

# Sycamore

PARK DISTRICT

*Established 1923*

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

### Regular Board Meeting

November 26, 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:**

4. Special Meetings – (Voice Vote)

November 6, 2013 Special Meeting

7. Regular Meeting –

October 22, 2013 (Voice Vote)

Executive Session Minutes –

October 22, 2013

November 6, 2013

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

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

21. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

26. Superintendent of Finance Monthly Report

29. Budget Report/Monthly Cash Flow Monthly Report

45. Superintendent of Golf Operations Monthly Report

48. Superintendent of Parks and Facilities Monthly Report

54. Superintendent of Recreation Monthly Report

58. Executive Director Monthly Report

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

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**CORRESPONDENCE-**

- 62. Sycamore High School Thank You
- 63. Sycamore Pumpkin Festival Inc. Thank You to Dan Gibble/Board
- 64. Sycamore Pumpkin Festival Inc. Thank You to Kirk Lundbeck
- 65. SPD Thank You Letter to Jack & Rite Henne for Donations
- 66. Sycamore Community Schools-Jerry Pelan

**POSITIVE FEEDBACK/REPORTS**

**DEPARTMENT PRESENTATIONS: Program Analysis: Bart**

**STATUS REPORT OF KISHWAUKEE SPECIAL RECREATION ASSOCIATION: Julie Eggleston**

**PRESENTATION OF SURVEY FINDINGS—Ron Vine**

**OLD BUSINESS:**

- Future Study Sessions—December 3, 2013
- 69. Third Draft: Vision 2020 – Dan  
Update on Paving—Jeff  
Update on Tech Study—Jackie
- 142. Develop List of CAC Members—Daryl and Bill  
Timeline for Vision 2020 and Interpretation of Dave Phillips  
Information—Michelle/Dan
- 143. Marketing Plan for “Top Ten” Braggin’ Rights—Bart

**NEW BUSINESS:**

- 145. Approve Agreement for Audit Services—Jackie
- 146. First Draft of FY 2014 Operating Budget—Dan
- 249. First Draft of FY2014 Capital Budget—Dan
- 253. Property Abatements—Jackie
- 254. Determine Amount Estimated to be Raised by Taxation for 2013 Tax  
Levy—Jackie
- 256. Resolution 05-2013 – Resolution for 2013 Tax Levy
- 258. Ordinance 07-2013 Authorizing Acceptance of Deed for Park Land in  
Sycamore Creek Subdivision—Dan
- 262. Policy Regarding Use of Cell Phones by District Officials—Dan
- 264. Presentation of Equipment Replacement Schedules: First Draft
- 289. Recommendation for Insurance for 2014—Jackie
- 293. Part-Time Policy Manual: First Review—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:**

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
  
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  
Wednesday, November 6, 2013**

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

The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present. Also present was Director Gibble and Recording Secretary Freeman. Commissioner Graves arrived at 6:29 pm.

**Discussion & Review of Vision 2020 – Vision Setting** – Director Gibble noted that Item 3 and 4 can be combined. He gave the Board draft #2 of the Vision 2020. Since the last meeting he has added the modifications the Board approved. He went over what was added. Commissioner Tucker noted that Katie has said not to use the word referendum until the Board has officially passed going out for referendum. Director Gibble noted that the most asked questions are 1. How much is the cost, 2. Is it a referendum and 3. When is it going to happen. We need to give some sense of all of this in the Vision 2020. Commissioner Schulz asked when the Board meets with clubs in January what will be presented. President Strack noted it will be similar to what was presented to the CWSPT. He also noted to let the clubs know this is the direction the District is heading and want to confirm heading in the right direction. Commissioner Tucker noted that when talking to the clubs or stakeholders we need to let them know we need their help to raise money. Each audience that the Board meets with will have a different lead in on what we need their help with. Director Gibble noted it seems the Board is having trouble with what they think they can sell. The Board has to sell what was discussed with the CAC and the CWSPT and have to get to a point of being comfortable selling it. Commissioner Schulz noted she was not afraid of selling it, but wants to sell it at the right moment. President Strack noted they want to know how to package the message from January to July so it is not a difficult sales job. Commissioner Kroeger noted this is a whole marketing strategy and we need to decide when the peak will be. There was more discussion on if the cost of accomplishing the plan should be in the Vision 2020 document and there was a consensus that it should be in there and listed as “New Dollars”.

Director Gibble noted he went through the dates for the different projects and has added more detail. Commissioner Kroeger went over the timeline he has created from the information he was given by Director Gibble. He noted this can be changed as needed.

**Finalizing “Braggin Rights”** – Commissioner Graves noted he grouped them, but did not prioritize them. The Board went over the list and put in priority order as listed below. Director Gibble noted that when the list is done he will sit with Bart Desch, Lisa White, and Sarah. He will then come back to the Board with a proposal for a campaign to use the 10 items. We want to keep the energy high on things going on next year.

1. First balanced budget in \_\_\_\_\_ years.
2. Golf Course operating in the black for the first time in several years.
3. Required reserve funds are growing for the first time in years.
4. Developed and implemented a Strategic Plan.
5. Adopted plan for the future: Vision 20/20.
6. Connecting with the Community through marketing and social media.

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7. Refurbished existing neighborhood parks.
8. Completed Old Mill Park.
9. Completed restoration of the WPA/Main shelter and tennis courts.
10. Built a sense of community with our 90<sup>th</sup> Anniversary, Fireworks and concerts.

**Preparing Timeline for Community Outreach** – Commissioner Schulz noted we need to set future consistent meeting times for the Board to plan for promoting Vision 2020. The first meeting was set as Dec. 11<sup>th</sup> at 6 pm. and future ones on the second Wednesday of each month. Director Gibble noted that Commissioner Schulz is taking the lead on the campaign timeline. These meetings should be separate from regular meetings or study session meetings. When the Board gets to the point of talking about the timing of a referendum campaign this will have to be in regular.

Commissioner Schulz noted that someone needs to send out letters for our endowment fund. Director Gibble noted the letter can only say for our endowment fund as that is the way the Board set up the fund with DCCF. The principal would stay put, but the interest could be used for operating dollars. Commissioner Tucker noted the district should adopt a written endowment policy. Director Gibble noted this will be brought to the Board in the next few months. Commissioner Schulz noted the promotional tour would be started in January. The Board would take the bragging rights and power points to show to the service clubs. Between now and January, we need to develop a slogan and logo. Also need to finalize the FAQ sheet. She also noted the Board needs to come back with three names by the January 8<sup>th</sup> meeting of people that would help them run the campaign. She noted that in February or March we would need to schedule meetings with the sports complex user groups. There was discussion on a Grassroots campaign. Director Gibble noted there has to be an organized group, an official designation in place so there is a way for people to give money. The money would need to be in place by the end of July. There was more discussion on the timeline. Commissioner Schulz suggested also getting voter registration dates to get people registered to vote if not already.

Commissioner Schulz noted the FAQ's should be finalized in December. The slogan and logo needs to be also finalized along with what is going to be presented to the groups. The Board will meet in December and bring the three names along with the FAQ list revisions. President Strack will also have some marketing ideas. Commissioner Schulz noted that at this time, the Board is going to call the presentation to the public meetings the Vision 20/20.

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The Board convened to Executive Session at 7:57 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gible, and Recording Secretary.

#1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

#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.

**Motion**

The Board adjourned the Executive Session at 8:42 p.m. and reconvened to Regular Session 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.

**Motion**

The Board adjourned the Regular Session at 8:42 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, October 22, 2013**

President Strack called the meeting to order at 6:00 p.m.  
The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present.  
Commissioner Graves arrived at 6:04 pm. Staff members present were Bart Desch, Jeff Donahoe, Director Dan Gibble, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were:  
Scott Buzzard, CAC Chair

Director Gibble asked the Board to allow flexibility on the agenda on matters relating to the issuance of Bonds. Dave Phillips will be here, but was also attending other Board meetings.

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda.  
Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the September 24, 2013 Regular Meeting Minutes and October 8, 2013 Special Meeting Minutes. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Schulz moved to approve the September 24, 2013 and October 8, 2013 Executive Session Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$154,716.83.  
Commissioner Kroeger seconded the Motion.

**Roll Call**

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

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**Correspondence-**

- Rose Treml – Sycamore Chamber Letter on Pumpkin Fest Race

**Positive Feedback/Reports**

- Director Gibble noted the paving should be done by the end of this week or early next week.
- Supt. of Parks Donahoe noted he emailed Rose Treml to let her know on the paving and how to handle things during the race.
- Commissioner Schulz noted the Concessions Revenue and Expense report is outstanding. All the numbers are great, stellar year and a lot of great work going on.
- Commissioner Graves noted the tailgate party was well attended and fun.

**Department Presentations: Supt. of Finance Jackie Hienbuecher** – She noted that Thursday MSI will be updating our accounting system. We will be upgrading from our current 5.0 to the 7.0 version and then after the first of the year they will upgrade our system to 7.5 with no additional charge. The purchase order module was installed and we will be training on this. Eventually this will be installed at all locations, but with our communications problem it would not work well now. She went through the requisition and purchase order process. Also went through how this will work with our accounts payable system.

**Old Business**

**Future Study Sessions** – Director Gibble reminded the Board of the next study session meeting on November 6<sup>th</sup> at 6:00 pm. He would like the Vision 2020 approved at the December board meeting, so he is suggesting the Board meet prior to that. Our regular Board meeting in December is on December 17<sup>th</sup>. The Board chose to meet on 12-3 at 6:00 pm.

**Second Draft: Vision 2020** – President Strack noted he and Director Gibble talked about the plan. Director Gibble noted he recommends putting a framework in the plan on what the cost is. He also recommends inserting a budget framework and timeline. President Strack had suggested putting in under operating dollars the wording annual above cost. Director Gibble suggested adding wording of capital cost or bond cost. He also wanted the Board to let him know if they want any other changes after the first public hearing. President Strack suggested adding more specific dates. Commissioner Graves noted he feels we should be upfront with the community and pin point what and when we would be doing things. Commissioner Kroeger suggested using the words of “new dollars”. He also noted we do not want the impression out there that we are trying to hide anything. He noted that financially we are just getting by taking care of what we have and we are actually cutting corners. Commissioner Schulz noted that if this is what the community wants, there is a cost and to achieve that cost we are considering a referendum.



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**Second Draft: Vision 2020-cont'd** - President Strack asked Director Gibble to change the wording. President Strack felt the comment from Curt Lang will be the biggest issue. Commissioner Schulz noted our issue with space needs to be a key component when this is rolled out. CAC Chair Buzzard noted he felt this would be the biggest issue also. The Board is hoping the results from the survey will help them. Commissioner Kroeger asked if the timeline could be put on a schedule. Director Gibble will do a 2<sup>nd</sup> rough draft and get out to Commissioner Kroeger. He will then work on a schedule graph.

**Update on Tech Study** – Supt. of Finance Hienbuecher noted she and Director Gibble had their first meeting with Sikich and tomorrow Sikich will be meeting with staff about the technology issues. On October 30<sup>th</sup> & 31<sup>st</sup>, Sikich will be coming out to evaluate our workstations and server and we will go from there.

**Pumpkin Festival Final Details** – Supt. of Recreation Desch noted the Park District will be in position 13. The judging is at 11:00, but everyone needs to be there by 12:00.

**Develop List of CAC Members** – It was decided that Commissioner Tucker and Commissioner Kroeger will coordinate with Scott Buzzard. Director Gibble noted he would like to have the new members chosen by the December Board meeting, but the ultimate goal would be January. Commissioner Schulz and President Strack suggested an article be done on the CAC and what they have accomplished. President Strack noted that Jim Crouch has expressed interest.

**Timeline for Vision 2020** – Commissioner Schulz noted we are trying to establish a timeline so the Board can start to preplan. The goal is by January the Board can roll out the presentation and start meeting with service clubs. Commissioner Kroeger noted his schedule will show the path to Vision 2020 and will be included in the Vision 2020. Director Gibble noted that Commissioner Schulz would work on a calendar for the timeline that could be communicated between the Board and all. Commissioner Schulz noted the Google calendar could be used and all could have access to it.

**Finalizing “Top Ten” Braggin’ Rights** – Commissioner Graves noted the last time the Board met they came up with about 20 items. He suggested getting the list down to their top 10. There was more discussion on the items. Commissioner Schulz noted this list would be part of the bragging rights presentation that will be rolled out and discussed with the public. President Strack suggested a Top 10 campaign and a different item rolled out each week. Director Gibble asked each Board member to rank their top 10 and get to Commissioner Graves who will coordinate.

**Review/Approval ADA Plumbing/Carpentry Contract** – Director Gibble noted he and Supt. of Parks Donahoe met with the architect and Steve Swedberg of Swedberg & Associates. He presented to the Board the negotiated amount for the work. He is recommended the Board authorize him to enter into a contract with Swedberg & Associates for \$98,720.00 to complete the ADA Plumbing and Carpentry work.

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**Motion**

Commissioner Tucker moved to approve the ADA contract with Swedberg & Associates in the amount of \$98,720.00. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

**Motion to Accept Low Bid for Bond** – Dave Phillips noted they took bids on the limited tax bonds. Resource Bank was the lowest at 1.1%. NB & T participated and came in at 1.49%. He would recommend acceptance of the low bid from Resource and the ordinance provided by Chapman and Cutler as the ordinance for adoption of the bonds.

**Motion**

Commissioner Schulz moved to accept the low bid of 1.1% from Resource Bank. Commissioner Graves seconded the Motion.

**Roll Call**

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack abstained since he is an employee of Resource Bank.

**Motion**

Commissioner Schulz moved to approve Ordinance #06-2013. Commissioner Tucker seconded the Motion.

**Roll Call**

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. President Strack abstained since he is an employee of Resource Bank.

**Review of considerations for Future Bond Issues and Costs** – Director Gible noted he asked Dave Phillips to present the Board with information on future bond issues. Dave Phillips noted he put together a compilation of information and a calendar for the election that is being considered. He then gave the Board more information including dates when certain things have to be done.

**New Business**

**RFP for Audit Services** – Supt. of Hienbuecher noted she gave a copy of the RFP to 9 audit firms. The proposals are due back by November 1<sup>st</sup>. She has received follow up questions from 4 of the 9 firms, so she is putting together supplemental information for the firms that she will send out to them.

**Year-End Operating Budget Projections** – Director Gible had given the Board information on the year budget projections including summary of the various funds. He feels the Board has begun to pick up on the hard work staff has done to impact the District financial position.

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**Fund Balance Projections** – Director Gibble noted staff had shared with the Board the estimates at the beginning of the year. Then applying the projections for year end and how this has a positive impact on fund reserves. The goal was to be at 25% by end of next year and we should meet this goal barring any major unforeseen events. We will be in a position to have paid down the debt on the golf course.

**Consideration and Approval of 2014 Golf Rates** – Supt. of Golf Operations Lundbeck went over the information on the rates he is recommending and how he came up with the numbers. He feels it is vitally important to do a pre-season discount. The discount would be available and then the rates would go up as he has suggested.

**Motion**

Commissioner Tucker moved to approve the 2014 Golf Rates as presented and recommended. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Resolution Appointing Delegates to the IAPD Annual Meeting** – Supt. of Finance Hienbuecher noted the early bird registration is in November.

**Motion**

Commissioner Graves moved to nominate Commissioner Tucker as the District delegate with Commissioner Kroger as 1<sup>st</sup> Alternate. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:12 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Graves.

**Roll Call**

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

#1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

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#5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 8:16 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble, and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 8:41 p.m. and reconvened to Regular Session on a motion made by Commissioner Graves. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 8:41 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 11/19/2013  
 TIME: 13:31:34  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*F Interim*

FROM 10/22/2013 TO 11/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARTHU	290544	01 HERBICIDE	101500076507	07/23/13	00000000	52681	10/24/13	102.00	102.00
BLUE		BLUE CROSS/BLUE SHIELD OF ILL							102.00
		NOVEMBER 2013		10/22/13		52679	10/22/13	15,425.16	15,425.16
		01 HEALTH INSURANCE PREMIUM	101000106801						3,229.58
		02 HEALTH INSURANCE PREMIUM	101500106801						506.50
		03 HEALTH INSURANCE PREMIUM	504100106801						2,902.89
		04 HEALTH INSURANCE PREMIUM	504000106801						1,604.80
		05 HEALTH INSURANCE PREMIUM	201000106801						2,075.81
		06 HEALTH INSURANCE PREMIUM	202100106801						5,105.58
								VENDOR TOTAL:	15,425.16
BSN		BSN SPORTS						VENDOR TOTAL:	15,425.16
	95642316	01 VOLLEYBALLS-THURSDAY	205490026216	10/18/13	00000000	52682	10/24/13	191.82	191.82
		02 VOLLEYBALLS-MONDAYS	205490036216		00000000				63.94
		03 VOLLEYBALLS-WEDNESDAYS	205490046216		00000000				63.94
								VENDOR TOTAL:	191.82
CABANA		CABANA CHARLEYS						VENDOR TOTAL:	191.82
		DEPOSIT		11/14/13	00000000	52692	11/14/13	100.00	100.00
		01 PARTY DEPOSIT	101000046213						100.00
								VENDOR TOTAL:	100.00
CHARITEE		CHARITEE GOLF LLC						VENDOR TOTAL:	100.00
	890	01 CHARITEE TICKETS	501000002101	10/04/13		52661	10/22/13	749.64	749.64
		02 DRINK TICKETS	301000001100						1,323.00
		03 DONATION	501000002115						-300.75
		04 GIFT CERT	501000002110						-92.61
									-180.00
								VENDOR TOTAL:	749.64
CITY2		CITY OF SYCAMORE						VENDOR TOTAL:	749.64
	1020502000-1013	01 WATER/SEWER - CC	207500096704	10/31/13	00000000	52693	11/18/13	133.16	24.64
									24.64
	1271000000-1013			10/31/13		52693	11/18/13	133.16	108.52

DATE: 11/19/2013  
 TIME: 13:31:34  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 10/22/2013 TO 11/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1271000000-1013		01 WATER/SEWER - MAINT	101500096704	10/31/13	00000000	52693	11/18/13	133.16	108.52 108.52
COMCA	COMCAST					VENDOR TOTAL:			133.16
101913		01 CABLE	303000096705	10/19/13	00000000	52694	11/18/13	80.12	80.12
		02 CABLE	504000096705		00000000				44.81 35.31
COMMO	COMMONWEALTH EDISON					VENDOR TOTAL:			80.12
100913		01 FOUNDERS PARKS	101500096702	10/09/13	00000000	52662	10/22/13	17.64	17.64 17.64
110713		01 FOUNDERS PARKS	101500096702	11/07/13	00000000	52695	11/18/13	437.58	437.58
		02 BOYNTON PARK	101500096702		00000000				18.13
		03 KIWANIS PARK	101500096702		00000000				16.11
		04 EMIL CASSIER PARK	101500096702		00000000				43.53
		05 COMMUNITY CENTER	207500096702		00000000				15.41
		06 COMMUNITY CENTER	207500096702		00000000				201.38
		07 SYCAMORE LAKE	101500096702		00000000				81.12
		08 GOOD TYMES SHELTER	101500096702		00000000				15.41
		09 WETZEL PARK	101500096702		00000000				31.08 15.41
CONSERV FS						VENDOR TOTAL:			455.22
1783280-IN		01 GASOLINE-OLDSHOP TANK 4	504000076515	10/14/13	00000000	52683	10/24/13	3,665.30	1,270.79 1,270.79
1783281-IN		01 DIESEL-GOLF	504100076515	10/14/13	00000000	52683	10/24/13	3,665.30	1,476.13 609.22
		02 DIESEL-PARKS	101500076515		00000000				703.34
		03 DIESEL-SPORTS COMPLEX	202100076515		00000000				163.57
1783282-IN		01 GASOLINE-GOLF	504100076515	10/14/13	00000000	52683	10/24/13	3,665.30	918.38 111.20
		02 GASOLINE-PARKS	101500076515		00000000				95.53
		03 GASOLINE-SPORTS COMPLEX	202100076515		00000000				92.50
		04 GASOLINE-TRUCKS	101500076515		00000000				619.15
						VENDOR TOTAL:			3,665.30

DATE: 11/19/2013  
 TIME: 13:31:34  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Inferim*

FROM 10/22/2013 TO 11/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CONST		CONSTELLATION NEWENERGY							
	0011835731			10/09/13		52663	10/22/13	2,029.06	2,029.06
		01 BASEBALL CONCESSIONS	303300096702						99.84
		02 POOL	518100096702						161.18
		03 MAINTENANCE	101500096702						12.85
		04 MAINTENANCE	504100096702						12.85
		05 PUMP HOUSE	504100096702						715.30
		06 CART BLDG	504000096702						130.72
		07 CLUBHOUSE	303000096702						134.45
		08 PROSHOP	504000096702						134.45
		09 ADMINISTRATION	101000096702						313.71
		10 ADMINISTRATION	201000096702						313.71
								VENDOR TOTAL:	2,029.06
DEKC		DEKALB COUNTY COMMUNITY							
				10/21/13		52664	10/22/13	500.00	500.00
		01 IHSA DESTINATION DEKALB	101000046214						250.00
		02 IHSA DESTINATION DEKALB	201000046214						250.00
DIREC		DIRECTV							500.00
	21592540438			10/17/13		52665	10/22/13	94.99	94.99
		01 SATELLITE-CC	207500096705						94.99
								VENDOR TOTAL:	94.99
DISCSYC		DISCOVER SYCAMORE							
		SANTA HOUSE 2013		10/21/13		52675	10/22/13	1,300.00	800.00
		01 SANTA HOUSE SPONSORSHIP	101000046214						400.00
		02 SANTA HOUSE SPONSORSHIP	201000046214						400.00
		SANTA WALK 2013		10/21/13		52675	10/22/13	1,300.00	500.00
		01 WALK WITH SANTA SPONSOR	101000046214						250.00
		02 WALK WITH SANTA SPONSOR	201000046214						250.00
								VENDOR TOTAL:	1,300.00
ECO		ECOWATER SYSTEMS, INC.							
	101213			10/12/13		52666	10/22/13	25.48	25.48
		01 SALT	101000056300						12.74
		02 SALT	201000056300						12.74
								VENDOR TOTAL:	25.48

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 10/22/2013 TO 11/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FRONTIER	FRONTIER								
100713		01 ADMINISTRATION	1010000096700	10/07/13		52674	10/22/13	731.92	731.92
		02 ADMINISTRATION	2010000096700						326.23
		03 PRO SHOP	5040000096700						326.24
									79.45
102813		01 COMMUNITY CENTER	2075000096700	10/28/13		52696	11/18/13	1,542.61	1,542.61
		02 MAINT BLDG	1015000096700						360.51
		03 MAINT BLDG	5041000096700						203.73
		04 POOL	5180000096700						203.73
		05 ADMINISTRATION	1010000096700						42.92
		06 ADMINISTRATION	2010000096700						326.18
		07 PRO SHOP	5040000096700						326.17
									79.37
JUMPER	JUMPERS ISLAND, INC.							VENDOR TOTAL:	2,274.53
903		01 COMM HEALTH FAIR BOUNCE HOUSE	2010000046214	09/16/13		52698	11/19/13	150.00	150.00
									150.00
MIDWESTM	MIDWEST MUSEUM OF NATURAL HIST							VENDOR TOTAL:	150.00
102913		01 MUSEUM FESTIVAL OF LIGHTS	1010000046214	10/29/13		52685	10/29/13	100.00	100.00
		02 MUSEUM FESTIVAL OF LIGHTS	2010000046214						50.00
									50.00
NEXT	NEXTEL COMMUNICATIONS							VENDOR TOTAL:	100.00
101213		01 ADMIN	1010000096701	10/12/13		52667	10/22/13	361.10	361.10
		02 MAINTENANCE	1015000096701						92.21
		03 MAINTENANCE	5041000096701						37.80
		04 PRO SHOP	5040000096701						34.80
		05 RECREATION	2010000096701						31.63
		06 MOMS TIME OUT	2053400016701						31.63
		07 MAINTENANCE	2021000096701						15.82
		08 CONCESSIONS	3030000096701						101.39
									15.82
NICOR	NICOR GAS							VENDOR TOTAL:	361.10
102413				10/24/13		52697	11/18/13	658.07	658.07



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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Inferim*

FROM 10/22/2013 TO 11/19/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
102413		01 COMMUNITY CENTER	207500096703	10/24/13	00000000	52697	11/18/13	658.07	658.07
		02 MAINT BLDG	101500096703		00000000				77.19
		03 MAINT BLDG	504100096703		00000000				122.24
		04 POOL	518100096703		00000000				122.25
		05 UPSTAIRS OFFICE	101000096703		00000000				137.66
		06 ADMINISTRATION	101000096703		00000000				36.87
		07 ADMINISTRATION	201000096703		00000000				45.37
		08 PRO SHOP	504000096703		00000000				45.37
		09 CLUBHOUSE	303000096703		00000000				19.44
		10 PUMP HOUSE	504100096703		00000000				32.24
								VENDOR TOTAL:	658.07
OF		OFFICE DEPOT							
666836732001		01 DIARY CALENDAR	101000046200	10/09/13		52668	10/22/13	186.93	23.42
		02 DIARY CALENDAR	201000046200						11.71
									11.71
666837707001		01 PLANNER-INK CARTRIDGE	207500046200	10/09/13		52668	10/22/13	186.93	45.18
		02 FOLDERS	101000046200						40.16
		03 FOLDERS	201000046200						2.51
									2.51
67390849901		01 PAPER-CALENDARS	207500046200	10/07/13		52668	10/22/13	186.93	118.33
		02 CALENDAR	303000046200						46.84
		03 PAPER-CALENDAR	101000046200						1.92
		04 PAPER-CALENDAR	201000046200						34.78
									34.79
PEKIN		PEKIN INSURANCE						VENDOR TOTAL:	186.93
NOVEMBER 2013		01 DENTAL INSURANCE PREMIUM	101000106801	10/22/13		52680	10/22/13	1,415.33	1,415.33
		02 DENTAL INSURANCE PREMIUM	101500106801						275.88
		03 DENTAL INSURANCE PREMIUM	504100106801						50.79
		04 DENTAL INSURANCE PREMIUM	504000106801						247.14
		05 DENTAL INSURANCE PREMIUM	201000106801						144.11
		06 DENTAL INSURANCE PREMIUM	202100106801						163.00
									534.41
								VENDOR TOTAL:	1,415.33
T0000531		WHITE, LISA							
102513				10/29/13		52686	10/29/13	56.40	56.40

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SYCAMORE PARK DISTRICT  
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*Interim*

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	102513	01 MILEAGE	2010000046211	10/29/13	00000000	52686	10/29/13	56.40	56.40
T0000853	WRIGHT, DEDRIC						VENDOR TOTAL:	56.40	56.40
	102113	01 KEY DEPOSIT REFUND	201000001104	10/21/13		52669	10/22/13	50.00	50.00
T0000854	ANDREE, ANDI						VENDOR TOTAL:	50.00	50.00
	REFUND	01 REFUND FOR CHRISTINA DEROCHES	205660256218	10/22/13		52676	10/22/13	27.00	27.00
T0000855	MOYNIHAN, RENEE						VENDOR TOTAL:	27.00	27.00
	102113	01 PUMPKIN HUNT REFUND	205340026218	10/22/13		52677	10/22/13	30.00	30.00
T0000856	BAYLOR, SCOTT						VENDOR TOTAL:	30.00	30.00
	102113	01 HOLIDAY CLASS REFUND	205010156218	10/22/13		52678	10/22/13	15.00	15.00
T0000857	BOYNTON, MARIA						VENDOR TOTAL:	15.00	15.00
	102413	01 SHELTER DEPOSIT RETURN	101000004000	10/24/13	00000000	52684	10/24/13	50.00	50.00
T0000858	JULKOWSKI, JOE						VENDOR TOTAL:	50.00	50.00
	102513	01 VOLLEYBALL REF=THURS	205490026128	10/29/13	00000000	52687	10/29/13	60.00	60.00
T0000859	TERESINSKI, JEFF						VENDOR TOTAL:	60.00	60.00
	102813	01 KIDS ROCK CLASS REFUND	205010266218	10/29/13	00000000	52688	10/29/13	45.00	45.00
							VENDOR TOTAL:	45.00	45.00

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SYCAMORE PARK DISTRICT  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000860	MORENO, RACHEL								
	102813	01 ANIMAL EXPLORERS CLASS REFUND	205010246218	10/29/13	00000000	52689	10/29/13	35.00	35.00
									35.00
								VENDOR TOTAL:	35.00
T0000861	SMITH, LISA								
	102913	01 POMS JR REFUND	205010316218	10/29/13	00000000	52690	10/29/13	58.00	58.00
									58.00
								VENDOR TOTAL:	58.00
UNIT2		UNITED STATES POSTAL SERVICE							
	102913	01 NEWSLETTER POSTAGE	1010000046214	10/29/13	00000000	52691	10/29/13	1,348.00	1,348.00
									1,348.00
								VENDOR TOTAL:	1,348.00
UNUM		UNUM LIFE INSURANCE							
	OCTOBER 2013								
		01 LIFE INSURANCE PREMIUM	101000106801	10/21/13		52670	10/22/13	334.03	334.03
		02 LIFE INSURANCE PREMIUM	101500106801						63.18
		03 LIFE INSURANCE PREMIUM	504100106801						11.26
		04 LIFE INSURANCE PREMIUM	504000106801						52.67
		05 LIFE INSURANCE PREMIUM	201000106801						30.90
		06 LIFE INSURANCE PREMIUM	202100106801						72.26
									103.76
								VENDOR TOTAL:	334.03
WALM		WALMART COMMUNITY							
	101603								
		01 FISHING DERBY SUPPLIES	206095056216	10/16/13		52672	10/22/13	515.27	515.27
		02 TEEN DANCE SUPPLIES	205120036216						105.00
		03 TUBS RUGS	207500046216						33.48
		04 CLEANING SUPPLIES	303000076551						74.79
		05 BAGELS	303000086610						6.92
		06 DANISH	303000086611						2.36
		07 BREAD	303000086612						11.46
		08 HOT DOG BUNS	303000086615						7.86
		09 GRANOLA BARS-COOKIES	303000086618						119.95
		10 ONION-LETTUCE-TOMATO	303000086629						25.92
		11 CREAMER	303000086632						9.57
		12 BLOODY MARY MIX	303000086636						10.27
		13 HOT DOG BUNS	303300086615						19.52
		14 POPCORN SALT - BAGS	303300086621						10.68
									5.49

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SYCAMORE PARK DISTRICT  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
101603		15 HOT CHOCOLATE-POPCORN BAGS	303500086640	10/16/13		52672	10/22/13	515.27	515.27
		16 MENS LEAGUE DINNER	303500086640						14.27
									57.73

TOTAL --- ALL INVOICES: 32,621.61

VENDOR TOTAL: 515.27

*Interim \$ 32,621.61*  
*New \$ 248,063.16*  

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*total \$ 280,684.77*

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 11/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,911.25	558.75
AMER3	AMERICAN MARKETING &	1,860.00	465.00
ANCEL	ANCEL, GLINK - LAW OFFICES OF	14,118.99	2,021.25
AT&T2	A T & T	817.91	11.15
BANN	BANNER UP SIGNS	1,821.80	157.10
BOCKY	BOCKYN, LLC	3,000.00	150.00
CINTA	CINTAS CORPORATION #355	1,223.81	24.79
HARR	HARRIS		3,698.35
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,101.25	104.39
MID	MID-CITY OFFICE PRODUCTS	367.62	50.92
OF	OFFICE DEPOT	2,186.69	51.93
PLUNKETT	PLUNKETT'S PEST CONTROL		17.50
SOFT	SOFT WATER CITY	4,450.07	6.50
SPARKLE	SPARKLE JANITORIAL SERVICE	1,170.00	1,095.00
SPEC	SPECIAL FX	1,998.00	175.50
SWIFT	JOHN B SWIFT COMPANY	13,502.27	1,769.00
T0000021	DONAHOE, JEFF	579.00	129.60
T0000230	FREEMAN, JEANETTE	1,485.43	35.54
TBC	TBC	18,663.94	1,011.10
	ADMINISTRATION		11,533.37
15	PARKS		
BARN	BARNES GROUP	524.50	164.47
BOBJO	BOB-JO CYCLE CO.	720.77	91.85
BURRI	BURRIS EQUIPMENT CO.	6,317.82	121.29
CARQ	CARQUEST AUTO PARTS	4,507.76	214.87
CINTA	CINTAS CORPORATION #355	1,223.81	60.24
CINTA2	CINTAS CORP	770.71	13.14
CONS	CONSERV FS	28,157.99	1,349.31
DEKA2	DEKALB IMPLEMENT CO.,	3,291.11	546.84
ENCAP	ENCAP, INC	99,364.96	1,865.01
LOWE	LOWE'S	4,450.32	133.44
MAR	ARCH CHEM-MARINE BIOCHEM	7,570.50	749.00
MENA	MENARDS - SYCAMORE	4,985.47	28.91
MIKESA	MIKE'S AUTO & TRUCK	63.80	81.00
MROUT	MR OUTHUSE	13,143.00	945.00
PROS	PROSAFETY, INC.	121.83	53.86
SOFT	SOFT WATER CITY	4,450.07	50.50
	PARKS		6,468.73

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 11/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	817.91	11.15
BANN	BANNER UP SIGNS	1,821.80	157.10
BOCKY	BOCKYN, LLC	3,000.00	150.00
CINTA	CINTAS CORPORATION #355	1,223.81	7.05
ELM REX	ELM REX, SARAH	5,656.25	430.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,101.25	104.40
MID	MID-CITY OFFICE PRODUCTS	367.62	12.18
OF	OFFICE DEPOT	2,186.69	18.70
PLUNKETT	PLUNKETT'S PEST CONTROL		17.50
SPARKLE	SPARKLE JANITORIAL SERVICE	1,170.00	1,095.00
SPEC	SPECIAL FX	1,998.00	555.50
T0000021	DONAHOE, JEFF	579.00	88.20
T0000864	BURHAM, NICK		50.00
TBC	TBC	18,663.94	1,011.11
	ADMINISTRATION		3,707.89
21	SPORTS COMPLEX MAINTENANCE		
AUTOM	AUTO MACHINE INC.	224.81	58.14
CINTA2	CINTAS CORP	770.71	13.14
CONS	CONSERV FS	28,157.99	147.98
MROUT	MR OUTHOUSE	13,143.00	630.00
SAF	SAFETY-KLEEN CORP.	429.42	186.12
TRUGR	TRUGREEN	1,540.00	770.00
UNITEDRE	UNITED RENTALS	1,050.23	439.96
	SPORTS COMPLEX MAINTENANCE		2,245.34
50	PROGRAMS - YOUTH		
ROCKNKID	ROCK-N-KIDS INC	851.00	351.00
T0000862	BAYLOR, SCOTT		15.00
T0000870	SMITH, MICHELLE		58.00
T0000871	THOMPSON, ELIZABETH		15.00
	PROGRAMS - YOUTH		439.00
51	PROGRAMS - TEENS		
COMSTOCK	COMSTOCK, DAVE	100.00	100.00
	PROGRAMS - TEENS		100.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/20/2013

*board*

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
52	PROGRAMS - ADULT		
T0000865	HOLTANE, PEGEEN		50.00
	PROGRAMS - ADULT		50.00
53	PROGRAMS - FAMILY		
T0000863	BEYNON, LISA		15.00
	PROGRAMS - FAMILY		15.00
54	PROGRAMS - LEAGUES		
T0000868	PARIS, TIFFANY		60.00
	PROGRAMS - LEAGUES		60.00
56	PROGRAMS - FITNESS		
T0000820	RIES, ARIEL	216.00	120.00
T0000867	MUHIUDDIN, MAHREEN		75.00
T0000869	SEBBY, ANDREA		10.00
	PROGRAMS - FITNESS		205.00
70	WEIGHT ROOM		
T0000866	HOLTZ, BARBARA		10.00
THEFI	THE FITNESS CONNECTION	1,669.60	184.50
	WEIGHT ROOM		194.50
75	COMMUNITY CENTER		
AT&T1	A T & T	517.99	56.17
AT&T2	A T & T	817.91	58.56
C&L	C & L PROPERTIES, L.L.C.	56,125.14	5,195.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,101.25	590.93
OF	OFFICE DEPOT	2,186.69	97.64
SOFT	SOFT WATER CITY	4,450.07	128.50
	COMMUNITY CENTER		6,126.80

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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*Board*

INVOICES DUE ON/BEFORE 11/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
PAVING & LIGHTING			
10	ADMINISTRATION		
MENA	MENARDS - SYCAMORE	4,985.47	124.85
	ADMINISTRATION		124.85
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	817.91	0.92
CITY	CITY OF SYCAMORE	4,852.00	92.00
ILL1	ILLINOIS DEPT REVENUE	11,751.00	378.00
PEPSI	PEPSI COLA GEN. BOT.	9,685.01	208.28
	CLUBHOUSE CONCESSIONS		679.20
33	SPORTS COMPLEX CONCESSIONS		
CITY	CITY OF SYCAMORE	4,852.00	5.00
ILL1	ILLINOIS DEPT REVENUE	11,751.00	19.00
	SPORTS COMPLEX CONCESSIONS		24.00
35	CATERING		
CITY	CITY OF SYCAMORE	4,852.00	14.00
ILL1	ILLINOIS DEPT REVENUE	11,751.00	60.00
	CATERING		74.00
GOLF COURSE			
10	ADMINISTRATION		
FOOT	FOOTJOY	2,322.03	161.72
HORN	HORNUNG'S PRO GOLF SALES INC.	2,677.57	109.60
SPEC	SPECIAL FX	1,998.00	39.00
TITL	TITLEIST DRAWER CS	24,676.58	536.95
	ADMINISTRATION		847.27
40	GOLF OPERATIONS		



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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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*Board*

INVOICES DUE ON/BEFORE 11/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	817.91	2.02
CINTA	CINTAS CORPORATION #355	1,223.81	6.55
ILL1	ILLINOIS DEPT REVENUE	11,751.00	172.00
NIV	NIVEL PARTS & MANUFACTURING	3,359.88	850.25
SKYLINE	SKYLINE PUBLISHING		399.00
SOFT	SOFT WATER CITY	4,450.07	13.00
UNIV	UNIVERSAL PUBLICATIONS	180.00	270.00
	GOLF OPERATIONS		1,712.82
41	GOLF MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	4,507.76	40.10
CINTA	CINTAS CORPORATION #355	1,223.81	60.24
CONS	CONSERV FS	28,157.99	446.54
GRAI	GRAINGER	2,823.56	2.10
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	4,543.63	1,642.50
REIN	REINDERS, INC.	9,462.71	69.45
UNITEDRE	UNITED RENTALS	1,050.23	439.97
	GOLF MAINTENANCE		2,700.90
SWIMMING POOL			
81	POOL MAINTENANCE		
CRES	CRESCENT ELECTRIC SUPPLY CO.	167.16	69.80
MENA	MENARDS - SYCAMORE	4,985.47	16.04
VULC	VULCAN MATERIALS CO.	316.68	48.62
	POOL MAINTENANCE		134.46
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON	225.00	186,450.00
CHAPM	CHAPMAN AND CUTLER		4,750.00
HARR	HARRIS		5,195.00
MEL	MELIN'S LOCK & KEY		3,514.09
SELDAL	SELDAL PLUMBING	799.80	5,410.94
SPE	SPEER FINANCIAL INC.		5,300.00
	ADMINISTRATION		210,620.03
	TOTAL ALL DEPARTMENTS		248,063.16

To: Board of Commissioners  
From: Jackie Hienbuecher  
Subject: Monthly Report  
Date: November 26, 2013

**Administrative Initiatives** (11/1/13 – 11/30/13)

- Attended Superintendent meetings.
- Finalized the consolidation of the first draft of the FY2014 Operating Budget. Distributed to Dan and Superintendents for review.
- Updated proposed changes to FY2014 Capital Budget and provided draft to Dan and Superintendents for review.
- Continued work on the project of consolidating Ordinances/Resolutions 2000-2007. A few of the older ones are missing and we are in process of tracking them down. Plus we are having some trouble with the file itself and have contacted TBC.
- Reviewed various health insurance options.
- Met with Dan Gible and Ted Strack regarding five year budget.
- Met with representatives from Sikich to provide information regarding disaster recovery and open assessment items.
- Based upon the estimated EAV received from the county, prepared the resolution for the proposed 2013 Tax Levy.
- Received 7 proposals for audit services. Reviewed and compared the proposals. Provided recommendation to the board.
- Confirmed status of resolution on file with the county in regards to property abatements.

- Was unable to attend Legal Symposium at Oak Brook. However, they record it and make discs for interested parties to review. I have ordered this information so I can get the same information as I would have if I had been able to attend. Will also receive CEU's
- Attended PDRMA Property/Casualty Program Council via webinar.
- Performed staff evaluations.
- Provided requested data for evaluation process.
- Continued working on equipment replacement spreadsheet.
- Attended public hearing on Vision 2020.
- Began registering staff and board for conference.
- Closed down clubhouse concessions for the season.
- Catering/special events/room rentals: 4 room rentals

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attend study session.
- Continue working on FY 2014 Operating Budget. Update changes as recommended by Executive Director and Superintendents and forward to Executive Director for final review.
- Finalize FY 2014 Capital Budget.
- Work on a 5 – 7 year budget.
- Prepare for and perform Pro Shop year end inventory.
- Prepare for and perform Concessions year end inventory.

- 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.
- Finalize health insurance plan for 2014.
- Finalize plan for future cell phone benefit for employees.
- Catering/special events/room rentals: Open House, Cookies with Santa, 1 room rental.

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**Corporate Fund (10)**

Department	October	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD	
	Budget							Actual	Variance
<b>Revenues</b>									
Administration	8,550.00	6,478.90	-24.2%	501,523.00	562,650.47	12.2% (1)	537,899.00	512,568.15	9.8% (2)
Parks	-	-	#DIV/0!	13,451.00	12,321.83	-8.4%	14,012.00	14,887.71	-17.2%
<b>Total Revenues</b>	<b>8,550.00</b>	<b>6,478.90</b>	<b>-24.2%</b>	<b>514,974.00</b>	<b>574,972.30</b>	<b>11.7%</b>	<b>551,911.00</b>	<b>527,455.86</b>	<b>9.0%</b>
<b>Expenses</b>									
Administration	26,984.00	29,934.24	10.9%	263,190.00	257,756.12	-2.1%	321,372.00	293,575.10	-12.2% (3)
Parks	16,159.00	18,448.15	14.2%	190,121.00	166,319.73	-12.5% (4)	215,396.00	170,715.57	-2.6% (5)
<b>Total Expenses</b>	<b>43,143.00</b>	<b>48,382.39</b>	<b>12.1%</b>	<b>453,311.00</b>	<b>424,075.85</b>	<b>-6.4%</b>	<b>536,768.00</b>	<b>464,290.67</b>	<b>-8.7%</b>
<b>Total Fund Revenues</b>	<b>8,550.00</b>	<b>6,478.90</b>	<b>-24.2%</b>	<b>514,974.00</b>	<b>574,972.30</b>	<b>11.7%</b>	<b>551,911.00</b>	<b>527,455.86</b>	<b>9.0%</b>
<b>Total Fund Expenses</b>	<b>43,143.00</b>	<b>48,382.39</b>	<b>12.1%</b>	<b>453,311.00</b>	<b>424,075.85</b>	<b>-6.4%</b>	<b>536,768.00</b>	<b>464,290.67</b>	<b>-8.7%</b>
<b>Surplus (Deficit)</b>	<b>(34,593.00)</b>	<b>(41,903.49)</b>	<b>21.1%</b>	<b>61,663.00</b>	<b>150,896.45</b>	<b>144.7%</b>	<b>15,143.00</b>	<b>63,165.19</b>	<b>138.9%</b>

(1) Annual 2013 Property Tax levy came in at 9.1%, \$41,574, over budget. YTD Replacement tax is 24.4%, \$8,193, 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. 19.4%, \$44,514

(4) Expenses are below budget in the following areas: Pt wages/taxes, 19.2%, \$11,069; Materials & Supplies (trees/shrubs, fish restocking, seed/sod/flowers, tools, land development), 33.5%, \$16,505

(5) 2013 Expenses less than 2012 primarily due to PT wages/taxes 9.6% \$4,951

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**Recreation Fund (20)**

<u>Department</u>	<u>October Budget</u>	<u>October 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	-	10,010.34	#DIV/0!	804,108.00	820,101.23	1.99%	837,613.00	688,773.83
Sports Complex	250.00	302.00	20.80%	28,104.00	26,541.00	-5.56%	36,404.00	27,829.00
Sports Complex Maintenance	-	-	#DIV/0!	36,017.00	36,926.72	2.53%	37,517.00	33,912.49
Midwest Museum of Natural Hist	-	576.05		1,725.00	2,310.48	33.94%	2,300.00	1,728.42
Programs-Youth	280.00	563.00	101.07%	4,101.00	14,013.17	241.70% (2)	4,104.00	6,084.96
Programs-Teens	1,000.00	1,061.50	6.15%	5,121.00	5,808.91	13.43% (2)	6,126.00	4,924.35
Programs-Adult	-	100.00	#DIV/0!	2,790.00	2,655.00	-4.84% (2)	2,790.00	4,019.06
Programs-Family	1,000.00	602.00	-39.80%	6,820.00	8,014.12	17.51% (2)	8,642.00	5,720.21
Programs-Leagues	2,000.00	260.00	-87.00%	4,183.00	4,976.02	18.96% (2)	4,191.00	4,345.95
Programs-Youth Athletics	125.00	55.00	-56.00%	23,703.00	19,307.19	-18.55% (2)	23,918.00	19,792.32
Programs-Fitness	2,869.00	4,050.00	41.16%	26,623.00	39,039.35	46.64% (2)	28,495.00	33,961.31
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0! (2)	-	1,504.70
Programs-Senior	60.00	-	-100.00%	420.00	325.00	-22.62% (2)	420.00	405.00
Programs-Dance	134.00	195.00	45.52%	1,980.00	5,054.00	155.25% (2)	1,980.00	4,956.00
Programs-Special Events	-	25.00	#DIV/0!	2,994.00	4,782.61	59.74% (2)	3,556.00	4,646.27
Programs-Concerts	-	-	#DIV/0!	10,000.00	4,900.00	-51.00% (3)	10,000.00	10,400.00
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0! (2)	-	3,813.75
Brochure	1,300.00	-	-100.00%	8,100.00	5,750.00	-29.01% (3)	8,100.00	8,650.00
Weight Room	953.00	1,880.90	97.37%	15,846.00	15,952.61	0.67%	19,850.00	18,349.05
Community Center	-	5.00	#DIV/0!	3,417.00	3,547.08	3.81%	3,559.00	3,691.58
<b>Total Revenues</b>	<b>9,971.00</b>	<b>19,685.79</b>	<b>97.43%</b>	<b>986,052.00</b>	<b>1,021,122.49</b>	<b>3.56%</b>	<b>1,039,565.00</b>	<b>887,508.25</b>

(1) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012. Also, received donation from NB&T for our 90th celebration, \$10,000, in 2013.  
 (2) Revenue from programs is greater than budget 33.48% \$26,358 and increased 11.6%, \$10,919 compared to 2012.  
 (3) Timing

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Expenses													
Administration	20,863.00	25,129.70	20.45%	228,139.00	226,982.55	-0.51%	286,519.00	163,836.19	38.5% (1)				
Sports Complex	-	-	#DIV/0!	350.00	552.26	57.79%	350.00	215.00	156.9%				
Sports Complex Maintenance	26,952.00	29,801.08	10.57%	306,400.00	297,814.69	-2.80%	364,579.00	264,100.33	12.8% (3)				
Midwest Museum of Natural Hist	775.00	-	-100.00%	7,900.00	2,985.00	-62.22%	9,500.00	6,694.91	-55.4%				
Programs-Youth	281.00	1,098.23	290.83%	1,883.00	9,539.17	406.59%	2,018.00	3,030.52	214.8% (4)				
Programs-Teens	651.00	927.19	42.43%	3,273.00	3,633.52	11.01%	3,930.00	3,570.29	1.8% (4)				
Programs-Adult	595.00	830.00	39.50%	2,045.00	1,680.00	-17.85%	2,045.00	2,211.43	-24.0% (4)				
Programs-Family	999.00	870.66	-12.85%	6,631.00	6,782.05	2.28%	8,549.00	6,376.95	6.4% (4)				
Programs-Leagues	-	251.82	#DIV/0!	2,398.00	2,163.55	-9.78%	3,302.00	2,759.67	-21.6% (4)				
Programs-Youth Athletics	916.00	3,577.50	290.56%	19,149.00	15,631.92	-18.37%	19,311.00	17,972.78	-13.0% (4)				
Programs-Fitness	1,186.00	1,837.69	54.95%	12,373.00	17,124.99	38.41%	15,552.00	14,601.91	17.3% (4)				
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	-	1,365.72	-90.6% (4)				
Programs-Senior	-	-	#DIV/0!	165.00	45.00	-72.73%	240.00	170.00	-73.5% (4)				
Programs-Dance	400.00	-	-100.00%	1,625.00	3,786.00	132.98%	1,750.00	4,146.00	-8.7% (4)				
Programs-Special Events	521.00	245.00	-52.98%	3,215.00	4,297.18	33.66%	4,221.00	3,615.81	18.8% (4)				
Programs-Concerts	-	-	#DIV/0!	9,955.00	5,606.96	-43.68%	9,955.00	9,872.00	-43.2% (4)				
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	-	5,428.29	-87.0% (4)				
Brochure	-	-	#DIV/0!	16,000.00	15,429.81	-3.56%	24,000.00	15,254.80	1.1%				
Weight Room	500.00	89.66	-82.07%	2,200.00	1,237.32	-43.76%	3,000.00	1,899.34	-34.9%				
Community Center	10,816.00	11,372.38	5.14%	117,360.00	118,861.35	1.28%	141,210.00	114,384.72	3.9%				
<b>Total Expenses</b>	<b>65,455.00</b>	<b>76,030.91</b>	<b>16.16%</b>	<b>741,061.00</b>	<b>734,986.32</b>	<b>-0.82%</b>	<b>900,031.00</b>	<b>641,506.66</b>	<b>14.6%</b>				
Total Fund Revenues	9,971.00	19,685.79	97.43%	986,052.00	1,021,122.49	3.56%	1,039,565.00	887,508.25	15.1%				
Total Fund Expenses	65,455.00	76,030.91	16.16%	741,061.00	734,986.32	-0.82%	900,031.00	641,506.66	14.6%				
Surplus (Deficit)	(55,484.00)	(56,345.12)	1.55%	244,991.00	286,136.17	16.79%	139,534.00	246,001.59	16.3%				

(1) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 31.6% \$40,008 over 2012 expenses. 2012 had no professional fees therefore 2013 higher \$9,786. Finally, 90th celebration expenses contributed to the higher expenses in 2013.

(2) Materials & Supplies under budget 32.62% \$8,856.

