested including the school district also. He noted he is willing to continue to get more information pulled together regarding this. Commissioner Tucker and Schulz agreed for President Strack to continue getting information, but do not want any discussion on it until the City and School District would be on Board. President Strack noted he can be the spoke person for the Board with the City and the School District if the District Board is ok with this. It was agreed that President Strack and Commissioner Graves will talk to the School District and with Brian Gregory at the City. Commissioner Kroeger will go to the meetings if Commissioner Graves cannot make it. Director Gibble noted the current ordinance reads cash impact and not land donation. He would like the Board to give him a sense of what they want it to be. President Strack noted that in the past we acquired land or it was forced on us. The Board then decided to shift to total cash requirement, but would take land in lieu of cash. Commissioner Schulz noted she is concerned about the Operation side and how much longer the District can accept more land in lieu of cash. Commissioner Graves noted when we take on the land, then the neighborhoods want the parks right away and we do not have the money for that. President Strack and Director Gibble noted that could try to be addressed in the ordinance.

Objective 6 – President Strack noted this objective is about find the current boundaries of the Park District. Director Gibble noted he can possibly overlay all the other boundaries through GIS and possibly NIU. This information can be used in conjunction with Objective 7. President Strack noted the City and Park District should have the same boundaries. The Board needs to see if this is worthwhile to pursue. Commissioner Schulz asked for the overlay to be brought to the next study session.

Objective 7 – President Strack noted he and Commissioner Schulz will be meeting with DeKalb Park District Director Cindy Capek and 2 DeKalb Park District Board members.

Goal 10 - Commissioner Kroeger noted at the last meeting the maintenance of MMNH building was talked about. He would like a list of what improvements will have to be made in the next 5 to 10 years. Director Gibble noted he and Supt. of Donahoe are starting to make a list and get the costs involved. He has also extended an invitation to the Museum Board to have a joint meeting with both Boards.

Consideration of License Agreement for Mowing of Farm Land – Director Gibble noted the agreement has been signed by the person and we have his certificate of insurance. So the Board just needs to approve and sign the agreement.

Motion

Commissioner Tucker moved to approve the License Agreement for Mowing of District Farm Land. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 5-0.

Resolution 01-2013 – Temporary Moratorium on Construction in the Sports Complex –

Director Gibble noted the District is continuing to get requests for improvements. He feels we should involve all the organizations in planning for the future of the sports complex or more thorough planning for the sites. He is recommending approval of this resolution.

Motion

Commissioner Schulz moved to approve the Temporary Moratorium on Construction in the Sports Complex. Commissioner Kroeger seconded the Motion.

Roll Call Vote

President Strack called for a voice vote to approve the motion. Commissioners Graves, Kroeger, Schulz and Tucker voted yea. Commissioner Strack voted nay. The motion carried and Resolution 01-2013 was adopted.

Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, May 28, 2013
P 3

Adjournment


Motion

The Board adjourned the Regular Session at 6:08 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,


Jeanette Freeman
Recording Secretary,
Sycamore Park District

BLANK

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, May 28, 2013**

President Strack called the meeting to order at 6:13 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Kevin Hoffman – PDRMA

Scott Buzzard – CAC

Haley Fischer- Sycamore Park District Intern

Director Gibble administered the Oath of Office to Ted Strack, Michelle Schulz and Bill Kroeger.

Regular and Consent Agenda Approval – Director Gibble suggested that agenda item #293 be moved up in the agenda to the first item on the agenda.

Motion

Commissioner Schulz moved to approve the Regular Agenda as amended and Consent Agenda. Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the April 23, 2013 Regular Meeting Minutes and April 24, 2013 Special Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Motion

Commissioner Kroeger moved to approve the April 23, 2013 Executive Session Minutes. Commissioner Tucker seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Petition and Public Comment – None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$159,226.04.
Commissioner Kroeger seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Correspondence-

- Sycamore FFA
- Sycamore Pumpkin Festival Inc.
- Cornerstone Christian Academy
- Kelly Cardinallo – Shelter Request

Director Gibble noted that the Board never adopted the policy to allow Director Gibble to approve requests like from Kelly Cardinallo. President Strack asked the updated policy be brought to the Board at the next meeting.

Motion

Commissioner Schulz moved to allow Director Gibble to approve requests.
Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Sycamore Park District Annual Board Meeting and Election of Officers

President Strack turned the meeting over to Director Gibble. Director Gibble opened the floor for nominations for President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
President	Ted Strack	Michelle Schulz	Daryl Graves	(5) Ayes

Director Gibble closed the floor for nominations for President. He then turned the meeting over to President Strack.

President Strack opened the floor for nominations for Vice President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Vice Pres.	Michelle Schulz	Daryl Graves	Bill Kroeger	(5) Ayes

President Strack closed the floor for nominations for Vice President.

President Strack opened the floor for nominations for Treasurer.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Treasurer	Ann Tucker	Ted Strack	Michelle Schulz	(5) Ayes

President Strack closed the floor for nominations for Treasurer.

Sycamore Park District Annual Board Meeting and Election of Officers-cont'd

Secretary: Daniel Gibble
Recording Secretary: Jeanette Freeman
Legal Services: Ancel Blink
Audit Services: Left open at this time

Motion

Commissioner Schulz made a motion to approve as indicated/recommended. The motion was seconded by Commissioner Graves. Motion Carried 5-0.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Commissioner Kroeger made a motion to appoint the parties as indicated/recommended for the remaining positions. The motion was seconded by Commissioner Tucker. Motion Carried 5-0.

IAPD Legislative Contact: Commissioner Tucker was chosen for this position.

Board Member Delegate to State Conference: Commissioner Kroeger was chosen for this position.

FOIA Officers: Daniel Gibble, Kirk Lundbeck – will remain as indicated/recommended.

Open Meetings Act Official: Board President and Vice President – will remain as indicated/recommended.

ADA Coordinator: Bart Desch, Kirk Lundbeck – will remain as indicated/recommended.

Plan Commission Representative: Commissioner Schulz- will remain as indicated/recommended.

Motion

Commissioner Schulz made a motion to close the annual meeting. The motion was seconded by Commissioner Tucker. Motion Carried 5-0.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Positive Feedback/Reports

- Commissioner Tucker commented on how wonderful the course looks and that she was very pleased the Sycamore Pumpkin Festival selected the Park District.
- Commissioner Strack has heard great things on how the crew handled the flood and all floods. Feels positive meeting set with DeKalb.
- Commissioner Kroeger noted there was a Rugby Tournament and he recognized some of the coaches. The coaches let him know how nice the tournament was and how well set up. Old Mill parking lot looks great. He also commented that with how big the board packet was, it was very organized and easy to go through. Good job by all, great team effort.
- Commissioner Graves noted the safety improvements to the back stops is great.
- Supt. of Parks Donahoe has received good feedback on them.

Department Presentations

Superintendent of Golf Operations Kirk Lundbeck – Supt. of Lundbeck gave a presentation of the new golf website and handed out information. He went over how the website works. He has been trying to draw people from other areas by promoting in certain magazines, selling groupings, etc. With the groupings the golf course made more money in March this year than last year. He went over more information on the figures for the golf so far this year.

Staff Recommendation on Moving Insurance to PDRMA – Kevin Hoffman from PDRMA was at the meeting to answer any questions. Director Gibble noted there are three resolutions that Board needs to pass to switch our insurance. We are currently under four different carriers under IPARKS. After he and Supt. of Finance Hienbuecher reviewed everything, they felt it was time to change. Kevin Hoffman of PDRMA went over some of the benefits of going with PDRMA. Director Gibble is recommending the Board approve this, and noted the \$20,000 savings as a result of this action, while improving coverage and service.

Motion

Commissioner Tucker moved to approve Director Gibble and Supt. of Finance notify our current insurance carriers of our intent to terminate with them. Commissioner Schulz seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Motion

Commissioner Tucker moved to approve Resolution #02-2013 - A Resolution Acknowledging the Sycamore Park District's Recognition and Dedication to the Loss Control and Risk Management Principles of the Park District Risk Management Agency (PDRMA). Commissioner Schulz seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday May 28, 2013
P 5

Staff Recommendation on Moving Insurance to PDRMA-cont'd

Motion

Commissioner Schulz moved to approve Resolution 03-2013 – Membership in PDRMA. Commissioner Kroeger seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Motion

Commissioner Kroeger moved to approve Resolution #04-2013 – By-Laws of PDRMA. Commissioner Graves seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Old Business –

Update on Progress of CWSPT – President Strack noted that his group has had good discussions and the people are engaged and interested. Commissioner Schulz feels some people are frustrated with the process and fear they do not know what the end result is to be. After the last meeting though, she does feel better about the process. She is getting feedback that the Sycamore Park District was really hurt by the growth of the community. Director Gibble noted that you will never get everyone to be comfortable going through a process like this.

Future Study Session – Director Gibble noted he will send out a meeting request to plan for June, July and August to address the scenarios or recommendations from the CWSPT.

Park Tour – Supt. of Parks Donahoe noted the park tour will start at the pool at 5:15 pm. The tour is similar to the tour last year, but stops have been added which include the Pool, the Community Center, and the Sports Complex. He is hoping the group will see different things and the challenges that we face.

Approval of Purchasing Policy -

Motion

Commissioner Schulz moved to approve the purchasing policy. Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

New Business

Consider Disposal of Surplus Equipment –

Motion

Commissioner Graves moved to approve Ordinance 04-2013 The disposal of surplus equipment. Commissioner Graves seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

First Review of Image Plans for Sycamore Park District – Director Gibble noted that as part of the Goals & Objectives and the SWAT analysis the District is forming guidelines on how to be more consistent with our image. Our Facebook page, our brochure and banners are becoming more consistent. He would like the Boards input on the suggested guidelines. He will then bring back to the Board a comprehensive image package for approval. The goal is to get the image guidelines in place and the budget set. Then the next year start changing things like the logo on the shirts if need, adding Park District to the Golf Course logo and shirts. President Strack likes the idea of the attire for employees being the same.

Review of Future Grant Opportunities – Director Gibble encouraged the Board to become familiar with the information he provided on the grants. There will be some discussion on these when the CWSPT scenarios are discussed.

Draft of Personnel Policy – Director Gibble noted this is the first review and not wanting adoption at this time. The Board can email any questions to him. He noted the last one adopted was in 2003, but there have been changes made to it since then. He would like to have this adopted by fall and out to the employees for signature. It was agreed to discuss at the June meeting and then go for July approval.

Parameters for Board Negotiations – President Strack wants the Board to be on the same page when engaging with the community and he would like direction. The pool discussion was one specific subject brought up. Commissioner Tucker noted she is surprised the DeKalb Park District is negotiating in the media. Commissioner Schulz noted she feels Sycamore should listen to DeKalb's thoughts, but give no answers at this point. She feels it would be an informational gathering meeting. President Strack noted he would like to talk about joint ventures conceptually, not necessarily the pool. There was more discussion on how the discussions should go. Director Gibble noted that if we do proceed, ground rules need to be set on how to talk about it with them.

He would like to know what the Board is agreeing to on the subject of talking to the community. Commissioner Kroeger noted he feels the first conversations on the pool subject should be private and nothing in the media at this point.

Proposal for Youth Sports Supervision – Director Gibble noted there was prior discussion about site supervision for affiliate groups using sports fields at a study session. Staff was directed to come back with a recommendation. Supt. of Recreation Desch and Supt. of Parks Donahoe have brought their recommendations. Supt. of Recreation Desch noted the girl's softball group mentioned this when they met with them. Director Gibble had them come up with options to help with the line of communication with the groups. He and Supt. of Parks Donahoe have three options they have come up with. Option #1 is already being done by some groups. Girl's softball have their board members in bright shirts at all of the games. Other groups have board members out there, but not in the shirts. Supt. of Recreation Desch noted some of the groups did not see a need for this. He and Supt. of Parks Donahoe are recommending Option #3. They would make sure all the groups know where the information is at that would be passed on to their users. They would also sit down with all the groups at the end of the season and evaluate it. Director Gibble noted that they will be doing a preseason and post season meeting with all of the groups. He feels they will be addressing some of the concerns the groups have. The other options have a cost to them and if the Board feels they want staff to do those it can be put in the budget for the next fiscal year. He supports the recommendation by Supt. of Recreation Desch and Supt. of Parks Donahoe. Supt. of Parks Donahoe noted the groups can put the rules in their leagues. He talks to all of the leagues all of the time. If there is a further need, we can do that later. He feels we should try this first since the other options are not in the budget for this year. Commissioner Schulz noted she would eventually like to see someone in the sports complex. Commissioner Kroeger noted that we are already into this season. Possibly plan for next spring and see what the role would be and the cost. Commissioner Tucker wondered about other offsite parks and what would be done at those parks. Commissioner Strack suggested seeing how the season ends and after the post season meetings with the groups discuss again. Commissioner Kroeger also suggested that over this season, watch things and see what might help.

Natural Gas Rates Recommendations – Supt. of Finance Hienbuecher noted our current contract ends 5/31/13. Based on the new information she has received, she is recommending we go with a variable rate. From the 2012 analysis, based on what we paid and what we would have paid on a variable rate there would have been approximately \$5500 in savings. Director Gibble noted the variable rate is running below the fixed rate.

Motion

Commissioner Tucker moved to approve the authorization for Director Gibble to enter into a one year contract at the variable rate of index plus .03. Commissioner Kroeger seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Supt. of Desch introduced our intern Haley Fischer. She is completing her field work for her Recreation Degree and helping the recreation department out a lot. She will also be cording the swim lessons for Program Supervisor White. She has also worked for us previously.

Petition and Public Comment – None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 8:24 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Graves.

Roll Call

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

#5 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.

The Board convened to Executive Session at 8:26 pm. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Tucker. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 8:47 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

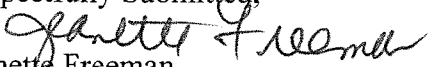
Motion

The Board adjourned the Regular Session at 8:47 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,


Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 06/20/2013
 TIME: 09:26:24
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

Interim

FROM 05/28/2013 TO 06/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
APPLE	071122247-061513	01 INTEREST	601000156900	06/15/13		51972	06/18/13	20,343.75	20,343.75
APPLE		APPLE RIVER STATE BANK							
BLUE		BLUE CROSS/BLUE SHIELD OF ILL							
	JUNE 2013			05/28/13		51960	05/28/13	14,828.30	14,828.30
		01 HEALTH INSURANCE PREMIUM	101000106801						14,828.30
		02 HEALTH INSURANCE PREMIUM	101500106801						3,229.58
		03 HEALTH INSURANCE PREMIUM	504100106801						506.50
		04 HEALTH INSURANCE PREMIUM	504000106801						2,902.89
		05 HEALTH INSURANCE PREMIUM	201000106801						1,604.80
		06 HEALTH INSURANCE PREMIUM	202100106801						2,075.81
									4,508.72
									VENDOR TOTAL: 20,343.75
EVANS		EVANS & SON BLACKTOP INC							
	1	01 TENNIS COURT/OLD MILL	701000207008	06/10/13		51963	06/10/13	90,380.78	90,380.78
									VENDOR TOTAL: 90,380.78
FOXR		FOX RIVER FOODS							
	551081	01 CHIPS	303000086622	05/21/13		51950	05/28/13	716.97	716.97
		02 MUSTARD / PICKLES	303000086629						122.21
		03 FRYER OIL	303000086617						36.16
		04 BRATS	303000086615						33.05
		05 NAPKINS	303000076550						43.75
		06 NAPKINS	303400076550						47.89
		07 POPCORN	303400086621						47.89
		08 NACHO CHEESE	303400086620						70.00
		09 NAPKINS	303300076550						45.87
		10 POPCORN	303300086621						47.90
		11 NACHO CHEESE	303300086621						105.00
		12 SLICED PICKLES	303300086621						45.87
		13 BRATS	303000086615						22.38
		14 CHIPS	303000086615						43.75
									5.25
									VENDOR TOTAL: 716.97
MAID DAY		MAID DAY SERVICES							
	1724	01 CLEAN WINDOWS-CLUBHOUSE	201000056300	05/22/13		51951	05/28/13	75.00	75.00
									VENDOR TOTAL: 75.00

DATE: 06/20/2013
 TIME: 09:26:24
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 05/28/2013 TO 06/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PEKIN	PEKIN INSURANCE								
	JUNE 2013			05/28/13		51961	05/28/13	1,283.03	1,283.03
		01 DENTAL INSURANCE PREMIUM	101000106801						275.88
		02 DENTAL INSURANCE PREMIUM	101500106801						50.79
		03 DENTAL INSURANCE PREMIUM	504100106801						247.14
		04 DENTAL INSURANCE PREMIUM	504000106801						144.11
		05 DENTAL INSURANCE PREMIUM	201000106801						163.00
		06 DENTAL INSURANCE PREMIUM	202100106801						402.11
							VENDOR TOTAL:		1,283.03
SIK	SIKICH LLP								
	162087	01 2012 AUDIT	241000036122	05/22/13		51952	05/28/13	1,600.00	1,600.00
									1,600.00
							VENDOR TOTAL:		1,600.00
SYCPK2	SYCAMORE PARK DISTRICT								
	CONCERT BANK 2013			06/17/13		51966	06/18/13	150.00	150.00
		01 CONCERT BANK 2013	301000001010						150.00
	STORM & OUTING BANK			06/18/13		51967	06/18/13	1,500.00	1,500.00
		01 STORM AND OUTING EXTRA BANK	301000001010						1,500.00
									1,650.00
							VENDOR TOTAL:		1,650.00
T0000531	WHITE, LISA								
	053013	01 MILEAGE	201000046211	05/30/13		51962	05/31/13	61.65	61.65
									61.65
							VENDOR TOTAL:		61.65
T0000763	REYNOLDS, BILL								
	CPR/FIRST AID TRAIN			05/23/13		51953	05/28/13	525.00	525.00
		01 CPR/FIRST AID TRAINING	1010000046207						262.50
		02 CPR/FIRST AID TRAINING	2010000046207						262.50
									525.00
							VENDOR TOTAL:		525.00
T0000764	WILSON, PATTI								
	061813	01 ZUMBA CLASS REFUND	205660186218	06/18/13		51968	06/18/13	12.00	12.00
									12.00
							VENDOR TOTAL:		12.00
T0000765	REYMAN, JESSICA								
	060713			06/07/13		51969	06/18/13	30.00	30.00

FROM 05/28/2013 TO 06/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
060713	01	MIX & MATCH REFUND	205660116218	06/07/13		51969	06/18/13	30.00	30.00
							VENDOR TOTAL:		30.00
T0000766	DAGKIN, MELISSA								
052913	01	T BALL REFUND	205550036218	05/29/13		51970	06/18/13	63.00	63.00
							VENDOR TOTAL:		63.00
T0000767	BELLEW, DANA								
053013	01	TBALL REFUND	205550176218	05/30/13		51971	06/18/13	73.00	73.00
							VENDOR TOTAL:		73.00
TRIO	TRIO/ROGER LEGEL								
6-20-13	CONCERT								
	01	6-20 CONCERT	206194006128	06/14/13		51964	06/14/13	500.00	500.00
							VENDOR TOTAL:		500.00
UNITEDRE	UNITED RENTALS								
110276413-001	01	TILT SENSOR-LIFT	101500066402	04/11/13		51965	06/14/13	1,050.23	499.89
							VENDOR TOTAL:		499.89
110385126-001	01	CONTROL MODULE-TZ50 LIFT	504100066403	04/16/13		51965	06/14/13	1,050.23	477.39
							VENDOR TOTAL:		477.39
110621162-001	01	COIL-GENIE LIFT	202100076500	04/25/13		51965	06/14/13	1,050.23	72.95
							VENDOR TOTAL:		72.95
UNUM	UNUM LIFE INSURANCE								
MAY 2013									
	01	LIFE INS PREMIUM	101000106801						334.03
	02	LIFE INS PREMIUM	101500106801						63.18
	03	LIFE INS PREMIUM	504100106801						11.26
	04	LIFE INS PREMIUM	504000106801						52.67
	05	LIFE INS PREMIUM	201000106801						30.90
	06	LIFE INS PREMIUM	202100106801						72.26
							VENDOR TOTAL:		103.76
							VENDOR TOTAL:		334.03

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 06/20/2013
TIME: 09:26:24
ID: AP450000.WOW

FROM 05/28/2013 TO 06/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
----------	-----------	------------------	----------------	-----------	----------	---------	----------	-----------	--------------------------

USFOODS	US FOODS INC								
	2427764	01 GLOVES	303000076550	04/30/13		51955	05/28/13	20.62	20.62
								20.62	20.62

VISACA VISA CARDMEMBER SERVICE

VENDOR TOTAL: 20.62

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
----------	-----------	------------------	----------------	-----------	----------	---------	----------	-----------	--------------------------

	050313	01 FORE MARKETING	101000046206	05/03/13		51957	05/28/13	3,116.22	3,116.22
		02 UPGRADE LEAGUE MANAGER	504000076500					199.00	199.00
		03 WADERS	101500076500					49.99	49.99
		04 CONSTANT CONTACT	101000046214					16.62	16.62
		05 CONSTANT CONTACT	201000046214					16.63	16.63
		06 SUPPLIES	101500076500					31.50	31.50
		07 SUPPLIES	202100076500					31.50	31.50
		08 SUPPLIES	504100076500					31.49	31.49
		09 FILTERS-GRILL VENT	303000056307					325.49	325.49
		10 FOOD -SUPPLIES-FOR MEETINGS	101000046212					59.49	59.49
		11 FOOD - SUPPLIES FOR MEETINGS	201000046212					59.50	59.50
		12 SOUND SYSTEM	701000207007					1,878.90	1,878.90
		13 TEST CREDIT CARD MACHINE	207500003090					0.01	0.01
		14 MISC CHARGE	101000076500					20.00	20.00
		15 TABLE CLOTHS	303000076500					174.20	174.20
		16 TIME CLOCK REPAIR	101000076500					37.45	37.45
		17 TIME CLOCK REPAIR	201000076500					37.45	37.45

WALM WALMART COMMUNITY

VENDOR TOTAL: 3,116.22

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
----------	-----------	------------------	----------------	-----------	----------	---------	----------	-----------	--------------------------

	51613	01 SNACK MIX	101000076500	05/16/13		51959	05/28/13	1,211.37	1,211.37
		02 TEEN DANCE SUPPLIES/RAFFLE	205120036216					7.36	7.36
		03 FISHING DERBY SUPPLIES	206095056216					82.81	82.81
		04 PARK PRIDE DAY FOOD	206095096216					59.64	59.64
		05 TV CONTROLLER	207000046216					43.85	43.85
		06 BAGELS	303000086610					19.96	19.96
		07 SUB BUNS	303000086612					3.64	3.64
		08 SUB BUNS	303000086612					1.18	1.18
		09 HOT DOG BUNS	303000086615					7.96	7.96
		10 COOKIES - CRACKERS	303000086618					23.50	23.50
		11 CANDY	303000086621					33.92	33.92
		12 SPAGHETTI SAUCE, LETTUCE	303000086629					136.14	136.14
		13 CREAMER	303000086632					8.18	8.18
		14 CAPRI SUN	303000086633					10.29	10.29
		15 HAMBURGER BUNS	303300086613					3.27	3.27
								6.25	6.25

DATE: 06/20/2013
TIME: 09:26:24
ID: AP450000.WOW

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 05/28/2013 TO 06/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	51613			05/16/13		51959	05/28/13	1,211.37	1,211.37
		16 HOT DOG BUNS	303300086615						8.90
		17 COOKIES-CRACKERS-SNFL SEEDS	303300086618						33.93
		18 CANDY	303300086624						428.68
		19 COFFEE	303300086632						6.28
		20 CAPRI SUN	303300086633						13.08
		21 AIRHEADS	303400086624						111.24
		22 CAPRI SUN	303400086633						3.27
		23 RUGBY FOOD	303500086640						11.59
		24 SOUND SYSTEM	701000207007						146.45

TOTAL --- ALL INVOICES: 1,211.37
VENDOR TOTAL: 137,874.95

BLANK

DATE: 06/20/2013
TIME: 15:25:28
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	2,048.75	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	3,828.99	780.00
AT&T2	A T & T	381.85	17.00
BOCKY	BOCKYN, LLC	1,500.00	150.00
CINTA	CINTAS CORPORATION #355	610.18	14.44
CONST	CONSTELLATION NEWENERGY	10,596.71	353.13
ECO	ECOWATER SYSTEMS, INC.	174.50	84.25
ENVIR	ENVIRONMENTAL SERVICES	200.00	17.50
FOX1	FOX VALLEY FIRE & SAFETY CO.	6,308.20	358.80
FRONTIER	FRONTIER	7,339.56	312.84
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,046.76	120.43
MENA	MENARDS - SYCAMORE	2,098.81	974.01
MID	MID-CITY OFFICE PRODUCTS	176.16	0.00
NEXT	NEXTEL COMMUNICATIONS	1,641.95	100.89
NICOR	NICOR GAS	10,716.49	104.91
OF	OFFICE DEPOT	751.59	202.26
SHAW	SHAW SUBURBAN MEDIA	1,444.26	102.50
SOFT	SOFT WATER CITY	2,473.25	41.50
STAPLES	STAPLES ADVANTAGE	549.00	43.91
SYCASP	SYCAMORE SPORTS BOOSTERS		250.00
T0000784	SIDDIQUI, NAHEED		50.00
TBC	TBC	9,161.61	810.51
WASTE	WASTE MANAGEMENT	2,144.77	85.06
	ADMINISTRATION		5,346.44
15	PARKS		
ARCO	ARCO MECHANICAL EQUIP SALES	600.00	200.00
ARTHU	ARTHUR CLESEN, INC.	6,260.68	115.00
BANN	BANNER UP SIGNS	298.00	48.00
BURRI	BURRIS EQUIPMENT CO.	4,428.93	912.80
CARQ	CARQUEST AUTO PARTS	3,287.00	21.47
CHICAG	CHICAGOLAND TURF		461.66
CINTA	CINTAS CORPORATION #355	610.18	35.00
COMMO	COMMONWEALTH EDISON	2,621.41	122.67
CONST	CONSTELLATION NEWENERGY	10,596.71	419.85
DEKA	DEKALB LAWN & EQUIPMENT CO.	866.22	890.57
ENCOMP	ENCOMPASS GAS GROUP INC		30.76
FOX1	FOX VALLEY FIRE & SAFETY CO.	6,308.20	760.85
FRONTIER	FRONTIER	7,339.56	195.89
GAME	GAMETIME	6,349.25	238.92
INTERS	INTERSTATE BATTERIES ROCKFORD	687.25	45.95

DATE: 06/20/2013
TIME: 15:25:28
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	143.20	-7.00
LOWE	LOWE'S	1,516.37	897.91
MAR	ARCH CHEM-MARINE BIOCHEM	850.00	1,123.50
MENA	MENARDS - SYCAMORE	2,098.81	311.09
MROUT	MR OUTHOUSE	4,020.00	815.00
NEXT	NEXTEL COMMUNICATIONS	1,641.95	133.46
NICOR	NICOR GAS	10,716.49	68.13
NUTOYS	NUTOYS LEISURE PRODUCTS		9.40
OZZIES	OZZIES GREENHOUSE		818.00
PROS	PROSAFETY, INC.	29.07	34.73
SOFT	SOFT WATER CITY	2,473.25	94.00
SPEC	SPECIAL FX	850.00	334.00
WASTE	WASTE MANAGEMENT	2,144.77	142.21
	PARKS		9,273.82
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	381.85	16.99
BOCKY	BOCKYN, LLC	1,500.00	150.00
CINTA	CINTAS CORPORATION #355	610.18	4.10
CONST	CONSTELLATION NEWENERGY	10,596.71	353.14
ECO	ECOWATER SYSTEMS, INC.	174.50	84.25
ENVIR	ENVIRONMENTAL SERVICES	200.00	17.50
FRONTIER	FRONTIER	7,339.56	312.84
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,046.76	120.43
KONE	KONE INC.	90.00	-44.61
MID	MID-CITY OFFICE PRODUCTS	176.16	39.99
NEXT	NEXTEL COMMUNICATIONS	1,641.95	39.41
NICOR	NICOR GAS	10,716.49	79.68
OF	OFFICE DEPOT	751.59	59.99
SHAW	SHAW SUBURBAN MEDIA	1,444.26	229.16
STAPLES	STAPLES ADVANTAGE	549.00	43.91
SYCASP	SYCAMORE SPORTS BOOSTERS		250.00
TBC	TBC	9,161.61	810.51
	ADMINISTRATION		2,567.29
21	SPORTS COMPLEX MAINTENANCE		
ARCO	ARCO MECHANICAL EQUIP SALES	600.00	400.00

DATE: 06/20/2013
TIME: 15:25:28
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
CONSERV	CONSERV FS		227.71
CONST	CONSTELLATION NEWENERGY	10,596.71	1,200.34
ENVIR	ENVIRONMENTAL SERVICES	200.00	25.00
LOWE	LOWE'S	1,516.37	113.05
MROUT	MR OUTHOUSE	4,020.00	870.00
NEXT	NEXTEL COMMUNICATIONS	1,641.95	212.67
WASTE	WASTE MANAGEMENT	2,144.77	62.82
	SPORTS COMPLEX MAINTENANCE		3,111.59
25	MIDWEST MUSEUM OF NATURAL HIST		
KONE	KONE INC.	90.00	1,837.30
MENA	MENARDS - SYCAMORE	2,098.81	16.10
	MIDWEST MUSEUM OF NATURAL HIST		1,853.40
50	PROGRAMS - YOUTH		
T0000768	BARTELT, JAYNA		68.00
T0000776	HOLTZ, TINA		58.00
	PROGRAMS - YOUTH		126.00
51	PROGRAMS - TEENS		
T0000770	BURNHAM, RENATA		60.00
T0000772	DUNBAR, MARCUS		60.00
T0000782	MCMILLION, KARI		60.00
T0000787	STOVER, LORI		140.00
T0000792	WRAY, DEANA		60.00
	PROGRAMS - TEENS		380.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	1,641.95	19.70
	PROGRAMS - FAMILY		19.70

DATE: 06/20/2013
TIME: 15:25:28
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
T0000771	COMER, MARY		52.00
T0000777	JOHNSON, KRISTEN		52.00
T0000779	LOCASCIO, ESTER		52.00
T0000780	MCADAMS, JENNIFER		52.00
T0000781	MCDONALD, JILL		64.00
T0000788	SWAFFORD, TINA		62.00
T0000791	TENNANT, BREE		20.00
T0000793	SPEARS, REBECCA		52.00
	PROGRAMS - YOUTH ATHLETICS		406.00
56	PROGRAMS - FITNESS		
T0000785	PORTER, HEATHER		24.00
T0000789	SWOPE, KATHRYN		30.00
T0000790	TATE, PAM		100.00
	PROGRAMS - FITNESS		154.00
60	PROGRAMS - SPECIAL EVENTS		
CARQ	CARQUEST AUTO PARTS	3,287.00	39.69
LOWE	LOWE'S	1,516.37	527.40
	PROGRAMS - SPECIAL EVENTS		567.09
61	PROGRAMS - CONCERTS		
GIFFORD	GIFFORD, JIM		1,100.00
NELSON	NELSON, AMANDA		450.00
RUDOL	RUDOPH, DAVE		550.00
	PROGRAMS - CONCERTS		2,100.00
65	BROCHURE		
ELM REX	ELM REX, SARAH	2,062.50	1,037.50
	BROCHURE		1,037.50

