

# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
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## Sycamore Park District

### Regular Board Meeting

September 24, 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 Meetings – (Voice Vote)

- 8/22 Special Meeting
- 8/26 Special Meeting
- 9/11 Special Meeting

##### 9. Regular Meeting – August 27, 2013 (Voice Vote)

Executive Session Minutes – August 27, 2013

September 11, 2013

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

#### PUBLIC INPUT:

#### APPROVAL OF MONTHLY CLAIMS:

- 14. Claims Paid Since Board Meeting (Roll Call Vote)
- 18. Claims Presented (Roll Call Vote)

#### CONSENT AGENDA:

- 25. Superintendent of Finance Monthly Report
- 29. Budget Report/Monthly Cash Flow Monthly Report
- 44. Superintendent of Golf Operations Monthly Report
- 47. Superintendent of Parks and Facilities Monthly Report
- 54. Superintendent of Recreation Monthly Report
- 58. Executive Director Monthly Report
- 60. CAC - Minutes

“Sycamore Park District - we put the MORE in Sycamore”  
“Sycamore Park District is an equal opportunity provider and employer”

September 24, 2013

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**CORRESPONDENCE-**

- 62. Maintenance Management School Letter to Jeff Donahoe
- 63. NB & T-Mike Cullen, Letter on Sponsorship of 90th

**POSITIVE FEEDBACK/REPORTS**

**PRESENTATION BY Director of the Chamber: Rose Trembl**

**DEPARTMENT PRESENTATIONS: Projecting Golf Customer Info for Marketing: Kirk**

**OLD BUSINESS:**

- 64. Discussion of Board Roles—Dan/Derke Price  
Future Study Sessions—Dan
- 67. Finalize Public Hearing Dates—Dan
- 68. Finalizing and Planning Community Leader Contacts—Dan/Ted

**NEW BUSINESS:**

- 69. Quarterly Review of Goal Progress—Jeanette
- 101. Quarterly Capital Funds Review—Jackie
- 103. Draft of Vision 2020—Dan
- 105. Approval of Tech Study Professional Services—Dan  
Input and Direction on Annualizing the Fireworks Celebration—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  
Thursday, August 22, 2013**

President Strack called the meeting to order at 6:05 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present.

Director Gibble asked the group to wait until the end of the presentation to ask any questions. The presentation is the plan that the District would like to start getting public input on. He noted that the District is in their short term plan now which will take us through the end of the next fiscal year of 2014. The number one goal from the short term plan is to have a full fiscal quarter of reserve funds. We are at a point to move beyond the short term plan. Hoping to soon approve the Vision 2020 which will get us through the next seven years. The CWSPT came up with three different scenarios to address the issues the Park is facing that then went to the Board. The Board has now refined them and bringing them back to the CWSPT, along with the CAC in this presentation.

Commissioner Schulze went over the three scenarios:

- #1 Community Center  
Trail connections  
Sports Complex  
Golf Irrigation  
Pool
  
- #2 Land for a campus for future expansion  
Golf Irrigation  
Pool  
Community Center  
Sports Complex
  
- #3 Community Center w/gym  
Sports Complex  
Golf Irrigation  
Pool

Commissioner Strack noted the Board took all of the scenarios to come up with one plan. They also reviewed the community survey from a few years back, along with looking at the short term and long term goals. They also took the cost into factor and came up with the scenario they feel is best for the District. They would like feedback from the group on the numbers.

Commissioner Graves listed what is in the refined plan the Board has come up with.

- Community Center w/gym or gym in the future
- Trails Connection
- Sports Complex expansion
- Dog Park
- Splash Pads
- Sled Hill
- Golf Irrigation System

Commissioner Tucker noted the current pool is old and not sure how much life is left. With DeKalb building a pool, the Board feels there is not a need for us to also have a pool at this point in the Vision 2020. Possibly have splash pads which are very popular. There was discussion of trying to locate a community center in the central part of town. There is no space in the center of town, plus there would be a need for room to grow for different phases of the plan.

Commissioner Kroeger noted everyone knew the most expensive item would be the community center with a gym. This would be approximately half of the cost. He went over some of the figures, grants, etc.

Commissioner Strack noted the Board did their best to come up with a summary of the plans, using the survey and figuring what can be digested by the community.

Director Gibble noted the longer we wait, the most the cost could go up for the plan.

There was time for questions from the group at this time.

It was suggested that there be a timeline for the different projects to be presented to the community.

**Motion**

The Board adjourned the Special Meeting at 7:11 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**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

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Monday, August 26, 2013**

President Strack called the meeting to order at 6:30 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present.

Director Gibble asked the group to wait until the end of the presentation to ask any questions. The presentation is the plan that the District would like to start getting public input on. He noted that the District is in their short term plan now which will take us through the end of the next fiscal year of 2014. The number one goal from the short term plan is to have a full fiscal quarter of reserve funds. We are at a point to move beyond the short term plan. Hoping to soon approve the Vision 2020 which will get us through the next seven years. The CWSPT came up with three different scenarios to address the issues the Park is facing that then went to the Board. The Board has now refined them and bringing them back to the CWSPT, along with the CAC in this presentation.

Commissioner Schulze went over the three scenarios:

- #1 Community Center  
Trail connections  
Sports Complex  
Golf Irrigation  
Pool
  
- #2 Land for a campus for future expansion  
Golf Irrigation  
Pool  
Community Center  
Sports Complex
  
- #3 Community Center w/gym  
Sports Complex  
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Pool

Commissioner Strack noted the Board took all of the scenarios to come up with one plan. They also reviewed the community survey from a few years back, along with looking at the short term and long term goals. They also took the cost into factor and came up with the scenario they feel is best for the District. They would like feedback from the group on the numbers.

Commissioner Graves listed what is in the refined plan the Board has come up with.

- Community Center w/gym or gym in the future
- Trails Connection
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Commissioner Tucker noted the current pool is old and not sure how much life is left. With DeKalb building a pool, the Board feels there is not a need for us to also have a pool at this point in the Vision 2020. Possibly have splash pads which are very popular. There was discussion of trying to locate a community center in the central part of town. There is no space in the center of town, plus there would be a need for room to grow for different phases of the plan.

Commissioner Kroeger noted everyone knew the most expensive item would be the community center with a gym. This would be approximately half of the cost. He went over some of the figures, grants, etc.

Commissioner Strack noted the Board did their best to come up with a summary of the plans, using the survey and figuring what can be digested by the community.

Director Gibble noted the longer we wait, the most the cost could go up for the plan.

There was time for questions from the group at this time.

It was suggested to let everyone know why there will not be a joint pool with DeKalb or a pool at all. Also why the District is not working jointly with the YMCA or the Hospital on their additional facilities.

**Motion**

The Board adjourned the Special Meeting at 7:40 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**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

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Wednesday, September 11, 2013**

President Strack called the meeting to order at 6:30 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present.

There was a moment of silence for 9-11.

Director Gibble had sent out the updated version of the Vision 2020 to the Board. He would like the Board to continue their discussion on what needs to be accomplished. President Strack noted there seems to be a general sense in the direction the Board wants to go. The Board needs to come to a consensus on what they want as of today – a vision the Board is pursuing. He is comfortable moving forward with the 7 items and not including the County Market building in the process. There was a consensus of the Board to move forward with the plan as is. Commissioner Schulz had a conversation with Kathy Countryman regarding the Park District using school gym space. Kathy informed Commissioner Schulz that it is not an issue of gym space, but the timing issue. Their sports will override any Park District Program. She also noted even if the District has a gym, there would still be some need to collaborate for space. Commissioner Schulz noted we need to let the public know that even if we build a gym within the community center, we would still be working with the school district on some space.

President Strack then started a conversation about other property for siting our key projects. He, Commissioner Schulz and Director Gibble have had conversations about the campus concept. Director Gibble noted most of the available properties are on the other end of town. We just need to get information from the City on the future plans for Airport Road. President Strack noted this property would need to allow for future development. President Strack feels having a property would create a positive for the District in the plan. It was also brought up about a building for sale on RT 64. There will be more discussion in Executive Session.

President Strack noted that Director Gibble informed him that there are some requirements for the referendum. There has to be some sort of City election of some nature. The City of Sycamore is a nonpartisan election so there are no primaries. Therefore a February election is not likely. When we hold the election will drive when the projects get done. It came up in the CWSPT that the community will want to know the dates on when the projects will be done. Commissioner Tucker brought up the fact that in 2015 there will be commissioners up for reelection. There will be 3 terms up in April 2015. Director Gibble found that if a commissioner does not represent themselves as a commissioner they can head the campaign. He has asked counsel for the parameters on this and they will be providing these at our next board meeting. Commissioner Tucker suggested someone with marketing experience that has worked on other referendums that have passed and is in the Park District. This person could be our leader of the friends group. There was a consensus to shoot for the November 2014 election.

President Strack asked if the Board should contact the key people in the community before starting the Friends Group. There was consensus on the Board to start contacting the key community people soon. The Board should get their lists of key people that they are comfortable contacting back by the end of the week. Along with this, have back to Director Gibble by end of the week their opinion on the survey. Director Gibble asked if the Board wanted staff to work on the presentation. The Board agreed to have a voice over on the presentation and a marketing person to look at the presentation.

At this time the Board adjourned to Executive Session.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:23 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Tucker.

**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 7:23 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble, Supt. Lundbeck, Supt. Desch, Supt. Donahoe, and Supt. Hienbuecher.

**Motion**

The Board adjourned the Executive Session at 8:13 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

President Strack noted the Board needs to make decisions on two things. First is to formally notify NB & T that the Board is not going to pursue the County Market building at this time. The Board came to a consensus on this. The second item will be put on the agenda for the next meeting.

President Strack noted he would like to put together a 5 year projection that encapsulates the build outs. The Board needs to see where will be beyond the next year and continue updating it each year.

**Motion**

The Board adjourned the Regular Session at 8:20 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**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



**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 27, 2013**

Vice President Schulz called the meeting to order at 6:00 p.m.  
The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz present.  
Commissioner Strack was absent. Staff members present were Bart Desch, Jeff Donahoe,  
Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:  
Terri Gibble, 340 Rogers Way, Sycamore

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Tucker moved to approve the Regular Agenda and Consent Agenda.  
Commissioner Graves seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners  
present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Approval of Minutes –**

**Motion**

Commissioner Graves moved to approve the June 30, 2013 Regular Meeting Minutes.  
Commissioner Kroeger seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners  
present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Motion**

Commissioner Tucker moved to approve the July 16, 2013, August 6, 2013, August 13,  
2013, and August 20, 2013 Special Meeting Minutes. Commissioner Kroeger seconded  
the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners  
present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Motion**

Commissioner Tucker moved to approve the August 13, 2013 & August 20, 2013  
Executive Session Minutes to remain confidential. Commissioner Graves seconded the  
Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners  
present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Petition and Public Comment – None**

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 Sycamore Park District  
 Tuesday August 27, 2013  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$173,117.69.  
 Commissioner Kroeger seconded the Motion.

#### **Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

### **Correspondence-**

- Old Mill Letter
- DeKalb County Community Foundation
- Gwen Gates – Thank you for the Scholarship
- Clubhouse Rental Questionnaire – Anthony Guzzaldo & Family

Commissioner Schulz asked Supt. of Finance Hienbuecher to follow up with the Guzzaldo family.

### **Positive Feedback/Reports**

- Commissioner Tucker noted she is impressed with the budgets and staff working hard. Also noted the Charity ticket program is phenomenal.
- Commissioner Graves thanked everyone to going to the meeting and appreciates the efforts.
- Commissioner Kroeger thanked Director Gibble for putting together the power point – very professional.’
- Commissioner Schulz echoed the same on the power point. She also commented on the District getting the rating improved to an A status.

**Department Presentations: Supt. of Parks & Facilities Jeff Donahoe** - Supt. Donahoe gave an updated presentation on Pond Management and everything the District is working on at the different ponds. He noted it is the time of year where there is more algae on the ponds. He went over when the ponds have been treated and when there will be future treatments. He also went over the process at some of the ponds that Encap is working on. This 3 year process was explained at the residents meetings, but some residents are still not happy with it. They would like immediate results. Commissioner Schulz suggested getting the information on this out to the papers and on website and Facebook. Director Gibble noted that a direct mailing was done to all residents around the ponds.

### **Old Business –**

**Discussion and Report Back from Presentations to CWSPT/CAC** – Commissioner Schulz noted she felt they both went well. Commissioner Kroeger felt there was more positive feedback from the Thursday meeting and more mixed feedback from the Monday meeting. Director

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 Sycamore Park District  
 Tuesday August 27, 2013  
**P 3**

**Discussion and Report Back from Presentations to CWSPT/CAC – cont'd -**

Gibble is hoping to get more feedback from the survey he sent out to everyone. Commissioner Schulz noted they need to have answers on the gym questions and do our homework on the gym spaces out there. Director Gibble noted we need to convey the message that we have access to some of the gym space, but not at prime time or when we need it. Supt. of Finance Hienbuecher noted there is a need for a more consistent message, so suggested a prerecorded presentation. Also having a frequently asked question flyer might be helpful. Director Gibble noted he is already starting a FAQ list. Supt. of Finance Hienbuecher also suggested using dollar amounts and not percentages which is easier for people to understand.

**Future Study Sessions** – Director Gibble discussed the timeline for the Vision 2020. He wants to make sure the Board is comfortable with October and November for public hearings. He will send out a meeting wizard for future study session meetings.

**Minor Changes to Personnel Policy** - Director Gibble noted that last month the Board approved the entire version of the personnel policy. There are a few sections with minor changes that he went over with the Board. He noted once approved he will print and distribute.

**Motion**

Commissioner Kroeger moved to approve the changes to the Personnel Policy as presented. Commissioner Tucker seconded the Motion.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**New Business**

**Discussion on Survey** – Director Gibble noted that in the CWSPT process it came up to possibly test the vision. He and Commissioner Schulz met with someone to chair the Friends Committee and that person feels we should test the community before the Friends group starts to go to the community. Director Gibble contacted Ron Vine on a possible survey to get details on it. He would use the sell package to develop questions to test the community.

**Motion**

Commissioner Tucker moved to approve spending up to \$11,000 to conduct the survey. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

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**Park Data and Records Project** – Terri Gible went over the information that was provided to the Board on Park District records. She noted the District had a lot of information, just not all in one location. Now all the Parks are in one file and all the information and history on our parks. She also gathered all the annexation agreements and are all together now.

**Outline of Vision 2020** – Director Gible wanted the Board to look over the outline he has for the strategic plan and let him know if any changes should be made. He will now include the sellable package the Board has come with and then he will bring a final version draft to the September meeting. The Board reached a consensus on the outline at this time.

**Plans for Contract Cleaning** – Supt. of Recreation Desch noted staff was asked to put together a list of cleaning for their buildings since each facility has been in charge of their own cleaning. He collected all the information and contacted cleaning agencies which he received quotes from. This will give the District a consistent level of cleaning, timely cleaning and result in savings on cleaning supplies. He is recommended that we try this through December 31<sup>st</sup>. At that time staff can evaluate the process. Commissioner Graves question the need of the services and recalled jobs he has held which required him to clean and serve at a front desk. Director Gible agreed this would be tested and test the frequency to better bid for the future. Commissioner Schulz asked if we could get out of the contract if not happy with the services. Supt. of Recreation Desch noted we had to give 30 days notice.

**Motion**

Commissioner Tucker moved to approve Sparkle Janitorial Service for the remainder of FY2013 for \$7725.00. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. Commissioners Graves, Kroeger, and Tucker voted Aye. Commissioner Schulz voted Nay. Motion carried 3-1. Commissioner Schulz was absent.

**Approval of Purchase of Excavator** – Supt. of Parks & Facilities Donahoe noted this has been on the capital list for years The cost of \$32,000 is in the budget. He is able to get this through the Purchasing Program so it saves the District money.

**Motion**

Commissioner Graves moved to approve the purchase of the Excavator for \$32,265.48. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Public Input - None**

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Sycamore Park District  
Tuesday August 27, 2013  
**P 5**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:54 pm on a motion made by Commissioner Tucker for the reason listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

Vice President Schulz called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

#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 7:58 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, and Tucker present along with Director Gibble and Recording Secretary Freeman. Commissioner Strack was absent.

**Motion**

The Board adjourned the Executive Session at 8:20 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

**Motion**

The Board adjourned the Regular Session at 8:20 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

**Voice Vote**

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District



SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/28/2013 TO 09/17/2013

| VENDOR #   | INVOICE # | ITEM DESCRIPTION               | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|------------|-----------|--------------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| 2355309172 |           | 01 BEER CANS                   | 303000086634   | 08/23/13  |          | 52419   | 09/06/13 | 530.30        | 530.30                   |
|            |           | 02 BEER KEG                    | 303000086634   |           |          |         |          |               | 345.30                   |
|            |           | 03 KEG RETURN                  | 303000086634   |           |          |         |          |               | 242.00                   |
|            |           | 04 DELIVERY CHARGE             | 303000086634   |           |          |         |          |               | -60.00                   |
|            |           |                                |                |           |          |         |          |               | 3.00                     |
| 2355309268 |           | 01 BEER CANS                   | 303000086634   | 09/06/13  |          | 52425   | 09/11/13 | 466.15        | 466.15                   |
|            |           | 02 KEG BEER                    | 303000086634   |           |          |         |          |               | 281.15                   |
|            |           | 03 EMPTY KEG RETURN            | 303000086634   |           |          |         |          |               | 242.00                   |
|            |           | 04 DELIVERY CHARGE             | 303000086634   |           |          |         |          |               | -60.00                   |
|            |           |                                |                |           |          |         |          |               | 3.00                     |
| FAIR       |           | FAIRWAY CLUB MENS LEAGUE       |                |           |          |         |          | VENDOR TOTAL: | 996.45                   |
| 091613     |           | 01 PAYOUT FOR MENS LEAGUE      | 504000046219   | 09/16/13  |          | 52430   | 09/16/13 | 3,120.00      | 3,120.00                 |
|            |           |                                |                |           |          |         |          |               | 3,120.00                 |
| FINN       |           | FINNEY'S ELECTRIC              |                |           |          |         |          | VENDOR TOTAL: | 3,120.00                 |
| 18762      |           | 01 TENNIS COURTS-LOCATE        | 701000207008   | 04/26/13  |          | 52410   | 08/30/13 | 98.00         | 98.00                    |
|            |           |                                |                |           |          |         |          |               | 98.00                    |
| MIDWESTM   |           | MIDWEST MUSEUM OF NATURAL HIST |                |           |          |         |          | VENDOR TOTAL: | 98.00                    |
| 08/30/13   |           | 01 OSCAR PAYMENT - 130 KIDS    | 205010216128   | 08/30/13  |          | 52412   | 09/03/13 | 1,300.00      | 1,300.00                 |
|            |           |                                |                |           |          |         |          |               | 1,300.00                 |
| NEWV       |           | NEW VALUES MAGAZINE            |                |           |          |         |          | VENDOR TOTAL: | 1,300.00                 |
| 1942       |           | 01 PAYMENT FOR AD              | 504000046208   | 05/24/13  |          | 52415   | 09/03/13 | 850.00        | 425.00                   |
|            |           |                                |                |           |          |         |          |               | 425.00                   |
| 2025       |           | 01 PAYMENT FOR AD              | 504000046208   | 07/29/13  |          | 52415   | 09/03/13 | 850.00        | 425.00                   |
|            |           |                                |                |           |          |         |          |               | 425.00                   |
| PEPSI      |           | PEPSI COLA GEN. BOT.           |                |           |          |         |          | VENDOR TOTAL: | 850.00                   |
| 31057059   |           | 01 20 OZ POP-WATER             | 303000086631   | 09/10/13  |          | 52428   | 09/13/13 | 650.90        | 650.90                   |
|            |           |                                |                |           |          |         |          |               | 276.89                   |

DATE: 09/18/2013  
 TIME: 11:07:08  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/28/2013 TO 09/17/2013

| VENDOR # | INVOICE #             | ITEM DESCRIPTION        | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|-----------------------|-------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| 31057059 |                       | 02 BIB FTN POP          | 303000086630   | 09/10/13  |          | 52428   | 09/13/13 | 650.90        | 650.90<br>374.01         |
| 33777952 |                       | 01 WATER-20 OZ POP      | 303000086631   | 08/29/13  |          | 52420   | 09/06/13 | 422.92        | 422.92                   |
|          |                       | 02 BIB-FTN POP          | 303000086630   |           |          |         |          |               | 247.21                   |
|          |                       | 03 CO2 TANK             | 303000086630   |           |          |         |          |               | 151.45<br>24.26          |
|          |                       |                         |                |           |          |         |          | VENDOR TOTAL: | 1,073.82                 |
| PIZZAHUT | PIZZA HUT             |                         |                |           |          |         |          |               |                          |
| 091313   |                       | 01 PIZZA FOR SEPT DANCE | 205120036216   | 09/13/13  |          | 52426   | 09/13/13 | 62.15         | 62.15<br>62.15           |
|          |                       |                         |                |           |          |         |          |               | VENDOR TOTAL:            |
| REINHART | REINHART FOOD SERVICE |                         |                |           |          |         |          |               |                          |
| 528365   |                       | 01 GATORADE             | 303300086631   | 08/27/13  |          | 52421   | 09/06/13 | 644.80        | 644.80                   |
|          |                       | 02 GATORADE             | 303000086631   |           |          |         |          |               | 39.72                    |
|          |                       | 03 TORTILLA SHELS       | 303000086616   |           |          |         |          |               | 297.90                   |
|          |                       | 04 RANCH DRESSING       | 303000086629   |           |          |         |          |               | 25.55                    |
|          |                       | 05 BRATS-HOT DOGS       | 303000086615   |           |          |         |          |               | 45.93                    |
|          |                       | 06 WAX PAPER-FOOD TRAYS | 303000076550   |           |          |         |          |               | 158.96                   |
|          |                       | 07 DELIVERY CHARGE      | 303000086631   |           |          |         |          |               | 71.75<br>4.99            |
|          |                       |                         |                |           |          |         |          |               | VENDOR TOTAL:            |
| 536219   |                       | 01 CHIPS                | 303000086622   | 09/06/13  |          | 52429   | 09/13/13 | 505.12        | 505.12                   |
|          |                       | 02 HOT DOGS-BRATS       | 303000086615   |           |          |         |          |               | 137.72                   |
|          |                       | 03 CHICKEN BREASTS      | 303000086616   |           |          |         |          |               | 123.24                   |
|          |                       | 04 HAMBURGER BUNS       | 303000086613   |           |          |         |          |               | 53.01                    |
|          |                       | 05 TURKEY               | 303000086612   |           |          |         |          |               | 25.04                    |
|          |                       | 06 PUB BURGER           | 303300086613   |           |          |         |          |               | 48.64                    |
|          |                       | 07 CUPS                 | 303000076550   |           |          |         |          |               | 48.90                    |
|          |                       | 08 DELIVERY CHARGE      | 303000086622   |           |          |         |          |               | 63.58<br>4.99            |
|          |                       |                         |                |           |          |         |          |               | VENDOR TOTAL:            |
| T0000230 | FREEMAN, JEANETTE     |                         |                |           |          |         |          |               | 1,149.92                 |
| 083013   |                       | 01 HSA REIMBURSEMENT    | 1010000106803  | 08/30/13  |          | 52411   | 08/30/13 | 434.54        | 434.54                   |
|          |                       | 02 HSA REIMBURSEMENT    | 2010000106803  |           |          |         |          |               | 325.90<br>108.64         |
|          |                       |                         |                |           |          |         |          |               | VENDOR TOTAL:            |
| T0000531 | WHITE, LISA           |                         |                |           |          |         |          |               | 434.54                   |
| 083013   |                       |                         |                | 08/30/13  |          | 52413   | 09/03/13 | 62.21         | 62.21                    |



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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/28/2013 TO 09/17/2013

| VENDOR # | INVOICE # | ITEM DESCRIPTION              | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT |
|----------|-----------|-------------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| 083013   | 01        | MILEAGE                       | 2010000046211  | 08/30/13  |          | 52413   | 09/03/13 | 62.21     | 62.21                    |
|          |           | TITLEIST DRAWER CS            |                |           |          |         |          |           | 62.21                    |
| 2001304  | 01        | GOLF BALLS                    | 5010000001300  | 08/30/13  |          | 52414   | 09/03/13 | 1,324.04  | 1,324.04                 |
|          |           | US FOODS INC                  |                |           |          |         |          |           | 1,324.04                 |
| 0065814  | 01        | SL CHEESE-SHRD CHEESE-KETCHUP | 303000086629   | 08/14/13  |          | 52422   | 09/06/13 | 559.58    | 559.58                   |
|          | 02        | BIB-DT PEPSI                  | 303000086630   |           |          |         |          |           | 108.49                   |
|          | 03        | GATORADE                      | 303000086631   |           |          |         |          |           | 125.10                   |
|          | 04        | ROAST BEEF SLICED             | 303000086612   |           |          |         |          |           | 19.86                    |
|          | 05        | CHICKEN STRIPS                | 303000086616   |           |          |         |          |           | 55.30                    |
|          | 06        | FRIES-CHED NUG-ONION RINGS    | 303000086617   |           |          |         |          |           | 29.18                    |
|          | 07        | NACHO CHIPS                   | 303300086620   |           |          |         |          |           | 110.64                   |
|          | 08        | SOFT PRETZELS                 | 303300086619   |           |          |         |          |           | 14.65                    |
|          | 09        | ZIPLOCS                       | 303000076550   |           |          |         |          |           | 71.64                    |
|          |           |                               |                |           |          |         |          |           | 24.72                    |
|          |           |                               |                |           |          |         |          |           | VENDOR TOTAL:            |
|          |           |                               |                |           |          |         |          |           | 559.58                   |
|          |           |                               |                |           |          |         |          |           | TOTAL --- ALL INVOICES:  |
|          |           |                               |                |           |          |         |          |           | 16,034.83                |

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #  | NAME                           | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-----------|--------------------------------|-----------------------|------------|
| -----     |                                |                       |            |
| CORPORATE |                                |                       |            |
| 10        | ADMINISTRATION                 |                       |            |
| ANCEL     | ANCEL, GLINK - LAW OFFICES OF  | 10,713.99             | 1,537.50   |
| AT&T2     | A T & T                        | 641.93                | 14.34      |
| BOCKY     | BOCKYN, LLC                    | 2,400.00              | 150.00     |
| CINTA     | CINTAS CORPORATION #355        | 963.17                | 24.80      |
| CONST     | CONSTELLATION NEWENERGY        | 22,903.97             | 393.01     |
| ECO       | ECOWATER SYSTEMS, INC.         | 526.46                | 18.73      |
| ENVIR     | ENVIRONMENTAL SERVICES         | 380.00                | 17.50      |
| FRONTIER  | FRONTIER                       | 12,270.58             | 326.57     |
| INTEG     | INTEGRA BUSINESS SYSTEMS, INC. | 8,722.26              | 122.87     |
| NEXT      | NEXTEL COMMUNICATIONS          | 3,167.52              | 90.42      |
| NICOR     | NICOR GAS                      | 17,802.34             | 63.28      |
| OF        | OFFICE DEPOT                   | 1,289.56              | 156.74     |
| SOFT      | SOFT WATER CITY                | 3,863.57              | 19.50      |
| SYCROT    | SYCAMORE ROTARY CLUB           | 125.00                | 75.00      |
| TBC       | TBC                            | 15,641.59             | 769.23     |
| VISACA    | VISA CARDMEMBER SERVICE        | 25,344.58             | 573.37     |
|           | ADMINISTRATION                 |                       | 4,352.86   |
| 15        | PARKS                          |                       |            |
| BARN      | BARNES GROUP                   | 462.30                | 62.20      |
| BATES     | ROGER BATES GARAGE             |                       | 113.49     |
| BOBJO     | BOB-JO CYCLE CO.               | 541.23                | 97.19      |
| CARQ      | CARQUEST AUTO PARTS            | 3,854.77              | 349.90     |
| CINTA     | CINTAS CORPORATION #355        | 963.17                | 62.25      |
| CITY2     | CITY OF SYCAMORE               | 1,486.15              | 108.52     |
| COMMO     | COMMONWEALTH EDISON            | 4,128.03              | 125.00     |
| CONST     | CONSTELLATION NEWENERGY        | 22,903.97             | 19.86      |
| CRES      | CRESCENT ELECTRIC SUPPLY CO.   | 143.93                | 23.23      |
| DEKA      | DEKALB LAWN & EQUIPMENT CO.    | 2,011.32              | 76.95      |
| DEKA2     | DEKALB IMPLEMENT CO.,          | 2,134.36              | 34.75      |
| DEKA3     | DEKALB IRON & METAL CO.        | 488.92                | 40.95      |
| ENCAP     | ENCAP, INC                     | 87,925.00             | 1,864.98   |
| ENCOMP    | ENCOMPASS GAS GROUP INC        | 30.76                 | 112.19     |
| FAST      | FASTENAL COMPANY               | 148.23                | 28.03      |
| FINN      | FINNEY'S ELECTRIC              | 4,147.93              | 556.46     |
| GRAI      | GRAINGER                       | 2,396.28              | 53.28      |
| LOWE      | LOWE'S                         | 4,026.14              | 308.76     |
| MAPLE     | MAPLE PARK LANDSCAPE-TRUCKING  |                       | 210.00     |
| MAR       | ARCH CHEM-MARINE BIOCHEM       | 4,471.50              | 2,149.00   |
| MARS      | M.A.R.S., INC.                 | 338.00                | 68.00      |
| MENA      | MENARDS - SYCAMORE             | 4,529.81              | -13.55     |

INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #                      | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------------------------|--------------------------------|--------------------------|------------|
| CORPORATE                     |                                |                          |            |
| 15                            | PARKS                          |                          |            |
| MROUT                         | MR OUTHOUSE                    | 9,380.00                 | 1,161.00   |
| NAPA                          | NAPA AUTO PARTS - GENOA        | 71.32                    | 136.92     |
| NEXT                          | NEXTEL COMMUNICATIONS          | 3,167.52                 | 35.75      |
| NICOR                         | NICOR GAS                      | 17,802.34                | 62.68      |
| REIN                          | REINDERS, INC.                 | 8,106.48                 | 306.79     |
| SOFT                          | SOFT WATER CITY                | 3,863.57                 | 107.50     |
| VISACA                        | VISA CARDMEMBER SERVICE        | 25,344.58                | 170.98     |
|                               | PARKS                          |                          | 8,433.06   |
| RECREATION                    |                                |                          |            |
| 10                            | ADMINISTRATION                 |                          |            |
| AT&T2                         | A T & T                        | 641.93                   | 14.33      |
| BANN                          | BANNER UP SIGNS                | 1,741.80                 | 80.00      |
| BOCKY                         | BOCKYN, LLC                    | 2,400.00                 | 150.00     |
| CINTA                         | CINTAS CORPORATION #355        | 963.17                   | 7.05       |
| CONST                         | CONSTELLATION NEWENERGY        | 22,903.97                | 393.01     |
| ECO                           | ECOWATER SYSTEMS, INC.         | 526.46                   | 18.74      |
| ENVIR                         | ENVIRONMENTAL SERVICES         | 380.00                   | 17.50      |
| FRONTIER                      | FRONTIER                       | 12,270.58                | 326.57     |
| INTEG                         | INTEGRA BUSINESS SYSTEMS, INC. | 8,722.26                 | 122.87     |
| JUMPER                        | JUMPERS ISLAND, INC.           |                          | 175.00     |
| MENA                          | MENARDS - SYCAMORE             | 4,529.81                 | 20.49      |
| NEXT                          | NEXTEL COMMUNICATIONS          | 3,167.52                 | 29.92      |
| NICOR                         | NICOR GAS                      | 17,802.34                | 32.74      |
| OF                            | OFFICE DEPOT                   | 1,289.56                 | 138.70     |
| PROVIDEN                      | PROVIDENT DIRECT               | 344.00                   | 815.63     |
| SHAW                          | SHAW SUBURBAN MEDIA            | 2,776.98                 | 126.66     |
| SWAN                          | SWANSON VACUUM                 | 107.65                   | 26.95      |
| SYCROT                        | SYCAMORE ROTARY CLUB           | 125.00                   | 75.00      |
| TBC                           | TBC                            | 15,641.59                | 769.24     |
| VISACA                        | VISA CARDMEMBER SERVICE        | 25,344.58                | 208.37     |
|                               | ADMINISTRATION                 |                          | 3,548.77   |
| 21 SPORTS COMPLEX MAINTENANCE |                                |                          |            |
| AUTOM                         | AUTO MACHINE INC.              | 125.97                   | 98.84      |
| CARQ                          | CARQUEST AUTO PARTS            | 3,854.77                 | 26.30      |
| CINTA2                        | CINTAS CORP                    | 758.70                   | 12.01      |
| CONST                         | CONSTELLATION NEWENERGY        | 22,903.97                | 816.59     |