(3) The primary reason 2013 expenses are higher than 2012 is due to the restructuring of the maintenance department, wages and related expenses 11.2% \$25,098.

(4) Expenses for programs are over budget 24.19% \$12,759 and increased 0.4%, \$267 compared to 2012.

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**Donations (21)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	11.41	#DIV/0!	-	615.74	#DIV/0!	-	37.31
Total Revenues		11.41	#DIV/0!	-	615.74	#DIV/0!	-	37.31
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	11.41	#DIV/0!	-	615.74	#DIV/0!	-	37.31
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	11.41	#DIV/0!	-	615.74	#DIV/0!	-	37.31

**Special Recreation (22)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	8.22	#DIV/0!	168,960.00	153,399.09	-9.21% (1)	176,000.00	168,027.65
Total Revenues	-	8.22	#DIV/0!	168,960.00	153,399.09	-9.21%	176,000.00	168,027.65
Expenses								
Administration	15,000.00	37,718.92	151.46%	171,040.00	85,689.78	-49.90% (2)	191,040.00	40,124.50
Total Expenses	15,000.00	37,718.92	151.46%	171,040.00	85,689.78	-49.90%	191,040.00	40,124.50
Total Fund Revenues	-	8.22	#DIV/0!	168,960.00	153,399.09	-9.21%	176,000.00	168,027.65
Total Fund Expenses	15,000.00	37,718.92	151.46%	171,040.00	85,689.78	-49.90%	191,040.00	40,124.50
Surplus (Deficit)	(15,000.00)	(37,710.70)	151.40%	(2,080.00)	67,709.31	-3355.26%	(15,040.00)	127,903.15

(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)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	1.20	#DIV/0!	41,280.00	59,865.86	45.02%	43,000.00	109,869.71
Total Revenues	-	1.20	#DIV/0!	41,280.00	59,865.86	45.02%	43,000.00	109,869.71
Expenses								
Administration	5,750.00	5,272.05	-8.31%	92,000.00	97,455.20	5.93%	96,000.00	84,367.70
Total Expenses	5,750.00	5,272.05	-8.31%	92,000.00	97,455.20	5.93%	96,000.00	84,367.70
Total Fund Revenues	-	1.20	#DIV/0!	41,280.00	59,865.86	45.02%	43,000.00	109,869.71
Total Fund Expenses	5,750.00	5,272.05	-8.31%	92,000.00	97,455.20	5.93%	96,000.00	84,367.70
Surplus (Deficit)	(5,750.00)	(5,270.85)	-8.33%	(50,720.00)	(37,589.34)	-25.89%	(53,000.00)	25,502.01

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

**Audit (24)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	0.37	#DIV/0!	9,024.00	9,087.68	0.71%	9,400.00	17,178.48
Total Revenues	-	0.37	#DIV/0!	9,024.00	9,087.68	0.71%	9,400.00	17,178.48
Expenses								
Administration	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00
Total Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00
Total Fund Revenues	-	0.37	#DIV/0!	9,024.00	9,087.68	0.71%	9,400.00	17,178.48
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00
Surplus (Deficit)	-	0.37	#DIV/0!	(5,976.00)	(4,162.32)	-30.35%	(5,600.00)	2,883.48

(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.

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**Paving & Lighting (25)**

<u>Department</u>	<u>October Budget</u>	<u>October 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	-	1.75	#DIV/0!	96.00	89.74	-6.52%	100.00	13.86
Total Revenues	-	1.75	#DIV/0!	96.00	89.74	-6.52%	100.00	13.86
Expenses								
Administration	-	1,658.33	#DIV/0!	37,000.00	12,956.73	-64.98% (1)	72,000.00	-
Total Expenses	-	1,658.33	#DIV/0!	37,000.00	12,956.73	-64.98% (1)	72,000.00	-
Total Fund Revenues	-	1.75	#DIV/0!	96.00	89.74	-6.52%	100.00	13.86
Total Fund Expenses	-	1,658.33	#DIV/0!	37,000.00	12,956.73	-64.98%	72,000.00	-
Surplus (Deficit)	-	(1,656.58)	#DIV/0!	(36,904.00)	(12,866.99)	-65.13%	(71,900.00)	13.86

(1) Timing

**Park Police (26)**

<u>Department</u>	<u>October Budget</u>	<u>October 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	-	0.23	#DIV/0!	96.00	79.10	-17.60%	100.00	1.52
Total Revenues	-	0.23	#DIV/0!	96.00	79.10	-17.60%	100.00	1.52
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Total Fund Revenues	-	0.23	#DIV/0!	96.00	79.10	-17.60%	100.00	1.52
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Surplus (Deficit)	-	0.23	#DIV/0!	96.00	79.10	-17.60%	100.00	1.52

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**IMRF (27)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Total Revenues	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Expenses								
Administration	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Total Expenses	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Total Fund Revenues	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Total Fund Expenses	-	-	#DIV/0!	82,560.00	83,040.16	0.58%	86,000.00	92,689.60
Surplus (Deficit)	-	-	-	-	-	-	-	-

**Social Security (28)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Total Revenues	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Expenses								
Administration	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Total Expenses	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Total Fund Revenues	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Total Fund Expenses	-	-	#DIV/0!	72,000.00	72,421.29	0.59%	75,000.00	78,325.43
Surplus (Deficit)	-	-	-	-	-	-	-	-

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**Concessions (30)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
<b>Revenues</b>								
Clubhouse Concessions	6,658.00	5,267.52	-20.88%	65,223.00	74,265.48	13.86% (1)	66,417.00	69,045.26
Beverage Cart	138.00	-	-100.00%	15,076.00	15,068.32	-0.05%	15,091.00	14,439.09
Sports Complex Concessions	265.00	267.25	0.85%	28,943.00	25,076.09	-13.36% (3)	28,957.00	28,595.76
Pool Concessions	-	-	#DIV/0!	12,135.00	8,160.99	-32.75% (4)	12,147.00	12,124.43
Catering	560.00	1,512.14	170.03%	17,513.00	14,843.68	-15.24% (5)	18,060.00	18,402.45
<b>Total Revenues</b>	<b>7,621.00</b>	<b>7,046.91</b>	<b>-7.53%</b>	<b>138,890.00</b>	<b>137,414.56</b>	<b>-1.06%</b>	<b>140,672.00</b>	<b>142,606.99</b>
<b>Expenses</b>								
Clubhouse Concessions	5,034.00	6,629.87	31.70%	69,082.00	72,485.85	4.93%	75,571.00	74,654.30
Beverage Cart	250.00	347.63	39.05%	10,845.00	9,753.29	-10.07%	10,857.00	10,135.34
Sports Complex Concessions	207.00	724.83	250.16%	21,762.00	20,119.74	-7.55% (3)	21,813.00	20,284.92
Pool Concessions	-	9.82	#DIV/0!	11,711.00	8,201.12	-29.97% (4)	11,711.00	12,016.35
Catering	372.00	223.00	-40.05%	7,494.00	3,094.63	-58.71% (5)	7,637.00	7,103.95
<b>Total Expenses</b>	<b>5,863.00</b>	<b>7,935.15</b>	<b>35.34%</b>	<b>120,894.00</b>	<b>113,654.63</b>	<b>-5.99%</b>	<b>127,589.00</b>	<b>124,194.86</b>
<b>Total Fund Revenues</b>	<b>7,621.00</b>	<b>7,046.91</b>	<b>-7.53%</b>	<b>138,890.00</b>	<b>137,414.56</b>	<b>-1.06%</b>	<b>140,672.00</b>	<b>142,606.99</b>
<b>Total Fund Expenses</b>	<b>5,863.00</b>	<b>7,935.15</b>	<b>35.34%</b>	<b>120,894.00</b>	<b>113,654.63</b>	<b>-5.99%</b>	<b>127,589.00</b>	<b>124,194.86</b>
<b>Surplus (Deficit)</b>	<b>1,758.00</b>	<b>(888.24)</b>	<b>-150.53%</b>	<b>17,996.00</b>	<b>23,759.93</b>	<b>32.03%</b>	<b>13,083.00</b>	<b>18,412.13</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) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday. Excess inventory to be transferred back to clubhouse.
- (4) Colder/wetter 2013 compared to 2012.
- (5) 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>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	4,001.89	#DIV/0!	5,000.00	33,540.82	570.82%	5,000.00	17,591.62	90.7%
Total Revenues	-	4,001.89		5,000.00	33,540.82		5,000.00	17,591.62	90.7%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	4,001.89		5,000.00	33,540.82		5,000.00	17,591.62	90.7%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	4,001.89		5,000.00	33,540.82		5,000.00	17,591.62	90.7%

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

<u>Department</u>	<u>October Budget</u>	<u>October 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	22,818.00	18,679.31	-18.1%	485,878.00	478,451.30	-1.5% (1)	505,526.00	542,189.10
Golf Maintenance	-	-	#DIV/0!	20,964.00	19,826.51	-5.4% (3)	21,837.00	25,767.51
Total Revenues	22,818.00	18,679.31	-18.1%	506,842.00	498,277.81	-1.7%	527,363.00	567,956.61
					(9,761.43)			4,479.89
Expenses								
Golf Operations	18,712.00	15,601.89	-16.6%	52,670.00	42,908.57	-18.5%	235,972.00	47,388.46
Golf Maintenance	21,248.00	19,469.79	-8.4%	244,386.00	226,798.85	-7.2% (6)	283,545.00	293,388.55
Total Expenses	39,960.00	35,071.68	-12.2%	451,943.00	438,964.87	-2.9%	519,517.00	558,601.65
Total Fund Revenues	22,818.00	18,679.31	-18.1%	506,842.00	498,277.81	-1.7%	527,363.00	567,956.61
Total Fund Expenses	39,960.00	35,071.68	-12.2%	451,943.00	438,964.87	-2.9%	519,517.00	558,601.65
Surplus (Deficit)	(17,142.00)	(16,392.37)	-4.4%	54,899.00	59,312.94	8.0%	7,846.00	9,354.96

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

- (1) Daily Greens Fees +10.46% \$15,565
- Golf Events & Misc -12.94% \$2,576
- Lessons -61.08% -\$5,925
- Carts +16.74% \$16,564
- Season passes -19.38% -\$26,563
- Pro shop sales -9.38% -\$5,143
- (2) Daily Greens Fees 3.00% \$4,785
- Golf Events & Misc -13.48% -\$2,700
- Lessons -43.23% -\$2,875
- Carts -5.89 -\$7,235
- Season passes -14.71% -\$19,060
- Pro shop sales -37.03% -\$29,229

(3) The only revenue here is the transfer of IMRF/ISS tax levy which is allocated based upon actual payroll.  
 (4) Gas/Oil is over budget 112.4% \$4,859.  
 (5) 2013 Expenses are less than 2012 due to: wages and related expenses -27.7% \$47,791 and cost of goods sold -50.2% \$33,820  
 (6) Expenses are below budget in two areas: Materials & Supplies(Pesticides and Gas/Oil) -18.5% \$9,761 and Part time wages and related expenses -18.1% \$7,211  
 (7) Restructuring of maintenance department caused wages and related expenses to be -18.2% \$34,499 lower in 2013 compared to 2012. Materials/Supplies are also less than 2012 by 9.5%, \$4,480

Sycamore Park District  
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**Swimming Pool (51)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
<b>Revenues</b>								
Pool	-	-	#DIV/0!	64,302.00	59,902.67	-6.8%	75,406.00	69,436.70
Swim Lessons	-	-	#DIV/0!	11,563.00	15,308.46	32.4%	11,584.00	12,065.83
<b>Total Revenues</b>	-	-	#DIV/0!	75,865.00	75,211.13	-0.9% (1)	86,990.00	81,502.53
								-7.7% (2)
<b>Expenses</b>								
Pool	38.00	37.83	-0.4%	50,195.00	48,061.93	-4.2% (3)	50,270.00	54,302.02
Pool Maintenance	1,748.00	2,067.47	18.3%	26,381.00	25,876.38	-1.9%	28,600.00	25,450.64
Swim Lessons	-	-	#DIV/0!	8,120.00	8,662.00	6.7%	8,120.00	7,608.10
<b>Total Expenses</b>	1,786.00	2,105.30	17.9%	84,696.00	82,600.31	-2.5%	86,990.00	87,360.76
								-5.4%
<b>Total Fund Revenues</b>	-	-	#DIV/0!	75,865.00	75,211.13	-0.9%	86,990.00	81,502.53
<b>Total Fund Expenses</b>	1,786.00	2,105.30	17.9%	84,696.00	82,600.31	-2.5%	86,990.00	87,360.76
<b>Surplus (Deficit)</b>	(1,786.00)	(2,105.30)	17.9%	(8,831.00)	(7,389.18)	-16.3%	-	(5,858.23)
								26.1%

(1) Daily Fees -26.72% \$6,327 (cool/wet weather)  
 Season passes +0.69% \$243  
 Misc income (includes oscar, pool rentals and middle school pool party) +15.88% \$616  
 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 oscar, pool rentals and middle school pool party) +3.55% \$154  
 Swim Lessons +27.98% \$3,185  
 (3) 2013 Payroll expenses are below budget 6.0% \$2,795 and less than 2012 by 11.2% \$5,542 due to weather.

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**Debt Service (60)**

<u>Department</u>	<u>October Budget</u>	<u>October 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	-	15.76	#DIV/0!	542,400.00	548,588.02	1.1%	565,000.00	526,831.74
Total Revenues	-	15.76	#DIV/0!	542,400.00	548,588.02	1.1%	565,000.00	526,831.74
Expenses								
Administration	-	-	#DIV/0!	20,344.00	20,343.75	0.0%	562,243.00	21,363.75
Total Expenses	-	-	#DIV/0!	20,344.00	20,343.75	0.0%	562,243.00	21,363.75
Total Fund Revenues	-	15.76	#DIV/0!	542,400.00	548,588.02	1.1%	565,000.00	526,831.74
Total Fund Expenses	-	-	#DIV/0!	20,344.00	20,343.75	0.0%	562,243.00	21,363.75
Surplus (Deficit)	-	15.76	#DIV/0!	522,056.00	528,244.27	1.2%	2,757.00	505,467.99

**Capital Projects (70)**

<u>Department</u>	<u>October Budget</u>	<u>October 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	-	40.73	#DIV/0!	-	3,873.58	#DIV/0!	462,000.00	912.02
Total Revenues	-	40.73	#DIV/0!	-	3,873.58	#DIV/0!	462,000.00	912.02
Expenses								
Administration	2,500.00	35,501.48	1320.1%	392,540.00	343,966.57	-12.4%	594,765.00	153,727.78
Total Expenses	2,500.00	35,501.48	1320.1%	392,540.00	343,966.57	-12.4%	594,765.00	153,727.78
Total Fund Revenues	-	40.73	#DIV/0!	-	3,873.58	#DIV/0!	462,000.00	912.02
Total Fund Expenses	2,500.00	35,501.48	1320.1%	392,540.00	343,966.57	-12.4%	594,765.00	153,727.78
Surplus (Deficit)	(2,500.00)	(35,460.75)	1318.4%	(392,540.00)	(340,092.99)	-13.4%	(132,765.00)	(152,815.76)
Total Fund Revenues	48,960.00	55,972.47	114.5%	3,144,039.00	3,271,599.37	4.1%	3,768,101.00	3,218,509.18
Total Fund Expenses	179,457.00	249,676.21	39.1%	2,734,389.00	2,523,405.46	-7.7%	3,862,943.00	2,360,848.36
Surplus (Deficit)	(130,497.00)	(193,703.74)	48.4%	409,650.00	748,193.91	82.6%	(94,842.00)	857,660.82



Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	10/31/2013	10/31/2013 Cash balance
10 Corporate	59,624.81	574,972.30	424,075.85	210,521.26	209,404.31
20 Recreation	36,127.00	1,021,122.49	734,986.32	322,263.17	317,325.04
21 Donations	220,678.26	615.74	-	221,294.00	221,294.00
22 Special Recreation	214,204.58	153,399.09	85,689.78	281,913.89	281,913.89
23 Insurance	78,716.85	59,865.86	97,455.20	41,127.51	41,127.51
24 Audit	17,022.29	9,087.68	13,250.00	12,859.97	12,859.97
25 Paving & Lighting	72,920.94	89.74	12,956.73	60,053.95	60,053.95
26 Park Police	7,989.31	79.10	-	8,068.41	8,068.41
27 IMRF	-	83,040.16	83,040.16	-	-
28 Social Security	-	72,421.29	72,421.29	-	-
30 Concessions	29,995.12	137,414.56	113,654.63	53,755.05	49,503.08
32 Developer Contributions	31,410.60	33,540.82	-	64,951.42	64,951.42
60 Debt Service	12,645.45	548,588.02	20,343.75	540,889.72	540,889.72
70 Capital Projects	819,620.80	3,873.58	343,966.57	479,527.81	479,527.81
<b>Total governmental fund balance</b>	<b>1,600,956.01</b>	<b>2,698,110.43</b>	<b>2,001,840.28</b>	<b>2,297,226.16</b>	<b>2,286,919.11</b>
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	498,277.81	438,964.87	73,054.89 <u>(241,871.42)</u> (168,816.53)	(167,001.95)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	75,211.13	82,600.31	286,120.37 <u>(290,235.35)</u> (4,114.98)	(3,914.98)
<b>Total proprietary funds</b>	<b>307,251.50</b>	<b>573,488.94</b>	<b>521,565.18</b>	<b>359,175.26</b>	
<b>Net assets</b>	<b><u>(532,106.77)</u></b>			<b><u>(532,106.77)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(224,855.27)</u></b>			<b><u>(172,931.51)</u></b>	
	1,376,100.74			2,124,294.65	2,116,002.18

Summary of depository accounts as of 11/15/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,618.48	0.10
National Bank & Trust	1,473,608.22	0.03
Resource Bank	559,036.30	0.10
*DeKalb Co. Community Foundation	<u>13,353.35</u>	
	2,061,616.35	

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 9/30/13.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
January																				
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	1,370,114	1,370,114	-	
Corp																				
Receivls																				
Replacement Taxes	6,061																6,061	3,500	2,561	
Shelters	-	13,079															-	50	(50)	
User Fees	55	1	6	5	1	0	2	0			615	1	1,003	-	0	138	14,697	14,936	(239)	
Misc																	209	50	159	
Expenses	(38,488)	(66,901)	-	(80)	(1,902)	-	-	-	-	(1,619)	(545)	-	(26,235)	(545)	-	(12,420)	(148,190)	(158,912)	10,722	
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	1,242,891	1,229,738	13,153	
February																				
Receivls																				
Replacement Taxes	795																795	750	45	
Shelters		12,021									50		109	-	0	79	12,181	14,068	(1,887)	
User Fees	0	0	5	3	1	0	1	0			(2,676)	0	(37,080)	(402)	-		91	50	41	
Misc																				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)	(402)	(37,080)	(402)	-	(11,068)	(163,082)	(144,046)	(19,036)	
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	1,092,875	1,100,560	(7,685)	
March																				
Receivls																				
Replacement Taxes	1,897																1,897	2,100	(203)	
Shelters	600																600	550	50	
User Fees	11,801	107	3	3	0	0	1	0			672	0	84,291	60	0	68	96,824	109,421	(12,597)	
Misc	487																1,252	50	1,202	
Expenses	(45,553)	(70,069)	-	(3,350)	(3,185)	(4,330)	(4,330)	-	-	(2,391)	(645)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	363	
3/30/2013	(41,598)	(121,170)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	23,533	31,412	(253,135)	2,111	12,646	795,585	1,006,117	1,024,987	(18,870)	
April																				
Receivls																				
Replacement Taxes	9,610																9,610	7,700	1,910	
Shelters	960																960	1,350	(390)	
User Fees	10,851	8,913	8	2	0	0	1	0			7,909	1	46,023	11,414	0	66	101,790	84,766	17,024	
Misc																	10,928	10,825	103	
Expenses	(33,907)	(61,662)	-	(3,250)	(2,523)	(8,300)	-	-	-	(9,268)	(2,080)	-	(34,560)	(2,080)	-	(48,138)	(203,708)	(255,096)	51,388	
4/30/2013	(54,084)	(173,939)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	22,173	58,944	(241,672)	11,445	12,646	747,513	925,697	874,532	51,165	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
May																				
Receipts																				
Taxes	45,321	76,313		14,941	4,049	885	8	8	8,091	7,056			3,479	24	53,445		210,116	220,460	(10,344)	
Transfers in/out	3,973	7,301							(8,091)	(7,056)	370						0	1,734	(1,734)	
Replacement Taxes	8,671																8,671	5,600	3,071	
Shelters	745										15,568		68,510	12,657			745	800	(55)	
User Fees		16,485	2	3	0	0	1	0							1	50	113,220	94,857	18,363	
Misc	223																280	50	230	
Expenses	(58,784)	(103,127)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(140,257)	(384,364)	(450,621)	66,257	
5/31/2013	(53,936)	(176,966)	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	
June																				
Receipts																				
Taxes	195,967	329,977		64,607	17,509	3,828	33	33	34,984	30,511	1,987		15,208	1,035	231,097		908,544	881,840	26,704	
Transfers in/out	16,840	30,425							(34,984)	(30,511)							0	6,936	(6,936)	
Replacement Taxes																				
Shelters	1,085										36,226		72,457	27,610			1,085	2,150	(1,065)	
User Fees		13,834	1	2	0	0	1	0							2	3,294	150,127	136,162	13,965	
Misc	52		502														3,855	50	3,805	
Expenses	(44,335)	(69,802)		(2,100)	-	-		-	-	-	(24,077)		(44,320)	(18,191)	(20,344)	(22,355)	(245,523)	(418,546)	173,023	
6/30/2013	115,672	127,469	221,204	285,795	44,564	8,486	68,637	8,030	-	-	40,492	58,945	(178,788)	26,856	276,848	588,244	1,892,454	1,355,804	336,650	
July																				
Receipts																				
Taxes	8,000	13,470		2,637	1,238	156	1	1	1,428	1,246	386		625	1,096	9,434		37,611	22,046	15,565	
Transfers in/out	401	166							(1,428)	(1,246)							-	172	(172)	
Replacement Taxes	8,473																8,473	4,900	3,573	
Shelters	2,320																2,320	600	1,720	
User Fees		8,391	7	8	0.5	0	2	0			24,169	2,000	68,564	13,761	9	52	116,884	126,303	(9,419)	
Misc	568																648	50	598	
Expenses	(39,994)	(73,490)		(38,683)	(29,765)	-	(6,969)	-	-	-	(26,284)	-	(54,813)	(26,831)	-	(15,365)	(312,193)	(339,598)	27,405	
7/31/2013	95,440	76,006	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	
August																				
Receipts																				
Taxes	44,896	75,598		14,801	22,312	877	7	7	8,015	6,990	581		3,586	1,096	52,945		226,449	66,138	160,311	
Transfers in/out	3,624	6,108							(8,015)	(6,990)							-	520	(520)	
Replacement Taxes	889																889	1,400	(511)	
Shelters	895										23,309		71,492	4,764	8	43	895	650	245	
User Fees		35,377	8	7	1	0	2	0				2					134,942	134,229	713	
Misc	363																453	50	403	
Expenses	(48,444)	(87,827)	-	(1,313)	(1,188)	-	-	-	-	-	(17,096)	-	(69,663)	(22,914)	-	(54,365)	(302,848)	(283,469)	(19,379)	
8/31/2013	97,683	105,263	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	total	Original Projection	Difference		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital					
September																					
Receipts																					
Taxes	170,970	287,886		56,366	15,275	3,339	29	29	30,522	26,619	2,018		13,598	1,472	201,619		792,654	925,932	(133,278)		
Transfers in/out	14,434	25,619							(30,522)	(26,619)							(0)	7,283	(7,283)		
Replacement Taxes	450																				
Shelters		24,523		6	1	0	1	0			15,723		43,246	1,950	11	44	450	500	(50)		
User Fees	9,523	8	108														85,442	51,091	34,351		
Misc																	9,704	50	9,654		
Expenses	(40,123)	(68,575)	(45)		(6,040)						(13,093)		(48,600)	(3,059)		(3,644)	(183,178)	(251,868)	68,690		
9/30/2013	252,936	374,725	221,283	319,625	46,398	12,860	61,711	8,068	-	-	50,204	60,950	(150,762)	(1,810)	540,874	514,989	2,312,048	1,822,783	489,265		
October																					
Receipts																					
Replacement Taxes	6,192																6,192	8,400	(2,208)		
Shelters	50																50	100	(50)		
User Fees	19,575	10	11	8	1	0	2	0			7,351	4,000	19,594		16	41	50,520	40,637	9,883		
Misc	287																379	50	329		
Bond Proceeds																					
Expenses	(50,061)	(76,985)		(37,719)	(5,272)		(1,658)				(6,052)		(35,834)	(2,105)		(35,501)	(253,187)	(185,424)	(67,763)		
10/31/2013	209,404	317,325	221,294	281,914	41,128	12,860	60,054	8,068	-	-	49,503	64,951	(167,002)	(3,915)	540,890	479,528	2,116,002	1,686,546	429,456		
November																					
Receipts																					
Taxes	17,600	32,400		7,040	1,720	376	4	4	3,440	3,000	198		2,261	159	22,600		88,184	88,184			
Transfers in/out	1,675	2,842							(3,440)	(3,000)							695	695			
Replacement Taxes																					
Shelters																					
User Fees		12,809									1,239		14,714								
Misc	50																				
Bond Proceeds																					
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	181,619	285,018	221,294	278,954	40,848	13,236	60,058	8,072	-	-	46,050	64,951	(199,185)	(5,272)	101,934	934,028	2,031,605	1,602,149	429,456		
December																					
Receipts																					
Taxes																					
Replacement Taxes	1,400																				
Shelters																					
User Fees		5,462									345		3,569	8,966							
Misc	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	163,368	211,818	221,294	268,954	38,848	13,236	60,058	8,072	-	-	44,590	64,951	(234,097)	2,916	21,591	739,303	1,624,902	1,195,446	429,456		
change	94,280	163,038	616	54,669	(3,130)	(3,786)	(12,863)	83	-	-	15,708	33,541	(5,704)	(726)	8,945	(89,883)	254,788	(174,668)	429,456		

To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: November 26, 2013

- **Administrative Initiatives** (11/1/13 – 11/30/13)
- Attended weekly Department Head meetings as scheduled.
- Met with Sikich Technology Representative for Technology study.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Attended two Chamber of Commerce Ribbon Cutting Events.
- Attended Chamber of Commerce Strategic Planning Session.
- Participated in EZLINKS Webinar on Loyalty Programs.
- Continued Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Attended Board of Commissioners study sessions as requested.
- Attended Vision 2020 Public Hearing.
- Met with Sales Representatives for 2014 inventory.
- Began planning and marketing of Christmas Sale.
- Prepared cart barn for winter cart storage.
- Reduced part-time staff to minimal hours for the remainder of the season.

- Began close of season inventory counts to help expedite under of season inventory controls.
- Began marketing 2014 Golf Rates if approved.
- Prepared 2000 carts for trade in to EZGO for newer vehicles.
- Prepared information for annual evaluation and review.

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board meeting.
- Attend 90<sup>th</sup> Anniversary Open House.
- Volunteer at Chamber of Commerce Walk with Santa.
- Volunteer at Goodfellows Annual Christmas Party.
- Attend CDGA Handicap Certification Seminar.
- Continue Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Close golf course and finalize the 2013 golf season.
- Prepare Pro Shop inventory for auditing inventory counts.
- Continue to market 2014 golf rates.
- Update golf course website with 2014 rates, pre-season sale information and list outings pre-booked for 2014.

- Contact 2014 outing representatives concerning contracts for the 2014 season.
- Prepare email list for mass marketing for the 2014 season.
- Continue work on 2014 golf outing brochure.
- Contact Regional EZGO sales representative concerning trade in of a minimum of 10, year 2000 golf carts.
- Touch up walls in pro shop from the 2013 season activities with fresh paint.
- Finalize cart storage for winter months.
- Schedule Pro Shop carpet cleaning.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: November 26, 2013

**Administrative Initiatives** (11/1/13-11/30/13)

- Storm Damage – The 70 mph winds on Nov. 17 brought down two trees just south of the 15<sup>th</sup> hole. They crushed a forty foot section of the fence which separates the park to the south from the golf course. Three trees fell along our walk paths on the north side of town and several parts of trees came down on the golf course and in the Good Tymes area of the park. Lots of smaller debris came down wherever there are trees. Staff spent several days cutting, chipping, picking up, and blowing debris from all areas of the Park District.

**Golf**

- We have experienced a colder fall than in recent years. Turf growth has slowed significantly and timely rains have helped the soil moisture level recover after a dry summer.
- Staff is in the process of performing the last mowing of the season on all areas. Leaf blowing and mulching is being performed daily in an effort to keep the course clean and playable.
- Staff has also cleaned out landscape beds, pulled spent annual flowers, removed fountains from the ponds, winterized the irrigation system, removed dead trees, helped line the new parking lot and installed new ADA parking signs, aerated all greens, several tees, and some fairways.
- I have been meeting with sales reps to price turf products for 2014 and to take advantage of any early order discount programs available.



- The new ladies tee just to the south of the creek on hole #16 has been opened for play. We might need to expand the size a bit in the spring to allow for easier mowing.
- The parking lot project around the clubhouse was completed after having to wait for a stretch of dry weather to perform the work. The parking aisle striping was done by our staff along with replacement of the landscape timbers.
- I have met with Melin's locksmith to start planning the second phase of changing the locks to a secure uncopyable key system. The sports complex was completed in the spring and now the clubhouse area, old shop, and pool will be addressed. Keys will only work for staff that needs to access their areas of responsibility while full time staff will have master keys.
- Sent "thank you" letter to Jack Henne for recent donations of the golf statue and shrubs.

## **Sports**

- All baseball, soccer, and football field user groups have completed their seasons. Staff has removed goal nets, the #1 field backstop net, and both batting cage nets for the winter. The pool umbrella and concession canopies have also been taken down.
- Several dead ash trees and stumps have been removed around ball fields 1 through 4. New trees will be planted in the spring where appropriate.
- Staff has also been performing final mowing of all areas, blowing and mulching leaves, repairing landscape beds in the pool parking lot, removing spent annual plants, mulching shrub beds and new trees, pruning trees and shrubs, and consistently clearing the new tennis courts of leaves.

- Staff also excavated and repaired a leak in the drinking fountain line by fields 5 through 8. This area will be roughly filled in for the winter but is the same spot where a new ADA fountain will be added during the spring as part of our accessibility upgrades.
- I met again with Bearrows auctions who will be selling our approved list of surplus items, many of which were left by the DeKalb County Liners. They did not have room for a fall auction so we are now planning a March or April auction with Bearrows when these items will be more in demand.
- I have already had discussions with Bart Desch and some user groups about tournaments and early planning for baseball and softball seasons in 2014.

### Parks

- Staff has been performing final mowing and trimming of all park areas. Leaf blowing and mulching also continues in earnest. Leaves are consistently blown off of all our major walk paths and play areas.
- Staff continues to remove overhanging limbs along the paths at Merry Oaks Drive, Leon Larson Park, and Lake Sycamore. More ash trees have also been removed at various parks and the stumps ground out. Staff has also repaired holes in walk paths, repaired a drain ditch at Old Mill Park, installed a memorial bench pad at Lake Sycamore, blew out the drinking fountain lines at the shelters and sports drinking fountains, helped marking parking spots at the new clubhouse lot, removed spent annuals from landscape beds, and started to bring in picnic tables and garbage cans from selected parks.
- Staff helped with preparation of the Park District float for the Pumpkin Fest Parade and several staff members participated in the parade on Sunday.

- Marine Biochemist performed a fish inventory for us at Lake Sycamore and Old Mill pond on the 9<sup>th</sup> of October. I have attached the results to the end of this report which state that both ponds have a nice variety of species and sizes. It also lists recommendations for future stocking efforts.
- Attended staff, board, CAC, and long range planning public meetings.
- For goals and objectives, I have completed writing the first draft of park maintenance standards for the district. I have also completed the updated equipment inventory list and added an interval list for equipment replacement. This list also includes a reference sheet which explains where those replacement numbers originated.
- I have completed a summary article of park improvements for the annual newsletter.
- We are in the process of updating all ADA parking signs and posts throughout the district. Several types of old signs are at our parks so we will update to the current legal signs, heights, and locations.
- Attended meetings with ADA architects and Swedberg Assoc. as we prepare to begin carpentry and plumbing upgrade project work. Inside work should begin at the beginning of December. Outdoor work will be performed in early spring.
- Completed budgets for 2014 for all areas of maintenance.
- Updated Capital list request and pricing for 2014 budget.
- Plumbing is complete at the WPA Main shelter. ADA work is included in the project to replace the doors and remove entrance walls which will now be completed in early spring. The electrical portion will also now be completed in early spring along with the addition of the bathroom stall partitions.

- Attended Veterans' Memorial ceremony at the High School on behalf of the Park District.
- Completed annual written and oral performance reviews for myself and all full-time and IMRF eligible staff.

#### **Administrative Initiatives** (12/1/13-12/31/13)

- Attend staff, CAC, board, and Vision 2020 public meetings.
- Will continue to gather early order pricing and meet with sales reps to discuss any early order product options for next season in all areas.
- Will continue working on objectives for the two year strategic plan; specifically start to develop a checklist and service schedule for facility inspections.
- Part time seasonal staff will be released for the winter months.
- Will reduce services such as garbage pick-up and port-o-pot cleaning.
- Will meet with PDERMA rep. to start planning of staff safety training and attend seminars.
- Staff will complete all current ADA parking spot signs that need updated at various park areas.
- Will work with Swedberg Associates as ADA work begins on carpentry and plumbing upgrades.
- Will continue to gather information from playground reps. for replacing the recently removed climber structure at the sports concession building.

- Staff will work on shutting down all areas for the winter. This includes bringing in cans, benches, and cleaning equipment in preparation for winter service. Tree pruning and leaf cleanup will also continue. Plows will be put on trucks and checked prior to snowfall. Indoor work will begin with all picnic tables refurbished and some new tables constructed.
- The golf course will be sprayed for snow mold disease then closed and greens roped off when snow falls or when temperatures stay in the low 30s for an extended period of time.

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: November 18, 2013

**Administrative Initiatives:** 11/01/13 – 11/30/13

- Attended the CAC meeting on November 7.
- As directed, registered for the Midwest Museum Festival of the Tree Adoption. Visited the museum and spent time decorating the tree. Several staff assisted as well.
- Facilitated the mailing of the Fall newsletter. Thank you to everyone who participated in this endeavor. This is part of Goal 4, objective 5 of the short term goals and objectives.
- Facilitating work on the 2014 Winter/Spring brochure. Continuing contacting staff and commissioners regarding this and the Annual Report.
- Attended the Chamber's event promotion meeting. This is in regards to the District's sponsoring the Santa House. Began ordering supplies including pens, popcorn balls and bags with our logo on them to hand out.
- Coordinated with Swift printing the production of the newsletter and the Winter/Spring 2014 brochure which includes the Annual Report.
- Facilitated postage for the Fall Newsletter and the 2014 Winter/Spring brochure.
- Continue working on the recreation budget for 2014 for the following areas; programs, pool, sports complex and community center.
- Continue working on employee reviews including my own. This includes also writing a progress report on goals and objectives with proof/documentation.
- Facilitated the cleaning RFP to put out to bid in November. This was mailed to 6 possible vendors.
- Facilitated a field request from Sycamore Youth Football league for the Sports Complex.
- Attended the Board meeting on November 26.

- Made some changes/additions for the next brochure to include "heading" changes and more information about marketing and promoting with the Park District.
- Met with the future intern Nick Gould on Nov. 26 to go over University requirements and his responsibilities for when he begins on January 13.
- Assisting with staff from Com Ed and Soft Water City to change out existing lighting fixtures with new fixtures that will lower our electric bills. This is a program started by Com Ed and offered to businesses.
- Attended the Suburban Parks and Recreation Association's "Showcase" event on November 19. This event allows Park District's staff to watch live over 18 musical acts as well as collect information about other musical groups and entertainers. Equally valuable is the chance to speak with staff at other District's about their events and what groups worked well for them.
- Facilitated usage requests for the Community Center for Winter/Spring 2014 from KSRA.
- Secured an advertising agreement with Northern Rehab for the brochure for 2014.
- Met twice with Sarah regarding the "Campaign" that will begin highlighting the success story of the District over the past few years and will begin putting together a "marketing plan" and budget to utilize in 2014.
- Planned with Sarah and produced a report to share with the Board at the November Board meeting regarding the "Providing More" campaign and some elements of the campaign.
- Began purchasing supplies for the "Cookies with Santa" as well as coordinating with the Lions Club for this upcoming event.
- Collected and collated the responses from the "Park Naming" contest. We received 65 forms. I then sent these forms to Scott Buzzard of the CAC.
- Received 23 photos for the 90<sup>th</sup> Photo contest. The 90<sup>th</sup> Committee will meet and enlist commissioner help for deciding the winner.
- Wrote the Recreation Department's article for the Annual report.
- Fielding requests from outside groups regarding the Sports Complex for 2014. Mainly this is for baseball groups for the use of Field 1.
- Facilitated and forwarded on to the Chronicle ads for the 90<sup>th</sup> event in December. These ads will run in the Chronicle the two weeks before the event.

- Contacted staff at the Chronicle regarding the possibility of the District writing/advertising an article once a month regarding the District and the positive things going on. This, if it happens, would begin in early February and continue through the length of the campaign.
- Begin the process of inputting program information into the Park Pro registration system for the Winter/Spring 2014 brochure.
- Coordinated with the Chamber and B95 radio the chance to record radio ads for the Chamber's "Santa Walk", in accordance with the District's sponsoring of the event.
- Contacted Sarah at the Library regarding use of their projection screen on November 26 and for December 7.

**Administrative Initiatives:** 12/01/13 – 12/31/13

- Will attend the Chamber's "Promotions Meeting" on December 3.
- Produced and delivered 1000 "goodie" bags to the Chamber for the Santa House that the District is sponsoring.
- Will consolidate the cleaning bids for review.
- Will facilitate the mailing of the Winter/Spring 2014 brochure. Will also deliver some to the Chamber, library and City Hall.
- Together with the 90<sup>th</sup> Committee will plan and facilitate the last 90<sup>th</sup> Anniversary event, the "Open House Celebration". This will be held on December 7 at 4pm at the Golf Course Clubhouse. A special thanks to the other members of the committee, Kirk Lundbeck and Lisa White for their invaluable help and leadership.
- Attend, if needed the Chamber's Santa Walk on December 6, downtown.



- Will facilitate the “Cookies with Santa” event on December 12 and 13, at the Golf Course Clubhouse. This event is run in conjunction with the Sycamore Lions Club.
- Will contact the Dekalb County Community Foundation regarding renting their facility for a “campaign” event in February.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: November 26, 2013

**Administrative Initiatives** (11/1/13 – 11/30/13)

- Held Board Study Sessions to develop final DRAFTS for Vision 2020.
- Coordinated Public Hearings.
- Managed a number of matters related to long range planning:
  - Negotiations
  - Financials
  - Meetings
  - Assessments/Surveys
- Updated Agenda Planner for Staff/Board.
- Finalized Draft Fiscal Year 2014 Operating Budget.
- Finalized Draft 2014 Capital Budget.
- Began work on Paving Bid Specifications for Year 2 of ADA Transition Plan.
- Finished Draft of Part-Time Personnel Policy Manual.
- Finalized Life Cycle Documents for Major District Equipment.
- Served on Sycamore Chamber Long Range Planning Committee.
- Continued meeting with community leaders.

- Planned for holiday staff “thank-you” event.
- Finalized VISION 2020 after Public Hearings.
- Finalized and Presented Community Survey findings.
- Continued Technology Study.
- Refined Spreadsheets for Cost Scenarios for Vision 2020.
- Attended Meetings/Serve On:
  - KSRA
  - Living Healthy DeKalb
  - Rotary
  - Chamber
- Began reviewing trail easement needs, and IDOT Grant opportunities for 2014.
- Formulated and handled a variety of park district negotiations.
- Coordinated plan formulation for short-term rental of school district space.
- Met with developers of Sycamore subdivisions to begin framing future plans for neighborhood park dedications.
- Drafted content for an article in an upcoming BLOG and Magazine Article for the NRPA Magazine.
- Finalized contract for Year 1 ADA Transition Plan projects.
- Met with IDOT on Trails Matters and Route 64 Matters.
- Trained for Golf Cart Drill Team: Pumpkin Festival.
- Participated in and volunteered for a variety of Pumpkin Festival activities:
  - Cake Cutting
  - Drill Team

- Building Float
- Pancake Breakfast
- Prayer Breakfast
  
- Finalized sponsorship of “Walk with Santa” and “Santa House”.
  
- Created timelines for Vision 2020. Translated them for Commissioner Kroeger.
  
- Participated in Rotary Fundraiser.
  
- Finalized documents and ordinances for Sycamore Creek Subdivision Park land donation.
  
- Conducted employee evaluations.

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attend CAC meeting.
  
- Finalize Year 2 ADA bid work contract.
  
- Begin meeting with Community Leaders/Groups on Vision 2020.
  
- Finalize Vision 2020 for approval.
  
- Update Agenda Planner and Distribute to Board/Administrative Staff.
  
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.
  
- Hold meetings with Sycamore Creek HOA and meet with City Manager about North Grove Crossing and Reston Ponds.
  
- Coordinate meetings with Bond Finance counsel on debt service matters for current bonds and future planning.
  
- Meet with YMCA Director regarding possible partnerships.
  
- Finalize Capital Budget for approval.

- Finalize Operating Budget for approval.
- Begin drafting 2014 Executive Summary.
- Finalize staff pay matters.
- Hold Holiday Celebration of some sort.
- Hold meetings with IDOT officials and neighbors about trail matters.
- Hold second, quarterly meeting of new Youth Sports Consortium.
- Order ADA Signage for Buildings as part of Phase 1 ADA work.

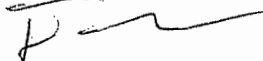
Dear Mr. Lundbeck,

On behalf of Sycamore High School staff and students I would like to personally thank you for making this year's Homecoming one of the best.

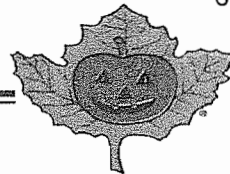
Your continued support of the high school and our students is part of what makes this such a great community to live and work in. I greatly appreciate it.

Thank you and I look forward to continuing to work with you on future Sycamore High School events.

Sincerely -



# Sycamore Pumpkin Festival Inc.



P. O.Box 262- Sycamore, Illinois 60178

[www.sycamorepumpkinfestival.com](http://www.sycamorepumpkinfestival.com)

November 1, 2013



Sycamore Park District  
Executive Director  
Dan Gibble & Board of Directors  
940 E. State St.  
Sycamore, IL 60178

Dear Dan and the Sycamore Park District Board of Directors,

On behalf of the Sycamore Pumpkin Festival Committee, again congratulations for being selected this year's Friend of the Festival. We hope you enjoyed **riding** or **driving** in the parade. The support you have provided to the festival is an important ingredient to the continued success of this event year after year. The park district's assistance with the use of the picnic tables, golf carts and on occasions the park itself for the anniversary fireworks, plus conducting a Saturday event are the many reasons you were chosen as this year's Friend of the Festival!

Thank you again for your time and generosity in support of the Sycamore Pumpkin Festival.

Sincerely,

Jerry Malmassari  
2013 President  
Sycamore Pumpkin Festival Committee

# Sycamore Pumpkin Festival Inc.



P. O.Box 262- Sycamore, Illinois 60178  
www.sycamorepumpkinfestival.com

November 2, 2013

Sycamore Park District  
C/o Golf Course Director Kirk Lundbeck  
940 E. State St.  
Sycamore, IL 60178

Dear Kirk:

On behalf of the Sycamore Pumpkin Festival Committee we wish to say **"Thank You"** for the use of the golf carts on Sunday, October 27, 2013. The carts provide transportation around downtown when car traffic is impossible, along with helping staging, judging and the execution of the parade itself. We **truly appreciate** there use!

We hope the park district employees enjoyed riding your golf carts in the parade this year. I know personally I enjoyed watching the group zip around in formation, it looked like a lot of fun! Congratulations on being this year's Friend of the Festival.

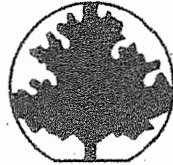
We look forward to working with you again next year!

Sincerely,

A handwritten signature in cursive script that reads "Jerry Malmassari".

Jerry Malmassari  
2013 President  
Sycamore Pumpkin Festival Committee





# 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)

October 30, 2013

Jack and Rita Henne

127 Alma Street

Sycamore, IL 60178

Dear Jack and Rita,

The Sycamore Park District and I would like to thank you for your recent donations to the golf course and clubhouse. The earlier donated statue has been replaced and set under the pro shop window where it fits well in the landscape bed and adds to the golf course ambiance near the putting green and first tee. The donated shrubs have found a home along the road near number two tee and south of number five green where they are replacing some dying shrubs and helping to guide golfer traffic towards the sixth tee. The added shrubs will also provide a great show of color for all course users for many years in the future. Thank you very much!

Sincerely,

Jeff Donahoe  
Superintendent of Parks and Facilities  
Sycamore Park District

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



October 16, 2013

Dear Veteran and Community Member:

Administration Offices  
245 West Exchange Street  
Sycamore, Illinois 60178

[www.syc427.org](http://www.syc427.org)

Tim Carlson  
Principal  
815-899-8143  
fax: 815-899-8166

Steve Balster  
Assistant Principal  
815-899-8131  
fax: 815-899-8166

Peter Goff  
Dean of Students  
815-899-8131  
fax: 815-899-8166

Chauncey Carrick  
Athletics/Activities Director  
815-899-8151  
fax: 815-899-8150

Kathy Countryman, Ed.S.  
Superintendent  
815-899-8103  
fax: 815-899-8110

SUBJECT: Sycamore High School 2013 Veteran's Day Observance

We, the students and staff of Sycamore High School, request your presence and participation in our 2013 Veteran's Day Observance! The Observance will be held Monday, November 11<sup>th</sup>, at Sycamore High School, Spartan Trail, Sycamore, IL.

We will begin at 7:30 am at the flag pole in the front of the school. Our Flag will be lowered to half-staff with bugle playing Taps and our singing the national anthem and other patriotic songs. Our Flag will be carried through the SHS hallways with a drum core escort, ending in the cafeteria. There will be several notable displays, such as:

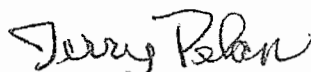
- The "FREEDOM ISN'T FREE" memorial wall with pictures of deceased Sycamore veterans who were former SHS students.
- Sycamore Historical Society displays from DeKalb County veterans, parents, grandparents, and other relatives of our students.
- A freshman/sophomore and junior/senior student assembly will be held in the high school auditorium during 1<sup>st</sup> and 2<sup>nd</sup> periods (8:15 - 10:00 am). Various Sycamore and DeKalb County Veterans from WWII, the Korean War, Vietnam, Desert Storm, Iraq, and Afghanistan will share their experiences as members of our Armed Forces.

We have enclosed a copy of the Observance Program for your review.

The purpose and reasoning for this observance is to provide our students the opportunity to personally experience what our Armed Forces have done to maintain the Freedoms and Liberties we can enjoy today!

Coffee, juice and treats will be available in the cafeteria. We need you to attend; any questions, please contact me.

Respectfully,

  
Jerry Pelan  
Observance Organizer  
(815) 899-8143 (HS)  
(815) 895-3318 (Home)

erh

Daniel, 11/2-13  
Enjoyed meeting w/ you!  
Your people do excellent work  
Hope to stay in touch.  
Regards  
Jerry

*Schedule of Events*

*Greeters:*

*Ambassadors  
Club Members*

*7:30 am Lower flag to half-staff.  
Color Guard & music escort  
in to building and through  
hallways.*

*8:00 am Veteran's displays will be in  
the cafeteria.*

*Veteran's archival displays  
provided by Michelle  
Donahoe, Director of the  
Sycamore Historical Society.*

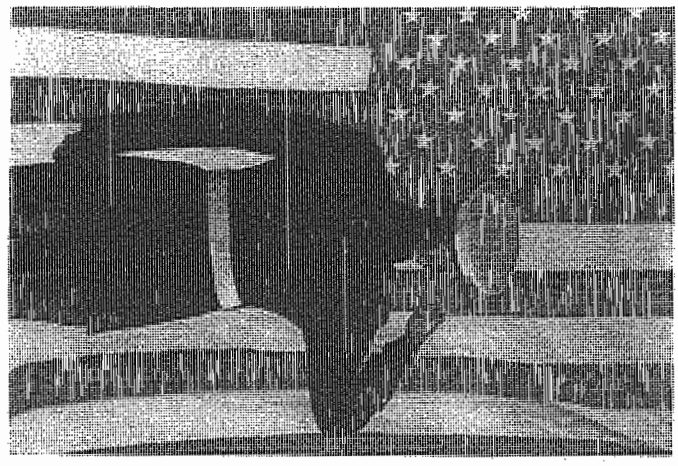
*Student assemblies will be  
held 1<sup>st</sup> and 2<sup>nd</sup> periods in the  
auditorium. DeKalb County  
Veterans will be sharing their  
experiences on protecting our  
freedoms, starting with  
WAW!!!*

*Visit "FREEDOM ISN'T FREE"  
WALL.*

*Sycamore High School choir  
and string ensemble  
performances.*

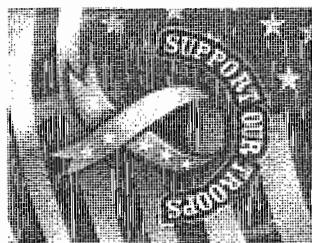
*10:00 am Observance concludes.*

*12:00 pm Restore flag to full-staff.*



*&*

*Fellowship of Christian  
Athletes*



*(If you have questions, please contact  
Beth Helton at Sycamore High School  
at 815-899-8143 or Jerry Pelan at 815-995-3318.)*

*Please join the  
Students and Staff*

*of*

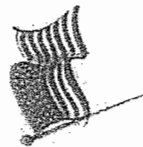
*Sycamore High School*

*on*

*Monday, November 11, 2013  
7:30 – 10:00 am*

*for a*

*Veteran's Day  
Observance*



*This observance is to celebrate our  
current and former veterans!*

*Then it's hit! heel in the field artillery,  
Shout out your numbers loud and strong  
For where e'er you go, you will always know,  
That those caissons go rolling along.*

**NAVY**

*Anchors aweigh, my boys, anchors aweigh,  
Rarewell to college joys, we sail at break  
of day-ay-ay-ay  
Through our last night on shore,  
Drink to the foam,  
Until we meet once more.  
Here's wishing you a happy voyage home.*

**AIR FORCE**

*Off we go into the wild blue yonder,  
Climbing high into the sun,  
Here they come zooming to meet Our thunder,  
At 'em boys, Give 'er the gun!  
(Give 'er the gun now!)  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame  
Nothing'll stop the Army Air Corps!*

**MARINES**

*From the Halls of Montezuma,  
To the Shores of Tripoli;  
We fight our country's battles,  
In the air, on land, and sea;  
First to fight for right and freedom  
And to keep our honor clean;  
We are proud to claim the title  
OF UNITED STATES MARINES*

**COAST GUARD**

*From North and South and East and West,  
The Coast Guard's in the fight.  
Destroying subs and landing troops,  
The Axis feels our might.  
For we're the first invaders,  
On every fighting field.  
Afloat, ashore, on men and spars.  
You'll find the Coast Guard Shield.*

*Veteran's Day  
Observance*

*Sycamore High School  
Spartan Trail  
Sycamore, IL*

*Monday, November 11, 2013  
7:30 – 10:00 am*

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 26, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: THIRD 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

Now that we have had our second public hearing, staff has integrated what we heard into the document.