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
AT&T1	A T & T	251.36	49.95
AT&T2	A T & T	381.85	38.30
COMMO	COMMONWEALTH EDISON	2,621.41	302.52
FRONTIER	FRONTIER	7,339.56	339.68
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,046.76	165.85
NICOR	NICOR GAS	10,716.49	91.42
SOFT	SOFT WATER CITY	2,473.25	139.50
WASTE	WASTE MANAGEMENT	2,144.77	67.56
	COMMUNITY CENTER		1,194.78
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	547.28	-95.25
	ADMINISTRATION		-95.25
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	381.85	1.40
CITY	CITY OF SYCAMORE	1,962.00	143.00
COMCA	COMCAST	336.48	44.06
CONST	CONSTELLATION NEWENERGY	10,596.71	151.34
EUCL	EUCLID BEVERAGE LTD.	530.55	1,128.10
FOX1	FOX VALLEY FIRE & SAFETY CO.	6,308.20	140.60
ILL1	ILLINOIS DEPT REVENUE	1,080.00	574.00
MENA	MENARDS - SYCAMORE	2,098.81	208.99
NEXT	NEXTEL COMMUNICATIONS	1,641.95	19.70
NICOR	NICOR GAS	10,716.49	34.15
PEPSI	PEPSI COLA GEN. BOT.	2,308.35	815.35
REINHART	REINHART FOOD SERVICE	2,077.78	855.48
SUP	SUPERIOR BEVERAGE	605.55	1,204.65
USFOODS	US FOODS INC	1,451.58	244.70
WASTE	WASTE MANAGEMENT	2,144.77	54.04
	CLUBHOUSE CONCESSIONS		5,619.56
31	BEVERAGE CART		
CITY	CITY OF SYCAMORE	1,962.00	23.00

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
31	BEVERAGE CART		
ILL1	ILLINOIS DEPT REVENUE	1,080.00	90.00
	BEVERAGE CART		113.00
33	SPORTS COMPLEX CONCESSIONS		
CITY	CITY OF SYCAMORE	1,962.00	84.00
CONST	CONSTELLATION NEWENERGY	10,596.71	118.25
ILL1	ILLINOIS DEPT REVENUE	1,080.00	336.00
PEPSI	PEPSI COLA GEN. BOT.	2,308.35	393.73
REINHART	REINHART FOOD SERVICE	2,077.78	471.98
USFOODS	US FOODS INC	1,451.58	212.62
	SPORTS COMPLEX CONCESSIONS		1,616.58
34	POOL CONCESSIONS		
PEPSI	PEPSI COLA GEN. BOT.	2,308.35	99.26
REINHART	REINHART FOOD SERVICE	2,077.78	142.82
USFOODS	US FOODS INC	1,451.58	423.99
	POOL CONCESSIONS		666.07
35	CATERING		
CITY	CITY OF SYCAMORE	1,962.00	13.00
ILL1	ILLINOIS DEPT REVENUE	1,080.00	53.00
	CATERING		66.00
GOLF COURSE			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	547.28	263.61
HORN	HORNUNG'S PRO GOLF SALES INC.	1,891.73	157.37
TITL	TITLEIST DRAWER CS	14,453.63	2,111.49
	ADMINISTRATION		2,532.47

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	381.85	8.22
CINTA	CINTAS CORPORATION #355	610.18	3.82
COMCA	COMCAST	336.48	44.06
CONST	CONSTELLATION NEWENERGY	10,596.71	304.36
FRONTIER	FRONTIER	7,339.56	74.69
HORN	HORNUNG'S PRO GOLF SALES INC.	1,891.73	35.04
ILL1	ILLINOIS DEPT REVENUE	1,080.00	431.00
NEXT	NEXTEL COMMUNICATIONS	1,641.95	39.41
NICOR	NICOR GAS	10,716.49	34.15
SOFT	SOFT WATER CITY	2,473.25	61.00
UNIVAD	UNIVERSAL ADVERTISING ASSOC		457.50
	GOLF OPERATIONS		1,493.25
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	6,260.68	505.80
BSN	BSN SPORTS	2,263.42	197.99
CINTA	CINTAS CORPORATION #355	610.18	34.99
CONST	CONSTELLATION NEWENERGY	10,596.71	700.76
DEKA	DEKALB LAWN & EQUIPMENT CO.	866.22	51.28
FRONTIER	FRONTIER	7,339.56	195.88
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	143.20	160.00
MENA	MENARDS - SYCAMORE	2,098.81	37.85
MROUT	MR OUTHUSE	4,020.00	165.00
NEXT	NEXTEL COMMUNICATIONS	1,641.95	129.72
NICOR	NICOR GAS	10,716.49	88.10
REED	REED IRRIGATION		260.00
REIN	REINDERS, INC.	7,763.24	160.25
REQUIP	R-EQUIPMENT CO LLC		203.22
SPEC	SPECIAL FX	850.00	167.00
WASTE	WASTE MANAGEMENT	2,144.77	36.48
	GOLF MAINTENANCE		3,094.32
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	7,339.56	39.15
KOHL	KOHLER, JIM	1,000.00	250.00
SOFT	SOFT WATER CITY	2,473.25	69.82
T0000769	BARTON, AMY		10.50

DATE: 06/20/2013
 TIME: 15:25:28
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

BOARD

INVOICES DUE ON/BEFORE 06/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
T0000773	FLOERSCH, MONICA		110.20
THELIFE	THE LIFEGUARD STORE	837.07	71.00
	POOL		550.67
81	POOL MAINTENANCE		
BARN	BARNES GROUP	393.14	69.16
CITY2	CITY OF SYCAMORE	372.49	165.25
CONST	CONSTELLATION NEWENERGY	10,596.71	1,042.14
GRAI	GRAINGER	1,239.02	450.71
HALO	HALOGEN SUPPLY COMPANY, INC.	405.90	288.27
HAWK	HAWKINS INC	2,102.70	506.89
LOWE	LOWE'S	1,516.37	46.66
NEWB1	NEWBY POOL & SPA		224.84
NICOR	NICOR GAS	10,716.49	1,620.60
WASTE	WASTE MANAGEMENT	2,144.77	94.98
	POOL MAINTENANCE		4,509.50
82	SWIM LESSONS		
T0000774	GOODMAN, BRITANY		14.00
T0000775	HENSON, JILL		14.00
T0000778	LATA, JOEY		49.00
T0000783	MICHAEL, KELLY		49.00
T0000786	SMITH, LISA		49.00
	SWIM LESSONS		175.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
BSN	BSN SPORTS	2,263.42	278.78
ENCAP	ENCAP, INC	52,640.00	4,910.00
IDEALFE	IDEAL FENCE INC		15,734.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,046.76	5,395.00
JOHNDEFI	JOHN DEERE FINANCIAL	1,793.84	3,002.00
	ADMINISTRATION		29,319.78
TOTAL ALL DEPARTMENTS			77,798.56

Interim \$137,874.95
New \$77,798.56

total \$215,673.51

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
January																				
Receipts	69,088	48,781	220,678	214,285	41,977	17,022	72,921	7,989	-	-	28,882	31,411	(228,393)	3,642	12,645	829,186	1,370,114	1,370,114	-	
Replacement Taxes	6,061																6,061	3,500	2,561	
Shelters	-	13,079															-	50	(50)	
User Fees	55	1	6	5	1	0	2	0			615	1	1,003	-	0	138	14,697	14,936	(239)	
Misc																	209	50	159	
Expenses	(38,217)	(67,172)	-	(80)	(1,902)	-	-	-	-	(2,669)	(2,669)	-	(26,235)	(545)	-	(11,370)	(148,190)	(158,912)	10,722	
1/31/2013	36,987	(5,312)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	28,828	31,411	(253,625)	3,097	12,646	817,953	1,242,891	1,229,738	13,153	
February																				
Receipts	795	12,021															795	750	45	
Replacement Taxes																	12,181	14,068	(1,887)	
Shelters																	91	50	41	
User Fees	0	0	5	3	1	0	1	0			50	0	109	-	0	79				
Misc																				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	(2,676)	(2,676)	-	(37,080)	(402)	-	(11,068)	(163,082)	(144,048)	(19,036)	
2/28/2013	1,241	(63,280)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	24,202	31,412	(290,596)	2,696	12,646	806,964	1,092,875	1,100,560	(7,685)	
March																				
Receipts	2,650																2,650	2,100	550	
Replacement Taxes	600																600	550	50	
Shelters																	96,824	109,421	(12,597)	
User Fees	423	0	3	3	0	0	1	0			672	0	84,291	60	0	68	499	50	449	
Misc																				
Expenses	(45,803)	(69,819)	-	-	(3,185)	(3,350)	(4,330)	-	-	(2,391)	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	363	
3/30/2013	(40,869)	(121,297)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	22,483	31,412	(253,717)	2,111	12,646	796,635	1,006,117	1,024,987	(18,870)	
April																				
Receipts	9,610																9,610	7,700	1,910	
Replacement Taxes	960																960	1,350	(390)	
Shelters																	101,790	84,786	17,024	
User Fees	10,851	0	8	2	0	0	1	0			7,909	27,531	46,023	11,414	0	66	10,928	10,825	103	
Misc																				
Expenses	(34,788)	(62,003)	-	(3,250)	(2,523)	(8,300)	-	-	-	(9,268)	(9,268)	-	(33,357)	(2,080)	-	(48,138)	(203,708)	(255,096)	51,388	
4/30/2013	(54,256)	(174,387)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	21,123	58,944	(241,052)	11,445	12,646	748,563	925,697	874,532	51,165	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
May																			
Receipts																			
Taxes	45,321	76,313	14,941	4,049	885	8	8	8,091	7,056								210,116	220,460	(10,344)
Transfers in/out	3,973	7,301						(8,091)	(7,056)	370			24				0	1,734	(1,734)
Replacement Taxes	8,671													3,479			8,671	5,600	3,071
Shelters	745									15,568							745	800	(55)
User Fees		16,485												67,025	12,677		111,755	94,657	17,098
Misc	223		2	3	0	1	0	0							1	50	280	50	230
Expenses	(56,356)	(103,015)	(2,625)	(6,040)	(1,600)					(11,756)				(52,450)	(7,725)	(142,797)	(384,364)	(450,621)	66,257
5/31/2013	(51,680)	(177,302)	220,702	223,286	27,055	4,658	7,997			25,306	58,944	(222,998)	16,421	66,092	605,815	872,901	747,212	125,689	
June																			
Receipts																			
Taxes	176,000	324,000	70,400	17,200	3,760	40	40	34,400	30,000	1,971							881,840	881,840	
Transfers in/out	16,750	28,408						(34,400)	(30,000)								6,936	6,936	
Replacement Taxes														22,607	1,600				
Shelters	2,150									43,102							2,150	2,150	
User Fees		12,342									1,250			47,995	31,473		136,162	136,162	
Misc	50																50	50	
Expenses	(54,856)	(72,901)	(54,000)			(35,000)				(28,829)				(62,140)	(25,981)	(64,495)	(418,546)	(418,546)	
6/30/2013	88,414	114,547	220,702	239,686	44,255	8,418	8,037			41,550	60,194	(214,536)	23,513	271,748	541,320	1,481,493	1,355,804		
July																			
Receipts																			
Taxes	4,400	8,100	1,760	430	94	1	1	860	750	49							22,046	22,046	
Transfers in/out	419	710						(860)	(750)								172	172	
Replacement Taxes	4,900													564	40		4,900	4,900	
Shelters	600																600	600	
User Fees		12,245								25,175				71,552	16,081		126,303	126,303	
Misc	50																50	50	
Expenses	(43,272)	(75,488)	(15,000)	(64,350)		(22,000)				(21,339)				(57,826)	(24,523)	(15,300)	(339,598)	(339,598)	
7/31/2013	55,511	60,114	220,702	226,446	(19,665)	8,512	11,645	8,038		44,935	61,444	(200,246)	15,111	277,398	526,020	1,295,966	1,170,277		
August																			
Receipts																			
Taxes	13,200	24,300	5,280	1,290	282	3	3	2,560	2,250	148							66,138	66,138	
Transfers in/out	1,256	2,131						(2,560)	(2,250)								520	520	
Replacement Taxes	1,400													1,695	120		1,400	1,400	
Shelters	650																650	650	
User Fees		25,158								25,335				77,108	6,628		134,229	134,229	
Misc	50																50	50	
Expenses	(44,548)	(70,049)	(15,000)	(2,000)		(15,000)				(18,701)				(55,242)	(22,709)	(40,220)	(283,469)	(283,469)	
8/31/2013	27,519	41,654	220,702	216,726	(20,375)	8,794	(3,352)	8,041		51,717	61,444	(176,685)	(850)	294,348	485,800	1,215,484	1,089,795		

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection Difference	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital			
September																			
Receipts	184,800	340,200		73,920	18,060	3,948	42	42	36,120	31,500	2,068		23,738	1,680	237,300		925,932	925,932	
Taxes	17,587	29,830							(36,120)	(31,500)							7,283	7,283	
Transfers in/out																			
Replacement Taxes	500																500	500	
Shelters		14,808											25,933				51,091	51,091	
User Fees	50																50	50	
Misc																			
Expenses	(44,605)	(78,461)		(54,000)	(2,000)						(11,231)		(51,088)	(4,763)		(5,700)	(251,868)	(251,868)	
9/30/2013	185,851	348,011	220,702	236,646	(4,315)	12,742	(3,310)	8,083			52,904	61,444	(178,102)	(3,933)	531,648	480,100	1,948,472	1,822,783	
October																			
Receipts	8,400																8,400	8,400	
Replacement Taxes	100																100	100	
Shelters		9,971									7,871		22,795				40,637	40,637	
User Fees	50																50	50	
Misc																			
Bond Proceeds																			
Expenses	(43,783)	(65,430)		(15,000)	(5,750)						(5,988)		(45,187)	(1,786)		(2,500)	(185,424)	(185,424)	
10/31/2013	150,618	292,552	220,702	221,646	(10,065)	12,742	(3,310)	8,083			54,787	61,444	(200,494)	(5,719)	531,648	477,600	1,812,235	1,686,546	
November																			
Receipts	17,600	32,400		7,040	1,720	376	4	4	3,440	3,000	198		2,261	159	22,600		88,184	88,184	
Taxes	1,675	2,842							(3,440)	(3,000)							695	695	
Transfers in/out																			
Replacement Taxes																			
Shelters		12,809									1,239		14,714				28,762	28,762	
User Fees	50																50	50	
Misc																			
Bond Proceeds																462,000	462,000	462,000	
Expenses	(47,110)	(80,358)		(10,000)	(2,000)						(4,890)		(49,158)	(1,516)	(461,556)	(7,500)	(664,088)	(664,088)	
11/30/2013	122,833	260,245	220,702	218,686	(10,345)	13,118	(3,306)	8,087			51,334	61,444	(232,677)	(7,076)	92,682	932,100	1,727,838	1,602,149	
December																			
Receipts																	1,400	1,400	
Taxes	1,400																		
Replacement Taxes																	18,342	18,342	
Shelters		5,462									345		3,569	8,966			16,212	16,212	
User Fees	16,212																		
Misc																			
Expenses	(35,863)	(78,662)		(10,000)	(2,000)						(1,805)		(38,481)	(778)	(80,343)	(194,725)	(442,657)	(442,657)	
12/31/2013	104,562	187,045	220,702	208,686	(12,345)	13,118	(3,306)	8,087			49,874	61,444	(287,589)	1,112	12,349	737,375	1,321,135	1,195,446	
change	35,493	138,264	24	(5,598)	(54,322)	(3,904)	(76,227)	98			20,992	30,034	(39,196)	(2,530)	(296)	(91,811)	(48,979)	(174,668)	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2013

Corporate Fund (10)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	53,236.00	57,543.70	8.1%	80,211.00	88,996.92	11.0% (1)	537,899.00	77,877.57	14.3% (2)
Parks	1,401.00	1,201.02	-14.3%	1,401.00	1,201.02	-14.3%	14,012.00	1,269.05	-5.4%
Total Revenues	54,637.00	58,744.72	7.5%	81,612.00	90,197.94	10.5%	551,911.00	79,146.62	14.0%
Expenses									
Administration	30,853.00	34,076.62	10.4%	133,217.00	130,896.43	-1.7%	357,119.00	128,600.85	1.8%
Parks	36,271.00	24,632.29	-32.1%	92,293.00	74,008.84	-19.8% (3)	234,067.00	74,682.51	-0.9%
Total Expenses	67,124.00	58,708.91	-12.5%	225,510.00	204,905.27	-9.1%	591,186.00	203,283.36	0.8%
Total Fund Revenues	54,637.00	58,744.72	7.5%	81,612.00	90,197.94	10.5%	551,911.00	79,146.62	14.0%
Total Fund Expenses	67,124.00	58,708.91	-12.5%	225,510.00	204,905.27	-9.1%	591,186.00	203,283.36	0.8%
Surplus (Deficit)	(12,487.00)	35.81	-100.3%	(143,898.00)	(114,707.33)	-20.3%	(39,275.00)	(124,136.74)	-7.6%

(1) Replacement taxes are 42.8%, \$8,092 higher than budget.

(2) 2013 annual property tax amount is 9.5%, \$41,966, higher than 2012.

(3) Materials and Supplies are below budget 61.8%, \$13,573. Part-time wages and taxes are below budget 12.3%, \$4,640.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Recreation Fund (20)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD</u>	
								<u>Actual</u>	<u>Actual</u>
Revenues									
Administration	83,761.00	79,109.44	-5.55%	83,761.00	79,110.87	-5.55%	837,613.00	60,061.78	31.7% (2)
Sports Complex	100.00	100.00	0.00%	4,000.00	2,682.00	-32.95%	36,404.00	3,486.00	-23.1%
Sports Complex Maintenance	3,752.00	3,825.47	1.96%	3,752.00	3,825.47	1.96%	37,517.00	2,801.19	36.6%
Midwest Museum of Natural Hist	-	-		575.00	1,158.38	101.46%	2,300.00	1,146.09	1.1%
Programs-Youth	217.00	1,731.35	697.86%	1,345.00	4,365.35	224.56%	4,104.00	1,640.26	166.1% (3)
Programs-Teens	1,013.00	1,164.64	14.97%	3,013.00	3,108.84	3.18%	6,126.00	2,176.39	42.8% (3)
Programs-Adult	375.00	150.00	-60.00%	1,590.00	990.00	-37.74%	2,790.00	1,878.00	-47.3% (3)
Programs-Family	954.00	1,652.96	73.27%	4,454.00	5,171.96	16.12%	8,642.00	3,936.27	31.4% (3)
Programs-Leagues	19.00	26.99	42.05%	19.00	26.99	42.05%	4,191.00	37.90	-28.8% (3)
Programs-Youth Athletics	7,892.00	5,392.00	-31.68%	15,602.00	10,895.00	-30.17%	23,918.00	11,307.40	-3.6% (3)
Programs-Fitness	2,627.00	4,216.82	60.52%	13,854.00	20,956.82	51.27%	28,495.00	17,828.99	17.5% (3)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0!	-	588.42	17.3% (3)
Programs-Senior	75.00	-	-100.00%	225.00	175.00	-22.22%	420.00	265.00	-34.0% (3)
Programs-Dance	226.00	195.00	-13.72%	1,114.00	3,219.00	188.96%	1,980.00	2,794.00	15.2% (3)
Programs-Special Events	104.00	73.50	-29.33%	2,834.00	2,759.00	-2.65%	3,556.00	2,860.76	-3.6% (3)
Programs-Concerts	1,100.00	1,100.00	0.00%	4,900.00	1,600.00	-67.35%	10,000.00	3,800.00	-57.9% (4)
Programs-Trips	-	428.00	#DIV/0!	-	428.00	#DIV/0!	-	2,515.00	-83.0% (3)
Brochure	-	-	#DIV/0!	2,600.00	1,350.00	-48.08%	8,100.00	2,850.00	-52.6% (4)
Weight Room	1,177.00	1,365.21	15.99%	9,855.00	8,736.41	-11.35%	19,850.00	10,784.41	-19.0%
Community Center	356.00	398.19	11.85%	356.00	378.20	6.24%	3,559.00	429.06	-11.9%
Total Revenues	103,748.00	100,929.57	-2.72%	153,849.00	151,627.29	-1.44%	1,039,565.00	133,186.92	13.8%

(1) Budget to receive 10% of property tax as of May 31, only received 9.5%.
 (2) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012.
 (3) Revenue from programs is greater than budget 19.83% \$8,736 and increased 10.4%, \$4,958 compared to 2012.
 (4) Timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2013

Expenses	27,573.00	27,542.91	-0.11%	118,226.00	112,415.48	-4.91% (1)	286,519.00	75,754.78	48.4% (2)
Administration	200.00	339.76	69.88%	350.00	339.76	-2.93%	350.00	-	#DIV/0!
Sports Complex Maintenance	36,906.00	37,207.02	0.82%	159,644.00	149,598.87	-6.29% (3)	364,579.00	109,846.68	36.2% (4)
Midwest Museum of Natural Hist	775.00	320.00	-58.71%	3,925.00	1,131.60	-71.17%	9,500.00	2,344.49	-51.7%
Programs-Youth	-	400.00	#DIV/0!	134.00	1,140.90	751.42% (5)	2,018.00	422.48	170.0% (5)
Programs-Teens	657.00	431.45	-34.33%	1,965.00	1,929.01	-1.83% (5)	3,930.00	2,004.48	-3.8% (5)
Programs-Adult	-	200.00	#DIV/0!	730.00	550.00	-24.66% (5)	2,045.00	540.00	1.9% (5)
Programs-Family	909.00	1,405.51	54.62%	4,611.00	4,307.38	-6.58% (5)	8,549.00	3,893.74	10.6% (5)
Programs-Leagues	576.00	-	-100.00%	2,398.00	1,911.73	-20.28% (5)	3,302.00	2,727.37	-29.9% (5)
Programs-Youth Athletics	6,115.00	3,852.00	-37.01%	7,348.00	4,715.00	-35.83% (5)	19,311.00	5,971.10	-21.0% (5)
Programs-Fitness	1,939.00	2,461.17	26.93%	7,011.00	8,903.49	26.99% (5)	15,552.00	7,678.56	16.0% (5)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0! (5)	-	628.72	-79.6% (5)
Programs-Senior	-	-	#DIV/0!	90.00	-	-100.00% (5)	240.00	170.00	-100.0% (5)
Programs-Dance	-	2,239.00	#DIV/0!	675.00	2,780.00	311.85% (5)	1,750.00	1,764.00	57.6% (5)
Programs-Special Events	650.00	1,196.95	84.15%	2,594.00	2,771.54	6.84% (5)	4,221.00	2,222.42	24.7% (5)
Programs-Concerts	1,050.00	2,200.00	109.52%	1,905.00	2,400.00	25.98% (6)	9,955.00	1,425.00	68.4% (6)
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0! (5)	-	4,679.84	-84.9% (5)
Brochure	8,000.00	7,462.92	-6.71%	8,000.00	7,462.92	-6.71%	24,000.00	1,951.11	282.5% (6)
Weight Room	300.00	43.86	-85.38%	1,050.00	600.81	-42.78%	3,000.00	386.77	55.3%
Community Center	14,103.00	16,512.16	17.08%	58,031.00	58,768.26	1.27%	141,210.00	58,747.22	0.0%
Total Expenses	99,753.00	103,814.71	4.07%	378,687.00	362,559.75	-4.26%	900,031.00	283,158.76	28.0%
Total Fund Revenues	103,748.00	100,929.57	-2.72%	153,849.00	151,627.29	-1.44%	1,039,565.00	133,186.92	13.8%
Total Fund Expenses	99,753.00	103,814.71	4.07%	378,687.00	362,559.75	-4.26%	900,031.00	283,158.76	28.0%
Surplus (Deficit)	3,995.00	(2,885.14)	-172.22%	(224,838.00)	(210,932.46)	-6.18%	139,534.00	(149,971.84)	40.6%

(1) Primary areas under budget were Website Management -66.65% \$2,773 and Contracted Services -45.84% \$3,102.
(2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 48.9% \$28,423 over 2012 expenses.
(3) Materials & Supplies under budget 56.00% \$11,270.
(4) Restructuring of maintenance department caused wages and related expenses to be 41.2% \$37,132 higher in 2013 compared to 2012.
(5) Expenses for programs are over budget 8.3% \$2,286 and decreased 8.7%, \$2,861 compared to 2012.
(6) Timing

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Donations (21)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	-	2.42	#DIV/0!	-	24.04	#DIV/0!	-	11.36
Total Revenues		2.42	#DIV/0!	-	24.04	#DIV/0!	-	11.36
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	2.42	#DIV/0!	-	24.04	#DIV/0!	-	11.36
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	2.42	#DIV/0!	-	24.04	#DIV/0!	-	11.36

Special Recreation (22)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	17,600.00	14,943.97	-15.09%	17,600.00	14,956.89	-15.02%	176,000.00	14,629.75
Total Revenues	17,600.00	14,943.97	-15.09%	17,600.00	14,956.89	-15.02%	176,000.00	14,629.75
Expenses								
Administration	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Total Expenses	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Total Fund Revenues	17,600.00	14,943.97	-15.09%	17,600.00	14,956.89	-15.02%	176,000.00	14,629.75
Total Fund Expenses	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Surplus (Deficit)	9,560.00	11,693.97	22.32%	9,560.00	11,706.89	22.46%	(15,040.00)	11,904.75

(1) 2013 actual annual property tax amount is 9.76%, \$17,235, below budget due to reduced EAV.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Insurance (23)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	4,300.00	4,049.46	-5.83%	4,300.00	4,051.56	-5.78%	43,000.00	9,563.55
Total Revenues	4,300.00	4,049.46	-5.83%	4,300.00	4,051.56	-5.78%	43,000.00	9,563.55
Expenses								
Administration	2,000.00	6,040.00	202.00%	17,900.00	18,974.00	6.00%	96,000.00	14,349.00
Total Expenses	2,000.00	6,040.00	202.00%	17,900.00	18,974.00	6.00%	96,000.00	14,349.00
Total Fund Revenues	4,300.00	4,049.46	-5.83%	4,300.00	4,051.56	-5.78%	43,000.00	9,563.55
Total Fund Expenses	2,000.00	6,040.00	202.00%	17,900.00	18,974.00	6.00%	96,000.00	14,349.00
Surplus (Deficit)	2,300.00	(1,990.54)	-186.55%	(13,600.00)	(14,922.44)	9.72%	(53,000.00)	(4,785.45)

(1) 2013 annual property tax amount was reduced by 62.59% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

Audit (24)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	940.00	885.27	-5.82%	940.00	886.16	-5.73%	9,400.00	1,495.50
Total Revenues	940.00	885.27	-5.82%	940.00	886.16	-5.73%	9,400.00	1,495.50
Expenses								
Administration	-	1,600.00	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	13,500.00
Total Expenses	-	1,600.00	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	13,500.00
Total Fund Revenues	940.00	885.27	-5.82%	940.00	886.16	-5.73%	9,400.00	1,495.50
Total Fund Expenses	-	1,600.00	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	13,500.00
Surplus (Deficit)	940.00	(714.73)	-176.04%	(14,060.00)	(12,363.84)	-12.06%	(5,600.00)	(12,004.50)

(1) 2013 annual property tax amount was reduced by 47.68% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Paving & Lighting (25)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	10.00	8.36		10.00	12.69		100.00	3.97
Total Revenues	10.00	8.36		10.00	12.69		100.00	3.97
Expenses								
Administration	-	-		-	4,329.65		72,000.00	-
Total Expenses	-	-		-	4,329.65		72,000.00	-
Total Fund Revenues	10.00	8.36		10.00	12.69		100.00	3.97
Total Fund Expenses	-	-		-	4,329.65		72,000.00	-
Surplus (Deficit)	10.00	8.36		10.00	(4,316.96)		(71,900.00)	3.97

Park Police (26)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	10.00	7.65		10.00	8.13		100.00	0.44
Total Revenues	10.00	7.65		10.00	8.13		100.00	0.44
Expenses								
Administration	-	-		-	-		-	-
Total Expenses	-	-		-	-		-	-
Total Fund Revenues	10.00	7.65		10.00	8.13		100.00	0.44
Total Fund Expenses	-	-		-	-		-	-
Surplus (Deficit)	10.00	7.65		10.00	8.13		100.00	0.44

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

IMRF (27)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Total Revenues	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Expenses								
Administration	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Total Expenses	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Total Fund Revenues	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Total Fund Expenses	8,600.00	8,090.74	-5.92%	8,600.00	8,090.74	-5.92%	86,000.00	8,068.38
Surplus (Deficit)	-	-	-	-	-	-	-	-

Social Security (28)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Total Revenues	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Expenses								
Administration	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Total Expenses	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Total Fund Revenues	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Total Fund Expenses	7,500.00	7,056.13	-5.92%	7,500.00	7,056.13	-5.92%	75,000.00	6,818.00
Surplus (Deficit)	-	-	-	-	-	-	-	-

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Concessions (30)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Clubhouse Concessions	6,404.00	8,349.36	30.38%	10,588.00	13,301.61	25.63% (1)	66,417.00	16,530.62
Beverage Cart	1,603.00	1,264.49	-21.12%	1,603.00	1,264.49	-21.12% (2)	15,091.00	1,495.70
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Sports Complex Concessions	4,994.00	4,702.04	-5.85%	4,994.00	5,315.29	6.43%	28,957.00	4,580.88
Pool Concessions	305.00	0.50	-99.84%	305.00	0.50	-99.84%	12,147.00	805.75
Catering	1,231.00	1,689.54	37.25%	5,581.00	5,319.79	-4.68% (3)	18,060.00	7,781.13
Total Revenues	14,537.00	16,005.93	10.10%	23,071.00	25,201.68	9.24%	140,672.00	31,194.08
Expenses								
Clubhouse Concessions	8,350.00	7,833.55	-6.19%	25,526.00	21,353.85	-16.34% (2)	75,571.00	22,396.53
Beverage Cart	834.00	602.43	-27.77%	834.00	602.43	-27.77% (2)	10,857.00	667.60
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Sports Complex Concessions	4,395.00	2,585.83	-41.16%	4,940.00	4,018.09	-18.66% (4)	21,813.00	2,183.49
Pool Concessions	750.00	358.40	-52.21%	750.00	358.40	-52.21%	11,711.00	-
Catering	917.00	147.84	-83.88%	2,306.00	648.55	-71.88% (3)	7,637.00	1,883.82
Total Expenses	15,246.00	11,528.05	-24.39%	34,356.00	26,981.32	-21.47%	127,589.00	27,131.44
Total Fund Revenues	14,537.00	16,005.93	10.10%	23,071.00	25,201.68	9.24%	140,672.00	31,194.08
Total Fund Expenses	15,246.00	11,528.05	-24.39%	34,356.00	26,981.32	-21.47%	127,589.00	27,131.44
Surplus (Deficit)	(709.00)	4,477.88	-731.58%	(11,285.00)	(1,779.64)	-84.23%	13,083.00	4,062.64

(1) Received Pepsi Marketing dollars earlier than budgeted. Opened later than budgeted.