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #   | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|------------|--------------------------------|--------------------------|------------|
| RECREATION |                                |                          |            |
| 21         | SPORTS COMPLEX MAINTENANCE     |                          |            |
| ENVIR      | ENVIRONMENTAL SERVICES         | 380.00                   | 25.00      |
| FITZ       | FITZGERALD LIGHTING            |                          | 777.00     |
| GRAI       | GRAINGER                       | 2,396.28                 | 228.88     |
| MROUT      | MR OUTHOUSE                    | 9,380.00                 | 630.00     |
| NEXT       | NEXTEL COMMUNICATIONS          | 3,167.52                 | 95.88      |
| PION       | PIONEER                        | 2,093.50                 | 1,092.00   |
| SPEC       | SPECIAL FX                     | 1,788.00                 | 21.00      |
| VISACA     | VISA CARDMEMBER SERVICE        | 25,344.58                | 135.91     |
|            | SPORTS COMPLEX MAINTENANCE     |                          | 3,959.41   |
| 50         | PROGRAMS - YOUTH               |                          |            |
| MATTIX     | MATTIX MUSIC                   | 168.00                   | 780.00     |
| MIDWESTM   | MIDWEST MUSEUM OF NATURAL HIST | 1,300.00                 | 40.00      |
| T0000824   | BLOCK, JENNIFER                |                          | 140.00     |
| T0000834   | PACACCIO, JENNIFER             |                          | 10.00      |
| T0000838   | SMITH, MICHELLE                |                          | 60.00      |
|            | PROGRAMS - YOUTH               |                          | 1,030.00   |
| 51         | PROGRAMS - TEENS               |                          |            |
| T0000827   | CAMPBELL, JEN                  |                          | 11.00      |
|            | PROGRAMS - TEENS               |                          | 11.00      |
| 52         | PROGRAMS - ADULT               |                          |            |
| T0000828   | CUNNINGHAM, NINA               |                          | 110.00     |
| T0000831   | KARKAVATSOS, KRISTINA          |                          | 20.00      |
|            | PROGRAMS - ADULT               |                          | 130.00     |
| 53         | PROGRAMS - FAMILY              |                          |            |
| NEXT       | NEXTEL COMMUNICATIONS          | 3,167.52                 | 14.96      |
|            | PROGRAMS - FAMILY              |                          | 14.96      |

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #   | NAME                       | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|------------|----------------------------|--------------------------|------------|
| RECREATION |                            |                          |            |
| 55         | PROGRAMS - YOUTH ATHLETICS |                          |            |
| T0000793   | SPEARS, REBECCA            |                          | 52.00      |
| T0000823   | BACHERT, NICOLE            |                          | 55.00      |
| T0000832   | MOLLER-KENDALL, AMANDA     |                          | 55.00      |
| T0000833   | NICHOLSON, KAREN           |                          | 55.00      |
| T0000835   | PAULSON, SARAH             |                          | 55.00      |
|            | PROGRAMS - YOUTH ATHLETICS |                          | 272.00     |
| 56         | PROGRAMS - FITNESS         |                          |            |
| T0000826   | BUTALA, GINA               |                          | 54.00      |
| T0000839   | VELLEJO, JANET             |                          | 30.00      |
|            | PROGRAMS - FITNESS         |                          | 84.00      |
| 58         | PROGRAMS - SENIOR          |                          |            |
| T0000837   | SCALETТА, JOANNE           |                          | 45.00      |
|            | PROGRAMS - SENIOR          |                          | 45.00      |
| 59         | PROGRAMS - DANCE           |                          |            |
| T0000825   | BRUNS, VINCENZA            |                          | 40.00      |
| T0000829   | HARPER, STEPHANIE          |                          | 115.00     |
| T0000830   | HOOPER, TRACY              |                          | 115.00     |
| T0000836   | PREAS, STEVE               |                          | 40.00      |
|            | PROGRAMS - DANCE           |                          | 310.00     |
| 60         | PROGRAMS - SPECIAL EVENTS  |                          |            |
| JUMPER     | JUMPERS ISLAND, INC.       |                          | 150.00     |
| STMARYHA   | ST MARYS MEMORIAL HALL     | 145.00                   | 100.00     |
| VISACA     | VISA CARDMEMBER SERVICE    | 25,344.58                | 16.75      |
|            | PROGRAMS - SPECIAL EVENTS  |                          | 266.75     |
| 75         | COMMUNITY CENTER           |                          |            |

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #    | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------|--------------------------------|--------------------------|------------|
| RECREATION  |                                |                          |            |
| 75          | COMMUNITY CENTER               |                          |            |
| AT&T1       | A T & T                        | 406.66                   | 55.40      |
| AT&T2       | A T & T                        | 641.93                   | 62.68      |
| CITY2       | CITY OF SYCAMORE               | 1,486.15                 | 44.86      |
| COMMO       | COMMONWEALTH EDISON            | 4,128.03                 | 437.39     |
| FRONTIER    | FRONTIER                       | 12,270.58                | 358.26     |
| INTEG       | INTEGRA BUSINESS SYSTEMS, INC. | 8,722.26                 | 768.59     |
| MENA        | MENARDS - SYCAMORE             | 4,529.81                 | 3.49       |
| NICOR       | NICOR GAS                      | 17,802.34                | 65.72      |
| OF          | OFFICE DEPOT                   | 1,289.56                 | 54.21      |
| SOFT        | SOFT WATER CITY                | 3,863.57                 | 97.50      |
|             | COMMUNITY CENTER               |                          | 1,948.10   |
| INSURANCE   |                                |                          |            |
| 10          | ADMINISTRATION                 |                          |            |
| ILLPUB      | ILLINOIS PUBLIC RISK FUND      | 6,040.00                 | 6,040.00   |
|             | ADMINISTRATION                 |                          | 6,040.00   |
| CONCESSIONS |                                |                          |            |
| 30          | CLUBHOUSE CONCESSIONS          |                          |            |
| COMCA       | COMCAST                        | 592.84                   | 40.06      |
| CONST       | CONSTELLATION NEWENERGY        | 22,903.97                | 168.43     |
| NEXT        | NEXTEL COMMUNICATIONS          | 3,167.52                 | 14.96      |
| NICOR       | NICOR GAS                      | 17,802.34                | 14.04      |
|             | CLUBHOUSE CONCESSIONS          |                          | 237.49     |
| 33          | SPORTS COMPLEX CONCESSIONS     |                          |            |
| CONST       | CONSTELLATION NEWENERGY        | 22,903.97                | 80.86      |
|             | SPORTS COMPLEX CONCESSIONS     |                          | 80.86      |
| GOLF COURSE |                                |                          |            |
| 10          | ADMINISTRATION                 |                          |            |
| HORN        | HORNUNG'S PRO GOLF SALES INC.  | 2,444.90                 | 197.71     |

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #    | NAME                          | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------|-------------------------------|--------------------------|------------|
| -----       |                               |                          |            |
| GOLF COURSE |                               |                          |            |
| 10          | ADMINISTRATION                |                          |            |
| TITL        | TITLEIST DRAWER CS            | 24,464.58                | 212.00     |
|             | ADMINISTRATION                |                          | 409.71     |
| 40          | GOLF OPERATIONS               |                          |            |
| AT&T2       | A T & T                       | 641.93                   | 2.76       |
| CHICA       | CHICAGO DISTRICT GOLF ASSOC.  | 1,860.00                 | 180.00     |
| CINTA       | CINTAS CORPORATION #355       | 963.17                   | 6.55       |
| COMCA       | COMCAST                       | 592.84                   | 40.06      |
| CONST       | CONSTELLATION NEWENERGY       | 22,903.97                | 263.15     |
| FRONTIER    | FRONTIER                      | 12,270.58                | 79.31      |
| HIRS        | HIRSCHBIEN TROPHIES           |                          | 547.50     |
| NATIONW     | NATIONWIDE HOTEL GUIDES       |                          | 300.00     |
| NEXT        | NEXTEL COMMUNICATIONS         | 3,167.52                 | 29.91      |
| NICOR       | NICOR GAS                     | 17,802.34                | 14.04      |
| PLAY        | PLAYERS GOLF CARS             | 6,375.00                 | 1,020.00   |
| SOFT        | SOFT WATER CITY               | 3,863.57                 | 58.50      |
|             | GOLF OPERATIONS               |                          | 2,541.78   |
| 41          | GOLF MAINTENANCE              |                          |            |
| ARTHU       | ARTHUR CLESEN, INC.           | 16,471.03                | 2,097.68   |
| BOBJO       | BOB-JO CYCLE CO.              | 541.23                   | 82.35      |
| BURRI       | BURRIS EQUIPMENT CO.          | 5,937.31                 | 131.25     |
| CARQ        | CARQUEST AUTO PARTS           | 3,854.77                 | 191.05     |
| CINTA       | CINTAS CORPORATION #355       | 963.17                   | 62.25      |
| CONST       | CONSTELLATION NEWENERGY       | 22,903.97                | 624.91     |
| DEKA        | DEKALB LAWN & EQUIPMENT CO.   | 2,011.32                 | 70.70      |
| GRAI        | GRAINGER                      | 2,396.28                 | 32.04      |
| MAPLE       | MAPLE PARK LANDSCAPE-TRUCKING |                          | 180.00     |
| MENA        | MENARDS - SYCAMORE            | 4,529.81                 | 73.08      |
| MROUT       | MR OUTHUSE                    | 9,380.00                 | 165.00     |
| NAPA        | NAPA AUTO PARTS - GENOA       | 71.32                    | 57.05      |
| NEXT        | NEXTEL COMMUNICATIONS         | 3,167.52                 | 32.91      |
| NICOR       | NICOR GAS                     | 17,802.34                | 93.21      |
| REED        | REED IRRIGATION               | 370.00                   | 160.00     |
| REIN        | REINDERS, INC.                | 8,106.48                 | 854.03     |
| VISACA      | VISA CARDMEMBER SERVICE       | 25,344.58                | 18.95      |
|             | GOLF MAINTENANCE              |                          | 4,926.46   |

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/19/2013

| VENDOR #         | NAME                    | PAID THIS FISCAL YEAR | AMOUNT DUE |
|------------------|-------------------------|-----------------------|------------|
| -----            |                         |                       |            |
| SWIMMING POOL    |                         |                       |            |
| 81               | POOL MAINTENANCE        |                       |            |
| CONST            | CONSTELLATION NEWENERGY | 22,903.97             | 824.67     |
| HAWK             | HAWKINS INC             | 2,876.44              | 40.00      |
| MENA             | MENARDS - SYCAMORE      | 4,529.81              | 34.60      |
| NICOR            | NICOR GAS               | 17,802.34             | 915.42     |
|                  | POOL MAINTENANCE        |                       | 1,814.69   |
| CAPITAL PROJECTS |                         |                       |            |
| 10               | ADMINISTRATION          |                       |            |
| ENCAP            | ENCAP, INC              | 87,925.00             | 3,365.00   |
| TBC              | TBC                     | 15,641.59             | 278.67     |
|                  | ADMINISTRATION          |                       | 3,643.67   |
|                  | TOTAL ALL DEPARTMENTS   |                       | 44,100.57  |

Interim \$16,034.83  
new \$44,100.57  

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total \$60,172.87



To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: September 24, 2013

**Administrative Initiatives** (9/1/13 – 9/30/13)

- Attended Superintendent meetings.
- Attended study session.
- Attended PDRMA orientation.
- Met with Unemployment Specialist Carol Gabrielsen to discuss ways to reduce our exposure to unemployment claims.
- Worked with Jim Camp, Assetworks, to perform property inventory for PDRMA.
- Continued to coordinate work on the project of consolidating Ordinances/Resolutions 2000-2007. Most of these are not in Word format so they have to be manipulated in order to be added to Word.
- Finalized and received payment of \$9,017.32 for April flood damage to lower level of Administration.
- Supervised cycle count in the pro shop. Reviewed, recounted and resolved items where there were discrepancies.
- Checked on suggestion boxes and responded to comments/questions when contact information was provided.
- Reviewed 2013 health insurance projections.
- Worked with Superintendents to gather projected 2013 year-end financial data.

- Began planning for 2014 FY Operating Budget process.
- Coordinated distribution of New Health Insurance Marketplace Coverage Options and Your Health Coverage notice to all Sycamore Park District Staff. The U.S. Department Labor mandated all employers must provide this notice to their employees by October 1, 2013.
- Worked on responses to Vision 2020 FAQs.
- Setup and registered with Illinois TaxNet in order to enter and submit tax forms pertaining to Unemployment Insurance and Withholding.
- Reviewed Tech Study submissions from three companies.
- Finalized purchase order form. Continued discussions with Harris regarding upgrading of Accounting software in addition to the installation of Purchase Order Module.
- Developed first draft of RFP for Auditing Services.
- Coordinated installation of drop safes at locations where deposits are prepared.
- Discussed problems with Sprint phones and service with a new account representative. Working on replacement of specific phones (free of charge) that we are having issues with. Also, going to try to add booster to administration building (again, free of charge) to see if it improves some of our connection issues.
- Met with Boys Baseball and Girls Softball to follow up on concessions concerns for the season. Mostly positive response. Biggest issue is the cleanliness of the bathrooms, especially at the beginning of the season.
- Met with Dave Torson, Sycamore Girls Softball, regarding NEW Fall Season.

- Concessions was made available for special tournament (Scorpions Baseball) on September 7-8.
- Assisted concessions at 90<sup>th</sup> Celebration. Staff did not know what to expect but gross sales were \$1,186.00 for the evening.
- Catering/special events/room rentals: 1 room rental, 2 outings, 90<sup>th</sup> Celebration

**Administrative Initiatives** (10/1/13 – 10/31/13)

- Finalize and distribute RFP for future Audit Services.
- Consolidate and review projected 2013 year-end financial data.
- Work with Superintendents to submit first draft of 2014 budget.
- Begin working on 5 – 7 year budget.
- Finalize, install and train on upgrades to accounting software.
- Work with Dave Phillips, Speer Financial, in preparation for 2013 General Obligation Bond issuance.
- Begin process for calculating 2013 Tax Levy.
- Continue discussions with Recreation staff regarding 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.
- Supervise additional cycle counts.
- Continue to 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.
- Run Facebook promo for concessions.
- Close down Sports Complex concessions for the season. Transfer excess inventory.
- Work with staff to remove excess equipment out of clubhouse.
- Catering/special events/room rentals: 2 room rentals

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**Corporate Fund (10)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2012 YTD<br/>Actual</u> | <u>Variance</u> |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|----------------------------|-----------------|
| <b>Revenues</b>     |                      |                      |                 |                   |                   |                 |                      |                            |                 |
| Administration      | 16,136.00            | 49,259.96            | 205.3%          | 295,921.00        | 365,230.95        | 23.4% (1)       | 537,899.00           | 318,212.39                 | 14.8% (2)       |
| Parks               | 420.00               | 1,145.85             | 172.8%          | 7,566.00          | 7,810.47          | 3.2%            | 14,012.00            | 8,949.06                   | -12.7%          |
| Total Revenues      | 16,556.00            | 50,405.81            | 204.5%          | 303,487.00        | 373,041.42        | 22.9%           | 551,911.00           | 327,161.45                 | 14.0%           |
| <b>Expenses</b>     |                      |                      |                 |                   |                   |                 |                      |                            |                 |
| Administration      | 23,415.00            | 27,777.83            | 18.6%           | 209,883.00        | 206,772.65        | -1.5%           | 357,119.00           | 219,915.22                 | -6.0% (3)       |
| Parks               | 20,493.00            | 20,493.81            | 0.0%            | 156,321.00        | 130,158.15        | -16.7% (4)      | 234,067.00           | 136,587.88                 | -4.7% (5)       |
| Total Expenses      | 43,908.00            | 48,271.64            | 9.9%            | 366,204.00        | 336,930.80        | -8.0%           | 591,186.00           | 356,503.10                 | -5.5%           |
| Total Fund Revenues | 16,556.00            | 50,405.81            | 204.5%          | 303,487.00        | 373,041.42        | 22.9%           | 551,911.00           | 327,161.45                 | 14.0%           |
| Total Fund Expenses | 43,908.00            | 48,271.64            | 9.9%            | 366,204.00        | 336,930.80        | -8.0%           | 591,186.00           | 356,503.10                 | -5.5%           |
| Surplus (Deficit)   | (27,352.00)          | 2,134.17             | -107.8%         | (62,717.00)       | 36,110.62         | -157.6%         | (39,275.00)          | (29,341.65)                | -223.1%         |

(1) Annual 2013 Property Tax levy came in at 9.1%, \$41,574, over budget. YTD Replacement tax is 41.3%, \$10,401, higher than budget.

(2) Annual 2013 Property Tax levy is 9.5%, \$41,966, higher than 2012.

(3) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund and having part time labor in 2013. 15.4%, \$27,177

(4) Expenses are below budget in the following areas: Pt wages/taxes, 10.8%, \$6,995; Materials & Supplies (trees/shrubs, pond management, fish restocking, seed/sod/flowers, land development), 42.7%, \$17,917

(5) 2013 Expenses less than 2012 in following areas: Portable Toilet Rental 26.3% \$1,506, Maintenance Expenses 19.4%, \$5,107 and Materials & Supplies 7.3%, \$1,881.

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**Recreation Fund (20)**

| <u>Department</u>              | <u>August Budget</u> | <u>August 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> |              |
|--------------------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|--------------|
| <b>Revenues</b>                |                      |                      |                 |                   |                   |                 |                      |                        |              |
| Administration                 | 25,128.00            | 77,996.19            | 210.40%         | 452,310.00        | 512,312.19        | 13.27% (1)      | 837,613.00           | 404,834.93             | 26.5% (2)    |
| Sports Complex                 | 16,504.00            | 19,498.00            | 18.14%          | 27,604.00         | 24,606.00         | -10.86% (3)     | 36,404.00            | 26,471.00              | -7.0% (3)    |
| Sports Complex Maintenance     | 1,126.00             | 3,332.47             | 195.96%         | 20,260.00         | 23,353.43         | 15.27% (4)      | 37,517.00            | 19,676.55              | 18.7% (4)    |
| Midwest Museum of Natural Hist | -                    | -                    |                 | 1,150.00          | 1,734.43          | 50.82%          | 2,300.00             | 1,146.09               | 51.3%        |
| Programs-Youth                 | 1,692.00             | 1,827.75             | 8.02%           | 3,663.00          | 8,829.24          | 141.04% (5)     | 4,104.00             | 2,670.17               | 230.7% (5)   |
| Programs-Teens                 | 4.00                 | 121.43               | 2935.75%        | 3,068.00          | 3,414.34          | 11.29% (5)      | 6,126.00             | 2,228.37               | 53.2% (5)    |
| Programs-Adult                 | 125.00               | 865.00               | 592.00%         | 2,790.00          | 2,150.00          | -22.94% (5)     | 2,790.00             | 3,400.14               | -36.8% (5)   |
| Programs-Family                | 16.00                | 195.01               | 1118.81%        | 4,692.00          | 6,455.94          | 37.59% (5)      | 8,642.00             | 4,322.70               | 49.3% (5)    |
| Programs-Leagues               | 6.00                 | 230.59               | 3743.17%        | 103.00            | 325.88            | 216.39% (5)     | 4,191.00             | 327.92                 | -0.6% (5)    |
| Programs-Youth Athletics       | 1,666.00             | 3,055.35             | 83.39%          | 22,311.00         | 18,777.53         | -15.84% (5)     | 23,918.00            | 18,818.88              | -0.2% (5)    |
| Programs-Fitness               | 2,469.00             | 5,389.05             | 118.27%         | 20,564.00         | 31,521.95         | 53.29% (5)      | 28,495.00            | 26,263.86              | 20.0% (5)    |
| Programs-Preschool             | -                    | -                    | #DIV/0!         | -                 | 690.00            | #DIV/0! (5)     | -                    | 788.79                 | -12.5% (5)   |
| Programs-Senior                | -                    | 80.00                | #DIV/0!         | 285.00            | 255.00            | -10.53% (5)     | 420.00               | 405.00                 | -37.0% (5)   |
| Programs-Dance                 | 462.00               | 920.00               | 99.13%          | 1,690.00          | 4,679.00          | 176.86% (5)     | 1,980.00             | 4,328.00               | 8.1% (5)     |
| Programs-Special Events        | 1.00                 | 80.08                | 7908.00%        | 2,852.00          | 3,447.92          | 20.89% (5)      | 3,556.00             | 3,285.32               | 4.9% (5)     |
| Programs-Concerts              | 1,100.00             | 1,100.00             | 0.00%           | 8,900.00          | 4,900.00          | -44.94% (6)     | 10,000.00            | 7,100.00               | -31.0% (6)   |
| Programs-Trips                 | -                    | -                    | #DIV/0!         | -                 | 428.00            | #DIV/0! (5)     | -                    | 3,813.75               | -88.8% (5)   |
| Brochure                       | -                    | -                    | #DIV/0!         | 3,900.00          | 2,150.00          | -44.87% (6)     | 8,100.00             | 4,200.00               | -48.8% (6)   |
| Weight Room                    | 1,183.00             | 824.02               | -30.34%         | 13,178.00         | 12,451.75         | -5.51%          | 19,850.00            | 14,860.55              | -16.2%       |
| Community Center               | 107.00               | 268.38               | 150.82%         | 1,923.00          | 2,192.38          | 14.01%          | 3,559.00             | 2,210.35               | -0.8%        |
| <b>Total Revenues</b>          | <b>51,589.00</b>     | <b>115,783.32</b>    | <b>124.43%</b>  | <b>591,243.00</b> | <b>664,674.98</b> | <b>12.42%</b>   | <b>1,039,565.00</b>  | <b>551,152.37</b>      | <b>20.6%</b> |

(1) Budgeted Property Tax receipts is 54% by August 31. Actual taxes collected are 7%, \$57,958, higher than budget.

(2) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012.

(3) Timing - Women's Softball budgeted to receive in August. Boy's baseball down \$1,000 in 2013

(4) Only revenue is transfer for IMRF/SS tax levy. Taxes collected exceed budget 7%.

(5) Revenue from programs is greater than budget 30.57% \$18,957 and increased 14.6%, \$10,322 compared to 2012.

(6) Timing - collections in September

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| Expenses                       |                  |                  |               |                   |                   |               |     |                   |                   |              |     |
|--------------------------------|------------------|------------------|---------------|-------------------|-------------------|---------------|-----|-------------------|-------------------|--------------|-----|
| Administration                 | 21,818.00        | 28,325.04        | 29.82%        | 183,929.00        | 179,204.23        | -2.57%        | (1) | 286,519.00        | 127,040.46        | 41.1%        | (2) |
| Sports Complex                 | -                | -                | #DIV/0!       | 350.00            | 552.26            | 57.79%        |     | 350.00            | 215.00            | 156.9%       |     |
| Sports Complex Maintenance     | 28,875.00        | 33,865.66        | 17.28%        | 250,630.00        | 239,358.51        | -4.50%        | (3) | 364,579.00        | 202,859.86        | 18.0%        | (4) |
| Midwest Museum of Natural Hist | 775.00           | -                | -100.00%      | 6,300.00          | 2,985.00          | -52.62%       |     | 9,500.00          | 6,222.67          | -52.0%       |     |
| Programs-Youth                 | 177.00           | 649.85           | 267.15%       | 1,602.00          | 6,070.94          | 278.96%       | (5) | 2,018.00          | 1,641.08          | 269.9%       | (5) |
| Programs-Teens                 | -                | 78.00            | #DIV/0!       | 1,965.00          | 2,288.75          | 16.48%        | (5) | 3,930.00          | 2,691.88          | -15.0%       | (5) |
| Programs-Adult                 | -                | -                | #DIV/0!       | 1,450.00          | 720.00            | -50.34%       | (5) | 2,045.00          | 2,069.24          | -65.2%       | (5) |
| Programs-Family                | 21.00            | 17.56            | -16.38%       | 4,673.00          | 5,334.58          | 14.16%        | (5) | 8,549.00          | 4,519.38          | 18.0%        | (5) |
| Programs-Leagues               | -                | -                | #DIV/0!       | 2,398.00          | 1,911.73          | -20.28%       | (5) | 3,302.00          | 2,727.37          | -29.9%       | (5) |
| Programs-Youth Athletics       | 883.00           | 74.00            | -91.62%       | 17,029.00         | 11,834.42         | -30.50%       | (5) | 19,311.00         | 15,403.28         | -23.2%       | (5) |
| Programs-Fitness               | 933.00           | 1,575.05         | 68.82%        | 10,313.00         | 13,880.76         | 34.59%        | (5) | 15,552.00         | 11,438.13         | 21.4%        | (5) |
| Programs-Preschool             | -                | -                | #DIV/0!       | -                 | 128.00            | #DIV/0!       | (5) | -                 | 668.72            | -80.9%       | (5) |
| Programs-Senior                | -                | -                | #DIV/0!       | 165.00            | -                 | -100.00%      | (5) | 240.00            | 170.00            | -100.0%      | (5) |
| Programs-Dance                 | 425.00           | -                | -100.00%      | 1,225.00          | 3,476.00          | 183.76%       | (5) | 1,750.00          | 1,957.00          | 77.6%        | (5) |
| Programs-Special Events        | -                | -                | #DIV/0!       | 2,594.00          | 3,488.63          | 34.49%        | (5) | 4,221.00          | 3,114.21          | 12.0%        | (5) |
| Programs-Concerts              | 1,900.00         | -                | -100.00%      | 9,955.00          | 6,706.96          | -32.63%       |     | 9,955.00          | 9,872.00          | -32.1%       |     |
| Programs-Trips                 | -                | -                | #DIV/0!       | -                 | 705.00            | #DIV/0!       | (5) | -                 | 5,428.29          | -87.0%       | (5) |
| Brochure                       | 8,000.00         | 6,929.39         | -13.38%       | 16,000.00         | 15,429.81         | -3.56%        |     | 24,000.00         | 15,254.80         | 1.1%         |     |
| Weight Room                    | 100.00           | 546.85           | 446.85%       | 1,700.00          | 1,147.66          | -32.49%       |     | 3,000.00          | 1,871.95          | -38.7%       |     |
| Community Center               | 14,167.00        | 14,165.17        | -0.01%        | 95,600.00         | 95,157.79         | -0.46%        |     | 141,210.00        | 96,111.68         | -1.0%        |     |
| <b>Total Expenses</b>          | <b>78,074.00</b> | <b>86,226.57</b> | <b>10.44%</b> | <b>607,878.00</b> | <b>590,381.03</b> | <b>-2.88%</b> |     | <b>900,031.00</b> | <b>511,277.00</b> | <b>15.5%</b> |     |
| Total Fund Revenues            | 51,589.00        | 115,783.32       | 124.43%       | 591,243.00        | 664,674.98        | 12.42%        |     | 1,039,565.00      | 551,152.37        | 20.6%        |     |
| Total Fund Expenses            | 78,074.00        | 86,226.57        | 10.44%        | 607,878.00        | 590,381.03        | -2.88%        |     | 900,031.00        | 511,277.00        | 15.5%        |     |
| Surplus (Deficit)              | (26,485.00)      | 29,556.75        | -211.60%      | (16,635.00)       | 74,293.95         | -546.61%      |     | 139,534.00        | 39,875.37         | 86.3%        |     |

(1) Primary areas under budget were Misc. Consultants -35.01% \$2,144, and Website Management -71.37% \$4,768.

(2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 36.8% \$36,236 over 2012 expenses.

2012 had no professional fees therefore 2013 higher \$5,893. Finally, 90th celebration expenses result in higher expenses in 2013.

(3) Materials & Supplies under budget 48.65% \$12,356.

(4) Restructuring of maintenance department caused wages and related expenses to be 18.2% \$30,948 higher in 2013 compared to 2012.

(5) Expenses for programs are over budget 14.8% \$6,425 and decreased 3.8%, \$1,990 compared to 2012.

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**Donations (21)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | -                    | 8.39                 | #DIV/0!         | -                 | 540.75            | #DIV/0!         | -                    | 29.18                  | 1753.2% |
| Total Revenues      |                      | 8.39                 | #DIV/0!         | -                 | 540.75            | #DIV/0!         | -                    | 29.18                  | 1753.2% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Total Expenses      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Total Fund Revenues | -                    | 8.39                 | #DIV/0!         | -                 | 540.75            | #DIV/0!         | -                    | 29.18                  | 1753.2% |
| Total Fund Expenses | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Surplus (Deficit)   | -                    | 8.39                 | #DIV/0!         | -                 | 540.75            | #DIV/0!         | -                    | 29.18                  | 1753.2% |

**Special Recreation (22)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 5,280.00             | 14,807.91            | 180.45%         | 95,040.00         | 97,018.82         | 2.08%           | 176,000.00           | 98,765.01              | -1.8%  |
| Total Revenues      | 5,280.00             | 14,807.91            | 180.45%         | 95,040.00         | 97,018.82         | 2.08%           | 176,000.00           | 98,765.01              | -1.8%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | 15,000.00            | 1,312.50             | -91.25%         | 92,040.00         | 47,970.86         | -47.88% (2)     | 191,040.00           | 40,124.50              | 19.6%  |
| Total Expenses      | 15,000.00            | 1,312.50             | -91.25%         | 92,040.00         | 47,970.86         | -47.88%         | 191,040.00           | 40,124.50              | 19.6%  |
| Total Fund Revenues | 5,280.00             | 14,807.91            | 180.45%         | 95,040.00         | 97,018.82         | 2.08%           | 176,000.00           | 98,765.01              | -1.8%  |
| Total Fund Expenses | 15,000.00            | 1,312.50             | -91.25%         | 92,040.00         | 47,970.86         | -47.88%         | 191,040.00           | 40,124.50              | 19.6%  |
| Surplus (Deficit)   | (9,720.00)           | 13,495.41            | -238.84%        | 3,000.00          | 49,047.96         | 1534.93%        | (15,040.00)          | 58,640.51              | -16.4% |

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

(2) Timing.



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**Insurance (23)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 1,290.00             | 4,012.14             | 211.02%         | 23,220.00         | 26,287.82         | 13.21%          | 43,000.00            | 64,578.19              | -59.3% (1) |
| Total Revenues      | 1,290.00             | 4,012.14             | 211.02%         | 23,220.00         | 26,287.82         | 13.21%          | 43,000.00            | 64,578.19              | -59.3%     |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      | 2,000.00             | (17,112.67)          | -955.63%        | 84,250.00         | 67,842.48         | -19.47%         | 96,000.00            | 79,676.50              | -14.9% (2) |
| Total Expenses      | 2,000.00             | (17,112.67)          | -955.63%        | 84,250.00         | 67,842.48         | -19.47%         | 96,000.00            | 79,676.50              | -14.9%     |
| Total Fund Revenues | 1,290.00             | 4,012.14             | 211.02%         | 23,220.00         | 26,287.82         | 13.21%          | 43,000.00            | 64,578.19              | -59.3%     |
| Total Fund Expenses | 2,000.00             | (17,112.67)          | -955.63%        | 84,250.00         | 67,842.48         | -19.47%         | 96,000.00            | 79,676.50              | -14.9%     |
| Surplus (Deficit)   | (710.00)             | 21,124.81            | -3075.33%       | (61,030.00)       | (41,554.66)       | -31.91%         | (53,000.00)          | (15,098.31)            | 175.2%     |

(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.

(2) Received refund of investment with IPARKS \$18,300.67.