Be prepared to:

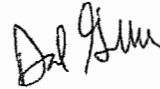
1. Recommend FINAL changes to VISION 2020 based upon what you have heard.
2. Determine who will draft the Board letter, and the key points that should be in it.
3. Review the recommended additions, so far, that are found in the version attached to this recommendation—WHICH ARE DENOTED IN RED.

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

**STAFF RECOMMENDATION:** I recommend discussion and consensus on the changes to VISION 2020, and posting of that revised document on our website—plus release to the media prior to the final approval at our Regular December Meeting.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



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## Introduction

In 2012, the Board of Commissioners set out to modify its direction so as to address a small number of core issues that concerned them about the Sycamore Park District. Amongst those issues were:

- A seven year stretch in which the Golf Course lost money.
- A growing deficit in the budget of the district.
- A loss of any reserves necessary to address emergencies and cash flow, or to be available should an opportunity arise where quick access to resources would be necessary.
- An absence of a viable, long-range plan to address the needs of the community.
- A lack of responsiveness and transparency.

Working together in 2012, the Board and Staff formulated a short-term plan to address these issues quickly and vigorously, while beginning to draw in a broad range of community members/leaders (see “Contributing Parties” later in this document) to begin a 10 month study of the park district to create VISION 2020, that included:

- A Review of Short-Term Plan
- A Review of Community Survey
- Talking to Their Constituents
- Reports from the District’s Citizens Advisory Committee:
  - Park District Marketing
  - County Wide Assessment of Recreation Program Services
- A Tour of all the District’s Parks
- Tours of Community Centers in Other Towns of Similar Demographics
- Budget:
  - Operating .vs. Capital
  - Dedicated Funds
  - Sources of Funds/Compared to Other Units of Local Government
- Staffing and Work



Additionally, the park district used several tools to gain significant, additional input from the public:

- Two (2) Community Wide Surveys
- Two Public Hearings
- Meetings with Our Citizens Advisory Committee
- Meeting with Community Groups/Leaders

The result of that work is this Strategic Plan: VISION 2020 that will lead us from the day that it is adopted up to the year 2020.

Letter from the Board of Commissioners

**{To Be Added in Final Version}**

## **Sycamore Park District's Rich History Remembered**

*Excerpt from the 75th Anniversary of the Sycamore Park District magazine compiled from historic newspaper articles saved and recorded by County Historian, Phyllis Kelley, and board meeting minutes – Original article condensed and rewritten by Dan Gustafson, of Sycamore.*

### **October 6, 1923**

The first notices of a mass meeting to be conducted by the park committee was published by the Sycamore Chamber of Commerce. This meeting was open to all and it was urged that every voter attend and express himself freely and fully. This meeting was called after much discussion and canvassing of public sentiment. It was intended at that meeting, to nominate 25 citizens as candidates for park commissioners. The park commissioners would make clear the park law and choose a site for its location. It was noted that the women are just as much interested in this endeavor and that they were cordially invited and made their influence felt. It was also stated that it would be a good idea if a number of women were candidates for nomination to the position of park commissioners. This meeting was at 7:30 on October 11, 1923 in the Lyric Theater.

### **November 27, 1923**

On November 27, 1923 the Sycamore Board of Park Commissioners was elected and the park district was voted to be formed. On Monday, December 3, 1923 Judge Pond in county court canvassed the election returns. A total of 1,500 votes had been cast with 812 being yes and 688 being no. It had passed by a margin of 8 percent. Judge Pond declared the district duly formed and the following elected as commissioners: W.M. McAllister, Harold Engh, A.B. Gochenour, Rev. James O'May and A.E. Hammerschmidt. The members of the board took oath of office at the meeting on Wednesday, December 5 and elected W.M. McAllester as president, S.M. Henderson secretary and Mrs. W.H. (Mertie) Simpson treasure. Lots were drawn to determine who would serve the six, four and two year terms.

It was reported that all members were enthusiastic and anxious to perform their duties to the full extent of their ability. It had been expressed by the voters on the referendum ballot that the park should be located on the east side of town.

The board would go into the matter of site within the next few days. After the site had been determined and the cost approximated ascertained, bonds would be issued to pay for the site and some of the improvements. It was evident from the expressions of the members of the board that trees, a swimming pool, ball diamond and tourists camp would be among the first things to be looked after.

A number of citizens had volunteered to pay the cost of obtaining and setting out a few large trees. It is evident that before the close of the coming year, Sycamore will have made a good start toward a beautiful public park.

**April 9, 1924**

The Park District was to make a golf course at no cost to taxpayers. There were more than 50 subscribers to the club and well toward 200 were expected to join in the movement. With the circulation of a petition, it was expected that enough signatures be obtained to enable them to lay out a course and commence playing golf within a few weeks. Plans include hiring and training some of Sycamore's boys as caddies.

**September 12, 1928**

There were now 95 acres in Sycamore Park. A tract of fine land was to be added, squaring out the boundary, the unsolicited gift of William M. McAllister estimated at more than \$14,000.

**March 25, 1931**

Two frame shelters with deep well water where the weary and perspiring golfer went to refresh himself and restore his composure, were erected near greens number 8 and 12 on the golf course.

Also, construction was under way on the erection of a beautiful stone gateway at the west entrance of the park. The work was sponsored by Sycamore American Legion Post No. 99.

**July 25, 1931**

In spite of the terrific heat, the grass was a vivid green and as smooth as velvet. The trees, especially the poplars, were seen to good advantage, flowers were blooming, little children in sun suits were running here and there, bright sweaters, socks of the men and the gay berets and sport frocks of the women golfers make colorful moving pictures on the green.

*Birds were singing, a gopher darted across the path, a picnic party was starting a fire in the stone stove, a tennis match was beginning, the pool was calling the swimmers and the Sycamore Community Park is fulfilling its mission.*

**August 15, 1934**

A work relief project, meaning jobs for most of Sycamore's 125 idle, is underway. Engineers staked out the approved site for Community Park's \$21,000 concrete swimming pool. The main pool, with a daily capacity reckoned as 400 to 500, was 120 feet long, 50 feet wide and of graded depths. A bathhouse, with lockers and shower, was located to the north of the main pool. A kiddy pool and bathhouse was next in the series to the north.

The park board, through a bond issue, burnished about \$11,000 of the \$21,000 necessary for the construction. The Work Relief Administration, approved the project to create employment, provided the rest.

**February 16, 1935**

The Sunday record was nearly 100 to excess of the pool usage record established in July 1934 when 650 persons found relief from heat. The pool was opened at 10 a.m. by Emil Cassier, Park Superintendent. Every time a swimmer went out, another from the line was admitted. The extreme heat did not keep golfers away from the course at the Sycamore Park and the picnic tables received a fine play during the day. The crowd at the baseball game during the afternoon saw Sycamore defeat Hampshire. It was estimated that more than 1,000 witnessed the game.

**August 26, 1958**

Park Manager, Emil Cassier, retires after holding the position for 30 out of 33 years that the park was in existence. He helped to increase the golf course to an 18 hole course and was given much of the credit for the outstanding condition the park is in today.

...

In 1970 the District ventured into its largest land acquisition to that point. Directly to the east of their oldest site, the Community Park, the 85 acre parcel was originally an airport. Seven acres of frontage property and buildings were traded for 14 acres to the south of the property along the Kishwaukee River to complete the site. In 1975 the District contracted with a professional planner to have a master plan developed for the area. With much community feedback, the outcome is what you see there today, the Sports Complex.

Four years later, the Sycamore Park District joined with the DeKalb Park District to create the DeKalb Sycamore Association of Special Recreation (DSASR) to offer recreational opportunities to community members with special needs. This effort continues today through the Kishwaukee Special Recreation Association.

...

In 1996, the District successfully negotiated with the city of Sycamore to take over the responsibility of the city's recreation commission and assume their levy for those services. With this 20-year negotiation finalized the District now had its first superintendent of recreation. This allowed the District to make great improvements to the programs and services offered through its Community Center, which was housed in the building that is now the Sycamore Natural History Museum.

The next year the District developed an eight acre park in cooperation with the School District's new 12 acre elementary school site. Now known as Kiwanis Park, this site still offers soccer fields, basketball courts, a playground, shelter and ball diamond.

Now, nearly 20 years later , and celebrating our 90<sup>th</sup> Anniversary, Sycamore has gone through many changes and the District is taking a strategic look at how to move forward in a way that meets the growing needs of individuals and the community as a whole. This extensive research and planning stage is nearing completion and, in the words of Park District Executive Director, Daniel Gible, “Now, is the time for MOVING FORWARD.” The District will continue to engage and inform the community as its Board of Commissioners, staff and community work together to write a new page in Sycamore Park District’s history.

## VISION 2020

In planning for our future through the year 2020, the Sycamore Park District will continue to strive toward our Mission:

Sycamore Park District - we put the MORE in Sycamore"

To achieve that mission, our Vision is crucial to our message. In reviewing who we are, and where we should go, the Sycamore Park District has invoked extensive public input. The park district:

- Conducted a community-wide survey.
- Appointed a Community Wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.) who gave the Board of Commissioners three scenarios for how to move forward toward 2020.
- Had our Citizens Advisory Committee review the plan developed by the Board of Commissioners from the reports of our Community Wide Strategic Planning Team.
- Tested the plan with a follow-up community wide survey.
- Held Public Hearings on the plan.
- Refined the plan from the input gained through all of these steps.

**To create a plan honoring that input, the Sycamore Park District, therefore, has taken a hard look at its current Vision Statement, and feels strongly that it remains viable today:**

“To provide more for Sycamore – superior programs, superior facilities, superior parks.”

To realize this vision, the park district has adopted:

- Critical Success Factors
- Guiding Principles

# VISION 2020

## Critical Success Factors

### *Critical Success Factors*

Critical success factors are attributes, assets, outcomes or qualities that will be needed to ensure successful accomplishment of VISION 2020, and honoring the vision of the Sycamore Park District' Community Wide Strategic Planning Team. The critical success factors for our Vision are:

1. Maintain what we currently have at its current level of care.
2. Continue to seek and carry-out more efficient and effective ways of managing the park district to improve our financial position.
3. Serve as good stewards of our citizens' resources in order to garner trust and support for VISION 2020.
4. Secure a reasonable site, outside the floodplain, that can serve as a focal point for future park amenities.
5. Establish the key facilities identified by public input and the community wide strategic planning team:
  - a. Community Center
  - b. Sled Hill
  - c. Dog Park
  - d. Splashpad
  - e. Trail Connections
  - f. Sports Complex Improvements and Expansion
  - g. Replace the Failing Golf Irrigation
6. Keep the current outdoor pool open as long as fiscally responsible.
7. Continue to work with the City and Neighborhoods to transition park dedications in developing neighborhoods.
8. Further develop our already substantial cooperation/partnership within the community.
9. Work toward being the most recognized provider of recreation opportunities in Sycamore.
10. Grow the district's endowment and define how its proceeds will be used.



District to follow in achieving the Critical Success Factors, and ensure future investment is made to reach the vision that is consistent with the strategy set forth in this plan.

- A. Park District Leadership will reach out to the community to share its vision and critical success factors derived from extensive public involvement.
- B. Balance what is needed with the affordability of all that may be wanted.
- C. Resources to accomplish its vision will be sought in all forms:
  - 1. Grants
  - 2. Donations
  - 3. Sponsorships
  - 4. Partnerships
  - 5. Endowments and Estate Planning
  - 6. Citizen Referendum
- D. Regularly assess customer satisfaction, and garner input from the public.
- E. Assure that the district is seen as a whole, and not several parts.
- F. Fight to keep quality, long-term employees.
- G. Keep a consistent, standard message supporting the vision and image of the park district.
- H. Embrace our diversity.
- I. Technology and data will be leveraged to streamline current business processes and enhance customer service offerings.
- J. Be sensitive to our impact on people's lives.
- K. Be open and transparent on our actions and vision.

		New Dollars	\$5,300,000
Trail Connections	\$2,300,000	Grants	\$1,800,000
		New Dollars	\$500,000
Sports Complex	\$2,100,000	Fund Raising	\$425,000
		Grants	\$400,000
		New Dollars	\$1,275,000
Golf Course Irrigation	\$1,200,000	Fees/Fundraising	\$350,000
		New Dollars	\$850,000
Splashpad	\$800,000	Fundraising	\$200,000
		Current Dollars	\$100,000
		New Dollars	\$500,000
Dog Park	\$120,000	Fundraising	\$100,000
		New Dollars	\$ 20,000
Sled Hill	\$140,000	New Dollars	\$140,000
<b>TOTAL</b>	<b>\$12,860,000</b>		
		Fundraising/Grants/Fees/Current \$'s	\$4,275,000
		New Dollars	\$8,585,000

**OPERATING**

**ANNUAL**

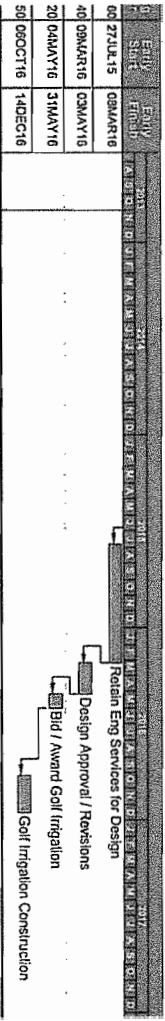


Entry Start	Entry Finish	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	
01NOV13	04NOV14	Sharing the Vision: Communicating our Plans										
06JAN14	04FEB15	Finalize Land Issues										
09FEB15	08JUL15	IDOT Grant Process for Engineering										
09JUL15	08JAN16	IDOT Grant Application for Engineering										
11JAN16	09JAN17	Engineering and Design										
10JAN17	11JAN18											
12JAN18	08MAR18											
09MAR18	02NOV18											
<b>2019</b>												
11JAN19	10JUN19	IDOT Grant Process for Engineering										
13JUN19	12DEC19	IDOT Grant Application for Engin										
13DEC19	12DEC17	Eng										
13DEC17	14DEC18											
17DEC19	12MAR19											
13MAR19	06NOV19											
<b>2020</b>												
09NOV14	31DEC14	Acquire Non-Flood Plain Site for "Campus"										
02JAN15	29JAN15	Retain A/E Services for Site Plan										
30JAN15	28FEB15	IDNR Grant for Site Development										
30JAN15	02JUL15	Site Planning										
27FEB15	30JUL15	Submit IDNR Grant Application										
31JUL15	14MAR16	Retain A/E Services for Entire Project										
15MAR16	20JUN16	A/E Design Development										
21JUN16	16AUG16	Design Approval/Revisions										
17AUG16	23MAY17	Bid / Award Project										
07DEC17	13DEC17	Community Center C										

SYCAMORE PARK DISTRICT  
VISION 2020

Event Start	Event Finish	2013	2014	2015	2016	2017
26APR17	20JUN17					Shield Hill Construct
10MAY17	05JUL17					Splash Pad Cons
24MAY17	20JUN17					Dog Park Constru
02JAN15	04JUN15					Planning w User Groups
05JUN15	03DEC15					Fund Raising Campaign: Target \$450K
05JUN15	21SEP15					Retain Design Firm- Soccer/Concept Design
25SEP15	18JAN16					Soccer Complex Design
19JAN16	09MAY16					Soccer Complex Design Approval/Revisions
10MAY16	06JUN16					Soccer Complex Design Approval/Revisions
12APR17	09MAY17					Soccer Complex Cost Estimators
10MAY17	30AUG17					Rld / Award Soccer C
19JAN18	05JUL18					Soccer Complex
08JUL16	14MAR17					IDNR Grant Application: Soccer Complex
01SEP18	10SEP18					IDNR Grant App: Soccer S
01DEC17	08MAY18					
09MAY18	05JUN18					
06JUN18	20SEP18					
05DEC18	18MAY17					IDNR Grant Applicat
22MAY17	31JAN18					
03SEP18	09SEP19					
01MAY14	27NOV14					Fund Raising Campaign: Target \$200K
10NOV14	06DEC14					Consider 2015 Fee Increase to Support Project
04MAY15	24JUL15					Retain Engineering Services- Analysis

SYCAMORE PARK DISTRICT  
VISION 2020



EST.	ACT.	EST.	ACT.
START	START	START	START
09/27/JUL/17	09/JAN/18	09/27/JUL/17	09/JAN/18
4th 09/JAN/18	09/JAN/18	4th 09/JAN/18	09/JAN/18
20th 09/JAN/18	31/MAY/18	20th 09/JAN/18	31/MAY/18
50th 09/OCT/18	4/DEC/18	50th 09/OCT/18	4/DEC/18

SYCAMORE PARK DISTRICT  
VISION 2020



# 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
- Outdated and Inflexible Community Center on a Short Term Lease



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 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.*

#### **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.*

#### **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.*

#### **Objective 7**

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

#### **Objective 8**

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

#### **Objective 9**

**Objective 12**

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

**Objective 13**

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

**Goal 2**

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

**Objective 1**

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

**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.*

**Objective 3**

*preparation of lifecycle information and equipment/asset replacement schedules by the end of the fiscal year.*

**Objective 6**

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

**Objective 7**

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

**Objective 8**

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

**Objective 9**

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

**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.*

*Objectives 9 and 10, above.*

**Objective 14**

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

**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.*

**Objective 18**

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

**Objective 19**

*The Executive Director will work with the Board, in 2013, to approve a phased approach to*

*April of 2013, only available to current partners with special incentives and rates for these partners.*

**Objective 2**

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

**Objective 3**

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

**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.*

**Objective 5**

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

**Objective 6**

*The Superintendent of Golf Operations will, by the spring of 2013, offer seminars entitled,*

*partners and engaging them to see how the Park District can strengthen the partnership.*

**Objective 10**

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

**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.*

**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.*

**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.*

**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.*

maintain the health of the tennis equipment, and more 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.

### **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.

### **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.

### **Objective 4**

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

### **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.

### **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



**Objective 10**

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

**Objective 11**

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

**Objective 12**

*The Board of Commissioners will, by the Fall of 2013 develop the final focus of Vision 2020, based upon input from the Community Wide Strategic Plan, and use that to guide it in what information it will emphasize in its Public Awareness Plan.*

**Objective 13**

*By December 2013, the Board will develop a phased approach to a Public Awareness campaign, which designates which information will be presented in each phase.*

**Objective 14**

*Beginning in January 2014, the Board will commit itself to actively presenting the information in the phases outlined in Objective 13, above. It will develop contacts with local service organizations, businesses, other units of local government, and citizen groups and present that information to those groups.*

**Goal 5**

The Sycamore Park District will continue to value the strong foundation created by our patrons

*golf season for returning daily fee customers, with special rate and prices based upon number of rounds played and purchases made by these customers.*

**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.*

**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.*

**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.*

**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.*

**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.*

**Objective 9**

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

### **Objective 2**

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

### **Objective 3**

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

### **Objective 4**

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

### **Objective 5**

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

### **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.*

### **Objective 7**

*During 2013, the Executive Director will, with the Board, review the current benefits package in*

**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.*

**Objective 11**

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

**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.*

**Objective 13**

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

**Objective 14**

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

**Goal 7**

*restructure Staffing needs for all programs and operations thus honoring goal 7.*

**Objective 3**

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

**Objective 4**

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

**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.*

**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.*

**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*

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

**Objective 11**

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

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

**Goal 8**

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

**Objective 1**

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

### **Objective 5**

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

### **Objective 6**

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

### **Objective 7**

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

### **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.*

## **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**

*their land cash matters and review and update ours as needed.*

**Objective 4**

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

**Objective 5**

*The Board of Commissioners will review the math/formula used to determine the amount derived from the current land/cash ordinance, and discuss whether revisions are necessary, by October 2013.*

**Objective 6**

*The Board of Commissioners will, by December 2013 review the current boundaries of the park district and assess the consistency of borders with other units of local government and whether an organized effort is necessary to bring those borders to a coterminous state through annexations and/or natural additions to the district.*

**Objective 7**

*The Board of Commissioners will seek to hold exploratory discussions in the Fall of 2013 and Winter of 2014 with Cortland, Genoa, and DeKalb regarding joint efforts, annexations, collaboration, and communication with an eye toward diplomatically—seeking ways to improve and expand the quality of recreation and park services in the area.*

**Goal 10**



*Objective 1 to seek recommendations for moving forward by December 2013.*

**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.*

**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.*

**Objective 5**

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

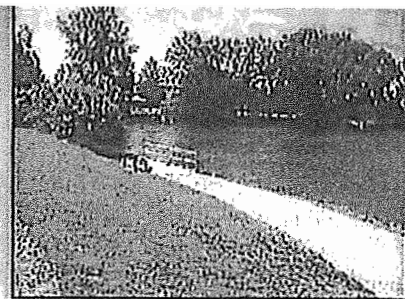
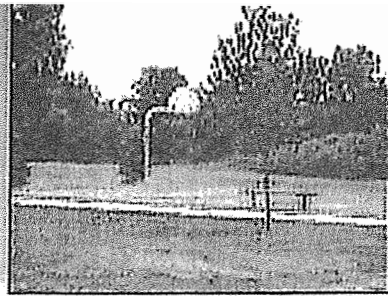
**Objective 6**

*The Board of Commissioners will, in the Fall of 2013, review a complete list of future capital and operating costs estimated to determine the future impact of maintaining the MMNH.*

**Objective 7**

*The Board of Commissioners will, in the Fall of 2013 hold a joint planning meeting with the Board of the MMNH to discuss and address the future costs of the building.*



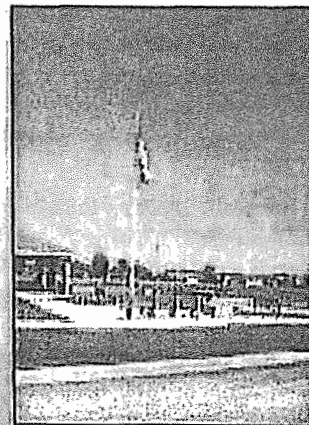
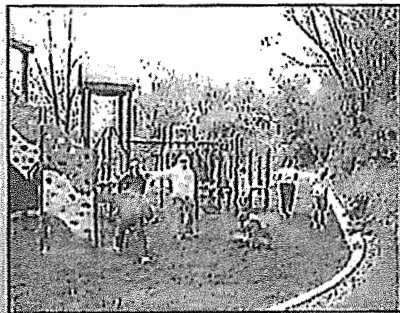


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Submitted to the

# *Sycamore Park District, Illinois*

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by  
**Leisure Vision**  
(a division of ETC Institute)

## Overview of the Methodology

The Sycamore Park District conducted a Community Survey as part of a Strategic Plan during the spring of 2011. The purpose of the survey was to help establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Sycamore Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Sycamore Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision mailed surveys to a random sample of 2,000 households throughout the Sycamore Park District. Approximately three days after the surveys were mailed each household that received a survey also received an automated voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed Leisure Vision began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 400 completed surveys from Sycamore Park District households. This goal was far exceeded, with a total of 451 surveys having been completed. The results of the random sample of 451 households have a 95% level of confidence with a precision of at least  $\pm 4.6\%$ .

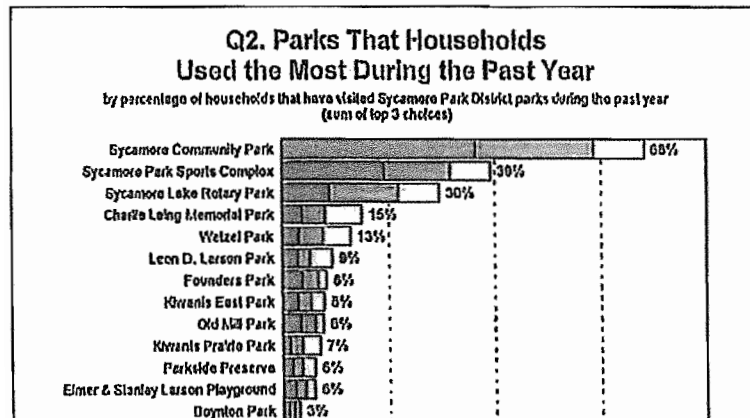
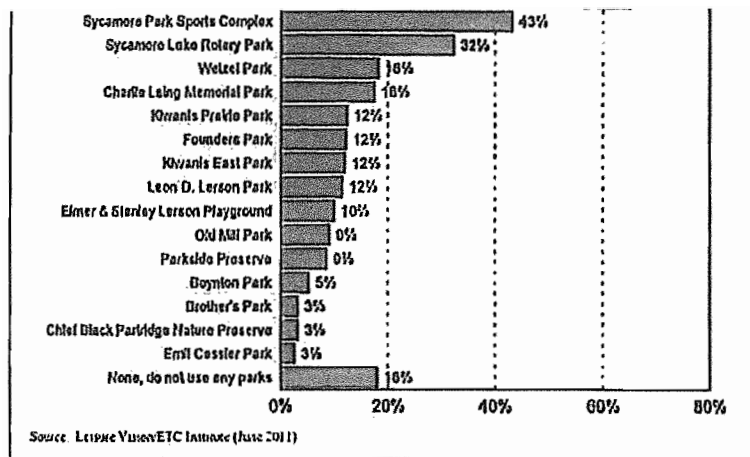
The following pages summarize major survey findings.

are: Sycamore Community Park (65%), Sycamore Park Sports Complex (43%), and Sycamore Lake Rotary Park (32%).

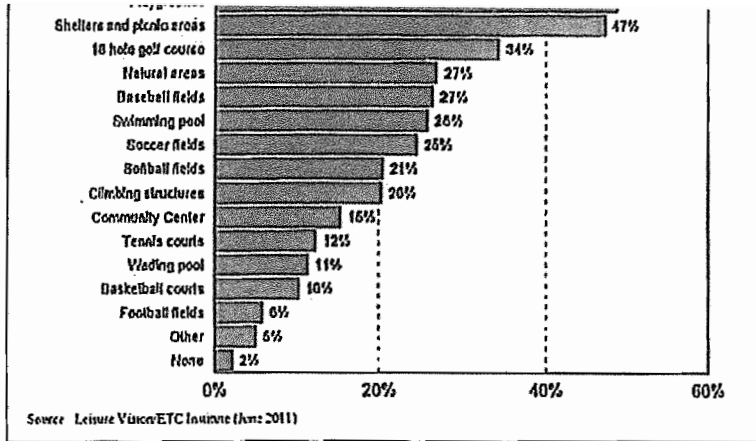
- Recreation Facilities Used at Sycamore Park District Parks. Of the 82% of households that have visited Sycamore Park District parks during the past year, 54% have used walking trails, 49% have used playgrounds, and 47% have used shelters and picnic areas.
- Physical Condition of Park District Parks and Recreation Facilities. Of the 82% of households that have visited Sycamore Park District parks during the past year, 84% rated the physical condition of the parks and recreation facilities as either excellent (29%) or good (55%). In addition, 14% of households rated the parks and recreation facilities as fair, and only 2% rated them as poor.
- Participation in Sycamore Park District Programs. Thirty-five percent (35%) of households have participated in Sycamore Park District programs during the past 12 months. Of the 35% of households that have participated in Park District programs during the past 12 months, 87% rated the quality of the programs as either excellent (25%) or good (62%). In addition, 12% of households rated the programs as fair, and only 1% rated them as poor.
- Ways Respondents Learn about Park District Programs and Activities. The Sycamore Park District Brochure (77%) is by a wide margin the most frequently mentioned way that respondents learn about Sycamore Park District programs and activities. Other frequently mentioned ways that respondents learn about Park District programs and activities are: newspaper articles (39%), from friends and neighbors (31%), and Sycamore Park District website (28%).
- Reasons Preventing Households from Using Park District Parks, Facilities & Programs. The most frequently mentioned reasons preventing households from using Sycamore Park District parks, recreation facilities and programs more often are:

- Most Important Parks and Recreation Facilities. Based on the sum of their top four choices, the parks and recreation facilities that households rated as the most important are: walking and biking trails (49%), small neighborhood parks (23%), outdoor swimming pool (22%), and 18-hole golf course (20%).
- Level of Satisfaction with Various Services Provided by the Park District. The Sycamore Park District services that the highest percentage of households are very satisfied or somewhat satisfied with are: Park District efforts to keep residents informed about programs and services (74%), image of the Park District in the community (61%), and quality of services provided by the Park District (60%).
- Use of Hopkins Pool. Twenty-seven percent (27%) of households have used the Hopkins Pool in Dekalb during the past 12 months.
- Use of Sycamore Pool. Twenty-six percent (26%) of households have used Sycamore Pool during the past 12 months. The most frequently mentioned reasons that households have not used Sycamore Pool are that members of their household don't swim.
- Aquatic Features That Households Would Use at a New Sycamore Swimming Pool. The aquatic feature that the highest percentage of households would use at a new Sycamore swimming pool are: deck area (49%), concessions area (43%), bath house (43%), and zero depth entry into pool with waves (40%).
- Use of Potential Indoor Programming Spaces. The indoor programming spaces that the highest percentage of households would use if developed by the Park District are: walking and jogging track (61%), weight room/cardiovascular equipment area (42%), aerobics/fitness/dance class space (35%), and leisure pool (31%).
- Importance of Partnering Organizations for Park and Recreation Services.

- Paying Additional Property Taxes to Fund Parks and Recreation Facilities. Fifty-eight percent (58%) of respondents would pay some amount of additional property taxes to build and operate the types of parks, trails, aquatics, sports and recreation facilities that are most important to their household. This includes 16% that would pay at least \$25 per month, 14% that would pay \$20 per month, and 28% that would pay \$15 per month.
  
- Voting to Fund Parks, Trails, Fitness, Sports and Recreation Facilities. Fifty-six percent (56%) of respondents would either vote in favor (31%) or might vote in favor (25%) of a tax increase to pay to construct and operate the types of parks, trails, aquatics, sports and recreation facilities that are most important to their household. In addition, 25% of households would vote against the referendum, and 19% indicated "not sure".
  
- Level of Satisfaction with the Overall Value Received from the Park District. Fifty percent (50%) of households are either very satisfied (14%) or somewhat satisfied (36%) with the overall value their household receives from the Sycamore Park District. Only 14% of households are either somewhat dissatisfied (10%) or very dissatisfied (4%) with the Park District. In addition, 26% of households rated the Park District as "neutral", and 10% indicated "don't know".

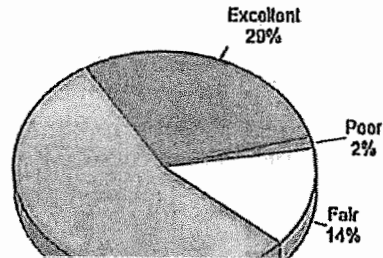


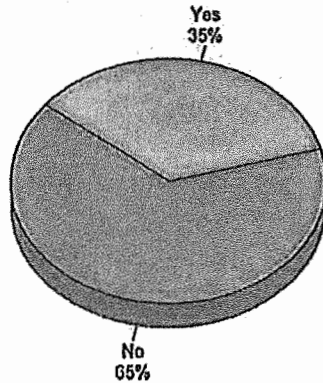




#### Q4. How Respondents Rate the Physical Condition of All of the Parks and Recreation Facilities Visited In the Sycamore Park District

by percentage of households that have visited Sycamore Park District parks during the past year



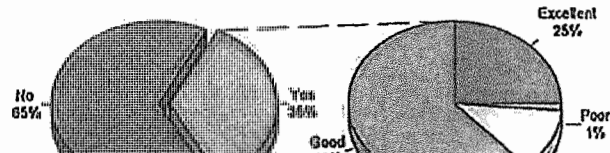


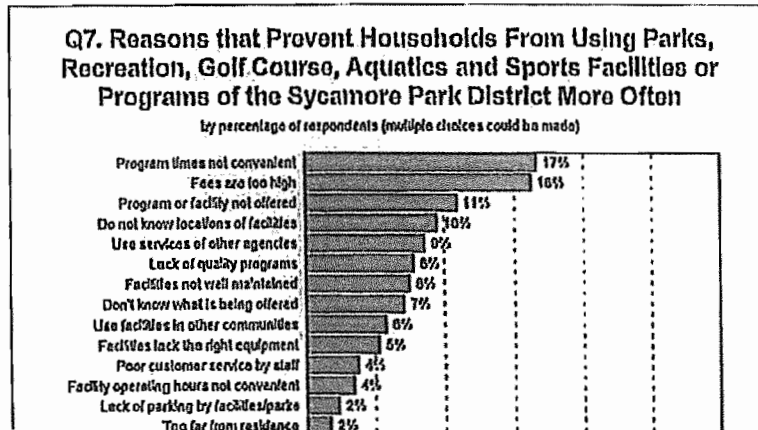
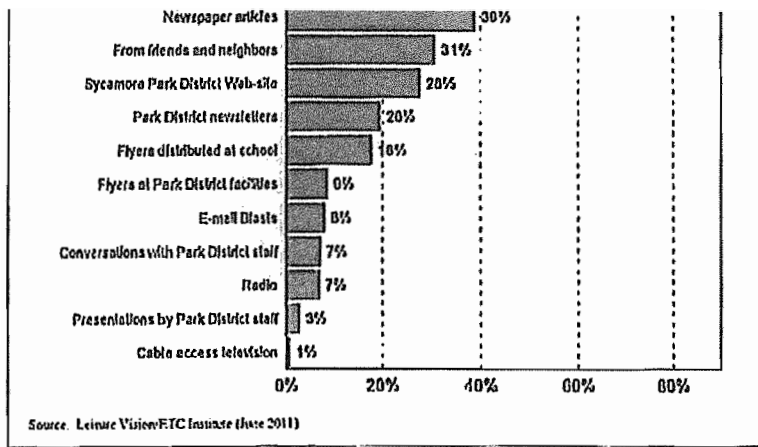
Source: Leisure Values/ETC Institute (June 2011)

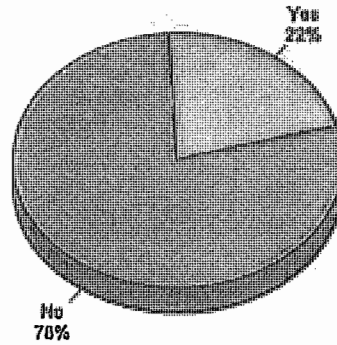
**Q5. Have Households Participated In Any Recreation or Sports Programs Offered by the Sycamore Park District During the Past Year?**

by percentage of respondents

**Q5a. How Would You Rate the Overall Quality of the Recreation or Sports Programs that You and Members of Your Household Have Participated In?**



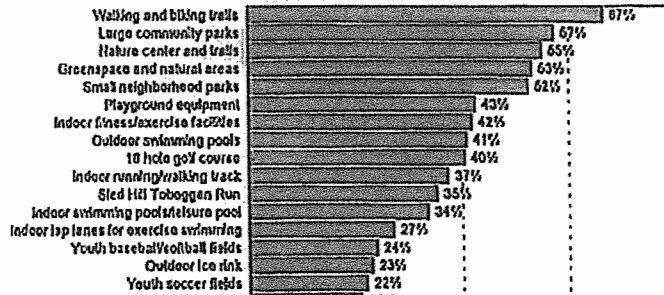


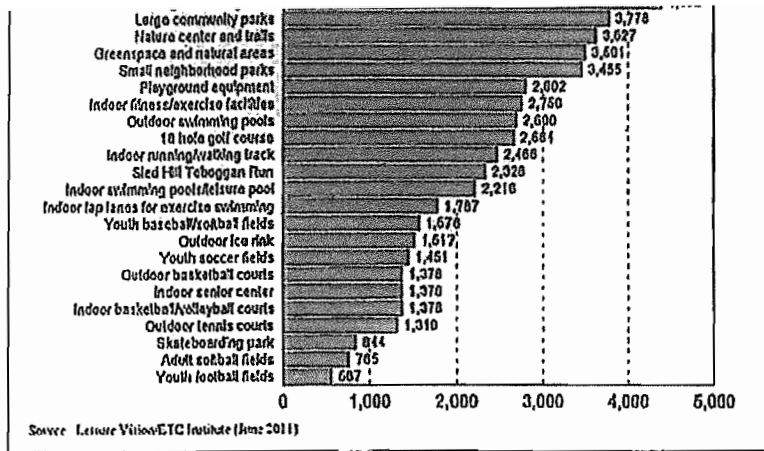


Source: Leisure Vision/ETC Institute (June 2011)

### Q9. Households That Have a Need for Various Parks and Recreation Facilities

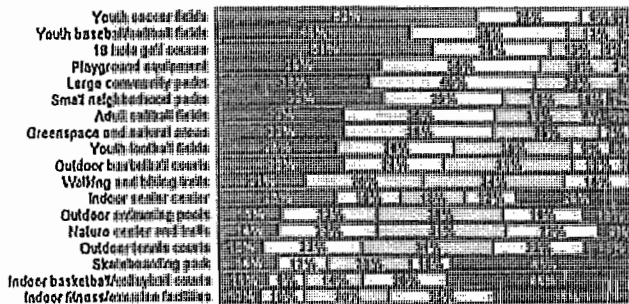
by percentage of respondents (multiple choices could be made)

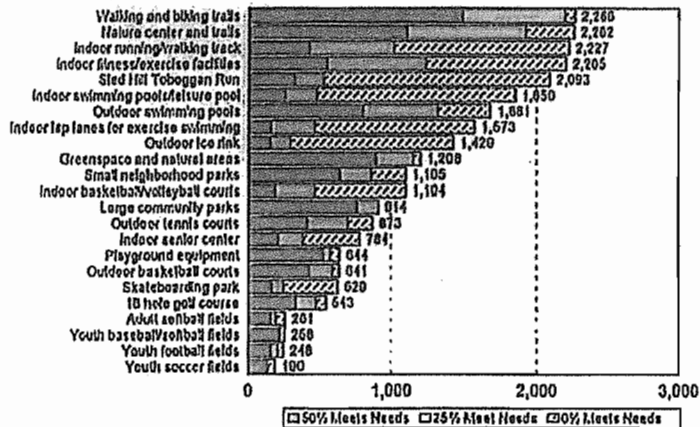




### Q9b. How Well Parks and Recreation Facilities In the Sycamore Park District Meet the Needs of Households

by percentage of respondents with a need for parks/facilities

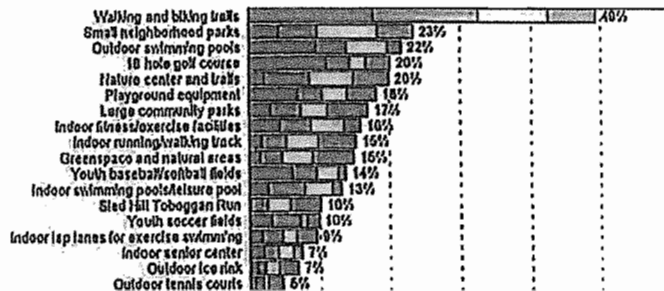


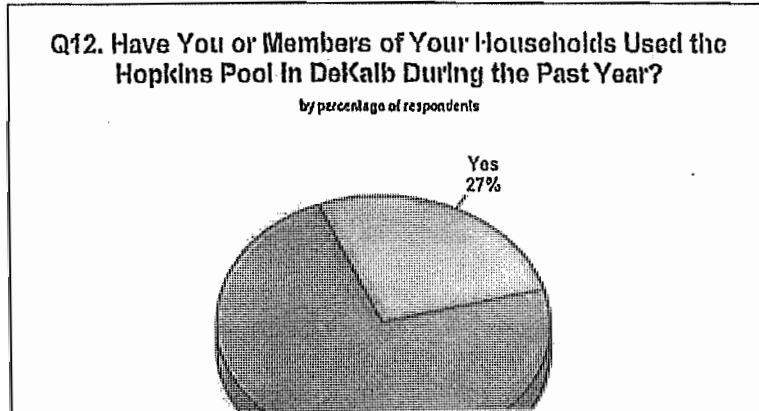
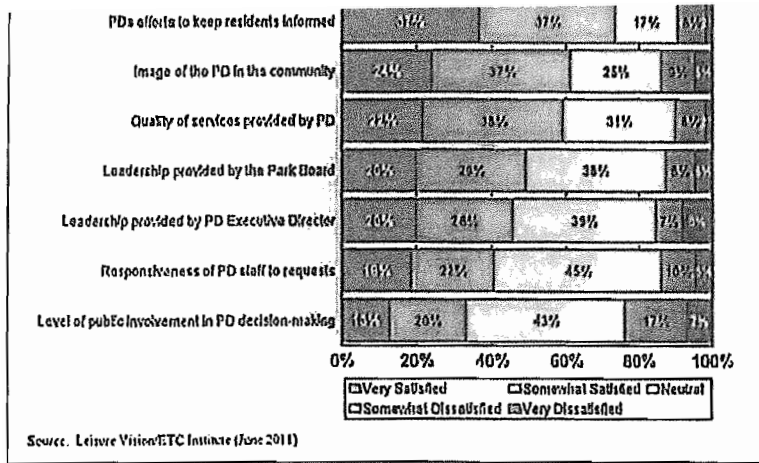


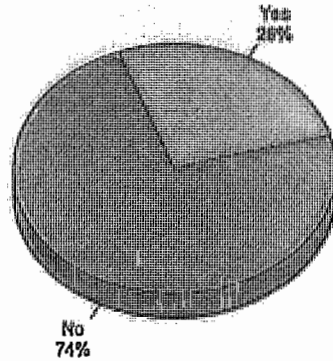
Source: Leisure Vision/ETC Institute (June 2011)

### Q10. Parks and Recreation Facilities That Are Most Important to Households

by percentage of respondents who selected the item as one of their top four choices





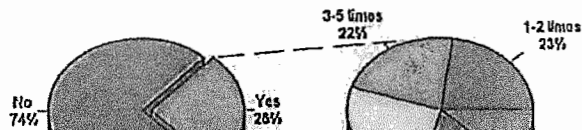


Source: Leisure View/ETC Institute (June 2011)

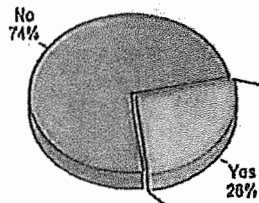
**Q13. Have You or Members of Your Household Used the Sycamore Pool During the Past Year?**

by percentage of respondents

Q13. How many times have you or members of your household used the Sycamore Pool during the past year?

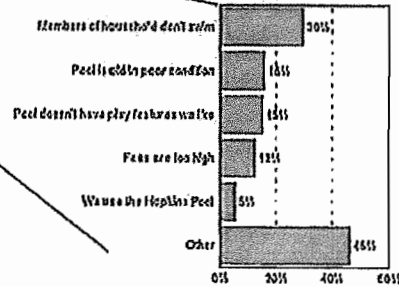






**Q13a. Reasons That Households Have Not Used the Sycamore Pool**

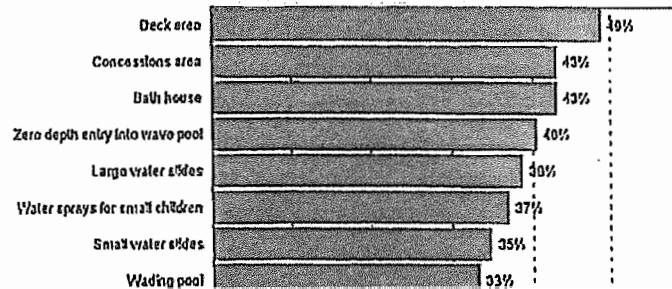
*multiple choices could be made*

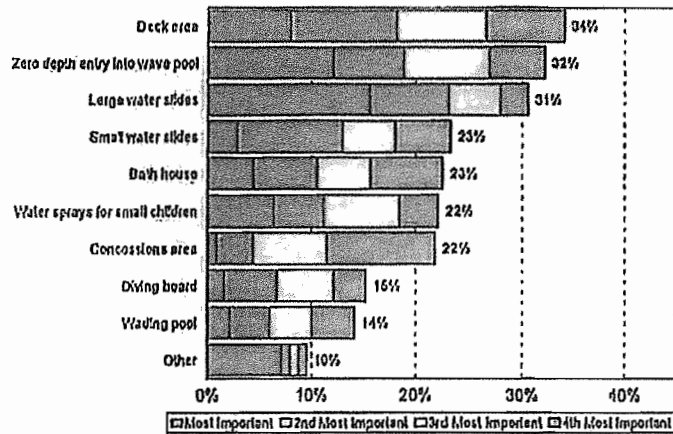


Source: Leisure Vision/ETC Institute (June 2011)

**Q14. Aquatic Features That Households Would Use at a New Sycamore Swimming Pool**

*by percentage of respondents (multiple choices could be made)*

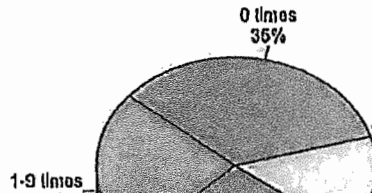


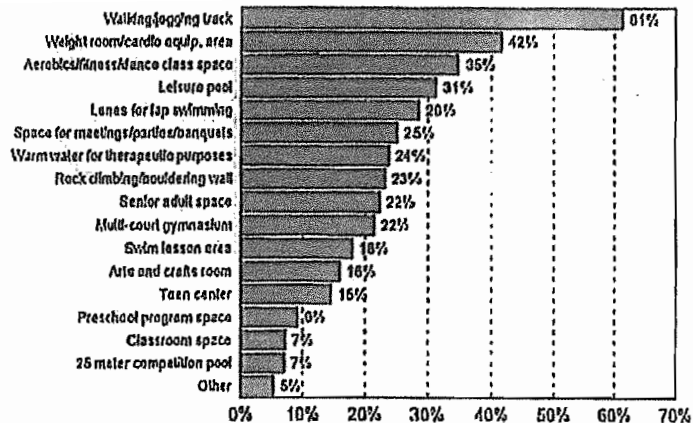


Source: Leisure Vision/ETC Initiative (June 2011)

**Q16. Approximate Number of Times Per Year That Households Would Visit Swimming Pool If the Sycamore Park District Built a New Swimming Pool with Aquatic Features Most Important to Household**

by percentage of respondents

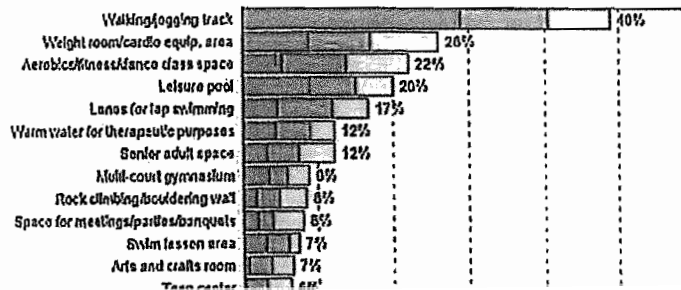


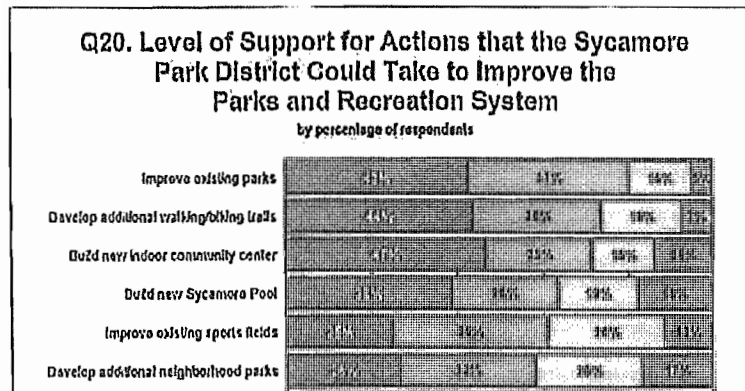
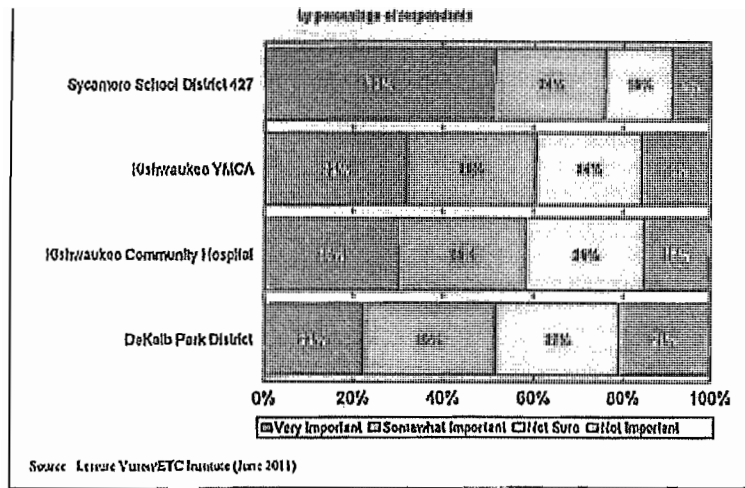


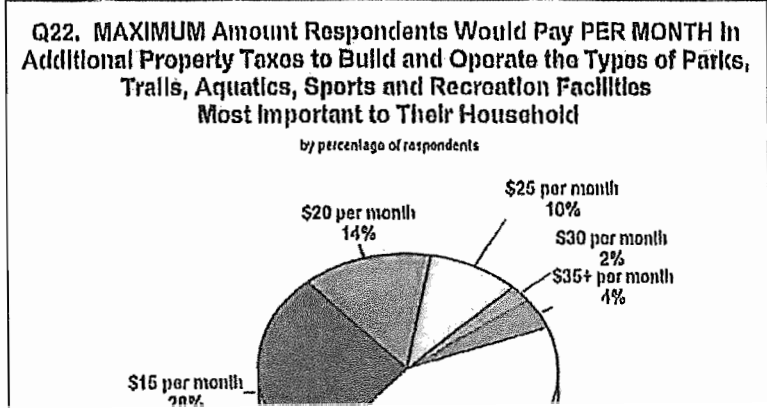
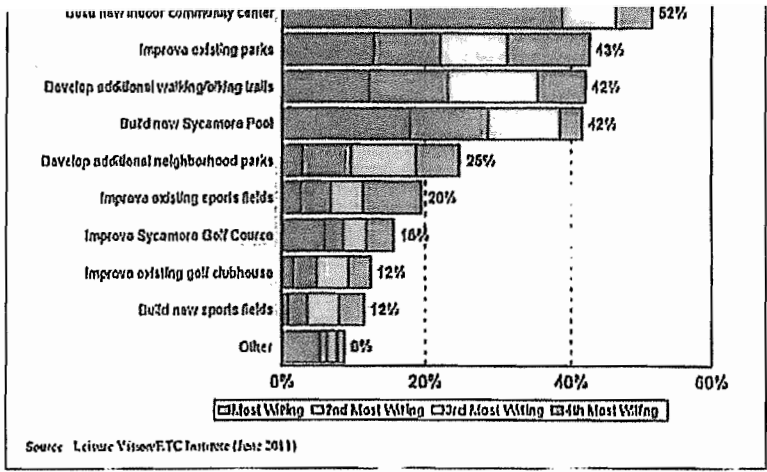
Source: Leisure Vision/ETC Institute (June 2011)