(2) Concessions/Golf Course opened later in 2013, cooler/wreiter.

(3) Below budget and compared to 2012 primarily due to the NIU Rugby. The weather was very cold and windy thus reducing our sales \$1,200. Also had a wedding reception cancel because they were nervous about flooding. Most of 2013 catering revenue is from rental fees.

(4) Due to timing of Pepsi shipments, increased order to insure stock.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Developer Contributions (32)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	1,250.00	0.68	-99.95%	2,500.00	27,533.81	1001.35%	5,000.00	9,738.04	182.7%
Total Revenues	1,250.00	0.68		2,500.00	27,533.81		5,000.00	9,738.04	182.7%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	0.68		2,500.00	27,533.81		5,000.00	9,738.04	182.7%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	0.68		2,500.00	27,533.81		5,000.00	9,738.04	182.7%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2013

Golf Course (50)

Department	May Budget	May Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Golf Operations	55,369.00	67,151.57	21.3%	210,648.00	197,409.57	-6.3% (1)	505,526.00	242,312.81
Golf Maintenance	2,184.00	1,956.05	-10.4%	2,184.00	1,956.05	-10.4%	21,837.00	2,791.48
Total Revenues	57,553.00	69,107.62	20.1%	212,832.00	199,365.62	-6.3%	527,363.00	245,104.29
Expenses								
Golf Operations	24,893.00	24,377.11	-2.1%	81,846.00	80,211.19	-2.0%	235,972.00	115,374.88
Golf Maintenance	39,523.00	29,975.93	-24.2%	120,081.00	100,415.00	-16.4% (4)	283,545.00	133,111.83
Total Expenses	64,416.00	54,353.04	-15.6%	201,927.00	180,626.19	-10.5%	519,517.00	248,486.71
Total Fund Revenues	57,553.00	69,107.62	20.1%	212,832.00	199,365.62	-6.3%	527,363.00	245,104.29
Total Fund Expenses	64,416.00	54,353.04	-15.6%	201,927.00	180,626.19	-10.5%	519,517.00	248,486.71
Surplus (Deficit)	(6,863.00)	14,754.58	-315.0%	10,905.00	18,739.43	71.8%	7,846.00	(3,382.42)

Golf course opened March 13, 2012 compared to April 5, 2013. Wetter/colder 2013.

- (1) Daily Greens Fees +31.53% \$8,937
- Golf Events & Misc +26.96% \$2,264
- Lessons -72.27% -\$3,570
- Carts +54.76% \$9,091
- Season passes -19.26% -\$24,960
- Pro shop sales -25.7% -\$5,405

- (2) Daily Greens Fees -4.81% -\$1,885
- Golf Events & Misc -8.28% -\$963
- Lessons -59.47% -\$2,010
- Carts -9.33 -\$2,645
- Season passes -16.49% -\$20,661
- Pro shop sales -51.68% -\$16,711

- (3) 2013 Expenses are less than 2012 due to: wages and related expenses -20.4% \$13,246 and cost of goods sold -64.1% \$19,625
- (4) Expenses are below budget in two areas: Materials & Supplies -53.9% \$13,462 and Part time wages and related expenses -9.3% \$5,719
- (5) Restructuring of maintenance department caused wages and related expenses to be -28.3% \$28,326 lower in 2013 compared to 2012.

Course opened later in 2013.

Course opened later in 2013.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Swimming Pool (51)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Pool	8,710.00	7,378.39	-15.3%	16,737.00	17,886.89	6.9%	75,406.00	24,351.92
Swim Lessons	3,506.00	4,937.26	40.8%	3,506.00	4,997.26	42.5%	11,584.00	3,274.00
Total Revenues	12,216.00	12,315.65	0.8%	20,243.00	22,884.15	13.0% (1)	86,990.00	27,625.92
Expenses								
Pool	341.00	2,355.62	590.8%	491.00	2,748.37	459.7%	50,270.00	2,080.49
Pool Maintenance	3,061.00	4,783.31	56.3%	4,443.00	6,835.43	53.8%	28,600.00	5,995.60
Swim Lessons	-	200.94	#DIV/0!	-	200.94	#DIV/0!	8,120.00	-
Total Expenses	3,402.00	7,339.87	115.8%	4,934.00	9,784.74	98.3% (3)	86,990.00	8,076.09
Total Fund Revenues	12,216.00	12,315.65	0.8%	20,243.00	22,884.15	13.0%	86,990.00	27,625.92
Total Fund Expenses	3,402.00	7,339.87	115.8%	4,934.00	9,784.74	98.3%	86,990.00	8,076.09
Surplus (Deficit)	8,814.00	4,975.78	-43.5%	15,309.00	13,099.41	-14.4%	-	19,549.83

(1) Daily Fees none as of May 31, 2013.

Season passes +21.38% \$3,333 (non-resident decreased)

Misc income (includes pool rentals and middle school pool party) none as of May 31, 2013

Swim Lessons 30.09% \$1,038

(2) Daily Fees none as of May 31, 2013.

Season passes -16.29% \$3,683

Misc income (includes pool rentals and middle school pool party) none as of May 31, 2013

Swim Lessons 40.91% \$1,303

(3) Timing with most expenses.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended May 31, 2013

Debt Service (60)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	56,500.00	53,445.96	-5.4%	56,500.00	53,446.72	-5.4%	565,000.00	45,855.86
Total Revenues	56,500.00	53,445.96	-5.4%	56,500.00	53,446.72	-5.4%	565,000.00	45,855.86
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Total Expenses	-	-	-	-	-	-	562,243.00	-
Total Fund Revenues	56,500.00	53,445.96	-5.4%	56,500.00	53,446.72	-5.4%	565,000.00	45,855.86
Total Fund Expenses	-	-	-	-	-	-	562,243.00	-
Surplus (Deficit)	56,500.00	53,445.96	-5.4%	56,500.00	53,446.72	-5.4%	2,757.00	45,855.86

Capital Projects (70)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>
Revenues								
Administration	-	49.82	#DIV/0!	-	400.53	#DIV/0!	462,000.00	493.30
Total Revenues	-	49.82	#DIV/0!	-	400.53	#DIV/0!	462,000.00	493.30
Expenses								
Administration	178,025.00	140,257.07	-21.2%	264,325.00	211,666.05	-19.9%	594,765.00	91,250.42
Total Expenses	178,025.00	140,257.07	-21.2%	264,325.00	211,666.05	-19.9%	594,765.00	91,250.42
Total Fund Revenues	-	49.82	#DIV/0!	-	400.53	#DIV/0!	462,000.00	493.30
Total Fund Expenses	178,025.00	140,257.07	-21.2%	264,325.00	211,666.05	-19.9%	594,765.00	91,250.42
Surplus (Deficit)	(178,025.00)	(140,207.25)	-21.2%	(264,325.00)	(211,265.52)	-20.1%	(132,765.00)	(90,757.12)
Total Fund Revenues	339,401.00	345,643.95	2.7%	589,567.00	605,744.08	2.7%	3,768,101.00	612,935.98
Total Fund Expenses	454,106.00	402,038.52	-11.5%	1,166,779.00	1,051,473.84	-9.9%	3,917,361.00	906,847.16
Surplus (Deficit)	(114,705.00)	(56,394.57)	-50.8%	(577,212.00)	(445,729.76)	-22.8%	(149,260.00)	(293,911.18)

Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	5/31/2013	5/31/2013 Cash balance
10 Corporate	59,624.81	90,197.94	204,905.27	(55,082.52)	(51,680.39)
20 Recreation	36,127.00	151,627.29	362,559.75	(174,805.46)	(177,302.15)
21 Donations	220,678.26	24.04	-	220,702.30	220,702.30
22 Special Recreation	214,204.58	14,956.89	3,250.00	225,911.47	223,286.47
23 Insurance	78,716.85	4,051.56	18,974.00	63,794.41	27,054.76
24 Audit	17,022.29	886.16	13,250.00	4,658.45	4,658.45
25 Paving & Lighting	72,920.94	12.69	4,329.65	68,603.98	68,603.98
26 Park Police	7,989.31	8.13	-	7,997.44	7,997.44
27 IMRF	-	8,090.74	8,090.74	-	-
28 Social Security	-	7,056.13	7,056.13	-	-
30 Concessions	29,995.12	25,201.68	26,981.32	28,215.48	26,355.91
32 Developer Contributions	31,410.60	27,533.81	-	58,944.41	58,944.41
60 Debt Service	12,645.45	53,446.72	-	66,092.17	66,092.17
70 Capital Projects	819,620.80	400.53	211,666.05	608,355.28	605,815.28
Total governmental fund balance	1,600,956.01	383,494.31	861,062.91	1,123,387.41	1,080,528.63
50 Golf Course	13,741.95	199,365.62	180,626.19	32,481.38	
Net Assets	<u>(241,871.42)</u>			<u>(241,871.42)</u>	
	(228,129.47)			(209,390.04)	(222,998.16)
51 Swimming Pool	293,509.55	22,884.15	9,784.74	306,608.96	
Net Assets	<u>(290,235.35)</u>			<u>(290,235.35)</u>	
	3,274.20			16,373.61	16,420.68
Total proprietary funds	307,251.50	222,249.77	190,410.93	339,090.34	
Net assets	<u>(532,106.77)</u>			<u>(532,106.77)</u>	
Proprietary funds minue net assets	<u>(224,855.27)</u>			<u>(193,016.43)</u>	
	1,376,100.74			930,370.98	873,951.15

Summary of depository accounts as of 6/19/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,611.93	0.10
National Bank & Trust	322,683.94	0.03
Resource Bank	558,802.01	0.10
*Dekalb Co. Community Foundation	<u>12,853.69</u>	
	909,951.57	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 4/30/13.

BLANK

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 25, 2013

Administrative Initiatives (6/1/13 – 6/31/13)

- Attended CWSPT meeting.
- Attended Superintendent Meetings.
- Attended study session.
- Attended Small Business Fraud workshop sponsored by National Bank & Trust.
- Continued to work with contacts at Frontier and TBC in an effort to improve systems within the District.
- Planned for and ordered drop safes to be used at all District locations that take in money.
- Finalized information with adjusters from flood insurance regarding claim for costs involved in cleaning and repairing flooded lower level of Administration offices.
- Reviewed and made recommendations on the Sycamore Park District Personnel Manual.
- Spoke with Eric Hohenstein, Claims Supervisor, PDRMA, regarding procedures for filing insurance claims.
- Met with Kim Trostle, Training & Education Coordinator, PDRMA, regarding website training information.

- Staff completed consolidation of Ordinances/Resolutions 2008-present.
- Provided detailed financial statements to department heads with any areas of concern indicated.
- Assisted with first “Chow and Chat” located at Sycamore Lake.
- Met with Concession Manager regarding concerns at the Sports Complex concessions operation.
- Continued to work with Concessions Manager, Office Asst. and EZ Links in order to properly set up POS system to accurately record sales from inventory.
- Completed inventory of administration assets.
- Catering/special events/room rentals: 5 room rentals, 4 outings, Storm Dayz Tournament

Administrative Initiatives (7/1/13 – 7/31/13)

- Attend Study Session.
- Work with Joan Baltusis, Administrative Services Manager, PDRMA, regarding updating certificates of insurance.
- Finalize purchase order form. Work with MSI to prepare for installation of purchase order module and training.
- Finalize asset listing at for all concessions locations.
- Schedule a meeting with Recreation staff to discuss current program software: pros, cons, needs. Contact other districts to find out what software they are using.
- Continue to monitor inventory controls and review EZLinks data to ensure accuracy.

- Develop first draft of RFP for Auditing Services.
- Supervise an additional cycle count.
- Oversee installation of new backup system for main server.
- Work with TBC on installation of new hardware at Community Center Desk.
- Assist Executive Director with finalizing the Personnel Policy Manual.
- Work with Office Assistant to set up “stores” within the EZLinks system for Beverage Cart, Sports Complex and Pool in order to improve inventory controls.
- Continue to review actual financial data to budget and note any areas of concern.
- Schedule follow up meetings with Boys’ baseball, Girls’ Softball and Storm regarding concessions.
- Catering/special events/room rentals: 1 room rentals, 3 outings

BLANK

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: June 25, 2013

Administrative Initiatives (6/1/13 – 6/30/13)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended CWSPT meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board of Directors Meeting.
- Attended Sycamore Chamber of Commerce Business Afterhours.
- Attended and volunteered at the 90th Anniversary Bike Rally Event. 25 bikers and families attended.
- Volunteered at Discover Sycamore Farmers Market.
- Met with Jeanette Freeman to review the status of part-time payroll dollars accrued during the first 3 months of the golf season and adjust staff usage based upon those expenditures. A summary of that assessment appears on the next page.

2012 Payroll 1/1/12 – 5/31/12	Hours Worked	Amount Paid
Full Time Staff	1762	\$55,268.00
Part Time Staff	477.75	\$4032.23
Total 2012	2239.75	\$59,300.23
2013 Payroll 1/1/13 – 5/31/13	Hours Worked	Amount Paid
Full Time Staff	880	\$32,378.40
Part Time	466.5	\$4,637.37
Total 2013	1346.5	\$37,015.77
2012 Pro Shop Cashiers	237	\$1,995.55
2013 Pro Shop Cashiers	275.25	\$2,530.60
Difference	+38.25	+\$535.05
2012 Cart Handlers	159.75	\$1,327.72
2013 Cart Handlers	125.75	\$873.59
Difference	-34	-\$504.13
2012 Rangers	81	\$708.96
2013 Rangers	65.5	\$581.85
Difference	-15.5	-\$127.11

- 2013 payroll has been reduced by 1,346.5 hours and \$22,284.46 through May. 2013 Pro Shop Cashiers hours and dollars are up by 38.25 hours and \$535.05. This is related to the elimination of the full time position. Cart Handler hours have been reduced by 34 hours and \$504.13 and Ranger hours have been reduced by 15.5 hours and \$127.11 during the period of 1/1/13 – 5/31/13. This adjustment in payroll hours and payroll expenditure is in line with Goal 1 and Objective 1 of my Goals and Objectives. I have reduced hours of the Cart Handlers on weekdays to 5 hours per day with no Cart Handler on staff until 3:30pm. Ranger hours worked, though below 2012, are a little higher due to the increased traffic on the golf course. Pro Shop Cashier hours are up slightly, due to the amount of play. The Pro Shop Cashiers, as well as the Rangers also cover Cart Handler duties when deemed necessary.
- Continued to monitor top selling pro shop inventory closely and reorder at minimum quantities to promote complete sell through. Returned a large pre-booked ball order to Titleist that was put on hold and mistakenly shipped to us. Accepting this ball order would have increased our inventory beyond acceptable levels.

- Held Clinics on putting, full swing and short-game as presented in park district brochure.
- Administrated and coordinated 5 major golf events in June. These serves 387 participants.
- Implemented new staffing plan of large events to monitor staff usage during such events.
- Developed new advertising for the golf club and park district with Kane County Magazine featuring the Charitee Challenge.
- Held Partners in Golf Clinic.
- Begin and complete the 2013 SAY- Golf Junior Lesson program.
- Attended Small Business Fraud Seminar.
- Attended Study Sessions.

Administrative Initiatives (7/1/13 – 7/31/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Begin negotiations with EZGO Corporate concerning the trade in of 10 to 12 2000 EZGO golf cars for 10 to 12, 2008 or newer EZGO Golf Cars.
- Hold golf staff match play event to build staff morale and unity.
- Monitor golf ball “par stock” replacing missing ball styles in limited quantities.
- Update 2013 cart repair spreadsheet with current repairs.

- Complete and schedule fall programs for fall brochure.
- Administrate and coordinate 6 large golf events in July.
- Hold 2 additional golf clinics in putting and chipping for league players.
- Administer and monitor in house handicap system for Wednesday Men's League.
- Continue to increase participation in the Charitee Challenge. The pro shop staff has currently sold 667 tickets as of June 18, 2013, averaging 26 tickets per day, national average for Charitee Challenge courses is 16 per day. Generated \$2,023.00 in sales of tickets in less than one month of sales.
- Contact Course Trends to help modify minor changes in the website design and develop a Facebook page for the golf course.
- Attend Footjoy online seminar to help glove, sock and shoe sell-through.
- Volunteer for Sycamore Chamber "Summer on State" event.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: June 25, 2013

Administrative Initiatives (6/1/13-6/30/13)

Golf

- Ideal temperatures and precipitation along with avoiding some severe storms have provided some quality golf course turf.
- As-needed disease prevention applications have begun on all turf areas in addition to fertilizer spreading.
- Greens were aerified and sand top dressed on the 4th and 5th of June.
- Staff planted 64 flats of annuals in several beds and pots around the course.
- Staff has begun to remove dead trees as time allows. Several have or are dying due to both last years' heat/drought, and ash trees from emerald ash borer. New trees will be planted this fall where needed to replace removed trees.
- Warm temperatures along with consistent rains have caused the grass to grow at a rapid rate. Mowing and string trimming are the main focus of the staff at this time.
- Continue to monitor conditions and order turf products as needed.
- Works has begun on placing wainscoting and trim in the board room where flood damage occurred.

- Researched cleaning company to deep clean tile floors and grout in the clubhouse bathrooms. Work was completed on June 17th and will be repeated later in the summer.
- Meet with Kirk Lundbeck daily to discuss daily events and upcoming tournaments to better organize course maintenance around play.

Sports

- The new tennis courts by the pool were opened on June 6th. Met with construction crew and engineers to discuss post build punch list.
- Field repair and prep continues as games and practices are in peak season for all ball groups. Meet and or communicate with all user group leaders almost daily to discuss field use changes or issues with fields, lights, scoreboards, or user group conflicts.
- During the wet conditions, we have worked hard to recover fields to eliminate as many rain outs as possible.
- A couple of new user groups have had games and weekend tournaments on what was the Liners field. I meet with these groups during the games several times to ensure a positive experience for all.
- Met with Bart and Storm Dayz officials to discuss tournament details the week before the tournament.
- Pool was opened at the beginning of June when temperatures allowed. All systems are running well at the moment. The improved landscaping inside the pool area has provided a lot of positive feedback.
- Hosted Sycamore Youth Baseball picture day at the maintenance facility on June 1st.

Parks

- Prepared handout and hosted Park Tour on May 30th. Seemed to be an enlightening experience for all who attended.
- Encap has completed regarding, seeding, and blanketing all three ponds at Parkside Preserve, and the pond at Chief Black Partridge. They have also added plant plugs and protective fencing around the shore lines and in the water. Signage to ask the public to avoid fishing these ponds and explaining our efforts have also been added.
- Staff is doing their best to keep up with the mowing, weed eating, path cleaning, and playground safety checks as the growth rate of the turf continues at a rapid clip. They have also been setting up the stage weekly for concerts and events.
- WPA Main Shelter – Happy to report work has begun on the shelter. The plumbers have started work and will complete in couple of weeks. I found some additional electricians to help our volunteers complete the work which will continue as their free time allows. The doors will be replaced as part of our ADA transition plan later this summer.
- Worked with Bart and organizers to host Kishwaukee Health Systems employee party on June 1st. Helped with staging before and supervising during the event.
- Staff has also begun removal of dead trees throughout the park system as time allows.
- Attended staff, board, CAC, and long range planning committee meetings.
- Attended ADA meetings with PHN Architects.

- Toured our facilities with PDERMA rep. and reviewed current practices for maintenance and training of staff.
- I wheel measured all walk/bike trails at Parkside Preserve, Old Mill, Emil Cassier, Lake Sycamore, Chief Black Partridge, and thru the course/sports complex. Will work with Bart to get together a trails map with distances for web site and brochure, and eventually at the parks themselves.
- For goals and objectives, in the middle of drafting current maintenance practices at individual parks, frequency of practices, staffing required, and an inventory list of amenities at each park.
- Larry Miller and I have been conducting playground inspections and recording results. Worn parts have been replaced on various play structures as needed.

Administrative Initiatives (7/1/13-7/31/13)

- Dead trees on the course will be removed as time allows.
- Will continue to monitor golf course as summer stress conditions take over. Will price out protective products, meet with reps. and order as needed.
- Will work with Kirk as many tournaments take place this month to allocate time for staff to prepare course prior to play.
- Will continue working on objectives for the two year strategic plan, specifically park by park and facility by facility current maintenance practices and equipment replacement information.
- Will work on acquiring mini excavator machine as approved in the capital budget.

- Will continue to work with PHN architects as the project bids go out and are awarded for the ADA work this fall.
- Will continue to work with Encap as weather allows the pond projects and native area work to continue.
- Attend all staff, board, CAC, and long term planning meetings.
- Will work with Bart on the trails maps and route distances.
- We will install bike trail signs throughout the sports complex and golf course in coordination with the County continuous bike trail effort.
- Meet with, prepare for, and host Storm Dayz softball tournament June 28-30.
- Will attend planning meetings and then host Sycamore Girls Softball tournament the week of July 15th.
- Staff will set up stage for all concerts, Midwest Museum Lizard Day, and Battle of the Bands events.
- Staff will continue repair of the lower level of clubhouse.
- Will continue to meet and talk with all the field user groups as playoffs near to coordinate field use and maintenance issues.
- Will continue to coordinate the rehab of the WPA Main Shelter as the plumbers finish their work and the electricians continue theirs.
- Meet with all user groups as season finish to get feedback on any issues with field use and maintenance needs. Will set meetings for fall user groups including AYSO soccer and KYFL football.

BLANK

To: Park Board of Commissioners

From: Bart Desch

Subject: Monthly Board Report

Date: June 21, 2013

Administrative Initiatives: 06/01/13 – 06/30/13

- Assisted and facilitated the Kishwaukee Community Hospital employee picnic on June 1, at the Sports Complex. This will be the second year that they are using the Complex. Approximately 1400 people attended the event.
- Facilitated a field request from Opportunity House for June 8. In the spirit of cooperation and the fact that they did not need the fields prepared, there was no charge.
- Registered the Park District for the School District's Health Fair, to be held on August 20. This will be held at the field house and this will be the third year we will be attending.
- Attended The Small Business Fraud Workshop that NB&T Bank offered.
- Met with "Storm" representatives regarding the upcoming tournament. This is part of Objective 13, Goal 3 of the Short term Goals and Objectives.
- Met with numerous instructors as programs are beginning, those include; Zumba, Archery, skateboarding/longboarding, baseball camp, tennis camp, "OSCAR", All Star Sports and Hatha Yoga.
- Conducted the second 90th event on June 8, the Bike Rally. Twenty five people participated in the event. The next event will be the "Ice Cream Social" on July 14. This is part of Objective 7, Goal 5 of the Short Term Goals and Objectives.
- Facilitated the aerobic programming at the Farmers Market on June 9, downtown. Besides showing off some specific programs, we also handed out a great deal of literature about upcoming events and programs. The next Farmers Market that we will provide programming for will be July 14, with the Museum showcasing programs that we offer in conjunction with them.
- Facilitated and expanded the program offering to the School District's "OSCAR" program. Two days a week we will provide an instructor to teach fitness to the youth at the school. This is in addition to the programming we are offering now, tennis,

swimming and outdoor recreation. This is part of the Objective 10, Goal 3 of the Short Term Goals and Objectives.

- Conducted several concerts in the past weeks. Concert one attracted close to 400 people and the second concert attracted close to 500.
- Sent facility requests to the School District regarding fall programming.
- Met with management from Secure Clean Building Services regarding cleaning of the District's buildings.
- Met with management from Sparkle Cleaning regarding cleaning of the District's buildings.
- Assisted in facilitating the Storm tournament the last weekend in June.
- Assisted with the production of the print ads for the "Ice Cream Social" in July.
- Sent out letters to prospective businesses that may be interested in participating in the "Touch-A-Truck" program in September.
- Facilitated with the DeKalb County Community Foundation their participation in the June Park Board meeting.
- Coordinated with a Girl Scout troop from Genoa on their offer to assist at the Fall Fishing Derby.
- Added several aerobic classes to the schedule for the summer.
- Assisted the Director with the first "Chow and Chat" at Lake Sycamore.
- Attended the Board Study session in June.
- Attended the CAC meeting in June.
- Contacted partners about ads for the upcoming Fall brochure.

Administrative Initiatives: 06/01/13 – 06/30/13

- Continue to discuss with Farm and Fleet Corporate representatives, the “Touch a Truck” event for September, 2013. This is part of Objective 8 of Goal 2 of the short term goals and objectives. Currently we have the following vehicles that will be on site for the event:
 - Fire Truck
 - Police Car
 - Ready mix Truck
 - Ambulance
 - Park Vehicle
 - O’Donnell Crane
 - School District Vehicle
 - Verizon Vehicle
 - Kishwaukee Community Hospital Vehicle
 - National Guard Truck and Cannon

- Will provide programming entertainment for the Farmers Market on July 14, from 11am to noon.

- Continue work on an asset inventory to support an equipment replacement schedule for Recreation equipment, as part of the Short-Term Plan Goals and Objectives.

- Conduct the “Ice Cream Social” on July 14 at Wetzel Park. This event begins at 1pm.

- Continue working on and processing the Fall brochure.

- Will facilitate several programs that begin in July, Chess Camp, Lego Camp, Tennis Camp and the British Soccer Camp.

- Facilitate the concerts series on July 11, 18, and 25.

- Will begin to process field rental bills and send them out to the user groups.

- Will begin writing a Community Center Manual for the front desk staff.

- Assist in conducting a Community Center staff meeting on July 19.

- Finalize cleaning contract and begin cleaning services by July 15, 2013.

- Discussed and will plan with the new Front Desk Supervisor, a customer service training workshop for staff in August for the Community Center front desk staff.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: June 25, 2013



Administrative Initiatives (6/1/13 – 6/30/13)

- Attended CAC meeting.
- Finalized dates for ADA training—Supt. of Facilities and Parks/Building Foreman.
- Finalized work on Bid Specifications/plans for Year 1 ADA work.
- Let ADA work for bid.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Continued meeting with community leaders.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Prepared for the Scenario Presentations of the Community-Wide Strategic Planning Team on June 6, 2013.
- Led the “final” CWSPT meeting.
- Held Technology Planning Meetings with TBC and Frontier.
- Attended “Live Healthy DeKalb County” meeting.
- Conducted information gathering on flood plain matters.

- Reviewed the 300+ page IDOT Land Acquisition Policies and Procedures Manual.
- Attended KSRA Board Meeting.
- Held meetings with School District personnel.
- Planned meetings with Sycamore Creek HOA and met with City Manager about North Grove Crossing.
- Completed review of the park district's liquor license.
- Finalized changes to Personnel Policy.
- Finished work on the RFP for an independent consultant to assess and modify our technology and website.
- Finalized Board Objectives for Goals 4, 9 and 10.
- Attended NB&T training program on Small Business Fraud.
- Held the First "Ask the Director" cookouts.
- Finalized "Image" plans for the park district.

Administrative Initiatives (7/1/13 – 7/31/13)

- Hold Board Study Session to develop goals for Vision 2020.
- Update Agenda Planner for Staff/Board.
- Finalize "image" standards for park district to be approved the Board at the July Regular Meeting.
- Finalize Personnel Policy Manual for park district to be approved the Board at the July Regular Meeting.
- Let bids for ADA work.
- Attend Chamber Board Meetings.

- Coordinate a “Community Pride Day” meeting in conjunction with City, School District, and Park District.
- Supervise work on Pond Restoration projects.
- Hold a joint meeting with the Midwest Museum of Natural History.
- Continue meeting with community leaders.
- Prepare information for DCEDC about the park district.
- Plan for an early Fall full-time staff/board appreciation event.
- Conduct July 16 Study Session.
- NOTE: July Regular Board Meeting moved to July 30th.
- Put out RFP for Technology Study.

BLANK

Cornerstone Christian Academy
Thank you for your donation to our annual benefit dinner and auction.

Dave
Sycamore Park District
940 E. State St.
Sycamore, IL 60178

<u>Donations</u>		Estimated Donation Value
Silent 302	Certificate - Family Pool Pass at the Sycamore Pool	\$191.00
	Total Donations	\$191.00

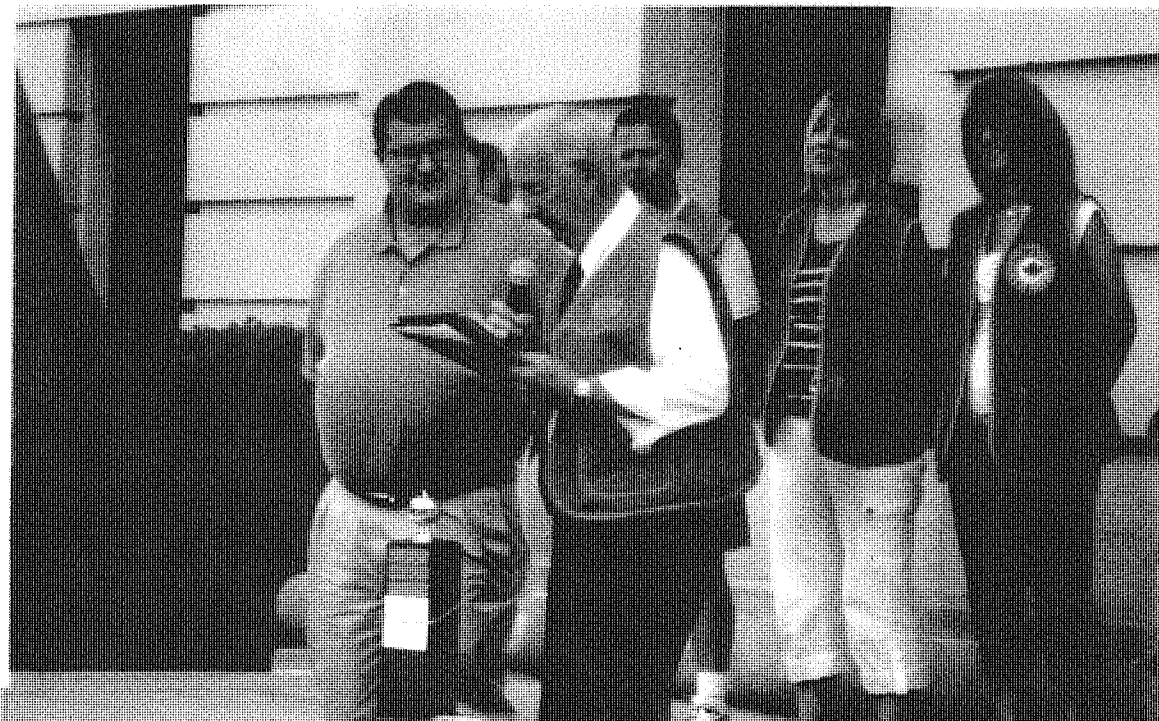
CCA is recognized as tax exempt under Section 501C(3) of the I.R.S. code.
Our Illinois tax I.D. number is E9985-3231-03.