**Audit (24)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 282.00               | 877.16               | 211.05%         | 5,076.00          | 5,747.60          | 13.23%          | 9,400.00             | 10,097.06              | -43.1% (1) |
| Total Revenues      | 282.00               | 877.16               | 211.05%         | 5,076.00          | 5,747.60          | 13.23%          | 9,400.00             | 10,097.06              | -43.1%     |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      | -                    | -                    | #DIV/0!         | 15,000.00         | 13,250.00         | -11.67%         | 15,000.00            | 14,295.00              | -7.3%      |
| Total Expenses      | -                    | -                    | #DIV/0!         | 15,000.00         | 13,250.00         | -11.67%         | 15,000.00            | 14,295.00              | -7.3%      |
| Total Fund Revenues | 282.00               | 877.16               | 211.05%         | 5,076.00          | 5,747.60          | 13.23%          | 9,400.00             | 10,097.06              | -43.1%     |
| Total Fund Expenses | -                    | -                    | #DIV/0!         | 15,000.00         | 13,250.00         | -11.67%         | 15,000.00            | 14,295.00              | -7.3%      |
| Surplus (Deficit)   | 282.00               | 877.16               | 211.05%         | (9,924.00)        | (7,502.40)        | -24.40%         | (5,600.00)           | (4,197.94)             | 78.7%      |

(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  
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**Paving & Lighting (25)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 3.00                 | 9.01                 | 200.33%         | 54.00             | 58.21             | 7.80%           | 100.00               | 10.20                  | 470.7%  |
| Total Revenues      | 3.00                 | 9.01                 |                 | 54.00             | 58.21             |                 | 100.00               | 10.20                  | 470.7%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | 15,000.00            | -                    | -100.00%        | 37,000.00         | 11,298.40         | -69.46% (1)     | 72,000.00            | -                      | #DIV/0! |
| Total Expenses      | 15,000.00            | -                    |                 | 37,000.00         | 11,298.40         |                 | 72,000.00            | -                      | #DIV/0! |
| Total Fund Revenues | 3.00                 | 9.01                 | 200.33%         | 54.00             | 58.21             | 7.80%           | 100.00               | 10.20                  |         |
| Total Fund Expenses | 15,000.00            | -                    | -100.00%        | 37,000.00         | 11,298.40         | -69.46%         | 72,000.00            | -                      |         |
| Surplus (Deficit)   | (14,997.00)          | 9.01                 | -100.06%        | (36,946.00)       | (11,240.19)       | -69.58%         | (71,900.00)          | 10.20                  |         |

(1) Timing

**Park Police (26)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 3.00                 | 7.69                 | 156.33%         | 54.00             | 50.17             | -7.09%          | 100.00               | 1.12                   | 4379.5% |
| Total Revenues      | 3.00                 | 7.69                 |                 | 54.00             | 50.17             |                 | 100.00               | 1.12                   | 4379.5% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | -                    | -                    | #DIV/0!         | -                 | -                 | #DIV/0!         | -                    | -                      | #DIV/0! |
| Total Expenses      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Total Fund Revenues | 3.00                 | 7.69                 | 156.33%         | 54.00             | 50.17             | -7.09%          | 100.00               | 1.12                   | 4379.5% |
| Total Fund Expenses | -                    | -                    | #DIV/0!         | -                 | -                 | #DIV/0!         | -                    | -                      |         |
| Surplus (Deficit)   | 3.00                 | 7.69                 | 156.33%         | 54.00             | 50.17             | -7.09%          | 100.00               | 1.12                   | 4379.5% |

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**IMRF (27)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | <u>2,580.00</u>      | <u>8,014.95</u>      | 210.66%         | <u>46,440.00</u>  | <u>52,518.22</u>  | 13.09%          | <u>86,000.00</u>     | <u>54,480.80</u>       | -3.6% |
| Total Revenues      | 2,580.00             | 8,014.95             | 210.66%         | 46,440.00         | 52,518.22         | 13.09%          | 86,000.00            | 54,480.80              | -3.6% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,580.00</u>      | <u>8,014.95</u>      | 210.66%         | <u>46,440.00</u>  | <u>52,518.22</u>  | 13.09%          | <u>86,000.00</u>     | <u>54,480.80</u>       | -3.6% |
| Total Expenses      | 2,580.00             | 8,014.95             | 210.66%         | 46,440.00         | 52,518.22         | 13.09%          | 86,000.00            | 54,480.80              | -3.6% |
| Total Fund Revenues | 2,580.00             | 8,014.95             | 210.66%         | 46,440.00         | 52,518.22         | 13.09%          | 86,000.00            | 54,480.80              | -3.6% |
| Total Fund Expenses | 2,580.00             | 8,014.95             | 210.66%         | 46,440.00         | 52,518.22         | 13.09%          | 86,000.00            | 54,480.80              | -3.6% |
| Surplus (Deficit)   | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      |       |

**Social Security (28)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | <u>2,250.00</u>      | <u>6,990.02</u>      | 210.67%         | <u>40,500.00</u>  | <u>45,802.39</u>  | 13.09%          | <u>75,000.00</u>     | <u>46,037.86</u>       | -0.5% |
| Total Revenues      | 2,250.00             | 6,990.02             | 210.67%         | 40,500.00         | 45,802.39         | 13.09%          | 75,000.00            | 46,037.86              | -0.5% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,250.00</u>      | <u>6,990.02</u>      | 210.67%         | <u>40,500.00</u>  | <u>45,802.39</u>  | 13.09%          | <u>75,000.00</u>     | <u>46,037.86</u>       | -0.5% |
| Total Expenses      | 2,250.00             | 6,990.02             | 210.67%         | 40,500.00         | 45,802.39         | 13.09%          | 75,000.00            | 46,037.86              | -0.5% |
| Total Fund Revenues | 2,250.00             | 6,990.02             | 210.67%         | 40,500.00         | 45,802.39         | 13.09%          | 75,000.00            | 46,037.86              | -0.5% |
| Total Fund Expenses | 2,250.00             | 6,990.02             | 210.67%         | 40,500.00         | 45,802.39         | 13.09%          | 75,000.00            | 46,037.86              | -0.5% |
| Surplus (Deficit)   | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      |       |

Sycamore Park District  
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**Concessions (30)**

| <u>Department</u>          | <u>August Budget</u> | <u>August 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> |               |
|----------------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|---------------|
| <b>Revenues</b>            |                      |                      |                 |                   |                   |                 |                      |                        |               |
| Clubhouse Concessions      | 13,672.00            | 15,483.16            | 13.25%          | 49,904.00         | 57,324.09         | 14.87% (1)      | 66,417.00            | 54,363.54              | 5.4% (1)      |
| Beverage Cart              | 4,633.00             | 4,678.18             | 0.98%           | 14,075.00         | 12,968.87         | -7.86% (3)      | 15,091.00            | 13,522.31              | -4.1% (3)     |
| Sports Complex Concessions | 12.00                | 17.88                | 49.00%          | 27,978.00         | 22,927.36         | -18.05% (4)     | 28,957.00            | 27,793.53              | -17.5% (4)    |
| Pool Concessions           | 2,144.00             | 1,143.93             | -46.65%         | 12,011.00         | 8,045.43          | -33.02% (5)     | 12,147.00            | 11,978.11              | -32.8% (5)    |
| Catering                   | 5,022.00             | 2,690.22             | -46.43%         | 14,883.00         | 11,695.73         | -21.42% (6)     | 18,060.00            | 13,132.76              | -10.9% (6)    |
| <b>Total Revenues</b>      | <b>25,483.00</b>     | <b>24,013.37</b>     | <b>-5.77%</b>   | <b>118,851.00</b> | <b>112,961.48</b> | <b>-4.96%</b>   | <b>140,672.00</b>    | <b>120,790.25</b>      | <b>-6.5%</b>  |
| <b>Expenses</b>            |                      |                      |                 |                   |                   |                 |                      |                        |               |
| Clubhouse Concessions      | 9,701.00             | 12,335.61            | 27.16%          | 55,321.00         | 56,686.28         | 2.47%           | 75,571.00            | 60,866.79              | -6.9% (2)     |
| Beverage Cart              | 3,088.00             | 2,731.19             | -11.55%         | 9,433.00          | 7,682.82          | -18.55% (3)     | 10,857.00            | 8,166.54               | -5.9% (3)     |
| Sports Complex Concessions | 414.00               | 667.02               | 61.12%          | 21,152.00         | 18,581.06         | -12.15% (4)     | 21,813.00            | 20,200.91              | -8.0% (4)     |
| Pool Concessions           | 3,039.00             | 1,236.48             | -59.31%         | 11,501.00         | 7,801.76          | -32.16% (5)     | 11,711.00            | 11,958.37              | -34.8% (5)    |
| Catering                   | 2,459.00             | 403.97               | -83.57%         | 6,393.00          | 2,509.82          | -60.74% (6)     | 7,637.00             | 4,249.92               | -40.9% (6)    |
| <b>Total Expenses</b>      | <b>18,701.00</b>     | <b>17,374.27</b>     | <b>-7.09%</b>   | <b>103,800.00</b> | <b>93,261.74</b>  | <b>-10.15%</b>  | <b>127,589.00</b>    | <b>105,442.53</b>      | <b>-11.6%</b> |
| <b>Total Fund Revenues</b> | <b>25,483.00</b>     | <b>24,013.37</b>     | <b>-5.77%</b>   | <b>118,851.00</b> | <b>112,961.48</b> | <b>-4.96%</b>   | <b>140,672.00</b>    | <b>120,790.25</b>      | <b>-6.5%</b>  |
| <b>Total Fund Expenses</b> | <b>18,701.00</b>     | <b>17,374.27</b>     | <b>-7.09%</b>   | <b>103,800.00</b> | <b>93,261.74</b>  | <b>-10.15%</b>  | <b>127,589.00</b>    | <b>105,442.53</b>      | <b>-11.6%</b> |
| <b>Surplus (Deficit)</b>   | <b>6,782.00</b>      | <b>6,639.10</b>      | <b>-2.11%</b>   | <b>15,051.00</b>  | <b>19,699.74</b>  | <b>30.89%</b>   | <b>13,083.00</b>     | <b>15,347.72</b>       | <b>28.4%</b>  |

(1) Business is good! A lot of new faces as a result of programs such as Groupon. Despite the cooler/wetter spring, sales have surpassed 2012.

(2) Lower cost of goods sold in 2013. Some new vendors have helped to keep costs down.

(3) Beverage Cart started later than budget and 2012 due to weather. Missed beverage cart days in 2013 due to wetter weather. Lost approximately \$1,000 from Shriners outing.

(4) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday. Excess inventory to be transferred back to clubhouse or used for KYFL and/or Fall Softball.

(5) Colder/wetter 2013 compared to 2012.

(6) 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. More of 2013 catering revenue is from rental fees.

Sycamore Park District  
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**Developer Contributions (32)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | -                    | 1.51                 | #DIV/0!         | 5,000.00          | 29,537.70         | 490.75%         | 5,000.00             | 9,740.05               | 203.3%  |
| Total Revenues      | -                    | 1.51                 |                 | 5,000.00          | 29,537.70         |                 | 5,000.00             | 9,740.05               | 203.3%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Total Expenses      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Total Fund Revenues | -                    | 1.51                 |                 | 5,000.00          | 29,537.70         |                 | 5,000.00             | 9,740.05               | 203.3%  |
| Total Fund Expenses | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      | #DIV/0! |
| Surplus (Deficit)   | -                    | 1.51                 |                 | 5,000.00          | 29,537.70         |                 | 5,000.00             | 9,740.05               | 203.3%  |

Sycamore Park District  
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**Golf Course (50)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Golf Operations     | 78,148.00            | 72,010.20            | -7.9%           | 422,561.00        | 411,289.85        | -2.7% (1)       | 505,526.00           | 459,451.90             | -10.5% (2) |
| Golf Maintenance    | 655.00               | 1,869.78             | 185.5%          | 11,792.00         | 12,414.00         | 5.3% (3)        | 21,837.00            | 15,536.82              | -20.1% (3) |
| Total Revenues      | 78,803.00            | 73,879.98            | -6.2%           | 434,353.00        | 423,703.85        | -2.5%           | 527,363.00           | 474,988.72             | -10.8%     |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Golf Operations     | 27,233.00            | 34,380.85            | 26.2%           | 163,202.00        | 169,960.67        | 4.1% (4)        | 235,972.00           | 225,464.82             | -24.6% (5) |
| Golf Maintenance    | 25,171.00            | 37,193.05            | 47.8%           | 199,412.00        | 183,864.11        | -7.8% (6)       | 283,545.00           | 221,410.27             | -17.0% (7) |
| Total Expenses      | 52,404.00            | 71,573.90            | 36.6%           | 362,614.00        | 353,824.78        | -2.4%           | 519,517.00           | 446,875.09             | -20.8%     |
| Total Fund Revenues | 78,803.00            | 73,879.98            | -6.2%           | 434,353.00        | 423,703.85        | -2.5%           | 527,363.00           | 474,988.72             | -10.8%     |
| Total Fund Expenses | 52,404.00            | 71,573.90            | 36.6%           | 362,614.00        | 353,824.78        | -2.4%           | 519,517.00           | 446,875.09             | -20.8%     |
| Surplus (Deficit)   | 26,399.00            | 2,306.08             | -91.3%          | 71,739.00         | 69,879.07         | -2.6%           | 7,846.00             | 28,113.63              | 148.6%     |

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

- (1) Daily Greens Fees +9.64% \$11,799 Course opened later in 2013.  
 Golf Events & Misc +0.45% \$75  
 Lessons -61.21% -\$5,815  
 Carts +16.3% \$13,113  
 Season passes -19.48% -\$26,705 Non-resident passes are over budget 42.34%, \$7,736  
 Pro shop sales -11.65% -\$5,486
- (2) Daily Greens Fees 3.84% \$4,961 Course opened later in 2013.  
 Golf Events & Misc -13.05% -\$2,517  
 Lessons -35.8% -\$2,055  
 Carts -5.6 -\$5,555  
 Season passes -14.38% -\$18,542 2013 Non-resident passes are higher than 2012 67.02%, \$10,435  
 Pro shop sales -33.81% -\$21,237 2012 pro shop sales were higher than normal due to promotions to decrease inventory
- (3) The only revenue here is the transfer of IMRF/SS tax levy which is allocated based upon actual payroll.
- (4) Gas/Oil is over budget 80.8% \$2,687. Misc supplies are over budget 270.4% \$2,731 primarily due to replacement of missing bronze statue.
- (5) 2013 Expenses are less than 2012 due to: wages and related expenses -25.7% \$34,656 and cost of goods sold -45.0% \$23,851
- (6) Expenses are below budget in two areas: Materials & Supplies -16.8% \$7,507 and Part time wages and related expenses -6.8% \$7,123
- (7) Restructuring of maintenance department caused wages and related expenses to be -21.1% \$32,824 lower in 2013 compared to 2012. Materials/Supplies are also less than 2012 by 10.0%, \$4,132

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**Swimming Pool (51)**

| <u>Department</u>          | <u>August Budget</u> | <u>August 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> |                  |
|----------------------------|----------------------|----------------------|-----------------|-------------------|-------------------|------------------|----------------------|------------------------|------------------|
| <b>Revenues</b>            |                      |                      |                 |                   |                   |                  |                      |                        |                  |
| Pool                       | 4,391.00             | 3,303.32             | -24.8%          | 62,857.00         | 56,700.02         | -9.8%            | 75,406.00            | 65,714.81              | -13.7%           |
| Swim Lessons               | 357.00               | 2,201.29             | 516.6%          | 11,328.00         | 15,088.78         | 33.2%            | 11,584.00            | 11,827.56              | 27.6%            |
| <b>Total Revenues</b>      | <b>4,748.00</b>      | <b>5,504.61</b>      | <b>15.9%</b>    | <b>74,185.00</b>  | <b>71,788.80</b>  | <b>-3.2% (1)</b> | <b>86,990.00</b>     | <b>77,542.37</b>       | <b>-7.4% (2)</b> |
| <b>Expenses</b>            |                      |                      |                 |                   |                   |                  |                      |                        |                  |
| Pool                       | 13,255.00            | 13,743.01            | 3.7%            | 49,020.00         | 46,779.54         | -4.6% (3)        | 50,270.00            | 53,090.26              | -11.9% (3)       |
| Pool Maintenance           | 6,655.00             | 5,426.88             | -18.5%          | 21,007.00         | 21,994.22         | 4.7%             | 28,600.00            | 22,744.02              | -3.3%            |
| Swim Lessons               | 2,799.00             | 3,588.96             | 28.2%           | 8,120.00          | 8,662.00          | 6.7%             | 8,120.00             | 7,576.10               | 14.3%            |
| <b>Total Expenses</b>      | <b>22,709.00</b>     | <b>22,758.85</b>     | <b>0.2%</b>     | <b>78,147.00</b>  | <b>77,435.76</b>  | <b>-0.9%</b>     | <b>86,990.00</b>     | <b>83,410.38</b>       | <b>-7.2%</b>     |
| <b>Total Fund Revenues</b> | <b>4,748.00</b>      | <b>5,504.61</b>      | <b>15.9%</b>    | <b>74,185.00</b>  | <b>71,788.80</b>  | <b>-3.2%</b>     | <b>86,990.00</b>     | <b>77,542.37</b>       | <b>-7.4%</b>     |
| <b>Total Fund Expenses</b> | <b>22,709.00</b>     | <b>22,758.85</b>     | <b>0.2%</b>     | <b>78,147.00</b>  | <b>77,435.76</b>  | <b>-0.9%</b>     | <b>86,990.00</b>     | <b>83,410.38</b>       | <b>-7.2%</b>     |
| <b>Surplus (Deficit)</b>   | <b>(17,961.00)</b>   | <b>(17,254.24)</b>   | <b>-3.9%</b>    | <b>(3,962.00)</b> | <b>(5,646.96)</b> | <b>42.5%</b>     | <b>-</b>             | <b>(5,868.01)</b>      | <b>-3.8%</b>     |

(1) Daily Fees -26.72% \$6,327 (cool/wet weather)

Season passes +0.69% \$243

Misc income (includes pool rentals and middle school pool party) +35.49% \$666

Swim Lessons +32.10% \$3,539

(2) Daily Fees -27.78% \$6,674 (cooler/wetter weather in 2013)

Season passes -1.89% \$689

Misc income (includes pool rentals and middle school pool party) +9.91% \$229

Swim Lessons +27.98% \$3,185

(3) 2013 Payroll expenses are below budget 6.6% \$3,033 and less than 2012 by 10.0% \$4,759 due to weather.

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

**Debt Service (60)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | 16,950.00            | 52,952.90            | 212.4%          | 305,100.00        | 346,941.91        | 13.7%           | 565,000.00           | 309,654.61             | 12.0% |
| Total Revenues      | 16,950.00            | 52,952.90            | 212.4%          | 305,100.00        | 346,941.91        | 13.7%           | 565,000.00           | 309,654.61             | 12.0% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | -                    | -                    | #DIV/0!         | 20,344.00         | 20,343.75         | 0.0%            | 562,243.00           | 21,363.75              | -4.8% |
| Total Expenses      | -                    | -                    |                 | 20,344.00         | 20,343.75         |                 | 562,243.00           | 21,363.75              | -4.8% |
| Total Fund Revenues | 16,950.00            | 52,952.90            | 212.4%          | 305,100.00        | 346,941.91        | 13.7%           | 565,000.00           | 309,654.61             | 12.0% |
| Total Fund Expenses | -                    | -                    |                 | 20,344.00         | 20,343.75         |                 | 562,243.00           | 21,363.75              | -4.8% |
| Surplus (Deficit)   | 16,950.00            | 52,952.90            | 212.4%          | 284,756.00        | 326,598.16        | 14.7%           | 2,757.00             | 288,290.86             | 13.3% |

**Capital Projects (70)**

| <u>Department</u>   | <u>August Budget</u> | <u>August 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      | -                    | 42.67                | #DIV/0!         | -                 | 3,789.16          | #DIV/0!         | 462,000.00           | 697.34                 | 443.4% |
| Total Revenues      | -                    | 42.67                | #DIV/0!         | -                 | 3,789.16          | #DIV/0!         | 462,000.00           | 697.34                 | 443.4% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | 40,220.00            | 54,385.29            | 35.2%           | 384,340.00        | 304,821.42        | -20.7%          | 594,765.00           | 135,763.42             | 124.5% |
| Total Expenses      | 40,220.00            | 54,385.29            | 35.2%           | 384,340.00        | 304,821.42        | -20.7%          | 594,765.00           | 135,763.42             | 124.5% |
| Total Fund Revenues | -                    | 42.67                |                 | -                 | 3,789.16          | #DIV/0!         | 462,000.00           | 697.34                 | 443.4% |
| Total Fund Expenses | 40,220.00            | 54,385.29            | 35.2%           | 384,340.00        | 304,821.42        | -20.7%          | 594,765.00           | 135,763.42             | 124.5% |
| Surplus (Deficit)   | (40,220.00)          | (54,342.62)          | 35.1%           | (384,340.00)      | (301,032.26)      | -21.7%          | (132,765.00)         | (135,066.08)           | 122.9% |
| Total Fund Revenues | 205,817.00           | 357,311.44           |                 | 2,042,603.00      | 2,254,463.28      | 10.4%           | 3,768,101.00         | 2,145,726.58           |        |
| Total Fund Expenses | 292,846.00           | 299,795.32           | 2.4%            | 2,238,557.00      | 2,015,681.63      | -10.0%          | 3,917,361.00         | 1,895,249.93           |        |
| Surplus (Deficit)   | (87,029.00)          | 57,516.12            | -166.1%         | (195,954.00)      | 238,781.65        | -221.9%         | (149,260.00)         | 250,476.65             |        |



|                   | 10       | 20        | 21        | 22       | 23      | 24      | 25      | 26     | 27   | 28 | 30      | 32          | 50        | 51      | 60     | 70       |                  | Original<br>Projection | Difference      |
|-------------------|----------|-----------|-----------|----------|---------|---------|---------|--------|------|----|---------|-------------|-----------|---------|--------|----------|------------------|------------------------|-----------------|
|                   | Corp     | rec       | Donations | spec rec | ins     | audit   | paving  | police | imrf | ss | conc    | development | Golf      | pool    | bonds  | capital  | total            |                        |                 |
| 1/1/2013          | 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  | <b>1,370,114</b> | <b>1,370,114</b>       | -               |
| January           |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Receipts          |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Replacement Taxes | 6,061    |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 6,061            | 3,500                  | <b>2,561</b>    |
| Shelters          | -        |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | -                | 50                     | <b>(50)</b>     |
| User Fees         |          | 13,079    |           | 5        | 1       | 0       | 2       | 0      |      |    | 615     |             | 1,003     | -       |        |          | 14,697           | 14,936                 | <b>(239)</b>    |
| Misc              | 55       | 1         | 6         | 5        | 1       | 0       | 2       | 0      |      |    |         | 1           |           |         | 0      | 138      | 209              | 50                     | <b>159</b>      |
| Expenses          | (38,488) | (66,901)  | -         | (80)     | (1,902) | -       | -       | -      | -    | -  | (1,619) | -           | (26,235)  | (545)   | -      | (12,420) | (148,190)        | (158,912)              | <b>10,722</b>   |
| 1/31/2013         | 36,717   | (5,041)   | 220,684   | 214,210  | 40,076  | 17,023  | 72,923  | 7,990  | -    | -  | 27,878  | 31,411      | (253,625) | 3,097   | 12,646 | 816,903  | <b>1,242,891</b> | <b>1,229,738</b>       | <b>13,153</b>   |
| February          |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Receipts          |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Replacement Taxes |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 795              | 750                    | <b>45</b>       |
| Shelters          | 795      |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 12,181           | 14,068                 | <b>(1,887)</b>  |
| User Fees         |          | 12,021    |           |          |         |         |         |        |      |    | 50      |             | 109       | -       |        |          | 91               | 50                     | <b>41</b>       |
| Misc              | 0        | 0         | 5         | 3        | 1       | 0       | 1       | 0      |      |    |         | 0           |           |         | 0      | 79       |                  |                        |                 |
| Expenses          | (36,541) | (69,990)  | -         | -        | (5,325) | -       | -       | -      | -    | -  | (2,676) |             | (37,080)  | (402)   | -      | (11,068) | (163,082)        | (144,046)              | <b>(19,036)</b> |
| 2/28/2013         | 970      | (63,009)  | 220,689   | 214,213  | 34,752  | 17,023  | 72,924  | 7,990  | -    | -  | 25,252  | 31,412      | (290,596) | 2,696   | 12,646 | 805,914  | <b>1,092,875</b> | <b>1,100,560</b>       | <b>(7,685)</b>  |
| March             |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Receipts          |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Replacement Taxes | 1,897    |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 1,897            | 2,100                  | <b>(203)</b>    |
| Shelters          | 600      |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 600              | 550                    | <b>50</b>       |
| User Fees         |          | 11,801    |           |          |         |         |         |        |      |    | 672     | -           | 84,291    | 60      |        |          | 96,824           | 109,421                | <b>(12,597)</b> |
| Misc              | 487      | 107       | 3         | 3        | 0       | 0       | 1       | 0      |      |    |         | 0           | 582       |         | 0      | 68       | 1,252            | 50                     | <b>1,202</b>    |
| Expenses          | (45,803) | (69,819)  | -         | -        | (3,185) | (3,350) | (4,330) | -      | -    | -  | (2,391) | -           | (47,412)  | (645)   | -      | (10,397) | (187,331)        | (187,694)              | <b>363</b>      |
| 3/30/2013         | (41,848) | (120,920) | 220,692   | 214,216  | 31,568  | 13,673  | 68,595  | 7,990  | -    | -  | 23,533  | 31,412      | (253,135) | 2,111   | 12,646 | 795,585  | <b>1,006,117</b> | <b>1,024,987</b>       | <b>(18,870)</b> |
| April             |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Receipts          |          |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          |                  |                        |                 |
| Replacement Taxes | 9,610    |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 9,610            | 7,700                  | <b>1,910</b>    |
| Shelters          | 960      |           |           |          |         |         |         |        |      |    |         |             |           |         |        |          | 960              | 1,350                  | <b>(390)</b>    |
| User Fees         |          | 8,913     |           |          |         |         |         |        |      |    | 7,909   | 27,531      | 46,023    | 11,414  |        |          | 101,790          | 84,766                 | <b>17,024</b>   |
| Misc              | 10,851   | 0         | 8         | 2        | 0       | 0       | 1       | 0      |      |    |         | 1           |           |         | 0      | 66       | 10,928           | 10,825                 | <b>103</b>      |
| Expenses          | (33,914) | (61,675)  | -         | (3,250)  | (2,523) | (8,300) | -       | -      | -    | -  | (9,268) | -           | (34,560)  | (2,080) | -      | (48,138) | (203,708)        | (255,096)              | <b>51,388</b>   |
| 4/30/2013         | (54,341) | (173,682) | 220,700   | 210,968  | 29,045  | 5,373   | 68,596  | 7,990  | -    | -  | 22,173  | 58,944      | (241,672) | 11,445  | 12,646 | 747,513  | <b>925,697</b>   | <b>874,532</b>         | <b>51,165</b>   |

|                   | 10       | 20        | 21        | 22       | 23       | 24      | 25      | 26     | 27       | 28       | 30       | 32          | 50        | 51       | 60       | 70        |           | Original   |            |
|-------------------|----------|-----------|-----------|----------|----------|---------|---------|--------|----------|----------|----------|-------------|-----------|----------|----------|-----------|-----------|------------|------------|
|                   | Corp     | rec       | Donations | spec rec | ins      | audit   | paving  | police | imrf     | ss       | conc     | development | Golf      | pool     | bonds    | capital   | total     | Projection | Difference |
| <b>May</b>        |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Receipts          |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Taxes             | 45,321   | 76,313    |           | 14,941   | 4,049    | 885     | 8       | 8      | 8,091    | 7,056    |          |             |           |          | 53,445   |           | 210,116   | 220,460    | (10,344)   |
| Transfers in/out  | 3,973    | 7,301     |           |          |          |         |         |        | (8,091)  | (7,056)  | 370      |             | 3,479     | 24       |          |           | 0         | 1,734      | (1,734)    |
| Replacement Taxes | 8,671    |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 8,671     | 5,600      | 3,071      |
| Shelters          | 745      |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 745       | 800        | (55)       |
| User Fees         |          | 16,485    |           |          | 0        | 0       |         |        |          |          | 15,568   | -           | 68,510    | 12,657   |          |           | 113,220   | 94,657     | 18,563     |
| Misc              | 223      |           | 2         | 3        | 0        | 0       | 1       | 0      |          |          |          | 1           |           |          | 1        | 50        | 280       | 50         | 230        |
| Expenses          | (58,896) | (103,015) | -         | (2,625)  | (6,040)  | (1,600) | -       | -      | -        | -        | (11,756) | -           | (52,450)  | (7,725)  | -        | (140,257) | (384,364) | (450,621)  | 66,257     |
| 5/31/2013         | (54,306) | (176,597) | 220,702   | 223,286  | 27,055   | 4,658   | 68,604  | 7,997  | -        | -        | 26,356   | 58,944      | (222,133) | 16,401   | 66,092   | 607,305   | 874,366   | 747,212    | 127,154    |
| <b>June</b>       |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Receipts          |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Taxes             | 195,967  | 329,977   |           | 64,607   | 17,509   | 3,828   | 33      | 33     | 34,984   | 30,511   |          |             |           |          | 231,097  |           | 908,544   | 881,840    | 26,704     |
| transfers in/out  | 16,840   | 30,425    |           |          |          |         |         |        | (34,984) | (30,511) | 1,987    |             | 15,208    | 1,035    |          |           | 0         | 6,936      | (6,936)    |
| Replacement Taxes | -        |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | -         | -          | -          |
| Shelters          | 1,085    |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 1,085     | 2,150      | (1,065)    |
| User Fees         |          | 13,834    |           |          | 0        | 0       |         |        |          |          | 36,226   |             | 72,457    | 27,610   |          |           | 150,127   | 136,162    | 13,965     |
| Misc              | 52       | 1         | 502       | 2        | 0        | 0       | 1       | 0      |          |          |          | 0           |           |          | 2        | 3,294     | 3,855     | 50         | 3,805      |
| Expenses          | (44,514) | (69,623)  |           | (2,100)  | -        | -       |         | -      | -        | -        | (24,077) | -           | (44,320)  | (18,191) | (20,344) | (22,355)  | (245,523) | (418,546)  | 173,023    |
| 6/30/2013         | 115,124  | 128,017   | 221,204   | 285,795  | 44,564   | 8,486   | 68,637  | 8,030  | -        | -        | 40,492   | 58,945      | (178,788) | 26,856   | 276,848  | 588,244   | 1,692,454 | 1,355,804  | 336,650    |
| <b>July</b>       |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Receipts          |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Taxes             | 8,000    | 13,470    |           | 2,637    | 1,238    | 156     | 1       | 1      | 1,428    | 1,246    |          |             |           |          | 9,434    |           | 37,611    | 22,046     | 15,565     |
| transfers in/out  | 401      | 166       |           |          |          |         |         |        | (1,428)  | (1,246)  | 386      |             | 625       | 1,096    |          |           | -         | 172        | (172)      |
| Replacement Taxes | 8,473    |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 8,473     | 4,900      | 3,573      |
| Shelters          | 2,320    |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 2,320     | 600        | 1,720      |
| User Fees         | -        | 8,391     |           |          |          |         |         |        |          |          | 24,169   | 2,000       | 68,564    | 13,761   |          |           | 116,884   | 126,303    | (9,419)    |
| Misc              | 568      |           | 7         | 8        | 0.5      | 0       | 2       | 0      |          |          |          | 2           |           |          | 9        | 52        | 648       | 50         | 598        |
| Expenses          | (40,631) | (72,853)  |           | (38,683) | (29,765) | -       | (6,969) | -      | -        | -        | (26,284) | -           | (54,813)  | (26,831) | -        | (15,365)  | (312,193) | (339,598)  | 27,405     |
| 7/31/2013         | 94,254   | 77,192    | 221,211   | 249,757  | 16,037   | 8,643   | 61,672  | 8,032  | -        | -        | 38,762   | 60,947      | (164,412) | 14,881   | 286,291  | 572,931   | 1,546,197 | 1,170,277  | 375,920    |
| <b>August</b>     |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Receipts          |          |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           |           |            |            |
| Taxes             | 44,896   | 75,598    |           | 14,801   | 22,312   | 877     | 7       | 7      | 8,015    | 6,990    |          |             |           |          | 52,945   |           | 226,449   | 66,138     | 160,311    |
| transfers in/out  | 3,624    | 6,108     |           |          |          |         |         |        | (8,015)  | (6,990)  | 581      |             | 3,596     | 1,096    |          |           | -         | 520        | (520)      |
| Replacement Taxes | 889      |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 889       | 1,400      | (511)      |
| Shelters          | 895      |           |           |          |          |         |         |        |          |          |          |             |           |          |          |           | 895       | 650        | 245        |
| User Fees         |          | 35,377    |           |          |          |         |         |        |          |          | 23,309   |             | 71,492    | 4,764    |          |           | 134,942   | 134,229    | 713        |
| Misc              | 383      |           | 8         | 7        | 1        | 0       | 2       | 0      |          |          |          | 2           |           |          | 8        | 43        | 453       | 50         | 403        |
| Expenses          | (48,694) | (87,577)  | -         | (1,313)  | (1,188)  | -       | -       | -      | -        | -        | (17,096) | -           | (69,683)  | (22,914) | -        | (54,385)  | (302,848) | (283,469)  | (19,379)   |
| 8/31/2013         | 96,247   | 106,698   | 221,219   | 263,253  | 37,162   | 9,520   | 61,681  | 8,039  | -        | -        | 45,556   | 60,948      | (159,007) | (2,173)  | 339,244  | 518,589   | 1,606,976 | 1,089,795  | 517,180    |

|                   | 10       | 20       | 21        | 22       | 23      | 24      | 25       | 26     | 27       | 28       | 30       | 32          | 50        | 51      | 60        | 70        |                  | Original         |            |
|-------------------|----------|----------|-----------|----------|---------|---------|----------|--------|----------|----------|----------|-------------|-----------|---------|-----------|-----------|------------------|------------------|------------|
|                   | Corp     | rec      | Donations | spec rec | ins     | audit   | paving   | police | imrf     | ss       | conc     | development | Golf      | pool    | bonds     | capital   | total            | Projection       | Difference |
| <b>September</b>  |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Receipts          |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Taxes             | 184,800  | 340,200  |           | 73,920   | 18,060  | 3,948   | 42       | 42     | 36,120   | 31,500   |          |             |           |         | 237,300   |           | 925,932          | 925,932          |            |
| transfers in/out  | 17,587   | 29,830   |           |          |         |         |          |        | (36,120) | (31,500) | 2,068    |             | 23,738    | 1,680   |           |           | 7,283            | 7,283            |            |
| Replacement Taxes |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | -                | -                |            |
| Shelters          | 500      |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 500              | 500              |            |
| User Fees         |          | 14,808   |           |          |         |         |          |        |          |          | 10,350   | -           | 25,933    | -       |           |           | 51,091           | 51,091           |            |
| Misc              | 50       |          | -         |          |         |         |          |        |          |          |          |             |           |         |           |           | 50               | 50               |            |
| Expenses          | (44,605) | (78,481) | -         | (54,000) | (2,000) | -       | -        | -      | -        | -        | (11,231) | -           | (51,088)  | (4,763) | -         | (5,700)   | (251,868)        | (251,868)        |            |
| 9/30/2013         | 254,579  | 413,055  | 221,219   | 283,173  | 53,222  | 13,468  | 61,723   | 8,081  | -        | -        | 46,743   | 60,948      | (160,424) | (5,256) | 576,544   | 512,889   | <b>2,339,964</b> | <b>1,822,783</b> |            |
| <b>October</b>    |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Receipts          |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Replacement Taxes | 8,400    |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 8,400            | 8,400            |            |
| Shelters          | 100      |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 100              | 100              |            |
| User Fees         |          | 9,971    |           |          |         |         |          |        |          |          | 7,871    | -           | 22,795    | -       |           |           | 40,637           | 40,637           |            |
| Misc              | 50       |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 50               | 50               |            |
| 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        | 219,346  | 357,596  | 221,219   | 268,173  | 47,472  | 13,468  | 61,723   | 8,081  | -        | -        | 48,626   | 60,948      | (182,816) | (7,042) | 576,544   | 510,389   | <b>2,203,727</b> | <b>1,686,546</b> |            |
| <b>November</b>   |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Receipts          |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Taxes             | 17,600   | 32,400   |           | 7,040    | 1,720   | 376     | 4        | 4      | 3,440    | 3,000    |          |             |           |         | 22,600    |           | 88,184           | 88,184           |            |
| transfers in/out  | 1,675    | 2,842    |           |          |         |         |          |        | (3,440)  | (3,000)  | 198      |             | 2,261     | 159     |           |           | 695              | 695              |            |
| Replacement Taxes |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | -                | -                |            |
| Shelters          | -        |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | -                | -                |            |
| User Fees         |          | 12,809   |           |          |         |         |          |        |          |          | 1,239    | -           | 14,714    | -       |           |           | 28,762           | 28,762           |            |
| Misc              | 50       |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 50               | 50               |            |
| Bond Proceeds     |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 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        | 191,561  | 325,289  | 221,219   | 265,213  | 47,192  | 13,844  | 61,727   | 8,085  | -        | -        | 45,173   | 60,948      | (214,999) | (8,399) | 137,588   | 964,889   | <b>2,119,330</b> | <b>1,602,149</b> |            |
| <b>December</b>   |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Receipts          |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           |                  |                  |            |
| Taxes             |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | -                | -                |            |
| Replacement Taxes | 1,400    |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 1,400            | 1,400            |            |
| Shelters          |          |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | -                | -                |            |
| User Fees         |          | 5,462    |           |          |         |         |          |        |          |          | 345      | -           | 3,569     | 8,966   |           |           | 18,342           | 18,342           |            |
| Misc              | 16,212   |          |           |          |         |         |          |        |          |          |          |             |           |         |           |           | 16,212           | 16,212           |            |
| 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        | 173,310  | 252,089  | 221,219   | 255,213  | 45,192  | 13,844  | 61,727   | 8,085  | -        | -        | 43,713   | 60,948      | (249,911) | (211)   | 57,245    | 770,164   | <b>1,712,627</b> | <b>1,195,446</b> |            |
| change            | 104,222  | 203,309  | 541       | 40,928   | 3,215   | (3,178) | (11,194) | 96     | -        | -        | 14,831   | 29,538      | (21,517)  | (3,853) | 44,599    | (59,022)  | 342,513          | (174,668)        |            |