### Q18. Indoor Programming Spaces That Households Indicated They Would Use the Most Often

by percentage of respondents who selected the item as one of their top three choices

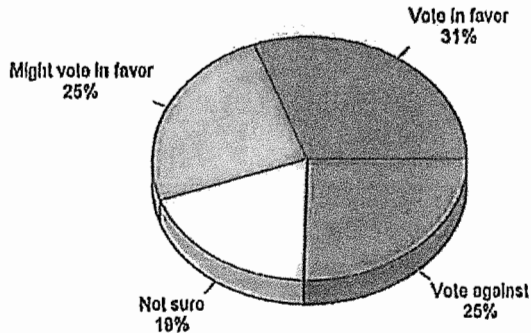






### Facilities Their Household Most Prefers

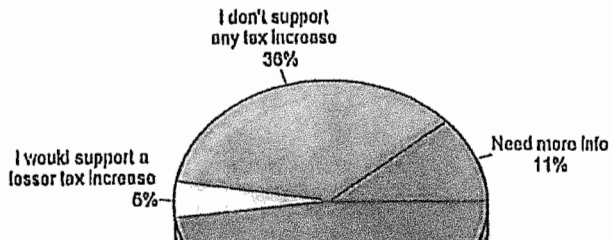
by percentage of respondents (excluding those who didn't give a response)



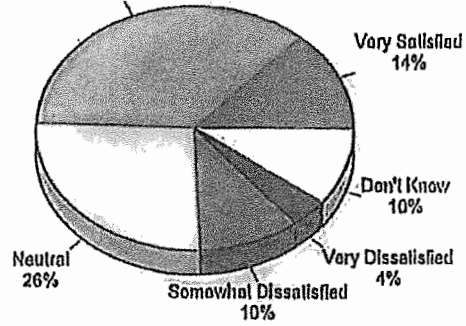
Source: Leisure Values/ETC Institute (June 2011)

### Q23a. What is the Major Reason You Indicated that You are "Not Sure" or Would "Vote Against" a Tax Increase?

by percentage of respondents who indicated that they would vote "not sure" or would "vote against" (excluding "don't know" responses)



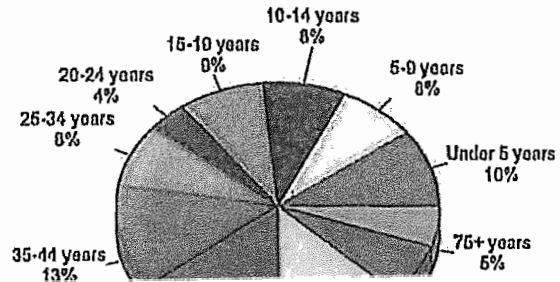
Somewhat Satisfied  
30%

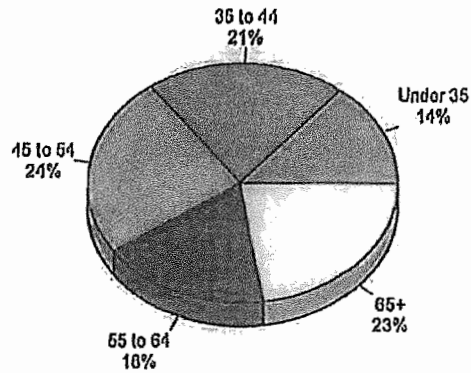


Source: Leapor Vision/ETC Institute (June 2011)

### Q25. Demographics: Ages of People In Household

by percentage of household occupants

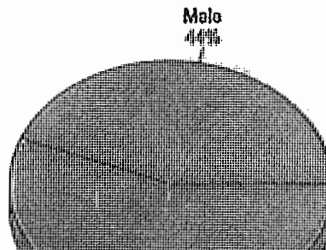




Source: Leisure Values ETC Institute (June 2011)

### Q27. Demographics: Gender

by percentage of respondents







	look at options related to reducing the expenses at the Museum Building.	or ponds on land accepted. The Golf Course must be financially self-sufficient from an operational standpoint.	functional. 5. The existing trails. 6. The trails need are too disconnected. 8. The Sports Complex is overcrowded. 9. The Sports Complex needs more parking. 12. The park district does not have sufficient funds in its current operating budget to pay for more trails, community center, sports complex, etc. 14. When you build something new, you need funds to operate it. 16. The main source of funds for large projects will likely have to come from a referendum. 17. The park district is able to maintain what it currently has (except swimming pool, irrigation, flood management). 18. The park district does not have the capability, with its current funding, to afford any of the major projects it is facing.
2014	Conduct a capital campaign for major projects. Begin work on trails.	The Golf Course must be financially self-sufficient from an operational standpoint. More trails and connecting of section of trails are essential in the next seven years. Use \$1.0 million per 2 miles of trail.	Same as 2013
2015	The main source of any major funds for large projects will likely have to come from a referendum. Hold a	The Golf Course must be financially self-sufficient from an operational standpoint.	Referendum

2017	Renovate or Replace Pool. (Current site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional)	Secure a large parcel of non-flood plain land along bike paths for future development. The aging Irrigation System at the Golf Course is essential to the continued management of a quality course. Approximately \$500,000 +/- for 10 to 20 acres \$1 million for irrigation.	Address Sports Complex Issues. Begin connecting trails.  Sports Complex \$1.5million (land likely not an issue) Use \$1.0 million per 2 miles of trail.
2018	Renovate or Replace Irrigation System on Golf Course. Seek ways to address Sports Complex Issues. \$1 million for irrigation. Sports Complex \$1.5million (land likely not an issue)	The Swimming Pool is within 5 years of needing an in-depth renovation, at minimum. The Community Center space is not functional, and is outdated.  POOL: (Current pool site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional)  COMMUNITY CENTER: \$3 million (land cost unknown, but could be additional)	Replace golf course irrigation.  \$1 million for irrigation.
2019		The Swimming Pool is within 5 years of needing an in-depth renovation, at minimum	Renovate/Replace Pool  POOL: (Current pool site

	Total Cost (High End) = \$12 million	Total Cost (High End) = \$16 million	Total Cost (High End) = \$13 million

<p>Group propose to raise the funds? OR, What projects would you eliminate?</p>	<p>Some we would ask the users to pay more:</p> <ul style="list-style-type: none"> <li>• Golf irrigation</li> <li>• Sports Complex</li> </ul>	<p>go.</p>	
<p>Create a timeline for your fundraising and/or tax referendum so that money will be at hand at the time you say you would do your projects in your CHRONOLOGY (its attached)</p>		<p>2013 and 2014: Have plans completed by a professional engineer/architect.</p> <p>Develop a marketing plan to present the needs to the community.</p> <p>Solicit support from key leaders in the community.</p> <p>Broadly present to the community and groups to thoroughly and openly share the needs.</p> <p>Do this for a referendum or fundraising.</p>	<p>Conduct a Community Awareness Campaign in 2013/2014</p> <p>Regarding:</p> <p>2. Swimming Pool is very well used. 3. The majority of Sycamore residents do not know that SPD has a Community Center. 4. The current Community Center Space is not functional. 5. The existing trails. 6. The trails need are too disconnected. 8. The Sports Complex is overcrowded. 9. The Sports Complex needs more parking. 12. The park district does not have sufficient funds in its current operating budget to pay for more trails, community center, sports complex, etc. 14. When you build something new, you need funds to operate it. 16. The main source of funds for large projects will likely have to come from a referendum. 17. The park district is able to maintain what it currently has (except swimming pool, irrigation, flood management). 18. The park district does not have the capability, with its</p>

**The Community Wide Strategic Planning Team (CWSPT) of the Sycamore Park District is brought together as the second part of a two-phase planning process for the district.**

**Phase 1: Short-Term Plan - (2013 and 2014)**

Two Year Strategic Plan to Address Key Matters Related to:

3. Taking care of what we have.
4. Getting our financial house in order.

**Phase 2: Vision 2020 - (2015 to 2020)**

Create a Long-Term Plan to address very crucial and costly issues facing the Sycamore Park District to:

4. Lay a path for our future: 2015-2020.
5. Establish a Community-Wide Planning Team of Citizens, Staff, Board, Community and Business Leaders to:
  - c. Consider alternatives and ideas for addressing the challenges facing the district.
  - d. Provide recommendations to the Board of Commissioners on three possible scenarios the Board might follow in addressing the challenges.
6. Create a final Strategic Plan for the Sycamore Park District through 2020.

He noted that in the survey it stated that partnerships were important at 76%. He feels that there are too many organizations that overlook partnering. He knows the District is looking to use the schools. He wants to voice the importance of being good stewards of the tax dollars. Look beyond the easy ways to work together and utilize existing facilities so we are not duplicating buildings. Once something is built we have to support it and pay the cost of maintaining it. Once the Board makes a decision it is a long lasting decision. Combining services is a real important thing for all of us. The attitude of the tax payer now is a conservative nature.

**President Strack** noted that everyone on the Board agrees with that. He feels one of the questions that will be asked is why we want to build a community center when there are all the other facilities that can be used. We face the challenge that we all want to use the spaces at the same time. Even with the facilities out there, many times it is difficult to find space for programs. We then end up not being able to offer the programs because of no space. If we have our own building, we are in a position to control the building.

**Commissioner Schulz** noted she has had conversations with Kathy Countryman regarding the facilities in the community. There are 7 gyms in the community. Kathy informed Commissioner Schulz that from 3:00 to 8:00 pm everyone wants the space and the school programs take priority. There are times that the Park District may have something scheduled in the school facility, but if a school program needs to go inside due to weather the Park District program would be moved out. There is now a better dialogue with the School, City and DeKalb Park District that we are trying to build partnerships. This does not happen overnight, but we are working towards that. Nonetheless, we have reached a point where we need park district program space.

**Resident 2** noted that perhaps the location of the new park district community center could

concept for the core facilities identified in the *Critical Success Factors* detailed in Vision 2020.

**Resident 1** explained that dog owners would be happy with just an open field somewhere at which they would be legally allowed to let their dogs run loose.

**Executive Director** explained that nearly 70% of the district's current land was in floodplain, and un-buildable. Further, that the "high ground" was in smaller parcels and in small neighborhood parks where some of these specialized facilities would not be appropriately sited.

**President Strack** admitted that we would like to be able to do that, but we needed to be more responsible and do what is best for the community as a whole, and would use input from the dog park group and what other professional tell the park district makes the best sense. Strack indicated a great appreciation to the dog park supporters and assured them we would work with them in the development phase as we move forward with Vision 2020.

**Resident 2** spoke in support of the dog park as well, and spoke of DeKalb's progress toward a park by using a ball diamond. He also suggested a joint facility in cooperation with DeKalb Park District—comparing it to the effort to do a swimming pool jointly with the DeKalb Park District. He also indicated that a lighted dog park for this time of year would be advisable, as well, and that he thought someone had already donated lights.

**President Strack** thanked the resident for their offer of help and indicated that the park district would certainly want to make these connections once the district was able to move forward with Vision 2020. Further he clarified that while the possibility of a cooperative pool with DeKalb Park District was no longer possible, the Sycamore Park District remained open to other possibilities for cooperation.

**Resident 2** explained that perhaps Centland or Maple Park might welcome cooperation.



Residents emphasized that they were ready to go to work for the plan, and the park district just had to tell them when to “go”.



2. Scott Buzzard
3. Christiene Drake
4. Doug Kenney
5. Denny Lane
6. Greg Martin
7. Craig Mathey
7. Mary Jo McAdams
8. Dennis O'Sullivan
9. Caroline Thompson
10. Rose Trembl
11. Dave Yanke
12. Brian Gregory
13. Kathy Countryman

Our Community Wide Strategic Planning Team:

1. Dennis O'Sullivan - Citizen
2. Laramie O'Sullivan – Citizen/Elementary Representative
3. Greg Martin - Citizen
4. Dani Pivonka – Citizen/High School Representative
5. Candy Smith – City of Sycamore
6. Darrell Johnson – Sycamore Police Department
7. Rick Turner – Citizen/Attorney
8. Chad Jewett – CMJ Technologies/Local Business
9. Kevin Poorten – KISH Health Systems
10. Don Clayberg – Sycamore School Board/Former Sycamore Park District Commissioner
11. Julia Kerkove - Citizen
12. Ellie Kerkove – Citizen/Middle School Student
13. Tim Carlson – Citizen/High School Principal
14. Ted Strack – Sycamore Park District Board President



Daryl Graves, Commissioner

Ann Tucker, Commissioner

Bill Kroeger, Commissioner

**Staff:**

Daniel Gibble, Executive Director

Jackie Hienbuecher, Superintendent of Finance

Kirk Lundbeck, Superintendent of Golf Operations

Jeff Donahoe, Superintendent of Parks and Facilities

Bart Desch, Superintendent of Recreation

Steve Tritt, Assistant Superintendent of Golf

Lisa White, Recreation Supervisor

Armond Mattingly, Maintenance

Larry Miller, Maintenance

Bounphone Ponprasit, Maintenance

Tyler Burke, Maintenance

Bob Swedberg, Mechanic/Buildings Foreman

**BACKGROUND INFORMATION:** Each year the Board appoints new members to the Citizens Advisory Committee (CAC), as people's terms end. This year, Dennis O'Sullivan resigned. His term is up in January 2015. Additionally, Margaret Basset is finishing out a term vacated last year. Regular terms for Scott Buzzard and Greg Martin end in January 2014.

There is a core group that continues to attend, but the group struggles with being action oriented. I think it is time to find ways to empower the group more so that they will be more pro-active, and to find ways to have a better demographic representation (age, socio-economic, etc.). Additionally, I think the recruiting process must be more active on our part—seeking high energy individuals.

Last month, the Board appointed Commissioners Graves and Kroeger to work with Scott Buzzard on creating a short list for presentation this evening.

The process should be complete by the December 2013 Board meeting. I would also recommend that the Board unanimously seek the return of Scott Buzzard for another term, and encourage him to serve as a guiding force (continuity) for CAC, as Chair again next year.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is my recommendation that the Commissioner Graves meet with CAC at their regular December meeting and

**BACKGROUND INFORMATION:** At the October 8 Study Session Commissioner Graves led us on a discussion of our “Braggin’ Rights” list.

At the October 22 Regular meeting we prioritized the list. That “TOP TEN” is attached.

We should approve this list with the revisions from the November 6 meeting, and then develop a visibility campaign for the first six months of 2014.

To do that, we have contracted with our current Marketing person, Sarah Elm, to have her develop it into a campaign, and tonight you will hear about the framework for that effort.

We would then come back in December with funds in the operating budget for this marketing plan and to get approval.

**FISCAL IMPACT:** Depends on course of action.

**STAFF RECOMMENDATION:** It is my recommendation that the Board approve the Top Ten, and retain our contractual marketing staff person to do the work of developing a six month campaign to begin in January.

3. Required Reserve Funds are growing for the first time in years.
4. Developed and Implemented a Strategic Plan.
5. Adopted a Plan for the Future: Vision 20/20
6. Connecting with the Community through Marketing and Social Media.
7. Refurbished Existing Neighborhood Parks.
8. Completed Old Mill Park.
9. Completed Restoration of the WPA/Main Shelter and Tennis Courts.
10. Built a Sense of Community with our 90<sup>th</sup> Anniversary, Fireworks, and Concerts.



**AGENDA ITEM: APPROVE AGREEMENT FOR AUDIT SERVICES:**  
**Recommend Approval**

**BACKGROUND INFORMATION:** Based upon the recommendation to consider changing firms to audit the Sycamore Park District's annual financial statements an RFP was sent out to nine firms. Last month you were provided with a copy of the RFP for Audit Services and the list of Audit firms to which the RFP was sent. Seven proposals were received for our consideration. Three staff, Daniel Gible, Kirk Lundbeck and I, reviewed the proposals and agreed to the top three. References provided were contacted and their comments were all very positive.

We do not have issues with Sikich, and found them to be competitive with other firms submittals, but feel it is a good practice to periodically have a different set of eyes, skill sets, and perspective on our accounts, finances, and management systems. Therefore we recommend awarding the auditing services to Lauterbach and Amen, LLP.

**FISCAL IMPACT:** For fiscal years 2013 and 2014, fees not to exceed \$14,100 and \$14,500 respectively. These funds will be budgeted in the FY2014 and FY2015 Audit Fund.

**STAFF RECOMMENDATION:** Approval for the retention of professional services of Lauterbach and Amen for the purpose of auditing our financial records

**BACKGROUND INFORMATION:** As we head into a new fiscal year, having set some clear goals for balancing our operating budgets, and beginning the “pay-down” of the accrued deficit in the golf course, plus beginning to re-build reserves necessary to be considered a financially stable district, staff have made strong headway toward those efforts and goals. Early next year, staff will provide a revised projection of a “paydown” schedule and a corresponding growth of fund reserves for the next two years.

However, for now we must begin the process of adopting an operating budget that will make that final impact on putting our house in order. If this budget functions as we project, we will, this time next year, be able to reach our reserve policy level for the Corporate/General Fund, and be very close on the Recreation Fund. MORE SIGNIFICANTLY, we can retire the accrued debt on the golf course.

Unlike last year, this year’s budget has very few significant changes. Staff were “charged” with accomplishing the following:

- Find ways to decrease Operating Costs at the Pool by 10% without impacting service/hours.
- Place No ft salary increases in your draft. They will be added, later, and as permitted.
- Include the Increase in lease rate at Community Center.
- All expenses for the Golf Course Operation should not exceed \$515,000 (last year was \$505,000). This allows for adopting Kirk’s recommendation as “best of

- All other cost line-items should be held to zero growth, or show cost reductions/savings. **Any new additions that you want considered should not be put in the budget in your first submittal. Rather, please submit those on a separate document, itemized/detailed with:**
  - a. Name of Item
  - b. Purpose for Addition of Item
  - c. Detailed Cost of Item
  - d. Where in the budget it would be added (existing or new line item, etc.)

We will be doing our best to keep costs low. In fact, most actions aim toward cost saving measures tied to our Short-Term Plan, though on-going care of our existing infrastructure will continue to require the use of annual capital budget as well as operating dollars to take care of what we have.

Additional items of note, that I can explain at the meeting, include:

#### Corporate Fund

1. Fund will exceed 25% reserve balance of \$131,250.
2. Transfer \$5,288.60 to Paving & Lighting.
3. Transfer \$8,322.96 to Swimming Pool.
4. Remainder--\$133,772.25—stays in Corporate Fund.
5. Since we have reached 25% in Corporate Reserve threshold, we will use ½ of FY 2014 Corporate Operating (conservatively \$25,000) for Paving.

#### Recreation Fund

1. If projected fund balance is untouched, Fund would be just \$8,000 shy of 25% reserve balance--\$225,000.
2. Transfer \$180,000 from Recreation to pay down Golf Course deficit.

Use \$11,700 (amount in excess of \$50,000—the 25% reserve balance) to pull out of Capital Budget for expenses next year to pay for Menu Board and other Club House improvements and/or defray golf course deficit.

Developer Contributions

1. Use \$45,000 for improvements at Sycamore Creek park. Signs, simple play equipment, etc.

**FISCAL IMPACT:** Bottom line this year’s operating budget—using round numbers—shows roughly a \$68,000 increase in revenues and a decrease in expenses of about 86,000 in expenses from last year’s budget. The increase in revenues is from golf course fee increases, expanded recreation programming, and 1.7% in the CPI through the levy.

Looking at projected year-end for the current fiscal year, we should end up in “The Black”, and we are showing the same for next year, as well. It should be noted that none of the ADA work for Phase 2 of the ADA Transition Plan has been put in this budget, yet, but it will be for the final version.

**STAFF RECOMMENDATION:** Staff recommends opening the floor for comment and questions, after which staff will take any and all comments and integrate them into the final version. The Operating Budget will then be brought back to the Board, with wage adjustments integrated, for final approval in December.

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

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Pro
urrent	489,978	466,777	438,269	440,000	
t current	67	33	23		
	45,011	39,664	39,736	35,000	
	76	49	25		
	800	1,181			
	-	-			
r funds	138,915	35,036	37,516	27,862	
	19,395	26,938	26,938	26,937	
	1,652	2,360	1,181	600	
	6,292	6,241	8,055	7,000	
	850	1,450	750	500	
	703,036	579,729	552,493	537,899	
	187,855	170,500	189,139	148,703	1
	187,855	170,500	189,139	155,403	1
				6,700	
	18,841	18,950	20,893	16,863	
	11,004	10,000	10,797	9,635	
	2,574	2,339	2,546	2,253	
	32,419	31,289	34,236	28,751	
	14,013	9,820	11,360	10,000	
	3,680	9,450	4,195	8,750	
	17,693	19,270	15,555	18,750	
	2,048	2,145	2,694	2,200	

11.34% to 11.47%

nse

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Proj
1000					
196	196	119	329	200	
1,918	1,918	1,276	850	1,150	
990	990	1,219	613	350	
4,913	4,913	4,875	4,857	4,920	
finance (1)					
(1)					
50 - split (1)					
split (1)					
(3)					
50 - split (3)					
57 (6)					
re 28 - split - (3)					
3)					
(6)					
50 - split (7)					
agement 15 (1)					
golf supt 180 (1)					
125 (3)					
5)					
5 (6)					
261			261		
6,325	6,325	7,088	7,204	8,043	
3,288	3,288	2,095	2,795	11,930	
split					
160 - (1) split					
225 - split (10)					

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Pr
ie 4x600 mond)400x2 30					
pages - admin 250 split	2,855	3,342	930	3,300	
pages - golf 2000					
noa/kingston/kirkland, hampshire/burlington, dekalb					
10 split					
training	2,579	3,074	8,120		
1th split 250	1,239	611	835	600	
split 150					
- split 50					
's 30 split					
nic 750 split	421	1,078	1,560	1,500	
0 split					
300 split					
250 - split 9	3,064	1,366	3,738	11,175	
50 split 3					
- 7					
- split					
?					
	343			700	
	30				
	<u>30,209</u>	<u>28,288</u>	<u>34,786</u>	<u>46,068</u>	
ce services	3,454	1,899	1,962	2,300	

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Pro.
<i>SPLIT (monthly)</i>					
<i>.JT 3,6,9,12</i>					
<i>house 220</i>					
<i>house 500 - SPLIT</i>					
<i>admin 330</i>					
	586	741	522	650	
	1,045	678	979	1,100	
	9,618	5,385	9,298	9,140	
<i>house 600 - split</i>					
<i>30 - split</i>					
<i>15 - split</i>					
<i>10 - split</i>					
<i>1 SPLIT (9)</i>					
<i>00 - split (BACKUP BILLING)</i>					
<i>d - split</i>	511	385	420	600	
<i>e - split</i>	558	845	928	750	
<i>expense</i>	503	129	72	200	
<i>ES ?</i>					
	<u>16,275</u>	<u>10,062</u>	<u>14,181</u>	<u>14,740</u>	
	<u>792</u>	<u>1,781</u>	<u>1,478</u>	<u>600</u>	
	<u>792</u>	<u>1,781</u>	<u>1,478</u>	<u>600</u>	
300	896	664	419	500	
	<u>363</u>	<u>110</u>	<u>419</u>	<u>500</u>	
	<u>1,259</u>	<u>774</u>	<u>419</u>	<u>500</u>	
	6,656	3,865	4,008	4,020	
1 - split	916	516	703	1,000	



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Prc
	6,347	2,828	3,825	3,300	
	1,733	1,207	1,371	1,500	
	<u>15,652</u>	<u>8,416</u>	<u>10,514</u>	<u>9,820</u>	
	3,539				
	49,898	47,674	52,476	43,140	
	<u>2,400</u>	<u>47,674</u>	<u>5,400</u>	<u>3,600</u>	
	<u>55,837</u>		<u>57,876</u>	<u>46,740</u>	
	<u>105,000</u>		<u>12,975</u>		
	<u>105,000</u>		<u>12,975</u>		
	462,991	318,054	371,159	321,372	
	703,036	579,729	552,493	537,899	
	462,991	318,054	371,159	321,372	
	240,045	261,675	181,334	216,527	

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Projec
accounts	16,706	18,494	15,383	14,012	13
	16,706	18,494	15,383	14,012	13
ce	42,296	42,029	25,133	25,736	25
	47,844	46,746	49,337	55,184	52
	39088	88,775	74,470	80,920	77
(%)	8,842	9,813	7,907	8,269	64
nse	5,571	5,426	4,624	5,017	7
	1,303	1,269	1,081	1,173	4
	15,716	16,508	13,612	14,459	1
	202	58	13	-	13
	70	47	-	50	7
	120	122	175	50	4
	-	-	-	-	1
	225	225	173	1,755	1
ix2	20	77	172	150	
/registrations	318	352	134	-	
tion	-	306	202	300	
	955	1,187	869	2,305	2
e services	469	1,574	1,477	1,200	1
	598	1,150	980	600	
	1,945	1,604	2,027	1,600	1
ince	1,575	-	673	1,000	1

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	Proj
spec	-	-	-	-	-
encap	6,719	8,470	9,256	8,000	-
al	11,306	12,798	14,413	12,400	-
urchase	3,073	190	1,284	500	-
	3,673	2,113	2,009	3,500	-
	9,447	5,526	9,924	6,000	-
cles	10,624	7,065	6,874	7,500	-
erty	10,286	4,814	6,769	5,500	-
	772	1,952	1,815	800	-
	6,217	867	804	1,000	-
	10,448	184	4,531	5,000	-
	-	499	155	-	-
	54,540	23,210	34,165	29,800	2
	2,266	2,581	2,557	2,000	-
	1,681	6,014	581	3,000	-
	11,756	5,625	579	4,000	-
	7,298	9,430	-	3,000	-
	5,073	6,819	7,792	7,000	-
	333	1,103	-	500	-
	-	-	-	500	-
	1,102	2,677	1,964	1,000	-
	290	1,480	-	1,000	-
	66	21	-	100	-
	2,949	576	214	500	-
	1,363	416	822	1,000	-
	5,611	3,165	312	1,500	-
	401	575	37	300	-
	58	144	859	400	-
	15,378	21,839	21,375	22,000	2
	365	545	-	5,900	-
	55,990	63,010	37,092	53,700	4

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013
	2,287	2,348	2,169	2,400	
	786	558	567	600	
	7,274	7,381	6,740	5,000	
	3,954	3,714	3,143	3,800	
	354	292	638	500	
	<u>14,655</u>	<u>14,293</u>	<u>13,257</u>	<u>12,300</u>	<u>1</u>
	8,715	9,529	5,874	6,888	
	560	-	1,012	624	
	<u>9,275</u>	<u>9,529</u>	<u>6,886</u>	<u>7,512</u>	
	1,341	1,899	1,862	2,000	
	<u>1,341</u>	<u>1,899</u>	<u>1,862</u>	<u>2,000</u>	
	253,918	231,209	196,626	215,396	20
	16,706	18,494	15,383	14,012	1
	253,918	231,209	196,626	215,396	20
	(237,212)	(212,715)	(181,243)	(201,384)	(19)
	719,742	598,223	567,876	551,911	61
	716,909	549,263	567,785	536,768	52
	2,833	48,960	91	15,143	8

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Proj
urrent interest	297,367	334,865	358,895	450,000	45
urrent interest c ctr	40	24	19		
urrent interest c ctr	263,901	301,864	337,597	360,000	35
	36	21	18		
	98	39	35		
	1,392				1
r accounts	19,056	21,828	22,233	27,613	2
	-	390	44	-	
	581,890	659,031	718,841	837,613	84
Income	104,066	96,499	108,956	150,041	15
	-	367	785	-	
	104,066	96,866	109,741	150,041	15
Expense	10,479	10,582	12,204	17,015	1
	6,269	5,754	6,601	9,303	
	1,466	1,346	1,544	2,176	
	18,214	17,682	20,349	28,494	2
Net	-	9,450	4,195	8,750	
	-	9,450	626	10,000	
	947	1,465	4,821	18,750	1
1,000	947	1,465	2,167	1,600	
n	56	95	84	150	
50 (11)	1,116	1,116	873	1,000	
(3)	947	1,219	525	350	
25 (6)	2,874	3,043	3,493	3,443	
s					

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Projec
supt of finance (1)					
a					
t (1)					
50 - split (1)					
split (1)					
(1)					
50 - split (3)					
re 28 - split - (3)					
2)					
'6)					
50 - split (7)					
900	2,206	1,715	2,024	2,250	2
160 - (1) split					
f 225 - split (10)	823	463	1,103	4,250	2
l					
pages - admin 250	995	2,072	-	1,300	2
) split					
bursement 1200	1,813	2,168	3,153	1,920	1
bursement 600					
th split 250		44	845	600	
lit 150					
split 50					
: 30 split					
ic 750 split	68	884	1,722	1,500	1
split					
'00 split					
	677	935	3,565	6,675	16

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Proj
250 - split 9					
50 split 3					
- 7					
- split					
-5,000					
ice services					
SPLIT (monthly)					
JT 3,6,9,12					
house 500 - SPLIT					
1S - 1600					
	343	-	-	700	3
	12,865	15,219	19,554	25,738	
	-	881	2,682	3,350	
	-	12	125	150	
	7,693	5,631	9,488	9,140	
aintenance					
ice 600 - split					
io - split					
5 -split					
0-split					
00 - split					
1	410	385	420	600	
3	559	845	928	750	
ES	8,662	7,754	13,643	13,990	11
	-	330	25	500	
	-	330	25	500	
	1,114	3,886	4,008	4,020	
- split					
	662	410	536	500	
	-	3,127	3,825	3,300	
	-	491	877	1,500	1
	-	-	607	-	

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Projec
	1,776	7,914	9,853	9,320	£
	3,539	-			
	26,530	15,575	16,046	27,920	27
	1,200	14,400	2,367	2,800	2
	31,269	29,975	18,413	30,720	30
	4,143	184,074	135,737	8,966	
	180,995	369,264	332,136	286,519	274
	581,890	659,031	718,841	837,613	848
	180,995	369,264	332,136	286,519	274
S)	400,895	289,767	386,705	551,094	573



RECREATION - SPORTS COMPLEX

REVENUE	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20 20 0000 3050 marketing income	2,129	-	400	400	-	(400)	200
4010 little league	4,852	4,679	4,900	4,900	3,960	(940)	4,000
4011 asa girls	2,745	3,015	2,500	2,500	2,429	(71)	2,500
4012 pony league	1,938	2,356	1,500	1,500	828	(672)	1,000
4013 mens 16"	1,855	1,740	1,700	1,700	1,508	(192)	1,500
4014 womens softball	1,559	1,128	1,104	1,104	1,200	96	1,100
4015 church league	1,920	1,728	1,600	1,600	1,658	58	1,600
4016 specials leagues	113	828	-	-	-	-	-
4017 ayso	8,290	7,980	7,500	7,500	6,000	(1,500)	6,000
4020 other soccer	2,380	2,625	2,500	2,500	2,000	(500)	2,000
4021 kyfl	2,528	800	800	800	600	(200)	600
4025 team fees	725	283	400	400	158	(242)	400
4026 team light fees	3,000	1,401	3,000	3,000	1,975	(1,025)	2,000
4027 field rental	3,695	1,955	2,000	2,000	3,500	1,500	3,500
4028 miscellaneous	4,395	6,600	6,500	6,500	7,000	500	7,000
4030 liners	-	5,000	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>42,124</b>	<b>42,118</b>	<b>36,404</b>	<b>36,404</b>	<b>32,816</b>	<b>(3,588)</b>	<b>33,400</b>

EXPENSES

ADMINISTRATIVE EXPENSES  
 20 20 0004 6220 sport complex banners

620	-	200	200	200	-	800	-
620	-	200	200	200	-	800	-

MATERIALS & SUPPLIES

20 20 0007 6500 miscellaneous

-	-	150	150	150	-	150	-
-	-	150	150	150	-	150	-

total expenses

620	-	350	350	350	-	950	-
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TOTAL REVENUE

42,124	42,118	36,404	36,404	32,816	(3,588)	33,400
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TOTAL EXPENSES

620	-	350	350	-	950	-
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NET INCOME(LOSS)

41,504	42,118	36,054	36,054	32,816	(4,538)	33,400
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	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
sports complex maint							
20 21 0000 3022 transfers from other accounts	31,198	35,148	37,342	37,517	38,467	950	39,043
TOTAL REVENUE	31,198	35,148	37,342	37,517	38,467	950	39,043
EXPENSES							
WAGES							
20 21 0001 6000 wages-full time	171,875	161,988	180,594	201,854	201,854	-	201,854
<i>jeff 81%, larry, boune, tyler, bob 60%</i>							
6005 part time maintenance	4,134	3,198	3,682	5,000	4,296	(704)	5,000
	176,009	165,186	184,276	206,854	206,150	(704)	206,854
PAYROLL EXPENSES							
20 21 0002 6100 imrf expense	16,980	18,509	20,233	22,890	22,890	-	23,153
6101 social security expense	10,604	10,422	11,309	12,825	12,781	(44)	12,825
6102 medicare expense	2,480	2,437	2,645	2,999	2,990	(9)	2,999
	30,064	31,368	34,187	38,714	38,661	(53)	38,977
ADMINISTRATIVE EXPENSES							
20 21 0004 6204 dues & subscriptions	385	232	130	200	150	(50)	150
<i>ipra 81%</i>							
6207 education & training			121	3,465	3,000	(465)	3,465
<i>Jeff - 81% of 2500</i>							
<i>Bob - 60% of 400</i>							
<i>boune, tyler, larry 400x3</i>							
6210 licenses/inspections/registrations	-	-	-	100	-	(100)	-
	385	232	251	3,765	3,150	(615)	3,615
CONTRACTED SERVICES							
20 21 0005 6302 refuse removal	1,839	1,446	1,616	1,800	1,800	-	1,800
6307 equipment maintenance	65	-	333	-	157	157	-
6309 portable toilet rental	4,570	3,492	5,902	3,500	4,000	500	3,500
	6,474	4,938	7,851	5,300	5,957	657	5,300
MAINTENANCE							
20 21 0006 6400 small equipment purchase	517	150	218	500	500	-	500
6401 buildings	4,814	2,509	744	1,800	1,800	-	1,600
6402 vehicles/tractors	958	1,274	1,593	1,500	1,510	10	1,500
6403 mowers/utility vehicles	3,213	3,453	4,164	3,000	4,077	1,077	3,000
6404 shelters/open property	1,974	1,547	1,856	2,000	4,733	2,733	2,000

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
sports complex maint							
6405 signs	302	110	368	300	100	(200)	300
6406 bridges/roads	1,062	36	-	500	-	(500)	400
	12,840	9,079	8,943	9,600	12,720	3,120	9,300
MATERIALS & SUPPLIES							
20 21 0007 6500 misc	156	276	2,056	1,000	1,000	-	1,000
6501 trees & shrubs	1,630	1,000	-	1,000	300	(700)	1,000
6508 top dressings/soils	-	-	-	300	200	(100)	300
6509 sand & gravel	245	-	342	300	200	(100)	300
6510 janitorial	1,267	231	-	200	115	(85)	200
6511 hardware	328	202	320	250	271	21	250
6512 tools	1,682	186	95	300	200	(100)	200
6513 first aid	67	623	159	300	300	-	300
6514 safety	-	34	-	100	100	-	100
6515 gas/oil	5,259	4,545	3,711	5,000	5,000	-	5,000
6516 land development	-	-	303	-	-	-	-
6519 athletic supplies	-	-	-	-	-	-	-
6520 seed/sod baseball	528	497	-	500	500	-	400
6521 seed/sod soccer	-	58	100	200	-	(200)	200
6522 seed/sod football	-	-	-	200	-	(200)	100
6523 athletic field marking baseball	2,510	807	1,715	2,500	2,500	-	2,500
6524 athletic field marking soccer	1,528	207	796	1,700	1,700	-	1,500
6525 athletic field marking football	1,528	29	703	1,000	600	(400)	700
6526 ball diamond lighting	-	6,846	316	4,000	1,500	(2,500)	4,000
6527 fertilizer baseball	2,229	2,816	2,816	2,800	2,800	-	2,500
6528 fertilizer soccer	2,800	-	20	1,000	-	(1,000)	400
6529 fertilizer football	446	-	-	500	-	(500)	300
6530 pesticides baseball	-	-	47	200	160	(40)	200
6531 pesticides soccer	10	-	-	200	214	14	200
6532 pesticides football	-	-	-	-	-	-	-
6533 top soils/amendments baseball	4,002	680	856	1,000	1,000	-	1,000
6534 top soils/amendments soccer	-	-	-	300	300	-	300
6535 top soils/amendments football	-	-	-	-	-	-	-
6536 accessories baseball	1,986	1,832	1,106	2,000	2,000	-	1,800
6537 accessories soccer	39	607	3	500	500	-	500
6538 accessories football	-	12	10	100	-	(100)	50
	28,240	21,488	15,474	27,450	21,460	(5,990)	25,300
utilities							
20 21 0009 6701 cell	1,531	1,262	1,482	1,400	1,300	(100)	1,323

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
sports complex maint							
6702 electricity	6,438	6,238	5,741	5,400	4,500	(900)	4,500
	7,969	7,500	7,223	6,800	5,800	(1,000)	5,823
insurance							
20 21 0010 6801 health ins premiums	44,440	48,789	51,328	60,640	62,634	1,994	83,891
employee deduction							(10,684)
6803 hsa employer contributions	2,480	-	5,828	5,456	5,365	(91)	
	46,920	48,789	57,156	66,096	67,999	1,903	73,207
total expenses	308,901	288,580	315,361	364,579	361,897	(2,682)	368,376
TOTAL REVENUE	31,198	35,148	37,342	37,517	38,467	950	39,043
TOTAL EXPENSES	308,901	288,580	315,361	364,579	361,897	(2,682)	368,376
NET INCOME(LOSS)	(277,703)	(253,432)	(278,019)	(327,062)	(323,430)	3,632	(329,333)

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projection	Diff	2014 Proposed Budget
RECREATION - MMNH							
REVENUE							
20 25 0000 3010 donations	-	1,128	1,728	2,300	2,300	-	2,300
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENSES							
CONTRACTED SERVICES							
20 25 0005 6300 buildings maint services	<u>1,214</u>	<u>5,562</u>	<u>10,279</u>	<u>5,000</u>	<u>5,000</u>	-	<u>5,000</u>
	1,214	5,562	10,279	5,000	5,000	-	5,000
MAINTENANCE							
20 25 0006 6401 buildings	3,703	2,829	1,299	3,000	2,000	(1,000)	3,000
MATERIALS & SUPPLIES							
20 25 0007 6500 miscellaneous	<u>31</u>	<u>653</u>	-	<u>1,500</u>	-	(1,500)	<u>1,500</u>
	31	653	-	1,500	-	(1,500)	1,500
total expenses	4,948	9,044	11,578	9,500	7,000	(2,500)	9,500
TOTAL REVENUE	-	1,128	1,728	2,300	2,300	-	2,300
TOTAL EXPENSES	4,948	9,044	11,578	9,500	7,000	(2,500)	9,500
NET INCOME(LOSS)	(4,948)	(7,916)	(9,850)	(7,200)	(4,700)	2,500	(7,200)

PROGRAMS - YOUTH		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20 50 0000 3022	transfers from other accounts	33	33	49	66	157	91	122
<b>PAYROLL EXPENSES</b>								
20 50 0002 6101	social security expense	25	23	37	55	130	75	99
6102	medicare expense	6	5	9	13	30	17	23
		<u>31</u>	<u>28</u>	<u>46</u>	<u>68</u>	<u>160</u>	<u>92</u>	<u>122</u>
<b>MISCELLANEOUS</b>								
20 50 1000 4100	program fees	3,413						
20 50 1000 6020	instructors/supervisors							
6128	contractual instruction	2,071						
6215	uniforms							
6216	program supplies/expenses	20						
		<u>2,091</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>MISCELLANEOUS</b>	<b>1,322</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HORSEBACK RIDING</b>								
20 50 1004 4100	program fees	1,340	1,715	1,100	1,200	1,250	50	1,200
20 50 1004 6128	contractual instruction	700	850	700	1,000	800	(200)	800
	<b>HORSEBACK RIDING</b>	<b>640</b>	<b>865</b>	<b>400</b>	<b>200</b>	<b>450</b>	<b>250</b>	<b>400</b>
<b>LITTLE TUMBLERS</b>								
20 50 1007 4100	program fees	500	739	1,265	1,000	2,580	1,580	2,000
20 50 1007 6020	instructors/supervisors	237	377	507	450	1,286	836	1,000
	<b>LITTLE TUMBLERS</b>	<b>263</b>	<b>362</b>	<b>758</b>	<b>550</b>	<b>1,294</b>	<b>744</b>	<b>1,000</b>

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - YOUTH</b>							
<b>BOWLING</b>							
revenue							
20 50 1008 4100 program fees		252	423	-		-	-
expense							
20 50 1008 6128 contractual instruction		160	300	-		-	-
	<b>BOWLING</b>	<b>92</b>	<b>123</b>				
<b>CHESS</b>							
revenue							
20 50 1011 4100 program fees				1,550		1,550	
expense							
20 50 1011 6128 contractual instruction					1,400	1,400	
	<b>CHESS</b>				<b>150</b>	<b>150</b>	
<b>GUITAR LESSONS</b>							
revenue							
20 50 1011 4100 program fees					195	195	1,550
expense							
20 50 1011 6128 contractual instruction						168	
	<b>GUITAR LESSONS</b>				<b>27</b>	<b>27</b>	<b>1,550</b>
<b>POMS/CHEERLEADING</b>							
revenue							
20 50 1017 4100 program fees	233		96	378		(378)	
expense							
20 50 1017 6128 contractual instruction	182	64					
	<b>POMS/CHEERLEADING</b>	<b>(64)</b>	<b>96</b>	<b>378</b>		<b>(378)</b>	
<b>LEGO CAMPS</b>							
revenue							
20 50 1018 4100 program fees		2,527	77		1,944	1,944	1,800

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - YOUTH</b>							
expense							
20 50 1018 6128 CONTRACTUAL INSTRUCTION	-	2,651	77	-	1,739	1,739	1,600
<b>LEGO CAMPS</b>							
OSCAR revenue							
20 50 1021 4100 program fees	-	198	2,700	1,350	3,080	1,730	3,000
expense							
20 50 1021 6020 instructors/supervisors	-	-	80	430	811	381	600
6128 CONTRACTUAL INSTRUCTION			1,325		1,300		1,300
6216 PROGRAM SUPPLIES/EXPENSE					131		100
			<u>1,405</u>	<u>430</u>	<u>2,242</u>		<u>2,000</u>
<b>NATURE: DOWN &amp; DIRTY</b>							
revenue							
20 50 1022 4100 program fees	-	198	1,295	920	838	1,349	1,000
expense							
20 50 1022 6128 contractual instruction	-	-	160	110	-	(110)	110
<b>NATURE: DOWN &amp; DIRTY</b>							
ARCHERY revenue							
20 50 1023 4100 program fees	-	-	-	-	1,203	1,203	1,200
expense							
20 50 1023 6128 contractual instruction	-	-	-	-	990	990	950
<b>ARCHERY</b>							
KIDS ROCK revenue							
20 50 1025 4100 program fees	-	-	-	-	368	368	380



PROGRAMS - YOUTH		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
expense								
20 50 1025	6128 contractual instruction	-	-	-	-	300	300	300
	<b>KIDS ROCK</b>	-	-	-	-	<b>68</b>	<b>68</b>	<b>80</b>
<b>TOT ROCK</b>								
revenue								
20 50 1026	4100 program fees	-	-	-	-	772	772	800
expense								
20 50 1026	6128 contractual instruction	-	-	-	-	700	700	700
	<b>TOT ROCK</b>	-	-	-	-	<b>72</b>	<b>72</b>	<b>100</b>
	<b>TOTAL REVENUE</b>	5,519	5,464	5,870	4,104	13,099	8,995	12,162
	<b>TOTAL EXPENSES</b>	3,241	4,130	3,155	2,018	9,785	7,767	7,532
	<b>NET INCOME(LOSS)</b>	2,278	1,334	2,715	2,086	3,314	1,228	4,630

PROGRAMS - TEEN	2010 Actual	2011 Actual	2012 ACTUAL	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
20 51 0000 3022 transfers from other accounts	100	179	179	126	105	(21)	129
<b>PAYROLL EXPENSES</b>							
20 51 0002 6101 social security expense	77	126	126	105	87	(18)	105
6102 medicare expense	18	29	29	25	20	(5)	25
	<u>95</u>	<u>155</u>	<u>155</u>	<u>130</u>	<u>107</u>	<u>(23)</u>	<u>130</u>
<b>TEEN DANCE</b>							
revenue							
20 51 2003 4100 program fees	3,391	5,269	5,269	6,000	4,808	(1,192)	5,000
expense							
20 51 2003 6020 instructors/supervisors	1,242	1,949	1,949	1,700	1,401	(299)	1,700
6128 contractual instruction	1,750	1,000	1,000	1,500	450	(1,050)	800
6216 program supplies/expenses	741	1,531	1,531	600	984	384	1,000
	<u>3,733</u>	<u>4,480</u>	<u>4,480</u>	<u>3,800</u>	<u>2,835</u>	<u>(965)</u>	<u>3,500</u>
	<b>(342)</b>	<b>789</b>	<b>789</b>	<b>2,200</b>	<b>1,973</b>	<b>(227)</b>	<b>1,500</b>
<b>TEEN DANCE</b>							
TOTAL REVENUE	3,491	5,448	5,448	6,126	4,913	(1,213)	5,129
TOTAL EXPENSES	3,828	4,635	4,635	3,930	2,942	(988)	3,630
NET INCOME(LOSS)	(337)	813	813	2,196	1,971	(225)	1,499

PROGRAMS - ADULT	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20 52 0000 3022 transfers from other accounts	81	15	15	-	-	-	-
<b>PAYROLL EXPENSES</b>							
20 52 0002 6101 social security expense	62	11	11	-	-	-	-
6102 medicare expense	14	3	3	-	-	-	-
	<u>76</u>	<u>14</u>	<u>14</u>				
<b>KNIT &amp; CROCHET</b>							
revenue							
20 52 3002 4100 program fees					90	90	90
expense							
20 52 3002 6128 CONTRACTUAL INSTRUCTION							70
6218 refunds							<u>70</u>
	-	-	-	-	-	-	
<b>KNIT &amp; CROCHET</b>	-	-	-	-	<b>90</b>	<b>90</b>	<b>20</b>
<b>QUILTING</b>							
revenue							
20 52 3003 4100 program fees					90	90	90
expense							
20 52 3003 6128 CONTRACTUAL INSTRUCTION							70
6218 refunds							<u>70</u>
	-	-	-	-	-	-	
<b>QUILTING</b>	-	-	-	-	<b>90</b>	<b>90</b>	<b>20</b>
<b>BEGINNING SEWING</b>							
revenue							
20 52 3004 4100 program fees	410			150	265	115	200
expense							
20 52 3004 6128 CONTRACTUAL INSTRUCTION	700	300	300	125	120	(5)	160
6218 refunds							
	<u>700</u>	<u>300</u>	<u>300</u>	<u>125</u>	<u>120</u>	<u>(5)</u>	<u>160</u>

PROGRAMS - ADULT  
**BEGINNING SEWING**  
 2010 Actual (290)    2011 Actual (300)    2012 Actual (300)    2013 Budget 25    2013 Projections 145    Diff 120    2014 Proposed Budget 40

GENEALOGY  
 revenue  
 20 52 3006 4100 program fees 140 140 - 140

expense  
 20 52 3006 6128 CONTRACTUAL INSTRUCTION 80 80 (80) 100  
 6218 refunds - (80) 100

**GENEALOGY**

DOG OBEDIENCE  
 revenue  
 20 52 3008 4100 program fees 370 370 370 400

expense  
 20 52 3008 6128 CONTRACTUAL INSTRUCTION 100 100 100 300  
 6218 refunds - 100 300

**DOG OBEDIENCE**

HORSEBACK RIDING  
 revenue  
 20 52 3011 4100 program fees 440 440 440 555

expense  
 20 52 3011 6128 CONTRACTUAL INSTRUCTION 420 420 420 500  
 6218 refunds - 420 500

**HORSEBACK RIDING**

WEIGHT LOSS CHALLENGE  
 revenue  
 20 52 3025 4100 program fees 2,195 2,195 2,195 2,500 (1,950)

PROGRAMS - ADULT		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
expense								
20 52 3025	6128 contractual instruction	436	344	344	740	100	(640)	
	6217 trophies awards	975	963	963	1,100	250	(850)	
		<u>1,411</u>	<u>1,307</u>	<u>1,307</u>	<u>1,840</u>	<u>350</u>	<u>(1,490)</u>	<u>-</u>
	<b>WEIGHT LOSS CHALLENGE</b>	<b>743</b>	<b>888</b>	<b>888</b>	<b>660</b>	<b>200</b>	<b>(460)</b>	<b>-</b>
	<b>TOTAL REVENUE</b>	<b>2,645</b>	<b>2,210</b>	<b>2,210</b>	<b>2,790</b>	<b>1,945</b>	<b>(845)</b>	<b>1,475</b>
	<b>TOTAL EXPENSES</b>	<b>2,187</b>	<b>1,621</b>	<b>1,621</b>	<b>2,045</b>	<b>990</b>	<b>(1,055)</b>	<b>1,200</b>
	<b>NET INCOME(LOSS)</b>	<b>458</b>	<b>589</b>	<b>589</b>	<b>745</b>	<b>955</b>	<b>210</b>	<b>275</b>