Friday, May 03, 2013

It is with a great deal of pleasure that the Sycamore Pumpkin Festival Committee announces its 2013 "Friend of the Festival," The Sycamore Park District. Established in 1923 by the voters of Sycamore, the Sycamore Park District has grown from having just a golf course-established in 1924- to over 400 acres in 16 parks throughout Sycamore. The park district is proud of its history, and the contribution it makes to the Quality of Life of our citizens. The Community Center, the Sports Complex and the Swimming Pool allow for a wide variety of recreation activities and opportunities, and make the City of Sycamore an attractive place for people to live, and for business to locate. Governed by an elected board of five Commissioners – Ted Strack, Michelle Schulz, Ann Tucker, Daryl Graves, and Bill Kroeger – the park district is in the midst of planning for its future.

This year the Park District is celebrating its 90th anniversary with several events including: a Bike Rally on Saturday, June 8th, an Ice Cream Social on Sunday, July 14th, Fireworks on Saturday, September 14th, and Touch-a-Truck on Saturday, September 28th.

The Sycamore Pumpkin Festival Committee wishes to thank the Sycamore Park District for all their assistance during our festival with such things as: picnic tables used in the food court areas, golf cart usage before, during, and after the parade, the use of park property for our fireworks displays on anniversary years, and most recently their assistance with the announcement of our theme winner. With the assistance of the Sycamore Park District the Quality of Life is improved by providing fun in Sycamore.



Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Virginia Jones
Date of Event: May 19, 2013
Type of Event: Birthday Party - 60 people

1. How was your event? great
2. How was the service of the Park District Staff? great
3. How was the room rental fee? great

****If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.****

4. How was your menu/~~meal~~/bartending? Bartending was nice, Guests could go to bar and order what they wanted. Friendly service.
5. How was the pricing? great. It would not have saved much if we had to buy all kinds of varieties of pop and liquor.
6. Would you change anything? coffee ~~pts~~ ^{carafes} on the tables would be nice.
7. Would you recommend the Clubhouse to a friend? yes
Why or Why not _____
8. How did you hear about us? park district flyer
9. Please note your overall experience. nice room, It was perfect size for my party.

Sycamore Park District Clubhouse

Post Rental Questionnaire

Name: Yvonne Vallone

Date of Event: 4-27-13

Type of Event: Birthday Party

1. How was your event? it was very nice -
room was excellent

2. How was the service of the Park District Staff? very helpful

3. How was the room rental fee? ok - I thought there
should be some allowance for set up w/o a fee

If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.

4. How was your menu/meal/bartending? she did an excellent
job - people commented how nice she was
very helpful also

5. How was the pricing? some bar items I thought
were a little high

6. Would you change anything? entrance to clubhouse
needs some work / possible accident hazard

7. Would you recommend the Clubhouse to a friend? yes
Why or Why not Overall I thought it was an
excellent venue

8. How did you hear about us? phone book

9. Please note your overall experience. It was a great
place to hold a party

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Merica San Pedro
Date of Event: 6-15-13
Type of Event: Baptism celebration

1. How was your event? Very nice a family celebration.
2. How was the service of the Park District Staff? exelant
3. How was the room rental fee? a nice price

If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.

4. How was your menu/meal/bartending? nice
5. How was the pricing? A nice price
6. Would you change anything? no, evergthing the way it was, was nice
7. Would you recommend the Clubhouse to a friend? yes,
Why or Why not we liked how they attended us
8. How did you hear about us? A friend told us about it and in the newspaper
9. Please note your overall experience. A very nice experience everyone helped

BLANK

01-01-02

01-01-02

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: PERSONNEL POLICY REVISION—SECOND REVIEW: Discussion Only

BACKGROUND INFORMATION:

NOTE: The most recent revision of the manual will be hand delivered to Board Members to save “file size” on the emailed Board Packet.

As we continue to seek ways to cut costs, and manage better, we are also challenged to be sure that the quality of the work that our employees do is recognized, and we take care of the hardworking employees at our district. The Board recognized that necessity when we adopted Goal 6:

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

To that end, one of several Objectives set forth was the following:

Objective 7

During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:

- How we treat a small number of committed, year-round/nearly full-time Staff
- Different degrees of being “part-time”
- Developing reward system for part-time employees
- Finding simple ways to reward full-time employees

Furthermore, it is noted that the Personnel Policy of the district had not been reviewed in a number of years, and many of the items are out of date. The new Healthcare regulations, alone, have changed rules and regulations, plus the way in

which the district provided certain benefits have evolved, by policy changes, and have not been updated/approved in the policy manual itself.

With cost savings in mind, AND, at the same time, not losing sight of how we provide for our staff, therefore, I am presenting a first draft of our revised Personnel Policy Manual. Items that are highlighted are areas that I believe require further discussion/clarification, but there may be others. Therefore, I asked that the Board read through this, ask questions, and prepare to finalize it for our June Regular Board meeting. We would then make finishing touches and bring it the July Regular Board Meeting for adoption.

FISCAL IMPACT: Until options are finalized, cost and savings have not been determined.

STAFF RECOMMENDATION: The staff recommends the Board read, review, discuss, ask questions, and make recommendations.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION: N/A

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: FINAL REVIEW OF FUTURE GRANT OPPORTUNITIES: Discussion Only

BACKGROUND INFORMATION: One of the key pieces of information as the Board begins to hear the final reports of the Community-Wide Strategic Planning Team, and holds its study sessions to finalize “VISION 2020”--our Long-Range Plan—is what some of our “outside” sources of funds might be for projects.

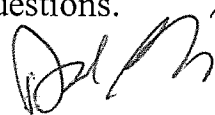
Therefore, I am attaching a spreadsheet of information on those common sources for the Board’s education/information, and to have a short review/discussion about at this meeting.

I hope you will take the time to review it before the meeting.

FISCAL IMPACT: Accessing these sources would move some of the cost of the impact for our future planning to non-local sources.

STAFF RECOMMENDATION: Discussion and Questions.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION: NA

BLANK

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>RECREATIONAL GRANTS-IN-AID PROGRAMS FROM IDNR</p> <p>Illinois Youth Recreation Corps (2011 Grant Program)</p> <p>The Illinois Youth Recreation Corps was established for making grants to local sponsors to provide wages to youth operating and instructing in recreational and conservation programs for the benefit of other youth. Such programs shall provide recreational opportunities for children of all age levels and shall include, but not be limited to, the coordination and teaching of physical activities, arts and handicrafts, and learning activities.</p>	<p>The employment period for any youth hired is limited to no more than 60 working days during the months of June, July and August. The Illinois Department of Natural Resources dictates wage amounts, and hires shall work hours as required by the recreational program but no more than eight (8) hours in a single day unless otherwise approved by the Department of Natural Resources. Only wages for eligible youth hired pursuant to this program may be paid from funds received through this grant.</p>	
<p>Park and Recreational Facility Construction (PARC) Program (2010 Grant Program)</p> <p>The Park and Recreational Facility Construction Act (PARC) was created by Public Act 096-0820 effective November 18, 2009 to provide grants to be disbursed by the DNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces and natural areas.</p>	<p>The DNR may limit any one single project to a maximum of no more than 10% of the amount released for any fiscal year. The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance: the State will provide up to 75% of approved project costs, with the exception of those local governments defined as "disadvantaged," which will be eligible for up to 90% funding. Other state/federal funds cannot be used to match the PARC program.</p>	
<p>Open Space Lands Acquisition & Development (OSLAD) / Land & Water Conservation Fund (LWCF)</p> <p>The Open Space Lands Acquisition and Development (OSLAD) Program is a state-financed grant program that provides funding assistance to local government agencies for acquisition and/or development of land for public parks and open space. The federal Land & Water Conservation Fund Program (known as both LWCF and LAWCON) is a similar program with similar objectives. Both are managed in Illinois by the Department of Natural Resources with concurrent application due dates, equal grant maximums and similar general rules. Projects vary from small neighborhood parks or tot lots to large community and county parks and nature areas. Applications are evaluated and prioritized for funding assistance based upon recreation priorities and criteria identified in the Department's Statewide Comprehensive Outdoor Recreation Plan (SCORP). Lands acquired with OSLAD or LWCF funds are required to be operated and maintained in perpetuity for public outdoor recreation.</p>	<p>Under both programs, funding assistance up to 50% of approved project costs can be obtained. Grant awards up to \$750,000 are available for acquisition projects, while development/renovation projects are limited to a \$400,000 grant maximum.</p>	<p>Written applications must be submitted to DNR between May 1 and July 1 of each calendar year, with grant awards typically announced by December or January. Only those local government agencies having statutory authority to acquire and develop land for public park purposes are eligible to apply for and receive assistance under the OSLAD and LWCF grant programs.</p>
<p>Boat Access Area Development (BAAD) Program</p> <p>The Boat Access Area Development Program provides financial assistance to local government agencies for the acquisition, construction, and expansion/rehabilitation, including necessary A/E services, of public boat and canoe access areas on Illinois' lakes and rivers.</p>	<p>The program provides up to 100% of approved project construction costs and 90% of approved land acquisition costs. Grant awards are limited to a \$200,000 annual maximum per project.</p>	<p>Applications for grant assistance must be received by IDNR between July 1 and September 1 of each calendar year. Grant awards are typically announced the following spring. Revenue for this state funded program is derived from marine motor fuel tax and boat/canoe registration fees.</p>
<p>Trails Grant Programs: The Illinois Department of Natural Resources administers five (5) grant programs that can provide funding assistance to acquire, develop and, in some cases, maintain trails for a variety of public recreation uses. These programs can also restore areas damaged by unauthorized trail use activity. The programs are as follows:</p> <p>(1) Illinois Bicycle Path Program</p>		

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>The Illinois Bicycle Path Grant Program was created in 1990 to financially assist eligible units of government acquire, construct, and rehabilitate public, non-motorized bicycle paths and directly related support facilities. Grants are available to any local government agency having statutory authority to acquire and develop land for public bicycle path purposes.</p>	<p>Financial assistance up to 50% of approved project costs is available through the program. Maximum grant awards for development projects are limited to \$200,000 per annual request; no maximum exists for acquisition projects. Revenue for the program comes from a percentage of vehicle title fees collected pursuant to Section 3-821(f) of the Illinois vehicle code.</p>	<p>Applications for grant assistance must be received by IDNR by March 1 of each calendar year. Applications are evaluated on a competitive basis according to criteria set by the Department. Grant awards are generally announced within six months following the application deadline date.</p>

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>(2) Snowmobile (Local Government)</p> <p>This program is available to any unit of local government located in a region of Illinois with sufficient snow cover and having statutory authority to acquire and develop lands for public park and recreation purposes. Examples of eligible project costs include land acquisition for snowmobile areas/trail corridors; snowmobile trail construction and signage; trail grooming equipment; parking areas; security lighting; restroom facilities and warming shelters; and snowmobiles and communication equipment for local agency patrol use.</p>	<p>The state-funded Snowmobile Grant Program for local governments is financed from the registration fees of snowmobiles and provides up to 50% reimbursement of approved facility development/rehabilitation costs and 90% of approved trail corridor land acquisition costs for public snowmobile trails and areas in the state.</p>	<p>Applications for grant assistance must be received by IDNR by May 1 of each calendar year. Grants are competitively awarded and typically announced by early fall of each year.</p>
<p>(3) Snowmobile Trail Establishment Fund (STEF)</p> <p>The Snowmobile Trail Establishment Fund (STEF) Program provides financial assistance to incorporated, private snowmobile clubs in Illinois. Funds for the program come from a portion of snowmobile registration fees collected by the state. Grants may be obtained by local snowmobile clubs to develop and maintain additional public trails and facilities in the state. Although grants are made to private clubs, STEF-assisted snowmobile trails and facilities must be open and available for general public use. Grant assistance may be obtained for trail development costs including clearing, grading and surfacing; trail signs and fencing; trail groomers; bridges or fence traversing ramps (must be portable); and parking facilities and warming shelters/restrooms (must be located on public park land).</p>	<p>The STEF Program provides reimbursement funding assistance up to 100% of eligible project costs.</p>	<p>Applications for grant assistance must be submitted to IDNR no later than May 1 of each calendar year. Applications are evaluated for funding consideration according to program priorities and criteria established by the Department with grant awards typically announced by early fall.</p>
<p>(4) Off-Highway Vehicle (OHV) Program</p> <p>The OHV grant program provides financial aid to government agencies, not-for-profit organizations, and other eligible groups or individuals to develop, operate, maintain, and acquire land for off-highway vehicle parks and trails. These facilities must be open and accessible to the public. The program can also help restore areas damaged by unauthorized OHV use. Funds for the grant program come from the State Treasurer's "Off-Highway Vehicle Trails Fund." Examples of eligible project activities include cost of land acquisition from willing sellers for OHV trails and scramble areas; construction, rehabilitation, maintenance and design for OHV trails/routes and scramble areas; restoration of areas damaged by OHV usage; rider education and safety programs; and cost of facility security.</p>	<p>The OHV grant program can provide up to 100% funding reimbursement assistance for approved, eligible project costs.</p>	<p>Applications for grant assistance must be received by IDNR no later than March 1 of each calendar year. Awards are generally announced within 180 days following the application deadline date.</p>
<p>(5) Federal Recreational Trails Program (RTP)</p> <p>The federal Recreational Trails Program (RTP), was created through the National Recreational Trail Fund Act (NRTFA) as part of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and re-authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This program provides funding assistance for acquisition, development, rehabilitation and maintenance of both motorized and non-motorized recreation trails. By law, 30% of each states' RTP funding must be earmarked for motorized trail projects, 30% for non-motorized trail projects and the remaining 40% for multi-use (diversified) motorized and non-motorized trails or a combination of either. Examples of eligible project activities include trail construction and rehabilitation; restoration of areas adjacent to trails damaged by unauthorized trail uses; construction of trail-related support facilities and amenities; and acquisition from willing sellers of trail corridors through easements or free simple title.</p>	<p>The RTP program can provide up to 80% federal funding on approved projects and requires a minimum 20% non-federal funding match.</p>	<p>Applications for grant assistance must be received by IDNR no later than March 1 of each calendar year. Awards are generally announced within 180 days following the application deadline date.</p>

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>RECREATIONAL GRANTS-IN-AID PROGRAMS from IDNR Moving Ahead for Progress in the 21st Century (MAP-21) Formerly known as TEA-21, ISTEA, ITEP, and other names, this program is suitable for Trail Projects. These key points need to be understood and addressed before a sponsor applies for funding:</p> <ul style="list-style-type: none"> * Projects must enhance the transportation system by serving a transportation need or providing a transportation use or benefit. * Projects must have an eligible project sponsor such as a local government or state agency sponsor. * This is a reimbursable program, which requires an interagency/joint funding agreement that details the project scope of work and cost participation. It is not a grant program. * The ITEP program should be considered as a means to supplement funding for a project. In some cases projects will only be partially funded. Local project sponsors may have to seek alternative funding sources or be able to provide additional local funds to complete a project. * Project sponsors must provide the matching funds, follow the appropriate Federal and state guidelines, manage the project and maintain the project after completion. * Federally funded projects must follow all Federal right-of-way and easement requirements regardless of whether enhancement funding is involved in the acquisition. * Projects must be implemented in accordance with the Sunset Clause (Section I). * Project funds must be for public benefit and public use and cannot be used to solely benefit private or commercial businesses or individuals. 	<p>Acquisition of easements or right of way are eligible for funding with a 50/50 match. Preliminary engineering, utility relocations, construction engineering, and construction are eligible for funding at 80/20 match.</p>	<p>Deadlines vary from year to year. This year it is August 20, 2013.</p>

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: FINAL REVIEW OF PARK DISTRICT IMAGE PLANS: Discussion Only

BACKGROUND INFORMATION: One of our Short-Term Goals is to address how our “image” is conveyed to the public through our appearance, identification, and recognition throughout the community. In our SWOT Analysis we identified that there is confusion as to “who” the park district is. Some said most people identify us as the golf course, and others said they didn’t know our involvement in the museum. Most recently, a representative of the Board of MMNH even made this statement, and proposed doing something about it.

Several factors effect an organization’s image:

1. Consistent look in all promotion—printed material, logos, etc.
2. Consistent promotion—multiple outlets.
3. Appearance and Identifiability—of facilities, personnel, parks, etc.
4. Message—what we think is most important for people to know about Sycamore Park District.

CAC is working on **number 4**, AND has made recommendations in the past on this matter. The outcomes of our Long-Range Planning will also guide us on what our message should be.

The attached information **begins** to address **number 3**.

Number 2 requires more staff time and some commitment of resources. We are also using as many free and low-cost outlets as possible, and staff has stepped up the Facebook presence and print newspaper exposure, as well.

In regards to **number 1**, our logo will not change for now. We have “injected” the **90th** into our standard logo—just for this year—and will return to the standard next year.



We may wish to discuss the logo at a future Study Session—as some have told me it gets confused with the City’s logo, but I don’t see that, myself. That’s for another time. In the meantime, you will see we have moved to:

- A Consistent Banner in all publications, and
- In website/facebook look/appearance, and
- All other print publications

The logo is being more consistently used. We once had several versions floating around. However, the Golf Course has used a different logo—and referred to the course as Sycamore Golf Club. Kirk has worked hard to develop that “identity”, but I think it confuses or hides its base of support, and reason for existing—the Sycamore Park District!! We need to be consistent with our identity. The “Golf Club” perception should not be lost, it should just be “THE SYCAMORE PARK DISTRICT GOLF CLUB”. Everything we do must convey a positive image, AND be clearly known as the Sycamore Park District’s.

Identifiability stretches beyond just logos, banners, message and frequency of print or other media promotion. It also extends to “how we look” to our customers. This means dress appearance/physical appearance, ease of seeing that someone is an employee of the district and can be approached with questions and concerns, and how people perceive our cleanliness and work ethic.

Therefore, to begin to address these matters, specific objectives for which action must be taken were integrated into our Short-Term Plan. One are of focus is:

Sycamore Park District Image Guidelines

The purpose for developing guidelines for communicating our image to the public is multi-faceted. So much depends on how our citizens view us as an organization. For this reason, some people think of us as the Golf Course or the Pool. Others think of us a “The Park”. Due to the growth spurt of Sycamore in the mid-2000’s, a larger group of people are newer in our community, and don’t think of us in those terms like “native” residents.

Numerous Citizens Advisory Committee conversations, comments from our Community-Wide Strategic Planning Team, along with results of our Community Wide Survey confirm what the Sycamore Park District have an identity issue with our community. There is not a negative connotation to this, just a “low” level of awareness of who we—the Sycamore Park District—are.

To that end, the Sycamore Park District has set some goals and objectives in its Short Term Plan to address this concern. Additionally, our Citizens’ Advisory Committee (CAC) had a committee study our marketing efforts, and present some recommendations for acting upon this issue.

The Short Term Plan sets out this goal:

Throughout 2013 and 2014, develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message.

The CAC Marketing Committee made these recommendations:

1. The park district should project the image that it is a great value, asset, and amenity for the Sycamore property owner.
2. People that take advantage of the golf course, the sports complex, and the pool—these people have a very positive view of the park district.
3. In conveying our image, we think that by having a dedicated marketing person we could greatly improve our image.

Goal 6

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

Objective 13

The Administrative Staff will, in 2013, develop a standardized image plan for its employees to address issues of common appearance, appearance standards, employee identification, how we respond to the public, and basic service expectations for all full-time and part-time employees.

Objective 14

In 2014, Objective 13 will be instituted by funding in the operating budget any necessary components of the image plan, and adding key components to employees' job descriptions.

In order to accomplish this, staff has discussed the attached document, the Board has now had 30 days to comment.

FISCAL IMPACT: At this point there is no cost. However, some of the changes will have a cost, and some of the new ideas that grow out of this will have a cost. Those will be established and presented/included in the FY2014 Operating Budget, as possible.

STAFF RECOMMENDATION: Approval of Image Guidelines.

PREPARED BY: Daniel Gible, Executive Director

BOARD ACTION:

Approved
Ayes: 5
Nays: 0
Absent: 0

So Where Do We Go From Here?

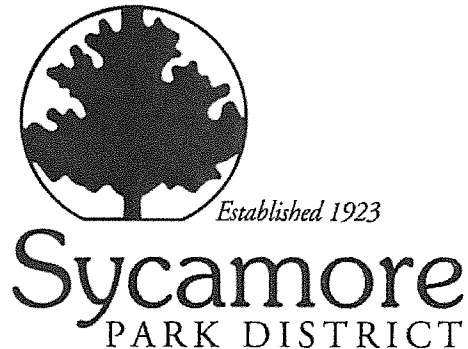
At the center of all of this is the park district's image. As stated earlier, too many of our residents feel we are the pool or the golf course. The "biggie" is the reference to "THE PARK". So many people don't know that we have 15 parks all over town.

NONE OF THIS INVOLVES THINKING OF US AS:



To that end, therefore, the changes we propose to make, as it relates to our image, will all focus on helping people to identify with Sycamore Park District, of which the golf course and pool, or "The Park" are a part of a GREATER whole. We are also the community center, neighborhood parks, sports, conservation, play, education, and so much more.

Our central image, therefore, should be:



To accomplish this, we will take the following steps:

1. No more will any single activity, facility, or event have its own logo as primary. The Sycamore Park District logo will be the most obvious (size, location, centrality, etc.) graphic of any garment, brochure, flier, advertisement, sign, website, or other promotional/informational/communication instrument.

2. All employees must, while on the job, wear an item, at all times, which clearly identifies them as an employee of the Sycamore Park District from a reasonable distance for their particular work.
3. Our contractual marketing person will develop standard fonts, point sizes, and color designations for all printed/published/posted/signed items.
4. We will develop a slow conversion of all vehicles, equipment, signs, and displays to assure that the same, consistent logo appears everywhere.
5. Staff Development will include training on how to meet, treat, and converse with the public.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 17, 2013

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF POLICY ON DIRECTOR APPROVAL OF AFTER HOURS EVENTS: Recommended Approval

BACKGROUND INFORMATION: A discussion was held at the Sycamore Park District Regular Meeting to move the responsibility of approving after hours use of the parks from the Board to the Executive Director. After the discussion it was determined to add an amendment to our policy to that effect. The following will be added in the Conduct Ordinance, upon approval of the Board.

§29 HOURS OF OPERATION

- a) The Park System shall be open daily to the public from sunrise until sunset of any one day and no person shall be in the parks (other than Peace Officers and Park Officials) during any hours in which the Park System is not open to the public unless such presence is pursuant to a Permit issued in accordance with this Ordinance. In case of wet weather or other emergency when the condition of the grounds or the public interest demands, the Director may close said Park System or any portion thereof until said emergency has passed. The Executive Director may, on rare occasions, approve permits after park hours by permit with a supplementary fee established by the district.

For this added service, it is recommended that a supplemental fee of \$15/hour be charged for the advantage of being offered this exception, and to address any costs that might come up when these later hours of use might require staff to come out and address problems, and for the time required for the Executive Director to process the requests.

FISCAL IMPACT: Some new revenues, but not significant.

STAFF RECOMMENDATION: Recommend approval of the addition to the Conduct Ordinance.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

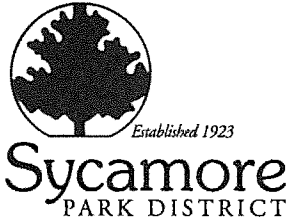
Approved

Ayes: 5

Nays: 0

Absent: 0

BLANK



Sycamore Park District Strategic Plan 2013 & 2014 Goals and Objectives

Sycamore Park District Mission Statement:

"Sycamore Park District - we put the MORE in Sycamore"

Sycamore Park District Vision Statement:

"To provide more for Sycamore - superior programming, superior facilities, superior parks."

Introduction:

The Board, Staff, and Citizens Advisory Committee (CAC) of the Sycamore Park District are beginning a **two-phase process** in order to plan for its future. The ultimate outcome will be a five year plan—Vision 2020—which will attempt to address some large, pressing issues that the district faces:

- Aging Infrastructure and Equipment
- 30+ Year-Old Swimming Pool
- 400 Acres of Existing Park and Open Space that Need Care
- Outgrown and Inflexible Community Center on a Short-Term Lease
- 30 Acres of Additional Park Land to Be Added in New Subdivisions
- Growing Budget Deficits at the Golf Course
- Shrinking Equalized Assessed Value in the District
- Depletion of All Budget Reserves
- Reductions in Staff While Acres Maintained Increase and Aging Facilities Require More Labor to Maintain
- Connecting Segments of Trails to Each Other

To address these, the Board of Commissioners will:

- A. Develop a Two Year Strategic Plan to Address Key Matters Related to:
 - 1. Taking care of what we have.
 - 2. Getting our financial house in order.
- B. Create a Long-Term Plan to address very crucial and costly issues facing the Sycamore Park District to:
 - 1. Lay a path for our future: 2015-2020.
 - 2. Establish a Community-Wide Planning Team of Citizens, Staff, Board, Community and Business Leaders to:
 - a. Consider alternatives and ideas for addressing the challenges facing the district.
 - b. Provide recommendations to the Board of Commissioners on three possible scenarios the Board might follow in addressing the challenges.
 - 3. Create a final Strategic Plan for the Sycamore Park District through 2020.

Phase One: Two Year Strategic Plan:

During this phase, the Board and Staff have worked together in multiple study sessions, and with input from the CAC to create a short-term plan for addressing some key pressing matters that the Park District feels must be dealt with before any plans for the future (Phase Two: Vision 2020) can be made. When a draft of this plan is completed, there will be opportunity for public input before it is finalized.

The cornerstone of this plan is its goals:

Goal 1

By the end of Fiscal Year 2014, the park district will have restored its fund balances to the levels defined by the district's fund reserve policy.

Objective 1

The Superintendent of Golf Operations will monitor part time payroll costs more closely during the three periods of the golf season, Early Season, (March, April, May), Peak Season, (June, July, August), and Late Season, (September, October, November), reducing or eliminating Staff wherever possible to reduce operating costs thus reducing the need for Sycamore Park District Fund Balance assistance.

Monitoring continues as of June 1st. A report will be processed during the month of June to show a comparison between 2012 part-time payroll dollars spent to 2013 over the same time period.

Objective 2

In 2014 Staffing hours will be adjusted with the data monitored and collected in Goal 1 to further reduce Staff costs by at least 5%

Ongoing as of June 1st.

Objective 3

The Superintendent of Golf Operations will reduce pro shop inventory to 25% of sales, by narrowing the product line, controlling order points, instituting inventory control measures, adjusting types of inventory maintained in stock, and creating faster and complete sell through.
As of June no major discrepancies found. Corrections have been made prior to daily close of business each day to insure proper posting of inventory sales.

Objective 4

With the new inventory control measures in place from 2013 the Superintendent will, during the 2014 season, use market place trends and golf industry statistics to control the type, quality and amount of product in the pro shop, offering the best of product lines with money allocated to create sell through and thus reducing year-end inventory to at least the 25% level.
Ongoing as of June 1st. Market trends will be more readily available in August of 2013.

Objective 5

The Executive Director will work with all Superintendents to move their budgets in 2013 and 2014 toward greater cost savings and improved revenues so that the positive, net balance of each fund reserve grows 25% each year, over the next two years.
In progress.

Objective 6

The Executive Director will develop a two year plan for growing the reserve fund balance in the Corporate, Recreation, and Concessions budgets so that they reach at least 25% by January 1, 2015.
Done

Objective 7

The Superintendent of Recreation will work to continue to reduce operating costs of the pool by 10% for each year, 2013 and 2014, to help with the debt that the pool incurs.

Objective 8

The Recreation Staff will create at least ten new programs, each year, that will increase net program revenue in those years.

The following new programs are running in the summer: Archery, Tot Rock, Kid Rock I & II, Strings Booster Music, Guitar for Beginners, Intro to Music Theory, Skateboarding, Longboarding and Hula Hoop fitness.

Objective 9

The Superintendent of Finance will evaluate budgets and assist department heads in order to be half way to their minimum fund reserve balance by year ended 2013 and the entire minimum reserve balance by 2014. Additionally, the Superintendent of Finance will monitor progress on a monthly basis.

Each month when preparing the board packet a comparison is done of year to date actual vs. budget. Any significant variances are explained. Detailed Financial Statements are also given to Superintendents for review with notable items highlighted.

Objective 10

On a yearly basis, the Superintendent of Finance will adjust tax levy requests to assist getting fund balances to stated levels.

October 2013

Objective 11

The Superintendent of Parks and Facilities will, throughout 2013 and 2014, examine budgets monthly to monitor all line items of expense. Adjustments in spending in other line items will be made if overages become necessary in particular line items.

Objective 12

The Superintendent of Parks and Facilities will work with the Superintendent of Finance in 2013 and 2014 to create yearly expense budgets based on historical need and future projects.

Objective 13

The Superintendent of Parks and Facilities will conduct an annual review in 2013 and 2014 of methods used to maintain the district's parks to seek at least 10% reductions in operating costs.

Goal 2

By the end of 2013, the park district will establish a comprehensive policy for the replacement/refurbishment of its assets when they exceed their depreciated lifecycles.

Objective 1

The Superintendent of Golf Operations will develop a cart trade-in/replacement policy by April of 2013 to reduce repair costs of older vehicles and insure consistent dependability for our customers. Completed.

Objective 2

In 2014 with control measures in place, and with data collected of cart usage and repair cost the Superintendent of Golf Operations will use capital and/or operating dollars to trade in and purchase 5 to 10 replacement carts each year beginning in the fall of 2014.

Data collection of carts in for repair in 2013 continues.

Objective 3

The Superintendent of Golf Operations will, by February of 2013, have a definitive preventative maintenance schedule for all golf carts and develop a rotation schedule so all carts will be used equally to reduce wear and tear.

Ongoing.

Objective 4

Based on cart usage and play demands, the Superintendent of Golf Operations—working with the Superintendent of Parks and Facilities—will, in 2014, begin to rotate 50 of a fleet of 60 each week. The 10 carts not scheduled will receive routine maintenance and repair extending the life of each cart and creating equal usage of all carts.

The process will begin Monday, June 17th.

Objective 5

The Executive Director will coordinate the work of the Superintendents throughout 2013 on the preparation of lifecycle information and equipment/asset replacement schedules by the end of the fiscal year.

In progress.

Objective 6

The Executive Director will, by August 2014, prepare a lifecycle policy regarding key infrastructure assets (Roads, Buildings/Structures, Trees, Facilities, etc.)

Next year.

Objective 7

The Superintendent of Recreation will develop a preventative maintenance schedule for all fitness equipment that will ensure maximum use of each piece by August 2013.

Objective 8

The Superintendent of Recreation will create and provide a trade in/replacement schedule for fitness equipment by December 2013 to ensure that each piece of equipment is traded in or sold to ensure customer satisfaction and attract new members/users.

Objective 9

The Superintendent of Finance will finalize, by summer 2013, a listing of all assets in concessions with location, approximate remaining life and replacement values.

The list of assets within the Clubhouse concessions operation is completed. Sports Complex and Pool have been started. Anticipate completion by mid-July.

Objective 10

The Superintendent of Finance will get a listing of all assets in administration with approximate remaining life and replacement values. This is to include a replacement schedule for computer equipment.