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 18, 2013

**Administrative Initiatives** (9/1/13 – 9/30/13)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Helped with the 90<sup>th</sup> Anniversary Special Event on September 14<sup>th</sup>.
- Volunteered at Sycamore Chamber of Commerce Block Party.
- Began to set up appointments with sales representatives to go over market trends and top sellers in the golf industry as per Goals and Objectives.
- Held September Pro Shop Merchandise Sale to reduce remaining inventory as per Goals and Objectives.
- Held final rounds of the Annual Sycamore Golf Club Club Championship reducing the prizes as directed.
- Coordinated and administered 4 major golf events in September, Voluntary Action Center, Auto Meter, Masatono Open and a new event Riverside Community Church which had more than 260 participants. Also coordinated 7 high school golf meets.
- Served as Rules Official for all high school golf meets.

- Contacted EZGO Corporate with possible cart trade in serial numbers to get an estimate on trade value.
- Attended Board Study Session.
- **Administrative Initiatives** (10/1/13 – 10/31/13)
- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Coordinate Pumpkin Fest cart entry for parade.
- Attend Chamber of Commerce Ribbon Cutting.
- Coordinate and administer Illinois High School Association Girls Regional Golf Meet and serve as Rules Official.
- Continue Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Hold “Exercises for Better Golf” Seminar.
- Host the Annual Pumpkin Scramble.
- Attend Board of Commissioners study sessions as requested.
- Help with Touch-A-Truck park district event.
- Update golfer mailing list through EZLinks, Groupon and Group Golfer data bases into one format for fall and spring mailing.
- Continue to set up appointments with sales representatives to go over market trends and top sellers in the golf industry as per Goals and Objectives.
- Schedule meeting with EZGO representative to begin the final steps for trading in older carts for newer models.

- Continue to reduce part time staff hours as play decides and weather changes.
- End all league play for the season and meet with all league coordinators for the 2014 season.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 24, 2013

**Administrative Initiatives** (9/1/13-9/30/13)

**Golf**

- Cooler temperatures and timely rains have the turf on the course looking good as we head into the fall season. Three inches of rain fell the last two days of August and one inch on the 15<sup>th</sup> of September.
- Staff continues to keep up with all mowing, trimming, weed eating, weeding of landscape beds. Fungicides were applied to all main areas the first week of September as the heat surged. We are now spot applying grub control when needed as raccoons and skunks are digging for food near some greens and tees.
- Several more dead trees have been removed and their stumps cut out as time allows. We will be meeting soon to plan for some replacement of removed trees.
- A sink hole on the left edge of 12 fairway has been repaired. Over time, the large drain line which runs from the sports complex to the river, settled and crushed a clay tile line which crosses underneath it causing water to push to the surface. The clay tile was replaced with a stronger material, and the large drain line braced for support.
- Works continues on placing wainscoting and trim in the lower office and hall area where flood damage occurred as time allows. The board room portion has been completed and the area will be used for storage.
- Hired a new seasonal staff member as others have left for school.

- Have been in contact with ERA engineers about the paving east and southeast of the clubhouse. The work should take place the first week of October. Our staff will remove the parking blocks and wood bordering the east lot shrub beds later this month.
- Solid tine aerifying will begin soon on the fairways; greens will be completed in October. Fairways, tees, and greens were fertilized in mid-September.
- The golfer statue donated by Jack Henne was installed by staff under the west pro shop window. The statue is anchored in several bags of concrete for security.

## Sports

- Girls' softball has started their fall league. They play Saturday afternoons thru mid- October on anywhere from two to five fields at a time.
- AYSO soccer continues and I talk or meet with Steve Sapita weekly to discuss field or other issues. Staff continues to mow and paint field lines weekly or as needed.
- KYFL football started on August 29<sup>th</sup> and they play every Thursday night. Fields have already been measured and lined in the outfields of ball fields one and four. Bleachers from the ball fields have been placed next to the fields for the spectators.
- I had a high aerial light company out to reposition several lights on field #1. They also changed a few bulbs and replaced two broken lens covers.
- We also prepared for and hosted a couple of weekend all day high school aged travel baseball tournaments on field #1.



- Staff continues frequent mowing, line painting, ball field prep, and painted the Lions Building by field #1.
- The pool closed on August 21<sup>st</sup>. No major mechanical problems need attention prior to opening next spring. We will be replacing some older valves and flanges in the mechanical room.

### **Parks**

- Staff is doing their best to keep up with the mowing, weed eating, path cleaning, and trimming of the turf as growth continues at a steady rate.
- Staff has also removed overhanging limbs along the paths at Merry Oaks Drive and at Leon Larson Park, added rip-rap and rebar support to the walk bridge at Merry Oaks path near North School, added and repaired eroded rock on the bank at Lake Sycamore, checked and repaired playground equipment at all parks, replaced several worn fence pieces at the Good Tymes Shelter, and hired and trained a new seasonal staff member to replace another who moved on. Dead trees have also been removed at the park area south of the administration offices.
- Fireworks and Fun – Staff and I were responsible for stage and picnic table set-up, ordering more port-o-pots, setting up several parking aisles of rope and stakes, mowing and manicuring the grounds, measuring and painting a safety perimeter line to keep spectators away from the fireworks, I met twice with the Fire Chief to discuss crowd and parking rules, night of the event I helped with parking and patrolled the safety perimeter to keep the crowd in safe areas. After the event we removed the stage and parking ropes, emptied garbage, and cleaned the park of trash and firework debris.
- I have been monitoring algae and submerged weed levels on all of our ponds and have had them treated as needed by Marine Biochemist. We should be

done with treatments for the remainder of the season. They will be doing a fish inventory for us at Lake Sycamore at the end of the month at which time we might stock some new fish in the Lake.

- Attended staff, board, CAC, and long range planning committee meetings.
- For goals and objectives, have completed drafting current maintenance practices at individual parks along with frequency of practices, and an inventory list of amenities at each park, have also started working on updating equipment inventory at the shop for replacement schedules.
- I have been conducting playground inspections and recording results. Worn parts have been replaced on various play structures as needed.
- Attended PDERMA intro training meeting.
- Staff completed new signage and kiosk installation for bike route which runs through the park and golf course. I participated in the Kish Wellness group bike ride through the town and a few of our trails.
- Met with Bart Desch and Farm and Fleet manager about the Touch-a-Truck event at the end of the month.
- Completed budget projections for remainder of the year for all areas of maintenance.
- Worked with Dan Gible and PHN architects on resubmittal changes for the ADA project.

### **Administrative Initiatives** (10/1/13-10/31/13)

- AYSO will conclude the third week of October, and I will meet with Steve Sapita weekly to discuss any issues they have.

- Golf course aerating and tree removal and replanting will continue. I will start to price out snow mold disease protective products for the November applications.
- Staff will start work on a new separate ladies tee south of the creek for the 16<sup>th</sup> hole.
- Will continue working on objectives for the two year strategic plan, specifically equipment replacement information, and start to develop a standard of care program for maintaining our facilities.
- Will meet with Encap to discuss possible prairie and low mow areas to be added to the golf course.
- Will meet with an auction company to discuss transport and selling of our approved auction items.
- Attend all staff, board, CAC, and long term planning meetings.
- We will acquire mini excavator and train staff on safety and operation.
- Will meet with PDERMA rep. to start planning of staff safety training and attend seminars this fall.
- Staff will complete repair of the lower level of clubhouse and move some clubhouse storage items into the space.
- Will continue to meet and talk with all the fall sports users groups which include: AYSO, Girls' Softball, KYFL, the travel baseball teams using field #1, and schools using the park for cross country meets.
- Will continue to coordinate the rehab of the WPA Main Shelter as the plumbers finish their portion and the electricians coordinate theirs.

- Will continue to gather information from playground reps. to look into possibility of replacing the recently removed climber structure at the sports concession building.
- Will work with Bart in planning for the Touch-a-Truck event at the end of September. We will have a couple pieces of Park District equipment as part of the event.
- Will work with ERA engineers as the clubhouse parking lot project begins.
- Will work with PHN architects as the ADA project continues.
- Will start work on operating and capital budget planning for all areas.
- Will collect and submit clubhouse and sports complex well water samples for required testing.
- The following page was published in the September edition of Golf Course Management magazine. A monthly publication that goes out industry wide to 30,000 subscribers all over the world. They feature a monthly photo quiz where a picture is presented of an issue on a course and at the end of the issue the solution is described. Steve Tritt sent in the picture and description after our April flood and the article was published.



## PROBLEM B

### Material on rough in springtime

**Turfgrass area:**

Rough

**Location:**

Sycamore, Ill.

**Grass variety:**

Kentucky bluegrass,  
perennial ryegrass and  
fescue

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GCM September 2013



Answers on page 100 >>>

## PROBLEM B

When Jeff Donahoe took over as the superintendent at Sycamore Golf Club, located in northern Illinois, he was warned about flooding issues, but dismissed the warning. Fifteen years and at least 15 floods later, he has accepted floods as an annual event. Through the years, Donahoe has seen floods leave picnic tables, tires, tons of mud and a multitude of dead animals and plant debris ranging from cornstalks to tree-size branches. It was this last flood that surprised him and his staff most. When the waters receded, there was a haystack-shaped pile of cornstalks, sticks and mud neatly left behind. Because the ground was still saturated from the flood, the pile had to be removed manually. A crew of four armed with pitchforks and scoop shovels had to load two separate turf utility vehicles six times.

Photo submitted by Steve Tritt, the assistant superintendent at Sycamore (Ill.) Golf Club and a 10-year GCSAA member. Jeff Donahoe, the GCSAA Class A superintendent, is an 18-year member of the association.



If you would like to submit a photograph for John Mascaro's Photo Quiz, please send it to:  
John Mascaro, 1471 Capital Circle NW, Suite #13, Tallahassee, FL 32303, or e-mail to [john@turf-tec.com](mailto:john@turf-tec.com).

If your photograph is selected, you will receive full credit. All photos submitted will become property of GCM and GCSAA.

**JACOBSEN**  
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100 GCM September 2013

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: September 24, 2013

**Administrative Initiatives:** 09/01/13 – 09/30/13

- Solicited and received a financial commitment from Kiswaukee Health Systems for the purchase of a sign promoting the upcoming “Touch a Truck” event. This sign will be placed on the corner of Rt.23 and Peace Road.
- Facilitated the “Fireworks and Fun” event on September 14. Thanks to the 90<sup>th</sup> committee members who worked hard to make this a success.
- Reviewed the Request for Technology RFP and proposals submitted per the Director’s request. Submitted input regarding the three different proposals.
- Attended the CAC meeting on September 5.
- Attended the Board study session on September 11.
- Began the planning process for the next newsletter. This newsletter is tentatively scheduled to be mailed out in November. Staff and Board will be contacted regarding this.
- Met and facilitated the new cleaning process that the District will be using. Sparkle Cleaning will be providing the janitorial services. Toured and reviewed the cleaning they will provide, at each facility.
- Contacted Illiani Security regarding the cleaning service and secured code numbers for them for each facility. Keys to each facility were also secured and provided. Also contacted USA Central Station monitoring regarding the changes and to let them know about the changes.
- Facilitated the “Touch a Truck” event on September 28. As of print time, a total of --  
- trucks participated.
- Guest DJ’d on B96 radio on September 11 to promote the “Fireworks and Fun” 90<sup>th</sup> event and other happenings at the District. This is part of Goal 4, objective 6 of the short term goals and objectives.

- Met with numerous staff regarding the beginning of classes this month. Staff includes; aerobics, horseback riding, archery, All Star Sports and fast pitch softball.
- Facilitated several requests for use of the Sports Complex, including the Sycamore Sting, Wasco baseball and Sycamore Girls Softball.
- Donated a 2014 family pool pass for the fundraiser being held by the Sycamore Education Foundation.
- Facilitated the two “Community Health and Fun Fairs” on September 14 and 21<sup>st</sup>. The first was at Kiwanis East Park with the second being at Founders Park. Several groups participated, Kishwaukee Health Systems, Sycamore Integrated Health, Northern Rehab Therapy and the Midwest Museum. This is part of Goal 5, objective 8 of the short term goals and objectives.
- Co-wrote and submitted a press release regarding the 90<sup>th</sup> Photo contest. This was submitted to local papers.
- Attended the first “Youth Sports Leaders” meeting on September 10 at the Clubhouse. This was part of goal
- Submitted facility requests to the School District for programs in 2014.
- Met with our sole sponsor for the “Fireworks and Fun” event. Tami Armstrong and I went over past marketing and promotions efforts (she was quite pleased) and the day itself.
- Met with staff from PDRMA and other staff regarding Unemployment Compensation and claims on September 5.
- Attended and facilitated the Middle School Dance on September 13. Staff handed out new registration forms and greeted the youth.
- Will conduct staff training on September 25 & 26 for front desk staff. This is part of Goal 5, objective 10 of the short term goals and objectives.
- Gave an interview to the Dekalb Chronicle regarding the 90<sup>th</sup> “Fireworks and Fun” event.
- Contacted a local Girl Scout troop who had indicated interest in providing volunteers for the Fall Fishing Derby.
- Started contacting park district’s regarding cleaning services and how they facilitate the cleaning of their respective buildings.
- Gave a post event interview to the Chronicle regarding the 90<sup>th</sup> Fireworks and Fun”.

- Met with staff from Sycamore Baseball and received the keys to the Sports Complex back from them.
- Contacted the two agencies assisting us in the “Touch a Truck” event regarding handing out flyers about the event a week in advance or at least having flyers available at their respective place of business. This includes Culvers and Farm and Fleet.
- Wrote and turned in to the Director answers to the Top 10 questions for the Sycamore Park District’s Vision 2020.
- Provided to the Pumpkinfest committee information regarding the District’s Halloween programming so it can be included in the Pumpkinfest trifold brochure.

**Administrative Initiatives:** 10/01/13 – 10/31/13

- Will assist with the “Sycamore Day” that the City is sponsoring on October 5, if needed.
- Will conduct the Fishing Derby on October 12.
- Will write and submit a grant request to the Mary E. Stevens Concert and Lecture Fund regarding funding for the 2014 Summer Concert Series.
- Will begin writing the bid for cleaning services for 2014 for our facilities.
- Will meet with the Director and the Recreation Supervisor regarding recreation space at South Prairie Middle School and possible programming.
- Will attend the Sept. 8 Board work study session.
- Will contact past advertisers such as Northern Rehab to gauge their interest in placing print ads in the 2014 park District Guides.



- Continue contacting other agencies regarding repair/replacement schedules and if they do them. Many agencies are replying that they lease and then are able to change equipment every three to four years. A path to consider for the future possibly.
- Will continue to contact agencies about their recreation software and their opinions. This is part of Goal 2, objective 14 of the short term goals and objectives.
- Will meet with the officials from Sycamore Girls softball regarding the past season at the conclusion of their Fall season. This is part of Goal 3, objective 9 of the short term goals and objectives.
- Continue to collect 90<sup>th</sup> event literature from all the events to keep for the future.
- Will set up a meeting with AYSO at the end of the month to discuss the past season and to plan for the future. This is part of Goal 3, objective 9 of the short term goals and objectives.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: September 24 2013

**Administrative Initiatives** (9/1/13 – 9/30/13)

- Held Board Study Session to develop goals for Vision 2020.
- Updated Agenda Planner for Staff/Board.
- Began Fiscal Year 2014 Operating Budget preparation.
- Distributed Personnel Policy Manual to all full-time and IMRF Eligible position employees.
- Let out for bid 2013 ADA work, and Award at October Study Session.
- Served on Sycamore Chamber Long Range Planning Committee.
- Continued meeting with community leaders.
- Planned for an early Fall full-time staff/board appreciation event.
- Conducted Vision 2020 Planning Sessions.
- Began Community Survey process.
- Reviewed Proposals for Technology Study, and awarded contract at September Study Session.
- Refined Spreadsheets for Cost Scenarios for Vision 2020.
- Attend Meetings/Serve On:
  - KSRA
  - Living Healthy DeKalb
  - Rotary

- Chamber
- Began reviewing trail easement needs, and IDOT Grant opportunities for 2014.
- Planned October Public Hearings.

**Administrative Initiatives** (8/1/13 – 8/31/13)

- Attend CAC meeting.
- Award Year 1 ADA work.
- Begin meeting with Board/Community Leaders on Vision 2020.
- Finalize Draft Vision 2020.
- Update Agenda Planner and Distributed to Board/Administrative Staff.
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Attend “Live Healthy DeKalb County” meeting.
- Plan Presentation on Land Issues: Plats, Easements, Acreage, Plans
- Meet with IDOT Land Acquisition and Grant Personnel re: Trails.
- Planned meetings with Sycamore Creek HOA and meet with City Manager about North Grove Crossing and Reston Ponds.
- Distribute the RFP for an independent consultant to assess and modify our website.
- Coordinated meetings with Bond Finance counsel on debt service matters for current bonds and future planning.
- Meet with YMCA Director regarding possible partnerships.

**Minutes of the Regular Meeting of the Sycamore Park District  
Citizens Advisory Committee  
Thursday, September 5, 2013**

The roll was called with Committee Members Margaret Bassett, Susan Benson, Scott Buzzard, Christiene Drake, Denny Lane, Craig Mathey, Dennis O’Sullivan, and Dave Yanke present. Committee Members Kathy Countryman, Brian Gregory, Doug Kenney, Greg Martin, and Rose Treml were absent. Park Staff present were Supt. of Recreation Desch, Supt. of Parks & Facilities Donahoe, Director Gibble and Recording Secretary Freeman.

**Agenda Approval**

**Motion**

CM Benson made a motion to approve the agenda. CM Lane seconded the Motion.

**Voice Vote**

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 8-0.

**Minutes Approval**

**Motion**

CM Benson made a motion to approve the August 8, 2013 minutes. CM Lane seconded the Motion.

**Voice Vote**

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 8-0.

**New Business**

**Park Naming**– Director Gibble informed the CAC that we will be taking possession of land in Sycamore Creek Subdivision. The intent on District was to take possession of land when 1/3 of lots were built on unless specific dates were predetermined. The process has been started to transfer the land to the District. We now need to name the Park and the Board has approved a school competition to name the Park. The District is requesting there be some history to tie to Sycamore and there will be other rules to follow. The winner will get a \$1000 Saving Bond. There will be a 2<sup>nd</sup> and 3<sup>rd</sup> place prize of \$250.00 Savings Bond. He would like to have the CAC or subgroup of the CAC to select the winner. The CAC came to a consensus that will do this and decide later if need to be broken down into subgroups for the judging.

**Discussion on Board Long Term Plan Presentation** - Chair Buzzard noted there was a lot of information at the presentation and has taken a while to digest the presentation. He asked if there were any surprises in the presentation. CM Lane noted he is hearing there is no pool in the plan right now. The people he has talked to seem to think we still need a pool now. He questioned what will happen now with the pool not being in good shape. Director Gibble noted he is now putting together a Frequently Asked Question list. He also noted that this plan is for the next 5-7 years through 2020. The pool wasn’t at the top of the priority list, but not ruling out in the future. The splash pads would be about 25% cost of even renovating the current pool. We would not be able to put a new pool in the current location since it is in a flood plain. He also noted that in the next 4 years, we will have a \$80,000 to \$90,000 ADA requirement at the pool. Chair Buzzard noted it was in the presentation a figure of about \$75,000 to \$100,000 for repairs to the pool it would be shut down. He suggested presenting this part differently or not so harshly. CM Drake noted the Browns building location is good, but can see a lot of work going into the building at a large cost. She has been to splash parks in other cities and they are usually

Minutes of the Regular Meeting of the Citizens Advisory Committee  
Thursday, September 5, 2013  
P. 2

**Discussion on Board Long Term Plan Presentation- cont'd**

well attended. Director Gibble noted the District would like to have public hearings on this in the fall. He would like the CAC to test and refine. Between now and December would have more public input and refine it further. CM Yanke noted when decision is made to get the word out soon so the correct information is out there. There was discussion at this time on what the Board and staff can do legally to get the word out. He noted the CAC is not bound by the same laws, so they can be on a Friends of the Park group. CM Benson asked if there really was big need for a dog park once the newness would wear off. CM Lane noted there is a large group of dog owners in the community and some have no place for their dogs to run. CM Yanke noted there are people in the area that drive to Rockford or Batavia for a dog park. Director Gibble noted the CAC can send him their questions or thoughts on all of this. CM O'Sullivan asked about the history of referendums for the District. Director Gibble noted the District has never had a referendum that he can find. CM Mathey is concerned too many wants on the list and could be an negative to ask for too much since the economy has not turned around yet. Director Gibble noted there will always be a percentage of people no matter what that will not support anything. CM Benson noted this would be supporting the future of Sycamore. Director Gibble asked the group to think about the package and let him know what they think to be discussed at the next meeting.

- The next CAC meeting will be October 3rd, 2013 at 7:15 a.m.

**Adjournment** –

**Motion**

The Citizens Advisory Committee adjourned at 8:15 a.m. on a motion made by CM Mathey. The motion was seconded by CM Drake.

**Voice Vote**

CM Buzzard called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 7-0.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary

Dear Jeff:

Congratulations on successfully completing Year I of the Park and Recreation Maintenance Management School! Your performance on the exam tied you for the high score out of the class of 117 participants and qualified you for a Robert E. Sternloff Scholarship for Year II.

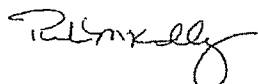
As you are aware, the Maintenance Management School is a two-year program designed to provide an educational setting to explore philosophies and techniques of maintenance and maintenance management, provide training opportunities for persons who have responsibilities or interests in these fields, and create a better understanding of the need for quality maintenance management in the planning, development, and operation of park and recreation facilities. We hope your first year experience addressed these objectives and prepared you for the second year of the program.

The Sternloff scholarship is named for the original director of the school and funds your tuition for the school (\$525). You or your agency will still be responsible for your travel, food and lodging expenses while attending the school. When registering for Year II, please include a cover letter or note indicating that you are a Sternloff Scholarship winner and will be paying for your food and lodging only.

Registration to the Maintenance Management School is done on a first come, first served basis and registration will be closed once the maximum number of registrants has been reached, we urge you to register as soon as possible so you do not miss this opportunity.

Again, congratulations on your outstanding performance and we look forward to seeing you in January for Year II of the school. Have a great summer!

Sincerely,



Phil McKnelly, School Director  
Maintenance Management School



# Sycamore

PARK DISTRICT

Established 1923

940 East State Street  
Sycamore, IL 60178  
email: [info@sycamoreparkdistrict.com](mailto:info@sycamoreparkdistrict.com)

(TEL) 815/895-3365  
(FAX) 815/895-3503  
[www.sycamoreparkdistrict.com](http://www.sycamoreparkdistrict.com)

September 20, 2013

Mr. Michael Cullen, President & CEO  
The National Bank and Trust Company of Sycamore  
230 West State Street  
Sycamore, Illinois 60178

Dear Mike:

On behalf of the Sycamore Park District I extend our sincere thanks for making possible this year's 90<sup>th</sup> Anniversary Events. Our photo contest in December will conclude this year-long celebration, and we hope you feel you have supported a quality set of events, and a good cause. We also hope you feel we have followed through and exceeded your expectations for exposure of your brand. We have made sure to deliver on a:

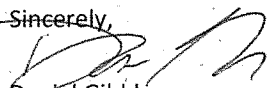
- A. Singular Presentation of the NB&T logo on all promotion in two of our seasonal brochures. Each has a circulation, by direct mail, to 8,500 households.
- B. Singular Presentation of the NB&T banner at all events and activities detailed in the attachments.
- C. Singular Credit in all Press Releases about our activities and events for the 90<sup>th</sup>.

Bart Desch from my staff will share examples with Tami Armstrong from your staff of all the various promotional items on which NB&T has received credit in order to give you an idea of the extent of your exposure.

Last Saturday's event peaked in attendance at the end of the evening with over 2,500 in attendance. Business leaders and community members have expressed great appreciation so extensively that we are seriously considering making the fireworks an annual event. Over 8,600 individuals viewed the Facebook posting of a picture from the fireworks show that mentioned NB&T's sponsorship. We are proud and hope you are too.

Once, again, thank you for your support.

Sincerely,

  
Daniel Gibble  
Executive Director

cc: Bart Desch, Board of Commissioners

"Sycamore Park District - we put the MORE in Sycamore"  
"Sycamore Park District is an equal opportunity provider and employer"

**SYCAMORE PARK DISTRICT**

Board of Commissioners

Date of Board Meeting: September 24, 2013

**STAFF RECOMMENDATION****AGENDA ITEM: DISCUSSION OF BOARD ROLES: Presentation and Questions****BACKGROUND INFORMATION:**

In an effort to provide the Board with the best information possible, Derke Price will be present to provide you information and allow for Q&A on your roles moving forward.

Attached is a sheet of background information you may wish to read prior to coming to the meeting.

**FISCAL IMPACT:** Derke's time.

**STAFF RECOMMENDATION:** Review of presentation and questions.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



## How To Advance Your Referendum Without Using Public Funds For Political Purposes

Occasionally, public entities become involved in political campaigns to support candidates or referenda to advance the interests of their governmental bodies. While public officials still have their First Amendment rights to free speech, they must be aware of those laws which require them to keep their interests as public officials separate from their personal interests.

One area where this separation is sometimes challenging relates to the use of public funds to support or oppose a cause. Article VIII, section 1(a) of the Illinois Constitution prohibits the expenditure of public funds for private purposes. This Constitutional prohibition, especially when construed with other ethics legislation, makes it clear that public funds cannot be expended to advance political interests, even if those political interests are closely aligned with the public entity's mission. The State Officials and Employees Ethics Act, made applicable to units of local government through 5 ILCS 430/70-5, requires governing boards to adopt ordinances prohibiting the use of public funds for all types of political activities, including campaign strategizing, petition checking, referendum polling, and the preparation of campaign literature. Accordingly, a governmental unit cannot use public funds to support or oppose any candidate or referendum, even if the candidates are unopposed or the referendum was initiated by the public body's governing board.

However, the Illinois Election Code does expressly permit public entities to expend public funds for the narrow purpose of disseminating "factual information relative to" a referendum. 10 ILCS 5/9-25.1. The challenge for most public officials is in navigating the fine line between what information is factual and what information is potentially argumentative or political advocacy. Many public officials view tax rate increases or bond referenda as such an integral part of their mission that they have a difficult time understanding that they may not, and why they may not, use public funds or resources to promote "yes" votes on the referendum which will provide needed dollars to support the recreational objectives of their constituents. Because of the strict rules that govern the expenditure of public funds, officials who wish to remain out of trouble with the law are well-advised to take the most

conservative course possible and maintain a strict wall of separation between the public body as a governmental entity and any pro- or anti-referendum organization.

What can public officials do to legally support a referendum? The governmental unit, as an entity, may not disseminate information urging any elector to vote for or against a referendum. This is considered impermissible advocacy which would violate the Constitutional and statutory limitations regarding the use of public funds. However, it is important to note that public officials can engage in advocacy on their own time and without expending public funds. If an official wants to walk door-to-door to encourage voters to vote for a referendum, while passing out materials that she created and copied at her own expense, such action is entirely legal.

Public bodies can also legally disseminate "factual information" because such activity is considered to be educational or informational. They may legally disseminate factual information regarding the referendum, as long as that information does not cross the line into advocacy. Appropriate factual information would include citing official statistics about enrollment in governmental programs, demographics, projections, results of community surveys of district priorities, the age and status of existing buildings and facilities. Avoid drawing opinionated conclusions such as that the government "must have" a particular "valuable" or "badly needed" improvement. The law also allows the district to describe what it would construct with the proceeds of the bond issue or tax increase, what the date and hours of the election are, etc.

However, entities must be careful not to distribute information that is considered to be advocacy, which would include a direct appeal to someone to vote in favor or against the referendum, including such language as "vote yes", "support", or "favor". Impermissible advocacy would also include campaigning for the referendum by describing the referendum in positive, "advertising"-type terms, such as "good for our future", "badly needed", or by vividly describing the demise of programs and other dire consequences if the referendum fails. Advocacy also

*continued on page 9*

## What Can We Learn About Development Agreements From the City of Columbia?

A recent case of interest for non-home rule municipalities teaches us valuable lessons regarding the process to follow before executing an economic incentive agreement with a private developer. In Columbia Crossing, LLC v. City of Columbia, 2008 WL 2875251 (S.D. Ill. 2008), the Court held that the City, a non-home rule municipality, did not have the express or implied authority to execute a redevelopment agreement where the statutory prerequisites for granting the relief promised in the agreement had not yet been satisfied. Although Columbia Crossing is a unique case where a municipality is asking for its own redevelopment agreement to be invalidated and this factor should not be underestimated in evaluating the result, it still provides important tips for economic development professionals.