PROGRAMS - FAMILY

	2010 Actual	2011 Actual	2012 actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20 53 0000 3022 transfers from other accounts	690	723	590	542	497	(45)	532
<b>PAYROLL EXPENSES</b>							
20 53 0002 6101 social security expense	530	510	446	453	410	(43)	434
6102 medicare expense	124	119	104	106	96	(10)	102
	<u>654</u>	<u>629</u>	<u>550</u>	<u>559</u>	<u>506</u>	<u>(53)</u>	<u>536</u>
<b>MOMS TIME OUT</b>							
revenue							
20 53 4001 4100 program fees	9,072	8,770	7,010	8,000	7,383	(617)	8,000
expense							
20 53 4001 6020 instructors/supervisors	8,543	8,234	7,141	7,300	6,614	(686)	7,000
6216 program supplies/expenses	352	128	205	400	226	(174)	400
6701 cellular phone	291	207	240	250	220	(30)	250
	<u>9,186</u>	<u>8,569</u>	<u>7,586</u>	<u>7,950</u>	<u>7,060</u>	<u>(890)</u>	<u>7,650</u>
	<b>(114)</b>	<b>201</b>	<b>(576)</b>	<b>50</b>	<b>323</b>	<b>273</b>	<b>350</b>
<b>MOMS TIME OUT</b>							
<b>GREAT PUMPKIN HUNT</b>							
revenue							
20 53 4002 4100 program fees			45	100		(100)	100
expense							
20 53 4002 6020 instructors/supervisors		50	45	40		(40)	40
6216 program supplies/expenses							
	<u>-</u>	<u>50</u>	<u>45</u>	<u>40</u>	<u>-</u>	<u>(40)</u>	<u>40</u>
	<b>-</b>	<b>(50)</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>(60)</b>	<b>60</b>
<b>GREAT PUMPKIN HUNT</b>							
<b>TOTAL REVENUE</b>	9,762	9,493	7,645	8,642	7,880	(762)	8,632
<b>TOTAL EXPENSES</b>	9,840	9,248	8,181	8,549	7,566	(1,003)	8,226
<b>NET INCOME(LOSS)</b>	(78)	245	(536)	93	314	241	407

PROGRAMS - LEAGUES

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 54 0000 3022 transfers from other accounts	344	341	243	191	193	2	217
<b>PAYROLL EXPENSES</b>							
20 54 0002 6101 social security expense	264	241	184	160	160	-	177
6102 medicare expense	62	56	43	37	37	-	41
	<u>326</u>	<u>297</u>	<u>227</u>	<u>197</u>	<u>197</u>	<u>-</u>	<u>218</u>

CO REC VOLLEYBALL

revenue							
20 54 9002 4100 program fees	2,499	2,180	1,650	1,600	1,600	-	1,600
expense							
20 54 9002 6020 instructors/supervisors	1,501	1,344	1,039	1,065	1,110	45	1,200
6128			136			-	-
6216 program supplies/expenses	30	123	7	25	60	35	65
6217 trophies/awards	140		250	175	175	-	175
	<u>1,671</u>	<u>1,467</u>	<u>1,432</u>	<u>1,265</u>	<u>1,345</u>	<u>80</u>	<u>1,440</u>

CO REC VOLLEYBALL

revenue	828	713	218	335	255	(80)	160
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WOMENS MON VOLLEYBALL

revenue							
20 54 9003 4100 program fees	2,131	790	850	800	800	-	800
expense							
20 54 9003 6020 instructors/supervisors	1,222	1,165	423	450	423	(27)	450
6216 program supplies/expenses	30	80		25		(25)	65
6217 trophies/awards	70		200	100		(100)	100
	<u>1,322</u>	<u>1,245</u>	<u>623</u>	<u>575</u>	<u>423</u>	<u>(152)</u>	<u>615</u>

WOMENS MON VOLLEYBALL

revenue	809	(455)	227	225	377	152	185
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WEDNESDAY VOLLEYBALL

revenue							
20 54 9004 4100 program fees	2,511	2,230	1,700	1,600	1,600	-	1,600
expense							

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - LEAGUES</b>							
20 54 9004 6020 instructors/supervisors	1,534	1,402	1,446	1,065	1,050	(15)	1,200
6216 program supplies/expenses	30	123	-	25	-	(25)	65
6217 trophies/awards	140	1,525	250	175	175	-	175
	<u>1,704</u>	<u>1,525</u>	<u>1,696</u>	<u>1,265</u>	<u>1,225</u>	<u>(40)</u>	<u>1,440</u>
<b>WEDNESDAY VOLLEYBALL</b>	<b>807</b>	<b>705</b>	<b>4</b>	<b>335</b>	<b>375</b>	<b>40</b>	<b>160</b>
<b>TOTAL REVENUE</b>	<b>7,485</b>	<b>5,541</b>	<b>4,443</b>	<b>4,191</b>	<b>4,193</b>	<b>2</b>	<b>4,217</b>
<b>TOTAL EXPENSES</b>	<b>5,023</b>	<b>4,534</b>	<b>3,978</b>	<b>3,302</b>	<b>3,190</b>	<b>(112)</b>	<b>3,713</b>
<b>NET INCOME(LOSS)</b>	<b>2,462</b>	<b>1,007</b>	<b>465</b>	<b>889</b>	<b>1,003</b>	<b>114</b>	<b>504</b>



2014  
Proposed  
Budget

2013  
Projections

2013  
BUDGET

2012 actual

2011 Actual

2010 Actual

PROGRAMS - YOUTH ATHLETICS

20 55 0000 3022 transfers from other accounts	367	404	177	373	62	(311)	276
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PAYROLL EXPENSES

20 55 0002 6101 social security expense	282	285	134	312	51	(261)	225
6102 medicare expense	66	67	31	73	12	(61)	53
	<u>348</u>	<u>352</u>	<u>165</u>	<u>385</u>	<u>63</u>	<u>(322)</u>	<u>278</u>

MISCELLANEOUS (2013 - spring soccer)

20 55 5000 4100 program fees	10,660	10,667	717	5,000	115	(4,885)	5,000
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expense

20 55 5000 6020 instructors/supervisors	3,247	2,297	773	2,930	115	(2,930)	2,930
6216 program supplies/expenses	4,501	5,616	773	1,500	115	(1,385)	1,500
	<u>7,748</u>	<u>7,913</u>	<u>773</u>	<u>4,430</u>	<u>115</u>	<u>(4,315)</u>	<u>4,430</u>

MISCELLANEOUS

	2,912	2,754	(56)	570	-	(570)	570
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ALL STAR SPORTS

20 55 5002 4100 program fees	805	644	1,330	600	939	339	900
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expense

20 55 5002 6128 contractual instruction	92	239	780	400	1,596	1,196	600
6218 refunds	92	239	419	400	114	114	100
	<u>92</u>	<u>239</u>	<u>1,199</u>	<u>400</u>	<u>1,710</u>	<u>1,310</u>	<u>700</u>

ALL STAR SPORTS

	713	405	131	200	(771)	(971)	200
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TBALL

20 55 5003 4100 program fees	4,108	6,150	4,164	4,000	4,171	171	4,000
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expense

20 55 5003 6128 contractual instruction	3,141	4,936	3,850	3,000	1,947	(1,053)	3,000
6218 refunds	10	215	88	372	372	372	150
	<u>3,151</u>	<u>5,151</u>	<u>3,938</u>	<u>3,000</u>	<u>2,319</u>	<u>(681)</u>	<u>3,150</u>

PROGRAMS - YOUTH ATHLETICS

	2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>TBALL</b>	<b>957</b>	<b>999</b>	<b>226</b>	<b>1,000</b>	<b>1,852</b>	<b>852</b>	<b>850</b>
<b>PARENT TOT SPORTS</b>							
revenue							
20 55 5004 4100 program fees	392	-	399	275	109	(166)	300
expense							
20 55 5004 6128 contractual instruction	294	167	350	156	319	163	260
6218 refunds	51	167	126	156	54	54	260
	<u>345</u>	<u>167</u>	<u>476</u>	<u>156</u>	<u>373</u>	<u>217</u>	<u>260</u>
<b>PARENT TOT SPORTS</b>	<b>47</b>	<b>(167)</b>	<b>(77)</b>	<b>119</b>	<b>(264)</b>	<b>(383)</b>	<b>40</b>
<b>YOUTH BASKETBALL LEAGUE</b>							
revenue							
20 55 5005 4100 program fees	-	172	360	500	50	(450)	
expense							
20 55 5005 6020 instructors	-	-	88	350	-	-	
6128 contractual instruction							
6216 supplies			342				
6218 refunds		122	25		50	50	
	<u>-</u>	<u>122</u>	<u>455</u>	<u>350</u>	<u>50</u>	<u>50</u>	<u>-</u>
<b>YOUTH BASKETBALL LEAGUE</b>	<b>-</b>	<b>50</b>	<b>(95)</b>	<b>150</b>	<b>-</b>	<b>(150)</b>	<b>-</b>
<b>FLAG FOOTBALL</b>							
revenue							
20 55 5006 4100 program fees	2,175	1,002	336	1,000	114	(886)	550
expense							
20 55 5006 6128 contractual instruction	1,762	936	485	750	270	(480)	412
	<u>413</u>	<u>66</u>	<u>(149)</u>	<u>250</u>	<u>(156)</u>	<u>(406)</u>	<u>138</u>
<b>FLAG FOOTBALL</b>							
SOCCKER							
revenue							
20 55 5007 4100 program fees	5,615	3,791	3,723	2,500	4,850	2,350	3,635
expense							

	2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - YOUTH ATHLETICS</b>							
20 55 5007 6128 contractual instruction	4,464	2,753	2,621	2,000	2,672	672	2,800
6218 refunds	112	622	398		124	124	
	<u>4,576</u>	<u>3,375</u>	<u>3,019</u>	<u>2,000</u>	<u>2,796</u>	<u>796</u>	<u>2,800</u>
<b>SOCCER</b>	<b>1,039</b>	<b>416</b>	<b>704</b>	<b>500</b>	<b>2,054</b>	<b>1,554</b>	<b>835</b>
<b>INDOOR SOCCER LEAGUE</b>							
revenue							
20 55 5008 4100 program fees					410	410	
expense							
20 55 5008 6128 contractual instruction					210	-	
6218 refunds					210	210	
					<u>210</u>	<u>210</u>	
<b>INDOOR SOCCER LEAGUE</b>					<b>200</b>	<b>200</b>	
<b>TENNIS CAMP</b>							
revenue							
20 55 5012 4100 program fees	1,625	2,035	1,610	1,700	1,060	(640)	1,000
expense							
20 55 5012 6020 instructors/supervisors	1,146	1,526	1,181	1,500	823	(677)	700
6216 program supplies/expenses	39						
6218 refunds	30		70				
	<u>1,215</u>	<u>1,526</u>	<u>1,251</u>	<u>1,500</u>	<u>823</u>	<u>(677)</u>	<u>700</u>
<b>TENNIS CAMP</b>	<b>410</b>	<b>509</b>	<b>359</b>	<b>200</b>	<b>237</b>	<b>37</b>	<b>300</b>
<b>LET'S CHEER LET'S DANCE</b>							
revenue							
20 55 5013 4100 program fees			312	300		(300)	220
expense							
20 55 5013 6128 contractual instruction			357	250		(250)	200
			<u>(45)</u>	<u>50</u>		<u>(50)</u>	<u>20</u>
<b>LET'S CHEER LET'S DANCE</b>							
<b>BASEBALL CAMP</b>							

	2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - YOUTH ATHLETICS</b>							
revenue							
20 55 5015 4100 program fees	-	-	614	970	820	(150)	820
expense							
20 55 5015 6020 instructors/supervisors	-	-	416	-	-	-	180
6128 contractual instruction	-	99	337	790	64	(726)	180
	-	99	753	790	64	(726)	180
<b>BASEBALL CAMP</b>							
	-	(99)	(139)	180	756	576	640
<b>TBALL LEAGUE</b>							
revenue							
20 55 5017 4100 program fees	3,761	-	1,958	2,000	3,552	1,552	3,090
expense							
20 55 5017 6128 contractual instruction	3,188	-	1,690	1,700	4,215	2,515	2,475
6218 refunds	3,188	-	146	1,700	219	219	2,475
	3,188	-	1,836	1,700	4,434	2,734	2,475
<b>TBALL LEAGUE</b>							
	573	-	268	300	(663)	(1,182)	615
<b>BULLS BASKETBALL CAMP</b>							
revenue							
20 55 5019 4100 program fees		6,539	3,642	4,000	806	(3,194)	2,280
expense							
20 55 5019 6128 contractual instruction		5,966	2,225	3,000	496	(2,504)	2,040
6218 refunds		5,966	617	3,000	496	(2,504)	2,040
	-	5,966	2,842	3,000	496	(2,504)	2,040
<b>BULLS BASKETBALL CAMP</b>							
	-	573	800	1,000	310	(690)	240
<b>INTRAMURALS</b>							
revenue							
20 55 5020 4100 program fees	-	920	410	700		(700)	
expense							
20 55 5020 6020 instructors	-	480	537	600		(600)	

PROGRAMS - YOUTH ATHLETICS

	2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>INTRAMURALS</b>	-	<b>440</b>	<b>(127)</b>	<b>100</b>	-	<b>(100)</b>	-
TOTAL REVENUE	29,508	32,324	19,752	23,918	16,648	(7,270)	22,071
TOTAL EXPENSES	22,425	26,326	18,086	19,311	13,513	(5,798)	17,625
NET INCOME(LOSS)	7,083	5,998	1,666	4,607	3,135	(1,472)	4,446

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
PROGRAMS - FITNESS							
20 56 0000 3022 transfers from other accounts	1,659	1,614	1,278	995	1,187	192	1,469
PAYROLL EXPENSES							
20 56 0002 6101 social security expense	1,274	1,139	966	832	981	149	1,198
6102 medicare expense	298	266	226	195	229	34	280
	<u>1,572</u>	<u>1,405</u>	<u>1,192</u>	<u>1,027</u>	<u>1,210</u>	<u>183</u>	<u>1,478</u>
TAE KWON DO							
revenue							
20 56 6001 4100 program fees	4,161	3,588	1,952	2,000	1,700	(300)	1,800
expense							
20 56 6001 6020 instructors/supervisors	2,999	2,005	858	1,200	1,131	(69)	1,200
6216 supplies	1,400	3,605		-	-	-	
6218 refunds	-	-	64	-	32	32	-
	<u>4,399</u>	<u>5,610</u>	<u>922</u>	<u>1,200</u>	<u>1,163</u>	<u>(37)</u>	<u>1,200</u>
<b>TAE KWON DO</b>	<b>(238)</b>	<b>(2,022)</b>	<b>1,030</b>	<b>800</b>	<b>537</b>	<b>(263)</b>	<b>600</b>
KAJUKENBO							
revenue							
20 56 6002 4100 program fees	4,548	4,783	4,945	4,600	3,600	(1,000)	3,600
expense							
20 56 6002 6020 instructors/supervisors	1,433	1,434	1,429	1,400	1,319	(81)	1,600
<b>KAJUKENBO</b>	<b>3,115</b>	<b>3,349</b>	<b>3,516</b>	<b>3,200</b>	<b>2,281</b>	<b>(919)</b>	<b>2,000</b>
FITNESS DROP IN							
revenue							
20 56 6003 4100 program fees	3,221	111	322	250	52	(198)	150
expense							
20 56 6003 6216 program supplies/expenses used in multiple fitness classes	6,789	5,271		500	400	(100)	2,000
<b>FITNESS DROP IN</b>	<b>(3,568)</b>	<b>(5,160)</b>	<b>322</b>	<b>(250)</b>	<b>(348)</b>	<b>(98)</b>	<b>(1,850)</b>
CARDIO INTERVAL TRAINING							

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>							
revenue							
20 56 6005 4100 program fees	1,392	1,392	1,059	1,736	1,736	1,736	1,600
expense							
20 56 6005 6020 instructors/supervisors	681		681	1,083	1,083	1,083	1,100
<b>CARDIO INTERVAL TRAINING</b>	-	<b>1,392</b>	<b>378</b>	-	<b>653</b>	<b>653</b>	<b>500</b>
<b>YOGA/PILATES</b>							
revenue							
20 56 6006 4100 program fees	3,150	3,150	1,221	1,028	1,028	1,028	1,000
expense							
20 56 6006 6020 INSTRUCTORS	2,980	2,980	289	635	635	635	740
<b>YOGA/PILATES</b>	-	<b>170</b>	<b>932</b>	-	<b>393</b>	<b>393</b>	<b>260</b>
<b>YOGA FOR LIFE</b>							
revenue							
20 56 6007 4100 program fees	2,990	2,309	1,101	2,200	1,544	(656)	1,800
expense							
20 56 6007 6020 instructors/supervisors	2,200	2,306	1,574	1,650	1,150	(500)	1,260
6218 refunds	78	38			60	60	
	<u>2,278</u>	<u>2,344</u>	<u>1,574</u>	<u>1,650</u>	<u>1,210</u>	<u>(440)</u>	<u>1,260</u>
<b>YOGA FOR LIFE</b>	<b>712</b>	<b>(35)</b>	<b>(473)</b>	<b>550</b>	<b>334</b>	<b>(216)</b>	<b>540</b>
<b>PERSONAL TRAINING</b>							
revenue							
20 56 6008 4100 program fees	20	147		150	300	150	300
expense							
20 56 6008 6020 instructors/supervisors	-	-	-	100	60	(40)	200
<b>PERSONAL TRAINING</b>	<b>20</b>	<b>147</b>	<b>-</b>	<b>50</b>	<b>240</b>	<b>190</b>	<b>100</b>
<b>AGT</b>							
revenue							

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>							
20 56 6009 4100 program fees	1,006	3,620	2,922	3,600	3,228	(372)	3,200
expense							
20 56 6009 6020 instructors/supervisors		486	2,107	3,000	2,084	(916)	2,300
<b>CARDIO STEP &amp; STRENGTH</b>							
revenue							
20 56 6010 4100 program fees	-	525	690	500	1,919	1,419	1,800
expense							
20 56 6010 6020 instructors/supervisors			238	375	432	57	834
<b>CARDIO STEP &amp; STRENGTH</b>							
	-	525	452	125	1,487	1,362	966
<b>COMPLETE FITNESS</b>							
revenue							
20 56 6011 4100 program fees	-			636		636	400
expense							
20 56 6011 6020 instructors/supervisors					425	425	275
<b>COMPLETE FITNESS</b>							
	-	-	-	-	211	211	125
<b>STRENGTH &amp; TONE</b>							
revenue							
20 56 6017 4100 program fees	-				1,107	1,107	1,000
expense							
20 56 6017 6020 instructors/supervisors					54	54	640
<b>STRENGTH &amp; TONE</b>							
	-	-	-	-	1,053	1,053	360
<b>ZUMBA</b>							
revenue							
20 56 6018 4100 program fees	2,133	3,312	10,986	8,000	11,228	3,228	11,000
expense							
20 56 6018 6020 instructors/supervisors	780	782	3,038	3,300	2,951	(349)	4,200



	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>							
6216 program supplies/expense		150	440	500	535	35	700
6218 refund		100	112	100	130	30	130
	780	1,032	3,590	3,900	3,616	(284)	5,030
<b>ZUMBA</b>	<b>1,353</b>	<b>2,280</b>	<b>7,396</b>	<b>4,100</b>	<b>7,612</b>	<b>3,512</b>	<b>5,970</b>
<b>STEP CONDITIONING</b>							
revenue							
20 56 6024 4100 program fees		1,784	1,910	1,700		(1,700)	1,500
expense							
20 56 6024 6020 instructors/supervisors		378	1,729	500	1,350	850	1,200
		<b>1,406</b>	<b>181</b>	<b>1,200</b>	<b>(1,350)</b>	<b>(2,550)</b>	<b>300</b>
<b>STEP CONDITIONING</b>	<b>-</b>	<b>1,406</b>	<b>181</b>	<b>1,200</b>	<b>(1,350)</b>	<b>(2,550)</b>	<b>300</b>
<b>STRETCH &amp; STRENGTHEN</b>							
revenue							
20 56 6025 4100 program fees		1,201	2,493	2,000	3,464	1,464	1,620
expense							
20 56 6025 6020 instructors/supervisors				1,000		(1,000)	900
		<b>1,201</b>	<b>2,493</b>	<b>1,000</b>	<b>3,464</b>	<b>2,464</b>	<b>720</b>
<b>STRETCH &amp; STRENGTHEN</b>	<b>-</b>	<b>1,201</b>	<b>2,493</b>	<b>1,000</b>	<b>3,464</b>	<b>2,464</b>	<b>720</b>
<b>FUN FOR KIDS</b>							
revenue							
20 56 6026 4100 program fees					325	325	627
expense							
20 56 6026 6020 instructors/supervisors					180	180	280
		<b>-</b>	<b>-</b>	<b>-</b>	<b>145</b>	<b>145</b>	<b>347</b>
<b>FUN FOR KIDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145</b>	<b>145</b>	<b>347</b>
<b>WORKOUT WARRIORS</b>							
revenue							
20 56 6027 4100 program fees		2,018	2,834	2,000	3,362	1,362	3,100
expense							
20 56 6027 6020 instructors/supervisors		113	815	500	798	298	1,100

PROGRAMS - FITNESS	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>WORKOUT WARRIORS</b>							
HATHA YOGA							
revenue							
20 56 6029 4100 program fees		1,905	2,019	1,500	2,564	1,064	2,000
expense							
20 56 6029 6020 instructors/supervisors					1,720	1,720	1,500
HATHA YOGA							
STRETCH & STRENGTHEN W/YOGA (MISC 2010/2011)							
revenue							
20 56 6032 4100 program fees	1,718	813	577	500		(500)	
expense							
20 56 6032 6020 instructors/supervisors	1,953	1,634	1,684	400	1,336	936	
<b>STRETCH &amp; STRENGTHEN W/YOGA</b>							
	(235)	(821)	(1,107)	100	(1,336)	(1,436)	-
GET FIT WITH HULA HOOP							
revenue							
20 56 6034 4100 program fees					360	360	1,050
expense							
20 56 6034 6020 instructors/supervisors					100	100	735
<b>GET FIT WITH HULA HOOP</b>							
					260	260	315
<b>TOTAL REVENUE</b>							
	21,456	30,367	34,290	28,495	38,496	10,001	38,516
<b>TOTAL EXPENSES</b>							
	19,204	22,687	16,250	15,552	18,185	2,633	23,628
<b>NET INCOME(LOSS)</b>							
	2,252	7,680	18,040	12,943	20,311	7,368	14,888

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - PRESCHOOL</b>							
20 57 0000 3022 transfers from other accounts	46	16	39			-	
<b>PAYROLL EXPENSES</b>							
20 57 0002 6101 social security expense	36	12	29			-	
6102 medicare expense	8	3	7			-	
	44	15	36			-	
<b>MISCELLANEOUS</b>							
revenue							
20 57 7000 4100 program fees	1,033	461	153			-	
expense							
20 57 7000 6020 instructors/supervisors	311					-	
6216 program supplies/expenses	44	-	640			-	
6218 refunds	442	206	153			-	
	797	206	793			-	
			<b>(640)</b>			-	
<b>MISCELLANEOUS</b>							
20 57 7007 4100 program fees	138	288				-	
<b>PARENT TOT TUMBLE</b>							
revenue							
20 57 7007 6128 contractual instruction						-	
6216 program supplies/expenses						-	
						-	
	<b>138</b>	<b>288</b>				-	
<b>PARENT TOT TUMBLE</b>							
20 57 7009 4100 program fees	740	325	487			-	
expense							
20 57 7009 6020 instructors/supervisors	265	132	380			-	
6216 program supplies/expenses	115	95	151			-	
	380	227	531			-	
<b>LITTLE LEARNERS</b>							
revenue							
20 57 7009 4100 program fees							
expense							
20 57 7009 6020 instructors/supervisors							
6216 program supplies/expenses							
	<b>360</b>	<b>98</b>	<b>(44)</b>			-	

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - PRESCHOOL</b>							
<b>FUN 2 PLAY</b>							
revenue							
20 57 7015 4100 program fees	-	-	126	-	-	-	-
expense							
20 57 7015 6020 instructors/supervisors	-	-	96	-	-	-	-
<b>LITTLE LEARNERS</b>							
			<b>30</b>				
<b>LETS GET MESSY</b>							
revenue							
20 57 7018 4100 program fees		150					
expense							
20 57 7018 6020 instructors/supervisors		74					
<b>LETS GET MESSY</b>		<b>76</b>					
<b>IDDY BIDDY POOL SCHOOL</b>							
revenue							
20 57 7024 4100 program fees			1,114		690	690	
expense							
20 57 7024 6128 CONTRACTUAL			384		128	128	
<b>IDDY BIDDY POOL SCHOOL</b>			<b>730</b>		<b>562</b>	<b>562</b>	
<b>TOTAL REVENUE</b>	1,957	1,240	1,919	-	690	690	-
<b>TOTAL EXPENSES</b>	1,221	522	1,840	-	128	128	-
<b>NET INCOME(LOSS)</b>	736	718	79	-	562	562	-

PROGRAMS - SENIOR	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 58 0000 3022 transfers from other accounts	-	-	-	-	-	-	-
<b>COMPUTER CLASS</b>							
revenue							
20 58 4501 4100 program fees	532	145	300	140	140	-	200
expense							
20 58 4501 6128 contractual instruction	285	20	140	80	100	20	100
<b>COMPUTER CLASS</b>	<b>247</b>	<b>125</b>	<b>160</b>	<b>60</b>	<b>40</b>	<b>(20)</b>	<b>100</b>
<b>DIGITAL PHOTOGRAPHY</b>							
revenue							
20 58 4502 4100 program fees	339	100	70	140	315	175	200
expense							
20 58 4502 6128 contractual instruction	230	60	35	80	100	20	100
<b>DIGITAL PHOTOGRAPHY</b>	<b>109</b>	<b>40</b>	<b>35</b>	<b>60</b>	<b>215</b>	<b>155</b>	<b>100</b>
<b>EBAY EDUCATION</b>							
revenue							
20 58 4507 4100 program fees	510	70	35	140	-	(140)	200
expense							
20 58 4507 6128 contractual instruction	435	20	35	80	-	(80)	100
<b>EBAY EDUCATION</b>	<b>75</b>	<b>50</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>(60)</b>	<b>100</b>
<b>TOTAL REVENUE</b>	<b>1,381</b>	<b>315</b>	<b>405</b>	<b>420</b>	<b>455</b>	<b>35</b>	<b>600</b>
<b>TOTAL EXPENSES</b>	<b>950</b>	<b>100</b>	<b>210</b>	<b>240</b>	<b>200</b>	<b>(40)</b>	<b>300</b>
<b>NET INCOME(LOSS)</b>	<b>431</b>	<b>215</b>	<b>195</b>	<b>180</b>	<b>255</b>	<b>75</b>	<b>300</b>

PROGRAMS - DANCE	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 59 0000 3022 transfers from other accounts	-	18	18	-	-	-	-
<b>PAYROLL EXPENSES</b>							
20 59 0002 6101 social security expense	-	12	12	-	-	-	-
6102 medicare expense	-	3	3	-	-	-	-
	-	15	15	-	-	-	-
<b>SWING DANCE</b>							
revenue							
20 59 8002 4100 program fees	1,065	2,075	760	580	1,320	740	500
expense							
20 59 8002 6128 contractual instruction	675	1,215	486	500	888	388	450
	<b>390</b>	<b>860</b>	<b>274</b>	<b>80</b>	<b>432</b>	<b>352</b>	<b>50</b>
<b>SCHOOL BALLET &amp; DANCE</b>							
revenue							
20 59 8006 4100 program fees	1,608	2,108	3,308	1,400	3,827	2,427	2,500
expense							
20 59 8006 6128 contractual instruction	1,405	1,260	2,965	1,250	3,796	2,546	2,000
	<b>203</b>	<b>848</b>	<b>343</b>	<b>150</b>	<b>31</b>	<b>(119)</b>	<b>500</b>
<b>SCHOOL BALLET &amp; DANCE</b>							
TOTAL REVENUE	2,673	4,201	4,086	1,980	5,147	3,167	3,000
TOTAL EXPENSES	2,080	2,490	3,466	1,750	4,684	2,934	2,450
NET INCOME(LOSS)	593	1,711	620	230	463	233	550

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - SPECIAL EVENTS</b>							
20 60 0000 3022 transfers from other accounts	32	71	37	41	27	(14)	40
<b>PAYROLL EXPENSES</b>							
20 60 0002 6101 social security expense	25	50	28	34	23	(11)	32
6102 medicare expense	6	12	7	8	5	(3)	8
	<u>31</u>	<u>62</u>	<u>35</u>	<u>42</u>	<u>28</u>	<u>(14)</u>	<u>40</u>
<b>COOKIES WITH SANTA</b>							
revenue							
20 60 9501 3010 donations	400	500	800	500	500	-	500
expense							
20 60 9501 6020 instructors/supervisors	93	293	218	198	198	-	200
6128 contractual			150	150			150
6216 program supplies/expenses	576	825	594	600	525	(75)	525
	<u>669</u>	<u>1,118</u>	<u>962</u>	<u>948</u>	<u>723</u>	<u>(75)</u>	<u>875</u>
	<b>(269)</b>	<b>(618)</b>	<b>(162)</b>	<b>(448)</b>	<b>(223)</b>	<b>75</b>	<b>(375)</b>
<b>COOKIES WITH SANTA</b>							
<b>BREAKFAST WITH THE BUNNY</b>							
revenue							
20 60 9502 3010 donations	-	300	200	100	400	300	300
4100 program fees	460	426	340	400	569	169	500
	<u>460</u>	<u>726</u>	<u>540</u>	<u>500</u>	<u>969</u>	<u>469</u>	<u>800</u>
expense							
20 60 9502 6020 instructors/supervisors	76	153	58	80	107	27	108
6216 program supplies/expenses	400	498	332	400	436	36	400
	<u>476</u>	<u>651</u>	<u>390</u>	<u>480</u>	<u>543</u>	<u>63</u>	<u>508</u>
	<b>(16)</b>	<b>75</b>	<b>150</b>	<b>20</b>	<b>426</b>	<b>406</b>	<b>292</b>
<b>BREAKFAST WITH THE BUNNY</b>							
<b>DADDY DAUGHTER DANCE</b>							
revenue							
20 60 9503 4100 program fees	1,084	1,164	1,363	1,300	1,704	404	1,500
expense							
20 60 9503 6020 instructors/supervisors	52	116	32	70	73	3	70

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - SPECIAL EVENTS</b>							
6128 contractual	250	250		250		(250)	250
6216 program supplies/expenses	886	755	1,154	700	792	92	700
6221 transportation		105		110		(110)	120
	<u>1,188</u>	<u>1,226</u>	<u>1,186</u>	<u>1,130</u>	<u>865</u>	<u>(265)</u>	<u>1,140</u>
<b>DADDY DAUGHTER DANCE</b>							
	<b>(104)</b>	<b>(62)</b>	<b>177</b>	<b>170</b>	<b>839</b>	<b>669</b>	<b>360</b>
<b>MOTHER SON DATE NIGHT</b>							
revenue							
20 60 9504 4100 program fees	181	117	82	140	22	(118)	270
expense							
20 60 9504 6020 instructors/supervisors	62	61		30		(30)	190
6216 program supplies/expenses	75	72		70			
6218 refunds			82		22	22	
	<u>137</u>	<u>133</u>	<u>82</u>	<u>100</u>	<u>22</u>	<u>(8)</u>	<u>190</u>
<b>MOTHER SON DATE NIGHT</b>							
	<b>44</b>	<b>(16)</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>(110)</b>	<b>80</b>
<b>FISHING DERBY</b>							
revenue							
20 60 9505 4100 program fees	366	309	207	250	236	(14)	200
expense							
20 60 9505 6128 contractual	50	50					
6216 program supplies/expenses	303	275	198	200	233	33	180
	<u>353</u>	<u>325</u>	<u>198</u>	<u>200</u>	<u>233</u>	<u>33</u>	<u>180</u>
<b>FISHING DERBY</b>							
	<b>13</b>	<b>(16)</b>	<b>9</b>	<b>50</b>	<b>3</b>	<b>(47)</b>	<b>20</b>
<b>MONSTER BASH</b>							
revenue							
20 60 9507 4100 program fees	-	-	-	-	-	-	-
expense							
20 60 9507 6020 instructors/supervisors	59	126	91	66		(66)	40
6128 contractual instruction	325	150		200		(200)	100
6216 program supplies/expenses	200	306	363	180	200	20	150
6217 trophies/awards	93	69	69	70		(70)	
	<u>677</u>	<u>582</u>	<u>523</u>	<u>516</u>	<u>200</u>	<u>(316)</u>	<u>290</u>



PROGRAMS - SPECIAL EVENTS	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>MONSTER BASH</b>	<b>(677)</b>	<b>(582)</b>	<b>(523)</b>	<b>(516)</b>	<b>(200)</b>	<b>316</b>	<b>(290)</b>
SANTA VISITS							
revenue							
20 60 9508 4100 program fees	90	60		60		(60)	60
expense							
20 60 9508 6020 instructors/supervisors	60	60		40		(40)	40
<b>SANTA VISITS</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>(20)</b>	<b>20</b>
PARK PRIDE DAY							
revenue							
20 60 9509 3010 donations	-	200	700		600	600	600
expense							
20 60 9509 6128 contractual instruction		1,042	587		1,682	-	550
6216 program supplies/expenses	-	1,042	587	-	1,682	-	550
<b>PARK PRIDE DAY</b>	<b>-</b>	<b>(842)</b>	<b>113</b>	<b>-</b>	<b>(1,082)</b>	<b>600</b>	<b>50</b>
FLASHLIGHT EGG HUNTS							
revenue							
20 60 9510 4100 program fees		240	540	240	325	85	300
expense							
20 60 9510 6020 instructors/supervisors			50	60		(60)	60
6216 program supplies/expenses		48	151	55	93	38	80
		48	201	115	93	(22)	140
<b>FLASHLIGHT EGG HUNT</b>	<b>-</b>	<b>192</b>	<b>339</b>	<b>125</b>	<b>232</b>	<b>107</b>	<b>160</b>
BATTLE OF THE BANDS							
revenue							
20 60 9512 3010 donations			350	350	-	(350)	350
4100 program fees			50	175	-	(175)	100
			400	525	-	(525)	450

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - SPECIAL EVENTS</b>							
expense							
20 60 9512 6216 program supplies/expenses	650		650	650	150	(500)	700
<b>BATTLE OF THE BANDS</b>							
	-	-	(250)	(125)	(150)	(25)	(250)
<b>TOUCH A TRUCK</b>							
revenue							
20 60 9513 3010 donations					-	-	150
4100 program fees					20	20	200
					20	20	350
expense							
20 60 9513 6216 program supplies/expenses						-	50
<b>TOUCH A TRUCK</b>							
	-	-	-	-	20	20	300
<b>TOTAL REVENUE</b>	2,613	3,387	4,669	3,556	4,403	847	4,720
<b>TOTAL EXPENSES</b>	3,591	5,247	4,814	4,221	4,539	(1,144)	4,653
<b>NET INCOME(LOSS)</b>	(978)	(1,860)	(145)	(665)	(136)	1,991	67

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - CONCERTS</b>							
<b>MISCELLANEOUS</b>							
revenue							
20 61 9400 3050 marketing income	6,600	8,600	10,400	10,000	7,100	(2,900)	8,000
expense							
20 61 9400 6128 contractual instruction	6,375	8,300	9,500	9,400	6,700	(2,700)	7,200
6210 LICENSES			222	555	-	(555)	555
6203 printing & publication	102	365	150		7	7	
	<u>6,477</u>	<u>8,665</u>	<u>9,872</u>	<u>9,955</u>	<u>6,707</u>	<u>(3,248)</u>	<u>7,755</u>
<b>TOTAL REVENUE</b>	6,600	8,600	10,400	10,000	7,100	(2,900)	8,000
<b>TOTAL EXPENSES</b>	6,477	8,665	9,872	9,955	6,707	(3,248)	7,755
<b>NET INCOME(LOSS)</b>	123	(65)	528	45	393	348	245

PROGRAMS - TRIPS		2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 proposed budget
<b>BULLS TRIP</b>								
revenue								
20 62 9801	4100 program fees		1,355	2,210				
expense								
20 62 9803	6216 program supplies/expenses		1,053	2,253				
6221	transportation		704	851				
			<u>1,757</u>	<u>3,104</u>				
			<b>(402)</b>	<b>(894)</b>				
<b>BULLS TRIP</b>								
<b>CUBS TRIP</b>								
revenue								
20 62 9803	4100 program fees		1,549	1,604		428		
expense								
20 62 9803	6216 program supplies/expenses		1,366	1,476		372		
6221	transportation		728	848		333		
			<u>2,094</u>	<u>2,324</u>		<u>705</u>		
			<b>(545)</b>	<b>(720)</b>		<b>(277)</b>		
<b>CUBS TRIP</b>								
<b>TOTAL REVENUE</b>			2,904	3,814	-	428		-
<b>TOTAL EXPENSES</b>			3,851	5,428	-	705		-
<b>NET INCOME(LOSS)</b>			(947)	(1,614)	-	(277)		-

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projection	Diff	2014 Proposed Budget
<b>PROGRAMS - BROCHURE</b>							
<b>REVENUE</b>							
20 65 0000 3050 marketing income	7,600	5,950	8,650	8,100	7,150	(950)	7,300
<b>EXPENSES</b>							
<b>ADMINISTRATIVE EXPENSES</b>							
20 65 0004 6202 postage	3,855	4,143	4,718	5,400	4,062	(1,338)	5,600
6203 printing & publication	14,701	17,668	19,716	18,600	13,146	(5,454)	19,000
	<u>18,556</u>	<u>21,811</u>	<u>24,434</u>	<u>24,000</u>	<u>17,208</u>	<u>(6,792)</u>	<u>24,600</u>
<b>TOTAL REVENUE</b>	7,600	5,950	8,650	8,100	7,150	(950)	7,300
<b>TOTAL EXPENSES</b>	18,556	21,811	24,434	24,000	17,208	(6,792)	24,600
<b>NET INCOME(LOSS)</b>	(10,956)	(15,861)	(15,784)	(15,900)	(10,058)	5,842	(17,300)

RECREATION - WEIGHT ROOM  
 REVENUE  
 20 70 0000 3022 transfers from other accounts

2010 Actual 2011 Actual 2012 actual 2013 budget 2013 projections Diff 2014 Proposed Budget

20 70 0500 RESIDENT

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
4200 daily youth	-	-	-	-	-	-	-
4201 daily adult	996	1,100	1,108	1,050	861	(189)	1,000
4210 college	246	249	114	-	-	-	-
4211 3 month adult	7,918	7,783	8,020	7,500	6,335	(1,165)	7,500
4212 3 month senior	1,155	800	470	700	1,120	420	1,000
4213 semi annual youth	160	74	256	150	271	121	200
4214 semi annual adult	2,100	2,637	2,737	2,200	1,185	(1,015)	1,500
4215 semi annual senior	1,450	1,069	1,044	1,000	1,334	334	1,100
4216 annual youth	235	190	536	300	470	170	400
4217 annual adult	3,875	5,411	5,425	4,800	4,750	(50)	4,900
4218 annual senior	1,300	1,655	1,796	1,500	2,200	700	2,000
	19,435	20,968	21,506	19,200	18,526	(674)	19,600

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
NONRESIDENT							
20 70 0501 4200 daily youth	-	-	-	-	-	-	-
4201 daily adult	182	186	7	-	-	-	-
4210 college	-	-	-	-	-	-	-
4211 3 month adult	680	602	634	400	544	144	500
4212 3 month senior	-	106	106	100	227	127	150
4213 semi annual youth	-	-	48	-	-	-	-
4214 semi annual adult	188	-	-	-	113	113	100
4215 semi annual senior	87	174	261	150	348	198	300
4216 annual youth	-	-	-	-	-	-	-
4217 annual adult	188	-	-	-	376	376	300
4218 annual senior	150	150	400	650	-	-	-
	1,475	1,218	1,456	650	1,608	958	1,350

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
TOTAL REVENUE	20,910	22,190	22,970	19,850	20,146	296	20,950

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
EXPENSES							
WAGES							
20 70 0001 6020 instructors/supervisors	-	57	94	-	168	168	200
PAYROLL EXPENSES							
20 70 0002 6101 social security expense	-	3	6	-	10	10	12

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
RECREATION - WEIGHT ROOM							
medicare expense	-	1	1	-	2	2	3
	-	4	7	-	12	12	15
ADMINISTRATIVE EXPENSES							
20 70 0004 6216 program supplies/expenses	232	467	360	800	379	(421)	700
CONTRACTED SERVICES							
20 70 0005 6307 equipment maintenance	2,938	2,965	1,681	2,200	1,849	(351)	2,200
total expenses	3,170	3,493	2,142	3,000	2,408	(592)	3,115
TOTAL REVENUE	20,910	22,190	22,970	19,850	20,146	296	20,950
TOTAL EXPENSES	3,170	3,493	2,142	3,000	2,408	(592)	3,115
NET INCOME(LOSS)	17,740	18,697	20,828	16,850	17,738	888	17,835

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
<b>RECREATION - COMMUNITY CENTER</b>							
<b>REVENUE</b>							
20 75 0000	3,625	4,204	3,954	3,559	3,610	51	3,270
3022 transfers from other accounts			3,954				
3060 rental income	50	100	170				
3070 niu workstudy program	-	-	-				
3090 cash over/short	9	21	16				
<b>TOTAL REVENUE</b>	<b>3,684</b>	<b>4,325</b>	<b>4,140</b>	<b>3,559</b>	<b>3,610</b>	<b>51</b>	<b>3,270</b>
<b>EXPENSES</b>							
<b>WAGES</b>							
20 75 0001	5,062	6,096	5,946	7,000	4,820	(2,180)	1,000
6005 part time maintenance			5,946				
6021 community center front desk	40,059	41,960	42,285	41,000	43,270	2,270	42,000
	45,121	48,056	48,231	48,000	48,090	90	43,000
<b>PAYROLL EXPENSES</b>							
20 75 0002	2,786	2,968	2,991	2,976	2,982	6	2,666
6101 social security expense	651	694	699	696	697	1	624
6102 medicare expense	3,437	3,662	3,690	3,672	3,679	7	3,290
<b>ADMINISTRATIVE EXPENSES</b>							
20 75 0004	1,325	1,216	854	1,000	674	(326)	1,000
6200 office supplies	643	807	2,728	1,800	2,400	600	1,800
6201 office equipment	45	-	-				
6204 dues & subscriptions	352	312	216	200	325	125	300
6215 uniforms	518	265	-	250	171	(79)	200
6216 program supplies/expenses	2,883	2,600	3,798	3,250	3,570	320	3,300
<b>CONTRACTED SERVICES</b>							
20 75 0005	945	3,070	1,985	1,180	1,180	-	1,020
6300 building maintenance services	1,131	981	1,011	1,020	900	(120)	2,000
6302 refuse removal	2,099	1,943	1,751	1,800	2,100	300	2,000
6310 credit card system expense	4,175	5,994	4,747	4,000	4,180	180	3,020
<b>MAINTENANCE</b>							
20 75 0006	81	140	13	100	-	(100)	-
6401 buildings	81	140	13	100	-	(100)	-
<b>MATERIALS &amp; SUPPLIES</b>							
20 75 0007	2,501	2,505	2,635	1,800	2,400	600	2,000
6500 misc							



	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
RECREATION - COMMUNITY CENTER							
6510 janitorial	1,501	1,376	1,713	1,500	855	(645)	1,500
	4,002	3,881	4,348	3,300	3,255	(45)	3,500
utilities							
20 75 0009 6700 phone	5,597	5,456	5,522	5,000	5,200	200	5,200
6702 electricity	4,641	4,984	4,564	4,500	4,300	(200)	4,300
6703 gas	1,917	1,718	1,677	1,700	2,200	500	2,200
6704 water/sewer	212	206	224	220	240	20	240
6705 cable/satellite	1,109	1,044	1,087	1,100	1,135	35	1,135
	13,476	13,408	13,074	12,520	13,075	555	13,075
miscellaneous							
20 75 0011 6850 property tax expense	5,829	5,909	6,040	6,200	5,986	(214)	6,000
6853 lease expense	57,996	57,996	57,996	60,168	60,168	-	64,518
	63,825	63,905	64,036	66,368	66,154	(214)	70,518
total expenses	137,000	141,646	141,937	141,210	142,003	793	139,703
TOTAL REVENUE	3,684	4,325	4,140	3,559	3,610	51	3,270
TOTAL EXPENSES	137,000	141,646	141,937	141,210	142,003	793	139,703
NET INCOME(LOSS)	(133,316)	(137,321)	(137,797)	(137,651)	(138,393)	(742)	(136,433)
	782,496	881,384	935,026	1,039,565	1,057,812	18,247	1,060,523
	734,257	927,894	909,474	900,031	877,550	(13,697)	902,659
	48,239	(46,510)	25,552	139,534	180,262	31,944	157,864

DONATIONS		2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
Revenues								
21 10 0000	3007 interest income	3,696	(120)	1,275	-	50	50	-
	3010 donations	<u>3,981</u>	<u>2,391</u>	-	-	-	-	-
		7,677	2,271	1,275	-	50	50	-
MISCELLANEOUS								
21 10 0011	6860 operating transfer to	400,000						
	6851 donor restricted projects	<u>1,701</u>	-	-	-	-	-	-
		401,701	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	7,677	2,271	1,275	-	50	50	-
	<b>TOTAL EXPENSES</b>	401,701	-	-	-	-	-	-
	<b>NET INCOME(LOSS)</b>	(394,024)	2,271	1,275	-	50	50	-

SPECIAL RECREATION		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues								
22 10 0000	3001 real estate taxes	90,659	186,723	175,316	176,000	158,000	(18,000)	147,000
3007	interest	13	25	47		40	40	
		90,672	186,748	175,363	176,000	158,040	(17,960)	147,000
22- 10 0003	6125 consultants	5,215	14,747	-	-	-	-	-
22 10 0007	6500 miscellaneous	-	-	2,805	113,040	113,336	296	
22 10 0011	6855 ksra operations	74,799	74,799	74,799	78,000	75,270	(2,730)	76,000
		80,014	89,546	77,604	191,040	188,606	(2,434)	76,000
	<b>TOTAL REVENUE</b>	90,672	186,748	175,363	176,000	158,040	(17,960)	147,000
	<b>TOTAL EXPENSES</b>	80,014	89,546	77,604	191,040	188,606	(2,434)	76,000
	<b>NET INCOME(LOSS)</b>	10,658	97,202	97,759	(15,040)	(30,566)	(15,526)	71,000

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>INSURANCE</b>							
Revenues							
23 10 0000 3001 real estate taxes	135,448	97,984	114,656	43,000	43,000	-	62,000
REFUND FROM IPARKS					18,301		
3007 interest		2	6				
	135,448	97,986	114,662	43,000	61,301	-	62,000
<b>MISCELLANEOUS</b>							
23 10 0010 6800 unemployment	-	6,385	9,934	15,000	14,068	(932)	15,000
6805 workers comp	17,365	17,291	17,206	20,000	20,739	739	7,700
6806 general liability	80,834	55,622	59,032	60,000	62,995	2,995	60,000
6807 liquor liability	848	862	884	1,000	525	(475)	
	99,047	80,160	87,056	96,000	98,327	2,327	82,700
<b>TOTAL REVENUE</b>	135,448	97,986	114,662	43,000	61,301	-	62,000
<b>TOTAL EXPENSES</b>	99,047	80,160	87,056	96,000	98,327	2,327	82,700
<b>NET INCOME(LOSS)</b>	36,401	17,826	27,606	(53,000)	(37,027)	(2,327)	(20,700)

AUDIT	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues							
24 10 0000 3001 real estate taxes	17,935	23,015	17,925	9,400	9,400	-	18,441
3007 interest	<u>2</u>	<u>2</u>	<u>3</u>				
	17,937	23,017	17,928	9,400	9,400	-	18,441
MISCELLANEOUS							
24 10 0003 6122 audit services	<u>18,498</u>	<u>13,887</u>	<u>14,295</u>	<u>15,000</u>	<u>13,250</u>	<u>(1,750)</u>	<u>18,000</u>
	18,498	13,887	14,295	15,000	13,250	(1,750)	18,000
<b>TOTAL REVENUE</b>	17,937	23,017	17,928	9,400	9,400	-	18,441
<b>TOTAL EXPENSES</b>	18,498	13,887	14,295	15,000	13,250	(1,750)	18,000
<b>NET INCOME(LOSS)</b>	(561)	9,130	3,633	(5,600)	(3,850)	1,750	441

PAVING & LIGHTING

Revenues  
 25 10 0000 3001 real estate taxes  
 3007 interest

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
	-	-	-	100	79	-	100
	114	64	18		10		
	114	64	18	100	89	-	100

MISCELLANEOUS

25 10 0006 6406 bridges & roads  
 6410 lighting

	507			72,000	78,298	6,298	
	507	-	-	72,000	78,298	6,298	-
<b>TOTAL REVENUE</b>	114	64	18	100	89	-	100
<b>TOTAL EXPENSES</b>	507	-	-	72,000	78,298	6,298	-
<b>NET INCOME(LOSS)</b>	(393)	64	18	(71,900)	(78,209)	(6,298)	100

	2012 Actual	2013 budget	2013 Projection	Diff	2014 Proposed Budget
<b>POLICE</b>					
Revenues					
26 10 0000 3001 real estate taxes	2	100	79	(21)	100
3007 interest					
<b>MISCELLANEOUS</b>					
26 10 0003 6129 patrol services signs		-	-	-	4,000
		-	-	-	-
<b>TOTAL REVENUE</b>		100	79	(21)	100
<b>TOTAL EXPENSES</b>		-	-	-	4,000
<b>NET INCOME(LOSS)</b>		100	79	(21)	(3,900)

IMRF	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues							
27 10 0000 3001 real estate taxes	88,648	97,984	96,730	86,000	85,900	(100)	87,000
3007 interest							
	88,648	97,984	96,730	86,000	85,900	(100)	87,000
MISCELLANEOUS							
27 10 0011 6860 OPERATING TRANSFER TO	88648	97984	96730	86000	85,900	(100)	87,000
	88,648	97,984	96,730	86,000	85,900	(100)	87,000
<b>TOTAL REVENUE</b>	88,648	97,984	96,730	86,000	85,900	(100)	87,000
<b>TOTAL EXPENSES</b>	88,648	97,984	96,730	86,000	85,900	(100)	87,000
<b>NET INCOME(LOSS)</b>	-	-	-	-	-	-	-



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>SOCIAL SECURITY</b>							
Revenues							
28 10 0000 3001 real estate taxes	85,660	88,973	81,740	75,000	74,900	(100)	77,000
3007 interest							
	<u>85,660</u>	<u>88,973</u>	<u>81,740</u>	<u>75,000</u>	<u>74,900</u>	<u>(100)</u>	<u>77,000</u>
<b>MISCELLANEOUS</b>							
28 10 0011 6860 OPERATING TRANSFER TO	85660	88973	81,740	75000	74,900	-100	77000
	<u>85,660</u>	<u>88,973</u>	<u>81,740</u>	<u>75,000</u>	<u>74,900</u>	<u>(100)</u>	<u>77,000</u>
<b>TOTAL REVENUE</b>	85,660	88,973	81,740	75,000	74,900	(100)	77,000
<b>TOTAL EXPENSES</b>	85,660	88,973	81,740	75,000	74,900	(100)	77,000
<b>NET INCOME(LOSS)</b>	-	-	-	-	-	-	-