In addition to the Tech Assessment completed by TBC, the final list of assets located within the Administration Office will be complete by June 30th.

Objective 11

By the Fall of 2013, a schedule will be developed by the Superintendent of Parks and Facilities which lists dates of maintenance equipment purchase, and industry lifecycle average years or hours of use for that equipment.

Objective 12

By December 2013, the Superintendent of Parks and Facilities will develop a cost comparison which lists costs for complete replacement of maintenance equipment versus overhauling parts to prolong useful life of equipment.

Objective 13

The Superintendent of Parks and Facilities will, by the Fall of 2014 complete a Board Approved Equipment Replacement Schedule with dates and costs, based upon the information gathered in Objectives 9 and 10, above.

Objective 14

During 2013, the Superintendent of Finance will work with the Superintendent of Recreation to evaluate recreation software, and assess our current software to determine if there is a better alternative, and report that information to the Board in the Fall of 2013 with recommendations.

Continuing to develop pros/cons of current software, in addition to wants/needs. Started contacting other districts to find out what recreation software they are currently using and their reviews. Will begin setting up demonstrations with software vendors over the next few months.

Objective 15

The Executive Director will, by the Summer of 2013, retain a professional consultant to conduct an independent audit of our technology (software, hardware, wiring, phone, web, and communications).

RFP will go out in 2 weeks, and process complete in July.

Objective 16

By the end of 2013, the results of the independent technology audit will be reported to the Board with a phased approach to updating our technology.

In progress.

Objective 17

In 2014, the Park Board will approve a technology replacement plan.

Objective 18

The Executive Director will, in 2013, develop a comprehensive plan for managing our ponds for erosion, wildlife, and low-cost maintenance.

Done

Objective 19

The Executive Director will work with the Board, in 2013, to approve a phased approach to managing our ponds, and integrate that plan into our 5 Year Capital Program and the Strategic Plan for 2014 and beyond.

Done.

Objective 20

Using the updated asset schedules developed by other Staff in 2013 and 2014, the Superintendent of Finance will consolidate asset listings with estimated replacement schedules and use this data to improve the 5-Year Capital Plan for Fall of 2014.

Next year.

Goal 3

Continuously throughout 2013 and 2014, the Board and Staff will strive to strengthen its *current* community partnerships and internal working relationships to improve performance, and levels of satisfaction amongst our partners and the customers/citizens these partnerships/relationships serve.

Objective 1

The Superintendent of Golf Operations will develop a “Partners in Golf” lesson program by April of 2013, only available to current partners with special incentives and rates for these partners.

Information was delivered. One session begins Tuesday, June 11th.

Objective 2

In 2014, the “Partners in Golf” will be extended to family members of our partnerships and subsidiaries of those partners extending a greater outreach to our community and building a larger customer base.

Objective 3

Expanding on the “Using Golf as a Business Tool” the Superintendent of Golf Operations will work with the Superintendent of Recreation to develop programs offered through our 3 brochures combining a business seminar and golf seminar into one complete and focused seminar program.

Registration has begun for these programs and the first class is scheduled for June 13th.

Objective 4

The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2013, work together to transition the youth golf instruction program to the supervision of the Recreation Department.

The SAY-Golf Program begins June 17th.

The Superintendent of Recreation has monitored the Say Golf program and has had preliminary discussions with the Supt. of Golf about the changeover process and how to ensure that certain “aspects” of the program are not lost with the changeover to the Recreation Department.

Objective 5

The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2014, institute the youth golf instruction program under the supervision of the Recreation Department.

Objective 6

The Superintendent of Golf Operations will, by the spring of 2013, offer seminars entitled, “Using Golf as a Business Tool,” to current partners to strengthen our current relationships and develop a stronger customer base.

Awaiting dates to be scheduled by the Sycamore Chamber of Commerce.

Objective 7

The Executive Director will, at least three times per year, meet with their counterpart at affiliate agencies to conduct a review of our relationships and discuss common issues.

In progress.

Objective 8

The Executive Director will, by the summer of 2013, establish and hold the first of on-going quarterly meetings with a group to be known as The Community Leader Forum, to build working relationships with all of our partners and like agencies.

Discontinued.

Objective 9

The Superintendent of Recreation will meet with current partners, and in 2013 assess/develop future needs of the partner, that the District can provide. This will take the form of contacting partners and engaging them to see how the Park District can strengthen the partnership.

Superintendent of Recreation has met with staff from the National Bank & Trust regarding marketing and the 90th Anniversary events.

Objective 10

The Superintendent of Recreation will by 2013 create further programming for the School District's "OSCAR" program to strengthen that partnership.

For the summer of 2013, programming was changed and added to the "OSCAR" offerings. The Superintendent changed one component of the program from golf to tennis. The Superintendent also added a Zumba component to the program as well. Completed.

Objective 11

In 2013, the Superintendent of Finance, and the Concessions Manager will schedule meetings with user groups, each year, and prior to the groups' season to specifically evaluate if concessions operation is meeting the needs of our customers.

Scheduling a follow up meeting with Boys' baseball and Girls' softball for the end of July or first of August to review the 2013 season. Rugby has been completed. Preparing for Storm Dayz.

Objective 12

The Superintendent of Finance will coordinate and routinely check and maintain suggestion boxes throughout the district for comments, and manage communication to appropriate district Staff on those issues.

Stocked boxes with paper and writing utensil. Will check boxes on a weekly basis.

Objective 13

The Superintendent of Parks and Facilities and the Superintendent of Recreation will meet with leaders from all sports field group users before and after sport season to lay down clear lines of communication for what is expected from both parties.

Met with Storm Dayz leaders the week prior to the event.

Will meet with these groups at the conclusion of their respective season to evaluate the partnership.

Objective 14

The Superintendent of Parks and Facilities will communicate and stay in weekly contact with user groups of sports facilities during the season to solve any issues related to field maintenance and to ensure user group satisfaction.

Have been in almost daily contact with all groups thru phone or email as rain-outs have caused some changes for field use and availability.

Objective 15

By the 2013 Golf Season, the Superintendent of Finance and the Concessions Manager will work with the Superintendent of Golf Operations to develop methods to improve the Beverage Cart operation, resulting in a 5% increase in net profits for each calendar year (2013 and 2014).

Placing Nextel phone on Beverage Cart to enable patrons to contact the Cart staff directly. Developing Golf Cart Tag to have number for both Cart and Concessions.

Goal 4

Throughout 2013 and 2014, develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message.

Objective 1

The Superintendent of Golf Operations will offer once per month, beginning in March of 2013, a newsletter as well as a club house calendar, available on-site, in print and electronically to help educate our patrons about our maintenance schedule, upcoming events, special pro shop sales and other valuable information.

Developed an email data base for each league and Season Pass holder as a way to inform and update golfers and league members.

Objective 2

Beginning in the 2013 golf season the Superintendent of Golf Operations will offer a more comprehensive marketing plan, in a variety of methods to insure awareness of those living outside our immediate area what is offered at our facility and how we can serve the customers golfing needs.

Ongoing

Objective 3

The Executive Director will develop an information campaign by Fall of 2013 with a central focus that integrates the tenor of Vision 2020, and calls for outreach in several forms to communicate that message throughout the winter of 2013 and all of 2014.

Beginning Study Sessions now.

Objective 4

The Executive Director will seek ways, throughout 2013, to derive funds for contracting professional services in the area of promotion and marketing.

Done.

Objective 5

In 2013 and 2014 the Superintendent of Recreation will publish two newsletters and one annual report, as well as the meeting locations, dates and times of all Board/CAC/Community groups.

The first newsletter was mailed out in April. The next one is planned for October of 2013.

Objective 6

In 2013 the Superintendent of Recreation will use a variety of communication tools to inform our residents about the 90 Year History and progress of the District through a series of events. This will be assisted by the Staff of the 90th anniversary committee.

Advertising has also been secured with the Chronicle and B96.

Objective 7

The Superintendent of Finance and/or Concessions Manager will attend three events per year, such as Bridal Expo, in order to showcase what Sycamore Park District has to offer in terms of banquet/meeting facilities and amenities.

Attended Bridal Expo at NIU in January 2013. Attended the Community Expo in Sycamore on March 26. Hosted Sycamore Chamber Thursday Night Live on April 11. Will look for additional opportunities for the Fall of 2013.

Objective 8

The Superintendent of Finance will work with website Staff to add more information, (pictures, prices, list of amenities) on our shelter rentals, by 2014.

Next year.

Objective 9

The Superintendent of Parks and Facilities will be available to meet with other Park District officials as they meet with groups to give details of Golf, Park, or Sports maintenance related issues.

Ongoing as needed, have attended all CAC, CWLRPC, Park Board study sessions, meetings with ADA architects, and tennis court/Old Mill parking lot meetings.

Objective 10

The Superintendent of Parks and Facilities will contribute periodic articles or other information as needed for Park District publications to communicate the efforts of the maintenance Staff.

Objective 11

The Executive Director will work with CAC to continue the in-depth program analysis process during 2013.

Not on CAC's priority list at this time.

Goal 5

The Sycamore Park District will continue to value the strong foundation created by our patrons, by a renewed focus on our citizens, and returning customers.

Objective 1

In March of 2013 the Golf Operation will offer a special Season Pass Sale for Season Pass Holders and returning customers with incentives for those customers as a special thank you to those valued customers. The objective would be to achieve 85% retention.

Objective 2

In 2014, the Golf Operation will offer special sales once per month, targeting our merchandise which is slower selling and offering special incentives to our Season Pass Holders, who are traditionally not the normal pro shop merchandise purchasers. The objective would be to increase gross sales by 15% over 2013.

Offered sale table of older clothing with good result in April and May. Offering a “Fathers Day Special” sale in June.

Objective 3

The Superintendent of Golf Operations will create a “Rewards Program” beginning in the 2013 golf season for returning daily fee customers, with special rate and prices based upon number of rounds played and purchases made by these customers.

Created “Rewards” program through Groupon and have begun offering “incentives” for one time players to return. Also brought in the return of the Charitee Challenge and have set daily sales goals for staff.

Objective 4

The Executive Director will, as part of his “Did You Know” Facebook Campaign, seek out loyal patrons and feature their story in the campaign throughout 2013 and 2014.

Started, but not focusing on people right now. Focus is no parks.

Objective 5

The Executive Director will hold two “Ask the Director Cookouts” each year, in neighborhood parks, to invite neighborhoods to come out and get to know the park district better.

Scheduled.

Objective 6

In 2013 the Superintendent of Recreation will create one season “special” for our frequent users of the Fitness Center as a way of saying we appreciate you.

A fall special will displayed in the Fall 2013 brochure. This will reward existing customers if they get a friend to register, they will receive a free month.

Objective 7

In 2013 the Superintendent of Recreation with the 90th Committee will offer a series of opportunities to show the District’s thanks to our valuable customers.

Completed.

Objective 8

In 2013, the Superintendent of Recreation will add two neighborhood events that will take place in neighborhood parks, and involve our affiliates and fellow government agencies.

Founders Park will be the location for the second event. Completed.

Objective 9

By Spring 2013, the Superintendent of Finance will develop a frequent buyer reward system for clubhouse concessions.

Has not been developed.

Objective 10

During 2013, the maintenance Staff, community center Staff, and the administrative office Staff will receive at least two training programs on ways to deal with our patrons in a positive and gracious manner.

The first training for Community Center staff is being planned for September 2013.

Goal 6

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

Objective 1

During the Peak Season of the 2013 Golf Season, (June, July and August), the Superintendent of Golf Operations will partner with local businesses to offer rewards for part time Sycamore Park District Golf Staff who demonstrate extraordinary service.

Have started "The Boss Buys Lunch" program for staff members who show extra effort in work duties.

Objective 2

In 2014, in addition to the partnership with local businesses for gift cards incentives, the golf operations will offer special event days for golf Staff creating "service teams" of Staff working together in a competitive atmosphere creating unity and better service for our customers.

Objective 3

Prior to the beginning of the 2013 golf season the Superintendent will offer a special "get together" for all returning Golf Operations Staff members to show appreciation and unity of the operation and develop a Staffing plan for the 2013 golf season.

Completed.

Objective 4

The Golf Staff will, beginning in 2014 have several, fun and rewarding team building sessions with different park district departments creating stronger bonds between all departments.

Objective 5

The Executive Director will seek approval by the Board of his evaluation, review, and reward process for its full-time employees by 2013.

Done.

Objective 6

The Executive Director will institute in 2013, and expand in 2014, his plans for increasing the park district's investment in the quality, safety, knowledge, skills, and abilities of its full-time employees through training, education, and leadership.

Done and continuing.

Objective 7

During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:

- *How we treat a small number of committed, year-round/nearly full-time Staff*
- *Different degrees of being "part-time"*
- *Developing reward system for part-time employees*
- *Finding simple ways to reward full-time employees*

Begun with Personnel Policy.

Objective 8

In 2013 the Board will continue to show support for Staff not only by educational means but by physically attending at least two events or programs to show support of Staff's hard work.

Objective 9

The Superintendent of Finance, and the Concessions Manager will develop additional and standardized training procedures which will be mandatory prior to the first day of work ,to allow our Staff to be more effective representatives of the Sycamore Park District.

Standard training was provided to all concessions staff. Additional training needed for Sports Complex and Pool staff. In process.

Objective 10

Beginning with the 2013 season, the Superintendent of Finance will perform routine evaluations of concessions Staff in order to recognize their strengths and assist in improving on their weaknesses.

Making notes as the season progresses to enable an end of season evaluation for each individual concession staff.

Objective 11

The park district will institute a regular, annual, standardized review of Staff by the end of 2012.

Done

Objective 12

By 2013, the park district will use its standardized annual review as a basis for important communication of work performance strengths and weaknesses, and in determining pay increases for cost-of-living and merit as budget permits.

Done.

Objective 13

The Administrative Staff will, in 2013, develop a standardized image plan for its employees to address issues of common appearance, appearance standards, employee identification, how we respond to the public, and basic service expectations for all full-time and part-time employees.

Nearly completed.

Objective 14

In 2014, Objective 13 will be instituted by funding in the operating budget any necessary components of the image plan, and adding key components to employees' job descriptions.

Goal 7

By the end of 2013, the park district will develop a metric to help guide it in its decision-making regarding appropriate Staffing levels to serve the ongoing programs, maintenance, and service needs of the activities, operations, parks, facilities, products, and customers we serve/maintain.

Objective 1

The Superintendent of Golf Operations will, beginning in the 2013 golf season, closely monitor all Staffing needs in the pro shop, cart handlers, rangers and program instructors, such as SAY-Golf, to insure the service needs of our clientele are being met and to help in the development of the metric guide.

Ongoing.

Objective 2

Based on the data received in 2013 (Objective 1), the Superintendent of Golf Operations will restructure Staffing needs for all programs and operations thus honoring goal 7.

Objective 3

The Superintendent of Golf Operations will develop, for the 2013 golf season, a guide for Staffing needs for large events based upon number of players in the event, type of event and the special needs of each event to create a better control of payroll dollars and to show both overages and limitations in Staff usage.

Objective 4

The Superintendent of Finance will determine, by April 2013, a break-even point for each concessions location. This will include Staffing levels.

Completed. Using this data primarily for Beverage Cart hours and staffing for Sports Complex and Pool.

Objective 5

By utilizing the POS System, the Superintendent of Finance will review sales levels during specific times of day within specific months, to evaluate hours of operation for clubhouse concessions.

Hours for concessions operation have been set based upon historical data. Looking into appropriate signage to inform patrons of hours of operation.

Objective 6

The Superintendent of Parks will provide for the Park Board the current maintenance practices at each key maintenance area (golf, parks, sports) and how many employees are currently needed to maintain the park system as we do now.

Completed and distributed at the April Park Board meeting.

Objective 7

The Superintendent of Parks and Facilities will, by the end of 2013, develop a park-by-park list of maintenance standards for those park's care, in order to guide the establishment of Staffing metrics.

Objective 8

The Superintendent of Parks and Facilities will provide, by the Summer of 2013, a park-by-park and facility-by-facility detail of the current maintenance that occurs at each location, and the Staff required to keep up with that maintenance.

Half completed at the middle of June.

Objective 9

In 2014 the Superintendent of Parks and Facilities will develop a Maintenance Management Plan for each park based upon consistent standards defined by Staff and approved by the Board.

Objective 10

The Executive Director and the Superintendent of Finance will, by the end of 2013, establish:

- *Work Order System*
- *Purchase Order System*

to assist in tracking of information that will assist with the creation of metrics and equipment replacement schedules.

Finalizing the Purchase Order form. Working with MSI (accounting software) for addition of accounting module specifically for purchase order handling.

Objective 11

The Superintendent of Parks and Facilities will, by the end of 2013, create checklists, and put in place a regular schedule for key functions:

- *Vehicle Service*
- *HVAC Inspections/Service*
- *Playground Inspections/Service*
- *ADA Inspections/Corrections*
- *Fire Suppression Systems and Equipment Inspections/Service*
- *Roads and Other Paving Inspections*
- *Plumbing and Drainage Inspections*
- *Bridge and Path Inspections*
-

Goal 8

Throughout 2013 and 2014 initiate and carry out the work necessary to follow through on the Sycamore Park District ADA Transition Plan.

Objective 1

Beginning in early 2013 the Superintendent of Golf Operations will work with the Superintendent of Parks and Facilities to develop a strategic timeline to initiate changes needed for compliance with the ADA Transition Plan, including the division of the golf course facility into three separate phases to ease in the accessibility.

Objective 2

The Superintendent of Golf Operation will, in the spring of 2013 evaluate the space needed in the pro shop to be ADA compliant and develop a floor plan of the available space to store and display product lines while keeping in compliance accessibility needs.

Objective 3

The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2013, improvements outlined in Year 1 of the ADA Transition Plan.

Just went to bid.

Objective 4

The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2014, improvements outlined in Year 2 of the ADA Transition Plan.

Objective 5

The Executive Director will, by the end of 2013, have a plan in place, and take the first steps toward making the park district's website "accessible".

Objective 6

The Executive Director will, by the end of 2014, have the park district's website fully accessible.

Objective 7

The Executive Director will, throughout 2013 and 2014, integrate into its expanded training commitment (see objectives 4 and 5 in goal 6) a number of training/education opportunities to expand our in-house knowledge of access management so that outside professional services in this area can be reduced (thus decreasing corresponding expenses for professional services).

First phase being scheduled.

Objective 8

In 2013 the Superintendent of Recreation will apply for a grant to help purchase a new entry device to the pool for people with disabilities.

The Park District was given a grant in the amount of \$3250. Completed.

Goal 9

By the end of 2014, the Sycamore Park District will conduct a review of land/cash and annexation matters to determine their value and impact on the parks, recreation and services we offer to the community in relation to their resources provided.

Objective 1

The Executive Director will, by the end of 2013, hold one or more study sessions with the Board to review:

- *Annexation Ordinance*
- *Land/Cash Ordinance*
- *Future Annexation Possibilities*
- *Consistency of Borders with Other Units of Local Government*

Begun.

Objective 2

The Executive Director will, by the end of 2014, bring to the Board:

- *Revised Annexation Ordinance*
- *Revised Land/Cash Ordinance*
- *Options for Future Annexations*

Objective 3

By the end of 2013 conduct a study of communities that are similar to Sycamore as it relates to their land cash matters and review and update ours as needed.

Objective 4

The Board will approach appropriate city officials in 2014 with a plan to include those area's residents in the park district.

Goal 10

By the end of 2013, the Board and Staff of Sycamore Park District will seek ways to make the Natural History Museum an expense neutral impact on the district's budget.

Objective 1

By summer of 2013, the Executive Director, working with the Staff and Board, will conduct a review of lease, park district code, and city issues to create a list of options for how the park district can address the ongoing costs and implications of its ownership of the building that houses the Natural History Museum.

Process begun.

Objective 2

The Executive Director will work with a committee of CAC to review options from Goal 10, Objective 1 to seek recommendations for moving forward by December 2013.

Next object of CAC's time.

Objective 3

By the end of 2013 the Superintendent of Finance will conduct a review of, and share with the Board, the implications of instituting a museum tax to support the operating costs incurred by the park district to maintain the building in which the Natural History Museum is housed.

Future.

Objective 4

In 2013, the Superintendent of Finance will conduct a search for possible grants to help pay for improvements to the physical structure of the Museum.

Future.

Objective 5

The Board will investigate/re-visit the creation of a Museum Board for Sycamore during the 2013 fiscal year.

BLANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: PAVING PROJECT BIDS: Recommended Approval

BACKGROUND INFORMATION: Paving projects reviewed with the Board for the main lot at 940 East State to the east of the club house, and the area to the south of the club house to a point just east of the southeast corner of the cart barn have been included in the City of Sycamore paving bid, again this year. Top layer removal, subgrade improvement in some areas, and new top course will not only improve these lots and traffic patterns, but will, through efficiency, add 7 to 9 additional spots and appropriately mark the accessible spaces.

Working cooperatively with the City of Sycamore we were able to save a considerable amount of the cost of last year's paving improvements, so we worked with the City again this year. This allows us to be a part of a larger quantity of paving, thus reducing the cost through volume.

Five (5) bids were received by the City of Sycamore. They were from:

Schroeder Asphalt – Huntley
Curran Contracting – DeKalb
Hardin Paving – DeKalb
Peter Baker and Sons – Lake Bluff
Martin & Company - Oregon

The low bidder was Schroeder, overall, and our portion in an amount of **\$65,927.40**, was awarded by the City of Sycamore with their bid. While this satisfies the park district's requirements for bidding this work, I prefer to still have our Board also approve. Our Engineers estimated the cost of this work to be **\$69,323.91**.

There is \$72,000 in the Operating Budget for this work. Staff will hold the savings in the budget. However, since some conditions underneath our current paving are unknown until excavation begins, there is a possibility that during construction it may be discovered that the rock subgrades are not as substantial as they are thought to be by our Engineer. Some additional costs may be added to properly complete the projects. Also, we will need to buy some signs for a few locations once the paving is done, and that cost will come from this budget at the conclusion of the paving.

It should be noted that we are allowed to award bids when they are conducted by another unit of local government using accepted practice, and legal bidding procedures.

FISCAL IMPACT: Total cost of the project is **\$65,927.40**. There is \$72,000 in the operating budget.

RECOMMENDATION: Staff recommends awarding the bid in the amount of **\$65,927.40** to Schroeder of Huntley, Illinois.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Approved
Ayes: 5
Nays: 0
Absent: 0

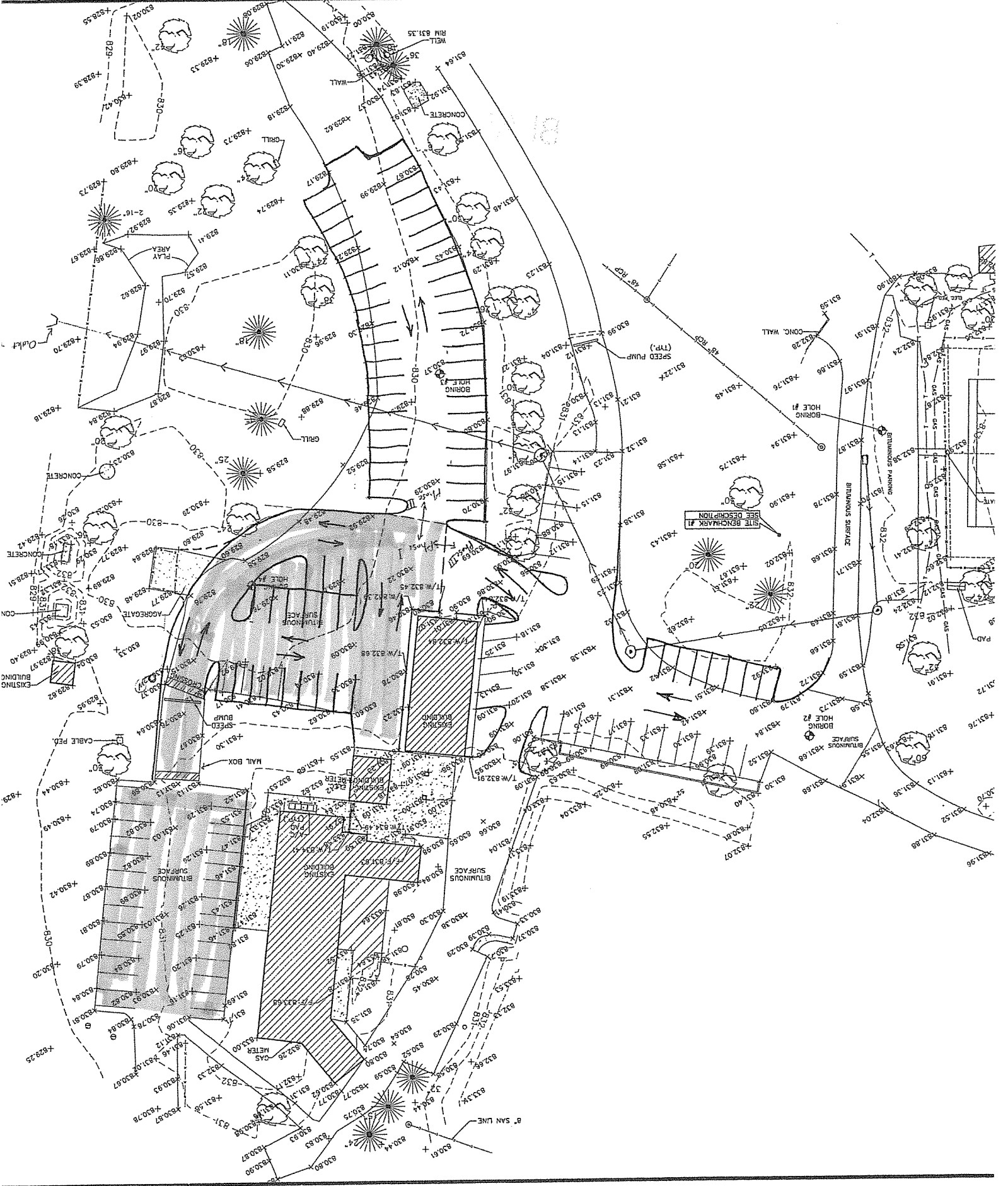
DATE	BY	DESCRIPTION

ENGINEERING RESOURCE ASSOCIATES, INC.
 DRAWN BY: B.L.
 CHECKED BY: A.K.

3701 WEST AVENUE, SUITE 150
 WARRENVILLE, ILLINOIS 60555
 PHONE (630) 293-2060

10 S. RIVERSIDE PLAZA, SUITE 1800
 CHICAGO, ILLINOIS 60606
 PHONE (312) 683-0110

3022 CROSSING COURT
 CHAMPAIGN, ILLINOIS 61822
 PHONE (217) 251-6268



BLANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

**AGENDA ITEM: PREVAILING WAGE ORDINANCE:
Recommended Approval**

BACKGROUND INFORMATION: Public entities are required to adopt prevailing wage ordinances every June. Included with this recommendation are the latest applicable wage rates from the Department of Labor, and the Ordinance. By July 15th, a certified copy of this ordinance must be filed with the Secretary of State's Office. Within 30 days after this filing, the District must publish a notice of the wage determination in a newspaper of general circulation. This publication must indicate that the ordinance and supporting documentation is available for inspection and the location at which the documents are kept.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ordinance 05-2013.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Adopted
Ayes: 5
Nayes: 0
Absent: 0

BLANK

ORDINANCE NO. 05-2013

AN ORDINANCE ADOPTING PREVAILING WAGE RATES
TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS
PERFORMING CONSTRUCTION OF PUBLIC WORKS
IN THE SYCAMORE PARK DISTRICT
De KALB COUNTY, ILLINOIS

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

WHEREAS, the Act requires that during the month of June of each calendar year the Board of Commissioners of the Sycamore Park District ("Park District") investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Park District for laborers, mechanics and other workers performing construction of public works for the Park District.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, De KALB COUNTY, ILLINOIS, as follows:

Section 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in De Kalb County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2013, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction

undertaken by the Park District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

Section 2: Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Park District except public works construction to the extent required by the Act.

Section 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

Section 4: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: The Secretary shall publicly post or keep available for inspection by any interested party in the main office of this Park District this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 6: By July 15th, the Secretary shall file a certified copy of this Ordinance with the Secretary of State of Illinois in Springfield and with the Illinois Department of Labor.

Section 7: Within thirty (30) days after filing a certified copy of this Ordinance with the Secretary of State, the Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

Section 8: The Secretary shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

STATE OF ILLINOIS)
) SS.
COUNTY OF De KALB)

SECRETARY'S CERTIFICATE

I, _____, DO HEREBY CERTIFY that I am the Secretary of the Board of Park Commissioners of the Sycamore Park District, De Kalb County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE PARK DISTRICT adopted at a duly called Regular Meeting of the Board of Commissioners, held at Sycamore, Illinois, at _____ p.m. on the _____ day of _____, 2013.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Sycamore, Illinois, this _____ day of _____, 2013.

SECRETARY
SYCAMORE PARK DISTRICT

[SEAL]

Section 9: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2013.