The dispute relates to a Master Development Agreement (the "MDA") that was intended to describe all of the various zoning relief and public assistance the City was to grant the developer to facilitate the development of a new interstate highway interchange within the City limits. In the MDA, the City promised to, among other things, implement sales tax rebate incentive agreements,

create tax increment financing districts and execute TIF development agreements. Following a change in the composition of the City Council, the new administration elected to renege on the MDA and refused to perform its obligations, which led to the developer filing suit.

For people who can't get enough municipal law, the Court provides a nice description of Dillon's rule and the scope of non-home rule powers. More importantly, however, is the Court's analysis of the MDA, which it treats as no more than a promise to make future agreements for which the City first has to satisfy certain statutory conditions before it is empowered make such agreements. Specifically, the Court states in relation to the sales tax rebate agreement and TIF development agreements:

A closer look, however, reveals that the authority granted under those statutes is limited by conditions the municipality must meet before the contracting authority may be exercised...In this case, the City did not make those findings before entering into the MDA. Therefore 65 ILCS 5/8-11-20 does not provide authority for the

*continued on page 14*

### Advance Your Referendum

*continued from page 3*

includes indirect appeals to someone to vote favorably, including information which is so "slanted" so as to encourage a favorable vote on the referendum.

In summary, to advance a referendum, public entities may:

1. Create and distribute factual information regarding official statistics about enrollment in programs, demographics, projections, results of community surveys of governmental priorities, the age and status of existing buildings and facilities; and
2. Pay for the creation and distribution of such information with public funds.

When engaging in referendum activities, public entities cannot:

1. Use governmental time or employees;
2. Use public facilities, including but not limited

to copy machines, furniture, rooms, office equipment, supplies, faxes, and telephones; or

3. Use public computers or e-mail addresses.

However, elected officials, as citizens, may:

1. Engage in advocacy activities in their spare time;
2. Pass out materials they generated on their own time and at their own expense;
3. Create a not-for-profit foundation, separate and distinct from the governmental entity, to raise and expend funds supporting their local issues; and
4. Send e-mails regarding their position from their personal e-mail accounts.

*- Keri-Lyn Krafthefer*

**SYCAMORE PARK DISTRICT****Board of Commissioners**

Date of Board Meeting: September 24, 2013

**STAFF RECOMMENDATION****AGENDA ITEM: SETTING DATES FOR PUBLIC HEARINGS ON VISION 2020: Recommend Approval.****BACKGROUND INFORMATION:**

In an effort to allow for additional public input on our long-range plan—VISION 2020—we need to set dates and give advance notice to the public for this opportunity. As you are aware, we have used extensive public input so far, including:

- Community Wide Survey
- Community Wide Strategic Planning Team
- Citizens Advisory Committee

In addition, we plan to:

- Meet with Community Leaders
- Conduct a follow-up Community Wide Survey

The final step is two public hearings, and then final revision of the plan for approval in December 2013.

**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** That the Board Hold Public Hearings as Follows:

1. At our Regular October Board Meeting—October 22, 2013:  
Open our meeting with up to 30 minutes at the beginning of the meeting for public comment.
2. On November 19 or 21 hold a public hearing from 7 to 8 PM.  
[NOTE: I will be out of town on the 19<sup>th</sup> for my 25<sup>th</sup> Wedding Anniversary, but I would not need to be present]

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: September 24, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: FINALIZING AND PLANNING COMMUNITY LEADER CONTACTS: Final Commitments by Board and Staff**

**BACKGROUND INFORMATION:**

In an effort to allow for additional public input on our long-range plan—VISION 2020—we need to:

1. Finalize our List of Contacts.
2. Prioritize the List into two (2) categories:
  - a. Initial Group
  - b. Follow-up Group
3. Assign Primary and Support person for each meeting.
4. Schedule Appointments.
5. Make it to the Appointments.
6. Report.

The Board created and has a copy of the list of appointment possibilities, and some of you have reported back on your willingness to meet with some of the individuals on that list.

**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** That the Board Hold Discussion and Take Action on Items 1, 2, 3, above. That should be completed at this meeting.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 24, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: 3<sup>rd</sup> QUARTER SHORT TERM STRATEGIC PLAN 2013 & 2014 GOALS AND OBJECTIVES: Review Only**

**BACKGROUND INFORMATION:** The staff and Board developed the Short Term Strategic Plan 2013 & 2014 Goals and Objectives in FY2012. These will be continually updated on a quarterly basis. Added to the last version you saw in June 2013 are any statements of progress and/or completion.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** The staff recommends the Board review the updates and discuss if needed.

**PREPARED BY:** Jeanette Freeman, Office Manager

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



## 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.*

- **MARCH 2013** -As of Friday, March, 2013 an excel spreadsheet has been developed to monitor all part-time staff usage in both hours and payroll dollars. This spreadsheet monitors hours of Pro Shop Cashiers, Cart Attendants and Rangers, as well as the Superintendent of Golf Operations.
- **JUNE 2013** - Monitoring continues as of June 1<sup>st</sup>. 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.
- **SEPT. 2013** – Monitoring continues as of September 1<sup>st</sup>. Payroll costs continue to be reduced.

### **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%*

- MARCH 2013 - The spreadsheet sited in Objective 1 will be used to reduce staff costs in 2014 by a minimum of 5%.
- JUNE 2013 - Ongoing as of June 1<sup>st</sup>.
- SEPT. 2013 – Ongoing as of September 1<sup>st</sup>.

### **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.*

- MARCH 2013 -This process began in the fall of 2012 with the ordering of 2013 inventory. Product lines have been reduced and order points have been developed to monitor inventory control measures. A new start to inventory was instituted in February, 2013 to help with this monitoring. A cycle count will be done periodically to check inventory and eliminate discrepancies.
- JUNE 2013 - 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.
- SEPT. 2013 – As of September a few minor discrepancies found. Continue to monitor prior to daily closing to minimize any errors.

### **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.*

- MARCH 2013 - During the 2013 season, golf industry market trends will be monitored closely through golf periodicals. New inventory items for 2014 will be based upon these trends.
- JUNE 2013 - Ongoing as of June 1<sup>st</sup>. Market trends will be more readily available in August of 2013.
- SEPT 2013 - Ongoing as of September 1<sup>st</sup>. Have begun looking at market trends and speaking with sales representatives.



**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.*

- **MARCH 2013** - This began with approval of the FY2013 Budget, and the first draft of the Fund Balance Cash Flow Statement has been presented to the Board.
- **JUNE 2013** - 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.*

- **MARCH 2013** - The first draft of this was presented to the Board in January 2013. It will be revised upon approval of the FY2012 Audit.
- **JUNE 2013** – 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.*

- **MARCH 2013** - The Superintendent along with the Recreation Supervisor examined the budget for the pool and made reductions in the staffing and pool supplies to reach this goal.

**Objective 8**

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

- **MARCH 2013** - The following new programs have been held and have increased recreation revenue: Hatha Yoga, Zumba Sentao & Toning, Zumba Gold and Kid Fit. The recreation staff has planned additional new programs for the Summer 2013 brochure such as Archery, Tot Rock, Kid Rock, and Skateboarding.
- **JUNE 2013** - 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.
- **SEPT 2013** – Eleven new programs were added in the Fall of 2013. These include Jazz It Up, Fast Pitch Softball, Music Together, Knit and Crochet and Animal Explorers.

**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.*

- **MARCH 2013** - Preparation of the FY2013 Budget was done with consideration of fund reserve balance guidelines. When preparing monthly financial statements comparing budget to actual, notes included in the Budget Report.
- **JUNE 2013** - 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.
- **SEPT 2013** – Requested Superintendents submit projected 2013 year-end results for their specific areas by September 19<sup>th</sup>. Over the next week, these projections will be consolidated and analyzed to determine the progress made on building fund reserves.

**Objective 10**

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

- **MARCH 2013** - Completed for 2012 Tax Levy (to be collected in 2013). Will begin the process for the 2013 Tax Levy in October 2013.
- **JUNE 2013** - 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.*

- **MARCH 2013** - Completed and ongoing each month when vendor bills are allocated to specific budget line items.
- **SEPT 2013** – Ongoing each month during the bill coding process.

**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.*

- **MARCH 2013** - Work on this will take place in October of 2013 and 2014.
- **SEPT 2013** – Planned for mid-October of 2013.

**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.*

- MARCH 2013 - Work on this will take place in late October of 2013 and 2014.
- SEPT 2013 – Ongoing since early summer 2013, will formalize in November of 2013.

**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.*

- MARCH 2013 - This process has begun with the purchase of 13, 2008 EZGO Carts. 13 of our oldest and most problematic carts will be traded in upon the arrival of the 13 newer carts. This is to take place by the beginning of April 2013. All carts will then be renumbered by serial number and the cart repair spreadsheet will be adjusted to monitor these carts in 2013.
- JUNE 2013 - 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.*

- MARCH 2013 - This process will begin in November 2013 using the data collected during the 2013 golf season.
- SEPT 2013 - 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.*

- MARCH 2013 - A rotation schedule has been developed and is listed in the action statements for this objective. The rotation schedule will be strictly monitored.
- JUNE 2013 - Ongoing.
- SEPT 2013 – Cart rotation began in June of 2013. With the amount of play we have received this season most carts are on the course every day.

**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.*

- MARCH 2013 - This plan has been developed and may be instituted in the summer of 2013. The plan pulls 10 carts out of the rotation each week to receive routine maintenance and monitoring of any issues that may occur with each vehicle.
- JUNE 2013 - The process will begin Monday, June 17<sup>th</sup>.
- SEPT 2013 – This process has begun and continues.

**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.*

- MARCH 2013 - Work has begun on Golf Carts, Maintenance Equipment, and Tech Hardware. Recreation Equipment must be started.
- JUNE 2013 - 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.)*

- MARCH 2013 - Work has not yet begun on this.
- JUNE 2013 - 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.*

- MARCH 2013 - The Park District entered into a preventative maintenance agreement with The Fitness Connection for service every 6 months.
- SEPT 2013 - This agreement was extended for 2013-2014. Completed.

**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.*

- MARCH 2013 - Staff has ascertained the age of all fitness equipment.
- SEPT 2013 - Some fitness equipment was put on the list to be auctioned off. In Progress.

**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.*

- MARCH 2013 - Scheduled to complete inventory for concessions in stages, the first being the clubhouse/beverage cart operations by March 31<sup>st</sup>.
- JUNE 2013 - The list of assets within the Clubhouse concessions operation is completed. Sports Complex and Pool have been started. Anticipate completion by mid-July.
- SEPT 2013 – Basic list of assets is completed for all areas of concessions. Need to check into a couple of replacement values.

**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.*

- MARCH 2013 - As a part of the Tech Assessment completed by TBC, have an initial inventory of computer equipment. Remaining list to be done by May 1.
- JUNE 2013 - In addition to the Tech Assessment completed by TBC, the final list of assets located within the Administration Office will be complete by June 30<sup>th</sup>.
- SEPT 2013 – Finishing up schedule excluding computer equipment. Anticipate completion in October.

**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.*

- MARCH 2013 - An inventory list of all equipment with purchase dates and hours or miles has been completed. Remainder will be completed during the summer and early fall.
- SEPT 2013 – Started in late September, will be completed by mid-November.

**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.*

- MARCH 2013 - Work will take place in November of 2013.
- SEPT 2013 – Will be tied into Objective 11 and completed in December 2013.

**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.*

- MARCH 2013 - Next year.

**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.*

- MARCH 2013 - At IPRA/IAPD Conference gathered information from vendors that offer recreation software. Over the next month, will develop a list of pros/cons with current software.
- JUNE 2013 - 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.
- SEPT 2013 – Sat for a demonstration of RecPro software. Program Supervisor spent some time and received some additional training on our current software which seemed to have positive results. Further review needs to be done over the next month.
- Staff viewed a presentation by RecPro Software regarding recreation registration software. Staff will continue to interview and view other product demonstrations. In progress.

**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).*

- MARCH 2013 - The initial audit of hardware and infrastructure is complete. Work has begun on the RFP for an independent consultant to assess our systems from a management and functional standpoint.
- JUNE 2013 - RFP will go out in 2 weeks, and process complete in July.
- SEPT 2013 – Professional Services Contract will be presented at September Regular meeting.

**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.*

- MARCH 2013 - Yet to be completed.
- JUNE 2013 - In progress.

**Objective 17**

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

- MARCH 2013 - Next year.

**Objective 18**

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

- MARCH 2013 - Completed.
- JUNE 2013 - 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.*

- MARCH 2013 - The first 4 years have been laid out in a report to the Board, and the first year of capital costs “funded” by the Board. Operating costs have been integrated into the FY2013 Budget.
- JUNE 2013 - 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.*

- MARCH 2013 - Next year.
- JUNE 2013 - 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.*

- MARCH 2013 - Partners, such as NB&T, Kishwaukee Health System and the Sycamore School District will receive information the first week of April concerning a special lesson program offered for these partners.
- JUNE 2013 - Information was delivered. One session begins Tuesday, June 11<sup>th</sup>.
- SEPT 2013 - Completed with minor participation in 2013. Will develop a new program for 2013.

#### 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.*

- MARCH 2013 - To be completed and offered in April of 2014.
- SEPT 2013 - -New program to being registration in April 2014.

#### 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.*

- MARCH 2013 - This is in process. Three new golf programs will be offered in the 2013 Spring/Summer Brochure.
- JUNE 2013 - Registration has begun for these programs and the first class is scheduled for June 13<sup>th</sup>.
- SEPT 2013 - Completed.

#### 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.*

- MARCH 2013 - The Superintendent of Recreation has met with the Superintendent of Golf Operations regarding the transition. The Superintendent of Recreation will be invited to monitor The Take Part in the 2013 SAY-Golf Program.



- JUNE 2013 - The SAY-Golf Program begins June 17<sup>th</sup>. 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.
- SEPT 2013 – SAY Golf program completed.
- Staff will continue to meet and plan for the Summer of 2014.

#### **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.*

- MARCH 2013 - No action has been taken on this objective yet. Supt. of Golf Operations is planning on the transition taking place in March of 2014.
- SEPT 2013 - Process will begin in February of 2014.
- The Superintendent of Recreation and Golf will continue to meet in 2013 and 2014 to make this transition.

#### **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.*

- MARCH 2013 - This objective will be in conjunction with programs offered by the Sycamore Chamber of Commerce during the summer of 2013.
- JUNE 2013 - Awaiting dates to be scheduled by the Sycamore Chamber of Commerce.
- SEPT 2013 - Completed, another program will be scheduled for 2014.

#### **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.*

- MARCH 2013 - The first of the three for 2013 are complete.
- SEPT 2013 - 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.*

- **MARCH 2013** - Initial email recommending these meetings has been sent, and some responses received. Follow-up will continue.
- **JUNE 2013** - 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.*

- **MARCH 2013** - The Supt. of Recreation has met with the Sycamore School District officials regarding the “OSCAR” programming. Has also met with all local youth sports organizations to discover ways to strengthen the existing partnerships. Has met with staff from Kishwaukee Hospital’s marketing department about next year’s programs and exposure opportunities. Has met with staff from The National Bank & Trust and has planned a series of events that will be mutually beneficial.
- **JUNE 2013** - Superintendent of Recreation has met with staff from the National Bank & Trust regarding marketing and the 90<sup>th</sup> Anniversary events.
- **SEPT 2013** – Superintendent of Recreation met with Sycamore Baseball in September to discuss the past season and collect keys to the Sports Complex. Also will meet with Sycamore Girls Softball and the Sycamore Storm staff at the conclusion of their fall season. Also met with Deb Loitz of Northern Rehab to discuss future marketing and promotional efforts.

**Objective 10**

*The Superintendent of Recreation will by 2013 create further programming for the School District’s “OSCAR” program to strengthen that partnership.*

- **MARCH 2013** - Supt. of Recreation has met with Thomas Franks, administrator of the “OSCAR” program. Program ideas were discussed for the upcoming summer. Has also contacted individuals who will be able to assist us in this new programming.
- **JUNE 2013** - 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.*

- **MARCH 2013** - Met with Boys' baseball and Girls' softball regarding concerns from prior years. Discussed changes already planned for the season. Communication with Rugby and Storm organizations have started. Will finalize over the next two weeks.
- **JUNE 2013** - 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.
- **SEPT 2013** – Met with Boys baseball and Girls softball regarding the 2013 summer season. Very little feedback. Only negative was the condition of the bathrooms, especially at the beginning of the season. Seemed to improve. Spoke further with Girls softball as they are having a Fall season. Will follow up the end of October.

**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.*

- **MARCH 2013** - Over the next two weeks, determine location of all boxes. Develop a standard form and stock.
- **JUNE 2013** - Stocked boxes with paper and writing utensil. Will check boxes on a weekly basis.
- **SEPT 2013** – Checked boxes and passed along suggestions to appropriate staff. When contact information was provided, followed up with the individual.

**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.*

- **MARCH 2013** - Have already met with baseball and will again as well as with other groups in April of 2013. Supt. of Recreation has met with Sycamore Youth Baseball, Sycamore Youth Softball, KYFL, AYSO, and Kishwaukee Valley Storm. Has also met with groups that operate the following: Women's Softball, Mens' Softball, and Sunday Adult Soccer League.
- **JUNE 2013** - 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.
- **SEPT 2013** – Met with spring and summer groups, will continue after fall sports completed at the end of October.

- Met with KYFL before their season began along with AYSO at the beginning of their season. Met with Girls softball at the beginning of their new Fall season. Because of the fall season, staff will meet with Softball at the end of their respective season.

#### **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.*

- MARCH 2013 - Ongoing once seasons begin in late April.
- JUNE 2013 - 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.
- SEPT 2013 – Talk frequently with fall user groups to discuss fields issues or conflicts.

#### **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).*

- MARCH 2013 - Have made some suggestions to improve communication between golfers and beverage cart. Setting up meeting with all involved to discuss further and review best path.
- JUNE 2013 - 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.
- SEPT 2013 – Unfortunatley, with the problems we have been having with our Nextel/Sprint phones, it was decided not to place a phone on the beverage cart. We were concerned that our patrons would experience greater frustration with having a number to a phone that they couldn't always get through to. The wetter/cooler weather has reduced our beverage cart hours this season. As of August 31, the gross profit percentage (including cost of labor) has increased only 1.15%.

## 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.*

- MARCH 2013 - The golf operations began collecting new data as of the “Swing into Spring” sale on March 1. This data includes updated emails which will be used to electronically send a newsletter each month to members of the data base. As of March 1, 2013 the Clubhouse reader board is being utilized.
- JUNE 2013 - Developed an email data base for each league and Season Pass holder as a way to inform and update golfers and league members.
- SEPT 2013 - Ongoing

### 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.*

- MARCH 2013 - New advertising has been instituted in the Fox Valley area through Kane County Magazine, Chicagoland and Rockford Metro areas through Groupon and City Hits.
- JUNE 2013 – Ongoing.
- SEPT 2013 - Ongoing, have increased out of district play by 20%.

### 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.*

- MARCH 2013 - First discussion in regards to this matter took place with the Board on March 12, 2013.
- JUNE 2013 - Beginning Study Sessions now.
- SEPT 2013 – Finalizing VISION 2020 – September.

**Objective 4**

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

- MARCH 2013 - For the FY2013 Budget, this had been accomplished.
- JUNE 2013 - 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.*

- MARCH 2013 - The Supt. of Recreation has created and published the annual newsletter that was featured in the Winter/Spring 2013 brochure. The first newsletter was created and will be mailed out the first week of April.
- JUNE 2013 - The first newsletter was mailed out in April. The next one is planned for October of 2013.
- SEPT 2013 - The third newsletter is scheduled to be mailed in November.

**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 90<sup>th</sup> anniversary committee.*

- MARCH 2013 - The 90<sup>th</sup> Committee created and submitted a marketing plan regarding the events to the Executive Director. The Winter/Spring 2013 brochure contained a history to assist in sharing of knowledge about the Park District with our residents. Tools such as Facebook, Constant Contact, the Sycamore Park District website, and Newsprint have been utilized to inform our residents further about the Park District's history and events.
- JUNE 2013 - Advertising has also been secured with the Chronicle and B96.
- SEPT 2013 - A number of promotional methods have been utilized regarding this to include, brochure, paid print advertisement, Constant Contact, paid radio ads, radio guest dj'ing, mailed postcard advertisement, and flyers distributed around the community and to local groups.

**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.*

- MARCH 2013 - Attended Bridal Expo at NIU in January 2013. Will be attending the Community Expo in Sycamore on March 26.
- JUNE 2013 - 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.*

- MARCH 2013 - Next year.
- JUNE 2013 - 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.*

- MARCH 2013 - Ongoing as needed.
- JUNE 2013 - Ongoing as needed, have attended all CAC, CWLRPC, Park Board study sessions, meetings with ADA architects, and tennis court/Old Mill parking lot meetings.
- SEPT 2013 – Ongoing as needed. Have attended clubhouse paving meetings with engineers. Attend use groups meetings as necessary.

**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.*

- MARCH 2013 - Articles will be provided prior to publications throughout 2013 and 2014.
- SEPT 2013 – Ongoing as needed. Conducted Park Tour in May and supplied booklet with individual park information included. Supplied trail measurement information for summer brochure and website information.

**Objective 11**

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

- MARCH 2013 - At this time, it does not appear that this will be CAC's highest priority.
- JUNE 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.*

- MARCH 2013 - This has been completed.

**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.*

- MARCH 2013 - This process began with the Swing into Spring sale beginning March 1, 2013.
- JUNE 2013 - Offered sale table of older clothing with good result in April and May. Offering a "Fathers Day Special" sale in June.
- SEPT 2013 - Continue for offer incentives to reduce inventory by season's end.

**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.*

- MARCH 2013 - This process will begin when the 2013 golf season begins.
- JUNE 2013 - 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.
- SEPT 2013 - Charitee Challenge continues with strong sales results. Rewards program through Groupon has generated almost \$5000.00 in additional sales.



**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.*

- MARCH 2013 - The “Did You Know” effort has begun, but is currently revolving around our history, rather than individuals.
- JUNE 2013 - Started, but not focusing on people right now. Focus is on parks.
- SEPT 2013 – The campaign has been stopped.

**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.*

- MARCH 2013 - Preliminary plans have begun for this, and information will be in the summer brochure about them.
- JUNE 2013 - Scheduled.
- SEPT 2013 – First one had two registered. Second one, none.

**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.*

- MARCH 2013 - The Supt. of Recreation created a “Frequent Flyer” program for the members of the Fitness Center. The program was free to the members and attracted 45 participants. Each participant will receive 1 free month added to their current membership.
- JUNE 2013 - 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.
- SEPT 2013 - A fall special began in September. This special 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 90<sup>th</sup> Committee will offer a series of opportunities to show the District’s thanks to our valuable customers.*

- MARCH 2013 - The Supt. of Recreation has implemented special events such as a Bike Rally (June 8<sup>th</sup>), Ice Cream Social (July 14<sup>th</sup>), Fireworks Celebration (August 24<sup>th</sup>) and an Open House Celebration (December 7<sup>th</sup>). Residents have been encouraged to visit our parks and take photos and participate in our photo contest.
- JUNE 2013 - 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.*

- MARCH 2013 - The Supt. of Recreation has set the dates for these events which are September 14<sup>th</sup> (located at Kiwanis East Park) and 21<sup>st</sup> (Location TBD). Has also met with and received confirmation from the following groups: Kishwaukee Community Hospital, Sheedy Chiropractic, Northern Rehab Physical therapy. Supt. of Recreation is continuing to locate potential partners for our local events.
- JUNE 2013 - 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.*

- MARCH 2013 - Still discussing.
- JUNE 2013 - Has not been developed.
- SEPT 2013 – After further discussion, opted not to have a frequent buyer program due to concern of lowering our gross profit margin.

**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.*

- MARCH 2013 - The first training of staff with Executive Director will take place in May of 2013 for maintenance staff.
- The Supt. of Recreation has taken no action at this time.
- JUNE 2013 - The first training for Community Center staff is being planned for September 2013.
- SEPT 2013 - Training is scheduled at the Community Center on Sept. 25 & 26. The second training for staff will be held in early November.

## 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.*

- MARCH 2013 - This process will begin in May of 2013.
- JUNE 2013 - Have started “The Boss Buys Lunch” program for staff members who show extra effort in work duties.
- SEPT 2013 – “The Boss Buys Lunch” program went very well and has increased staff morale and work ethic.

### 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.*

- MARCH 2013 - This will begin in 2014.

### 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.*

- MARCH 2013 - This meeting has been scheduled for Saturday, May 11<sup>th</sup>.
- JUNE 2013 - 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.*

- MARCH 2013 - To be completed in 2014.

### 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.*

- MARCH 2013 - Completed.
- JUNE 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.*

- MARCH 2013 - Budget to accomplish this was approved by the Board for FY2013, and is in progress.
- JUNE 2013 - 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*
- MARCH 2013 - The Executive Director will begin work on this in June 2013.
- JUNE 2013 - Begun with Personnel Policy – March 2013.
- SEPT 2013 – FT Personnel Policy Adopted and Distributed September 2013. Beginning PT Personnel Policy now – September 2013.

**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.*

- MARCH 2013 - Working with Concessions Manager to complete training procedure outline. Adding additional training by Health Department.
- JUNE 2013 - Standard training was provided to all concessions staff. Additional training needed for Sports Complex and Pool staff. In process.
- SEPT 2013 – Provided additional training for Sports Complex and Pool staff. Developed checklists for opening and closing procedures.

**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.*

- MARCH 2013 - Will begin in April as staff returns.
- JUNE 2013 - Making notes as the season progresses to enable an end of season evaluation for each individual concession staff.
- SEPT 2013 – Meeting with Melissa to discuss staff performance. Will be scheduling evaluations over the next month.

**Objective 11**

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

- MARCH 2013 - Completed.
- JUNE 2013 - 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.*

- MARCH 2013 - Completed.
- JUNE 2013 - 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.*

- MARCH 2013 - The Executive Director has begun this process with input from the Superintendents.
- JUNE 2013 - Nearly completed.
- SEPT 2013 – Completed. Funding will be placed in FY2014 Operating Budget.

**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.*

- MARCH 2013 - Yet to be determined.
- SEPT 2013 – In progress September 2013.

## 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.*

- MARCH 2013 - This objective is in coordination with Goal 1 and the excel spreadsheet used for that goal.
- JUNE 2013 - Ongoing.
- SEPT 2013 – Continues to be monitored as of September 1<sup>st</sup>.

### 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.*

- MARCH 2013 - Yet to be determined.
- SEPT 2013 - Process to begin during this year's budget process for 2014.

### 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.*

- MARCH 2013 - The guide for such staffing guidelines has been completed and will go into effect in June of 2013.
- SEPT 2013 – Completed.

### Objective 4

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

- MARCH 2013 - To be completed next month.
- JUNE 2013 - 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.*

- MARCH 2013 - To be completed next month.
- JUNE 2013 - 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.*

- JUNE 2013 - 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.*

- MARCH 2013 - Work will begin in fall and winter of 2013.
- SEPT 2013 – Start working on in October with completion by mid-December.

**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.*

- MARCH 2013 - Work will begin in April of 2013.
- JUNE 2013 - Half completed at the middle of June.
- SEPT 2013 – Completed.

**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.*

- MARCH 2013 - Work will be completed throughout 2014.
- SEPT 2013 – Next year.

**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.*

- **MARCH 2013** - Work on the Purchase Order System has begun. Work on the Work Order System will begin in the Fall of 2013.
- **JUNE 2013** - Finalizing the Purchase Order form. Working with MSI (accounting software) for addition of accounting module specifically for purchase order handling.
- **SEPT 2013** – Jackie will go online in the Fall of 2013. Finalized purchase order form. These are some concerns with our current communication deficiencies, specifically with computers at Maintenance and Community Center, whether or not they will be able to access the purchase order module. However, I am moving forward with adding this to our Accounting System for accurate reporting/recording of purchase orders for the 2014 Fiscal Year.

**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*
- **MARCH 2013** - Work to be completed in October and November of 2013.
- **SEPT 2013** – November of 2013.

**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.*

- MARCH 2013 - This process will coincide with work scheduled in Objective 3 of this goal.
- SEPT 2013 – Assessment and timeline will be made once clubhouse work has been completed.

### **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.*

- MARCH 2013 - This process has begun with the remodeling of the Proshop in February of 2013.
- SEPT 2013 – Completed.

### **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.*

- MARCH 2013 - Professional Services have been retained. Specification process had begun with two meetings already taking place. Bids will come late summer.
- JUNE 2013 - Just went to bid.
- SEPT 2013 – Re-bid August 2013 due to only one bidder. Award in October 2013.

### **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.*

- MARCH 2013 - Future.
- SEPT 2013 – Beginning work, now, with RFP to be distributed in November of 2013 on PAVING.

### **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".*

- MARCH 2013 - An RFP for this process will be distributed in May, with retention of professional services by early summer.
- SEPT 2013 – First draft of RFP is complete. Will use consultant for Tech Study to get advice, and then finalize RFP.

**Objective 6**

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

- MARCH 2013 - Future.

**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).*

- MARCH 2013 - Superintendent of Facilities and Parks, and the Building Foreman will attend their first training by the end of the Summer 2013.
- JUNE 2013 - First phase being scheduled.
- SEPT 2013 – Online training available from PDRMA for Fall 2013.

**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.*

- MARCH 2013 - The Superintendent of Recreation completed a grant request from DeKalb County Community Foundation and submitted it on March 1<sup>st</sup>, 2013.
- JUNE 2013 - 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*
- MARCH 2013 - First discussion with the Board took place on this matter on March 12, 2013.
- JUNE 2013 - Begun.
- SEPT 2013 - Begun March 2013. Done on annexation and border consistency. Held initial meetings with City on Land/Cash Summer 2013.

**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*
- MARCH 2013 - Future.
- SEPT 2013 – Not taking action on first and third bullets.

**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.*

- MARCH 2013 – Future.
- SEPT 2013 – Provided summary to Board in late August/early September.

**Objective 4**

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

- SEPT 2013 - Done

**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.*

- MARCH 2013 - Executive Director has begun reading Park District Code, and leases in regards to this matter.
- JUNE 2013 - Process begun.
- SEPT 2013 – Requested meeting of NHM leader. Nothing scheduled yet.

**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.*

- MARCH 2013 - The CAC is leaning toward making this their priority issue for 2013.
- JUNE 2013 - Next object of CAC's time.
- SEPT 2013 – CAC opted out of this study.

**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.*

- MARCH 2013 - Future.
- JUNE 2013 - 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.*

- MARCH 2013 - Future.
- JUNE 2013 - Future.

**Objective 5**

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

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 24, 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:**

| PROJECT                                     | 2013      | YTD         | YTD       | Add.'l            | Net          | Estimated           |
|---|-----------|-------------|-----------|-------------------|--------------|---------------------|
|   | BUDGET    | SPENT       | SPENT     | COMMITTED         | SAVINGS      | Finish Date         |
|   |           | In Progress | Completed | Still to Be Spent | Project Done |                     |
| Contingency                                 | \$30,000  |             |           |                   | \$30,000     |                     |
| Administration Copier                       |           |             | \$5,395   |                   | -\$5,395     | complete            |
| Drop Safes                                  |           |             | \$1,808   |                   | -\$1,808     | complete            |
| new engine for field rake                   |           |             | \$2,104   |                   | -\$2,104     | complete            |
| irrigation system pump                      |           |             | \$8,006   |                   | -\$8,006     | complete            |
| pond signs                                  |           |             | \$1,035   |                   | -\$1,035     | complete            |
| soccer goals                                |           |             | \$12,465  |                   | -\$12,465    | complete            |
| Technology Replacement                      | \$3,000   |             | \$6,020   |                   | -\$3,020     | complete            |
| Accounting Modules                          | \$5,720   |             |           | \$5,720           | \$0          | September           |
| Filing/Shelving for Administration          | \$2,000   |             | \$2,735   |                   | -\$735       | complete            |
| Ice Machine - Baseball                      | \$2,000   |             |           | \$2,000           | \$0          | December            |
| Double Door Freezer at Baseball Concessions | \$3,500   |             |           | \$3,500           | \$0          | December            |
| Backhoe                                     | \$32,000  |             |           | \$32,265          | -\$265       | September           |
| Misc tools                                  | \$4,000   | \$3,339     |           | \$661             | \$0          | June                |
| Field Rake                                  | \$11,000  |             | \$11,963  |                   | -\$963       | complete            |
| Remodeling of Clubhouse/Proshop/Bathrooms   | \$5,000   |             | \$7,247   |                   | -\$2,247     | complete            |
| Carpet Cleaner                              | \$500     |             |           | \$500             | \$0          | September           |
| Golf Carts for Golf Course                  | \$30,000  |             | \$29,575  |                   | \$425        | complete            |
| Bridge work                                 | \$1,300   |             | \$610     |                   | \$690        | complete            |
| Sound system for Golf Course                | \$2,000   |             |           | \$0               | \$2,000      | Deleted             |
| Garbage Receptacles for Golf Course (10)    | \$8,000   |             |           | \$8,000           | \$0          | Defer if needed     |
| PA System                                   | \$3,500   |             |           | \$0               | \$3,500      | Deleted             |
| Fitness Center Equipment at Comm. Center    | \$4,200   | \$650       |           | \$3,550           | \$0          | December            |
| Projection Unit/Sound System/Screen         | \$4,500   |             | \$2,025   |                   | \$2,475      | complete            |
| Tennis Courts                               | \$45,000  | \$111,759   |           |                   | -\$26,759    | June                |
| Old Mill Parking Lot                        | \$40,000  | see above   |           |                   | see above    | June                |
| Blacktop around Good Tymes                  | \$19,000  |             |           |                   | \$19,000     | deferred until 2014 |
| Fencing Fields 13-16                        | \$8,500   |             | \$1,467   |                   | \$7,033      | complete            |
| Backstop improvements 5-8                   | \$20,000  |             | \$15,734  |                   | \$4,266      | complete            |
| WPA Main Shelter Renovation                 | \$7,800   |             |           | \$7,800           | \$0          | December            |
| Larry Steczo - Encap*                       | \$18,740  | \$5,150     |           | \$13,590          | \$0          | June                |
| Parkside Ponds - Encap*                     | \$44,250  |             | \$44,250  |                   | \$0          | complete            |
| Old Mill - Encap*                           | \$14,410  | \$14,490    |           |                   | -\$80        | June                |
| Chief Black Partridge - Encap*              | \$12,395  |             | \$12,395  |                   | \$0          | complete            |
| Lake Sycamore Fish Analysis                 | \$5,000   |             |           | \$5,000           | \$0          | deferred until 2014 |
| Replace Fencing & Gate - 64                 | \$10,000  |             | \$6,378   |                   | \$3,622      | complete            |
|   | \$397,315 | \$135,388   | \$171,212 | \$82,586          | \$8,129      |                     |

\*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: September 24, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: FIRST DRAFT VISION 2020: Discussion and Consensus**

**BACKGROUND INFORMATION:**

As the Board may recall from our Short-Term planning process, we took a few steps along the way to approval. Those included:

- Board and Staff Brainstorming and Study Sessions
- Refining the Core Issues
- Creating an Outline for the Plan
- Setting Goals and Objectives
- Public Hearings
- Final Approval

We have been experiencing high success with progress on that plans and its goals and objectives as witnessed in the quarterly updates presented to the Board.