CONCESSIONS-CLUBHOUSE		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
30 30 0000	3022 transfers from other funds	3,594	4,075	4,046	3,872	3,963	91	4,054
3050	marketing income	4,626	4,583	3,598	3,500	3,373	(127)	3,300
3090	cash over/short	19	119	(18)		84		
4359	sales tax collected	-	4,142	5,584	5,370	5,820	450	5,570
4500	breakfast sandwiches	719	543	630	600	835	235	800
4501	donuts, rolls, muffins	324	240	192	200	250	50	250
4502	cold sandwiches	855	1,062	875	1,000	1,040	40	1,000
4503	burgers	1,897	1,870	1,709	1,700	2,050	350	1,900
4505	hot dogs, brats	6,077	5,916	6,548	6,200	6,925	725	6,500
4506	chicken	1,728	1,813	1,860	1,800	1,800	-	1,800
4507	appetizers	1,746	1,462	1,503	1,500	1,300	(200)	1,400
4508	cookies, etc	726	737	934	875	1,025	150	900
4509	pretzels	23	-	-				
4510	nachos	162	58	22	-	-	-	
4512	chips	1,080	1,184	1,107	1,100	1,350	250	1,200
4513	cold snacks	58	121	101	100	5	(95)	
4514	candy & gum	1,455	1,354	1,723	1,500	1,575	75	1,500
4516	ice cream	11	72	45	50	-	(50)	
4520	fountain drinks	3,795	4,123	3,688	3,600	3,600	-	3,500
4521	pop	11,507	10,775	11,996	11,500	10,200	(1,300)	10,500
4522	hot drinks	1,143	1,121	1,075	1,100	1,000	(100)	1,000
4523	juice boxes	-	3	-				
4524	beer	9,877	16,124	19,166	17,500	22,000	4,500	20,000
4525	specialty drinks	509	594	511	500	550	50	550
4526	mixed drinks	1,606	2,267	2,924	2,500	2,400	(100)	2,500
4527	smoothies	328	111	145	100	85	(15)	100
4528	wine	214	333	350	250	200	(50)	200
	TOTAL REVENUE	54,079	64,802	70,314	66,417	71,430	4,929	68,524
WAGES								
30 30 0001	6040 manager	14,158	14,240	14,240	15,805	15,805	-	15,805
6041	staff	12,144	12,505	12,505	13,000	13,000	-	13,500
		26,302	26,745	26,745	28,805	28,805	-	29,305
PAYROLL EXPENSES								
30 30 0002	6100 imrf expense	1,419	1,571	1,571	1,792	1,792	-	1,813
6101	social security expense	1,628	1,656	1,656	1,786	1,786	-	1,817

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CLUBHOUSE</b>							
6102 medicare expense	381 3,428	387 3,614	387 3,614	418 3,996	418 3,996	- -	425 4,055
<b>ADMINISTRATIVE EXPENSES</b>							
30 30 0004 6200 office supplies	31	18	18	25	25	-	25
6207 education & training	-	-	-	400	100	(300)	400
6208 advertising printed	195	-	-	150	-	(150)	100
6210 licenses	2,690	2,700	2,700	2,800	2,730	(70)	2,750
6211 travel expense	-	-	-	-	-	-	-
6215 uniforms	-	-	-	500	469	(31)	500
	2,916	2,718	2,718	3,875	3,324	(551)	3,775
<b>CONTRACTED SERVICES</b>							
30 30 0005 6300 building maintenance services	673	-	-	-	300	300	300
6301 Rag & rug	126	149	149	-	-	-	-
6302 refuse removal	476	504	504	600	600	-	600
6307 equipment maintenance	1,076	513	513	600	900	300	1,000
6310 credit card system expense	158	298	298	350	350	-	400
	2,509	1,464	1,464	1,550	2,150	600	2,300
<b>MAINTENANCE</b>							
30 30 0006 6400 small equipment purchase	269	282	282	300	306	6	300
deck furniture/umbrellas							8,000
port-a-grill							4,700
menu boards							1,500
6401 buildings	2,392	989	989	500	50	(450)	100
6409 golf carts	-	-	-	-	-	-	-
	2,661	1,271	1,271	800	356	(444)	14,600
<b>MATERIALS &amp; SUPPLIES</b>							
30 30 0007 6500 misc	882	886	886	800	500	(300)	800
6510 janitorial	1,188	1,767	1,767	1,300	1,200	(100)	1,000
6550 paper/plastic	2,413	2,065	2,065	2,200	2,200	-	2,200
6551 cleaning - concessions	-	35	35	200	150	(50)	150
	4,483	4,753	4,753	4,500	4,050	(450)	4,150
<b>COST OF GOODS SOLD</b>							
30 30 0008 6610 breakfast sandwiches	231	235	235	200	225	25	225
6611 donuts, etc	131	93	93	100	150	50	125
6612 cold sandwiches	489	605	605	500	700	200	500

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CLUBHOUSE</b>							
6613 burgers	1,234	1,156	1,156	500	1,000	500	1,000
6615 hot dogs,etc	2,419	2,158	2,158	2,000	2,500	500	2,300
6616 chicken	1,221	1,148	1,148	900	800	(100)	800
6617 appetizers	1,120	1,135	1,135	600	900	300	700
6618 cookies, etc	259	412	412	400	500	100	400
6619 pretzels	-	-	-	-	-	-	-
6620 nachos	108	52	52	-	-	-	-
6622 chips	499	915	915	600	950	350	700
6623 cold snacks	22	14	14	50	17	(33)	-
6624 candy	1,301	766	766	750	1,200	450	800
6626 ice cream	-	80	80	25	-	(25)	-
6629 condiments	1,060	1,176	1,176	1,200	1,000	(200)	1,000
6630 fountain drinks	2,840	4,129	4,129	2,000	3,100	1,100	3,000
6631 pop	4,625	7,935	7,935	6,000	4,500	(1,500)	4,200
6632 hot drinks	244	308	308	400	450	50	400
6634 beer	4,724	5,200	5,200	6,000	8,200	2,200	7,500
6635 specialty drinks	120	339	339	300	300	-	300
6636 mixed drinks	2,371	1,934	1,934	1,500	1,800	300	1,500
6637 smoothies	306	-	-	25	-	(25)	25
6638 wine	204	253	253	100	-	(100)	100
	25,528	30,043	30,043	24,150	28,292	4,142	25,575

<b>UTILITIES</b>							
30 30 0009 6700 phone	10	10	10	25	10	(15)	25
6701 cell	571	207	207	250	210	(40)	300
6702 electricity	2,116	1,870	1,870	1,400	1,400	-	1,400
6703 gas	601	649	649	500	500	-	500
6705 cable	480	465	465	520	500	(20)	500
	3,778	3,201	3,201	2,695	2,620	(75)	2,725

<b>MISCELLANEOUS</b>							
30 30 0011 6852 sales tax	4,071	4,913	4,913	5,200	5,800	600	5,400
	4,071	4,913	4,913	5,200	5,800	600	5,400
total expenses	75,676	78,722	78,722	75,571	79,393	3,822	91,885
TOTAL REVENUE	54,079	64,802	70,314	66,417	71,430	4,929	68,524
TOTAL EXPENSES	75,676	78,722	78,722	75,571	79,393	3,822	91,885
NET INCOME(LOSS)	(21,597)	(13,920)	(8,408)	(9,154)	(7,963)	1,107	(23,361)

	2010 Actual	2011 Actual	2012 Actual	2013 Proposed Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CART</b>							
30 31 0000 3022 transfers from other funds	380	417	367	341	327	(14)	342
3090 cash over/short	9	50	-	-	-	-	-
4502 cold sandwiches	-	8	8	-	-	-	75
4508 cookies, etc	93	77	77	75	75	-	200
4512 chips	123	109	109	125	160	35	-
4513 cold snacks	2	4	4	-	-	-	-
4514 candy & gum	213	247	247	200	270	70	300
4521 pop	3,013	3,163	3,163	3,000	2,300	(700)	2,400
4524 beer	9,257	9,542	9,542	10,000	10,500	500	11,000
4525 specialty drinks	676	734	734	750	905	155	900
4526 mixed drinks	868	688	688	600	455	(145)	500
4528 wine	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>14,634</b>	<b>15,039</b>	<b>14,939</b>	<b>15,091</b>	<b>14,992</b>	<b>(99)</b>	<b>15,717</b>
<b>WAGES</b>							
30 31 0001 6041 staff	4,712	4,746	4,746	4,600	4,350	(250)	4,500
	4,712	4,746	4,746	4,600	4,350	(250)	4,500
<b>PAYROLL EXPENSES</b>							
30 31 0002 6101 social security expense	292	294	294	285	270	(15)	279
6102 medicare expense	68	69	69	67	63	(4)	65
	360	363	363	352	333	(19)	344
<b>MAINTENANCE</b>							
30 31 0006 6409 MAINTENANCE	-	118	118	500	-	(500)	500
	-	118	118	500	-	(500)	500
<b>COST OF GOODS SOLD</b>							
30 31 0008 6612 cold sandwiches	-	-	-	-	15	-	20
6618 cookies, etc	17	20	20	25	60	(10)	60
6622 chips	52	45	45	60	70	-	130
6623 cold snacks	-	-	-	-	750	(450)	1,000
6624 candy	124	106	106	100	2,020	(280)	2,250
6631 pop	1,229	1,090	1,090	1,200	130	(70)	150
6634 beer	2,450	2,079	2,079	2,300	200	-	200
6635 specialty drinks	276	196	196	200	200	-	-
6636 mixed drinks	230	187	187	200	200	-	-
6638 wine	1	-	-	-	-	-	-

	2010 Actual	2011 Actual	2012 Actual	2013 Proposed Budget	2013 Projections	Diff	2014 Proposed Budget
CONCESSIONS-CART							
MISCELLANEOUS							
30 31 0011 6852 sales tax	4,379	3,723	3,723	4,085	3,245	(840)	3,810
	<u>1,259</u>	<u>1,316</u>	<u>1,316</u>	<u>1,320</u>	<u>1,310</u>	<u>(10)</u>	<u>1,450</u>
	1,259	1,316	1,316	1,320	1,310	(10)	1,450
total expenses	10,710	10,266	10,266	10,857	9,238	(1,619)	10,604
TOTAL REVENUE	14,634	15,039	14,939	15,091	14,992	(99)	15,717
TOTAL EXPENSES	10,710	10,266	10,266	10,857	9,238	(1,619)	10,604
NET INCOME(LOSS)	3,924	4,773	4,673	4,234	5,754	1,520	5,113

CONCESSIONS-SPORTS COMPLEX		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
30 33 0000	3022 transfers from other funds	325	427	411	357	432	75	418
3065	contractual revenue			518	500	312		500
4501	donuts, rolls, muffins	26	76	56	50	74	24	75
4502	cold sandwiches	257	601	391	400	308	(92)	350
4503	burgers	1,580	3,100	2,550	2,600	2,300	(300)	2,700
4504	pizza	852	1,424	534	600	355	(245)	500
4505	hot dogs, brats	3,204	3,673	3,108	3,300	3,660	360	4,000
4506	chicken			280	250	135	(115)	250
4508	cookies, etc	323	370	521	500	335	(165)	500
4509	pretzels	2,059	2,188	1,739	2,000	1,600	(400)	2,000
4510	nachos	1,712	1,520	1,349	1,500	1,325	(175)	1,350
4511	popcorn	1,751	1,509	1,799	1,700	1,750	50	1,800
4512	chips	393	686	404	400	620	220	600
4513	cold snacks	192	250	200	200	175	(25)	200
4514	candy & gum	1,523	2,113	2,221	2,200	2,150	(50)	2,200
4515	monkey bags	220	188	111	-	21	21	-
4516	ice cream	948	1,145	1,056	1,100	892	(208)	1,000
4520	fountain drinks	526	844	1,973	1,800	1,015	(785)	1,500
4521	pop	8,210	9,000	8,966	9,000	6,950	(2,050)	8,000
4522	hot drinks	562	711	237	400	440	40	450
4523	juice boxes	91	102	90	100	44	(56)	50
	TOTAL REVENUE	24,754	29,927	28,514	28,957	24,893	(3,876)	28,443
WAGES								
30 33 0001	6041 staff	4,033	5,687	4,736	4,800	5,750	950	5,500
		4,033	5,687	4,736	4,800	5,750	950	5,500
PAYROLL EXPENSES								
30 33 0002	6101 social security expense	250	353	294	298	357	59	341
6102	medicare expense	58	82	69	70	83	13	80
		308	435	363	368	440	72	421
ADMINISTRATIVE EXPENSES								
30 33 0004	6210 licenses	150	155	155	175	175	-	200
		150	155	155	175	175	-	200

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-SPORTS COMPLEX</b>							
<b>MAINTENANCE</b>							
30 33 0006 6400 small equipment purchase	414	-	-	150	474	324	250
6401 buildings	-	-	34	150	-	(150)	
	<u>414</u>	<u>-</u>	<u>34</u>	<u>300</u>	<u>474</u>	<u>174</u>	<u>250</u>
<b>MATERIALS &amp; SUPPLIES</b>							
30 33 0007 6500 misc	787	406	126	200	94	(106)	150
6510 janitorial	497	4	158	250	40	(210)	200
6550 paper/plastic	616	414	568	600	170	(430)	500
6551 cleaning - concessions	-	6	17	25	20	(5)	50
	<u>1,900</u>	<u>830</u>	<u>869</u>	<u>1,075</u>	<u>324</u>	<u>(751)</u>	<u>900</u>
<b>COST OF GOODS SOLD</b>							
30 33 0008 6611 donuts, etc	21	39	40	25	37	12	20
6612 cold sandwiches	96	555	109	135	55	(80)	80
6613 burgers	917	1,053	908	950	975	25	1,000
6614 pizza	448	474	192	125	100	(25)	100
6615 hot dogs,etc	1,076	1,538	1,084	1,100	1,350	250	1,300
6616 chicken		42	45	75	124	49	150
6618 cookies, etc	199	433	187	250	120	(130)	200
6619 pretzels	1,028	848	762	750	449	(301)	750
6620 nachos	850	615	379	400	269	(131)	300
6621 popcorn	131	288	944	800	440	(360)	500
6622 chips	415	364	285	200	300	100	300
6623 cold snacks	321	328	194	100	345	245	100
6624 candy	1,949	811	1,183	1,100	775	(325)	1,100
6625 monkey bags	241	-	38	-	-	-	
6626 ice cream	985	591	131	300	377	77	250
6629 condiments	195	204	194	200	45	(155)	200
6630 fountain drinks	1,147	495	566	700	384	(316)	700
6631 pop	5,212	669	3,876	4,000	4,000	-	3,500
6632 hot drinks	109	137	18	100	50	(50)	50
6633 juice boxes	23	35	22	25	13	(12)	15
	<u>15,363</u>	<u>9,519</u>	<u>11,157</u>	<u>11,335</u>	<u>10,208</u>	<u>(1,127)</u>	<u>10,615</u>
<b>UTILITIES</b>							



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
CONCESSIONS-SPORTS COMPLEX							
30 33 0009 6702 electricity	1,713	1,415	1,035	1,000	850	(150)	1,000
	<u>1,713</u>	<u>1,415</u>	<u>1,035</u>	<u>1,000</u>	<u>850</u>	<u>(150)</u>	<u>1,000</u>
MISCELLANEOUS							
30 33 0011 6852 sales tax	2,115	2,643	2,389	2,760	2,400	(360)	2,650
	<u>2,115</u>	<u>2,643</u>	<u>2,389</u>	<u>2,760</u>	<u>2,400</u>	<u>(360)</u>	<u>2,650</u>
total expenses	25,996	20,684	20,738	21,813	20,621	(1,192)	21,536
TOTAL REVENUE	24,754	29,927	28,514	28,957	24,893	(3,876)	28,443
TOTAL EXPENSES	25,996	20,684	20,738	21,813	20,621	(1,192)	21,536
NET INCOME(LOSS)	(1,242)	9,243	7,776	7,144	4,272	(2,684)	6,907

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-POOL</b>								
30 34 0000	3022 transfers from other funds	278	335	333	297	283	(14)	304
4502	cold sandwiches	38	4	9		(9)	(9)	
4503	burgers	173	248	166	150	166	16	150
4504	pizza	149	69	-		-	-	
4505	hot dogs, brats	875	1,078	981	1,000	533	(467)	1,000
4508	cookies, etc	241	163	236	200	232	32	250
4509	pretzels	1,724	1,789	1,553	1,600	1,112	(488)	1,400
4510	nachos	1,498	1,744	1,570	1,600	1,098	(502)	1,400
4511	popcorn	439	431	452	500	355	(145)	500
4512	chips	228	207	273	250	168	(82)	250
4513	cold snacks	93	95	78	75	31	(44)	50
4514	candy & gum	1,641	1,957	1,840	1,900	1,610	(290)	1,900
4515	monkey bags	156	102	52	-	-	-	
4516	ice cream	1,791	1,520	1,266	1,300	905	(395)	1,300
4520	fountain drinks	1,719	1,794	1,762	1,800	974	(826)	1,700
4521	pop	482	730	687	700	483	(217)	700
4523	juice boxes	93	62	94	75	93	18	100
4527	smoothies	-	397	690	700	46	(654)	500
	<b>TOTAL REVENUE</b>	<b>11,618</b>	<b>12,725</b>	<b>12,042</b>	<b>12,147</b>	<b>8,080</b>	<b>(4,067)</b>	<b>11,504</b>
<b>WAGES</b>								
30 34 0001	6041 staff	3,933	3,938	4,067	4,000	3,757	(243)	4,000
		<u>3,933</u>	<u>3,938</u>	<u>4,067</u>	<u>4,000</u>	<u>3,757</u>	<u>(243)</u>	<u>4,000</u>
<b>PAYROLL EXPENSES</b>								
30 34 0002	6101 social security expense	244	244	252	248	233	(15)	248
6102	medicare expense	57	57	59	58	55	(3)	58
		<u>301</u>	<u>301</u>	<u>311</u>	<u>306</u>	<u>288</u>	<u>(18)</u>	<u>306</u>
<b>ADMINISTRATIVE EXPENSES</b>								
30 34 0004	6210 licenses	150	155	165	175	175	-	200
		<u>150</u>	<u>155</u>	<u>165</u>	<u>175</u>	<u>175</u>	<u>-</u>	<u>200</u>
<b>CONTRACTED SERVICES</b>								
30 34 0005	6307 equip maint	335	-	-	100	-	(100)	100
		<u>335</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>-</u>	<u>(100)</u>	<u>100</u>
<b>MAINTENANCE</b>								

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-POOL</b>							
30 34 0006 6400 small equipment purchase	-	-	159	200	-	(200)	-
6401 buildings	74	26	-	100	-	(100)	-
	<u>74</u>	<u>26</u>	<u>159</u>	<u>300</u>	<u>-</u>	<u>(300)</u>	<u>-</u>
<b>MATERIALS &amp; SUPPLIES</b>							
30 34 0007 6500 misc	-	-	250	150	-	(150)	-
6510 janitorial	8	-	129	50	24	(26)	100
6550 paper/plastic	172	488	105	200	421	221	300
6551 cleaning - concessions	-	15	154	150	15	(135)	100
	<u>180</u>	<u>503</u>	<u>638</u>	<u>550</u>	<u>460</u>	<u>(90)</u>	<u>500</u>
<b>COST OF GOODS SOLD</b>							
30 34 0008 6612 cold sandwiches	-	-	-	50	21	-	50
6613 burgers	93	89	55	50	58	8	-
6614 pizza	120	18	-	-	-	-	-
6615 hot dogs,etc	130	243	340	350	105	(245)	350
6618 cookies, etc	32	44	103	75	87	12	100
6619 pretzels	502	486	788	800	380	(420)	700
6620 nachos	110	459	592	600	318	(282)	500
6621 popcorn	(17)	57	178	150	139	(11)	150
6622 chips	34	-	63	125	76	(49)	125
6623 cold snacks	41	27	51	50	26	(24)	25
6624 candy	255	651	1,283	950	714	(236)	900
6625 monkey bags	8	-	16	-	-	-	-
6626 ice cream	523	519	589	450	372	(78)	450
6629 condiments	15	-	27	50	-	(50)	50
6630 fountain drinks	476	225	793	800	390	(410)	500
6631 pop	-	50	327	350	123	(227)	350
6633 juice boxes	23	11	40	15	3	(12)	25
6637 smoothies	-	111	367	300	-	(300)	100
	<u>2,345</u>	<u>2,990</u>	<u>5,612</u>	<u>5,115</u>	<u>2,812</u>	<u>(2,324)</u>	<u>4,375</u>
<b>MISCELLANEOUS</b>							
30 34 0011 6852 sales tax	1,002	1,112	1,064	1,165	701	(464)	1,100
	<u>1,002</u>	<u>1,112</u>	<u>1,064</u>	<u>1,165</u>	<u>701</u>	<u>(464)</u>	<u>1,100</u>
total expenses	8,320	9,025	12,016	11,711	8,193	(3,539)	10,581
<b>TOTAL REVENUE</b>	11,618	12,725	12,042	12,147	8,080	(4,067)	11,504

CONCESSIONS-POOL													
TOTAL EXPENSES	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget						
NET INCOME(LOSS)	8,320	9,025	12,016	11,711	8,193	(3,539)	10,581						
	3,298	3,700	26	436	(113)	(528)	923						

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CATERING</b>							
30 35 0000 3022 transfers from other funds	9	59	63	60	69	9	57
4530 food	8,237	11,187	11,762	11,000	7,000	(4,000)	10,000
4531 bar	5,115	2,704	2,570	3,000	3,000	-	4,000
4532 room rental/bartendar	3,529	3,510	4,956	4,000	5,050	1,050	5,500
TOTAL REVENUE	16,890	17,460	19,351	18,060	15,119	(2,941)	19,557
<b>WAGES</b>							
30 35 0001 6041 staff	110	672	762	800	914	114	750
	110	672	762	800	914	114	750
<b>PAYROLL EXPENSES</b>							
30 35 0002 6101 social security expense	7	42	47	50	57	7	47
6102 medicare expense	2	10	11	12	13	1	11
	9	52	58	62	70	8	57
<b>MATERIALS &amp; SUPPLIES</b>							
30 35 0007 6500 misc	-	390	469	400	375	(25)	500
6550 paper/plastic	-	-	-	400	375	(25)	500
	-	390	469	400	375	(25)	500
<b>COST OF GOODS SOLD</b>							
30 35 0008 6640 catering costs	4,579	4,409	5,351	5,000	3,000	(2,000)	3,500
	4,579	4,409	5,351	5,000	3,000	(2,000)	3,500
<b>MISCELLANEOUS</b>							
30 35 0011 6852 sales tax	1,144	1,344	1,263	1,375	950	(425)	1,375
	1,144	1,344	1,263	1,375	950	(425)	1,375
total expenses	5,842	6,867	7,903	7,637	5,309	(2,328)	6,182
TOTAL REVENUE	16,890	17,460	19,351	18,060	15,119	(2,941)	19,557
TOTAL EXPENSES	5,842	6,867	7,903	7,637	5,309	(2,328)	6,182
NET INCOME(LOSS)	11,048	10,593	11,448	10,423	9,810	(613)	13,375
	121,975	139,953	145,410	140,672	134,514	(6,304)	143,745
	126,544	125,564	129,770	127,589	122,754	(4,981)	140,788
	(4,569)	14,389	15,640	13,083	11,760	(1,323)	2,957

DEVELOPER CONTRIBUTIONS

Revenues	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
32 10 0000 3007 interest		4	6		5		
3015 developer contributions	11,812	17,587		5,000	29,531	24,531	5,000
	11,816	17,593		5,000	29,536	24,531	5,000

MISCELLANEOUS

32 10

TOTAL REVENUE  
 TOTAL EXPENSES  
 NET INCOME(LOSS)

	-	-	-	-	-	-	-
	5,000	29,536	24,531	5,000	5,000	24,531	5,000
	-	-	-	-	-	-	-
	5,000	29,536	24,531	5,000	29,536	24,531	5,000

GOLF	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
50 40 0000 3022 transfers from other accounts	23,447	193,497	159,806	17,340	17,032	(308)	17,778
3028 miscellaneous			1,685		542		
3040 contributed asset		40,540	30,973				
3080 administration fee	23,447	234,037	192,589	17,340	75	75	17,778
<b>DAILY GREENS FEES, RESIDENT</b>							
50 40 0300 4300 weekday 18 hole before 2	7,797	6,666	9,989	7,600	9,000	1,400	7,830
4301 weekday 18 hole after 2	1,953	16,840	4,684	5,500	3,800	(1,700)	4,000
4302 weekday 9 hole before 6	11,057	15,680	15,758	16,200	11,500	(4,700)	11,900
4303 weekday 9 hole after 6	4,455	3,520	3,520	4,300	4,300	-	4,430
4304 weekend 18 hole before 2	16,103	17,318	23,270	19,500	17,000	(2,500)	17,000
4305 weekend 18 hole after 2	8,784	3,190	3,703	3,500	4,000	500	3,920
4306 weekend 9 hole before 6	12,255	13,791	12,427	13,000	13,500	500	13,900
4307 weekend 9 hole after 6	5,300	820	1,020	1,200	2,500	1,300	1,350
4308 off season green fees	-	5,908	20,020	21,000	20,070	(930)	18,500
4309 outing greens fees	-	100	19,500	16,500	22,080	5,580	22,660
4318 walking 18 holes	-	3,888	5,670	4,300	5,000	700	3,900
4319 walking 9 holes	-	3,591	5,823	4,500	5,200	700	5,150
	67,704	91,312	125,384	117,100	117,950	850	114,540
<b>DAILY GREENS FEES, NONRESIDENT</b>							
50 40 0301 4300 weekday 18 hole before 2	4,185	6,673	5,902	11,500	17,000	5,500	17,500
4301 weekday 18 hole after 2	31,002	8,142	3,927	7,000	1,000	(6,000)	5,600
4302 weekday 9 hole before 6	3,556	2,870	2,205	3,500	1,800	(1,700)	2,800
4303 weekday 9 hole after 6	15,812	210	270	600	600	-	800
4304 weekend 18 hole before 2	9,184	7,848	5,858	7,500	15,500	8,000	15,900
4305 weekend 18 hole after 2	3,755	4,920	3,350	2,500	2,000	(500)	1,500
4306 weekend 9 hole before 6	4,215	2,009	1,496	1,800	2,800	1,000	1,860
4307 weekend 9 hole after 6	2,005	550	130	600	480	(120)	600
4318 walking 18 holes	-	8,040	6,360	3,500	8,600	5,100	4,900
4319 walking 9 holes	-	5,830	8,610	2,300	7,000	4,700	3,700
	73,714	47,092	38,108	40,800	56,780	15,980	55,160
<b>GOLF EVENTS &amp; MISC</b>							
50 40 0305 4310 LEAGUE RATE	10,660	9,812	10,738	11,000	7,800	(3,200)	8,000
4311 SPECIAL EVENTS	-	-	-	-	-	-	-
4312 HANDICAP SERVICE	1,377	1,332	2,486	2,300	2,200	(100)	2,200
4313 PERMANENT TEE TIMES	4,125	3,165	3,150	3,000	3,450	450	3,500
4314 LOCKER RENTAL	550	650	700	600	600	-	600
4319 LEAGUES	3,405	3,205	2,950	3,000	3,120	120	3,400
	20,117	18,164	20,024	19,900	17,170	(2,730)	17,700

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>GOLF</b>							
<b>GOLF LESSONS</b>							
50 40 0306 4315 YOUTH LESSONS	14,260	12,156	4,740	6,500	2,410	(4,090)	
4316 ADULT LESSONS	500	185	-	1,000	-	(1,000)	
4317 PRIVATE LESSONS	3,035	2,320	1,910	2,200	1,400	(800)	1,500
	<u>17,795</u>	<u>14,661</u>	<u>6,650</u>	<u>9,700</u>	<u>3,810</u>	<u>(5,890)</u>	<u>1,500</u>
<b>CART RENTALS</b>							
50 40 0310 4320 early bird weekday 18 holes	8,892	7,679	10,476	8,300	8,600	300	6,300
4321 early bird weekday 9 holes	2,975	3,829	4,223	3,200	3,800	600	3,500
4322 18 hole before 2	27,922	30,456	42,144	25,000	44,800	19,800	41,000
4323 18 hole after 2	32,495	25,160	11,672	12,000	8,600	(3,400)	6,200
4324 9 hole before 6	25,840	23,285	29,372	31,000	25,000	(6,000)	25,700
4325 9 hole after 6	3,730	2,140	2,249	2,500	3,000	500	3,200
4326 GOLF CARD	2,310	30	-	300	-	(300)	
4327 PULL CART	2,934	2,484	1,869	2,200	1,600	(600)	1,500
4328 off season cart	-	1,925	13,676	8,500	13,500	5,000	10,300
4329 outing cart	-	12	11,352	11,000	12,500	1,500	12,900
	<u>107,098</u>	<u>97,000</u>	<u>127,033</u>	<u>104,000</u>	<u>121,400</u>	<u>17,400</u>	<u>110,600</u>
<b>SEASON PASS, RESIDENT</b>							
50 40 0311 4330 ADULT UNLIMITED	57,285	47,430	50,351	48,500	47,900	(600)	49,500
4331 SPOUSE UNLIMITED	6,100	4,560	4,998	5,200	3,589	(1,611)	3,700
4332 SENIOR UNLIMITED	15,113	17,628	16,590	17,000	15,655	(1,345)	16,125
4333 JUNIOR UNLIMITED	4,065	7,769	9,270	7,800	3,320	(4,480)	3,420
4334 ADULT WEEKDAY	8,300	7,470	13,390	13,400	6,885	(6,515)	7,100
4335 SPOUSE WEEKDAY	1,350	1,712	683	700	720	20	750
4336 SENIOR WEEKDAY	16,588	10,703	7,523	12,200	6,050	(6,150)	6,250
4337 JUNIOR WEEKDAY	7,613	1,421	-	2,000	-	(2,000)	2,000
4338 SENIOR WEEKDAY RESTRICTED	5,261	6,100	11,853	12,000	-	(12,000)	9,000
4339 JUNIOR WEEKDAY RESTRICTED	175	350	-	-	200	200	200
	<u>121,850</u>	<u>105,143</u>	<u>114,658</u>	<u>118,800</u>	<u>84,319</u>	<u>(34,481)</u>	<u>98,045</u>
<b>SEASON PASS, NONRESIDENT</b>							
50 40 0312 4330 ADULT UNLIMITED	4,675	4,974	3,842	3,800	2,363	(1,437)	2,500
4331 SPOUSE UNLIMITED	515	1,313	-	1,200	595	(605)	620
4332 SENIOR UNLIMITED	4,219	4,524	4,731	4,250	3,400	(850)	3,500
4333 JUNIOR UNLIMITED	1,320	700	375	800	-	(800)	800
4334 ADULT WEEKDAY	1,435	608	-	700	700	-	725
4335 SPOUSE WEEKDAY	-	-	936	800	-	(800)	800
4336 SENIOR WEEKDAY	2,725	3,823	2,419	2,420	605	(1,815)	625
4337 JUNIOR WEEKDAY	1,150	683	-	400	2,665	2,265	2,750
4338 SENIOR WEEKDAY RESTRICTED	4,728	1,899	3,268	3,500	15,679	12,179	16,200



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF							
4339 JUNIOR WEEKDAY RESTRICTED	20,767	18,524	15,571	18,270	26,007	(400)	28,520
SEASON PASS, CORPORATE							
50 40 0313 4330 ADULT UNLIMITED	2,850	1,170				-	
4331 SPOUSE UNLIMITED	345	-				-	
4332 SENIOR UNLIMITED	275	-				-	
4333 JUNIOR UNLIMITED	330	347				-	
4334 ADULT WEEKDAY	410	1,080				-	
4335 SPOUSE WEEKDAY	-	-				-	
4336 SENIOR WEEKDAY	-	-				-	
4337 JUNIOR WEEKDAY	-	-				-	
4338 SENIOR WEEKDAY RESTRICTED	-	250				-	
4339 JUNIOR WEEKDAY RESTRICTED	-	-				-	
	4,210	2,847	-	-	-	-	-
PRO SHOP SALES							
50 40 0315 4350 GOLF BALLS	11,835	12,692	14,706	13,000	13,000	-	13,000
4351 CLOTHING	10,275	10,941	17,374	10,000	9,800	(200)	10,000
4352 CLUBS	21,579	20,036	22,608	18,500	9,000	(9,500)	14,000
4353 CLUB REPAIR	1,519	3,491	3,413	3,000	2,500	(500)	2,700
4354 BAGS	2,219	2,804	7,750	3,000	1,300	(1,700)	1,700
4355 SHOES	2,693	3,061	5,969	2,700	2,300	(400)	2,500
4356 MISC	5,032	5,289	5,204	5,000	2,500	(2,500)	3,000
4359 SALES TAX COLLECTED	4,943	4,632	6,148	4,416	3,232	(1,184)	3,752
	60,095	62,946	83,172	59,616	43,632	(15,984)	50,652
	516,797	691,726	723,189	505,526	488,717	(17,351)	494,495
TOTAL REVENUE							
EXPENSES							
WAGES							
50 40 0001 6000 wages-full time	111,245	108,934	103,458	76,653	76,653	-	76,653
50 40 0001 6010 golf lessons	5,714	4,514	2,538	2,470	800	(1,670)	1,275
50 40 0001 6011 pro shop cashier	4,186	2,956	9,689	17,420	17,420	-	18,000
50 40 0001 6012 rangers	6,961	5,529	5,124	5,500	4,500	(1,000)	8,500
50 40 0001 6013 cart handlers	15,001	19,049	18,792	14,060	10,000	(4,060)	11,000
50 40 0001 6014 golf instructors	1,219	937	137	500	-	(500)	-
	144,326	141,919	139,738	116,603	109,373	(7,230)	115,428
50 40 0002 6100 imrf expense	11,594	12,627	12,114	8,973	8,783	(190)	8,938

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>GOLF</b>							
6101 social security expense	8,698	8,638	8,567	7,229	6,781	(448)	7,157
6102 medicare expense	2,034	2,020	2,004	1,691	1,586	(105)	1,674
	<u>22,326</u>	<u>23,285</u>	<u>22,685</u>	<u>17,893</u>	<u>17,150</u>	<u>(743)</u>	<u>17,769</u>
<b>PROFESSIONAL SERVICES</b>							
50 40 0003 6126 cart rentals	4,800	6,970	5,950	4,500	7,400	2,900	7,000
6127 HANDICAP SERVICES	2,360	4,060	2,940	1,700	2,260	560	2,300
	<u>7,160</u>	<u>11,030</u>	<u>8,890</u>	<u>6,200</u>	<u>9,660</u>	<u>3,460</u>	<u>9,300</u>
<b>ADMINISTRATIVE EXPENSES</b>							
50 40 0004 6203 printing & publications	-	-	-	500	-	(500)	
6208 advertising printed	1,974	3,160	5,797	3,500	4,381	881	5,000
6209 advertising radio	1,990	-	-	-	-		
6215 uniforms	-	810	506	800	549	(251)	600
6216 PROGRAM SUPPLIES	-	1,636	210	500	280	(220)	250
6217 TROPHIES/AWARDS	872	905	823	650	548	(102)	600
6218 refunds	202	969	170	-	-	-	
6219 FAIRWAY CLUB MENS LEAGUE	3,485	3,205	2,950	3,000	3,705	705	3,400
	<u>8,523</u>	<u>10,685</u>	<u>10,456</u>	<u>8,950</u>	<u>9,463</u>	<u>513</u>	<u>9,850</u>
<b>CONTRACTED SERVICES</b>							
50 40 0005 6301 Rag & rug	134	174	132	-	66	66	66
6307 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-
6310 credit card system expense	7,313	5,920	6,583	6,000	6,000	-	6,000
	<u>7,447</u>	<u>6,094</u>	<u>6,715</u>	<u>6,000</u>	<u>6,066</u>	<u>66</u>	<u>6,066</u>
<b>MAINTENANCE</b>							
50 40 0006 6401 buildings	1,073	1,715	1,102	1,200	2,300	1,100	1,200
6409 golf carts	7,450	4,332	5,400	4,500	4,400	(100)	4,500
	<u>8,523</u>	<u>6,047</u>	<u>6,502</u>	<u>5,700</u>	<u>6,700</u>	<u>1,000</u>	<u>5,700</u>
<b>MATERIALS &amp; SUPPLIES</b>							
50 40 0007 6500 misc	1,783	2,414	1,915	1,500	4,000	2,500	4,000
6515 gas/oil	6,413	4,301	7,151	5,000	8,000	3,000	7,500
6518 ID SUPPLIES	-	1,115	-	250	-	(250)	
	<u>8,196</u>	<u>7,830</u>	<u>9,066</u>	<u>6,750</u>	<u>12,000</u>	<u>5,250</u>	<u>11,500</u>
<b>COST OF GOODS SOLD</b>							
50 40 0008 6600 golf balls	10,660	11,844	16,659	7,800	9,400	1,600	9,000
6601 clothing	9,043	10,210	20,149	6,000	7,350	1,350	7,500
6602 clubs	22,133	18,533	21,429	11,100	7,100	(4,000)	8,000
6603 club repair supplies	1,504	3,258	4,080	1,800	2,270	470	2,000
6604 golf bags	2,348	2,616	5,306	1,800	1,040	(760)	1,100

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF							
6605 shoes	2,333	2,857	8,263	1,620	1,690	70	1,700
6606 miscellaneous golf	4,168	7,626	4,030	3,000	1,570	(1,430)	1,600
	<u>52,189</u>	<u>56,944</u>	<u>79,916</u>	<u>33,120</u>	<u>30,420</u>	<u>(2,700)</u>	<u>30,900</u>
utilities							
50 40 0009 6700 phone	1,096	1,106	1,147	1,200	1,000	(200)	1,100
6701 cell	1,550	1,159	362	500	400	(100)	300
6702 electricity	10,206	11,518	6,029	4,500	5,000	500	5,000
6703 gas	901	973	376	600	500	(100)	500
6705 cable	480	465	522	480	500	20	500
	<u>14,233</u>	<u>15,221</u>	<u>8,436</u>	<u>7,280</u>	<u>7,400</u>	<u>120</u>	<u>7,400</u>
insurance							
50 40 0010 6801 health ins premiums	27,522	30,132	27,340	21,536	21,327	(209)	26,186
employee deduction							(3,335)
6803 hsa contributions	1,600	-	3,033	1,600	1,500	(100)	
	<u>29,122</u>	<u>30,132</u>	<u>30,373</u>	<u>23,136</u>	<u>22,827</u>	<u>(309)</u>	<u>26,186</u>
miscellaneous							
50 40 0011 6852 sales tax	4,836	4,535	5,999	4,340	5,930	1,590	3,700
depreciations							
50 40 0025 8000 depreciation						-	
	<u>306,881</u>	<u>313,722</u>	<u>328,776</u>	<u>235,972</u>	<u>236,989</u>	<u>1,017</u>	<u>243,799</u>
total expenses							

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>GOLF - MAINTENANCE</b>							
50 41 0000 3022 transfers from other accounts	32,631	34,775	25,705	21,837	20,508	(1,329)	20,852
TOTAL REVENUE	32,631	34,775	25,705	21,837	20,508	(1,329)	20,852
<b>EXPENSES</b>							
<b>WAGES</b>							
50 41 0001 6000 wages-full time	153,838	147,712	104,874	94,175	94,175	-	94,175
6005 part time maintenance	32,462	32,073	35,900	40,019	34,150	(5,869)	37,000
	186,300	179,785	140,774	134,194	128,325	(5,869)	131,175
50 41 0002 6100 imrf expense	17,094	16,918	12,444	12,267	10,827	(1,440)	10,802
6101 social security expense	11,414	11,396	9,026	8,320	7,956	(364)	8,133
6102 medicare expense	2,669	2,665	2,111	1,946	1,861	(85)	1,902
	31,177	30,979	23,581	22,533	20,644	(1,889)	20,837
<b>ADMINISTRATIVE EXPENSES</b>							
50 41 0004 6210 licenses/inspections/registrations	-	35	55	-	70	70	-
6215 uniforms	-	170	101	170	167	(3)	150
	-	205	156	170	237	67	150
<b>CONTRACTED SERVICES</b>							
50 41 0005 6300 building maintenance services	265	100	200	1,200	1,200	-	800
6301 Rag & rug	598	1,150	980	620	600	(20)	600
6302 refuse removal	218	330	454	400	480	80	400
6308 landscape services	2,400	3,800	-	800	-	(800)	800
6309 portable toilet rental	1,320	1,238	880	1,000	1,000	-	1,000
	4,801	6,618	2,514	4,020	3,280	(740)	3,600
<b>MAINTENANCE</b>							
50 41 0006 6400 small equipment purchase	-	-	-	-	525	525	1,000
6401 buildings	667	1,064	-	1,000	100	(900)	500
6402 vehicles/tractors	431	1,440	457	500	725	225	500
6403 mowers/utility vehicles	12,087	15,592	11,024	12,000	12,500	500	12,000
6405 signs	-	-	-	-	-	-	-
6406 bridges/roads	135	21	25	-	-	-	-
6408 CART PATHS	-	-	-	-	26	26	-
	13,320	18,117	11,506	13,500	13,876	376	14,000

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF - MAINTENANCE MATERIALS & SUPPLIES							
50 41 0007 6500 misc	1,712	1,274	1,036	1,200	1,226	26	1,100
6505 irrigation/drainage	3,316	1,392	1,458	1,000	850	(150)	1,000
6506 fertilizer	8,946	9,070	5,862	9,000	8,300	(700)	8,800
6507 pesticides	31,982	31,283	26,339	27,000	22,000	(5,000)	25,000
6508 top dressings/soils	93	835	871	900	400	(500)	900
6509 sand & gravel	578	15	666	600	785	185	600
6510 janitorial	573	231	28	50	122	72	50
6511 hardware	177	148	151	150	85	(65)	100
6512 tools	966	512	58	100	-	(100)	50
6513 first aid	74	19	-	-	14	14	-
6514 safety	-	70	-	100	22	(78)	100
6515 gas/oil	9,686	14,775	14,805	15,000	15,000	-	15,000
6517 GOLF COURSE ACCESSORIES	826	1,070	1,594	1,000	1,000	-	1,000
	58,929	60,694	52,868	56,100	49,804	(6,296)	53,700
utilities							
50 41 0009 6700 phone	2,134	2,342	2,169	2,300	2,600	300	2,500
6701 cell	931	662	609	500	450	(50)	600
6702 electricity	5,504	4,066	6,205	4,000	4,200	200	4,200
6703 gas	4,469	4,122	3,532	4,000	4,200	200	4,200
6704 water/sewer	-	-	-	-	-	-	-
	13,038	11,192	12,515	10,800	11,450	650	11,500
insurance							
50 41 0010 6801 health ins premiums	52,746	57,759	44,563	38,708	38,378	(330)	47,284
employee deduction							(6,022)
6803 h.s.a. contribution	2,560	-	4,960	3,520	3,300	(220)	-
	55,306	57,759	49,523	42,228	41,678	(550)	41,262
total expenses	362,871	365,349	293,437	283,545	269,294	(14,251)	276,224
TOTAL GOLF REVENUE	549,428	726,501	748,894	527,363	509,225	(18,680)	515,347
TOTAL GOLF EXPENSES	669,752	679,071	622,213	519,517	506,283	(13,234)	520,022
NET INCOME(LOSS)	(120,324)	47,430	126,681	7,846	2,942	(5,446)	(4,675)

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL							
REVENUE							
MISC							
51 80 0000 3022 transfers from other funds	4,869	20,871	17,405	12,406	3,062	(9,344)	3,331
4530 coupons redeemed	(22)	(213)	(8)	-	(1,630)	22	
3090 cash short/over							
	4,847	20,658	17,397	12,406	1,454	(9,322)	3,331
DAILY FEES							
RESIDENT							
51 80 0400 4400 youth 4 - 17	15,551	14,102	13,424	14,000	9,503	(4,497)	10,000
4401 adult 18 - 64	8,067	7,319	8,600	7,400	5,830	(1,570)	6,000
4402 senior 65+	113	156	187	170	150	(20)	150
4403 late swim	1,697	1,675	696	1,000	977	(23)	900
4404 lap swim	303	374	403	400	304	(96)	300
	25,731	23,626	23,310	22,970	16,764	(6,206)	17,350
NON-RESIDENT							
51 80 0401 4400 youth 4 - 17	264	314	287	300	240	(60)	200
4401 adult 18 - 64	234	341	244	250	302	52	250
4402 senior 65+	25	15	-	-	8	8	5
4403 late swim	123	132	167	130	32	(98)	30
4404 lap swim	31	10	17	25	3	(22)	5
	677	812	715	705	585	(120)	490
SEASON PASS							
RESIDENT							
51 80 0405 4410 youth 4 - 17	4,089	2,929	3,136	3,400	2,172	(1,228)	2,000
4411 adult 18 - 64	812	819	735	800	597	(203)	600
4412 senior 65+	179	126	336	150	93	(57)	100
4413 family	24,690	27,960	29,929	29,000	29,784	784	29,000
	29,770	31,834	34,136	33,350	32,646	(704)	31,700
NON-RESIDENT							
51 80 0406 4410 youth 4 - 17	211	327	316	300	-	(300)	100
4411 adult 18 - 64	-	-	113	100	120	20	100
4412 senior 65+	-	-	-	-	-	-	-
4413 family	3,734	2,096	1,646	1,700	1,811	111	1,700
	3,945	2,423	2,075	2,100	1,931	(169)	1,900

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>POOL HALF SEASON RESIDENT</b>							
51 80 0407 4410 youth 4 - 17	145	145	-	-	-	-	-
4411 adult 18 - 64	136	68	-	-	-	-	-
4412 senior 65+	(26)	-	-	-	-	-	-
4413 family	828	1,407	170	-	112	112	-
	1,083	1,620	170	-	112	112	-
<b>NON-RESIDENT</b>							
51 80 0408 4410 youth 4 - 17	-	-	-	-	-	-	-
4411 adult 18 - 64	-	-	-	-	-	-	-
4412 senior 65+	-	-	-	-	-	-	-
4413 family	364	245	-	-	1,005	1,005	-
	364	245	-	-	1,005	1,005	-
<b>MISCELLANEOUS</b>							
51 80 0409 4420 floating theatre	-	-	-	-	-	-	-
4421 middle school pool party	754	742	926	800	1,014	214	900
4422 pool rental	780	975	1,277	1,000	1,486	486	1,000
4423 locker rental	52	41	84	50	31	(19)	30
4424 replacement ids	30	40	25	25	10	(15)	10
4425 misc	-	52	-	-	-	-	-
4426 oscar	-	-	2,025	2,000	1,950	(50)	2,000
	1,616	1,850	4,337	3,875	4,491	666	3,940
<b>TOTAL REVENUE</b>	68,033	83,068	82,140	75,406	58,988	(14,738)	58,711
<b>EXPENSES WAGES</b>							
51 80 0001 6030 pool manager	8,774	-	-	-	-	-	-
6031 pool asst. manager	4,006	6,431	7,646	6,600	7,139	539	7,000
6032 front desk	9,279	5,579	6,710	5,800	5,353	(447)	5,800
6033 life guards	38,289	34,072	31,596	31,000	28,311	(2,689)	31,000
	60,348	46,082	45,952	43,400	40,803	(2,597)	43,800
<b>PAYROLL WAGES</b>							
51 80 0002 6101 ss expense	3,741	2,857	2,849	2,691	2,529	(162)	2,716
6102 medicare expense	875	668	666	629	591	(38)	635

POOL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
ADMINISTRATIVE EXPENSES							
51 80 0004 6200 office supplies	4,616	3,525	3,515	3,320	3,120	(200)	3,351
6207 education & training	211	182	88	150	44	(106)	100
6215 uniforms	395	440	680	400	-	(400)	400
6218 refunds	799	566	631	600	616	16	600
6216 program supplies/expenses	557	797	1,174	200	329	329	350
	64	30	220	200	648	448	600
	2,026	2,015	2,793	1,350	1,637	287	2,050
51 80 0005 6310 CREDIT CARD EXP	214	41	543	400	750	350	750
MATERIALS & SUPPLIES							
51 80 0007 6500 miscellaneous	565	830	572	600	746	146	600
6510 janitorial	188	758	167	300	97	(203)	200
6513 first aid	-	112	363	250	565	315	500
6518 id supplies	253	235	24	200	28	(172)	100
	1,006	1,935	1,126	1,350	1,436	86	1,400
UTILITIES							
51 80 0009 6700 telephone	453	453	450	450	480	30	500
6701 cell phone	93	-	-	-	-	-	-
depreciations							
51 80 0025 8000 depreciation	546	453	450	450	480	30	500
total expenses	68,756	54,051	54,379	50,270	48,226	(2,044)	51,851
TOTAL REVENUE	68,033	83,068	82,140	75,406	58,988	(14,738)	58,711
TOTAL EXPENSES	68,756	54,051	54,379	50,270	48,226	(2,044)	51,851
NET INCOME(LOSS)	(723)	29,017	27,761	25,136	10,762	(12,694)	6,860



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL - MAINT							
EXPENSES							
ADMINISTRATIVE EXPENSES							
51 81 0004 6210 licenses/inspections/registrations	-	-	-	-	-	-	-
CONTRACTED SERVICES							
51 81 0005 6300 building maintenance services	-	446	2,100	600	274	(326)	600
6302 refuse removal	497	509	292	500	238	(262)	400
	<u>497</u>	<u>955</u>	<u>2,392</u>	<u>1,100</u>	<u>512</u>	<u>(588)</u>	<u>1,000</u>
MAINTENANCE							
51 81 0006 6401 buildings	3,023	1,423	1,695	1,200	1,263	63	1,200
6406 bridges/roads	651	55	-	200	-	(200)	100
6410 pool repair & improvements	3,391	3,031	2,418	4,000	3,500	(500)	3,500
	<u>7,065</u>	<u>4,509</u>	<u>4,113</u>	<u>5,400</u>	<u>4,763</u>	<u>(637)</u>	<u>4,800</u>
MATERIALS & SUPPLIES							
51 81 0007 6500 misc	1,514	2,481	402	1,000	820	(180)	1,000
6550 pool chemicals	2,965	4,178	5,718	5,000	6,700	1,700	5,000
	<u>4,479</u>	<u>6,659</u>	<u>6,120</u>	<u>6,000</u>	<u>7,520</u>	<u>1,520</u>	<u>6,000</u>
UTILITIES							
51 81 0009 6702 electricity	10,401	7,936	7,410	6,500	6,800	300	6,800
6703 gas	8,794	9,542	5,478	6,800	7,200	400	7,200
6704 water/sewer	3,981	2,762	2,741	2,800	2,400	(400)	2,400
	<u>23,176</u>	<u>20,240</u>	<u>15,629</u>	<u>16,100</u>	<u>16,400</u>	<u>300</u>	<u>16,400</u>
total expenses	35,217	32,363	28,254	28,600	29,195	595	28,200
TOTAL REVENUE	-	-	-	-	-	-	-
TOTAL EXPENSES	35,217	32,363	28,254	28,600	29,195	595	28,200
NET INCOME(LOSS)	(35,217)	(32,363)	(28,254)	(28,600)	(29,195)	(595)	(28,200)