AYES:

NAYS:

ABSENT:

PRESIDENT
SYCAMORE PARK DISTRICT

ATTEST

SECRETARY

De Kalb County Prevailing Wage for June 2013

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		29.580	30.580	1.5	1.5	2.0	8.240	12.32	0.000	0.800
ASBESTOS ABT-MEC		BLD		34.160	36.660	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
CARPENTER		BLD		36.320	40.320	1.5	1.5	2.0	9.440	13.50	0.000	0.600
CARPENTER		HWY		33.790	35.540	1.5	1.5	2.0	9.750	12.99	0.000	0.490
CEMENT MASON		ALL		41.550	43.550	2.0	1.5	2.0	9.500	13.76	0.000	0.500
CERAMIC TILE FNSHER		BLD		34.440	0.000	2.0	1.5	2.0	9.700	6.930	0.000	0.610
COMMUNICATION TECH		BLD		36.000	39.600	1.5	1.5	2.0	10.14	11.20	0.000	0.720
ELECTRIC PWR EQMT OP		ALL		36.610	49.750	1.5	1.5	2.0	5.000	11.35	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		28.310	49.750	1.5	1.5	2.0	5.000	8.780	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		43.830	49.750	1.5	1.5	2.0	5.000	13.58	0.000	0.330
ELECTRIC PWR TRK DRV		ALL		29.310	49.750	1.5	1.5	2.0	5.000	9.090	0.000	0.220
ELECTRICIAN		BLD		41.500	45.650	1.5	1.5	2.0	10.39	17.43	0.000	0.830
ELEVATOR CONSTRUCTOR		BLD		45.350	51.020	2.0	2.0	2.0	11.88	12.71	3.630	0.600
FENCE ERECTOR	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		35.730	37.730	1.5	1.5	2.0	9.950	8.200	0.000	1.250
HT/FROST INSULATOR		BLD		45.550	48.050	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER	NW	ALL		35.090	36.840	2.0	2.0	2.0	8.250	20.59	0.000	0.700
IRON WORKER	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
LABORER		BLD		29.580	30.580	1.5	1.5	2.0	8.240	12.32	0.000	0.800
LABORER		HWY		31.950	32.700	1.5	1.5	2.0	8.240	12.50	0.000	0.800
LABORER, SKILLED		HWY		34.250	35.000	1.5	1.5	2.0	8.240	12.50	0.000	0.800
LATHER		BLD		36.320	40.320	1.5	1.5	2.0	9.440	13.50	0.000	0.600
MACHINIST		BLD		43.550	46.050	1.5	1.5	2.0	6.130	8.950	1.850	0.000
MARBLE MASON		BLD		39.880	43.870	1.5	1.5	2.0	9.550	11.75	0.000	0.730
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		34.400	37.840	1.5	1.5	2.0	8.770	13.85	0.000	0.500
OPERATING ENGINEER		BLD 1		40.800	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 2		40.100	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 3		37.650	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 4		35.650	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 5		44.600	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 6		43.350	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 7		40.350	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		HWY 1		41.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 2		41.100	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 3		39.800	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 4		38.350	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 5		36.900	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 6		44.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 7		42.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
ORNAMNTL IRON WORKER	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
PAINTER		ALL		40.880	42.880	1.5	1.5	1.5	9.650	8.200	0.000	1.250
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		BLD		36.820	40.870	1.5	1.5	2.0	9.440	13.50	0.000	0.600
PILEDRIVER		HWY		33.790	35.540	1.5	1.5	2.0	9.750	12.99	0.000	0.490
PIPEFITTER		BLD		41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
PLASTERER		BLD		40.250	42.670	1.5	1.5	2.0	10.85	10.94	0.000	0.550
PLUMBER		BLD		41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
ROOFER		BLD		38.350	41.350	1.5	1.5	2.0	8.280	8.770	0.000	0.430
SHEETMETAL WORKER		BLD		35.780	37.710	1.5	1.5	2.0	5.450	15.44	0.520	0.290
SPRINKLER FITTER		BLD		36.390	39.140	1.5	1.5	2.0	8.420	8.500	0.000	0.450
STEEL ERECTOR	SE	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400

STONE MASON	BLD	40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
TERRAZZO FINISHER	BLD	35.510	0.000	1.5	1.5	2.0	9.700	9.320	0.000	0.400
TERRAZZO MASON	BLD	39.370	42.370	1.5	1.5	2.0	9.700	10.66	0.000	0.550
TILE LAYER	BLD	36.320	40.320	1.5	1.5	2.0	9.440	13.50	0.000	0.600
TILE MASON	BLD	41.430	45.430	2.0	1.5	2.0	9.700	8.640	0.000	0.710
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD	40.950	41.950	1.5	1.5	2.0	8.180	10.82	0.000	0.940

Legend:

RG (Region)
 TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)
 C (Class)
 Base (Base Wage Rate)
 FRMAN (Foreman Rate)
 M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)
 OSA (Overtime (OT) is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations

DEKALB COUNTY

IRONWORKERS (NORTHWEST) - That portion of the county from a point where the western county line intersects with Rt. 30, continuing eastward to Shabbona, north between Shabbona and Clare, and northeast between Clare and New Lebanon.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw

operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper; hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment - excluding hose work and any sewer work); Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill

Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

BLANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

**AGENDA ITEM: ADOPTION OF REVISIONS IN THE CAC
CHARTER: Recommended Approval**

BACKGROUND INFORMATION: Over the past several years the Citizens Advisory Committee (CAC) has functioned in an important role of providing input and recommendations to the Sycamore Park District Board of Commissioners on key matters. The Board created CAC to act as another set of eyes and ears in the community. As such, its role is growing, and it is always good to review CAC's charter to keep them current. It is encouraged in their charter, as well.

Therefore, we began an annual review in 2012. Attached is the Charter with changes marked in red. They have been recommended and reviewed with CAC's Chair, and then with the entire CAC. It now comes to the Board for final review and approval.

FISCAL IMPACT: NONE

STAFF RECOMMENDATION: To approve the attached Charter with the changes.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Approved
Ayes: 5
Nays: 0
Absent: 0

CHARTER

SYCAMORE PARK DISTRICT CITIZENS' ADVISORY COMMITTEE SYCAMORE, ILLINOIS

- I. Mission Statement: The purpose in creating a Citizens' Advisory Committee ("CAC") for the Sycamore Park District is to improve the quality of park and recreation facilities, programs, and services to the residents of the district.

- II. Goals:
 - A. To assist the Board of Commissioners ("Board") in the study of issues relating to public parks and recreation in the district and to report the findings of studies to the district and staff.
 - B. To assist the Board in the execution of the goals and objectives outlined in its Strategic Plans.
 - C. To work with the staff of the Park District in planning and conducting activity which will improve the delivery of services and capital assets under the Board policies.
 - D. To promote two-way communication between the public and the officials and employees of the Park District.
 - E. To facilitate cooperation in park and recreational affairs between the Park District and the organizations and institutions of the district; to increase the potential use and enjoyment of Park District facilities, programs and services by the people of the district; and to communicate the agency's purpose and activities to the residents of the district.

- III. The Legal Status of the Park Board: The Board is the legally constituted authority of the Sycamore Park District. It can not legally delegate any of its powers and responsibilities. It relinquishes none of its authority in creating a CAC.

- IV. Tenure of the CAC: The CAC herein created and any subcommittees affiliated with it shall continue as Park District sponsored bodies until the CAC is dissolved by a majority vote of the members of the Board.

- V. Scope of the CAC: Since the Park District exists only for public parks and recreation, the CAC will concern itself only with those matters which relate to that function and with matters directly related to Sycamore Park District. The CAC and its affiliated subcommittees are primarily study and planning subcommittees, advisory to the Board and its employees. They will promote their ideas and plans in the district only with specific authorization by the Board.

VI. Subcommittees: The CAC is authorized and encouraged to create affiliated ad hoc or temporary subcommittees as needed for:

- A. Individual facilities and parks of the district.
- B. Important and continuing interests of the district, such as park and facility improvement and development, program development and improvements, citizen education, finance and staff responsiveness.
- C. Special issues such as the evaluation of, or construction of, alternatives for various facilities and park amenities.
- D. The facilitation and coordination of all community assets to serve the residents of the district.

All subcommittees created by the CAC shall be and remain affiliated with the CAC. Each affiliated subcommittee shall be given by the CAC a definitively prescribed purpose within the scope of the CAC. Subcommittees may or may not include members of the CAC. The Executive Director, or his designee, shall consult with each affiliated subcommittee. Park and facility patrons, as well as members of the community at large, may be members of affiliated subcommittees. The members of some affiliated subcommittees may be chosen primarily because of their expertise in a particular field, rather than because they are representative of the citizens of the district.

VII. Membership in the CAC:

- A. The CAC shall include up to 11 members, excluding ex-officio members. A chairperson will be appointed by the Board annually. Any number of persons may be included in subcommittees constituted by the CAC. Ex-officio members will consist of a representative from the Sycamore School District and the City of Sycamore as appointed by their respective organizations. These ex-officio members will be non-voting members.
- B. In selecting a slate of members for the CAC, the Board shall:
 - 1. Consult with a large and representative part of the citizens of the district by whatever means it may devise to select candidates to be considered for membership in the CAC.
 - 2. Screen the candidates, taking into account:
 - a. the general ability of the persons suggested and the keenness and clarity of their thinking.

- b. the respect in which they are held by their fellow citizens.
- c. their ability to work constructively with others.
- d. their insight into and interest in public parks and recreation, and
- e. other items considered by the Selection Committee to be important.

D. No person recommended for membership in the CAC shall be considered the representative or spokesperson of any particular organization or faction, in the district. No one is to be recommended because he is an officer or a professional executive of any organization or institution. In general, such persons will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies.

VIII. Terms:

Terms shall be for three years, and rotated so that at least three new members are elected each year. Terms shall expire on January 30 of each year. Members of the C.A.C. may, if they wish, be reappointed to another term subject to approval by the C.A.C. and Board of Commissioners. However, re-appointment for more than one additional term is discouraged so as to assure a variety of representation over time.

IX. Replacement of Members: To fill vacancies, either for an unexpired term or an expired term, the Board shall, by public notice, seek names of citizens to be considered for membership and screen applicants in accordance with the parameters set forth in Section 7d. Interviews shall be conducted by the current Chair of the CAC and Executive Director. In filling unexpired terms, the replacement process shall proceed with all deliberate speed. With respect to the orderly progression of expiring CAC member terms, the following timetable should be followed; advertise in October for new CAC volunteer members with a closing of November 15; review applications during the November Board meeting; select the nominees at the December Board meeting. When an unexpired term is filled, that individual shall finish the term, and upon the approval of the Board, shall be allowed to complete an additional full term. All candidates interviewed shall be notified as soon as practical by the Executive Director as to the Board of Commissioners selection.

X. Minimum Participation Requirements: CAC members shall be required to meet minimum participation requirements consisting of not missing more than 2 meetings or events without first notifying an officer or another member of the CAC. The CAC will contact nonparticipating members to determine their interest in continued membership before proceeding with replacement, as set forth in Section 9.

- XI. CAC Representation to the Board: Provision shall be made to designate a CAC member to be a liaison between the Board and the CAC so that an accurate and consistent transfer of information be made between the two groups. This shall apply to general meetings and not meetings requiring the full attendance of both groups. This person will attend the Park Board meetings and convey the progress, activities, or general concerns of the CAC to the Board at their regular meetings. This person shall also report the results of the Board meetings to the CAC. It is understood that this shall only provide for the routine transfer of information and not to answer any questions of the Board that require consultation with the entire CAC.
- XII. Establishment of Goals: An outline of CAC goals shall be submitted to the Board at the start of the calendar year so as to provide a base of information and direction between the Board and the CAC. These goals shall be used only as a means of reference.
- XIII. Executive Director: The Executive Director shall sit regularly with the CAC as staff liaison.
- XIV. Relationships of the CAC:
- A. To the Board:
1. The Board may submit to the CAC proposals regarding Park District policies to which the Committee is expected to react in oral or written reports to the Board.
 2. The CAC may make policy recommendations to the Board and will be apprised of the Board's reactions to these recommendations.
 3. Special joint meetings of the Board and the CAC will be held when these meetings are desired by both groups.
 4. Minutes of the meetings of the CAC will be sent to each member of the Board. The secretarial help necessary for taking, duplicating and distributing such minutes will be supplied by the personnel of the office of the Executive Director.
 5. The CAC is not to recommend or otherwise endorse candidates for election to the Board.

B. To employees of the Park District:

1. The CAC or any of its affiliated subcommittees may seek information and counsel from any employee of the Park District on matters clearly related to the concerns on which these subcommittees are working for a specific purpose only at the request of the Executive Director.
2. In asking employees for data regarding the district, account is to be taken of the time required to assemble these data and the other duties of these employees.

C. To the public:

1. The CAC is encouraged to promote the interest and participation of individuals in the Park District who are not members of its network of subcommittees and of organizations in the district. The subcommittees herein provided are not to be regarded as substitutes for other forms of public participation in Park District affairs, but as means of providing a minimum of systematic, representative, and responsible public participation.
2. The Board may request the CAC to designate individual members or groups of members to assist in publicizing and promoting in the district policies and proposals which have the joint approval of the CAC and the Board.

XV. Organization of the CAC:

- A. The CAC is to organize itself in its own way, determine the frequency of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns suggested by the Board, Park District staff, or by its own group following Roberts' Rules of Order in its activities and deliberations.
- B. The CAC is asked to submit annually, for consideration as part of the Park Districts annual budget, an estimate of its expenses for the year.
- C. At the end of each year of the life of the CAC this charter shall be reviewed by the CAC and by the Board. Changes in it may be made by majority vote of the members of the Board. Recommendations of changes may originate in the CAC or in the Board. The CAC will be consulted regarding any proposed changes originating in the Board.

BLANK

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL REVIEW OF BOARD BY-LAWS (Operations Manual): Discussion and Possible Approval

BACKGROUND INFORMATION: As part of my efforts to coordinate a review and update of information governing the Board of Commissioners of the Sycamore Park District, I am providing you with copies of:

- The Board of Commissioners Operations Manual
- The Board Members Creed
- Basic Expectations of Board Members
- Board Members Do's and Don'ts

The last three items are more informational in nature. However, the Operations Manual is like "board by-laws" in nature, and govern the board's actions and responsibilities in a formalized and adopted document.

Therefore, I present the Operations Manual with areas highlighted that you may wish to consider changing. I suggest this based upon the conversation that Commissioner Strack led during a Study Session about Parameters Board Member Negotiations. Otherwise, I have no formal, recommended changes/updates for your consideration, discussion, and comment.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: Based upon your preferences:

- A. Adopt as is.
- B. Make revisions today and adopt.
- C. Defer adoption to next month, but discuss changes this month.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Approved

Ayes: 5

Nays: 0

Abstentions: 0

BLANK



Board of Commissioners Operations Manual

I. ORGANIZATION

The Sycamore Park District was organized in 1923 and is governed by a board of five elected commissioners, pursuant to Illinois Laws and Compiled Statutes, Chapter 70, also commonly known as the Park District Code.

II. STATUTORY AUTHORITY

A Park District is a municipal corporation created for the purpose of acquiring and maintaining parks and other property placed under its jurisdiction and operating and regulating activities held therein pursuant to Chapter 70 of the Illinois Laws and Compiled Statutes, Sec. 1205 et seq.

III. DEFINITIONS

Sycamore Park District will herein after be referred to as “the District”.

Sycamore Park District Board of Commissioners will herein after be referred to as “the Board”.

Executive Director will herein after be referred to as “the Director”.

IV. APPLICATION OF THE PARK DISTRICT CODE

Subjects not contained herein but included in the Illinois Park District Code shall be applicable to the District. In the event that there should be any future conflict between same, the Park District Code shall prevail.

V. PROVISIONS FOR CHANGE OF POLICY

Any of the policies contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and only if, same

shall have been introduced at a regular or special board meeting a minimum of two weeks prior to the board taking any action thereon.

VI. FISCAL YEAR AND ANNUAL MEETING

The fiscal year of the District shall commence on the first day of January and end on December 31 of the same year. The Annual Meeting of the Board shall take place at its regular meeting in May of each year.

VII. PREPARATION OF MANUALS AND HANDBOOKS

Manuals and handbooks may be written for the purpose of defining in greater detail procedures to be followed in regard to specific activities. Such manuals and handbooks shall be in accordance with the policies contained herein. It shall be the duty of the Director to insure that all such manuals and handbooks are in concert with these and other policies of the Board.

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board. Applications may be obtained at the District office and must be returned not less than seven days prior to the next regular meeting of the Board. At the next regular meeting the nominations will be voted upon by the entire Board.
- D. The requirement that nominations be submitted may be waived if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

IX. BOARD OF COMMISSIONERS

A. ELECTIONS

Park Board elections shall be held in odd numbered years for terms of four years.

B. POWERS AND DUTIES OF THE BOARD

It shall be the duty of the Board to formulate and adopt policies for the current operation, control, and improvements, and future park and recreation facilities, programs, and activities of the District. In the performance of its duties, the Board shall:

Adopt policies, regulations, ordinances, resolutions, and procedures to govern and insure the orderly operation of the District. Such policies, regulations, ordinances, resolutions, and procedures shall be reviewed from time to time as appropriate and may be amended as prescribed herein. The District shall keep at its administrative office an up to date, master copy of this manual which shall serve for all purposes as the official transcript of District policy.

The District shall also, for the convenience of the public, Board, and staff, make and distribute additional copies of this manual in whole or in part and periodic revisions and/or updates as the Board deems appropriate.

Additionally, the Board shall:

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve

ways and means whereby same may be achieved and efficiently administered.

- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.
- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

In conducting the business of the District, members of the Board shall, at all times scrupulously observe the following standards:

- (A) In the discharge of their duties, Board members act as a Board, not as individuals. The individual Commissioner has no more authority over park and recreation policies, facilities, or any other aspect of the Districts operation than any other citizen. He should not speak or act for the board unless specifically authorized to do so, by action of the Board. The role of Board Spokesperson to the public/media is defined in IX. D. (A)
- (B) Board members represent all the residents of the District and therefore should avoid partisanship based upon special or personal self interest.
- (C) Board members should base decisions upon objective study, evidence, and factual information, rather than feelings, personal opinions, or other subjective factors.
- (D) Board members should be cognizant of and respect the separation of their responsibilities from those of the Director and staff. Members should respect the Board's commitment to work through its chief executive officer by requesting desired information directly from him, by referring to him suggestions for new policies for his professional consideration and opinion, by refraining from acting on any complaint until after the Director has had an opportunity to investigate fully and report, and publicly supporting approved actions of the administration.

D. OFFICERS OF THE BOARD

The officers of the Board are: President, Vice President, Secretary, and Treasurer.

- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law. The duty of Board spokesperson shall fall solely to the Board President, unless they are unreachable, at which time the Executive Director may contact the Board Vice President.
- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law; to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.
- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

The Board shall commence its annual meeting by electing a President, and Vice President, and appointing a Secretary, Treasurer, and Park District Attorney. The term of office for each shall begin upon their election or appointment and shall continue until the following year's annual meeting.

F. VACANCIES OF THE BOARD

Whenever any member of the Board shall (1) die, (2) resign, (3) become under legal disability, (4) cease to become a legal voter, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, (7) not reside in, or moves from the District, or (8) fail to attend to the duties of his office or neglect to attend regular and special meetings for a period of three consecutive calendar months, or neglect to attend a minimum of six regular or special meetings in a twelve month period, said office shall be declared vacant by the Board, unless the Board by a 4/5 vote rule that the absence is excusable. If the Board shall find the position to be vacant, the vacancy may be filled by appointment by a majority vote of the Board in accordance with the Park District Code.

X. MEETINGS

A. DAY AND LOCATION OF REGULAR MEETING

The regular meeting of the Board shall be held at 6:00 p.m. on the fourth Tuesday of each month in the District's Administration Office, unless the Board in, compliance with the Illinois Open Meetings Act, shall designate otherwise.

B. SPECIAL MEETINGS

Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time, place, and purpose for which the meeting has been called shall be served to the members through the Secretary of the Board, and by the current obligations of the Open Meetings Act.

C. QUORUM

A majority of the Commissioners shall constitute a quorum for the transaction of all business.

D. AGENDA

The agenda shall follow substantially the following form:

**CALL TO ORDER
APPROVAL OF REGULAR AND CONSENT AGENDA
APPROVAL OF MINUTES
PUBLIC INPUT
APPROVAL OF MONTHLY CLAIMS
CONSENT AGENDA:
 Superintendent of Finance
 Budget Report/Monthly Cash Flow
 Superintendent of Golf Operations
 Superintendent of Parks and Facilities
 Superintendent of Recreation
 Executive Director
CORRESPONDENCE
POSITIVE FEEDBACK/REPORTS
DEPARTMENT PRESENTATIONSOLD BUSINESS
NEW BUSINESS
PUBLIC INPUT
EXECUTIVE**

E. ROBERT'S RULES OF ORDER

Unless provided for otherwise herein, Robert's Rules of Order--most recent edition at time of action--shall govern all deliberations of this Board.

F. VOTING

A roll call vote shall be taken for the passage of any ordinance, for all propositions to create any liability for the District, for the expenditure or appropriation of money, and the result of same shall be entered into the record of the proceedings. The act of a majority of the Board shall be an act of the Board.

G. PUBLIC MEETING LAW

All meetings of the Board or any committee shall be public excepting when those meetings involve any of the following matters:

Board of Commissioners
Operations Manual
P 8

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. 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.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance

prescribing fair housing practices and creating a commission or administrative agency of their enforcement.

14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

H. NOTICE OF MEETINGS

- (1) The press and public shall be notified as to the date, time, and location of all regular meetings at the beginning of each calendar year.
- (2) All meetings shall be held in a place convenient to the public.
- (3) No meeting shall be held on a legal holiday.
- (4) An agenda must be included in the notice for any special, rescheduled, or reconvened meeting.
- (5) Notice of a meeting held in the event of an emergency need not be given 24 hours prior to such meeting. Notice shall, however, be given as soon as practical, and in any event to any news media that has filed an annual request for notice pursuant to the Illinois Open Meetings Act.
- (6) If a change shall be made in the regular meeting dates, notice of the change must be given no less than 10 days in advance in the same

manner specified for announcing the original schedule: by posting a notice of meeting and sending a notice of the change to any news media which has filed a request to receive such notice. Additionally, notice of the change must be published in a newspaper of general circulation which services the residents of the District.

I. PUBLIC MEETING LAW - Notice of Meetings

Public notice of any special meeting must be made at least 48 hours in advance of the meeting, excluding weekends or park district holidays. Rescheduled or reconvened meeting must be given no less than 48 hours notice in advance of such meeting.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW

BACKGROUND INFORMATION: The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to any one, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district on these legally allowed purposes for holding executive sessions, than those minutes should remain confidential.

As mentioned six months ago in a similar recommendation, the board would receive a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration.

AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. **All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should

only take place in Executive Session. Board action to release closed session minutes must be in open session.

The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.

With all these matters for your consideration, the Executive Director will now begin to “phase” the release of Executive Session Minutes by year. Therefore, at this time it is recommended to release the following minutes:

All of the 2008 Executive Session Minutes except April 22, 2008

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **all of the 2008 Executive Session Minutes except April 22, 2008, and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

Approved
Ayes: 5
Nays: 0
Absent: 0

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 25, 2013

STAFF RECOMMENDATION

AGENDA ITEM: CAPITAL FUNDS UPDATE: Information Only

BACKGROUND INFORMATION: As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

N/A



PROJECT	2013 BUDGET	YTD SPENT		YTD SPENT Completed	Add.'l COMMITTED Still to Be Spent	Net SAVINGS Project Done	Estimated Finish Date
		In Progress	Completed				
Technology Replacement	\$3,000	\$2,413		\$587		December	
Accounting Modules	\$5,720			\$5,720		September	
Filing/Shelving for Administration	\$2,000	\$1,185		\$815		December	
Ice Machine - Baseball	\$2,000			\$2,000		June	
Double Door Freezer at Baseball Concessions	\$3,500			\$3,500		June	
Backhoe	\$32,000			\$32,000		August	
Misc tools	\$4,000	\$337		\$3,663		June	
Field Rake	\$11,000		\$11,963	\$0	-\$963 complete	June	
Remodeling of Clubhouse/Proshop/Bathrooms	\$5,000		\$7,247	\$0	-\$2,247 complete	September	
Carpet Cleaner	\$500			\$500		September	
Golf Carts for Golf Course	\$30,000		\$29,575	\$0	\$425 complete	April/May	
Bridge work	\$1,300	\$610		\$690		April/May	
Sound system for Golf Course	\$2,000			\$0	\$2,000 combined with Proj Unit, etc.	Defer if needed	
Garbage Receptacles for Golf Course (10)	\$8,000			\$8,000		Defer if needed	
PA System	\$3,500			\$0	\$3,500 Deleted	Deleted	
Fitness Center Equipment at Comm. Center	\$4,200	\$650		\$3,550		December	
Projection Unit/Sound System/Screen	\$4,500	\$2,025		\$475		December	
Tennis Courts	\$45,000	\$90,479		\$17,408		June	
Old Mill Parking Lot	\$40,000	see above		see above		June	
Blacktop around Good Tymes	\$19,000					deferred until 2014/funds being used for tennis courts/ Old Mill parking	
Fencing Fields 13-16	\$8,500	\$1,467		\$7,033		June	
Backstop improvements 5-8	\$20,000		\$15,734		\$4,266 complete	June	
WPA Main Shelter Renovation	\$7,800			\$12,000		July	
Larry Steczo - Encap*	\$18,740			\$18,740		June	
Parkside Ponds - Encap*	\$44,250	\$32,000		\$12,250		June	
Old Mill - Encap*	\$14,410	\$7,800		\$6,610		June	
Chief Black Partridge - Encap*	\$12,395	\$10,300		\$2,095		June	
Lake Sycamore Fish Analysis	\$5,000				\$5,000 deferred until 2014	June	
Replace Fencing & Gate - 64	\$10,000		\$6,378		\$3,622 complete	June	
	\$367,315	\$149,267	\$70,897	\$137,635	\$17,603		

*These projects will have ongoing costs for development. Estimated Finish Date is based on current year's work to be done.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: June 25, 2013
STAFF RECOMMENDATION

AGENDA ITEM: TECHNOLOGY ASSESSMENT UPDATE: Information Only

BACKGROUND INFORMATION: As we continue to seek ways to cut costs, and manage better, we are also challenged to be sure that the quality of the work that our employees do is improved and processed in the most efficient manner possible. Toward that end some goals and objectives in our short-term plan were adopted, and this information is intended to report on that progress.

Goal 2

By the end of 2013, the park district will establish a comprehensive policy for the replacement/refurbishment of its assets when they exceed their depreciated lifecycles.

Objective 15

The Executive Director will, by the Summer of 2013, retain a professional consultant to conduct an independent audit of our technology (software, hardware, wiring, phone, web, and communications).

Objective 16

By the end of 2013, the results of the independent technology audit will be reported to the Board with a phased approach to updating our technology.

Objective 17

In 2014, the Park Board will approve a technology replacement plan.

Attached you will find:

- A DRAFT of the RFP for our Independent Technology Study.
- A copy of the Hardware/Software Analysis conducted by our current IT Service Provider—TBC.

- A copy of the most recent hardware/software factors we must address with a summary of expenses for those actions.

It is our desire to retain a firm who is independent of our current service providers (Comcast, Frontier, TBC, Baaken) who will look comprehensively at our:

- Phone Systems
- Software
- Hosting
- Hardware
- System Structures
- Connectivity
- POS
- Site Restrictions/Issues

And then make an overall recommendation for addressing the challenges we currently face:

- Aging infrastructure
- Poor in-ground/in building wiring
- Service Provision from our Providers
- Streamlining
- Speeding
- Efficiency
- Alternatives

In a comprehensive manner.

FISCAL IMPACT: Until options are finalized, cost and savings have not been determined.

STAFF RECOMMENDATION: The staff recommends the Board read, review, discuss, ask questions, and make recommendations.

PREPARED BY: Daniel Gibble, Executive Director



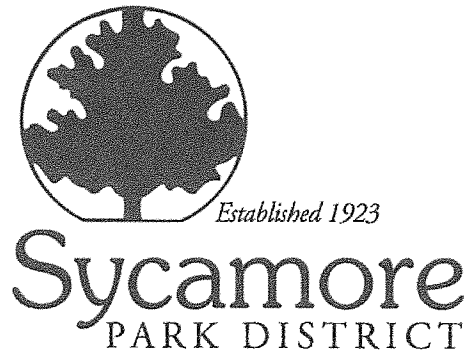
EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



BLANK

SYCAMORE PARK DISTRICT



REQUEST FOR PROPOSALS

Professional Services
For
Sycamore Park District
Technology Assessment and Plan

SUBMITTAL DEADLINE
June 28, 2013 at 2:00 P.M.

Background

The Sycamore Park District is dependent upon a number of providers as it relates to its Technology. We categorize our "technology" to include:

- Phone Systems
- Program Registration
- Accounting
- Internet
- Website/Website Management and Upkeep
- POS—Golf, Pool and Concession
- Hardware
- Software
- Copiers
- Record-Keeping (FOIA/OMA)

Therefore, in general terms, the Sycamore Park District seeks an independent analysis of this technology by a firm that stands to gain NO sales of product or services by their assessment and recommendations. This firm will assist the district with an internal technology planning process, and developing a 5 to 7 year plan to address the findings/recommendations of the successful firm.

In developing your proposal and "fee-not-to-exceed", assume the following:

- there will be a mandatory pre-submittal meeting to answer questions;
- all solutions and recommendations must meet all ADA requirements, and the related deficiencies identified in Sycamore Park District's ADA Audit conducted by RAC;
- a digital copy of your Proposal (PDF or MS Word);
- seven hard copies of your DRAFT and FINAL Reports;
- a digital copy of your DRAFT and FINAL Reports (PDF or MS Word);
- the schedule, below, can be met by your office

The Sycamore Park District (SPD) reserves the right to reject any and all proposals in part or in full for any reason. SPD also reserves the right to change, cancel, or re-issue this RFP at any time. This RFP does not obligate the SPD to pay any costs incurred by respondents in the preparation and submission of a proposal nor does it obligate the SPD to accept or contract for any expressed or implied services. The successful respondent must comply with local, state, and federal requirements regarding equal opportunity and employment practices. It is the responsibility of respondents to be aware of these requirements. The successful respondent must complete this request for proposal's requirements in full to be considered.

You should submit five hard copies of your Proposal (all at the expense of the firm).

Schedule

- June 14, 2013 9:00am: MANDATORY Meeting to answer questions and to clarify the scope of services prior to RFP submission due date.
- June 28, 2013 2:00pm: RFP due date.
- Submitted RFPs will be evaluated and selection will be made within 60 days, or less.
- August 16, 2013: Firm Begins.
- November 4, 2013: Firm Presents First Complete Draft to Executive Director.
- November 26, 2013: Firm Presents Findings to Board of Commissioners at Regular Meeting.
- December 6, 2013: Final Version of Report is Presented to Executive Director.

I. Table of Contents

Section I. General Information

Section II. Expected Deliverables

Section III. RFP Contact Information

Section IV. RFP Proposal Requirements

Section V. Contract Award and Execution

Section VI. Additional Information

Section I. General Information

A. Request for Proposal Objective – The objective of the RFP is to solicit proposals

from qualified vendors with experience in technology assessment, evaluation and planning within park districts, in particular. However, experience with the municipal and general public sector will be considered, as well. The ideal firm will possess recent experience in park district/municipal technology assessment and planning with communities of comparable size to Sycamore Park District, and with similar staffing, infrastructure, and other relevant categories of our agency.

B. Assessment and Planning Objective – The objective of the assessment and planning includes but is

not limited to creating a well-documented review of all hardware and software, current providers used by the SPD for its technology, and interviews/planning sessions with all full-time staff/service providers, to gather information about current functional and dysfunctional aspects of all our technology. A plan to guide the SPD over the next five to seven years in improving, managing, procuring, and implementing current and future technology and resources related to all its current technology. The plan should involve the result of a thorough analysis of following:

- a. Existing infrastructure, staffing, funding, applications, business systems, projects, processes, and other investments and resources currently in use by the SPD.
- b. Interviews and workshops that recognize limited staff time involving all levels of SPD staff. Additionally some assessment of end users, Board of Commissioners, Citizens Advisory Committee, and other stakeholders, along with key leadership at current external service providers.
- c. Identification, prioritization, and cost analysis of projects that the SPD should undertake over the next five to seven years.
- d. Existing and available Local and Regional partnerships and collaboration strategies relevant to the SPD.
- e. Existing and available outsourcing relationships and opportunities.
- f. Practical and relevant private and public sector industry standards such as disaster recovery practices, OMA/FOIA and Records Retention requirements.
- g. Identification of needs to accommodate current and future technology requirements such as infrastructure (in-ground, in-ceiling, in-wall wiring, ports, etc.), data storage and management, legal requirements, security requirements, etc.