NOW, with the Long-Range Plan, so many more decisions have higher stakes. Therefore, the public input process had to involve more public input up front, and in a more extensive fashion. As determined early on, the Board and Staff committed to this more extensive public input. SO, we planned on the following:

- Appointing a Community Wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.)
- Have CAC representation on CWSPT
- Spend 5 months gathering information and hearing reports from CAC, Site Visits, Staff, etc.
- Having that Planning Team develop three scenarios to solve the issues facing the park district and present to the Board
- Have the Board refine the plan with input from CWSPT and CAC
- Create the VISION 2020 Plan from that refined plan
- Allow for Public Input through Public Hearings

To reach the point of public hearings, staff will need to shortly begin the process of putting the refined plan into a document for public input at those public hearings. Toward that end, therefore, you have previously received a copy of the PLAN with some material inserted.

**PLEASE BRING YOUR COPY OF VISION 2020 WITH YOU. We are not providing another one in this Board Packet.**

Be prepared to:

1. Discuss the framework for our Goal-Setting on October 8<sup>th</sup>.
2. Determine who will draft the Board letter, and the key points that should be in it.
3. What form you would like to see the “Executive Summary” take.

**FISCAL IMPACT:** No cost at this time.

**STAFF RECOMMENDATION:** I recommend discussion and consensus on the completion of VISION 2020.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: September 24, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: APPROVAL OF PROFESSIONAL SERVICES FOR TECH STUDY: Recommend Approval.**

**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 copy 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.

We distributed RFP's to 8 firms that came recommended by other park districts and received three proposals. After an initial review, we selected two finalists, and gave them five follow –up questions and one request for an example of their work. Giving them 10 days to respond, one firm withdrew from the competition.

The three staff—Jackie Hienbuecher, Bart Desch, and Daniel Gible—conducted the initial reviews and developed the follow-up questions. We then reviewed the single follow-up submittal, and determined that the remaining firm would do a tremendous job.

**FISCAL IMPACT:** Not to Exceed \$45,600. These funds will be budgeted in the FY2014 Capital Budget.

**STAFF RECOMMENDATION:** Approval for the retention of professional services of Sikich for the purpose an independent analysis of our systems and the creation of a phased plan to address our technology challenges, at a fee not to exceed \$45,600.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT



## REQUEST FOR PROPOSALS

Professional Services  
For  
Sycamore Park District  
Technology Assessment and Plan

SUBMITTAL DEADLINE

August 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/Infrastructure
- Connectivity
- In-ground wiring, In-building wiring
- Software
- Copiers
- Record-Keeping (including Freedom of Information Act—FOIA and Open Meetings Act—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. If your firm is also in the business of selling hardware/software, or IT Services (Support, Hosting, Repair, etc.) and you submit a proposal, your firm will be required, if selected, to sign an letter of understanding that you cannot do business with Sycamore Park District, in any manner, for two years from the date of completion of the work in this project. 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:

- 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);
- five 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.**

### **Schedule**

- July 15, 2013 Begin distribution of RFP's
- July 31, 2013 at 2:00pm CST: Letter of Intent to Submit Proposal Due
- August 28, 2013 2:00pm CST: RFP due date
- Submitted RFPs will be evaluated and selection will be made within 30 days, or less
- September 30, 2013: Firm Begins
- January 10, 2014: Firm Presents First Complete Draft to Executive Director
- January 21, 2014: Firm Presents Findings to Board of Commissioners at Regular Meeting
- February 7, 2014: Final Version of Report is Presented to Executive Director

### **RFP 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 involve 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.

h. Integration of near-future trends in technology into the plans (transition to cloud-based functions, remote records preservation, 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 100 part-time or seasonal staff across four departments: Recreation, Parks and Facilities, Golf, and Administration.

c. Network, Workstation and Server Environment – The SPD has had a recent hardware assessment. That information is attached as **Appendix A.**

d. Voice –Current signal dropout occurs at the district’s Community Center and Maintenance Facilities. Neither our current service provider—Frontier—nor our IT Provider have isolated this issue for us, but it impacts our internet and voice systems. Primary phone system is NEC Dterm IPGateway PBX Interface Unit installed in 2004. Occasional connection problems with Maintenance/Community Center. The District also uses Nextel/Sprint for cellular communications. Currently experiencing issues with the Direct Connect feature.

e. Significant Business Systems: Administration Copier/Printer/Scanner: Kyocera 2550ci. Maintenance Building Copier/Printer/Scanner: Savin C2525. Community Center Copier/Printer/Scanner: Savin C3030. Administration Fax: Brother 2820. Maintenance Fax: HP J4580. Community Center Fax: None.

f. Financial System Primary Accounting System is Municipal Software, Inc. (MSI) provided by Harris. Live 1/1/2009. Use for General Ledger, Accounts Payable, Payroll and Budgeting. Currently on three workstations located in Administration Office.

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

h. Facility Scheduling and Program Registration

**Our current registration software is Bockyn/Park Pro**

Park Pro registration software is a remote hosted registration software system. There is no hardware required of the Park District. This system and what it can possibly provide to us is available in **Appendix B.** Currently the following functions are not used or cannot be used by SPD:



Quick EFT/ACH setup for payment plans  
 Inventory Management System  
 Purchase Order System  
 Support for barcode scanning  
 Gift card sales, refills and use  
 Centralized management system for Point of Sale tracking  
 100% browser based with touchscreen, credit card scanner, barcode reader and cash drawer support  
 ID Card printing

**EFT/ACH Transactions: Key Features**

All sales can be turned into an ACH/EFT transaction  
 Easy ACH/EFT creation through the Cash Register  
 EFT/ACH tracking with real-time status reports  
 Sortable EFT/ACH list with easy to read reports  
 Edit future transaction payment information  
 Update/Edit upcoming invoices on any account  
 100% PCI Compliant System  
 Process upcoming invoices with other payment methods  
 Automatic renewals for recurring monthly transactions  
 Transaction Receipts posted to client's online account

**Activity Management: Key Features**

Integrated news/event communication utilizing email and text messaging

**Facility Rentals: Key Features**

Fast Rental Setup and Processing  
 Attach Multiple Rental Agreements and Waivers  
 Rental Requirement Options  
 Attach Packages and Items  
 Easily Adjust Rental Information  
 Email Agreements  
 Setup Automated Invoicing/Payments  
 Assign Multiple Facilities to the Same Rental  
 Setup a Recurring Rental

**Social Networking: Key Features**

Integrated with Facebook, Share and Like Activities/Events  
 Integrated with Twitter, Tweet Activities/Events  
 Integrated with Google+, Add Activities/Events to Google+ Network  
 Integrated Constant Contact Marketing System

**Communication Tools: Key Features**

Create Demographic Lists for Email and Mail Marketing  
 Setup Automated Messages for Events and Activities  
 Integrated Text Messaging Features for Activity/Event Updates  
 Update Constant Contact Groups and Prepare Constant Contact Marketing

## Organization/Activity/Event/Team News and Event Updates Online

### **League Management: Key Features**

- Easy Team Builder
- Setup Volunteer Roles
- Approve and Assign Volunteers to Teams
- Practice and Game Scheduling Integrated into the Calendar
- Event Results
- Tournament Bracketing
- Online Team Management

We would like to see these possible components available for use and hope the assessment, but more importantly, the plan created by the successful firm to address these possibilities. One feature that we can't use is the membership card system. We no longer print "cards" for the fitness center members. This feature, for a short time, was utilized. However, after changing the building locations, that feature could not be used for yet unknown reasons.

Staff currently input into Park Pro all data regarding recreation programs and fitness memberships. This includes programs codes, fees, times and descriptions of programs, user's information and anything else related to recreation programs. This info is inputted on a daily basis for things such as fitness memberships and program registrations. Three times a year staff will input all program details in anticipation of the next brochure coming out and hence, a new season. The District is responsible for these duties. Bockyn is responsible for timely responses to requests for help or questions.

Something else that would be good to have is the registration system be tied in to the accounting software that the District uses. Because the two systems aren't tied together, staff spends time inputting financial information into the accounting system. It would save time and money if the future registration system would be tied into the accounting system.

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

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. Hillcrest Drive; Suite 350; DeKalb, Illinois for our systems maintenance.

## Section II. Expected Deliverables

- A. Strategic Plan – The written 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. This is to include a technical assessment of condition, quality, and issues with all hardware, software, systems and wiring.
  - d. A complete, detailed written *Tactical Project Plan* outlining projects by priority and chronology, that includes costs both initial (capital) and ongoing (operating), staff required for both initial implementation and sustainable management, and perceived benefits and risk of both successful implementation and no implementation at all. Wherever possible a cost/benefit analysis of actions.
  - e. Methodology for implementation and maintenance of Tactical Project Plan.

**Seven hard copies of all written documents, and a final electronic file of those documents will be required.**

### 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](mailto: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 July 31, 2013 at 2:00pm CST.**

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.

No questions will be responded to prior to August 1, 2013.

#### **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 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 this RFP.

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. Do not itemize.

F. Insurance

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

**Five hard copies of your proposal should be submitted.**

**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 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.

E. Selection will be based upon the firms proposal and proven prior experience with projects similar to work sought by SPD, and experience with park districts and other local units of government. Ability to meet expectations outlined in the RFP, as well as qualifications of the assigned staff, level of independence from Sycamore Park District and/or its current systems providers and support firms, and the overall qualifications of the firm are important, as well. Demonstrated understanding of the needs of the project as expressed in this RFP and clarified through the firm's written proposal, and ability to meet the timeline for the work are the final factors.

# Appendix A



# Appendix B

**Sycamore Park District  
IT Assessment**

Prepared by:  
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9/18/2013



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## Executive Overview

This report is the result of [REDACTED] acceptance of our offer to perform an assessment of its Information Systems and the computer infrastructure that supports those systems. This assessment can serve as a Strategic IT Plan for the [REDACTED]'s current environment as well as a projection for the next two to three years. In preparing this plan, we interviewed 28 members of your staff and had our network team evaluate your current systems and infrastructure. A list of the staff can be found in Appendix A. Throughout the process your staff was very cooperative and responsive.

You have a fairly complex computer environment and supporting the infrastructure and applications that run on it is not a trivial task; as you have 45 servers with 54 terabytes<sup>1</sup> of data, over 400 devices with 200 users using both Windows and Mac operating systems, spread out over 13 buildings with problematic fiber cabling connecting them. Adding to the complexities is that you are constrained by budgets and have only four employees to support all the systems and users.

While we have included recommendations to increase productivity, we feel the biggest gain centers around our recommendations that will increase the efficiency of support services and/or reduce the need for support to allow IT services to be more proactive and less reactive.

As you know, technology changes at a brisk pace, so we would recommend re-evaluating this assessment at a minimum of once a year to adjust to new advances, as well as changes in your organization.

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<sup>1</sup> To put the amount of data in perspective, one terabyte is about 220 million pages of text, 20 terabytes can hold the entire print collection of the U.S. Library of Congress

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## **Process**

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In order to compile this report we spoke with a good representation of your staff and department heads. The interviews we conducted lasted from 30 to 60 minutes each. Our team also evaluated your computer systems, and met with the entire IT department. Our recommendations were drawn from user suggestions, comments from your IT staff and on our observations and analysis. Throughout the document we have embedded hyperlinks for additional information on particular subjects or included information in an Appendix.

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### **1. Network Assessment**

We deployed our network assessment agents and ran a scan of your entire network, but we could not get to all PCs as some were not turned on as they are used by seasonal employees and security policies prevented access to the others. However, we did get access to over 60% of the PCs and all the servers. Appendix B has the automated generated summary of your network and Appendix C is a written report from the detailed information we obtained as well as a hands-on review. Appendix D has the results of our security vulnerability scan.

A list of the productivity software you use can be found in your *Help Desk Software and Hardware Support Limits* document in Appendix E. In addition to the listed manufacturer published software applications, you also have many custom databases and web applications maintained and used by the Living Plant Documentation, Horticulture and Science and Academic Programs departments. We have included these in Appendix F as we think it is important that they are documented in one place. The applications vary in their deployment (web, Mac and PC) and the backend database that they use (MS SQL, MySQL, Progress, Access, and Adobe Lightroom)

### **2. Disaster Recovery (DR) and Business Continuity (BC)**

Due to the makeup of the storage systems at the [REDACTED] there a number of different backup methodologies being used today, including tape and disk based storage as well as offsite cloud storage. The Windows systems are backed up with Backup Exec software and tape or by Barracuda disk-based appliances. Macs are backed up using Mac server backup or Retrospect software. Having so many types of backup systems really increases the complexity of the environment and thus increases the chance for something to go wrong or be overlooked. Staff have to keep up with a multitude of technologies and this makes their time less efficient.

We reviewed the written DR plan and it does not appear to have been updated since 2010 or reflect some of the newer systems in place and thus should be re-written and tested to reflect the current environment. Without a thoroughly documented recovery plan that contains procedures and responsibilities it is doubtful that there will be a satisfactory outcome in the event a system fails or in the event of a fire or other catastrophic disaster. The plan must also be tested regularly (at least once a year).

We believe that you should engage in a formal DR/BC analysis to address the current backup requirements and assist in architecting a more comprehensive backup and business continuity solution. This would also entail drafting an entirely new written disaster recovery plan as well as testing of the plan.

### **3. IT Staffing**

Your IT staff consists of four employees; [REDACTED]. Occasionally you make use of various outside vendors including; SWC,

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Liberty Technology Advisors and AlligatorTek to assist in monitoring your infrastructure and to support some of your applications and database development.

The prevailing opinion from the end users interviewed was that IT support was good with many commenting that they are surprised at the level of support considering how few personnel there are. It is not uncommon for organizations to spend 70% to 80% of their IT budgets on maintenance and support or, in other words, the effort required to just to keep the lights on. Your organization is not much different in this respect and in fact with such a large user base to support staff ratio I would not be surprised if the percentage is on the high end of the scale. Exacerbating the problem are budget pressure, the number of buildings, and the acreage that they must cover in their support. To improve support and have gains in innovation around technology you will need to lower the percentage.

You can decrease the percentage by investing in:

- *People* – additional staff to fill gaps and/or augment current skill sets
- *Systems and software* - to reduce the need for support and increase the efficiency of the support staff
- *Outsourcing* - of various functions, that shift the burden to outside organizations that can be more cost effective
- *Cloud Services* – hosting of your servers or software in a secure data center to remove the need for support and maintenance currently done by your IT staff

We think you should make an investment in lowering the time and effort currently required for IT support and maintenance to realize gains in innovation and productivity and increase the usefulness of your various systems and databases. Several of our recommendations are for this purpose.

The following is a summary of our interviews with your staff that were conducted by Scott Wegner:

**a. Laura [REDACTED] – Director of Information Systems**

The meeting with Laura lasted a few hours and she provided a very good overview of IT Operations at the [REDACTED] during this time. Laura was very pleasant to interview and extremely cooperative. I could tell immediately during the meeting that she is very passionate about Information Technology and her team's accomplishments at the [REDACTED]. In addition, she was very informative about what projects were on the horizon and the challenges they are facing. I also reviewed her 2012 project plan as well as all network documentation. Our overall opinion is that Laura has the appropriate work experience, technical expertise, and management skills required for a role of IT Manager, but perhaps not as a Director. Of the many IT Managers I have met I would place Laura in the top 10 percent and feel the [REDACTED] is fortunate to have her. That said, we feel the [REDACTED] is really in need of a position that would fill the gap between strategic IT planning and IT implementation. Normally this would be either a CIO or an IT Director level position and though Laura currently carries the title of Director we feel she is more technically oriented than she is strategically focused

**Strengths**

- Well organized with great attention given to planning and detail.
-

- Excellent grasp of the technologies in use at the [REDACTED] as well as a clear vision of what needs to be improved, such as fiber cabling, wireless and database support.
- Good leadership skills as evident by the overall impressions of the IT team.
- Strong Apple Mac skills and experience and, despite some of the challenges with iCalendar's usage and synchronization with Exchange, we feel Laura has a high level of Mac knowledge.
- General technology knowledge is very good and more than appropriate for her position.
- Passionate about the [REDACTED] and supporting her co-workers and customer IT needs.
- Cooperative, pleasant, and open to suggestions for improvement of technology and efficiencies at the [REDACTED].

#### Weaknesses:

- We noted a number of technologies in use that we question as to whether the correct decision and research was done before purchase. Namely, the IBM Blade server is a very expensive piece of equipment and was probably not necessary. The storage systems are many and not comprehensive and this results in having to have multiple backup systems that present manageability issues. The Microsoft SCCM system was purchased without enough due diligence as to its operational training requirements and whether the current staff could actually be successfully trained on it. In general there needs to be a higher level approach to choosing the technology for today and the future needs of the [REDACTED] and a plan should be put together that provides for future growth, but also meets the budgetary needs of the [REDACTED]. Again, this plan needs to be oriented toward the organization's strategic needs and we feel Laura may not be the correct person to make these higher level decisions and articulate the plan to the Executive Team.

#### Recommendations

- Change Laura's title to "IT Manager" and create a job description for her appropriate to that role.
- It would be beneficial for Laura to attend at least one annual conference of her peer group such as the Gartner Symposium IT Expo. She should also leverage relationships with vendors to augment staff and/or gain additional insight into best practices and technology trends.

#### Current Pains and Needs

- *Aging Infrastructure* - (Fiber between buildings) creates a lot of problems
  - *SQL DBA* - The amount of different databases and need for supporting them is a real problem that Laura feels justifies the need for a dedicated SQL Database Administrator (DBA). Laura currently employs an outside vendor, AlligatorTek, for some DBA support but feels there is enough need and work to keep a fulltime staff DBA busy. She feels this is a very important role to have filled on her staff. Laura and Bob have "basic" SQL Administration knowledge but not the type of skills needed to perform troubleshooting, scripting, programming, and customer reporting of SQL.
  - *Helpdesk* - Would like to have an additional helpdesk staff member and feels with this they would be able to spend more time on cross-training and general new technology training which is always very challenging to accomplish since they are in reactive mode most of the time. This is very evident to us and we agree with this.
-



- *Training* - The current training budget for 4 staff is only about \$5K per year, which will need to be increased in order to keep up with changing and emerging technologies such as Remote Monitoring and Management (RMM) tools and Mobile Device Management (MDM).
- *Automation* - Have acquired Microsoft System Center 2012 Configuration Manager licenses but staff has not had time to get training and Sikich feels that it will be close to a full time job to maintain it

#### b. Bob [REDACTED] – Manager, Network Administration

I met with Bob [REDACTED] for about an hour and like Laura he was well prepared for our meeting with a written bio of himself and his background along with a breakdown of the important areas of the network. Bob was very pleasant and also extremely passionate about and proud of his network. Bob noted that he had been with the [REDACTED] for 15 years and that when he started there were only about 20 computers on the network. According to Bob he has built most of the network and it is quite evident through my discussions with him that he has extensive knowledge of the systems in place at the [REDACTED].

#### Strengths

- Well organized
- Very good communication skills
- Personable
- Excellent experience working with a multitude of technologies in his career
- Shows excellent knowledge of network infrastructure and Windows Backoffice Platform.
- Has used Active Directory to create a very secure environment including the use of Group Policies to segregate access areas of the network.
- Excellent Exchange Messaging knowledge
- Many very important Industry certifications including Microsoft Certified Systems Engineer (MCSE).
- Excellent documentation of the current environment and use of Visio diagram to graphically convey the logical and physical layout of the network.
- Shares knowledge with his peers (mentoring).
- Strong willingness to learn new technology.

#### Weaknesses

- Lack of knowledge regarding currently available technology to automate patching and monitoring of systems. This is really needed in a network this size.
  - Very little knowledge of supporting of Macs and mobile devices.
  - We have a sense that Bob is the “go to” guy on most complex issues and does not have a good backup amongst the other IT staff should he be on vacation or sick.
  - Knowledge of current Internet threat landscape is low as evident by current firewall policies and the type of firewall in use. For instance, there is no Deep Packet
-

Inspection, Application layer filtering, or perimeter Anti-Spyware/Anti-Virus defense with current system. See our observations and recommendations in Section 8.

#### Recommendations

- Become more knowledgeable in the Mac OS. Take advantage of on-line training to stay current on technology, though we realize there is not a lot of spare time available.
- Provide more mentoring and cross training to his peers so they can resolve more complex issues without him.
- Gain better security knowledge.

#### c. Jeff [REDACTED] – Manager Client Services

- Jeff has been with the [REDACTED] since 1986. He considers himself a “jack of all trades” but spends most of his time on Helpdesk support. Jeff is able to do a lot of support with Remote Desktop and Net Meeting, but it was clear that support on such a large campus is difficult. Jeff performs many of the PC builds and rebuilds as well as application support. He expressed that it is very difficult to keep the hardware and software inventory updated which currently is done manually until they get Microsoft Systems Center Configuration Manager (SCCM) running.
- In addition to PC Helpdesk support Jeff is also responsible for maintaining the Avaya Phone System. He estimates that he spends 5-10% of his overall time on the phone system support tasks.
- Technical knowledge seems reasonable for helpdesk activities. We did not question any phone system knowledge as we are not Avaya experts and therefore would be hard to properly judge his knowledge level. He does require training on the latest operating systems including Macs in order to keep up with changes.

#### Strengths

- Jeff has a great personality and seems to have the right soft skills and demeanor to be a good help desk support technician.
- Excellent knowledge of the [REDACTED]'s operations and history of the network and its growth.
- Expressed desire to learn more about latest technology trends and improve support for end users.
- Was very open to any changes and recommendations.
- Appears to be a team player.

#### Weaknesses

- Lack of general Mac knowledge
- Lack of knowledge on latest helpdesk tools available today including Microsoft SCCM.

#### Recommendations

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- Need to cross train with Bob and James not only learning more about servers and storage but also to be able to back them up. The same holds true on the phone system. He should be training the others on how to operate it.
- Needs more knowledge of tools that can be used to provide better and faster support such as SCCM or other Remote Monitoring and Management systems. Perhaps he should attend some technology trade shows each year.
- Needs formal Microsoft training especially on desktop operating systems (Windows 7).

d. **James [REDACTED] – Server/Storage Administrator**

- James has been with the [REDACTED] for approximately 5 years. His normal working hours are 6:30 am – 2:30 pm preferring an earlier day. He spends most of his time doing helpdesk support as well as Server support tasks. On his average day he fields about 6-8 support calls and overall spends about 40% of his time during a week on help desk. 20 percent of his time is for building or rebuilding desktops. In addition, he does daily proactive checking of the server logs (this is something that should be handled by a monitoring and alerting system rather than having to be manually inspected daily). In addition, James spends a lot of time performing software and patch installations and updates.
- James appears to have the technical knowledge necessary for his position and feels his strengths are in reasoning, logic, and troubleshooting (which is hard for us to measure during a 1 hour interview). He currently has a basic Microsoft Windows MCP (Microsoft Certified Professional) certification having had formal training on both Windows Server 2003 and 2008 operating systems. Other than those two he has not received any formal training. He feels he is strong on Windows XP and Windows 7. He has a mid-level knowledge of Microsoft Active Directory and expressed that he would like to spend time redesigning the [REDACTED] Active Directory structure to be more efficient.
- James completed most of the work on the Dell Equallogic Storage Area Network (SAN) solution, including setup as well as snapshot and replication scheduling. James performs most of the server updates, but said he hasn't had a much time to keep up with them and many have not been updated in the past 6 months. He also expressed that workstations are really only updated when they are touched for another reason such as application installs or general support. Of all his work James really enjoys the work he does in building systems such as the SAN.
- His greatest stated challenge is time. He said there is not enough time in the day to complete all that needs doing. In addition, to support James does much of the licensing and product research. He also handles product procurement and testing. Again, he stated he really needs more Mac training and especially Mac server training.

**Strengths**

- Good working knowledge of Active Directory, Server Support and Network Administration tasks.
  - Some Technical Certifications that are appropriate for his role.
-

- Knowledge of Storage Area Networks and very good knowledge of Equallogic SAN, which is very important when moving into Virtualization.
- Appears driven to continue learning.
- Appears to be a team player.
- Personable and like Jeff he seems to have a great demeanor for doing end user help desk support.

#### Weaknesses

- Like others he lacks Mac knowledge.
- Keeping up with necessary patching.
- Lack of knowledge on latest remote support, patching and monitoring solutions.
- Lack of desktop certifications.

#### Recommendations

- Should attain Microsoft Certification on Windows 7 (and Windows 8).
- Needs formal Mac Training.
- Should attend technology trade shows in Chicago to learn about newer, more efficient technologies and tools.

#### **4. Purchasing**

There is no formal method for end users to request software or hardware. The [REDACTED] purchases about 70 new PCs a year and carefully shops for best value and take advantage of companies that offer discounts to non-for-profit organizations.

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## Recommendations

This section identifies and explains all our recommendations for future changes. They are listed in no particular order. However, each recommendation is numbered X.NN, where X is the heading number of the section and NN is a two digit sequential number. In the section that follows we prioritize the recommendations in a later section.

### **5. Staffing**

We have some suggestions for staffing changes that we think will better serve the user community and increase value you realize from your systems. Your computing environment has become very complex, yet the need for and expectations of ease of use by the end users and patrons has not dwindled. The IT staffing levels are not adequate in this environment to meet those requirements.

- *5.01 Project Management* – managing software projects is a special skill, it requires navigating between the interests of the organization, the user community and the vendor and often those interests are at odds. This along with change management that a new system causes and the fact that everyone has their day job to do causes a very stressful situation, which more than justifies the need for a Project Manager. We would recommend that for any future significant software implementations that you hire on a contract basis a Project Manager dedicated to the project. If you decide to act on recommendations 5.04, it may make sense to make this a full-time position.
  - *5.02 SQL Developer/DBA* - you have invested a lot of time and money in Patron Edge (PE) and its integration with Raiser's Edge (RE), both of which use Microsoft SQL as their database. You also have many applications in other areas that use SQL. To get the value from these applications you need the ability to extract data and report on it. One of the best reporting tools for SQL is SQL Reporting Services (SRS). However, developing reports in SQL is not for those without deep understanding of SQL and SRS. We recommend that you hire at least one full-time SQL Developer with some database administration skills (DBA). This person would be very experienced in SQL and familiar with SRS or similar reporting tools. Microsoft Access is also a capable reporting tool, but strong SQL knowledge is still needed in the organization.
  - *5.03 Computer Science Interns* – you might be able to take advantage of interns from a university such as Northwestern University to help develop some reports and/or coding of your many applications. Despite their lack of work experience computer science students are often very good programmers. Some schools offer programs where an organization can come up with a project and they will assemble a team of students to complete it. Whether an individual intern or a project team they will need direction from you, if you can supply the direction and vision you should be able to realize value.
  - *5.04. Consolidation of IS Related Staff* - there are four departments that rely heavily on software development, the Science and Academic Programs, Horticulture, Membership and Online Marketing departments. We believe development for the Website is mostly outsourced. Horticulture uses a combination of consultants and staff, Science has one
-

full-time developer and Membership has one person for data analysis. With the exception of on-line marketing many of these programming skills overlap, yet they all work in isolation of one another, causing the following results:

- a. You are at risk because all this knowledge is with one person. Should there be an abrupt change in employment status, for whatever reason, you will lose deep knowledge of their domain which can cause a major disruption in your business
- b. There is no leverage by sharing best practices and skills among like minded staff
- c. Working alone hinders their ability to learn as the exchange of knowledge between peers is a great way to learn. When employees don't learn their job is not as fulfilling as it could be.
- d. Inability to easily coordinate and leverage training that is common to their tasks

Our recommendation is that the new SQL Developer, any Interns, Bianca [REDACTED], Jeanyne [REDACTED] and other related new hires join the IT Department. This will put like skilled employees in the same department allowing the above deficiencies to be corrected. Staff can be assigned to projects based on skill set, priority, and availability. More involvement on a project will result in better design and additional ideas to further the project along in directions not seen by the one person who is too "close to see."

- *5.05 Outsource CIO/Strategic Advisor Role* – consider contracting with an organization to outsource an advisory role to get an outside opinion on IT strategy and projects. This will allow you to get an opinion from an individual outside your organization that presumably would have broad IT experience and an independent unbiased view. The individual could be involved in long term planning and/or on a project by project basis. It would make sense for this person to attend your IT Steering Committee meeting to help understand the dynamics of your end-users and their technology requirements.

## 6. Infrastructure

- *6.01 Implement the Remote Monitoring and Management (RMM) of Servers, Critical Devices and Desktops* - it would be extremely beneficial to have your servers and critical devices, such as firewalls and switches, monitored. Currently some of your mission critical servers like Exchange is monitored. We recommend extending the monitoring to all servers, PC, Macs, switches, firewalls and other critical devices. Any thin clients or PCs using VDI or Citrix Xenapp (see →6.04:) would not require monitoring. RMM also provides the **automation** of patch management and software updates. You are in the process of or are planning to deploy Microsoft System Center Configuration Manager (SCCM) for this RMM, but we feel SSCM is too complicated of a system and instead of reducing the need for IT resources it would increase the need. **RMM would be one of the biggest ways to reduce time spent on support and maintenance.** RMM software can be rented at a low per device cost from the cloud or you can purchase. As a viable alternative, you can rent and have the rental organization do the patching for you or you can use their system to do your own patching. We think the rental model, which will remove the task from IT support, is best option. RMM would provide:
-

- *Remote Support* – this feature will allow you to take control of a user's PC from a support console which in many cases would negate the need to physically be at the PC for support. For security, remote control cannot take place without the user's authorization.
  - It would no longer be necessary for staff to have to manually monitor and look at server logs, this would be automated through an RMM alert system, where anything critical will be immediately brought to the attention of your help desk via email and/or text alerts.
  - *Patch Management* – in the PC world, security and bug fix patches are released regularly. It is important to keep PCs and servers at their latest patch level, currently your servers and PCs are not at the latest patch levels. RMM will automate this process for you. However, users will from time to time have to reboot their machine, the RMM software gives them a message to do so. We recommend patching workstations weekly and servers monthly as required.
  - *Proactive alerts* – monitoring will send alerts when disk drive space is low, memory has failed, the CPU is pegged, backup failed, system error messages were generated, etc. This allows IT to respond to issues before they cause fatal errors.
  - *IT is not the last to know* – in the event of a system failure, IT is immediately notified; alerts can be sent via email, phones or pagers. This allows for a quick response to the situation.
  - *Reporting* – monitoring will provide historical reporting so you can analyze trends and system stability, inventory, software applications, allowing you to make informed business decisions on equipment and network upgrades.
  - *Helpdesk* – most systems have a built in help desk feature which allows users to easily request help by simply clicking on a desk tray icon.
- *6.02 Outsource Application Help Desk* - there are cost effective outsourcing solutions available to augment your desktop support for applications such as MS Office, Outlook and Windows. The outsourced help is very good, optionally available at all hours and will free IT staff to focus on proactive projects and complicated support issues. Issues that cannot be resolved by this Level I/Level II type helpdesk support can be escalated to your staff when needed. By giving up the Level I/Level II support to an outside organization you free up your costly and valuable staff for more strategic initiatives. We feel it would be worth investigating the available options and evaluating the costs.
- *6.03 Implement On-line Continuous Backup and/or On-line archival backup* – while you perform nightly backups; there is the possibility of loss of data during the day that good, cost-effective solutions can prevent. This allows you to reduce your Recovery Point Objective (RPO – time delay you are comfortable to recover your data from) for critical data. For example, at 4:00PM in the afternoon a disk error or user error causes the loss of a day's effort in completing data input or working on a complicated model in Excel. Your current recovery method now requires a restore from tape the previous night (and that assumes some of the information lost was entered the night before). In addition to the gap in backup time, tape statistically works only 50% of the time. A continuous backup solution that backs up your data every 15 minutes via the Internet to an offsite secure data center provides you with virtually instant restores. Consider protecting data of critical high use applications and important files, if not entire file systems, with a solution such as LiveVault. It may
-

also be cost effective to use off-site backups for data that does not change, such as many of your images. Note: the snapshotting and data replication that your SAN provides may negate the need for continuous backup.