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL - LESSONS							
REVENUE							
MISC							
51 82 0000 3022 transfers from other funds	952	495	549	559	573	14	572
SWIM LESSONS							
RESIDENT							
51 82 0709 4426 aqua zumba	952	495	549	559	573	14	572
51 82 0410 4430 mom and me	473	54	334	250	400	150	400
4431 tiny tots	1,088	1,920	3,284	2,500	3,990	1,490	3,000
4432 learn to swim	7,097	6,222	5,682	4,500	7,724	3,224	6,500
4433 lifeguard	-	-	463	500	-	(500)	500
4434 private	-	-	406	200	1,321	1,121	700
NON-RESIDENT							
51 82 0411 4430 mom and me	8,658	8,196	10,169	7,950	13,435	5,485	11,100
4431 tiny tots	74	74	-	50	-	(50)	50
4432 learn to swim	588	178	-	700	-	(700)	500
4433 lifeguard	2,280	1,119	342	1,500	-	(1,500)	1,000
4434 private	-	-	100	25	-	(25)	-
TOTAL REVENUE	2,942	1,371	442	2,275	-	(2,275)	1,575
EXPENSES							
WAGES							
51 82 0001 6034 swim lesson instructors	12,552	10,062	11,929	11,584	15,137	3,553	14,247
6035 swim lesson coordinator	8,678	5,624	6,047	6,000	6,202	202	6,000
6036 aqua zumba instructor	3,114	-	650	800	702	800	800
	-	-	650	650	725	75	725
PAYROLL WAGES							
51 80 0002 6101 ss expense	11,792	5,624	6,697	7,450	7,629	277	7,525
6102 medicare expense	731	349	415	462	473	11	467
	171	82	97	108	111	3	109
	902	431	512	570	584	14	576

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL - LESSONS							
PROFESSIONAL SERVICES							
51 82 0003 6129 american red cross fees	-	-	-	-	-	-	-
ADMINISTRATIVE EXPENSES							
51 82 0004 6216 program supplies/expenses	-	143	16	100	81	(19)	100
6218 refunds	109	60	382	-	368	368	-
total expenses	109	203	398	100	449	349	100
	12,803	6,258	7,607	8,120	8,662	640	8,201
TOTAL REVENUE	12,552	10,062	11,929	11,584	15,137	3,553	14,247
TOTAL EXPENSES	12,803	6,258	7,607	8,120	8,662	640	8,201
NET INCOME(LOSS)	(251)	3,804	4,322	3,464	6,475	2,913	6,046
TOTAL FUND REVENUE	80,585	93,130	94,069	86,990	74,125	(11,185)	72,958
TOTAL FUND EXPENSES	116,776	92,672	90,240	86,990	86,083	(809)	88,251
FUND NET INCOME(LOSS)	(36,191)	458	3,829	-	(11,958)	(10,376)	(15,293)

DEBT SERVICE	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues							
60 10 0000 3001 real estate taxes current	526,913	543,262	549,799	565,000	567,900	2,900	577,000
	526,913	543,262	549,799	565,000	567,900	2,900	577,000
DEBT SERVICE EXPENSES							
60 10 0015 6900 interest	85,255	54,913	51,376	44,703	44,703	-	43,680
6901 principle	438,405	482,890	494,490	517,540	517,540	-	528,120
	523,660	537,803	545,866	562,243	562,243	-	571,800
<b>TOTAL REVENUE</b>	526,913	543,262	549,799	565,000	567,900	2,900	577,000
<b>TOTAL EXPENSES</b>	523,660	537,803	545,866	562,243	562,243	-	571,800
<b>NET INCOME(LOSS)</b>	3,253	5,459	3,933	2,757	5,657	2,900	5,200

CAPITAL  
 2013 Budget  
 2013 Projections  
 Diff  
 2014 Proposed Budget

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>Revenues</b>							
70 10 0000 3030 Bonds proceeds	427,890	434,490	457,540	462,000	468,000	6,000	472,680
3010 donations		3,000	-				
3011 grant income	126,300	20,500	-		3,250	3,250	
3028 miscellaneous	1,500						
3007 interest	523	859	1,191		900	900	
	556,213	458,849	458,731	462,000	468,900	6,900	472,680
<b>DEBT SERVICE EXPENSES</b>							
70 10 0015 6900 interest	88,450	84,650	80,650	76,450	76,450	-	72,050
6901 principle	95,000	100,000	105,000	110,000	110,000	-	115,000
6902 agent fees	225	225	225	225	225	-	225
6901 bond issue costs	9,550	9,800	10,050	10,775	10,050	(725)	10,775
	193,225	194,675	195,925	197,450	196,725	(725)	198,050
<b>CAPITAL</b>							
70 10 0020 7001 some vehicles	-	-	-	-	-	-	-
7002 maintenance equipment	16,090	-	22,249	47,000	48,228	1,228	12,000
7003 buildings & structures	16,031	52,248	2,003	5,000	7,247	2,247	
7004 equipment and furnishings	37,328	5,757	28,392	41,220	34,963	(6,257)	57,000
tech study							45,000
prof fees							15,000
7005 golf course	17,076	12,348	62,352	41,300	30,185	(11,115)	105,650
7006 swimming pool	31,248	795	16,981	3,500	-	(3,500)	
7007 community center	10,000	10,528	3,315	8,700	6,225	(2,475)	5,200
7008 parks & grounds	229,664	39,912	73,457	115,300	108,138	(7,162)	218,800
7009 midwest museum	80,420	71,395	-				
7010 concessions			5,068	5,500	5,500	-	
7020 leon d larson park	-	-	-	18,740	18,740	-	
7021 wetzel park	284,635	-	-	-	-	-	
7022 kiwanis east park	-	-	-	44,250	44,250	-	
7023 parkside preserve	9,844	-	-	-	-	-	
7024 boynton park	69,821	-	-	54,410	54,410	-	
7025 old mill park	18,161	2,908	1,349	12,395	12,395	-	
chief black partridge		2,205	-	-	-	-	
7026 dog park							
	820,318	198,096	215,166	397,315	370,281	(27,034)	458,650

CAPITAL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
TOTAL EXPENSES	1,013,543	392,771	411,091	594,765	567,006	(27,759)	656,700
TOTAL REVENUE	556,213	458,849	458,731	462,000	468,900	6,900	472,680
TOTAL EXPENSES	1,013,543	392,771	411,091	594,765	567,006	(27,759)	656,700
NET INCOME(LOSS)	(457,330)	66,078	47,640	(132,765)	(98,106)	34,659	(184,020)

**Sycamore Park District  
Summarized Revenue & Expense Report  
2013 Approved Budget vs. Proposed Actual  
With 2014 Proposed Budget**

**Corporate Fund (10)**

<u>Department</u>	2013 Approved Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues				
Administration	537,899.00	597,012.00	59,113.00	584,080.00
Parks	<u>14,012.00</u>	<u>13,220.00</u>	<u>(792.00)</u>	<u>13,398.00</u>
Total Revenues	551,911.00	610,232.00	58,321.00	597,478.00
Expenses				
Administration	321,372.00	318,674.00	(2,698.00)	332,692.66
Parks	<u>215,396.00</u>	<u>203,767.00</u>	<u>(11,629.00)</u>	<u>218,462.12</u>
Total Expenses	536,768.00	522,441.00	(14,327.00)	551,154.77
Total Fund Revenues	551,911.00	610,232.00	58,321.00	597,478.00
Total Fund Expenses	536,768.00	522,441.00	(14,327.00)	551,154.77
Surplus (Deficit)	15,143.00	87,791.00	72,648.00	46,323.23
January 1, 2013 Beginning Fund Balance		59,624.81		
Projected December 31, 2013 Ending Fund Balance		147,415.81		

## Recreation Fund (20)

<u>Department</u>	<u>2013</u>	<u>2013</u>	<u>Diff</u>	<u>2014</u>
	<u>Approved</u> <u>Budget</u>	<u>Projections</u>		<u>Proposed</u> <u>Budget</u>
<b>Revenues</b>				
Administration	837,613.00	848,354.00	10,741.00	845,738.00
Sports Complex	36,404.00	32,816.00	(3,588.00)	33,400.00
Sports Complex Maintenance	37,517.00	38,467.00	950.00	39,043.00
Midwest Museum of Natural Hist	2,300.00	2,300.00	-	2,300.00
Programs-Youth	4,104.00	13,099.00	8,995.00	12,162.00
Programs-Teens	6,126.00	4,913.00	(1,213.00)	5,129.00
Programs-Adult	2,790.00	1,945.00	(845.00)	1,475.00
Programs-Family	8,642.00	7,880.00	(762.00)	8,632.00
Programs-Leagues	4,191.00	4,193.00	2.00	4,217.00
Programs-Youth Athletics	23,918.00	16,648.00	(7,270.00)	22,071.00
Programs-Fitness	28,495.00	38,496.00	10,001.00	38,516.00
Programs-Preschool	-	690.00	690.00	-
Programs-Senior	420.00	455.00	35.00	600.00
Programs-Dance	1,980.00	5,147.00	3,167.00	3,000.00
Programs-Special Events	3,556.00	4,403.00	847.00	4,720.00
Programs-Concerts	10,000.00	7,100.00	(2,900.00)	8,000.00
Programs-Trips	-	428.00	428.00	-
Brochure	8,100.00	7,150.00	(950.00)	7,300.00
Weight Room	19,850.00	20,146.00	296.00	20,950.00
Community Center	3,559.00	3,610.00	51.00	3,270.00
<b>Total Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>1,060,523.00</b>
<b>Expenses</b>				
Administration	286,519.00	274,605.00	(11,914.00)	276,653.84
Sports Complex	350.00	-	(350.00)	-
Sports Complex Maintenance	364,579.00	361,897.00	(2,682.00)	368,375.98
Midwest Museum of Natural Hist	9,500.00	7,000.00	(2,500.00)	9,500.00
Programs-Youth	2,018.00	9,785.00	7,767.00	7,532.40
Programs-Teens	3,930.00	2,942.00	(988.00)	3,630.05
Programs-Adult	2,045.00	990.00	(1,055.00)	1,200.00
Programs-Family	8,549.00	7,566.00	(983.00)	8,225.50
Programs-Leagues	3,302.00	3,190.00	(112.00)	3,713.03
Programs-Youth Athletics	19,311.00	13,513.00	(5,798.00)	17,624.70
Programs-Fitness	15,552.00	18,185.00	2,633.00	23,627.98
Programs-Preschool	-	128.00	128.00	-
Programs-Senior	240.00	200.00	(40.00)	300.00
Programs-Dance	1,750.00	4,684.00	2,934.00	2,450.00
Programs-Special Events	4,221.00	4,539.00	318.00	4,652.63
Programs-Concerts	9,955.00	6,707.00	(3,248.00)	7,755.00
Programs-Trips	-	705.00	705.00	-
Brochure	24,000.00	17,208.00	(6,792.00)	24,600.00
Weight Room	3,000.00	2,408.00	(592.00)	3,115.30
Community Center	141,210.00	142,003.00	793.00	139,702.50
<b>Total Expenses</b>	<b>900,031.00</b>	<b>878,255.00</b>	<b>(21,776.00)</b>	<b>902,658.90</b>
<b>Total Fund Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>1,060,523.00</b>
<b>Total Fund Expenses</b>	<b>900,031.00</b>	<b>878,255.00</b>	<b>(21,776.00)</b>	<b>902,658.90</b>
<b>Surplus (Deficit)</b>	<b>139,534.00</b>	<b>179,985.00</b>	<b>40,451.00</b>	<b>157,864.10</b>
January 1, 2013 Beginning Fund Balance		36,127.00		
Projected December 31, 2013 Ending Fund Balance		216,112.00		



**Donations (21)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	-	50.00	50.00	-
Total Revenues	-	50.00	50.00	-
Expenses				
Administration	-	-	-	-
Total Expenses	-	-	-	-
Total Fund Revenues	-	50.00	50.00	-
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	-	50.00	50.00	-
January 1, 2013 Beginning Fund Balance		220,678.26		
Projected December 31, 2013 Ending Fund Balance		220,728.26		

**Special Recreation (22)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	176,000.00	158,040.00	(17,960.00)	147,000.00
Total Revenues	176,000.00	158,040.00	(17,960.00)	147,000.00
Expenses				
Administration	191,040.00	188,605.66	(2,434.34)	76,000.00
Total Expenses	191,040.00	188,605.66	(2,434.34)	76,000.00
Total Fund Revenues	176,000.00	158,040.00	(17,960.00)	147,000.00
Total Fund Expenses	191,040.00	188,605.66	(2,434.34)	76,000.00
Surplus (Deficit)	(15,040.00)	(30,565.66)	(15,525.66)	71,000.00
January 1, 2013 Beginning Fund Balance		214,204.58		
Projected December 31, 2013 Ending Fund Balance		183,638.92		

**Insurance (23)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Administration	<u>43,000.00</u>	<u>61,300.67</u>	<u>18,300.67</u>	<u>62,000.00</u>
Total Revenues	43,000.00	61,300.67	18,300.67	62,000.00
<b>Expenses</b>				
Administration	<u>96,000.00</u>	<u>98,327.48</u>	<u>2,327.48</u>	<u>82,700.00</u>
Total Expenses	96,000.00	98,327.48	2,327.48	82,700.00
Total Fund Revenues	43,000.00	61,300.67	18,300.67	62,000.00
Total Fund Expenses	96,000.00	98,327.48	2,327.48	82,700.00
Surplus (Deficit)	(53,000.00)	(37,026.81)	15,973.19	(20,700.00)
January 1, 2013 Beginning Fund Balance		78,716.85		
Projected December 31, 2013 Ending Fund Balance		41,690.04		

**Audit (24)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Administration	<u>9,400.00</u>	<u>9,400.00</u>	<u>-</u>	<u>18,441.00</u>
Total Revenues	9,400.00	9,400.00	-	18,441.00
<b>Expenses</b>				
Administration	<u>15,000.00</u>	<u>13,250.00</u>	<u>(1,750.00)</u>	<u>18,000.00</u>
Total Expenses	15,000.00	13,250.00	(1,750.00)	18,000.00
Total Fund Revenues	9,400.00	9,400.00	-	18,441.00
Total Fund Expenses	15,000.00	13,250.00	(1,750.00)	18,000.00
Surplus (Deficit)	(5,600.00)	(3,850.00)	1,750.00	441.00
January 1, 2013 Beginning Fund Balance		17,022.29		
Projected December 31, 2013 Ending Fund Balance		13,172.29		

**Paving & Lighting (25)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>89.00</u>	<u>(11.00)</u>	<u>100.00</u>
Total Revenues	100.00	89.00	(11.00)	100.00
Expenses				
Administration	<u>72,000.00</u>	<u>78,298.00</u>	<u>6,298.00</u>	<u>-</u>
Total Expenses	72,000.00	78,298.00	6,298.00	-
Total Fund Revenues	100.00	89.00	(11.00)	100.00
Total Fund Expenses	72,000.00	78,298.00	6,298.00	-
Surplus (Deficit)	(71,900.00)	(78,209.00)	(6,309.00)	100.00
January 1, 2013 Beginning Fund Balance		72,920.94		
Projected December 31, 2013 Ending Fund Balance		(5,288.06)		

**Park Police (26)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>79.00</u>	<u>(21.00)</u>	<u>100.00</u>
Total Revenues	100.00	79.00	(21.00)	100.00
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000.00</u>
Total Expenses	-	-	-	4,000.00
Total Fund Revenues	100.00	79.00	(21.00)	100.00
Total Fund Expenses	-	-	-	4,000.00
Surplus (Deficit)	100.00	79.00	(21.00)	(3,900.00)
January 1, 2013 Beginning Fund Balance		7,989.31		
Projected December 31, 2013 Ending Fund Balance		8,068.31		

**IMRF (27)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>87,000.00</u>
Total Revenues	86,000.00	85,900.00	(100.00)	87,000.00
Expenses				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>87,000.00</u>
Total Expenses	86,000.00	85,900.00	(100.00)	87,000.00
Total Fund Revenues	86,000.00	85,900.00	(100.00)	87,000.00
Total Fund Expenses	86,000.00	85,900.00	(100.00)	87,000.00
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Social Security (28)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>77,000.00</u>
Total Revenues	75,000.00	74,900.00	(100.00)	77,000.00
Expenses				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>77,000.00</u>
Total Expenses	75,000.00	74,900.00	(100.00)	77,000.00
Total Fund Revenues	75,000.00	74,900.00	(100.00)	77,000.00
Total Fund Expenses	75,000.00	74,900.00	(100.00)	77,000.00
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Concessions (30)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Clubhouse Concessions	66,417.00	71,430.00	5,013.00	68,524.00
Beverage Cart	15,091.00	14,992.00	(99.00)	15,717.00
Sports Complex Concessions	28,957.00	24,893.00	(4,064.00)	28,443.00
Pool Concessions	12,147.00	8,080.00	(4,067.00)	11,504.00
Catering	18,060.00	15,119.00	(2,941.00)	19,557.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	140,672.00	134,514.00	(6,158.00)	143,745.00
<b>Expenses</b>				
Clubhouse Concessions	75,571.00	79,393.00	3,822.00	91,884.67
Beverage Cart	10,857.00	9,238.00	(1,619.00)	10,604.25
Sports Complex Concessions	21,813.00	20,621.00	(1,192.00)	21,535.75
Pool Concessions	11,711.00	8,193.00	(3,518.00)	10,581.00
Catering	7,637.00	5,309.00	(2,328.00)	6,182.38
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	127,589.00	122,754.00	(4,835.00)	140,788.04
Total Fund Revenues	140,672.00	134,514.00	(6,158.00)	143,745.00
Total Fund Expenses	127,589.00	122,754.00	(4,835.00)	140,788.04
Surplus (Deficit)	13,083.00	11,760.00	(1,323.00)	2,956.96
January 1, 2013 Beginning Fund Balance		29,995.12		
Projected December 31, 2013 Ending Fund Balance		41,755.12		

**Developer Contributions (32)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>5,000.00</u>	<u>29,536.00</u>	<u>24,536.00</u>	<u>5,000.00</u>
Total Revenues	5,000.00	29,536.00	24,536.00	5,000.00
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	-	-	-	-
Total Fund Revenues	5,000.00	29,536.00	24,536.00	5,000.00
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	5,000.00	29,536.00	24,536.00	5,000.00
January 1, 2013 Beginning Fund Balance		31,410.60		
Projected December 31, 2013 Ending Fund Balance		60,946.60		

**Golf Course (50)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Golf Operations	505,526.00	488,717.00	(16,809.00)	494,495.00
Golf Maintenance	<u>21,837.00</u>	<u>20,508.00</u>	<u>(1,329.00)</u>	<u>20,852.00</u>
Total Revenues	527,363.00	509,225.00	(18,138.00)	515,347.00
<b>Expenses</b>				
Golf Operations	235,972.00	236,989.00	1,017.00	243,798.58
Golf Maintenance	<u>283,545.00</u>	<u>269,294.00</u>	<u>(14,251.00)</u>	<u>276,223.76</u>
Total Expenses	519,517.00	506,283.00	(13,234.00)	520,022.34
Total Fund Revenues	527,363.00	509,225.00	(18,138.00)	515,347.00
Total Fund Expenses	519,517.00	506,283.00	(13,234.00)	520,022.34
Surplus (Deficit)	7,846.00	2,942.00	(4,904.00)	(4,675.34)
January 1, 2013 Cash Balance		(227,793.22)		
Projected December 31, 2013 Ending Cash Balance		(224,851.22)		

**Swimming Pool (51)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Pool	75,406.00	58,988.00	(16,418.00)	58,711.00
Swim Lessons	<u>11,584.00</u>	<u>15,137.00</u>	<u>3,553.00</u>	<u>14,247.00</u>
Total Revenues	86,990.00	74,125.00	(12,865.00)	72,958.00
<b>Expenses</b>				
Pool	50,270.00	48,226.00	(2,044.00)	51,850.70
Pool Maintenance	28,600.00	29,195.00	595.00	28,200.00
Swim Lessons	<u>8,120.00</u>	<u>8,662.00</u>	<u>542.00</u>	<u>8,200.66</u>
Total Expenses	86,990.00	86,083.00	(907.00)	88,251.36
Total Fund Revenues	86,990.00	74,125.00	(12,865.00)	72,958.00
Total Fund Expenses	86,990.00	86,083.00	(907.00)	88,251.36
Surplus (Deficit)	-	(11,958.00)	(11,958.00)	(15,293.36)
January 1, 2013 Cash Balance		3,642.04		
Projected December 31, 2013 Ending Cash Balance		(8,315.96)		

**Debt Service (60)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>565,000.00</u>	<u>567,900.00</u>	<u>2,900.00</u>	<u>577,000.00</u>
Total Revenues	565,000.00	567,900.00	2,900.00	577,000.00
Expenses				
Administration	<u>562,243.00</u>	<u>562,243.00</u>	<u>-</u>	<u>571,799.61</u>
Total Expenses	562,243.00	562,243.00	-	571,799.61
Total Fund Revenues	565,000.00	567,900.00	2,900.00	577,000.00
Total Fund Expenses	562,243.00	562,243.00	-	571,799.61
Surplus (Deficit)	2,757.00	5,657.00	2,900.00	5,200.39
January 1, 2013 Beginning Fund Balance		12,645.45		
Projected December 31, 2013 Ending Fund Balance		18,302.45		

**Capital Projects (70)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>462,000.00</u>	<u>468,900.00</u>	<u>6,900.00</u>	<u>472,680.00</u>
Total Revenues	462,000.00	468,900.00	6,900.00	472,680.00
Expenses				
Administration	<u>594,765.00</u>	<u>567,006.00</u>	<u>(27,759.00)</u>	<u>656,700.00</u>
Total Expenses	594,765.00	567,006.00	(27,759.00)	656,700.00
Total Fund Revenues	462,000.00	468,900.00	6,900.00	472,680.00
Total Fund Expenses	594,765.00	567,006.00	(27,759.00)	656,700.00
Surplus (Deficit)	(132,765.00)	(98,106.00)	34,659.00	(184,020.00)
January 1, 2013 Beginning Fund Balance		819,620.80		
Projected December 31, 2013 Ending Fund Balance		721,514.80		
Total Fund Revenues	3,768,101.00	3,842,430.67	74,329.67	3,836,372.00
Total Fund Expenses	3,862,943.00	3,784,346.14	(78,596.86)	3,776,075.03
Surplus (Deficit)	(94,842.00)	58,084.53	152,926.53	60,296.97



**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: November 26, 2013****STAFF RECOMMENDATION****AGENDA ITEM: FIRST REVIEW OF FY 2014 CAPITAL BUDGET:  
Discussion and Comment Only**

**BACKGROUND INFORMATION:** Attached you will find a draft of the 2014-2018 Capital Funding Plan. Department Heads were asked to review and update information based upon current needs and financial data. While the primary focus is 2014, it is the desire of the District to continually maintain a five year capital plan in order to assist in planning for future projects.

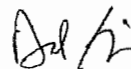
The projected balance forward for 2014 is \$34,659 higher than originally budgeted. This is due to 1) postponing specific items from 2013 and 2) 2013 actual costs coming in less than budget.

**FISCAL IMPACT:** Total 2014 Budgeted Capital Expenditures = \$656,700.

**STAFF RECOMMENDATION:** Staff welcomes questions and comments from the board. Adjustments, if any, will be made, and then be brought back to the Board for final approval in December.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

*NA*

Sycamore Park District  
Capital Funding Plan

Department	Item	2014	2015	2016	2017	2018
Funding	Balance forward (approximate)	721,515	537,495	327,752	361,782	579,935
	General Obligation Bond	472,680	477,407	482,181	487,003	491,873
	Funding available	1,194,195	1,014,902	809,932	848,785	1,071,808
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,000	11,000	11,000	11,000	11,000
	alternate bond payment	187,050	187,450	187,650	187,650	187,320
	PC Replacement/upgrades	5,000	5,000	5,000	5,000	5,000
	Server	22,000				
	Tech Study	45,000				
	Professional Fees for parking lot	15,000				
	Total Administration	315,050	233,450	233,650	233,650	233,320
Concessions	double oven			13,000		
	Total Concessions	-	-	13,000	-	-
Maintenance	pave grass area in maintenance yard			10,000		
	paint liner for sports fields	12,000				
	small tractor mounted leaf blower			9,000		
	large area mower		75,000			
	trim mower		23,000			
	dump truck with snow plow			42,000		
	front deck mounted mower			17,000		
	workhorse		8,000			
	paint mixing station			7,500		
	workman			16,000		
	Total Maintenance	12,000	106,000	101,500	-	-

	Total Clubhouse				
<b>Clubhouse</b>	-	-	-	-	-
<b>Golf Course</b>					
golf carts (10 each year)	30,000	30,000	30,000	30,000	30,000
bridge work-18		10,000			
garbage receptacles (10)	4,000	4,000			
asphalt cart paths		20,000	20,000		
fairway mower	43,000				
slit seeder		20,000			
golf outing pavilion		200,000			
Irrigation system 18	7,500				1,000,000
new roof old shop	17,500				
Encap - Area 1	3,650				
Continuous cart path					300,000
<b>Total Golf Course</b>	105,650	284,000	50,000	30,000	1,330,000
<b>Pool</b>					
new complex					5,000,000
<b>Total Pool</b>	-	-	-	-	5,000,000
<b>Community Center</b>					
new facility					3,000,000
fitness equipment	5,200	5,200	50,000	5,200	5,200
<b>Total Community Center</b>	5,200	5,200	50,000	5,200	3,005,200

Parks & grounds					
blacktop around good tymes			19,000		
backstop improvements fields 5-8					
Main shelter renovation	20,000				
good tymes pond improvements	12,000				
blacktop under bleachers (fields 9-12)		12,000			
Emil Cassier/Merry Oaks - Encap		10,000			
Paving Phase 2	92,800				
storm drain	65,000				
Old mill lights	22,000				
play structure - sports complex		7,500			
Main park renovation	7,000				
Sports Complex					
Kiwanis Prairie Park					
Parkside preserves					
Emil Cassier					
*North Grove					
*Reston Ponds					
Chief Black Partridge					
Clark Farm property					
skate park					
sled hill					
					575,000
					1,100,000
					50,000
					487,400
					79,000
					300,000
					400,000
					186,700
					1,293,000
					350,000
					???
Total Parks & Grounds	218,800	58,500	-	-	5,056,100
Total Capital Expenses	656,700	687,150	448,150	268,850	14,624,620
Ending balance	537,495	327,752	361,782	579,935	(13,552,812)

\*property has not been conveyed by developer, costs are preliminary estimates

Funded by annual G.O. Bond (current year and carried over from previous years)  
 Unfunded

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: November 26, 2013****STAFF RECOMMENDATION****AGENDA ITEM: PROPERTY ABATEMENTS: Information Only**

**BACKGROUND INFORMATION:** Brian Gregory, Sycamore City Manager, sent out an email requesting taxing bodies to file appropriate resolutions for the abatement of property taxes for Smart Motion Robotics. On November 22, 2011, the District passed Resolution 02-2011 which abated taxes at stated percentage for all three years of the agreement. I confirmed with the DeKalb County Clerk's office that the original Resolution is on file and a new one does not need to be done.

**FISCAL IMPACT:** The percentage of taxes abated for tax year 2013 (to be collected in 2014) is 50%, approximately \$1,500.

**STAFF RECOMMENDATION:** No action needed.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:** 

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: November 26, 2013

### STAFF RECOMMENDATION

**AGENDA ITEM: RESOLUTION REGARDING ESTIMATE OF LEVY:  
Recommend approval**

**BACKGROUND INFORMATION:** The District has the power to levy and collect taxes on all taxable property in the district. The District is currently able to levy and collect taxes for the following funds:

- Corporate
- Recreation
- Playground/Recreation
- Audit
- Special Recreation
- IMRF
- Social Security
- Tort and Workers Compensation
- Paving & Lighting
- Police
- Debt Service (Not included in the calculation for Truth-in-taxation.)

In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the end of the year. The Truth-in-taxation Act requires park districts to determine the amount to be levied not less than 20 days prior to the adoption of such ordinance. A resolution is done to formally document the estimated increase. If this increase is greater than 5% over the previous year's extension, the District would be required to have a public hearing on the issue.

The amounts included in the resolution are based upon reviewing the estimated EAV figures provided to us by the county. The amounts for the Special Funds are fairly easy to estimate as they are for very specific costs. Based on current estimates and historical data, I am predicting the maximum increase to be in a range of 1.5% – 2.5%. Last year's CPI was 1.7%. Therefore, I am recommending that the District request an increase of just under 5% to ensure that no money is left

on the table. Also, by keeping this below 5%, there is no requirement to hold a public hearing or publish the required “black box” notification in the newspaper. The “extra” amount, if we experience any, will be included in the Corporate and Recreation fund.

**FISCAL IMPACT:** With last year’s CPI being 1.7%, the estimated amount that the District will request in the tax levy ordinance (excluding debt service), is \$1,747,900 for next year’s budget. My estimate of what the District will actually receive is approximately \$1,691,900 which is an increase of approximately \$27,100 over what was collected for the current fiscal year—or about a 1.6% increase.

**STAFF RECOMMENDATION:** Recommend approval.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**  
Ayes 4  
Nays 0  
Absent 1

**RESOLUTION 05-2013**

**SYCAMORE PARK DISTRICT**

**A RESOLUTION DETERMINING THE AMOUNTS OF MONEY  
EXCLUSIVE OF ELECTION COSTS ESTIMATED TO BE NECESSARY  
TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY  
OF THE SYCAMORE PARK DISTRICT**

WHEREAS, the Truth in Taxation Act requires that not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amounts of money, exclusive of levies for election costs, estimated to be necessary to be raised by taxation for that year upon taxable property in its district.

NOW, THEREFORE, BE IT AND THE SAME IS HEREBY RESOLVED by the Sycamore Park District and the Board of Park Commissioners thereof as follows:

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2013 are as follows:

General Corporate Fund	\$520,000
Recreation Fund	\$466,700
Playground/Recreation Fund	\$360,000
Police Fund	\$ 100
Audit Fund	\$ 15,000
Liability Insurance Fund	\$ 70,000
Paving and Lighting Fund	\$ 100
Social Security Fund	\$ 78,000
Special Recreation Fund	\$150,000
Illinois Municipal Retirement Fund	<u>\$ 88,000</u>
	\$1,747,900

The total property taxes extended or abated on the aggregate levy for 2012 were \$1,664,769.56. The estimated total property taxes to be levied for 2013 are \$1,747,900.00. This represents a 4.9935% increase over the previous year.



Adopted by roll call vote this 26<sup>th</sup> day of November, 2013.

Ayes:

Nays:

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President  
Board of Park Commissioners  
Sycamore Park District

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Secretary  
Board of Park Commissioners  
Sycamore Park District

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 26, 2013

### STAFF RECOMMENDATION

**AGENDA ITEM: ORDINANCE 07-2013 : APPROVING THE DONATION OF REAL PROPERTY TO THE SYCAMORE PARK DISTRICT FOR 4.95 ACRE PARK in SYCMAORE CREEK SUBDIVISION: Recommend Approval**

#### **BACKGROUND INFORMATION:**

As you know we began the Deed process back in July for obtaining Title to the 4.95 acre site in Sycamore Creek Subdivision that was designated in the original development agreement for future open space.

The Homeowners Association (HOA), along with their management firm, Townsend Management, had approached us following their purchase of the land when it came up for auction on back taxes. The group has been very cooperative and constructive, and we have held several planning meetings with them.

Board President, Ted Strack, was very careful in our meetings to make it clear that we currently have no funds to add any development at the site, and I indicated that we would mow the site on the same schedule as our other parks, once we take possession. I shared with them at that time that the park district has stated that we generally do not want to accept a park dedication, by title, until at least a third of the lots have been built on, as that assists us in additional revenue to substantiate and fiscally support the cost of any improvements we might make.

We have now reached the point where, upon passing of this Ordinance, and the approval of two resolutions by the Sycamore Creek HOA regarding:

- A release from declarations and covenants.
- A clearance that there are no property managers on the designated land.

We will file all documents with the County and take possession of the park.

You will recall that the Citizens Advisory Committee is reviewing the names submitted by school children for naming the park. That will come to you in a future meeting.

**FISCAL IMPACT:** It is estimated that it costs the park district \$6,000 per acre, per year just to cut the grass in a park. Therefore, the added impact from labor, wear-and-tear on equipment, fuel and supplies will be about \$30,000 per year in our budget. Most of this will show up in the fuel, supply, and part-time labor lines of the budget.

**STAFF RECOMMENDATION:** We seek the Board's approval of this Ordinance.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Ayes 4  
Nays 0  
Absent 1

**ORDINANCE NO. 07-2013**

**AN ORDINANCE APPROVING THE DONATION OF REAL PROPERTY  
TO THE SYCAMORE PARK DISTRICT**

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the “District”), is a local unit of government and a duly organized and existing park district created under the laws of the State of Illinois, and is now operation under the provisions of the Park District Code of the State of Illinois, as supplemented and amended; and

WHEREAS, the Sycamore Creek Homeowners Association (“HOA:”) currently owns property legally described as follows:

Lot D in Sycamore Creek – Unit One, a subdivision of part of the Southeast ¼ of Section 21, and the Southwest ¼ of Section 22, Township 41 North, Range 5, East of the Third Principal Meridian, according to the plat thereof recorded on July 18, 2005, in Plat Cabinet #9, at Slide #155-D, as Document No. 2005013659, and amended by Certificate recorded August 9, 2005 as Document Number 2005015564 and amended by Certificate recorded November 8, 2005 as Document Number 2005022379, in DeKalb County, Illinois.

(Hereafter the “Property”); and

WHEREAS, the Property was platted and intended to serve as a park within the system of the Sycamore Park Distirct; and

WHEREAS, the Sycamore Park District has completed its due diligence investigation of the Property and finds it acceptable: and

WHEREAS, the HOA is prepared to execute such documents as necessary to effectuate the transfer of ownership of the Property to the Park District and can convey acceptable title subject to acceptable conditions.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Sycamore Park District as follows:

**SECTION 1:** The Recitals set forth above are incorporated herein and made a part of this Ordinance as if set forth fully herein.

**SECTION 2:** The Board of Commissioners hereby approves the transfer of ownership of the Property to the District and hereby authorizes the Executive Director and Legal Counsel to execute such documents and take such steps as necessary to effectuate the transfer on the condition that the HOA shall execute those documents and otherwise take those reasonable steps required by Legal Counsel to ensure acceptable title.

**SECTION 3:** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4:** This Ordinance shall be effective immediately upon its passage and approval by a majority of the Board of Commissioners.

VOTE:

AYE:

NAY:

ABSENT AND

NOT VOTING:

APPROVED by the Board on \_\_\_\_\_, 2013

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: POLICY REGARDING USE OF CELL PHONES BY DISTRICT OFFICIALS: Recommend Approval**

**BACKGROUND INFORMATION:** Several months ago, a court ruling broadened the definition of records/information that is FOIA'ble. Specifically, as it relates to electronic media, the courts ruled that text messages between members of a public body sent or received during a board meeting. The court made it clear that its ruling was not restricted to text messages sent or received on government owned devices but would also apply to messages on privately owned cell phones.

As a result, our Counsel advises the adoption of a policy (see attached), and instructs Board and Employees of the following:

- Public Officials should avoid sending electronic communications relating to public business to another member of the same body during meetings of the public body.
- Members of public bodies should avoid sending electronic messages relating to public business to a quorum of the same body.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is my recommendation that the Board adopt the attached policy.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*DG*

**BOARD ACTION:**

*Ayes 4  
Nays 0  
Absent 1*

**SYCAMORE PARK DISTRICT**  
**POLICY FOR USE OF ELECTRONIC DEVICES**  
**BY PARK BOARD MEMBERS**

**I. BACKGROUND**

A. Pursuant to 5 ILCS 140/1 *et seq.*, the Illinois Freedom of Information Act (“FOIA”), persons are entitled to inspect or obtain copies of the records of public bodies upon request, subject to certain statutory exemptions.

B. The Illinois Appellate Court recently ruled that text messages and other electronic communications between members of a public body that relate to public business are subject to release under FOIA in certain circumstances, even if the communications are sent on privately-owned devices. The Illinois Appellate Court encouraged public bodies to enact policies on the use of electronic devices by public officials to transmit messages relating to public business.

C. The Illinois Open Meetings Act prohibits the discussion of public business by a majority of a quorum of a public body unless such discussion takes place at a meeting that is noticed and conducted in accordance with the Illinois Open Meetings Act.

D. The Sycamore Park District (“District”) has determined that it is in the best interest of the District, the members of the Park District Board of Commissioners (“Park Board”), and the public that the District adopt a policy to govern the use of electronic devices by members of the Park Board to transmit messages relating to public business, as set forth in this Policy.

**II. USE OF ELECTRONIC DEVICES BY PARK BOARD MEMBERS**

A. Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interests as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:

1. To any one or more members of the Park Board during a meeting of the Park Board.
2. To a majority of a quorum of the members of the Park Board at any time.

B. Park Board members should be aware that any electronic communication relating to the discussion of public business that is sent from or received by a District-provided device may be subject to release under the Illinois Freedom of Information Act, regardless of the circumstances of the communication.

C. Electronic communications sent in violation of this Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: PRESENTATION OF EQUIPMENT REPLACEMENT SCHEDULES: First Review**

**BACKGROUND INFORMATION:** In seeking to accomplish Short-Term Plan Goals, staff have begun work on equipment lifecycles. Specifically:

**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.

To do this, we must take several steps to get to the end product. Those steps are:

1. Identify what is categorized as “equipment”.
2. Catalog that equipment.
3. Merge the catalog.
4. Establish a baseline valuation and year-by-year allocation of its replacement.
5. Analyze that allocation.
6. Develop a plan for how to address its replacement.

In our industry, equipment is differentiated from:

- A. Supplies: Usually used one or just a very few times and then it is “used up”. Lifespan of one use but may be up to 18 months.
- B. Capital Items: Those items, buildings, structures, and machinery which are more “permanent” in nature, may have an acceptable depreciation life, but often outlive that “accounting life”.

Accountants may look at it one way, but for us, “EQUIPMENT” falls somewhere in between these two. This is just our “guide”

Attached you will find preliminary lists of our “equipment” provided by each staff person.

We have, therefore, completed Items 1 and 2, above.

Our next steps will be to bring you Steps 3, 4, and 5. It may look something like the last attachment. At that point, we will want the Board to give some sense of



how they would like to address the "COST DEMANDS" of such a projection, BEFORE we finalize this equipment portion of the process.

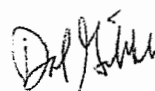
The next step will be to do the same with "Capital Items" (see definition, above).

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** This is just for initial review, discussion, questions, and comment.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

NA

## Sycamore Park District Fitness Equipment Tracker

<u>Current Equipment</u>	<u>Age</u>	<u>Suggested Replacement Time and Why</u>
Life Fitness 8500 Recumbent Bike	1990's	ASAP, Parts no longer available
Life Fitness Upright Bike	1990'S	ASAP, Parts no longer available
Life Fitness Upright Bike	1990'S	ASAP, Parts no longer available
Stairmaster Stepper	1990's	ASAP, Parts no longer available
Precor EFX556 Elliptical	2002	Optional, parts still available not sure how much longer
Precor C956 Treadmill	2002	Optional, parts still available not sure how much longer
True CSX Elliptical	2010	Look at replacing in 2015, 2016. Avg life is 5-7 years based on usage
True CS 8.0 Recumbent Bike	2010	Look at replacing in 2015, 2016. Avg life is 5-7 years based on usage
True 5.0 Treadmill	2011	Look at replacing in 2016, 2017. Avg life is 5-7 years based on usage
True CS500 Treadmill	2012	Look at replacing in 2017, 2018. Avg life is 5-7 years based on usage
True CS500 Treadmill	2012	Look at replacing in 2017, 2018. Avg life is 5-7 years based on usage

## Sycamore Park District Fitness Equipment Tracker

<u>Current Equipment</u>	<u>Age</u>	<u>Suggested Replacement Time and Why</u>
Life Fitness 8500 Recumbent Bike	1990's	ASAP, Parts no longer available
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Precor EFX556 Elliptical	2002	Optional, parts still available not sure how much longer
Precor C956 Treadmill	2002	Optional, parts still available not sure how much longer
True CSX Elliptical	2010	Look at replacing in 2015, 2016. Avg life is 5-7 years based on usage
True CS 8.0 Recumbent Bike	2010	Look at replacing in 2015, 2016. Avg life is 5-7 years based on usage
True 5.0 Treadmill	2011	Look at replacing in 2016, 2017. Avg life is 5-7 years based on usage
True CS500 Treadmill	2012	Look at replacing in 2017, 2018. Avg life is 5-7 years based on usage
True CS500 Treadmill	2012	Look at replacing in 2017, 2018. Avg life is 5-7 years based on usage
Life Fitness Seated Row	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Chest Press	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Pectoral Fly	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Leg Press	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Leg Curl	2002	2015- due to lack of replacement parts. Avg life 10-13 years

Life Fitness Leg Ext.	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Arm Curl	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Tricep Ext.	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Hip Abduction	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Abdominal	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Shoulder Press	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Lat Pulldown	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Smith Machine	2002	2015- due to lack of replacement parts. Avg life 10-13 years
Life Fitness Cable Crossover	2002	2015- due to lack of replacement parts. Avg life 10-13 years

UPDATE SEPTEMBER 2013

MAINTENANCE EQUIPMENT AND REPLACEMENT SCHEDULE

EQUIPMENT	YEAR PURCHASED	HOURS/MILE	REPLACE INT/REFERENCE	REPLACEMENT YEAR	REPLACEMENT COST
Toro greensmower 3250-greens	2012	777	10-12 YRS	2022	32K
Toro greensmower 3000-tees	1994	6392	18-22 YRS	BACKUP-SELL IN 2022	0
Toro greensmower 3000-backup	1994	5874	18-22 YRS	BACKUP-SELL IN 2022	0
Toro greensmower 3250-greens	2002	5327	10-12 YRS	REPLACE W/USED GRNS MOWER 2022	0
Toro greensmower 300 old bkup	1986	NA	SELL SOON		
Toro walk mower for grow in	2000	NA	30 YRS	2030	1K
Toro trap rake backup	1990	3146	30 YRS	SELL WHEN NEW BOUGHT	0
Toro trap rake	2004	2318	15 YRS	2019	13K
Toro fairway mower 5100 RAY	1992	6374	15 YRS	2,014	43K
Toro fairway mower 5100 CHLR	1992	5997	15YRS	2017	52K
Toro fairway mower 5400	2004	3027	15YRS	2020	54K
Toro bank mower-backup	1992	3290	20YRS	SELL WHEN NEW BOUGHT	0
Jacobsen inking bank mower	2002	3345	15YRS	2018	18K
Jacobsen 9016 rough mower	1999 model bought used	7504	7K HRS/18YRS	2020	70K
John Deere 1435 trim mower	2004	1435	15 -18 YRS	2022	17K
Ryan GA-30 aerifier backup	1984	3664		BACKUP	
Ryan GA-30 aerifier	2002	125	3K HOURS	2025	15K
John Deere fairway aerifier	1997	NA	20 YRS	2018	18K
Aerway pull slice aerifier	2004	NA	25 YRS	2029	16K
Toro sprayer on a workman	2006	518	12-15 YRS	2019	22K
Tru-lurf greens roller	2005	NA	12 -14 YRS	2018	12K
Turco green/tee topdresser	2003	NA	20 YRS	2023	16K
Fountain 9 pond	2003	NA	25 YRS	2028	6K
Fountain 11 pond	2006	NA	25 YRS	2031	6K
Fountain 13 pond	1999	NA	25 YRS	2025	4K
EZ-GO cup changing cart	1991	1848	25 YRS	2016 WITH USED GOLF CART	0
Core harvester	1994	NA	30 YRS	2024	10K
Push walk spreader AP2000	2004	NA	10 YRS	2015	0.5K
Bobcat E26 mini excavator	2013	0	30 YRS	2043	32K
Bobcat skid steer 7753	1994	8574	20-25YRS	2019	28K
Bobcat skid steer 250	2005	1186	20-25 YRS	2025	28K
Jacobsen HR-15 large mower	1987	NA	20 YRS	2015	70K
Jacobsen 9016 large mower	1999	5164	20YRS/7K HRS	2021	70K
Jacobsen 9016 large mower	2006	2697	20YRS/7K HRS	2027	70K

John Deere 935 trim mower	1991	4802	20YRS/6K HRS	2015	18K	0
John Deere 935 mower/blower	1996	3868	20YRS/6K HRS	2017	18K	
John Deere 1435 trim mower	2004	NA	20YRS/6K HRS	2024	18K	
Ransome trim/ditch mower	1992	2686	5K HRS	2023	18K	
John Deere Progator utility cart	2003	1658	15YRS	2018	16K	
Cushman utility cart	2001	NA	18YRS	WONT REPLACE		
Toro workman utility cart	1993	4502	6K HRS/20YRS	2015	16K	
Toro workman utility cart	1999	2500	6K HRS/20YRS	2021	16K	
EZ-GO workhorse cart	1999	NA-No Meter	15YRS	2,015	7K	
EZ-GO workhorse cart	2005	NA	15YRS	2021	7K	
EZ-GO workhorse cart	2007	NA	15YRS	2022	7K	
EZ-GO workhorse cart	2008	NA	15YRS	2023	7K	
EZ-GO workhorse cart ST400	2010	NA	15YRS	2025	7K	
EZ-GO workhorse cart ST400	2010	NA	15YRS	2025	7K	
John Deere field rake	1991	4149	20YRS	WONT REPLACE		0
John Deere field rake	2005	1063	16-18YRS	2021	14K	
John Deere field rake	2013	0	16-18YRS	2029	14K	
Smithco paint liner	2000	NA	12YRS	2,014	11K	
Dodge pickup truck	1985	61416	30YRS	WONT REPLACE		0
Genie TZ-50 bucket lift	used 2006 acquired 6/2012	380	20YRS	2026	25K	
Ford F350 small dump truck	1995	46656	20YRS	2018	35K	
Ford F350 large dump	2002	29636	20YRS	2022	40K	
GMC pickup truck	2003	45536	16-20 YRS	2019	30K	
Ford pickup truck	2004	30494	16-20YRS	2020	32K	
Ford pickup truck	2008	27276	16-20YRS	2025	32K	
Jeep Cherokee	2007		12-14 YRS	2020	28K	
International tractor -yellow	1972	NA		WONT REPLACE		0
International tractor/backhoe	1985	4375		SELL SOON		0
John Deere 1050 tractor	1989	3844	6K HRS/30YRS	2022	40K	
John Deere 5420N tractor	2002	754	6K HRS/30YRS	2032	40K	
Vermeer branch chipper	2005	432	5K HRS/20YRS	2025	25K	
Rotolodron soil renovator/seedler	1999	NA				
Enclosed Parks equip trailer		NA				
Jacobsen tractor mount box seeder	1992	NA	25YRS	2023	8K	
Bobcat stump grinder attach	2004	NA	25YRS	2016	20K	
Bobcat tree auger attach	2005	NA	25YRS	2029	5K	
Bobcat trencher attach	2002	NA	25YRS	2030	3K	
				2027	3K	

Bobcat sweeper/debris brush	2001	NA	20YRS	2022	4K	
Bobcat snowblower	2007	NA	20YRS	2027	6K	
Bobcat tilt attach	1999	NA	30YRS	2029	1K	
Bobcat fork lift attach	1994	NA	25YRS	2019	2K	
Olaho blower tractor attach	1980	NA	25YRS	2017	13K	
Deere blower trim mow attach	1989	NA	25YRS	2,016	8K	
Boat with yamaha motor, trailer	2004	NA	25YRS	2030	?	
Honda ATV 4 wheeler	2006	156	20YRS	2026	8K	
Meier matic pull behind lopdresser	1987	NA		WONT REPLACE		
Woods brush mower tractor att	2003	NA	16-20YRS	2021	7K	
Sod culler	2000	NA	20YRS	2020	2K	
Broyhill 35 Gal hand sprayer	1988	NA	30YRS	2019		\$600
Lesco walk seeder	1988	NA	25YRS	2015	1K	
One inch honda pump	2005	NA	15YRS	2020		\$500
Two inch water pump	1998	NA	15YRS	2014		\$600
Turfco walk edger	1994	NA	30YRS	2024		\$500
Three inch water pump	1986	NA	30YRS	2017	1K	
Honda 4 inch water pump	2008	NA	20YRS	2028	2K	
Honda 1 inch water pump	2012	NA	10-12YRS	2023		\$500
Honda 1 inch water pump	2012	NA	10-12YRS	2022		\$500
Toro 22" walk mower	2009	NA	8-10YRS	2018		\$500
Mtd walk snowblower	2000	NA	15YRS	2016		\$600
walk mower 22"	2007	NA	8YRS	2015		\$500
walk soil tiller	2004		12-15YRS	2018		\$600
Honda generators -3	2009, 2005, 1998		15-18YRS			
Sihli chainsaws - 6	06, 05, 00, 98, 12, 13		10-12 YRS			
Weedeaters -8 Echo	from 1994-2007		10YRS	MOST REPLACED 2013		
Weedeaters -6 Sihli	2013		10YRS	2023		\$600
Sihli concrete saw	2000		20YRS	2020	1K	
Echo hedge trimmers	2005		12YRS	2017		\$400
Echo hand power auger	2010, 2000, 95		16-20YRS	2025		\$600
Backpack blowers -3 sihli	1994, 2013		8-10YRS	2015 AND 2023		\$600
Small white equip trailer	used 2001		20YRS	2022	3K	
Echo small mantis soil tiller -2	1990, 2003		8-10YRS	2015		\$500
Sihli gas pole saw -3	2004, 2007, 2013		10-12YRS	2017 AND 2023		\$700
<b>MAINTENANCE SHOP EQUIPMENT</b>						
Golf lift for shop	2004		20YRS	2024	15K	

Foley reel grinder	2005	20YRS	2025	25K
Foley bedknife grinder	2007	20YRS	2027	20K
Drill press	2010	20YRS	2030	
Sandblast cabinet	2011	15YRS	2026	
Bandsaw	1988	30YRS	2020	
Shop press	2006	25YRS	2032	
Tire changer	2007	20YRS	2027	4K
Arc welder				
Table saw	1988	30YRS	2020	
Parts washer				
Various drills/hand tools	2007			
Pressure Pro power washer	2007	15YRS	2022	
Air compressor	2007	15YRS	2022	3K

PRO SHOP/CONCESSIONS CARTS

EZ-GO ranger cart	2002	15YRS	2017	8K
EZ-GO people mover cart	1995			
Concessions big cart	2001			
Concessions medium cart	2001			
Concessions small cart	2002			
EZ-GO workhorse	2002			

OLD GOLF CARTS, CHANGED TO EXTRA UTILITY CARTS

EZ-GO old concessions cart	1991	1647	won't replace-use old golf cart if needed
EZ-GO high back steel black box	1991	2231	won't replace
EZ-GO black wood box	1999		won't replace

Qty	Equipment Type	Year	*Life Expectancy	Suggested Replacement	Replacement Year	Used Replacement Cost	New Replacement Cost
12	EZGO Golf Cart	2000	6- 10 years	2010	2014	\$2,500.00	\$5,995.00
14	EZGO Golf Cart	2001	6-10 years	2011	2015	\$2,575.00	\$6,175.00
10	EZGO Golf Cart	2003	6-10 years	2013	2016	\$2,655.00	\$6,360.00
10	EZGO Golf Cart	2006	6-10 years	2016	2017	\$2,730.00	\$6,550.00
13	EZGO Golf Cart	2008	6-10 years	2018	2018	\$2,820.00	\$6,745.00
1	EZGO Shuttle	2002	15 - 20 years	2022	2022	\$5,500.00	\$8,900.00
1	EZGO Work Horse	2003	6-10 years	2012	2015	\$3,800.00	\$7,500.00
1	Latham Time Clock	1997	10 - 15 years	2012	2015	n/a	\$350.00 - \$450.00
1	Charge Air Pro Air Compressor	2005	10 - 16 years	2015	2015	n/a	\$299.99 - \$399.99
4	Dayton Electric Heaters	2007	20 years	2017	2017	n/a	\$450.00 - \$600.00
1	Danby Portable Air Conditioner	2012	10	2022	2022	n/a	\$500.00
1	Dynex 29" FlatScreen TV	2011	5-7 years	2016	2016	n/a	\$299.99 - \$499.99
1	Yardman Leaf Blower	2011	3-5 years	2016	2016	n/a	\$150.00
1	Pro Griller Charcoal Grill	2005	3-5 years	2010	2014	n/a	\$150.00
1	Pro Griller Charcoal Grill	2013	3-5 years	2018	2018	n/a	\$175.00

\* Life Expectancy is based upon the industry standard for gas powered golf carts.