C. Overview of Sycamore Park District and Current Information Technology –

- a. Facilities – The SPD has three year-round indoor facilities: Community Center, Maintenance Facility, Golf Club House/Pro Shop/Admin Office. It has 4 seasonal facilities with enclosed space: Outdoor Pool/Concession, Semi-Pro Baseball Diamond Scorebox, Sports Complex Concession and a Maintenance Storage Building.
- b. Departments and Staff – The SPD has 13 full-time employees and roughly 50 seasonals across four departments: Recreation, Parks and Facilities, Golf, and Administration.
- c. Workstation and Server Environment – The SPD has had a recent hardware assessment. That information is attached as Appendix A.

d. Network –

JACKIE: Please write the description for these four sections. Include specific technical description of the hardware/software, AND a description of key issues/problems/concerns for each.

e. Voice –

f. Significant Business Systems: Copiers/Faxes

g. Financial System

h. Maintenance Management System: Currently the park district uses no Maintenance Management System.

i. Facility Scheduling and Program Registration

Bart: I need you to write this system with specific, technical description of what Baaken does for us, where it is "sited", who does what work, and what issues/concerns/problems we have with it.

Geographic Information System: Currently the park district uses no GIS System or Software

JEFF: If you would like to write what some of your desires, uses, interests might be in this area, feel free to add it

D. Staffing– A re-organization in 2012 eliminated a full-time position that spent 20% of their time maintaining our POS and Website functions. Additionally, minor issues like occasional re-boots, weekly backups, and machine resets were carried out by that position. Now we have it dispersed amongst various other positions. We contract with TBC NET, INC.; 444 E. Hilcrest Drive; Suite 350; DeKalb, Illinois for our systems maintenance.

Section II. Expected Deliverables

A. Strategic Plan – The strategic plan should include but is not limited to:

a. Executive Summary of discovery and recommendations tailored for Sycamore Park District Board of Commissioners.

b. Executive Summary of discovery and recommendations for Executive Director and Superintendents.

c. Comprehensive documentation of discovery and recommendations.

d. Two versions of various lengths (to be determined upon working with the Sycamore Park District) a *Tactical Project Plan* outlining projects by priority and chronology, that includes costs both initial and ongoing, staff required for both initial implementation and sustainable management, and perceived benefits and risk of both successful implementation and no implementation at all.

e. Methodology for implementation and maintenance of strategic plan.

Section III. RFP Contact Information

A. Official Contact:

Daniel Gibble, Executive Director
940 East State Street
Sycamore, IL 60178
(815) 895-3365
danielg@sycamoreparkdistrict.com

B. Letter of Intent – Vendors who wish to submit proposals are encouraged to inform the Sycamore Park District of their intent to submit a proposal by mailing or emailing intent to the contact listed in Section III. A – **This must be received by the OFFICIAL CONTACT NO Later Than June 7, 2013.**

C. Questions regarding RFP – Questions should be submitted via email to the OFFICIAL CONTACT. The Sycamore Park District reserves the right to refrain from answering any questions for any reason. However if the Sycamore Park District chooses to answer a question submitted by a vendor a copy of the question and answer will be emailed to anyone who has completed Section III B. at the time the question is asked.

Section IV. RFP Proposal Requirements

A. Cover Letter – The cover letter must include the following statements and information:

a. "Proposal may be released in total as public information in accordance with State of Illinois Open Meetings Act and the Freedom of Information Act, and the requirements of the laws covering same."

b. "Proposal and cost schedule shall be valid and binding for 90 days following proposal due date and will become part of the contract that is negotiated with the Sycamore Park District."

c. Company name, address, and telephone number.

d. Name, title, address, email address, and telephone number of contact who is authorized to bind company into contractual agreements and with whom correspondence should be directed.

B. Project Methodology

a. Proposal summary including qualifications and unique attributes.

b. A brief description of project methodology.

c. Statement affirming the ability to work within the timeline defined in the "SCHEDULE" section near the beginning of this document.

d. A Detailed Explanation of why your firm meets all the expectations outlined in SECTION I.

C. Detailed Project Staff List

A list of the staff, and their qualifications, who will be assigned to this project, and the name and qualifications of the team leader.

D. References

A list of municipal and park district references for which you have provided similar services in the last three years, along with the contact person, address, phone and email address of that person.

E. Fee Schedule

Fee-not-to-exceed for all work and incidentals—in other words, your fee not to exceed must include all your incidental costs.

F. Insurance

A copy of current certificate of general liability and professional insurance.

Section V. Contract Award and Execution

A. The Sycamore Park District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Sycamore Park District.

B. The general conditions and specifications of the RFP and as proposed by the Sycamore Park District and the successful vendor's response, as amended by agreements between the Sycamore Park District and the vendor, will become part of the contract documents.

Additionally, the Sycamore Park District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.

C. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the Sycamore Park District.

D. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

E. A copy of current certificate of general liability and professional insurance, naming Sycamore Park District as “Additionally Insured”.

Section VI. Additional Information

A. The Sycamore Park District reserves the right to accept or reject any or all submissions received as a result of this request or to cancel in whole or in part this RFP, if determined by the Sycamore Park District Board of Commissioners, in their sole discretion, to be in their best interest.

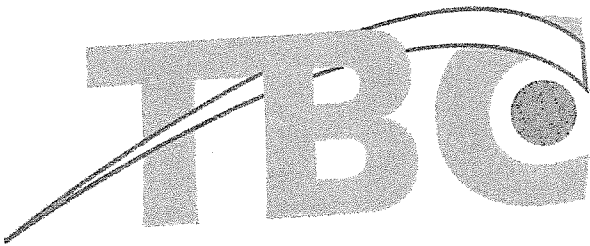
B. It is the policy of the Sycamore Park District not to engage in any unlawful discrimination based upon race, creed, color, national origin, sex age, disability, marital status or sexual orientation.

C. The selected firm must meet all of the necessary insurance requirements of the Sycamore Park District, and all laws, regulations, certifications, policies, procedures or rules of order—Federal or State of Illinois.

D. The respondent certifies by submission of a response to this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or local department or agency.

Technology Assessment

Sycamore Park District
940 East State Street
Sycamore, IL 60178



October 10, 2012

TBC Net, Inc.
444 E. Hillcrest Drive, Suite 350
DeKalb, IL 60115



TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

1 Executive Summary

1.1 Introduction

The purpose of this document is to identify the information systems used by the Sycamore Park District, the data maintained on those systems, and the processes used to ensure the security of the systems and the confidentiality and integrity of the data. TBC Net Inc. is the contractor providing the assessment. This initial document is intended to form the basis for any work on-going with Sycamore Park District.

1.2 Scope

This analysis is an in depth assessment of the current condition and capabilities of the Sycamore Park District information system infrastructure.

- Create physical inventory of hardware including PCs, server(s), switches, wiring, etc.
- Create Visio drawings of network (all locations)
- Test wiring runs at all locations
- Phone system evaluation
- Highlight areas of critical concern and/or provide recommendations moving forward



Other Equipment

- **Switching**
 - Cisco/Linksys SLM224G45(Admin)
 - Netgear FS105 (Admin)
 - Netgear JGS524 (Community)
 - Using switch in SonicWALL (Maintenance)
- **Physical Networking**
 - Homerun back to Server room and into switch at Administration building
 - Punch in place
 - Cat5 Standards
 - Wiring needs to be cleaned up
 - Homerun back to Network Closet at Community Center. Same as Administration building. No need for cleanup of wiring needed.
 - Homerun back to Network Closet at Maintenance. No need for cleanup of wiring here.
- **Gateway Protection (Firewall)**
 - SonicWALL TZ-170 (Admin)
 - SonicWALL TZ-220 (Admin)
 - SonicWALL TZ-170 (Comm)
 - SonicWALL TZ-220 (Comm)
 - SonicWALL TZ-215 (Maint)
- **Wireless**
 - N/A
- **Uninterruptible Power Supplies (UPS)**
 - Tripp-Lite Smart-Pro UPS (Admin)
 - Recommend replacment
- **Phone system**
 - NEC Dterm IPGateway PBX Interface Unit (admin)

Software

- **Backup**
 - BackupExec 12.5 w/RDX
- **Express Accounts**
- **Elaborate Bytes**
- **Antivirus**
 - Symantec End Point 11
- **Liant**
- **Office 2007/2010 OEM**



TBC NET, INC

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

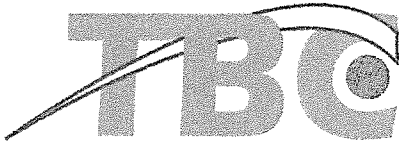
815 899 4600

info@tbc.net

2 Inventory

Computer Name	Computer Location	Manufacturer	Product Name	CPU Type	CPU Max Speed	RAM (GB)	Operating System	Purchase Date
MAINSVR	Administration Building	HP	Proliant ML 350	Xeon E5520	2.27GHz	16GB	SBS 2008 SP1 x64	09/2009
Admin-Office-Jeanette	Administration Building	HP	8100 Elite SFF	Core i3 550	3.2GHz	2GB	7 Pro SP1 x86	10/2011
SycPark08-Dan Gibble	Administration Building	HP	6005 Pro SFF	Phenom II X3 B75	3GHz	4GB	XP Pro SP3 x86	
SycPark098	Administration Building	HP	No Tag	Core 2 4300	1.8GHz	2GB	XP Pro SP3 x86	
AdminOffice-Jackie	Administration Building	HP	8100 Elite SFF	Core i3 550	3.2GHz	2GB	7 Pro SP1 x86	10/2011
SycPark16	Administration Building	HP	No Tag	Phenom II X3 B75	3GHz	4GB	7 Pro SP1 x64	
COM-FRONTDESK	Community Center	HP	No Tag	Athlon Dual Core 5400B	2.79GHz	2GB	XP Pro SP3 x86	
SycPark10	Community Center	Compaq	No Tag	Athlon II X2 245	2.91GHz	2GB	XP Pro SP3 x86	
LisaW	Community Center	HP	No Tag	Phenom II X3 B75	3GHz	4GB	7 Pro SP1 x64	
SycPark09	Maintenance Building	Compaq	No Tag	Athlon II X2 245	2.91GHz	2GB	XP Pro SP3 x86	
Sycpd-Jeff-New	Maintenance Building	HP	No Tag	Phenom II X3 B75	3GHz	4GB	7 Pro SP1 x64	





- Park Pro v2.0
- Inventoria Stock Manager
- I.R.I.S. OCR
- Index.dat Analyzer

3 Findings and Recommendations

3.1 Summary of Findings

1. Workstations

Most workstations at Sycamore Park District have been upgraded and are in acceptable guidelines for age of machine and performance requirements. The machines (at time of evaluation) that I would recommend replacement on most immediately would be SycPark09 (Bob Swedberg), and SycPark10 (Bart Desch).

One other item of note to bring up here is use of the front desk machine at the Community Center. This machine is used to enter private data in a work role, and is also being used by staff to install games, freeware, watch movies, download music, etc. and can present a security risk. Looking at records, this machine by far and likely as a result has a majority of the support requests being directed to it. We would recommend revisiting acceptable use policy with staff that uses this PC as well as options to lock down ability to install software and perhaps lock down browsing capabilities.

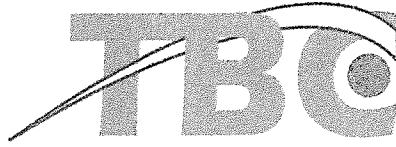
2. Office Software

The assessment found that Office Software is at a minimum of Office 2007 and majority Office 2010 level. At this time no immediate recommendation for upgrade.

3. Servers

The current server is running Windows Small Business Server 2008 SP1. This is still a recent, viable, and currently supported platform. We will be presenting a replacement backup solution in 2013. Current servers: Mainsvr & Terminalsvr.





4. Internet and Gateway Protection

SonicWALL appliances are in use at all locations for all gateway traffic. Further we have site to site VPN tunnels in place to protect all data and VOIP traffic. Now that the solution is proven to be "stable," we can decommission the SonicWALL TZ-170s.

5. Anti-virus

Currently Symantec Endpoint Protection is in use across the network. We will be presenting a replacement A/V solution in 2013.

6. Wiring

All wiring runs tested good during the assessment. This does not address suspected issues with external wiring (DSL lines coming in from Frontier) outside the building at the Community Center. There has been a history at this location of connection and line noise issues over the years following weather changes (usually involving rain or thaw).

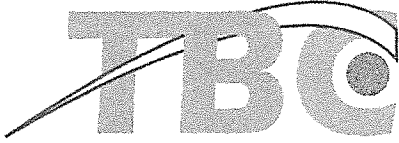
7. Phone System

Currently each location seems to focus on a different approach to phones. At the maintenance building, staff relies heavily on their cell phones. At the administration building it is a mixed environment of POTS and VOIP. At the Community Center the system is entirely VOIP. The VOIP system relies entirely on a refurbished control unit, which traditionally has been plagued with quality and functionality issues. Sometimes obtaining the necessary support for this system has not been timely. Given the history and experience with this phone system we would highly recommend looking at going POTS at all locations.

3.1 Recommendations in Priority Order

- Replace Symantec BackupExec
- Replace Symantec A/V
- Replacement of Bob Swedberg's computer (SycPark09)
- Replacement of Bart Desch's computer (SycPark10)
- Decommission the two remaining SonicWALL TZ-170s
- Address ongoing use of front desk PC at the Community Center
- Ensure no one is using the server for regular work. While performing the assessment there was mention that this was happening, and should be avoided for security reasons (likely resolved by replacing Dan's computer).





TBC NET, INC.

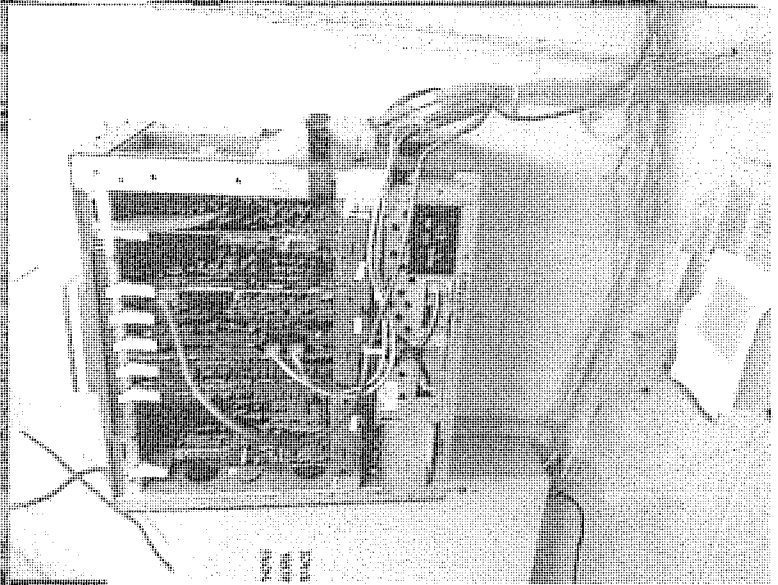
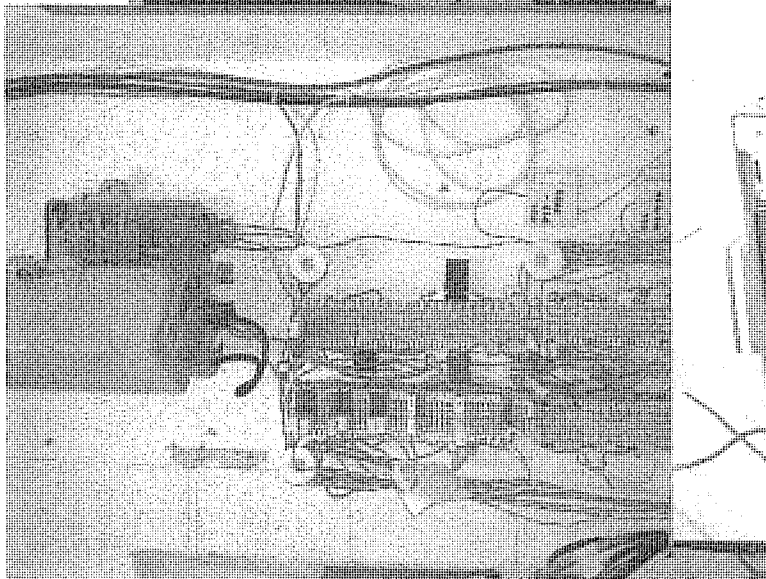
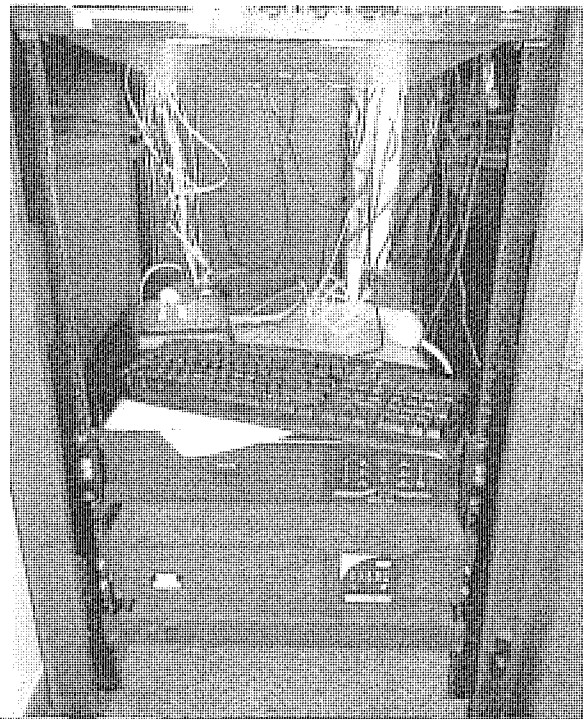
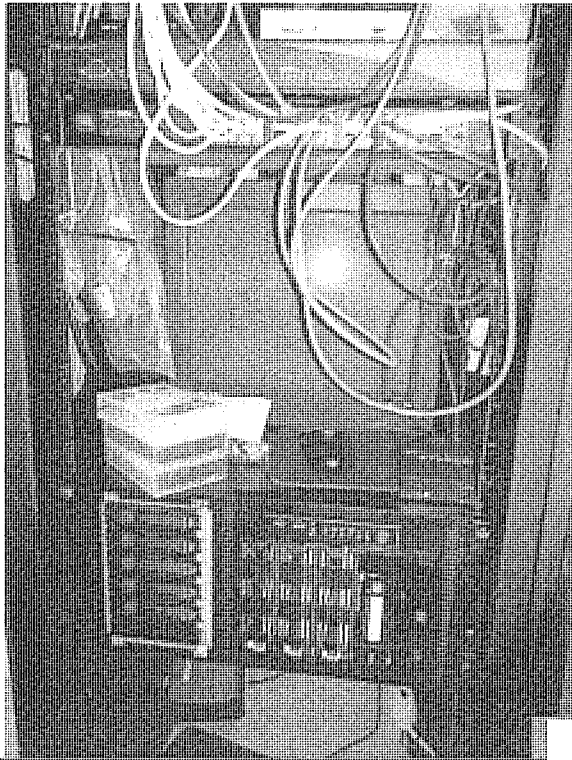
444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

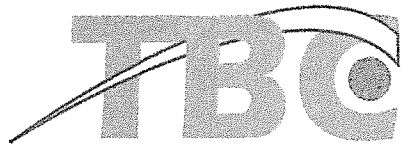
815.899.4600

info@tbc.net

3.3 Site Photographs

Administration:



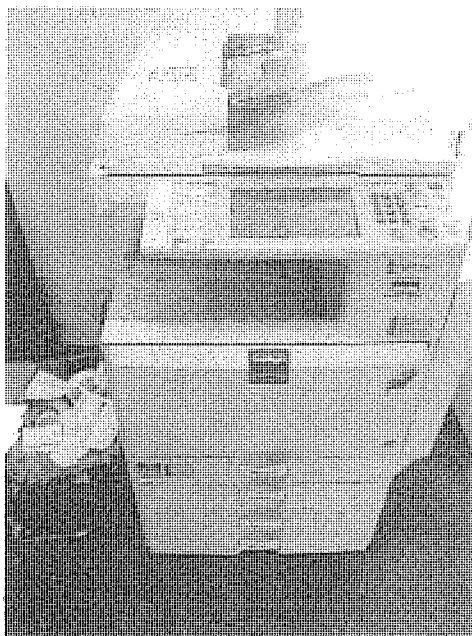
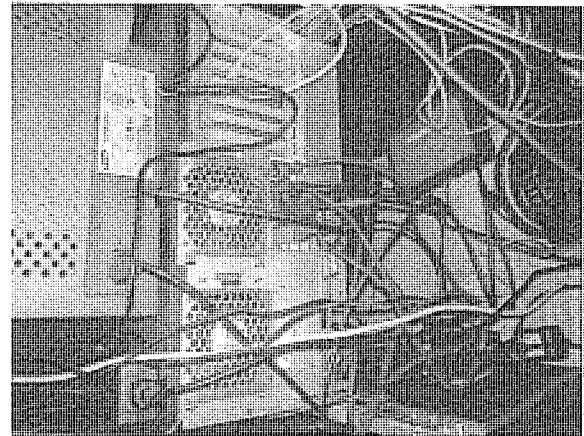
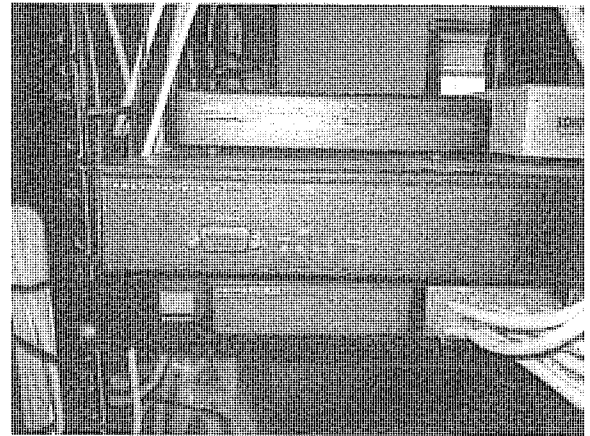
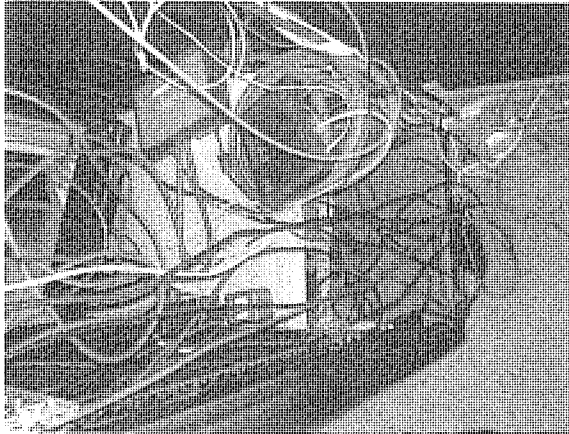


TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

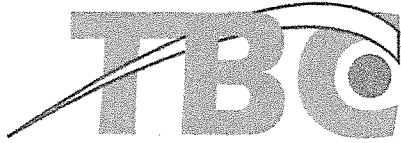
info@tbc.net



www.TBC.net



Technology solutions for your business.



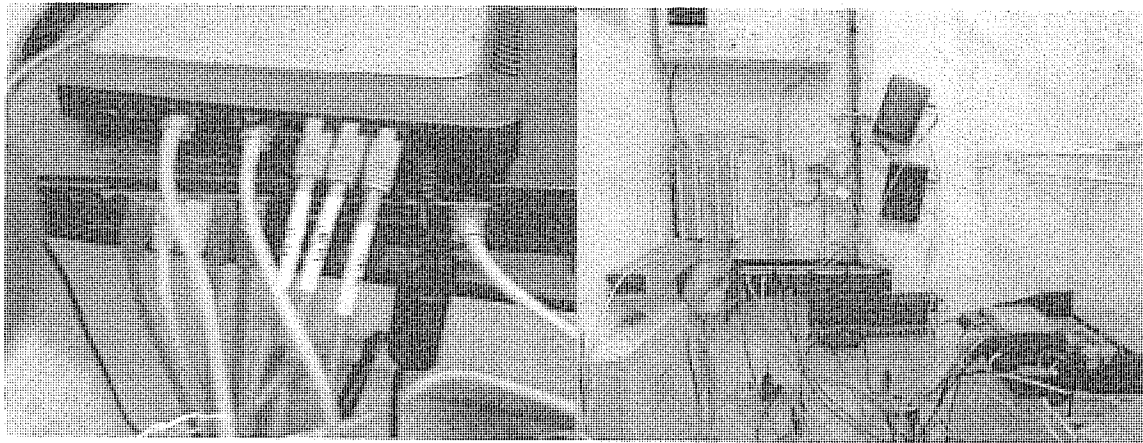
TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

Community Center:



www.TBC.net



Technology solutions for your business.



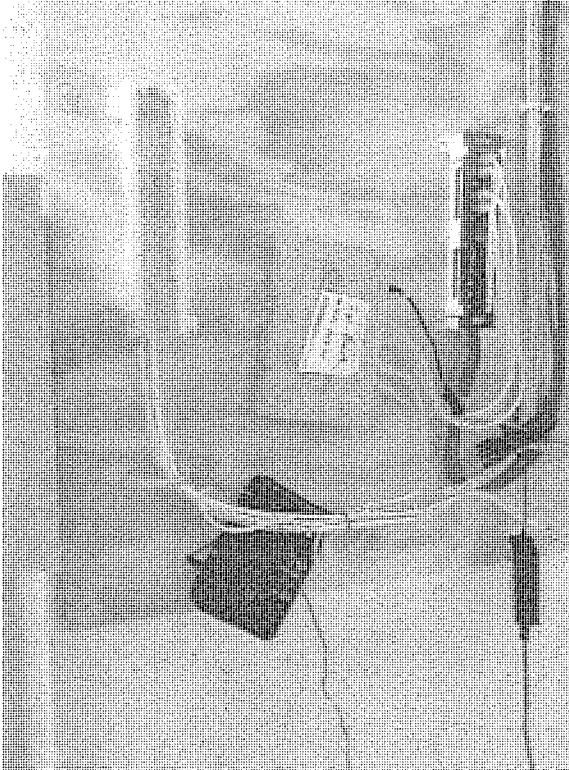
TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb 1L 60115

815.899.4600

info@tbc.net

Maintenance:



Respectfully,

Mark A. Smirz
Sales Manager
TBC Net, Inc.

www.TBC.net



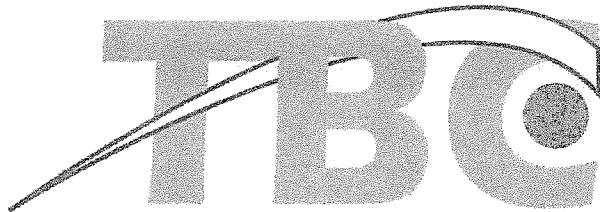
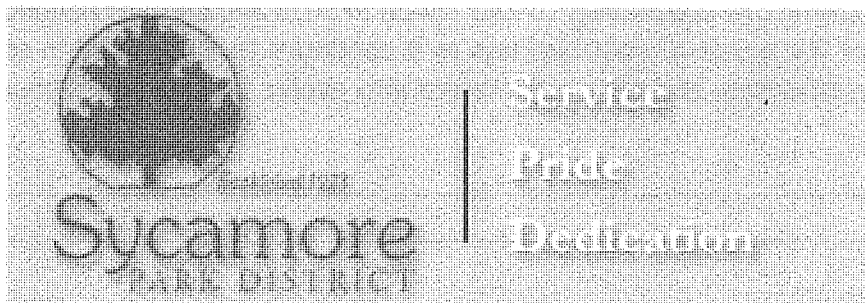
Technology solutions for your business.

Annual Review and Budget Planning

Sycamore Park District

940 East State Street

Sycamore, IL 60178

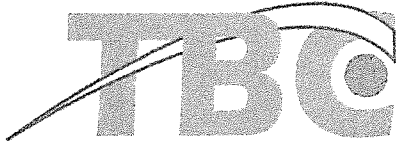


January 10, 2013

TBC Net, Inc.

444 E. Hillcrest Drive, Suite 350

DeKalb, IL 60115



1 Purpose

1.1 Introduction

The purpose of this review process is to look back over the last 12 months and summarize the projects we've completed, processes we've initiated or ceased, routine maintenance conducted, and changes that have occurred in our businesses that impact our working relationship. As important is taking this opportunity to look ahead to 2013 and perhaps beyond to develop a strategy to meet the needs of your business as it continues to evolve and in so doing will require that our relationship and how we interact also evolve to best serve your needs.

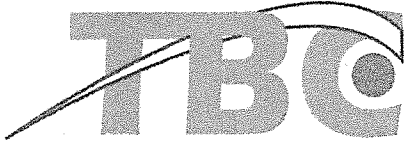
1.2 Agenda

- 2012 Review
- 2013 Expected Renewals
- Hardware Review
- Future Projects
- What's New, What Works, & What Needs to Change

2 2012 Review

Projects

- Upgrade Sonicwall Appliance(s)
- Tech Assessment



TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

Notable Service/bench:

- OS Reinstall
- Bockyn File Recovery
- New Copier at Community Center
- Wireless AP Network Drop at Community Center
- ISP Conversion ParkPro background
- Service error troubleshooting Phone system troubleshooting with Chad and John (Phone System Installers)
- OWA Access Problems Software Troubleshooting for Dan Gibble
- New PC for Dan Gibble

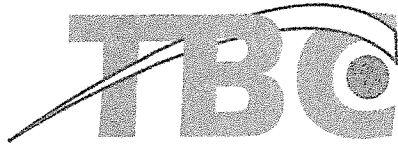
Service Ticket Summary

Company / Business Unit	Service Type	# of Tickets	Hours
Sycamore Park District	Break Fix	75	161.39
Sycamore Park District	Project Work	1	5.71
Report Totals:		76	167.10

TBC Services

Products/Service	Monthly	Annual	Total Annual	Renewal Date	Notes
Service Hours	\$237.50		\$2,850.00		3 Hours 60 day carry over
Server Maintenance	\$95.00		\$1,140.00		
Email Filtering	\$52.29		\$627.48		
SSL Cert		\$230.00	\$230.00		
			\$4,847.48		





TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

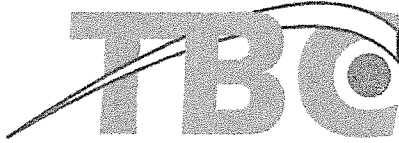
info@tbc.net

3 2013 Expected Renewals

3.1 Summary of anticipated spend in 2013

Appliance/Software	Installed	Support Expiration	Estimated Renewal Cost	Notes
Symantec Anti Virus	11/12	11/13	\$450.00	Replace
Symantec Back Up Exec	04/09		N/A	Replace
Sonicwall NSA 220	07/12	07/15	\$615.00	Community Center
Sonicwall NSA 220	07/12	07/15	\$615.00	Admin
SonicWALL TZ215	07/12	07/15	\$445.00	Maintenance
Sonicwall TZ170	03/04		N/A	Decommission
Sonicwall TZ170	03/04		N/A	Decommission
HP Server ML350	09/09	08/13	\$450.00	1 Year





3.2 *Recommended changes?*

- Replace Symantec Back Up Exec
- Replace Symantec Anti-Virus
- Increase Monthly Service Hours – Discussion Flat Rate

4 Hardware Review

4.1 *Summary*

See Technology Assessment

5 Future Projects

5.1 *Discussion*

1. Workstations
 - a. Rotation policy
2. Replace Server
3. Replace Symantec Back up Exec
4. Replace Symantec Anti Virus
5. Replace Sonicwall TZ170 Appliances





TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

6 What's New, What Works & What Needs to Change

6.1 Discussion

1. New in 2012 for TBC

- a. Dell Preferred Partner Status (status elevation)
- b. Apple Consultant Network certification
- c. Microsoft Cloud Essentials certification
- d. Axcient Partner Status (status elevation)
- e. Cisco Select Partner Status (status elevation)
- f. Out of ISP
- g. Out of residential services
- h. New office
- i. Service delivery model
- j. Fixed fee service offerings

2. Changes working well?

- a. Service delivery improving?
- b. Project delivery improving?