- ➔ **6.04 Virtual Desktop Infrastructure (VDI)** – This solution greatly enhances your computing environment, addresses several areas that we and your users found wanting, and allows you to adapt to a world with rapidly changing technology. You will also be able to meet the expectations of employees that assume and/or require constant connectivity. In addition, the solution greatly frees up IT support by virtually eliminating the PC and its required maintenance, while also greatly increasing productivity.

Desktop Virtualization stores an image of **your** desktop on a server. You can then access your desktop from an array of devices and locations, which untethers you from your current single computing environment – namely your work PC. You will be able to access and run your Windows 7 desktop on your work PC, on an iPad, your home PC, a Mac, on a thin client (more on this later) and even on your iPhone.

Consider the current potential situation; your PC's hard drive fails and you need a new PC. Perhaps there is a spare, and further assume IT has a standard image from which to load the software you typically use. If all goes according to plan you are up and running in four hours. However, you have now lost all the unique ways you have setup your PC, connectivity to your preferred printer is gone and new software that you installed two weeks ago is no longer available since the image was made months ago. In addition, a month of missed Windows updates must be installed. In the end it takes two days to get back to where you need to be and you still may be missing some files that you had stored locally.

As another example; you have to stay home for an emergency repair to your house, however, you have to have the month end reports done that day and that requires access to a couple of applications as well as files. What do you do? In a VDI environment you simply bring up a web browser, log on to your work's VDI server and in minutes you are working on a Windows 7 desktop that looks exactly like the one you use at work and for the most part functions as quickly as it does at work. This scenario works even if your home computer is a Mac (allows you to run Windows 7 desktop on a Mac).

VDI allows you to use thin clients which are small devices about the size of a paperback book that connects to your monitor(s), keyboard, mouse and network. They are comparatively inexpensive compared to a PC, around \$300, but most importantly, all the support is done from a central site (unless in the unlikely event the thin client breaks down). Support can now address all issues from a single console without leaving their domicile. In today's terminology you will be hosting your own private cloud affording all your users the benefits of cloud computing and giving your IT staff centralized management of your infrastructure. Our VDI solution of choice is Citrix's XenDesktop.

VDI is big undertaking and would require an analysis to determine if it is a good fit. Instead of VDI, some of the same benefits can be gained with thin client computing. You are currently doing this with Terminal Services, Citrix would provide a better and

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more robust thin client computing environment using their XenApp solution. Either of these solutions would substantially reduce IT support time and enhance the user experience.

The following are the benefits you will realize from a VDI environment (many also translate to XenApp):

- i. Control and accountability
    - Enables you to control your data and applications much easier, even if the end point is not owned by you. For example, any viruses a user finds while browsing the Internet on their home PC, will not affect the VDI connection from home.
  - ii. Business continuity
    - Allows you to run regardless of location
    - If a PC or laptop fails, nothing is lost, as all data as well as the desktop image is stored on servers in the data center (including your 'My Documents' folder).
  - iii. Supports your policy of redeploying PCs as the PC will no longer have to be wiped and reinstalled. In fact with thin clients redeploying would no longer be necessary.
  - iv. Allows for growth and expansion very easily and quickly
    - Simply spin up another desktop image and allow staff to attach to it from any device
    - Will allow you to easily share computers with your part-time staff, even though they are using the same device to connect to the network they will have their own desktop view.
  - v. Easy for IT staff to manage – reducing the percentage of time spent on maintenance
    - Single point of management
    - Greatly reduces the need to have anti-spam software installed on every PC
    - Greatly reduces threats from malware, as malware is typically not built to attack a server.
    - No longer need to pester users to reboot their machines to update the latest patches.
    - No need to go to every PC to install new software, fix software, etc. Do you want everyone to start using Office 2010? Simply install it on the server. Currently installing updates to Raiser's Edge entails going to every user's PC to install the update. With VDI, it is done from one console in your data center. This will greatly reduce the lag time to install the updates.
    - IT staff can be proactive instead of spending the majority of their time on maintenance. Provides time to implement projects, provide training research for productivity tools and work on process improvements via technology.
    - Easy to maintain application consistency across the firm as there is a single point of installation
    - Easier to address performance issues, simply add more memory to the server or add servers as user counts increase
-

- Ability to add time controlled images. For instance, for your part-time staff you can control how long the images are accessible.
  - Control of security is far easier because specific applications can be completely isolated on their own desktop image should the need arise
  - Future Operating System upgrades are far easier to roll out. Many organizations had standardized on VDI as part of their migration strategy to Windows 7.
  - Better integration of Windows with Macs. You have a large Mac community and many of the MAC users need access to PC based applications such as the Raiser's Edge and Patron Edge. Mac users will be able to simply swipe the track pad or click the mouse to access the Window's applications.
- vi. You can build redundancy in your network very easily across multiple locations.
- vii. Allows workers to access **their desktop** (look and feel, My Documents, Favorites, printers, etc.) regardless of device and location:
- VDI works on smartphones, tablets, personal laptops
  - No risk of critical business information being stored only on a laptop (i.e. 'My Documents' is on the server in the firm's data center)
  - Allows each employee to have their own look and feel of their desktop without having to worry about how it works on different machines.
- viii. Easier asset control and cost control
- Not as important to always upgrade laptops and desktops as processing is done on servers. For example, no need to buy a new 64-bit PC to handle the latest desktop operating software.
  - The life expectancy of a PC is greatly increased.
  - Allows full desktop functionality from thin clients. These are small devices about the size of a paperback book with a cost of around \$300. They have no moving parts so they last much longer and are totally secure since they store no data. They can also be setup in minutes.
  - Allows you to manage licensing much easier. All done on the servers. Thus there won't be some people running for example, Office 2003 and others 2007, unless of course that is desired.
- ix. Allows load balancing between servers, thus maximizing your computing resources.
- x. You can phase in the implementation by rolling out to a few users at a time.

→ *6.05 Laptop Encryption and Mobile Device Management* – in 2010, over 400,000 laptops were stolen or lost<sup>2</sup>. In 2005 the FBI estimated the average theft of a laptop cost an organization \$31,965. Encrypting the data on your organization's laptop is an easy and economical process that we feel is essential, especially because of the nature of your business. We have had great success with McAfee's Endpoint Encryption and we have not witnessed any performance degradation with their software, which is typically user's number one reason for not encrypting their data. You could probably limit the encryption to just employee laptops (i.e. not the ones used seasonally).

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<sup>2</sup> According to Peder Blohm, president of Laptop Design USA

In addition to laptops, the usage of various mobile devices is on the rise. iPhones, iPads, Androids, Surface, and various such devices are becoming mainstream for business use and this presents a substantial risk for organizations that must be mitigated through written usage policies and enforced through technology. While the Mobile Device Management (MDM) technology available is still in its infancy there are many capable tools available today such as those by Good, Zenprise, and Airwatch. It is important for the [REDACTED] to create and disseminate a formal policy on Mobile device usage, which should include not only password protection but also should implement remote wipe capabilities, endpoint interrogation and two-factor authentication.

- *6.06 IT Test Environment* – it would make sense for IT to have a dedicated test environment to better and more efficiently support end users. This would minimally include a Mac, a smartphone and a dedicated PC, to test Blackbaud patches. This would also facilitate understating the end users issues as they would have the opportunity to replicate the problem on their test devices.
- *6.07 Consider Consolidating Disk Storage and Incorporating a Storage Management Policy* – currently you have over 54TB of data that can be accounted for on your primary data storage. This does not include the images that are part of Horticulture's Digital Asset Management plant image database or data that is stored locally on PCs and Macs. The ever growing and unmanaged data is expensive not only to store, but to backup and recover. We recommend that you consolidate your primary data in a single storage system rather than the current collection of iSCSI, NAS and DAS devices. Consolidation will also allow you to implement a less complex and more automated backup process. Perhaps this can be accomplished by rearchitecting and/or expanding your SAN. While, specific recommendations are beyond the scope of this document it is clear that revising your entire storage infrastructure design would be beneficial. You may also want to investigate best practices for storing and indexing images as your image library is quite large with a large portion maintained on Macs using Adobe's Lightroom. There also seems to be 3 copies of each image between the website, the Macs and backups – there might be better ways to share the images.

With so much data there probably is a good deal of duplicate files. There is de-duping software that will remove duplicate files and replace them with pointers and this could drastically reduce the amount of storage you now have. Software is also available to compress your files and to identify files that have not been accessed in a long time. You can elect to permanently delete inactive files, analyze them or move them to an archive storage that would only require a one time backup, since they don't change. There are also services that will store your archived data off-site yet accessible in a cloud server, this would off load your primary storage. An organizational wide file/document retention policy, limiting the time period files are kept, requiring files of importance to be maintained on your primary storage as opposed to local storage, etc. would help manage the growth and security of your documents. Incorporating some of all these recommendations would reduce the amount of data you have and slow down its growth, both of which will translate to cost savings and gains in efficiencies.

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You may also want to investigate best practices for storing and indexing images as your image library is quite large with a large portion maintained on Macs using Adobe's Lightroom. There also seems to be 3 copies of each image between the website, the Macs and backups – there might be better ways to share the images.

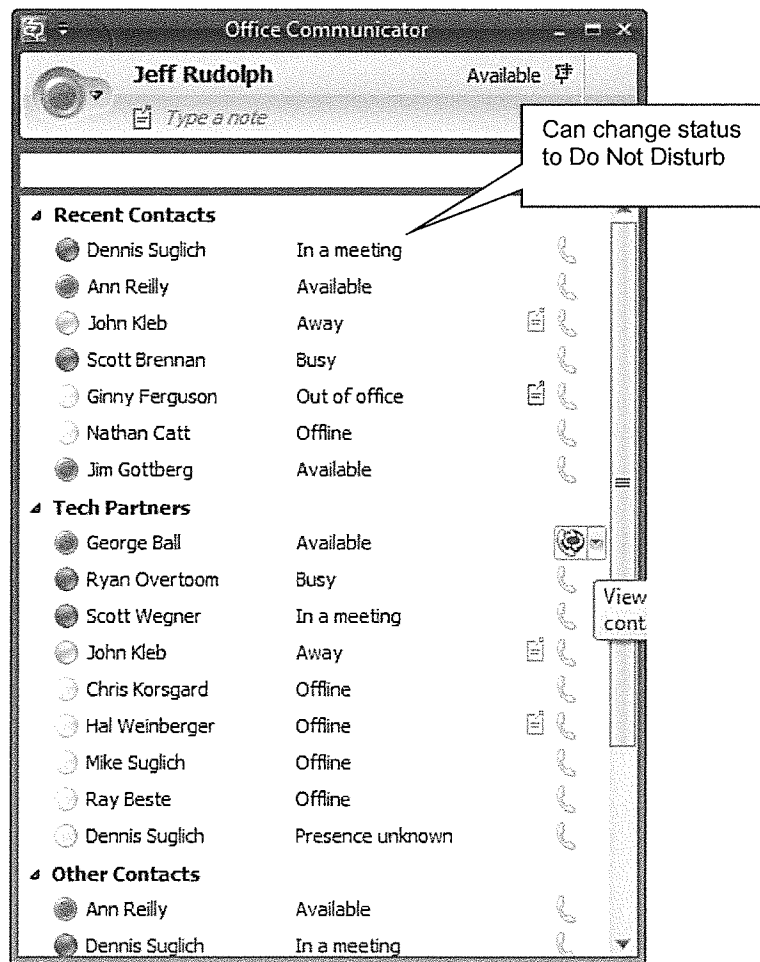
- ➔ 6.08 Replace your Anti-Virus, Anti-spyware and Anti-Malware Software – you are currently using Symantec Endpoint Protection version 11 for your servers and clients. Some PCs are running an older version of Symantec Anti-virus and it doesn't appear that Macs have any centrally managed solution. We recommend replacing all with Kaspersky Enterprise Space Security solution which we have found to be one of the most reliable and effective solutions available. Kaspersky is reasonably priced, supports PCs and Macs and will automatically update the client with both new versions and the latest threat database.
- ➔ 6.09 *IT Policies* – IT policies governing such things as equipment and software upgrade, helpdesk policies, Internet usage policies, security policies, email policies etc., need to be written and made part of an employee handbook and should be posted on the Intranet (see section 9). Some policies do currently exist. This [website](#) has sample plans you can purchase and repurpose for your own use.
- ➔ 6.10 *Helpdesk* – as mentioned, helpdesk ticketing systems are available with RMM solutions. You currently have an in-house developed system, but it does not support reporting. Reporting and tracking is critical so you are aware of the amount of time spent on support and the type of support. Reporting will help you determine staffing levels, end user training and faulty equipment. Staff must be required to use the helpdesk solution without exception to request help. Of course this will only work if IT responds in a timely fashion to requests or else end users will resort back to the phone and bypass the system and all its advantages.
- ➔ 6.11 *Upgrade/Repair Fiber Cabling* - as noted earlier your fiber cabling is not in the best condition. More and more network traffic will travel over the cabling and disruptions by faulty cable will be very disruptive. Addressing the cable issues should be a high priority.

## **7. Information Overload and email**

Technology over the last 10 years has made texting, emailing, social media, blogs, smartphones, podcasts, websites and other information delivery methods ubiquitous. We are inundated with so much information and distractions that it is becoming clear that the productivity benefits we once derived from this technology is now decreasing our productivity, if not adversely affecting the quality of our lives. This paradox is known as Information Overload and your organization, like so many others, suffers from the same paradox. According to Xerox, an organization of 500 employees can save \$2 million a year by reducing Information Overload by just 15%. Recovery time to get back to where you were before an interruption (e.g. stopping a task to read email) occurs takes 10 to 20 times longer than the duration of the interruption itself. At that rate it only takes a few interruptions to lose an hour. I think it is important you recognize the downside of information overload and consider some of the recommendations to reduce it.

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- **7.01 Adopt a set of rules to reduce email** - email is by far the number one cause of information overload. By adopting some common sense guidelines you can alter the firm's excessive emailing while maintaining its usefulness. I have included in Appendix G suggested email guidelines.
- **7.02 Microsoft Lync** – Lync, which was formerly Microsoft Office Communicator, is an internal communication, collaboration and presence tool. Many of your internal non-essential email communications can be done through Lync via the text messaging feature, thus reducing email. Lync will let you know where your co-workers are and allows you to invite them to an impromptu or planned meeting and share your desktop with them. It also connects directly with Outlook. Sharing the desktop makes Lync a great way to collaborate on documents, while never leaving your desk. Sharing will also make it easier for users to help one another as often is required between users of your Blackbaud products. Like all new organization-wide tools, it will need a champion. Figure 1 is screen shot of Lync's main screen.



**Figure 1 Lync's main screen**

- **7.03 Consider an Email Archiving Solution** - for better or worse, a great deal of communication comes through email. The abundance of email greatly increases storage requirements for servers and PCs. An archiving solution would require an e-

mail policy on how long the organization will retain email. A sample policy is in Appendix H. In an archiving solution, email is archived from the users inbox on a short schedule (i.e. 45 days) and then retained for a longer period in the archive (i.e. 2 to 4 years) before it is permanently deleted. Both on premise and cloud solutions are available. Some features you should look for in an email archiving solution are:

- i. *Integrity of folders* – when the email is archived it should be kept in the folder it was archived from. Some solutions will place all the email in a single folder, which makes searching for the email difficult.
- ii. *Searching* – good searching tools are critical for a useful solution
- iii. *Redundancy* – a good solution will replicate your email this would negate the need for your in-house high availability solution, which requires two extra servers.
- iv. *Policy enforcement* – the solution should automatically enforce your retention policy (i.e. delete all email after 3 years)

➔ *7.04 Evaluate a Hosted email Solution* – when considering the cost of an archiving email solution you should evaluate the cost/benefit of hosting your email along with archiving. Hosting services offer bundled packages that include hosting, archiving and spam filtering. Your Exchange hardware is new and probably has three to four years left of useful life. However, you may be able to repurpose those machines and gain some benefits of hosting such as: no need to backup your email, reducing your storage requirements, no need to maintain a spam solution or purchase an archiving solution, no cost access to the latest versions of Outlook and web access to email among others. The prices of hosted email services have dropped considerably in the last few years. An evaluation of an on premise solution vs. a hosted solution would be a good exercise.

## 8. Security

As part of our assessment we performed a vulnerability scan of all IP addresses in your public IP subnet. The full vulnerability scan results can be found in Appendix D. In addition, we reviewed the current firewall and policies in use for perimeter protection. Our goal was to determine if there were any major security holes, missing important security patches or out of date software as these can present easy targets for an attacker. It is important to note that a Vulnerability Scan is much different than a Penetration Test. A Vulnerability Scan looks for open ports and then attempts to determine the system that is being exposed via the open port. Once it finds a system the scan matches it against a database of known systems attempting to match any known vulnerabilities in that system. Finally, the scan generates a report that can help a network administrator address the problems by either closing the open port(s), applying more security such as security certificates, or by installing security patches. By contrast, a Penetration Test is much more intrusive. A Penetration Test is usually conducted by an Ethical Hacker who takes the initial list of vulnerabilities found and then attempts to actually break into the system by exploiting its vulnerability. Sikich did not perform a penetration test as it was beyond the scope of our engagement.

The firewall in use is currently a Cisco ASA 5510 running firmware version 8.2(5) which is outdated at this time. Here is a technical summary of what we observed in the configuration:

Outside Interface: [REDACTED]  
 Inside Interface: [REDACTED]

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DMZ Interface: [REDACTED]  
 Mgmt Interface: [REDACTED]

Default Gateway: [REDACTED]

Other Internal Networks:  
 [REDACTED] via [REDACTED]  
 (Unknown)  
 [REDACTED] via [REDACTED] (Invalid)

All "inside" traffic NAT outbound [REDACTED]  
 No NAT between "inside" and "DMZ" networks

Static NAT Translations (all 1-to-1 NATs):

[REDACTED] – TCP 443 for ANY  
 [REDACTED] – TCP 8080 for ANY  
 [REDACTED] – All GRE and TCP 443, 1723 and 3389 for ANY

(PPTP VPN Server)

[REDACTED] – TCP 443 for ANY (Exchange CAS Server)  
 [REDACTED] – TCP 1433 and UDP 1434 for 74.116.0.50

(Inactive)

[REDACTED] – TCP 80, 443 and 21 for ANY  
 [REDACTED] – TCP 20 and 21 for ANY  
 [REDACTED] – TCP 25, 80 and 443 for ANY; TCP 9000 for ANY

(Inactive)

VPN Information:

The Cisco ASA 5510 is terminating IPsec VPN tunnels for remote access clients. Authentication is provided by a RADIUS server at 10.0.0.2, which we are assuming is an IAS server authenticating against your Active Directory. There are some user accounts authenticating against the ASA locally, however, it looks like they are there for testing or for authentication by the IT Department in the event the RADIUS server is down. These accounts also have full access to configure the firewall and are as follows:

- admin
- vpn1
- isdept
- cisco
- blin

There are additionally PPTP VPN clients which are accessing an internal server at [REDACTED].

IPsec VPN Pool: [REDACTED]

→ 8.01 *Recommended Immediate Firewall Changes*: we recommended the following changes to the firewall configuration and policies:

- a. Upgrade firmware to latest available version which is 9.0(1)
- b. Remove invalid DMZ route via [REDACTED]
- c. Remove [REDACTED] from "inside\_nat0\_outbound" NAT policy if not needed

- d. Remove unused "[REDACTED]" ACL
- e. Remove unused "[REDACTED]" ACL
- f. Remove unused "[REDACTED]" name
- g. Reconcile "outside\_access\_in" ACL rules
  - a. Remove invalid rule for [REDACTED]
  - b. Remove inactive rules if no longer needed
- h. Replace IPSec and PPTP VPNs with standalone SSL VPN solution
- i. Implement a new ACL between the DMZ network and the LAN

→ *8.02 Consider Replacing Firewall* - While the immediate changes will clean up the current configuration quickly we feel the best approach is to replace the firewall. The Cisco ASA 5510 firewall is missing a lot of modern "next generation" firewall capability. The firewall is only providing basic access level policy inspection of traffic and blocking or allowing based on the source of the traffic, its destination, and the protocol in use. This type of protection is woefully inadequate against the current day threats. Today's internet landscape is full of malware, spyware, and viruses that can cause a great deal of damage to data and productivity. Most threats are found within applications and are present in many of the websites visited today. In order to stop these types of threats a firewall should perform "deep packet inspection" at the application layer and not just the network layer. It needs to look at the traffic being allowed through firewall and dissect the packets looking for matching signatures of known attacks. These types of firewalls are often referred to UTM firewalls or Nextgen Firewalls providing services such as Gateway Antivirus, Gateway Antispyware, Intrusion Detection and Prevention, and Internet Content Filtering. In addition they often come with reporting and alerting capabilities. We recommend that you replace the Cisco ASA 5510 with one of these newer firewalls offering much more protection and reporting.

In addition, we noted that many ports are exposed and open for access from the outside via terminal services, outlook web access, active sync, etc. We recommend that any outside access to your internal network be only granted via an SSL VPN tunnel with authentication integrated to Active Directory via LDAP. Many of the newer firewalls offer this additional capability and alternatively you could purchase a dedicated SSL VPN Appliance. This will ensure that any access to your network is always **secure and encrypted** while also minimizing the exposed holes facing the internet inviting exploitation. Our firewalls of choice are SonicWALL for value and functionality they are a great investment and could replace the need for your WebHawk appliance.

## 9. SharePoint/Intranet

Microsoft SharePoint 2010 is an enterprise collaboration system using a website paradigm that makes it easy and cost-effective for organizations to share and collaborate on information and documents. It also integrates with many of the Office 2010 products. SharePoint can also greatly reduce the amount of email and documents within the organization. SharePoint has built in workflow, so your process that require various people and/or departments to be involved can be automated to ensure all steps are carried out. As an option you can host SharePoint in the cloud, so you do not have to purchase and maintain the necessary infrastructure in-house. The section recommends various ways to use SharePoint in your organization for process improvement. We are recommending SharePoint over building one in a Content Management System such as Joomla or Drupal, because most of the features you would need in SharePoint

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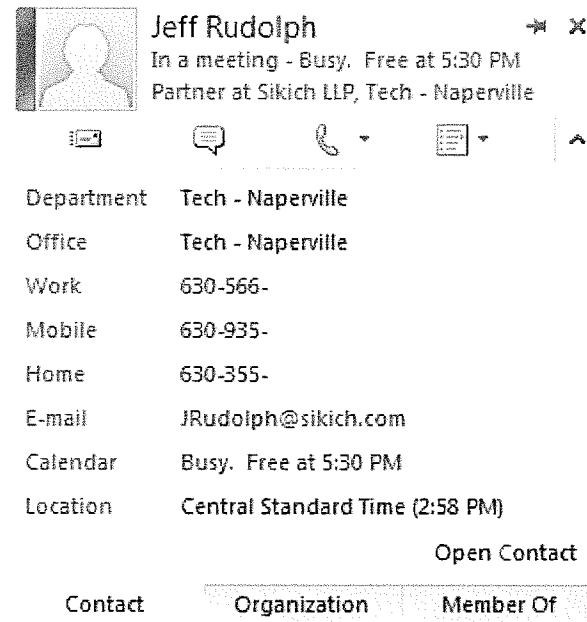
comes in the version that is included at no cost with Windows Server, SharePoint is integrated with Outlook and the other Office products, it is designed as an Intranet/collaboration tool and as such SharePoint has an interface that allows users to add their own content easily as long as they have permission.

- *9.01 Setup an Intranet* – use SharePoint to setup an Intranet where general information can be shared with employees, such as:
  - i. News – news both public and private about the organization.
  - ii. New employees sections – a place to introduce new employees.
  - iii. Human Resource section containing forms, manuals, links, FAQ's, policies, benefit information, etc.
  - iv. Surveys – you can use SharePoint surveys to obtain staff feedback such as what type of training they would like, their job satisfaction, etc.
  - v. IT – where users can go for procedures, how to tips, reference guides, training materials etc.
  - vi. Sophia's Corner – a place for the President and CEO to express her views on the organization, philanthropy, other like organizations, new programs, etc.
  - vii. My Profile – SharePoint allows individuals to setup their own informational website called My Profile, where they can post information about themselves both personal (i.e. 'I enjoy bicycle riding') and about their job. Also a good place to list their skills.
  - viii. Blogs – setup team blogs for teams to let others know what they are working on, share related news, thoughts, etc.
  - ix. Team sites – teams/departments can setup and maintain sites to share information, documents, images, etc. This would off-load email.
  - x. Share construction progress of new projects, community programs, etc.
  
- *9.02 Use SharePoint's Forms and Workflow* – SharePoint supports workflow and forms. Forms can be setup to go directly to one or more people after completion, and they can also require an approval. Completed forms can be kept in SharePoint for historical purposes. Workflow will automatically route a task from person to person until it is complete, you can also find out the status of the workflow at any point in time. Some examples of forms for your organization are:
  - i. New hire form, which gets sent to all those involved with the onboarding
  - ii. Training/conference request
  - iii. Request hardware or software
  - iv. New phone number/office location
  - v. Employee separation sent to all those that are involved with staff leaving

## **10. Productivity**

- *10.01 Outlook for Shared Calendars* – enforce the use of calendars where everyone keeps their calendars up to date and shares them. This makes it easy to schedule meetings without the back and forth to pick a common time. Outlook can also be made aware of conference rooms and other shared resources to facilitate scheduling. I do realize that many of your rooms require the use of VISTA for scheduling due to the complexity of the events held in those rooms.
-

- **10.02 Exchange Address Book** – Exchange allows you to maintain a good deal of information in the address book, the address database is available to all users. Figure 2 shows some of the available information, which you can view by double clicking on a name in email or by looking in the address book. By maintaining this database for all staff, you no longer have to maintain the paper copy of extensions, office location, etc. Of course staff has to be made aware of this feature in Exchange.



**Figure 2 Exchange Address Book Info (some features are from Lync)**

- **10.03 Consider Purchasing Nitro PDF** – Nitro PDF is a PDF writer that rivals Adobe Writer at a much more reasonable cost. Your organization receives many PDF documents and very often it would be useful to convert them to editable Excel or Word documents, which Nitro enables you to do. In addition, Nitro allows you to combine PDF documents into a single document, and augment them with text and images, among other features.
- **10.04 Dual Monitors** - studies have shown that using dual monitors increases productivity by 9%, in some cases as much as 50%, especially if there is a lot of “cut and paste” activity or a user typically works in two or more applications at the same time. My personal experience has shown that once someone begins using dual monitors they have no idea how they worked without them.

## 11. Training

The need for training came up in several of our interviews. The challenge with staff training is that not only do they have different needs, but they prefer different ways to learn. There is computer based training, instructor lead, self-study with manuals, web based, FAQ's, etc. It also became clear that there are many facets of the applications that the staff uses every day that they are not aware of and if they were it would help them be more productive. Your challenge is

to meet the training needs of as many people as possible in the most cost effective way. A survey asking what areas staff would like training in and the preferred method of delivery would help you create a viable training program. As indicated in the IT staff interviews, they require training as well. The following are recommendations to facilitate staff training.

- *11.01 Issue a Training Survey* - issue a training survey that lists the applications you have in-house and have responses of 1 to 5, 1 meaning “don’t require training” and 5 meaning “training is highly desired”. List the forms of training and ask them to rank those as well. Provide a comment area for suggestions for additional training items as well as methods. By the way, SharePoint has built in survey capability and is an easy way to create and distribute. There are also free online survey software that you can take advantage of such as Survey Monkey.
  - *11.02 Use Lunch and Learns for Training* – you should provide lunch and learn training sessions of the applications you use in-house, where staff attends a one-hour training session and either brings their lunch or the [REDACTED] provides lunch. This is an affordable and effective way to increase employee’s knowledge about the applications they use day to day. The training can be done by in-house staff, an outside trainer or a web based session such as that in Appendix I.
  - *11.03 Blackbaud User Group* – form an in-house Blackbaud user group as a means to educate, gain efficiencies in its use and suggest changes that can take advantage of features of the various products. Based on your user community it may only make sense to have a group for Raiser’s Edge.
  - *11.04 Technology Steering Committee* – you currently have a Technology Steering Committee. It would facilitate the usefulness of the committee that attendees solicit suggestion from their respective groups and results of the meets get posted on the Intranet.
  - *11.05 Create Quick Reference Guides and Tip Lists* – it would be useful to create quick reference guides and lists of tips for the various applications you currently use. Staff will become more productive if they were able to take advantage of more of the features that are available in the applications. Consider guides and/or Top 10 Tips for Windows 7, Outlook, Word and Excel as well as Raiser’s Edge and Patron’s Edge.
-

## Recommended Priorities and Estimated Costs

I have listed all the recommendations in a table, and then indicated when we recommend you should think about implementing them; 0-1 = now and up to end of one year, 1-3 = in one to three years, 3-5 = in three to five years. We are making these recommendations without knowing your budget and resource constraints.

| No.  | Description   | 0-1 | 1-3 | 3-5 |
|------|---|-----|-----|-----|
| 5.01 | <i>Project Management</i>   | ✓   |     |     |
| 5.02 | <i>SQL Developer/DBA</i>  | ✓   |     |     |
| 5.03 | <i>Computer Science Interns</i>   |     | ✓   |     |
| 5.04 | <i>Consolidation of IT Related Staff</i>  | ✓   |     |     |
| 5.05 | <i>5.05 Outsource CIO/Strategic Advisor Role</i>  | ✓   |     |     |
| 6.01 | <i>Implement the Remote Monitoring and Management (RMM) of Servers, Critical Devices and Desktops</i> | ✓   |     |     |
| 6.02 | <i>Outsource Application Help Desk</i>  |     | ✓   |     |
| 6.03 | <i>Implement On-line Continuous Backup and/or On-line archival backup</i>                             |     | ✓   |     |
| 6.04 | <i>Virtual Desktop Infrastructure (VDI) included hardware and software</i>                            |     | ✓   |     |
| 6.05 | <i>Laptop Encryption</i>  | ✓   |     |     |
| 6.06 | <i>IT Test Environment</i>  |     | ✓   |     |
| 6.07 | <i>Consider Consolidating Disk Storage and Incorporating a Storage Management Policy</i>              |     |     | ✓   |
| 6.08 | <i>Replace your Anti-Virus, Anti-spyware and Anti-Malware Software</i>                                | ✓   |     |     |
| 6.09 | <i>IT Policies</i>  |     | ✓   |     |
| 6.10 | <i>Helpdesk</i>   |     | ✓   |     |
| 6.11 | <i>Upgrade/Repair Fiber Cabling</i>   | ✓   |     |     |
| 7.01 | <i>Adopt a set of rules to reduce email</i>   | ✓   |     |     |
| 7.02 | <i>Microsoft Lync</i>   |     | ✓   |     |
| 7.03 | <i>Consider an Email Archiving Solution</i>   |     | ✓   |     |
| 7.04 | <i>Evaluate a Hosted email Solution</i>   |     | ✓   |     |
| 8.01 | <i>Recommended Immediate Firewall Changes</i>   | ✓   |     |     |

| No.   | Description   | 0-1 | 1-3 | 3-5 |
|-------|---|-----|-----|-----|
| 8.02  | <i>Consider Replacing Firewall</i>  | ✓   |     |     |
| 9.01  | <i>Setup an Intranet</i>  | ✓   |     |     |
| 9.02  | <i>Use SharePoint's Forms and Workflow enterprise user license required</i>                                 |     |     | ✓   |
| 11.01 | <i>Issue a Training Survey <b>only issue if you are ready to follow through on training initiatives</b></i> | ✓   |     |     |
| 11.02 | <i>Use Lunch and Learns for Training</i>  |     | ✓   |     |
| 11.03 | <i>Blackbaud User Group</i>   | ✓   |     |     |
| 11.04 | <i>Technology Steering Committee</i>  | ✓   |     |     |
| 11.05 | <i>Create Quick Reference Guides and Tip Lists</i>  |     | ✓   |     |

Note:

1. If you are considering VDI, it would make sense to do that sooner than later as you are presently replacing PCs at the rate of 70 a year.