3. Feedback for improvement

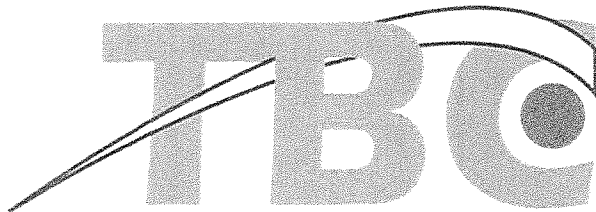
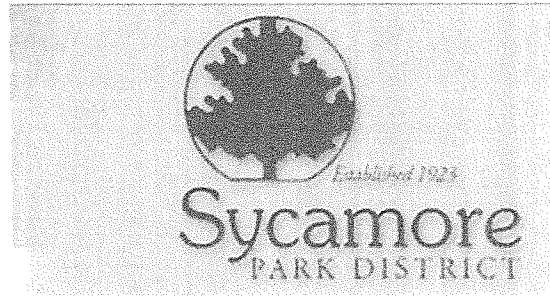
- a. Discussion on how TBC can increase value to Sycamore Park District.



Statement of Work

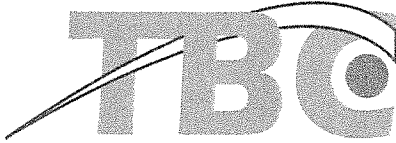
Sycamore Park District

Sycamore Park District
940 E State Street
Sycamore, IL 60178



June 14, 2013

TBC Net, Inc.
444 E. Hillcrest Drive, Suite 350
DeKalb, IL 60115



1 Executive Summary

1.1 Overview

Sycamore Park District. (Hereafter referred to as "Client") wishes to engage TBC Net, Inc. to configure a new Virtualized Server, Cloud Based Backup solution, Antivirus and Office 365.

1.2 Project Scope

This Statement of Work provides for the configuration of a new virtualized server, backup solution, antivirus and Office 365.

1.3 Project Delivery

Deployment

TBC engineers will perform work at TBC's and client's facilities during TBC's normal business hours. Work performed outside of TBC's normal business hours will be charged after hours rates.

System configuration

TBC engineers will configure the system in accordance with the client's needs specified in the project scope.

System testing

TBC engineers and Client's support staff and administrators will fully test the satisfactory operation of each system. TBC engineers will assist Client's assigned personnel with system testing. If completion criteria are not met, TBC engineers will make the required changes to the system until all completion criteria have been met.

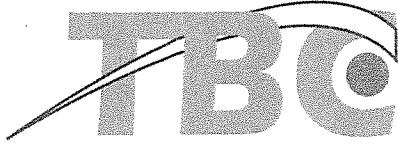
2 Statement of Work

This Statement of Work (SOW) defines the scope of work to be accomplished by TBC. Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW. The tasks to be performed by TBC are defined and an estimated schedule is provided. In addition, TBC's responsibilities are listed.

The Statement of Work consists of the following components:

- TBC's Responsibilities
- The Client's Responsibilities
- Statement of Work Completion Criteria
- Project Schedule and Duration





3 TBC's Responsibilities

This section identifies the specific tasks that will be performed by TBC in this Statement of Work.

3.1 TBC Responsibilities

TBC will perform the following tasks:

- Setup and Configure a New Virtualization Server
 - Setup, Install and Configure new Dell Server
 - Install and Configure Virtualization Solution
 - Install and Configure New Virtual File Server to best Practices
 - Migrate Data and Printers to New File Server
 - Install and Configure New Virtual Terminal Server to best Practices
 - Install Microsoft Office Suite on Server
 - Install and Configure Antivirus Solution on Servers and Workstations
 - Removal of old Antivirus on Workstations
 - Install and Configure Backup Solution on File and Terminal Servers
 - Install new Cisco Switch on Main Office Network
 - Replace Batteries in Existing UPS
 - Setup and Configure Office 365 for 10 users
 - Migrate Email, Calendar and Contacts to Office 365.
 - Configure End User Workstations to Work with Office 365.
 - Configure One Mobile Device per User with Office 365
 - Setup, Configure and Join (2) two Workstations to the Domain

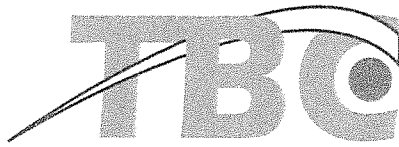
3.2 Project Management

Objective

TBC will provide overall project direction, guidance, and management for the entire project including TBC's responsibilities and Client's responsibilities. It is expected that Client will have an identified Project Manager on staff to work directly with the TBC Project Manager. The objective of this activity is to comply with the framework for project communications, reporting, procedural and contractual activity, and to keep the team focused on the project scope. The TBC Project Manager will be responsible for the creation of the communication framework.

This task consists of the following activities:





- Review the SOW and the contractual responsibilities of both parties with the Client Project Manager.
- Create, maintain, and update the Project Plan to reflect changes and completion status of the tasks in this SOW.
- Manage all project communications with the Client Project Manager.
- Provide access to key TBC decision-makers within one (1) business day should the occasion require TBC management involvement to reach a prompt resolution of issues.
- Maintain tight adherence to project timelines and completion schedule as it is understood by Client and TBC that project completion delays are a disruption to both the Client and TBC.

Completion Criteria

This task will be complete when TBC has completed all tasks in the project scope.

4 Client's Responsibilities

The responsibilities listed in this section are in addition to those responsibilities specified in the Statement of Work and are the client's responsibility. TBC's performance is predicated upon the following responsibilities being fulfilled by Client.

4.1 The Client Project Manager

Prior to the start of this Statement of Work, Client will designate a person, called the Client Project Manager, to whom all TBC's communications will be addressed and who has the authority to act for Client in all aspects of the contract.

The responsibilities of the Client Project Manager include:

- Serve as the interface between the TBC project team and all the Client's departments participating in this project.
- Attend project status meetings/calls
- Obtain and provide information, data, decisions and approvals, within the quickest time possible unless Client and TBC agree to an extended response time
- Help resolve project issues and escalate issues within the Client organization as necessary
- Maintain tight adherence to project timelines and completion schedule as it is understood by Client and TBC that project completion delays are a disruption to both the Client and TBC.

4.2 Availability of Client Key Personnel

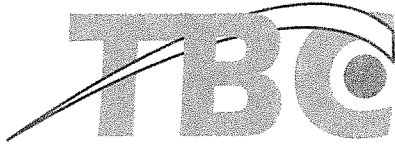
Client will ensure, as necessary, that necessary Client personnel will be available for the project. This includes:

- Senior Staff
- Subject Matter Experts

4.3 Provide Access to Intellectual Assets

Client will provide access to the following resources on an as needed basis:





TBC.NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

- Knowledgeable personnel from Client who are familiar with the desired requirements and design of the Client's systems.
- Business personnel who are familiar with the applicable Client business processes

5 Warranties

TBC represents and warrants that, for a period of thirty (30) days from the date of Client's final acceptance of the solution, the solution will conform to and operate substantially in accordance with this Statement of Work, all specifications and any user documentation provided by TBC. In the event of a breach of such warranty, TBC shall provide the support services (at no cost to Client) required to correct any such defect identified within the Warranty Period. Upon receipt of Client's oral or written notification of a defect in the Client's Solution during the Warranty Period, TBC will : (a) respond to the notification; (b) verify whether such defect exists; and (c) correct such defect or identify and implement a workaround acceptable to the Client; provided, however, if, due to the nature of the defect, TBC is unable to correct such defect within forty-eight (48) hours, TBC will notify Client of such inability and the circumstances regarding such inability within the forty-eight (48) hour period, and the parties shall agree upon the appropriate period of time to correct the defect. TBC shall issue corrected specifications and documentation within two (2) weeks after the correction has been made or workaround implemented.

6 Project Schedule & Assignments

6.1 Schedule

TBD with Client upon project approval.

6.2 TBC Project Manager

Contact: Dale Boughton
E-mail address: daleb@tbc.net
Phone: 815-991-2422

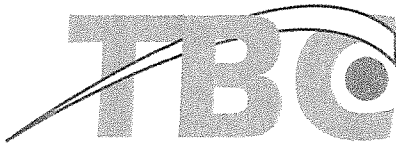
6.3 TBC Account Manager

Contact: Trisha West
E-mail address: trishaw@tbc.net
Phone: 815-991-2427

6.4 TBC General Support Contact Information

Phone: 815-991-2400 *EMERGENCIES*
E-mail: support@tbc.net
Customer Portal: <http://support.tbc.net> (Requires setup by TBC Account Manager prior to use)





TBC NET, INC.

444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

info@tbc.net

6.5 *Client Project Manager*

Contact: Dan Gibble

E-mail address: danielgg@sycamoreparkdistrict.com

Phone: 815-895-3365

7 *Payment requirements*

7.1 *Description*

Professional Services

Professional services will be billed for the actual time spent deploying the solution during this project. This project will be invoiced on a time & materials basis. Anything not defined under the section "TBC's Responsibilities" will be considered third party applications and time spent on the installation of, migration of, or trouble-shooting of third party applications will be considered outside of project scope and will be billed on a time and materials basis.

Travel expenses

Travel time incurred by TBC in providing these services is charged in the amount of \$65.00 per hour of the resource's time.

Payments

Labor will be invoiced in phases or at the completion of the project. All invoiced amounts are due NET 15.

8 *Payment requirements*

8.1 *Description*

Professional Services

Professional services will be billed for the actual time spent deploying the solution during this project. This project will be invoiced on a time & materials basis. Anything not defined under the section "TBC's Responsibilities" will be considered third party applications and time spent on the installation of, migration of, or trouble-shooting of third party applications will be considered outside of project scope and will be billed on a time and materials basis.

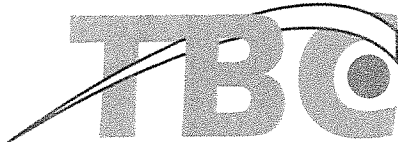
Travel expenses

Travel time incurred by TBC in providing these services is charged in the amount of \$65.00 per hour of the resource's time.

Payments

Labor will be invoiced in phases or at the completion of the project. All invoiced amounts are due NET 15.





TBC NET, INC.


444 E. Hillcrest Dr. Suite 350
DeKalb IL 60115

815.899.4600

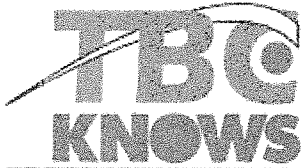
info@tbc.net

9 Signature Document

By signing below, each of us agrees that the complete agreement between us regarding these services consists of this Statement of Work.

Agreed To:	Agreed To:
TBC Net, Inc.	Sycamore Park District
By: Mark Smirz	By: Daniel Gobble
Title: Sales Manager	Title: Director
Date: 6/14/2013	Date: 6/14/2013
Authorized Signature: 	Authorized Signature:





414 E. Wincrest Dr. - Suite 330, Dallas, IL 60115

Please send payments to:
P.O. Box 856, Dallas, IL 60114

QUOTE

AAAQ6664

Phone 815-895-4500

FAX 815-895-1576

Quoted To:

Sycamore Park District
Daniel Gibble
940 East State Street
Sycamore, IL 60178
United States

Phone (815) 895-3365
Fax

Date

Jun 14, 2013

Salesperson

Mark Smirz

(815) 991-2444

marks@admin.tbc.net

Terms

Net 15

Expiration Date

Jun 28, 2013

Virtual Server - Win Server 2012 + Terminal Server

Description	Unit Price	Qty	Ext. Price
Virtualization Server PowerEdge T420 3 Year ProSupport 4HR 7x24 On-Board Dual Gigabit Network Adapter Intel Ethernet I350 DP 1Gb Server Adapter iDRAC7 Enterprise Chassis with up to 8, 3.5" Hot-Plug Hard Drives Security Bezel Performance BIOS Setting RAID for H710P/H710/H310 (1-16 HDDs) PERC H710 RAID Controller, 512MB NV Cache Intel® Xeon® E5-2440 2.40GHz, 15M Cache, Turbo, 6C (3) 16GB RDIMM, 1333 MT/s, Low Volt, Dual Rank, x4 Data Width Performance Optimized Internal Dual SD Module with 2GB SD Card (for Operating System) (5) 600GB 15K RPM SAS 6Gbps 3.5in Hot-plug Hard Drive (includes Hot Spare) Electronic System Documentation and OpenManage DVD Kit for T420 DVD ROM, SATA, Internal ReadyRails Sliding Rails Fan Fault Tolerance Dual, Redundant Power Supply (1+1), 750W (2) NEMA 5-15P to C13 Wall Plug, Power Cord Keyboard, USB Mouse, 17" LCD Monitor	\$6,948.55	1	\$6,948.55


Cancel on Border / new ideal

\$16 / ft. for Cable

Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
Server Licensing	\$2,642.16	1	\$2,642.16
VMware vSphere v.5.0 Essentials License * Supports up to 3 Hosts and 2 Processors each	\$519.17		\$519.17
VMware vSphere v.5.0 Essentials Subscription License * 3 Year Software Subscription * No Support; per incident through VMware	\$203.38		\$203.38
Microsoft Windows Server 2012 Standard - 2 Processor - Local Government - Microsoft Open License for Government - English * Provides two instances of Server 2012 Std. (10) Microsoft Windows Server 2012 - License - 1 User CAL - Volume, Local Government - MOLP: Open License for Government - PC - English (5) Microsoft Windows 2012 Remote Desktop Services - License - 1 User CAL - Volume, Local Government - MOLP: Open License for Government - PC - English Microsoft Office 2013 Professional Plus - License - 1 PC - Volume, Local Government - MOLP: Open License for Government - PC - English			

Note: One copy of Office 2013 Professional Plus is needed on the Terminal Server to provide terminal server users use of Office when working through the terminal server. TBC is assuming Sycamore Park District's adoption of Office 365 E-3 (includes Office 2013 Pro Plus). If Office 365 is not chosen, the terminal server copy of Office must match that of the user's version of Office on their local machine (PC).

Network Switch	\$1,636.52	1	\$1,636.52
Cisco SG500-52 Ethernet Switch - 48 Ports - Manageable - 48 x RJ-45 - Stack Port - 4 x Expansion Slots - 10/100/1000Base-T - Desktop, Rack-mountable			
 <p><i>Stackable switches that combine advanced features for growing businesses with easy operation and an affordable price. Common features: True stacking Advanced security and QoS Layer 3 switching: static (500 models), dynamic (500X models) IPv6 support Energy-efficient design and EEE Easy-to-use web-based management tool, CDP, Auto Smartports, CCA, Textview (CLI) and Cisco FindIT utility Simple Network Management Protocol (SNMP) support Limited lifetime warranty with next business day (NBD) advance replacement</i></p>			

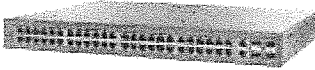
Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

Cisco Small Business Pro Support Service 3
 - Next Business Day
 - 3 Year

Note: The new server requires additional ports in your switch, which is already near capacity. TBC is recommending replacing your network switch with a 52-port Gigabit Managed switch for faster network speeds and additional ports. Your current switch is a 24-Port 10/100 Mb

Get the most value from your Cisco Small Business Pro products with Cisco Small Business Pro Service, a new technical support service that delivers service value and peace of mind at a price you can afford. Delivered by Cisco through a three-year device-level subscription, this service offers software upgrades and updates, extended access to the Cisco Small Business Support Center, and next-business-day hardware replacement.



Anti-Virus (Monthly)

\$24.00 1 \$24.00

(12) ProactiveIT Antivirus for Workstations and Servers (Total count to be confirmed)

- * Embedded solution into the ProactiveIT Client
- * Billed monthly per machine
- * Complete integrated solution that provides security protection for servers, workstations and mobile computers
- * Reduces administrator workload and security costs
- * Complete reporting and alerting
- * Central administration of all features, including deployment updates, and scheduling
- * Easy to use protection - install and forget
- * Quality proven by all major antivirus certifications
- * Superior virus detection based on better heuristics and NTFS data streams scanning
- * Unique automatic threat-removal antispysware engine
- * Real-time protection with on-access scanning

UPS Battery Replacement

\$415.06 1 \$415.06

APC Replacement Battery Cartridge
 - Maintenance-free Lead Acid



Continued On Next Page ...

Estimated Project Labor	\$9,380.00	1	\$9,380.00
--------------------------------	-------------------	----------	-------------------

- Project Labor Summary
- * Install and Configure New Dell Server
 - * Install and Configure Virtualization Solution
 - * Install and Configure New Virtual File Server to Best Practices
 - ** Migrate Data and Printers to New File Server
 - * Install and Configure New Virtual Terminal Server to Best Practices
 - * Install and Configure Antivirus Solution on Servers and Workstations
 - * Install and Configure Backup Solution on File and Terminal Servers
 - * Install new Cisco Switch on main office network
 - * Replace batteries in existing UPS

 - * Setup and Configure Office 365
 - ** Migrate Email, Calendar, and Contacts to Office 365
 - ** Configure end user workstations to work with Office 365

	Subtotal	\$21,046.29
Your investment in addition to the Grand Total:	Tax	\$0.00
\$24.00 Billed Monthly	Shipping	\$168.40
\$0.00 Billed Quarterly	Total	\$21,214.69
\$0.00 Billed Annually	Prepayment	\$11,834.69

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. TBC Net, Inc. (TBC) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, TBC requires all quotes to be signed and returned. TBC REQUIRES PREPAYMENT OF ALL NON-LABOR ITEMS. Labor will be invoiced in phases or at the completion of project. All invoiced amounts are due 15 days after invoiced date. TBC RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING AN ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. TBC shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

Approval Signature _____ Date ____/____/____



Quoted To:

Sycamore Park District
Daniel Gibble
940 East State Street
Sycamore, IL 60178
United States

Phone (815) 895-3365
Fax

Date Jun 14, 2013
Salesperson Trisha West
(815) 991-2427
trishaw@admin.tbc.net
Terms Net 15
Expiration Date Jun 28, 2013

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

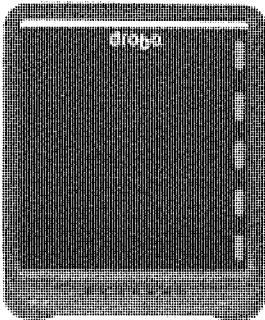
ProactiveIT Backup Solution (Monthly)	\$90.00	1	\$90.00
--	----------------	----------	----------------

Includes: Backup Solution for two new virtual servers - File Server and Terminal Server

- ProactiveIT ShadowProtect Backup Solution for Virtual Server
- * Image based backup solution utilizing StorageCraft's ShadowProtect Software
- * Automatic backup of SQL, Exchange, SharePoint, CRM and other critical applications
- * Scheduler for automatic full and incremental backups
- * ShadowControl ImageManager automatically consolidates backup image files
- * Granular recovery of individual files and folders in moments
- * Recover to similar or dissimilar hardware and/or to and from virtual environment
- * Licensed per server
- * Pricing is per server / month (no annual renewal fee)

Local Backup Storage Device	\$1,278.78	1	\$1,278.78
------------------------------------	-------------------	----------	-------------------

- Drobo Drobo 5N NAS Array
- RAID Supported
- 5 x Total Bays
- Gigabit Ethernet
- Network (RJ-45) Desktop



The Faster, Easier Drobo for Your Network
The Drobo 5N was designed with one purpose in mind: to deliver the best ever experience sharing storage and accessing data. From the moment you plug it in and it is instantly accessible on your network, you'll know there's nothing like it. The Drobo 5N is perfect for any connected home, home office, or small office environment needing a simple, safe device for sharing and backing up data over the network. Not only is Drobo 5N fast, but it's easy-to-use, expandable, flexible, and protected-exactly what's expected from a Drobo. You can safely store and edit photos, videos, and audio files as well as store and back up all the computers on your network.

Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
ProactiveIT Offsite Replication (Estimated Monthly Cost)	\$176.50	1	\$176.50

Local backups are sufficient to recover from common disasters, but a site-destroying event requires a remote recovery solution if your business is to survive. StorageCraft has provided the tools to create and manage reliable, local backup images since 2004 and now takes the legendary reliability of StorageCraft ShadowProtect to the cloud, bringing you offsite backup and disaster recovery with StorageCraft Cloud Services.

**150 GB of Cloud Storage included, each extra GB is charged additionally and is included in the monthly cost. Monthly invoicing will fluctuate based on actual use.

**Test your disaster recovery abilities using hands-on verification methods.

**Rest assured offsite data is safe with premium encryption and data center security standards.

** Pay only for the storage space you actually use.

**Increase your storage or upgrade your service level with ease.

Additional Per GB of Cloud Storage

300 GB total storage quoted

		Subtotal	\$1,545.28
Your investment in additon to the Grand Total:		Tax	\$0.00
\$266.50	Billed Monthly	Shipping	\$42.75
\$0.00	Billed Quarterly	Total	\$1,588.03
\$0.00	Billed Annually	Prepayment	\$1,321.53

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. TBC Net, Inc. (TBC) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, TBC requires all quotes to be signed and returned. TBC REQUIRES PREPAYMENT OF ALL NON-LABOR ITEMS. Labor will be invoiced in phases or at the completion of project. All invoiced amounts are due 15 days after invoiced date. TBC RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING AN ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. TBC shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

Approval Signature _____ Date ____/____/____

Office 365 Plans and Pricing

Exchange Only
~~\$4.00~~ **\$4.00** user/month
 annual commitment

E-1
~~\$8.00~~ **\$8.00** user/month
 annual commitment

E-3
~~\$20.00~~ **\$20.00** user/month
 annual commitment

Buy now

Buy now

Buy now

Free trial

User maximum:

Unlimited

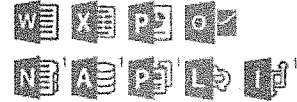
Unlimited

Unlimited

Office applications:

Subscription to Office for up to 5 PCs/Macs per user.

Desktop versions of:



Office Web Apps:

Create and edit Word, Excel, PowerPoint, and OneNote files via a web browser.

(View attachments only)

Office Mobile Apps:

View and edit Word, Excel, and PowerPoint docs with Windows Phone. Use the OneNote and Lync Mobile apps on most devices.

Hosted email:

Get business-class email,² shared calendars, 25 GB of storage space per user, and the ability to use your own domain name.

Spam and malware protection:

Premium anti-malware protection and anti-spam filtering.

Active Directory integration:

Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.

Guaranteed 99.9% uptime:

Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).

Community and phone support:

IT-level web support and 24/7 phone support for critical issues.

Simple file sharing:

SkyDrive Pro gives each user 7 GB of personal storage they can access from anywhere and that syncs³ with their PC. Easily share files internally and externally and control who sees and edits them.

Web conferencing, presence, and IM:

Conduct meetings over the web with HD video conferencing, screen sharing, and instant messaging. Share presence, IM, and audio calling with Skype users.

Public website:

Market your business with a website that is easy to set up, using your own company domain name. No additional hosting fees.

Intranet site for your teams:

SharePoint sites provide workspaces with customizable security settings for individual teams within the organization.

Site mailboxes:

Store and share email and documents in project-specific folders, allowing for easier team collaboration.

Advanced email:

Archiving and legal hold capabilities, plus unlimited storage.

eDiscovery Center:

Tools to support compliance. Search across SharePoint sites and Exchange mailboxes.

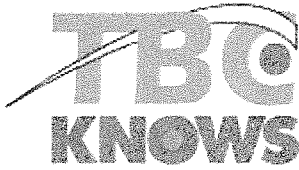
Advanced voice:

Hosted voicemail support with auto attendant capabilities.

Business Intelligence:

Create and manage interactive dashboards with multiple data sources.

- Plans that do not include the desktop version of Office (Exchange Online Plan 1, and Office 365 Enterprise E1) work with the latest version of Office, Office 2010, and Office 2007 (with slightly limited functionality). Windows 7 or later is required to run Office 365.



Microsoft Exchange Online
 Exchange Online Plan
 Exchange Online Plan

QUOTE
 AAAQ6673

Quote valid for 30 days
 from date of issue

Quoted To:

Sycamore Park District
 Daniel Gibble
 940 East State Street
 Sycamore, IL 60178
 United States

Phone (815) 895-3365
Fax

Date Jun 14, 2013
Salesperson Trisha West
 (815) 991-2427
 trishaw@admin.tbc.net
Terms Net 15
Expiration Date Jun 28, 2013

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

Office 365 E3 (Monthly Fee) (Optional)	\$20.00	10	\$200.00
---	----------------	-----------	-----------------

Exchange & Office Professional Plus
 (latest version available to subscriber)

- * Advanced administration capabilities, Active Directory integration and 24/7 support
- * Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices, plus 25 GB mailbox storage with Exchange Online
- * Sites to share documents and information with SharePoint Online
- * Instant messaging, presence and online meetings with Lync Online
- * Premium antivirus and anti-spam filtering for email and sites with Microsoft Forefront Online Protection for Exchange
- * Microsoft Office Web Apps to work on your documents through virtually any Internet Connected Device
- * Microsoft Office Professional Plus (provided) - PC/Workstation must meet Office system requirements.

Notes:

- 1) Purchased directly through Microsoft with one year initial commitment and annual renewals.
- 2) Current Pricing through Microsoft for this plan is \$20 / month / user.
- 3) TBC will advise on plan requirements and assist with setup (billed seperately).

Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

Office 365 E1 Plan (Monthly Fee) (Optional) **\$8.00 10 \$80.00**

- * Advanced administration capabilities, Active Directory integration and 24/7 support
- * Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices, plus 25 GB mailbox storage with Exchange Online
- * Sites to share documents and information with SharePoint Online
- * Instant messaging, presence and online meetings with Lync Online
- * Premium antivirus and anti-spam filtering for email and sites with Microsoft Forefront Online Protection for Exchange
- * Requires Office 2007 SP2 or newer on local machines

Notes:

- 1) Purchased directly through Microsoft with one year initial commitment and annual renewals.
- 2) Current Pricing through Microsoft for this plan is \$8 / month / mailbox.
- 3) TBC will advise on plan requirements and assist with setup (billed separately).

Office 365 Exchange Online Plan1 (Monthly Fee) (Optional) **\$4.00 10 \$40.00**

- * Advanced administration capabilities, Active Directory integration, and 24/7 support from Microsoft
- * Complete integration with Outlook (2007 SP2 or newer required) and web access to e-mail, calendars, and contacts
- * Cloud-based e-mail using your own domain name
- * Shared calendars
- * Configurable anti-spam filtering
- * 25GB user mailboxes and ability to send attachments up to 25MB

Notes:

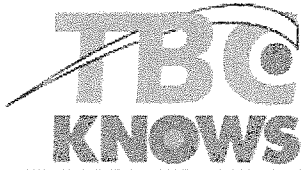
- 1) Purchased directly through Microsoft with one year initial commitment and annual renewals.
- 2) Current pricing through Microsoft for this plan is \$4 / month / mailbox.
- 3) TBC will advise on plan requirements and assist with setup (billed separately).

		Subtotal	\$0.00
Your investment in additon to the Grand Total:		Tax	\$0.00
\$0.00	Billed Monthly	Shipping	\$0.00
\$0.00	Billed Quarterly	Total	\$0.00
\$0.00	Billed Annually	Prepayment	\$0.00

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. TBC Net, Inc. (TBC) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, TBC requires all quotes to be signed and returned. TBC REQUIRES PREPAYMENT OF ALL NON-LABOR ITEMS. Labor will be invoiced in phases or at the completion of project. All invoiced amounts are due 15 days after invoiced date. TBC RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING AN ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. TBC shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

Approval Signature _____ Date ____/____/____



1111 North State Street, Suite 210, Sycamore, IL 60178
 Phone: (815) 895-3365
 Fax: (815) 895-3366
 www.tbcsolutions.com

QUOTE
 AAAQ6674

Quote # AAAQ6674
 Date: 06/14/2013

Quoted To:

Sycamore Park District
 Daniel Gibble
 940 East State Street
 Sycamore, IL 60178
 United States

Phone (815) 895-3365
Fax

Date Jun 14, 2013
Salesperson Trisha West
 (815) 991-2427
 trishaw@admin.tbc.net
Terms Net 15
Expiration Date Jun 29, 2013

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

Dell OptiPlex Desktop	\$640.24	2	\$1,280.48
------------------------------	-----------------	----------	-------------------

- Intel Core i5 3.20 GHz
- Desktop
- 4 GB RAM/8 GB Max
- 500 GB HDD
- DVD-Writer
- Intel HD 2500 Graphics
- Genuine Windows 7 Professional 64-bit (English)
- Dual Monitor Capable (HDMI, VGA and USB 2.0)
- 3 Year NBD Limited Onsite Service after Remote Diagnosis



*Inspired Design*The OptiPlex 3010 is designed to seamlessly integrate into the office environment and flexibly support users' needs. Choose from three different chassis that are all optimized to maximize desk space: mini-tower, desktop, and small form-factor. The Dell OptiPlex 3010 shares the same visual identity as other OptiPlex models to offer a consistent look across the portfolio, and an All-in-One stands solution enable deployment as a single device with up to 24" displays.

Labor Estimate	\$95.00	6	\$570.00
-----------------------	----------------	----------	-----------------

Setup and Configure to Sycamore Park District Network.

NOTE: This does not include any swapping of computers; just replacement of existing workstations for a single user getting the new computer. Labor to move computers in and out of roation would be billed on a time and materials basis.

Continued On Next Page ...

Description	Unit Price	Qty	Ext. Price
-------------	------------	-----	------------

06/14/13

		Subtotal	\$1,850.48
Your investment in additon to the Grand Total:		Tax	\$0.00
\$0.00	Billed Monthly	Shipping	\$45.12
\$0.00	Billed Quarterly	Total	\$1,895.60
\$0.00	Billed Annually	Prepayment	\$1,325.60

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. TBC Net, Inc. (TBC) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, TBC requires all quotes to be signed and returned. TBC REQUIRES PREPAYMENT OF ALL NON-LABOR ITEMS. Labor will be invoiced in phases or at the completion of project. All invoiced amounts are due 15 days after invoiced date. TBC RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING AN ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. TBC shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

Approval Signature _____ Date ____ / ____ / ____