## Risks

---

The following are the risks associated with following through or not following through with certain recommendations:

1. While the VDI section covers all the positives there are some downsides that you need to be aware of:
    - a. The VDI software is not expensive, but the hardware including servers and storage makes the solution is costly.
    - b. VDI doesn't scale as easily as a typical Citrix environment for remote access. While a Citrix server can handle 25 to 30 users a VDI server will handle 15 to 20 different images.
    - c. If there is no commonality between users and the applications they use VDI loses some of its benefits. However, from our interviews it seems there are groups of like users, meaning groups that use the same applications. This reduces the number of images that you have to maintain on your servers. Naturally some analysis needs to be done to determine its practicality.
    - d. Some applications will not work on Citrix and/or the vendor will not support the applications in that environment. Blackbaud would have to be consulted as well as testing to determine their two solutions that you use are compatible
    - e. Since all the traffic will flow over your fiber and not all the fiber is in the best shape, performance could be an issue or worse if the fiber fails, users on thin clients would not be able to work.
    - f. IT staff will need to be trained on a new technology.
  2. For any recommendation that requires substantial change in culture or process at least one "champion" in the organization will be required to have it succeed.
  3. The biggest and quickest win we feel will be implementing an RMM with a ticketing solution. This would off load staff from mundane tasks and deliver a better solution to end-users.
  4. In regards to training, since training was an interest in many of my interviews, it would be a mistake to not incorporate a proactive training plan. Without such a plan and the execution of the plan you run the risk of increasing support costs, disenfranchising your users, reducing productivity and allowing your staff to fall behind in technology.
  5. Your current security policies need to be reviewed and we highly recommend that changes to your firewall be made as noted as soon as possible. We also highly recommend replacing your firewall with a more capable system as well as investing in a mobile device management and remote access solution.
-

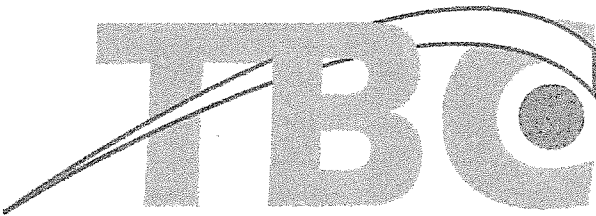
**Appendices**

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# Technology Assessment

**Sycamore Park District**

940 East State Street  
Sycamore, IL 60178

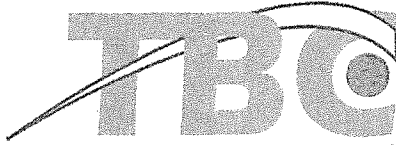


October 10, 2012

**TBC Net, Inc.**

444 E. Hillcrest Drive, Suite 350  
DeKalb, IL 60115





TBC NET, INC.

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## 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**



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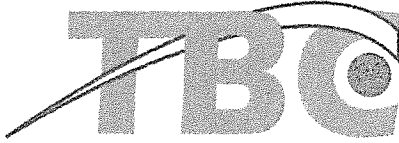
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## 2 Inventory

| 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-FRONTDES K        | 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.





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#### 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.

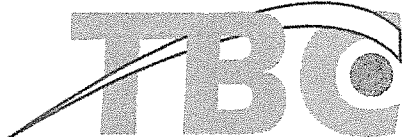
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### 3.1 Recommendations in Priority Order

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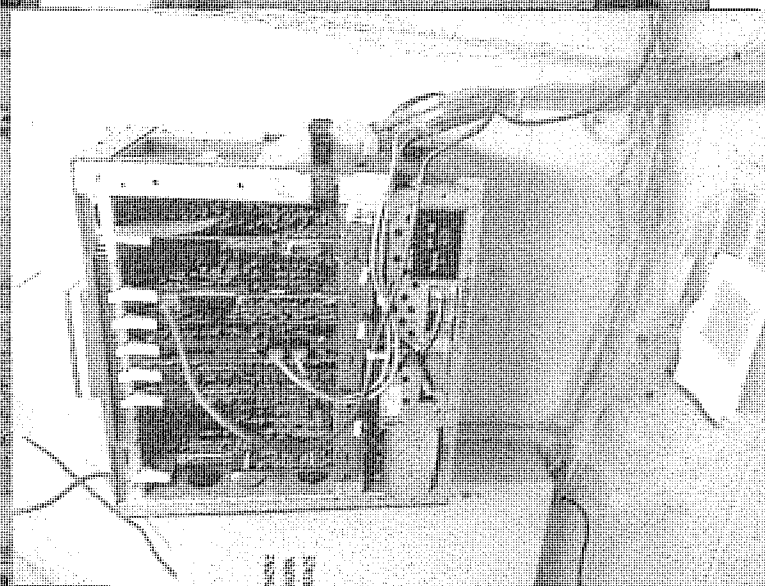
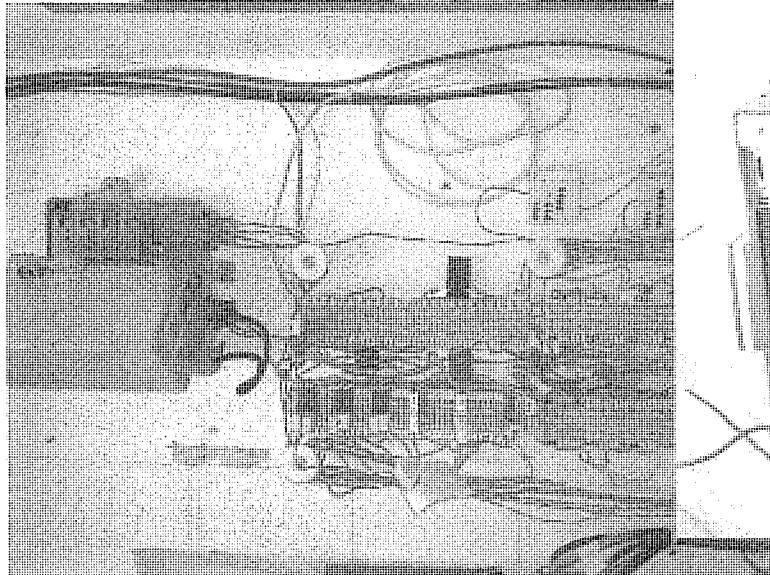
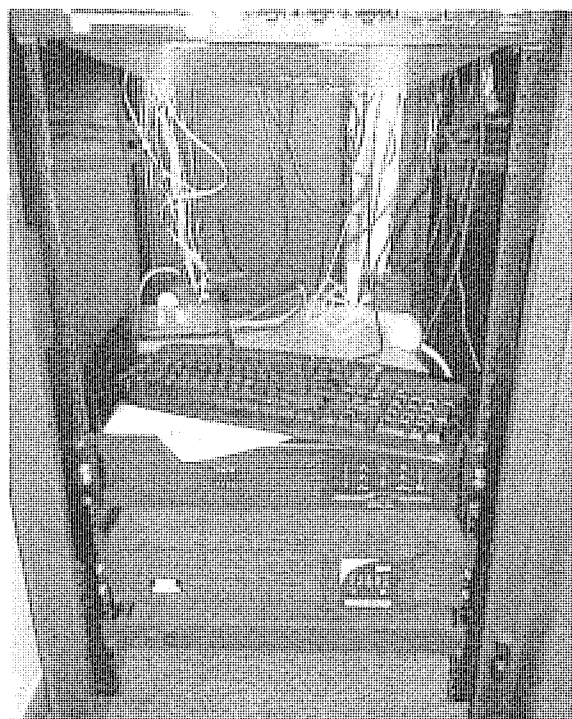
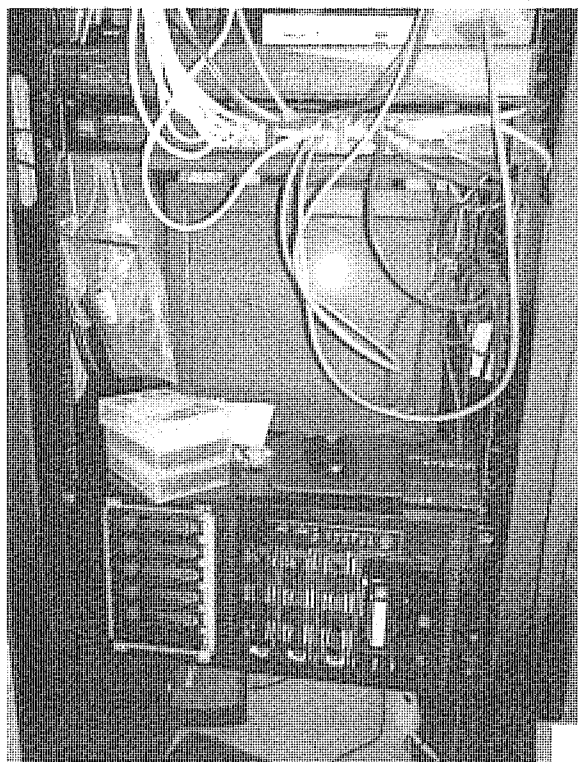
- Replace Symantec BackupExec
- Replace Symantec A/V
- Replacement of Bob Swedberg's computer (SycPark09)
- Replacement of Bart Desch's computer (SycPark10)
- Decommission the two remaining SonicWALL TZ-170s
- Address ongoing use of front desk PC at the Community Center
- Ensure no one is using the server 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).



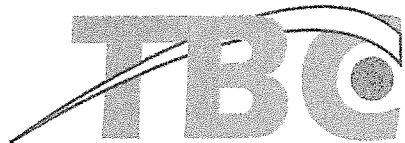


### 3.3 Site Photographs

Administration:





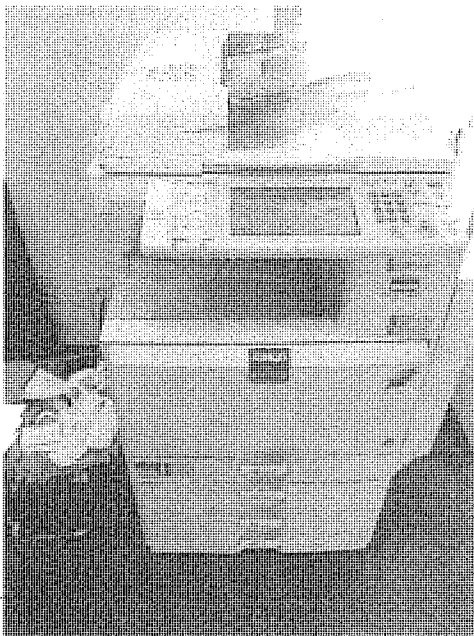
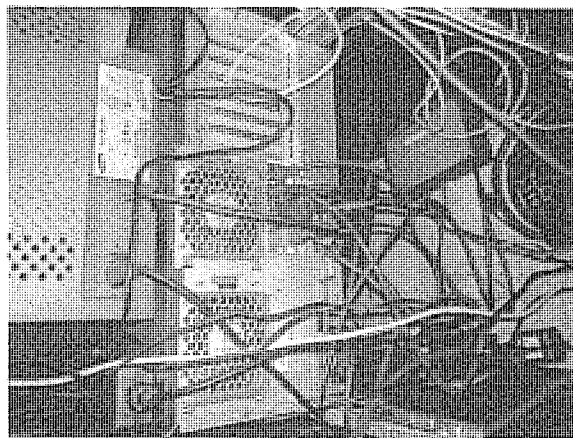
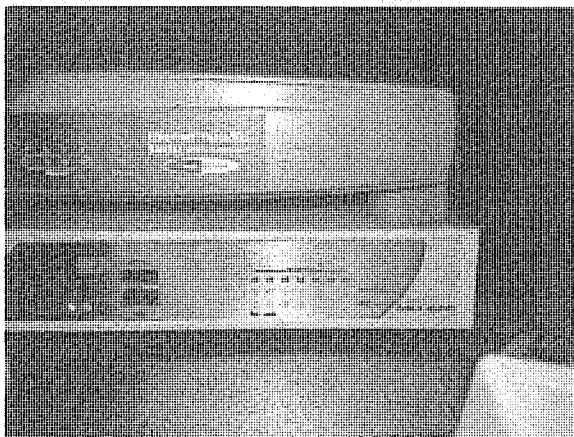
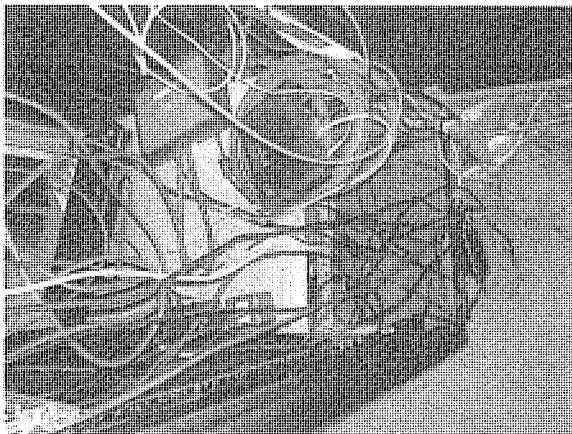


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Technology solutions for your business.



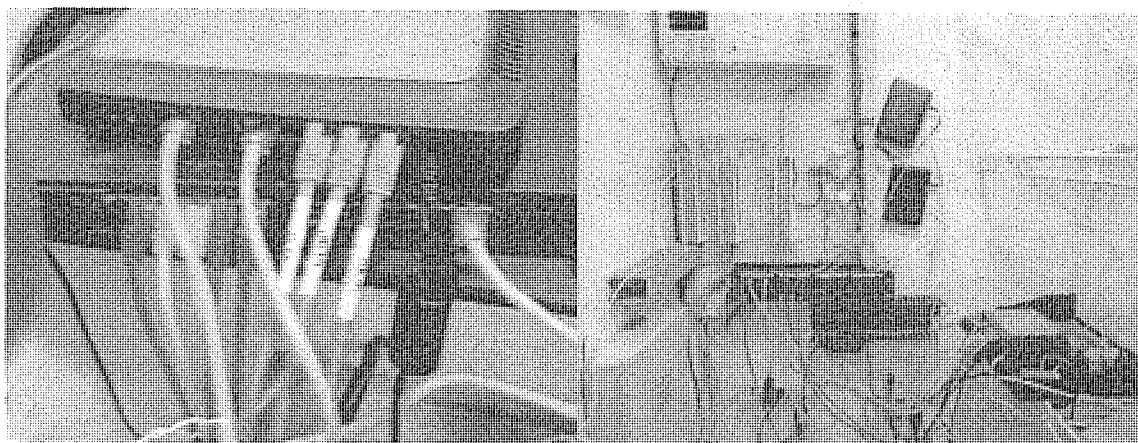
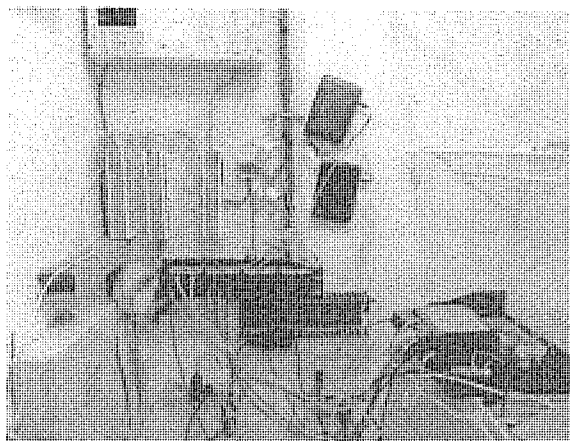
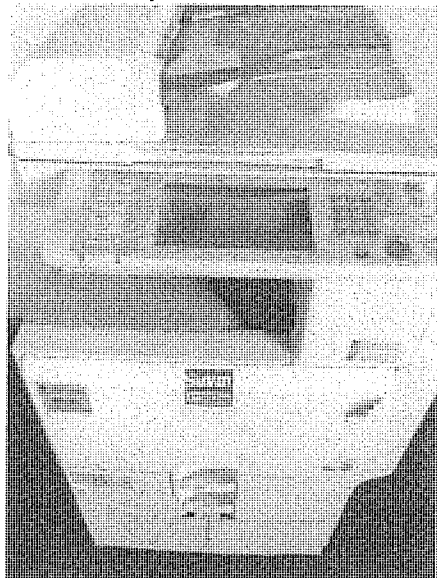
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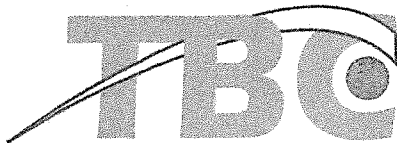
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Community Center:







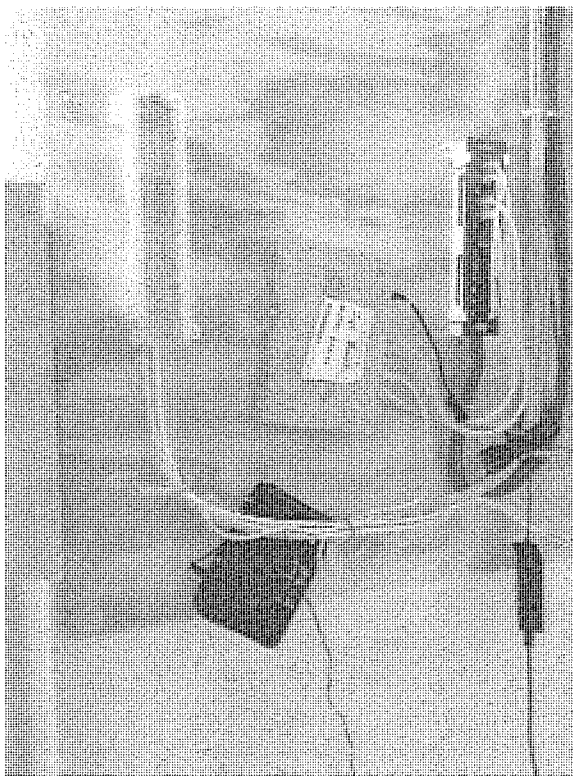
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Maintenance:



Respectfully,

A handwritten signature in cursive script that reads "Mark A. Smirz".

Mark A. Smirz  
Sales Manager  
TBC Net, Inc.

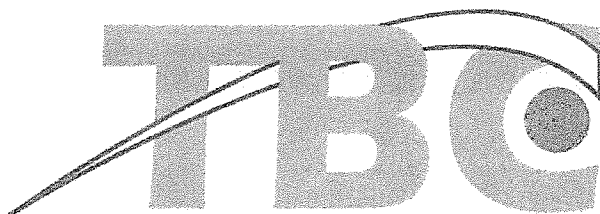
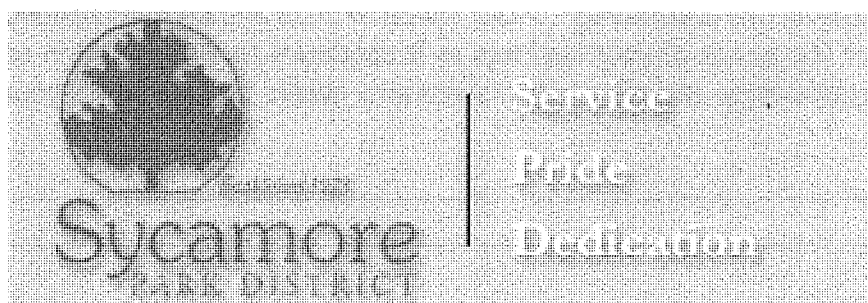


# Annual Review and Budget Planning

## Sycamore Park District

940 East State Street

Sycamore, IL 60178



January 10, 2013

## TBC Net, Inc.

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## 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

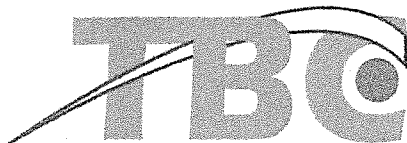
- 2012 Review
- 2013 Expected Renewals
- Hardware Review
- Future Projects
- What's New, What Works, & What Needs to Change

## 2 2012 Review

### Projects

- Upgrade Sonicwall Appliance(s)
- Tech Assessment





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### 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

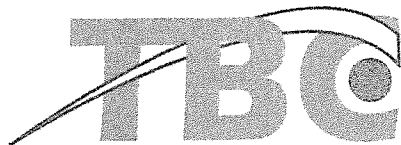
### Service Ticket Summary

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

### TBC Services

| Products/Service   | Monthly  | Annual   | Total Annual | Renewal Date | Notes                        |
|--------------------|----------|----------|--------------|--------------|------------------------------|
| Service Hours      | \$237.50 |          | \$2,850.00   |              | 3 Hours<br>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   |              |                              |




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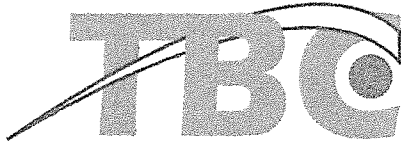
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### 3 2013 Expected Renewals

#### 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





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## 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

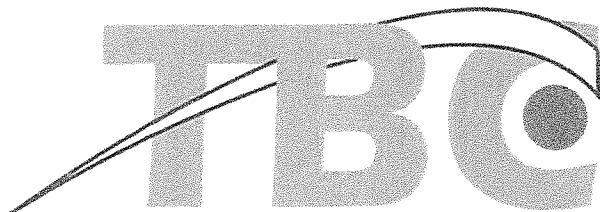
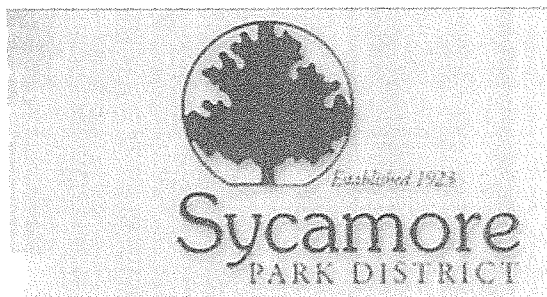
- a. Discussion on how TBC can increase value to Sycamore Park District.



# Statement of Work

## Sycamore Park District

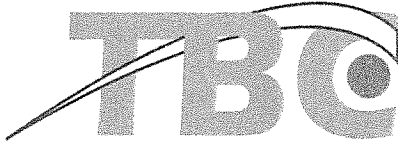
Sycamore Park District  
940 E State Street  
Sycamore, IL 60178



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.

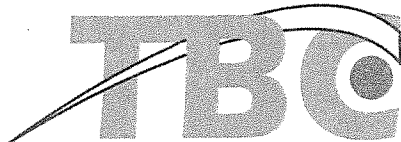
## 2 Statement of Work

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





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### 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

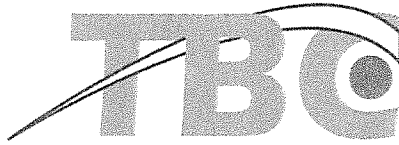
#### 3.2 Project Management

##### 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**

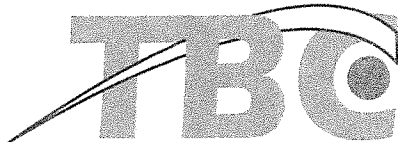
Client will ensure, as necessary, that necessary Client personnel will be available for the project. This includes:

- 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](mailto:daleb@tbc.net)  
Phone: 815-991-2422

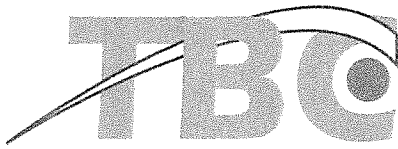
### 6.3 TBC Account Manager

Contact: Trisha West  
E-mail address: [trishaw@tbc.net](mailto:trishaw@tbc.net)  
Phone: 815-991-2427

### 6.4 TBC General Support Contact Information

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





---

## 6.5 *Client Project Manager*

---

Contact: Dan Gibble

E-mail address: [danielgg@sycamoreparkdistrict.com](mailto: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**

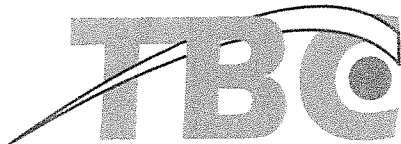
Professional services will be billed for the actual time spent deploying the solution during this project. This project will be invoiced on a time & materials basis. Anything not defined under the section "TBC's Responsibilities" will be considered third party applications and time spent on the installation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

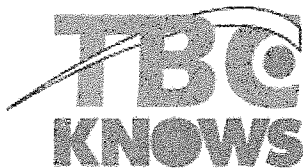
info@tbc.net

## 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.

|  |                               |
|--|-------------------------------|
| <b>Agreed To:</b>  | <b>Agreed To:</b>             |
| <b>TBC Net, Inc.</b>   | <b>Sycamore Park District</b> |
| By: Mark Smirz   | By: Daniel Gibble             |
| Title: Sales Manager   | Title: Director               |
| Date: 6/14/2013  | Date: 6/14/2013               |
| Authorized Signature:<br><br> | Authorized Signature:         |





411 E. Niles Road Dr. - Suite 300, DeKalb, IL 60115

Please send payment to:

P.O. Box 828, DeKalb, IL 60115

# QUOTE

AAAQ6664

Phone: (815) 991-4600

FAX: 815-991-2526

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

Cantel  
on Board / new  
ideal

\$16 / ft.


for

Cable

Continued On Next Page ...

| Description   | Unit Price        | Qty      | Ext. Price        |
|---|-------------------|----------|-------------------|
| <b>Server Licensing</b>   | <b>\$2,642.16</b> | <b>1</b> | <b>\$2,642.16</b> |
| VMware vSphere v.5.0 Essentials License<br>* Supports up to 3 Hosts and 2 Processors each   | \$519.17          |          | \$519.17          |
| VMware vSphere v.5.0 Essentials Subscription License<br>* 3 Year Software Subscription<br>* 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<br>* Provides two instances of Server 2012 Std.<br>(10) Microsoft Windows Server 2012 - License - 1 User CAL - Volume, Local Government - MOLP; Open License for Government - PC - English<br>(5) Microsoft Windows 2012 Remote Desktop Services - License - 1 User CAL - Volume, Local Government - MOLP; Open License for Government - PC - English<br>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).**

|   |                   |          |                   |
|---|-------------------|----------|-------------------|
| <b>Network Switch</b>   | <b>\$1,636.52</b> | <b>1</b> | <b>\$1,636.52</b> |
| 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  |                   |          |                   |
|    |                   |          |                   |
| <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> |                   |          |                   |

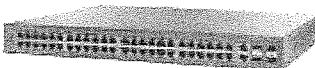
Continued On Next Page ...



| 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 ...

| Description                    | Unit Price        | Qty      | Ext. Price        |
|--------------------------------|-------------------|----------|-------------------|
| <b>Estimated Project Labor</b> | <b>\$9,380.00</b> | <b>1</b> | <b>\$9,380.00</b> |

Project Labor Summary

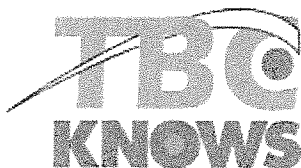
- \* Install and Configure New Dell Server
- \* Install and Configure Virtualization Solution
- \* Install and Configure New Virtual File Server to Best Practices
- \*\* Migrate Data and Printers to New File Server
- \* Install and Configure New Virtual Terminal Server to Best Practices
- \* Install 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        |
| <b>Your investment in addition to the Grand Total:</b> |                  | Tax        | \$0.00             |
| \$24.00  | Billed Monthly   | Shipping   | \$168.40           |
| \$0.00   | Billed Quarterly | Total      | <b>\$21,214.69</b> |
| \$0.00   | Billed Annually  | Prepayment | <b>\$11,834.69</b> |

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Approval Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



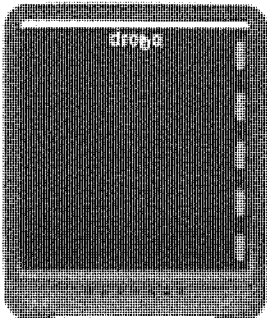
**QUOTE**  
AAAQ6635-03

**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        |
|---|-------------------|----------|-------------------|
| <b>ProactiveIT Backup Solution (Monthly)</b>  | <b>\$90.00</b>    | <b>1</b> | <b>\$90.00</b>    |
| <p><b>Includes: Backup Solution for two new virtual servers - File Server and Terminal Server</b></p> <p>ProactiveIT ShadowProtect Backup Solution for Virtual Server</p> <ul style="list-style-type: none"> <li>* Image based backup solution utilizing StorageCraft's ShadowProtect Software</li> <li>* Automatic backup of SQL, Exchange, SharePoint, CRM and other critical applications</li> <li>* Scheduler for automatic full and incremental backups</li> <li>* ShadowControl ImageManager automatically consolidates backup image files</li> <li>* Granular recovery of individual files and folders in moments</li> <li>* Recover to similar or dissimilar hardware and/or to and from virtual environment</li> <li>* Licensed per server</li> <li>* Pricing is per server / month (no annual renewal fee)</li> </ul> |                   |          |                   |
| <b>Local Backup Storage Device</b>  | <b>\$1,278.78</b> | <b>1</b> | <b>\$1,278.78</b> |
| <p>Drobo Drobo 5N NAS Array</p> <ul style="list-style-type: none"> <li>- RAID Supported</li> <li>- 5 x Total Bays</li> <li>- Gigabit Ethernet</li> <li>- Network (RJ-45) Desktop</li> </ul>   |                   |          |                   |
|  <p><i>The Faster, Easier Drobo for Your Network</i>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.</p>    |                   |          |                   |

Continued On Next Page ...

| Description   | Unit Price      | Qty      | Ext. Price      |
|---|-----------------|----------|-----------------|
| <b>ProactiveIT Offsite Replication (Estimated Monthly Cost)</b> | <b>\$176.50</b> | <b>1</b> | <b>\$176.50</b> |

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                        | <b>Total</b>      | <b>\$1,588.03</b> |
| \$0.00 Billed Annually                         | <b>Prepayment</b> | <b>\$1,321.53</b> |

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Approval Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**Simple file sharing:**

SkyDrive Pro gives each user 7 GB of personal storage they can access from anywhere and that syncs<sup>3</sup> 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.

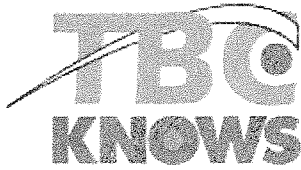
**Advanced voice:**

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.



**QUOTE**  
AAAQ6673

**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      |
|--|----------------|-----------|-----------------|
| <b>Office 365 E3 (Monthly Fee) (Optional)</b>  | <b>\$20.00</b> | <b>10</b> | <b>\$200.00</b> |
| <p>Exchange &amp; Office Professional Plus<br/>(latest version available to subscriber)</p> <ul style="list-style-type: none"> <li>* Advanced administration capabilities, Active Directory integration and 24/7 support</li> <li>* Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices, plus 25 GB mailbox storage with Exchange Online</li> <li>* Sites to share documents and information with SharePoint Online</li> <li>* Instant messaging, presence and online meetings with Lync Online</li> <li>* Premium antivirus and anti-spam filtering for email and sites with Microsoft Forefront Online Protection for Exchange</li> <li>* Microsoft Office Web Apps to work on your documents through virtually any Internet Connected Device</li> <li>* Microsoft Office Professional Plus (provided) - PC/Workstation must meet Office system requirements.</li> </ul> <p>Notes:<br/>1) Purchased directly through Microsoft with one year initial commitment and annual renewals.<br/>2) Current Pricing through Microsoft for this plan is \$20 / month / user.<br/>3) TBC will advise on plan requirements and assist with setup (billed separately).</p> |                |           |                 |

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 seperately).

**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        |
| <b>Your investment in additon to the Grand Total:</b> |                  | Tax               | \$0.00        |
| \$0.00  | Billed Monthly   | Shipping          | \$0.00        |
| \$0.00  | Billed Quarterly | <b>Total</b>      | <b>\$0.00</b> |
| \$0.00  | Billed Annually  | <b>Prepayment</b> | <b>\$0.00</b> |

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Approval Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_





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

BLANK

|   |                  |                   |                   |
|---|------------------|-------------------|-------------------|
|   |                  | Subtotal          | \$1,850.48        |
| <b>Your investment in additon to the Grand Total:</b> |                  | Tax               | \$0.00            |
| \$0.00  | Billed Monthly   | Shipping          | \$45.12           |
| \$0.00  | Billed Quarterly | <b>Total</b>      | <b>\$1,895.60</b> |
| \$0.00  | Billed Annually  | <b>Prepayment</b> | <b>\$1,325.60</b> |

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 \_\_\_\_/\_\_\_\_/\_\_\_\_