The 4 year range is based upon light of heavy usage, type of terrain is used on and the climate it is in.

\*\*Cost based on previous purchases of used vehicles which increase by 3% each year of purchase.



## Assets

Department	Description	Vendor	Year placed in Service	Cost	Useful life	
admin-maint	flat files	Rinkers	2013	790.00	8 1,2	1 <a href="http://www.irs.gov/irm/part1/irm_01-035-006.html">http://www.irs.gov/irm/part1/irm_01-035-006.html</a>
admin-maint	4 drawer legal fireking	Rinkers	2013	1,550.00	8 1,2	2 <a href="http://www.cbiz.com/page.asp?pid=9448">http://www.cbiz.com/page.asp?pid=9448</a>
Admin-front	Kyocera TASKalfa 2550ci Copier	Integra	2013	5,395.00	8 1,4	3 <a href="http://hotelmule.com/html/32/n-2732-7.html">http://hotelmule.com/html/32/n-2732-7.html</a>
Admin-front	Desks with attached credenza/hutch (2)		2004		8 1,2	4 <a href="http://www.gfoa.org/services/n/GAAFRmay-2002-focusarticle.pdf">http://www.gfoa.org/services/n/GAAFRmay-2002-focusarticle.pdf</a>
Admin-front	4 drawer vertical file	Staples	2013	284.95	8 1,2	
Admin-front	5 drawer lateral file (2)		pre 1999		8 1,2	
Admin-front	2 drawer file	Staples	2013	109.95	8 1,2	
Admin-front	2 drawer lateral file - wood		pre 1999		8 1,2	
Admin-front	2 drawer lateral file - metal		pre 1999		8 1,2	
Admin-front	table		pre 1999		8 1,2	
Admin-front	cushioned chairs (2)		pre 1999		8 1,2	
Admin-front	office chairs (2)		2004		8 1,2	
Admin-front	office chair	office max	2013	64.79	8 1,2	
Admin-front	vacuum	Oreck			5 1,2	
Admin-front	paper shredder	office max			5 1,2	
Admin-front	fax machine	office max			5 1,2	
Admin-front	microwave				5 1,2	
Admin-front	refrigerator				5 1,2	
Admin-dan's old office	Executive Desk		pre 1999		8 1,2	
Admin-dan's old office	Credenza		pre 1999		8 1,2	
Admin-dan's old office	cushioned chairs (9)		pre 1999		8 1,2	
Admin-dan's old office	stacking chairs (10)		pre 1999		8 1,2	
Admin-dan's old office	HPC4180 Printer		pre 1999		3 1,2	
Admin-dan's old office	Executive Chair		pre 1999		8 1,2	
Admin-Boardroom	bookcase		2012		8 1,2	
Admin-Boardroom	2 drawer lateral - wood (2)		pre 1999		8 1,2	
Admin-Boardroom	wood table (2)		pre 1999		8 1,2	
Admin-Boardroom	stacking chairs (10)		pre 1999		8 1,2	
admin	phone system	interact	2/12/2004	14,040.00	7 1,2	
admin	Drop Safes (5)	wayfair	2013	1,808.17	5 1,2	
admin	Display Board	displays2go	2013		3 1,2	
admin	Shelving Unit				8 1,2	
admin	wood table		pre 1999		8 1,2	
admin	cushion chair (2)		pre 1999		8 1,2	
admin	2 drawer lateral file - firekings		pre 1999		8 1,2	
concessions - clubhouse	chip rack	Reinhart/Special K	2013	free	1,3	
concessions - clubhouse	counter pepsi cooler	Pepsi	2010	belongs to vendor	1,3	
concessions - clubhouse	napkin dispensers	GF5/Expresskaps	2011	free	1,3	
concessions - clubhouse	POS system cash register	eziinks	2011	belongs to vendor	1,3	
concessions - clubhouse	credit card machine				1,3	

concessions - clubhouse	flat burner grill	pre 1999	10 1,3
concessions - clubhouse	range hood		15 1,3
concessions - clubhouse	deep fryer		10 1,3
concessions - clubhouse	2 burner grill	10 yrs plus	10 1,3
concessions - clubhouse	small scale	new 2012	1,3
concessions - clubhouse	blender	5 yrs plus	1,3
concessions - clubhouse	3 cup dispensers	new 2012	1,3
concessions - clubhouse	1 lid dispenser	new 2012	1,3
concessions - clubhouse	fountain pop machine	new 2011	1,3
concessions - clubhouse	coffee pot warmer	new 2012	1,3
concessions - clubhouse	3 compartment sink	10 yrs plus	10 1,3
concessions - clubhouse	safe		1,3
concessions - clubhouse	mountain dew cooler	6 yrs plus	1,3
concessions - clubhouse	ice scoop with holder	new 2010	1,3
concessions - clubhouse	stainless serving table	3 yrs	1,3
concessions - clubhouse	stainless small table		1,3
concessions - clubhouse	stool two-step	2013	1,3
concessions - clubhouse	microwave	6 yrs plus	1,3
concessions - clubhouse	toaster	new 2013	1,3
concessions - clubhouse	in house stove/oven combo	5 yrs plus	1,3
concessions - clubhouse	2 burner coffee pot	10 yrs plus	1,3
concessions - clubhouse	ice machine	new 2011	1,3
concessions - clubhouse	double door commercial freezer	10 yrs plus	7 1,3
concessions - clubhouse	single door commercial refrigerator	10 yrs plus	9 1,3
concessions - clubhouse	2 single door pepsi coolers	10 yrs plus	9 1,3
concessions - clubhouse	large ice bucket	10 yrs plus	1,3
concessions - clubhouse	keg cooler with 2 taps	new 2010	1,3
concessions - clubhouse	large 3 door beer cooler	10 yrs plus	9 1,3
concessions - clubhouse	large beverage cart	pre 1999	1,3
concessions - clubhouse	2001 EZGO Refresher Beverage Cart	6/22/2006	5,500.00
concessions - clubhouse	2001 EZGO 4200 Golf cart w/beverage cooler	6/22/2006	4,200.00
concessions - clubhouse	large chest freezer	10 yrs plus	1,3
concessions - clubhouse	4 sets of large shelving	new 2011	8 1,3
concessions - clubhouse	34 folding chairs with rack	pre 1999	8 1,3
concessions - clubhouse	cash register	2009	1,3
concessions - clubhouse	cash register drawer		1,3
concessions - clubhouse	2 8 foot white tables		8 1,3
concessions - clubhouse	roll top chafing/steamers (3)	2012	1,050.00
concessions - clubhouse	cambro warming unit	2012	313.51
concessions - clubhouse	4 chafing sets	pre 1999	8 1,3
concessions - clubhouse	small half pan chafing set	6 yrs plus	1,3
concessions - clubhouse	nacho cheese machine	6 yrs plus	1,3
concessions - clubhouse	drop leaf tables (15)	2013	7,035.37
concessions - clubhouse	wooden chairs (92)	2013	8,119.23
concessions - clubhouse	4 8ft tablecloths	new 2013	1,3
concessions - clubhouse	15 6ft round tablecloths	new 2013	1,3
concessions - clubhouse	wooden bar stools (5)	2013	524.05
concessions - clubhouse	3 wall screens	6 yrs plus	8 1,3
concessions - clubhouse	1 large fold up table	10 yrs plus	8 1,3
concessions - clubhouse	roller shades (9)	Apr-13	1,800.00
concessions - clubhouse	garbage cans (3)	Mar-13	197.22

concessions - clubhouse	8ft display tablecloth	new 2013	1,3
concessions - clubhouse	misc halloween decorations	10 YRS PLUS	1,3
concessions - clubhouse	misc christmas decorations	10 YRS PLUS	1,3
concessions - clubhouse	misc glassware	10 YRS PLUS	1,3
	iron patio tables (8)	pre 1999	1,3
	iron patio chairs (23)	pre 1999	1,3
	hand truck	2013	1,3
		menards	
concessions - sports complex	2 burner coffee pot	10 YRS PLUS	1,3
concessions - sports complex	3 burner coffee pot	10 YRS PLUS	1,3
concessions - sports complex	mini crockpot	10 YRS PLUS	1,3
concessions - sports complex	pretzel warmer	10 YRS PLUS	1,3
concessions - sports complex	pizza warmer	10 YRS PLUS	1,3
concessions - sports complex	toaster oven	3 YRS	1,3
concessions - sports complex	pepsi fountain machine	3YRS belongs to vendor	1,3
concessions - sports complex	1 door pepsi cooler	3YRS belongs to vendor	1,3
concessions - sports complex	2 door pepsi cooler	3YRS belongs to vendor	1,3
concessions - sports complex	nacho warmer	3YRS	1,3
concessions - sports complex	nacho cheese machine	5YRS	1,3
concessions - sports complex	microwave	10 YRS PLUS	1,3
concessions - sports complex	cookie display rack	10 YRS PLUS	1,3
concessions - sports complex	candy display rack	6 YRS	1,3
concessions - sports complex	safe	3 YRS	1,3
concessions - sports complex	cash register	2010	1,3
concessions - sports complex	popcorn machine	\$490.00 PURCHASED 2013	1,3
concessions - sports complex	popcorn machine	10 YRS PLUS	1,3
concessions - sports complex	tall gatorade cooler	NEW 2013	1,3
concessions - sports complex	short gatorade cooler	NEW 2013	1,3
concessions - sports complex	3 small chest freezers	10 YRS PLUS	1,3
concessions - sports complex	1 large chest freezer	10 YRS PLUS	1,3
concessions - sports complex	2 large upright freezers	10 YRS PLUS	1,3
concessions - sports complex	1 small upright freezer	10 YRS PLUS	1,3
concessions - sports complex	3 large shelving units	3 YRS	1,3
concessions - sports complex	2 small shelving units	10 YRS PLUS	1,3
concessions - sports complex	1 large grill	PURCHASED 2010	1,3
concessions - sports complex	1 small grill	3 YRS	1,3
concessions - sports complex	canopy	6 YRS	1,3
concessions - sports complex	hot dog steamer	8 YRS	1,3
concessions - sports complex	sno cone machine	10 YRS PLUS	1,3
concessions - sports complex	7 gas tanks for grill	NEWER	1,3
concessions - pool	cash register	2010	1,3
concessions - pool	smoothie machine	2011	1,3
concessions - pool	2 microwave		2,100.00
concessions - pool	crock pot		
concessions - pool	popcorn machine		
concessions - pool	ice machine		
concessions - pool	small chest freezer	10 YRS PLUS/ head new 2010	1,3
concessions - pool	fountain pop machine	new 2011	1,3
concessions - pool	1 door cooler	2013	1,3
		supplied by vendor	
		supplied by vendor	

concessions - pool			3 yrs		1,3
concessions - pool			new 2011		1,3
concessions - pool					1,3
	2 ice buckets				
	nacho cheese machine				
	pizza oven				
		from liners			
		supplied by vendor			
	cash register	Fox Valley Register	2010	629.00	5 1,2
	server - proliant ML350	tbc	2009	19,586.91	7 1,3
COMPUTERS	computer - Nettie	tbc	2011	971.46	5 1,3
COMPUTERS	computer - Jackie	tbc	2011	971.46	5 1,3
COMPUTERS	computer - Dan	tbc	2012	1,172.26	5 1,3
COMPUTERS	computer - front desk	tbc	2013	682.13	5 1,3
COMPUTERS	computer - kirk	tbc	2012	952.23	5 1,3
COMPUTERS	computer - cc front desk	tbc	2013	685.36	5 1,3
COMPUTERS	computer - bart	tbc	2013	682.13	5 1,3
COMPUTERS	computer - lisa	tbc	2012	900.00	5 1,3
COMPUTERS	computer - bob	tbc	2013	682.13	5 1,3
COMPUTERS	computer - jeff	tbc	2012	1,013.24	5 1,3
COMPUTERS	backup device drobo	tbc	2013	2,146.53	5 1,3
COMPUTERS	SONIC WALLS	tbc	2012	4,423.48	5 1,3

ITEM	QUANTITY		ITEM	QUANTITY
Dry erase board	1		5 lb plates	10
Card Tables	2		2.5 lb plates	4
Plastic folding tables (big)	3		10 lb plates	6
Plastic folding tables (Sm)	1		25 lb plates	6
Refrigerator	1		35 lb plates	6
File cabinet	1		45 lb plates	8
Hand truck	1		33 lb plates	2
3 lb dumbbells	2		22 lb plates	2
5 lb dumbbells	2		44 lb plates	4
8 lb dumbbells	2		Black floor tiles	95
10 lb dumbbells	2		Red floor tiles	150
12 lb dumbbells	2		Gray floor tiles	34
15 lb dumbbells	2		Green chairs	33
20 lb dumbbells	2		Big fold out tables	4
25 lb dumbbells	2		White EV speakers	4
30 lb dumbbells	2		Wall mirrors	13
35 lb dumbbells	2		Mini soccer goals	2
40 lb dumbbells	2		Weighted workout rope	1
45 lb dumbbells	2		Mini tramp	3
50 lb dumbbells	2		Black wedge	1
55 lb dumbbells	2		Colored wedge	2
60 lb dumbbells	2		Blue tumble mats	5
65 lb dumbbells	2		Ping-pong table	1
70 lb dumbbells	2		Black floor fans	2
75 lb dumbbells	2		White floor fans	3
Rocking chairs	2		Tv's	4
collar for barbell	6		Box assorted med (big)	1
Curl barbell	1		Barbells	3
Blue step box	2		Little Yellow balls	3
Red step box	2		Little Red balls	4
Yellow step box	2		Little Blue balls	3
Basketballs	26		Tiny gray 1lb balls	18
Marantz Receiver	1		Tiny green 1lb balls	4
Teac tape deck	1		Tiny blue 1lb balls	2
Dukane amp	1		4lb purple med balls	2
			8lb red med balls	3
			4lb green med balls	2
			6lb green med balls	2

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EQUIPMENT DESCRIPTION	YEAR	MIILEAGE/ HOURS	LOCATION/ ZONE	Std. Years	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Golf Equipment														
02 MERCURY MYSTIQUE	1998		GOLF	15		\$ 22,000								
MOWER JD1600T	2005	3,204	GOLF	6			\$ 24,500			\$ 26,000				
Greensmower	1999	3,232	GOLF	3						\$ 26,000			\$ 27,500	
Greensmower	2003	1,911	GOLF	3	\$ 23,500			\$ 25,000			\$ 26,500			\$ 28,000
Greensmower	2005	1,358	GOLF	3		\$ 24,000			\$ 25,500			\$ 27,000		
Greensmower	2006	1,112	GOLF	3			\$ 24,500							
Airway mower	2001	2,375	GOLF	6						\$ 31,000				
Fairway mower	2001	2,296	GOLF	6	\$ 29,500						\$ 32,000			
Slope mower	1999	3,960	GOLF	7	\$ 20,000							\$ 25,000		
Slope mower	2000	3,371	GOLF	7		\$ 20,500							\$ 25,000	
Multi-Pro Sprayer	1998	3,193	GOLF	10	\$ 50,000									
Banker Rake	2007	786	GOLF	5		\$ 15,000					\$ 17,000			
Truck 4x4	2000	70,000	GOLF	10		\$ 30,000								
Snow plow	2000	NA	GOLF	10		\$ 10,000								
Utility Tractor	1995	2,875	GOLF	20			\$ 35,000							
Aerifier	1995	NA	GOLF	10	\$ 15,000									
Aerifier	1998	NA	GOLF	10		\$ 15,000								
Fely spreader	1999	NA	GOLF	6						\$ 8,000				
Utility vehicle	1996	8,663	GOLF	10	\$ 15,000									
Utility vehicle	1999	6,868	GOLF	10		\$ 15,000								
Utility vehicle	1999	6,795	GOLF	10			\$ 15,500							
Turbine blower	2008	NA	GOLF	5		\$ 10,000					\$ 12,000			
Yamaha Cars (20)	2008	NA	GOLF	6		\$ 50,000						\$ 45,000		
Yamaha Cars (20)	2009	NA	GOLF	6			\$ 50,000						\$ 45,000	
Yamaha Cars (20)	2010	NA	GOLF	6				\$ 50,000						\$ 46,000
Totals					\$153,000	\$211,500	\$149,500	\$75,000	\$25,500	\$91,000	\$87,500	\$97,000	\$97,500	\$74,000

Note: For equipment tracked by hours - years are the expected years to reach the hour standard. Hours will be verified before equipment is programmed for replacement.









	2012	2013	2014	2015	2016	Sum 1-5	2017-2021	Estimated Cost	Total Value
All America Park RR/Storage/Concessions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,000
All American Park Shelter	\$0	\$0	\$0	\$45,000	\$0	\$45,000	\$0	\$45,000	\$100,000
Maintenance 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135,000
Maint. One Storage Shed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,500
Battling Cage Complex	\$0	\$15,000	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$612,000
Berrian Restroom	\$0	\$0	\$0	\$3,000	\$0	\$3,000	\$4,000	\$7,000	\$86,000
Berrian Shelter	\$0	\$0	\$4,000	\$0	\$0	\$4,000	\$0	\$4,000	\$63,000
Bob Mays Shelter/Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264,500
Boots Bush Concession	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,000
Boots Bush Restroom	\$6,000	\$80,000	\$0	\$0	\$0	\$86,000	\$0	\$86,000	\$71,500
Clat Adams Gazebo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$114,000
Clat Adams Restroom	\$0	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$40,000	\$179,500
Emerson Community Center	\$93,000	\$15,000	\$50,000	\$0	\$30,000	\$188,000	\$0	\$188,000	\$3,316,000
Gardner Shelter	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$102,000
Gardner Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81,500
Indian Mounds Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,000
Indian Mounds Pool	\$62,000	\$0	\$0	\$0	\$0	\$62,000	\$0	\$62,000	\$1,476,000
Island Storage (Museum)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152,000
Johnson Restroom	\$0	\$9,000	\$0	\$0	\$0	\$9,000	\$0	\$9,000	\$112,000
Johnson Park Shelter	\$0	\$0	\$12,000	\$4,000	\$0	\$16,000	\$0	\$16,000	\$70,000
Kesler Restroom	\$0	\$0	\$4,500	\$0	\$0	\$4,500	\$0	\$4,500	\$191,000
Kesler Shelter	\$800	\$2,500	\$0	\$0	\$0	\$3,300	\$0	\$3,300	\$40,000
Log Cabin Village Smoke House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82,000
Log Cabin Village Corn Crib	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,000
Log Cabin Village Call Cabin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,000
Log Cabin Village Herleman Cabin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,000
Log Cabin Village Clat Adams Cabin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,000
Log Cabin Village Fraser Cabin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,000
Log Cabin Village Church	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$102,000
Madison Park Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Madison Restroom	\$0	\$0	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$97,000
Moorman Main Concession	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,000

	Estimated Cost										Total Value
	2012	2013	2014	2015	2016	sum 1-5	2017-2021	Cost	Value		
Moorman North Restroom	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$4,000	\$113,000
Moorman Small Shelter	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000	\$63,000
Moorman Large Shelter	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000	\$0	\$120,000	\$125,000
Moorman Medium Shelter	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000	\$72,000
Moorman Upper East Restroom	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$4,000	\$113,000
Moorman Ballfield Restroom	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$4,000	\$125,000
Q-Island Large Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$102,000
Q-Island Small Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$81,000
Q-Island Restrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$96,500
Reservoir Shelter	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500	\$0	\$3,500	\$381,000
Reservoir Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,000
Reservoir Maintenance Shed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,000
Reservoir Tennis Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Riverview Shelter	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$4,000	\$0	\$4,000	\$90,000
Riverview Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	\$4,000	\$73,000
Skyride Shed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127,000
South Park Tennis Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,500
South Park Ballfield Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,500
South Park Pond Shelter/Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,000
South Park Large Shelter/Restroom	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$0	\$6,000	\$676,000
South Park Small Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
South Park Band Stand	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$30,000	\$152,000
South Park Maintenance Building (#2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82,500
South Park Gazebo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
South Park Warming Hut	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Washington Park Bandstand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$393,000
Washington Park Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$301,500
Wavering Ballfield Concession	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,000
Wavering Maintenance 3 Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,000
Wavering Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
Wavering Large Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$0	\$6,000	\$110,000
Wavering Small Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000	\$0	\$3,000	\$70,000

	2012	2013	2014	2015	2016	Sum 1-5	2017-2021	Estimated Cost	Total Value
Waverling Aquatic Center	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,344,000
<b>Sub Total</b>	<b>\$273,300</b>	<b>\$241,500</b>	<b>\$190,500</b>	<b>\$60,000</b>	<b>\$35,000</b>	<b>\$809,300</b>	<b>\$43,000</b>	<b>\$852,300</b>	<b>\$15,811,000</b>

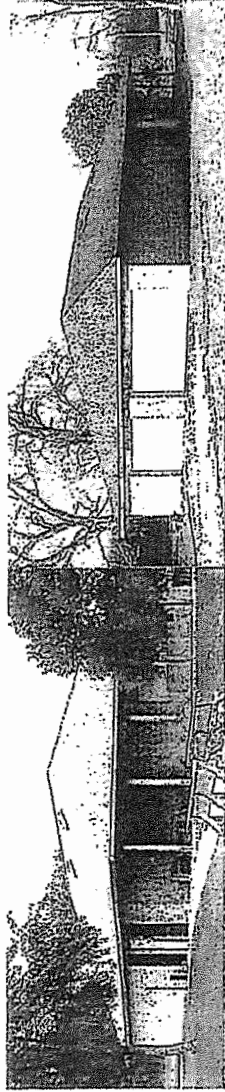
Licensed Facilities									
Quincy Art Center	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,039,000
Villa Kathrine	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$997,000
Women's City Club	\$0	\$0	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	\$812,000
<b>Sub Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$2,848,000</b>

Art Keller Marina - Enterprise Funds									
Art Keller Guard House	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$31,500
Art Keller Restrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$52,000
Art Keller Gas Dock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$232,500
Art Keller Storage Shed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Art Keller AA Dock	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$192,000
Art Keller BB Dock	\$10,000	\$0	\$2,000	\$45,000	\$0	\$57,000	\$0	\$57,000	\$150,000
Art Keller CC Dock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$188,000
Art Keller A Dock	\$0	\$0	\$12,000	\$0	\$0	\$12,000	\$0	\$12,000	\$181,000
Art Keller B Dock	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$190,000
Art Keller C Dock	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$184,500
Art Keller D Dock	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$193,000
Art Keller E Dock	\$0	\$0	\$320,000	\$0	\$0	\$320,000	\$0	\$320,000	\$140,000
Art Keller F Dock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,000
Art Keller G Dock	\$0	\$45,000	\$0	\$10,000	\$0	\$55,000	\$0	\$55,000	\$152,000
Art Keller H Dock	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$143,000
Art Keller I Dock	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$151,000
<b>Sub-Total</b>	<b>\$20,000</b>	<b>\$45,000</b>	<b>\$334,000</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$504,000</b>	<b>\$3,000</b>	<b>\$507,000</b>	<b>\$2,325,500</b>

<b>Grand Total</b>	<b>\$293,300</b>	<b>\$286,500</b>	<b>\$554,500</b>	<b>\$165,000</b>	<b>\$35,000</b>	<b>\$1,343,300</b>	<b>\$46,000</b>	<b>\$1,389,300</b>	<b>\$20,984,500</b>
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**Facility Audit**  
**General Information**

Facility Name: All America Park RR/Storage/Concessions  
 Location: 1301 Bonansanga Drive  
 Approximate Sq. Ft.: 3600 s.f. (70'x45') All  
 General Condition: 2  
 Seasons: Spring, Summer, Fall  
 Hours: 30 Minute before Sunrise - 11:00 p.m.  
 Year Built: 1994  
 Year(s) of Major Renovations: None  
 Type of Construction: Concrete Block/Asphalt Shingle Roof  
 Estimated Replacement \$: \$208,000  
 Number of Stories: 2  
 Current Primary Type of Use: Restroom/Storage & Concessions (Ski Club)  
 Wheelchair Accessible: Yes



**Condition**

- 1 = The facility or feature functions as intended and is in good condition. No repairs greater than \$2,000 are needed.
- 2 = The facility or feature functions as intended, but is in deteriorating condition, and may need some minor repairs, between \$2,000 and \$15,000.
- 3 = The facility or feature does not fully function as intended, but is in deteriorating condition and needs repairs greater than \$15,000.
- 4 = The facility or feature cannot be used and/or is unsafe.
- 5 = The facility or feature is free of significant peeling paint, rust, rot, cracked or displaced sidewalk or floors and everything works as intended — switches, electricity, water, other.

**Good Condition:** Facility or feature is free of significant peeling paint, rust, rot, cracked or displaced sidewalk or floors and everything works as intended — switches, electricity, water, other.  
**Deteriorating Condition:** Facility or feature has some noticeable peeling paint, rust, rot, cracked, displaced sidewalks, floors or related problems however, everything works as intended — switches, electricity, water, other.

All America Park RR/Storage/Concessions	2012	2013	2014	2015	2016	2017-2021	Estimated Cost
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Item in Need of Maintenance/Repair/Replacement**

General Information.	2012	2013	2014	2015	2016	2017-2021	Estimated Cost
<b>HVAC</b>							
Type: None							\$0
Age:							\$0
General Condition:							\$0
Estimated Replacement \$:							\$0
<b>PLUMBING</b>							
Type: City Water Service							\$0
Age: 18							\$0
General Condition: 2							\$0
Estimated Replacement \$:							\$0
<b>RESTROOMS</b>							
Type: 1U/2T men's, 3T Women's, 1 Lav each side							\$0
Age: 18							\$0
General Condition: 2							\$0
Estimated Replacement \$:							\$0

Item in Need of Maintenance/  
Repair/Replacement

General Information	2012	2013	2014	2015	2016	Sum 1-5	2017-2021	Estimated Cost
<b>ROOF</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								
<b>EXTERIOR/WINDOWS</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								
<b>ELECTRICAL/LIGHTING</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								
<b>INTERIOR/FINISHES</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								
<b>SANITARY/CUSTODIAL</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								
<b>STRUCTURE/FOUNDATION</b>								
Type:								
Age:								
General Condition:								
Estimated Replacement \$:								

Asphalt Shingles						\$0	\$0	\$0
18						\$0	\$0	\$0
3						\$0	\$0	\$0
\$10,000						\$0	\$0	\$0

Concrete Block						\$0	\$0	\$0
18						\$0	\$0	\$0
2						\$0	\$0	\$0
\$2,000						\$0	\$0	\$0

100 AMP/ 2 Florescent						\$0	\$0	\$0
18						\$0	\$0	\$0
2						\$0	\$0	\$0
\$10,000						\$0	\$0	\$0

Painted Concrete Block						\$0	\$0	\$0
18						\$0	\$0	\$0
2						\$0	\$0	\$0
\$2,000						\$0	\$0	\$0

Septic						\$0	\$0	\$0
17						\$0	\$0	\$0
2						\$0	\$0	\$0
\$20,000						\$0	\$0	\$0

Storage Room 5' x 20'						\$0	\$0	\$0
18						\$0	\$0	\$0
2						\$0	\$0	\$0
\$15,000						\$0	\$0	\$0

Concrete Slab/Blocks						\$0	\$0	\$0
18						\$0	\$0	\$0
2						\$0	\$0	\$0
\$60,000						\$0	\$0	\$0

General Information	Item In Need of Maintenance/ Repair/Replacement	2012	2013	2014	2015	2016	Sum 1-5	2017-2021	Estimated Cost
<b>SECURITY</b> Type: Age: General Condition: Estimated Replacement \$:	Metal Doors w/Lock M,W,Storage 18 2 \$9,000						\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0
<b>OTHER</b> Type: Age: General Condition: Estimated Replacement \$:	45' x 25' Storage Garage (Ski Club) 18 2 \$30,000						\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0
Type: Age: General Condition: Estimated Replacement \$:	10' x 45' Covered Deck/Concession 18 2 \$20,000						\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0



## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: November 26, 2013

### STAFF RECOMMENDATION

#### AGENDA ITEM: RECOMMENDATION FOR INSURANCE FOR 2014: Information Only

**BACKGROUND INFORMATION:** The District's health insurance plan renews on January 1, 2014. Included is the documentation for Blue Cross/Blue Shield that indicates what our renewal rate is for our existing plan. The renewal reflects an increase of 25.17%. This increase is broken into three categories. As explained to me, the "Account/Benefit Program Adjustment" is primarily a result of the Affordable Care Act(ACA).

The District has been with Blue Cross/Blue Shield since September 1, 2001. However, in an effort to reduce the cost to the District and to avoid passing on any premium cost to our employees, the type of plan was changed from a PPO to a high deductible plan in 2008. Below is the average monthly premium cost to the District for health insurance per employee for the past 7 years.

2007	\$1,243.54
2008	\$ 903.56
2009	\$1,056.77
2010	\$1,041.83
2011	\$1,086.64
2012	\$1,081.45
2013	\$1,186.55

For 2014, the average monthly premium would be \$1,485.21.

With the assistance of Jeff Hoffman at Crum Halsted, I have been gathering information on alternative options. We had a discussion of what the Park District is "looking for" in a plan. Save money? Reduce benefits? Keep similar coverage? I expressed to him that certainly there is a desire to save money. However, I didn't want that to be at the detriment of our employees. Specifically, I insisted that I did not want our employees to have to change doctors. Based upon that information, Mr. Hoffman knew the carriers to exclude when looking at options. He will be bringing me at least two more carriers to look at. In the meantime, I wanted to provide you with the information that I have to date.

In addition to our current health plan, one option that may be available to us is through PDRMA. It is a traditional PPO plan. Based upon these two basic options, I have been comparing rates for 2014.

With some of the changes made through the ACA, it is difficult to compare apples to apples but these are fairly similar. All costs are annual, excluding the additional fees required by the ACA.

First Option based upon our current plan:  
PPO High Deductible Health Plan (HDHP)  
\$2,500/\$5,000 deductible

- Blue Cross/Blue Shield Renewal (100% coverage after deductible/Out of pocket maximum is \$5,000): \$231,692.64
- Humana (90% coverage after deductible, 100% not available/Out of pocket maximum is \$6,350): \$153,380.52

Second Option based upon PDRMA's plan:  
Standard PPO  
\$2,500/\$7,500 deductible

- PDRMA  
Co-pay \$20/\$30/\$100  
90% coverage after deductible is met  
Maximum Out of Pocket \$6,350  
Pharmacy \$10/\$30/\$50  
\$206,624.64
- BC/BS  
Co-pay \$30/\$50/\$150  
80% coverage after deductible is met  
Maximum Out of Pocket \$4,500  
Pharmacy \$10/\$40/\$60  
\$249,896.40
- Humana  
Co-pay \$25/\$55/?  
90% coverage after deductible is met  
Maximum Out of Pocket \$6,350  
Pharmacy \$10/\$40/\$60  
\$152,647.20



BlueCross BlueShield  
of Illinois

Renewal Exhibits for SYCAMORE PARK DISTRICT

Group number(s): P10028  
Renewal Effective: 01/01/2014  
Rate Effective: 01/01/2014

Current Health Plan(s)	Current Health Monthly Rates						Total Health Premium
	Empl.	Empl. + Spouse	Empl. + Child(ren)	Family	Medicare Primary Single	Medicare Primary Single+1	
NPSC1807	\$499.64	\$1,096.50	\$1,007.94	\$1,604.80	\$331.19	\$662.39	\$15,425.16
Contracts	3	3	1	6	0	0	13
Total Current Health Premium							\$15,425.16
Total Health Contracts							13

Renewal Health Plan(s)	Renewal Health Monthly Rates						Total Monthly Health Cost*	Estimated Taxes & Fees
	Empl.	Empl. + Spouse	Empl. + Child(ren)	Family	Medicare Primary Single	Medicare Primary Single+1		
NPSC1807	\$654.47	\$1,369.59	\$1,277.84	\$1,992.95	\$406.17	\$812.35	\$19,307.72	\$655.57
Contracts	3	3	1	6	0	0	13	
Total Monthly Health Cost*							\$19,307.72	\$655.57
Total Health Contracts								13

\*Total Monthly Health Cost includes the effects of Health Insurer and Reinsurance Fees, plus any federal and state taxes applicable to these fees.

Health Renewal Premium Change Components	
a. Account/Benefit Program Adjustment (incl. Trend):	9.70%
b. Demographic Adjustment:	2.06%
c. Change in Risk	11.79%
Total* :	25.17%

\* The total health renewal premium change percentage is calculated by multiplying each of the components in the above table. This change percentage is based upon total monthly premium. Each tier's rate change may vary from the total change percentage.

Change Component Definitions

- Account/Benefit Program Adjustment (incl. Trend) includes group and benefit plan specific pricing changes due to factors such as medical cost trends, pool adjustments, plan, industry and geographical pricing, etc.
- Demographic Adjustment is the pricing change for age, gender, group size and dependent composition differences.
- Change in Risk is the pricing change resulting from BCBSIL's analysis of medical conditions and experience.

There are several different options available to us with each of these plans. Different deductibles, different co-pays, different percentages covered once the deductible is met. But this was done in an attempt to have some basic similarities for the purposes of comparison.

Another point that I believe is important to know is that the District has attempted in the past to change carriers and/or plans in an effort to reduce costs. Every time that we have gone through the application stage our rates are maxed out due to significant health issues within our covered group. Under the ACA, providers are no longer able to base our premiums on a medical questionnaire. There is basic census information that they use to determine the premium and that has been provided to the insurance companies. This means that the rates they are quoting us should not change. PDRMA does do a medical questionnaire but it has no effect on the rate. They use this to determine whether or not we would be accepted into the program.

That having been said, if we were to go with Humana for 2014, when it comes time for our renewal, we may experience a huge increase due to the amount of claims that get paid out. But 1) we won't know until it happens and 2) PDRMA would still be an option.

I would like to take a little more time to review other options and present a recommendation next month.

**FISCAL IMPACT:** Unknown at this time.

**STAFF RECOMMENDATION:** For your review. Please feel free to comment and ask questions.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:** NA

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: November 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: PART TIME/SEASONAL PERSONNEL POLICY REVISION—FIRST REVIEW: Discussion Only**

**BACKGROUND INFORMATION:**

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

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

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

**Objective 7**

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

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

You will recall that the Board adopted the new Full-time Personnel Policy earlier this year. At that time, staff indicated its intention to finish the revision of the Part-time/Seasonal Personnel Policy by the end of the year. This is the first step in that process.

Furthermore, it is noted that the Personnel Policy of the district had not been reviewed in 10 Years, and many of the items are out of date. With cost savings in mind, AND, at the same time, not losing sight how we provide for our staff, therefore, I am presenting a first draft of our revised Part-time/Seasonal Personnel Policy Manual.

**Attached behind this Recommendation are:**

**A. The current part time manual.**

**B. The first draft of the new version.**

Therefore, I am asking that the Board read through this, ask questions, and prepare to finalize it for our November Regular Board meeting.

This is just the beginning. In the next version, staff will “wed” some of the unique qualities of the current manual with the new version and bring it all back for final approval at the December or January Regular Board meeting.

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

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

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*DG*

**BOARD ACTION:**

*NA*

# Sycamore Park District

## **Personnel Policies Manual**

**Part-time Staff Only**

**Adopted  
May 20, 2003**

## **Welcome to Sycamore Park District**

You can make a great contribution to the Sycamore Park District. I sincerely hope you will find your employment at Sycamore Park District a rewarding experience, and look forward to working together to create a successful and productive organization.

You are employed by an organization that strives for excellence. I hope you, too, will find satisfaction and take pride in your work here. As a member of Sycamore Park District's team, you will be expected to contribute your talents and energies to further improve the working environment and quality services, facilities, and parks of the district.

This information was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. You are responsible for reading and understanding all the information contained herein. If anything is unclear, please discuss the matter with your supervisor.

I would like to extend to you my personal best wishes for your success and happiness at Sycamore Park District.

Sincerely,

Daniel Gible, C.P.R.P.  
Executive Director  
Sycamore Park District



### **\*\*\*Notice\*\*\***

This manual has been prepared to inform you of the Sycamore Park District's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

#### **Some Things You Must Understand**

The policies in this Personnel Policies Manual are to be considered as guidelines.

- Sycamore Park District, at its option and sole discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Personnel Policies Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked, unless otherwise provided herein.
- No one other than the Executive Director of the Sycamore Park District may alter or modify any of the policies in this Personnel Policies Manual. Any alteration or modification of the policies in this Personnel Policies Manual must be in writing and are subject to the approval of the Board of Commissioners.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Personnel Policies Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Personnel Policies Manual, but only that particular provision.

This Personnel Policies Manual replaces any and all other or previous Sycamore Park District Personnel Policies Manuals or other Sycamore Park District policies whether written or oral.

**Date: May 20, 2003**

## Receipt and Acknowledgment of Sycamore Park District Personnel Policy Manual

Please read the following statements, sign below and return to your supervisor.

### **Understanding and Acknowledging Receipt of Sycamore Park District Personnel Policy Manual**

I have received and read a copy of the Sycamore Park District Personnel Policies Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of the Sycamore Park District.

### **At-Will Employment**

I further understand that my employment is at will. I am free to terminate my employment with Sycamore Park District at any time, with or without reason. Likewise, Sycamore Park District has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Sycamore Park District.

### **Arbitration**

I also acknowledge that I have read and understand the Arbitration Policy contained in this Personnel Policies Manual and I agree to abide by the policy.

### **Confidential Information**

I am aware that during the course of my employment confidential information will be made available to me (i.e.; employee salaries and/or wages, privileged legal matters, program and facility user lists, other related information). I understand that this information is privileged, proprietary, and shall not be given out without the express written permission of the Executive Director or the Board of Commissioners. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to divulge or disclose this information with any other party(s).

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**Sycamore Park District  
Personnel Policies Manual**

## **1.0 An Overview of Sycamore Park District**

### **1.1 Mission Statement**

“Sycamore Park District – We put the MORE in Sycamore”

### **1.2 Organization Chart – (see appendix a)**

### **1.3 What You Can Expect From Sycamore Park District**

Sycamore Park District believes in creating a harmonious working relationship between all employees. In pursuit of this goal, Sycamore Park District has created the following employee relations objectives:

- 1.301 Provide a positive, exciting, challenging, and rewarding workplace and experience.
- 1.302 Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
- 1.303 Compensate employees according to their effort and contribution to overall success of the organization.
- 1.304 Review the total compensation package and working conditions regularly with the objective of offering competitive employment compensation packages consistent with sound business practice.
- 1.305 Provide vacation, sick leave and holidays to all eligible employees.
- 1.306 Provide eligible employees with health and wellness benefits.
- 1.307 Take prompt and fair action of any complaint that may arise in the everyday conduct of our organization, to the extent that is practicable.
- 1.308 Respect individual rights, and treat all employees with courtesy and consideration.
- 1.309 Maintain mutual respect in our working relationship.
- 1.310 Provide buildings and offices that are comfortable, orderly and safe.

## **Sycamore Park District Personnel Policies Manual**

- 1.311 Promote and compensate employees on the basis of their ability, merit and job worked.
- 1.312 Make promotions or fill vacancies from within Sycamore Park District whenever practical.
- 1.313 Promote an atmosphere in keeping with Sycamore Park District's vision, mission, and goals.

### **1.4 What Sycamore Park District Expects From You**

Sycamore Park District needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with your supervisor and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom Sycamore Park District serves, and how you accept direction can affect the success of your department. In turn, the action of one employee and the performance of one department can impact the entire perception and image of the Sycamore Park District. Consequently, whatever your position, perform every task to the very best of your ability and be mindful that individual success will accrue to those who conduct their responsibilities in keeping with the best interests of the District.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Sycamore Park District standards.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in an established chain of command following established procedures. We are dedicated to making Sycamore Park District an organization where you can approach your superiors to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Sycamore Park District, so please communicate with each other and with your superiors.

Remember, you help create the pleasant and safe working conditions that Sycamore Park District intends for you. The result will be better performance for the district overall, and personal satisfaction for you.

### **1.5 Open Communication Policy**



## **Sycamore Park District Personnel Policies Manual**

Sycamore Park District encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip and/or engage in behavior/conduct that is not in the best interest of the district. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

### **1.6 Suggestions**

We encourage all employees to bring forward their suggestions and ideas about how our organization can be made a better place to work, our facilities and parks improved, and our services to patrons and customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in the district who will possibly be able to implement it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

We have created a form to help you communicate your ideas and suggestions. We call it the "Bright Idea Form." You can get a copy of the form from the Administration Office at any time. It's a template written to help you define the problem or situation, describe an ideal situation and your proposed solution, as well as list the requirements necessary for implementing your plan. The form also insures that you get maximum recognition for your contribution.

## Sycamore Park District Personnel Policies Manual

### 2.0 Employment

#### 2.1 At-Will Employment

Your employment with Sycamore Park District is at-will. This means that neither you nor Sycamore Park District has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Sycamore Park District at any time, with or without reason. Likewise, Sycamore Park District has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Sycamore Park District.

No employee of Sycamore Park District can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Executive Director and the Board of Park Commissioners.

#### 2.2 Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Sycamore Park District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

#### 2.3 Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does *not* include *all* types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or Sycamore Park District may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

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Personnel Policies Manual**

- 2.301 Violation of any rule; any action that is detrimental to Sycamore Park District's efforts to operate efficiently and productively.
- 2.302 Violation of security or safety rules or failure to observe safety rules or Sycamore Park District safety practices; failure to wear required safety equipment; tampering with Sycamore Park District equipment or safety equipment.
- 2.303 Negligence or any careless action which endangers the life or safety of another person.
- 2.304 Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on district premises, except medications prescribed by a physician which do not impair work performance.
- 2.305 Unauthorized possession of dangerous or illegal firearms, weapons or explosives on property or while on duty.
- 2.306 Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on district property or when representing Sycamore Park District; fighting, or provoking a fight on district property, or negligent damage of property.
- 2.307 Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- 2.308 Threatening, intimidating or coercing fellow employees at any time, for any purpose.
- 2.309 Engaging in an act of sabotage; negligently causing the destruction or damage of Sycamore Park District property, or the property of fellow employees, patrons, suppliers, or visitors in any manner.
- 2.310 Theft or unauthorized possession of Park District property or the property of fellow employees; unauthorized possession or removal of any district property, including documents, from the premises without prior permission from your supervisor; unauthorized use of Park District equipment or property for personal reasons; using Park District equipment for profit.
- 2.311 Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data

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- requested by Sycamore Park District; alteration of Park District records or other documents.
- 2.312 Violating the non-disclosure agreement; giving confidential or proprietary Sycamore Park District information to unauthorized Sycamore Park District employees; breach of confidentiality of personnel information.
- 2.313 Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- 2.314 Immoral conduct or indecency on Park District property.
- 2.315 Conducting a lottery or gambling on Park District premises.
- 2.316 Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
- 2.317 Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- 2.318 Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- 2.319 Sleeping or loitering during working hours.
- 2.320 Excessive use of Park District telephone for personal calls.
- 2.321 Smoking is not permitted in any Park District building. Smoking is permitted outside the building – you must be 15 feet away from any door, window or opening.
- 2.322 Creating or contributing to unsanitary conditions.
- 2.323 Posting, removing or altering notices on any bulletin board on Park District property without the permission.
- 2.324 Failure to report an absence or late arrival; excessive absence or lateness.
- 2.325 Obscene or abusive language toward any supervisor, employee or patron; indifference or rudeness towards a customer or fellow

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- employee; any disorderly/antagonistic conduct on Park District premises.
- 2.326 Speeding or careless driving of district vehicles.
- 2.327 Failure to immediately report damage to, or an accident involving, Park District equipment.
- 2.328 Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on Park District premises.
- 2.329 Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

## **2.4 Disciplinary Actions**

This Disciplinary Action Policy applies to all regular employees who have completed the Introductory Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and/or accomplishment on the job may be dismissed, in certain cases, without resorting to the progressive counseling/discipline steps set forth in this policy.

Supervisors are expected to follow the procedure outlined below. However, there may be particular situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the Park District may decide to repeat a counseling/discipline step.

To insure that Sycamore Park District is operating properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or if an incident occurs requiring formal discipline, the following procedures will occur. Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

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**2.401 Oral Reminder**

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet Sycamore Park District's expectations. You will be informed that the Oral Reminder is the first step of the discipline procedure. Your supervisor will fully document the Oral Reminder, which will remain in effect for three (3) months. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

**2.402 Written Warning**

If your performance does not improve within the three (3) month period, or if the you are again in violation of Sycamore Park District practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem.

Your supervisor will advise you that you are now at the second formal level of disciplinary action. After the meeting your supervisor will write a memo to you summarizing the discussion and your agreement to change. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file. The Written Warning will remain in effect for three (3) months.

**2.403 Decision-Making Paid Leave / Counseling Session**

If your performance does not improve within the three (3) month period following the Written Warning, or if you are again in violation of Sycamore Park District practices, rules or standards of conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of Sycamore Park District's disciplinary process.

Decision-Making Leave is a paid, one- (1) day disciplinary suspension. Employees on Decision-Making Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the Park District's practices, rules and standards of conduct, or to quit and terminate their employment with Sycamore Park District.

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If your decision following the Decision-Making Leave is to return to work and abide by Sycamore Park District practices, rules and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next three (3) months, you will be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated.

### **2.404 Termination**

Will be the result should the employee choose to return to work and a positive change in behavior does not occur immediately.

## **2.5 Crisis Suspension**

If you commit any of the actions listed below, or any other action not specified but never the less egregious and serious in nature, you will be suspended with or without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

2.501 Theft.

2.502 Falsification of Sycamore Park District's records.

2.503 Failure to follow safety practices.

2.504 Breach of Confidentiality Agreement.

2.505 Threat of, or the act of, doing bodily harm.

2.506 Willful or negligent destruction of property.

2.507 Use and/or possession of intoxicants, drugs or narcotics.

2.508 The commission of slander or libel against any other employee, officer or patron.

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The provision of this Disciplinary Policy is not a guarantee of its use. Sycamore Park District **reserves the right to terminate employment at any time, with or without reason.** Additionally, Sycamore Park District reserves the right to prosecute any employee for any of the above infractions.

### **2.6 Grievance Procedure Policy**

If an employment dispute arises while you are employed at Sycamore Park District, Sycamore Park District requests that you agree to submit any such dispute arising out of your employment or the termination of your employment (including, but not limited to, claims of unlawful termination based on race, sex, age national origin, disability, breach of contract or any other bias prohibited by law) exclusively to binding arbitration under the federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration under the above provisions. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by Sycamore Park District or you, and no other action can be brought by employees in any court or any forum.

By simply accepting or continuing employment with Sycamore Park District, you automatically agree that arbitration is the exclusive remedy for all disputes arising out of or related to your employment with Sycamore Park District and you agree to waive all rights to a civil court action regarding your employment and the termination of your employment with Sycamore Park District; only the arbitrator, and not a judge nor a jury, will decide the dispute.

If you decide to dispute your termination or any other alleged incident during your employment, including but not limited to unlawful discrimination or harassment, you must deliver a written request for arbitration to Sycamore Park District within one (1) year from the date of termination, or one (1) year from the date on which the alleged incident(s) or conduct occurred, and respond within fourteen (14) calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If Sycamore Park District does not receive a written request for arbitration from you within one (1) year, or if you do not respond to any communication from Sycamore Park District about the arbitration proceedings within fourteen (14) calendar days, you will have waived any right to raise any claims arising out of the termination of your employment with Sycamore Park District, or involving claims of unlawful



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discrimination or harassment, in arbitration and in any court or other forum.

You and Sycamore Park District shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by the parties.

**2.7 Termination of Your Employment**

Sycamore Park District will consider you to have voluntarily terminated your employment if you do any of the following:

- 2.701 Resign from Sycamore Park District,
- 2.702 Fail to return from an approved leave of absence on the date specified by Sycamore Park District, or
- 2.703 Fail to report to work or call in for three (3) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Sycamore Park District policies. However, your employment is at-will, and you and Sycamore Park District have the right to terminate your employment for any or no reason.

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## **Acknowledgment of and Agreement with Sycamore Park District Grievance Procedure Policy**

My signature on this document acknowledges that I understand the above Grievance Procedure Policy and agree to abide by its conditions. I also acknowledge that I understand my employment is at-will and may be terminated at any time, with or without reason, by either Sycamore Park District or myself. I further agree that, in accordance with Sycamore Park District's Grievance Procedure Policy, I will submit any dispute - including but not limited to my termination - arising under or involving my employment with Sycamore Park District to binding arbitration within one (1) year from the date the dispute first arose. I agree that arbitration shall be the exclusive forum for resolving all disputes arising out of or involving my employment with Sycamore Park District or the termination of that employment. I agree that I will be entitled to legal representation, at my own cost, during arbitration. I further understand that I will be responsible for half of the cost of the arbitrator and any incidental costs of arbitration.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Note to the employee: The original of this form will be placed in your personnel file. A copy of this form will be given to you by your supervisor.



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### **2.8 Confidential Information**

Upon accepting employment with Sycamore Park District, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any Sycamore Park District confidential information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with Sycamore Park District assumes an obligation to maintain confidentiality, even after you leave our employ.

If you are questioned by someone outside the district or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any Sycamore Park District records, reports or documents without prior approval of the Executive Director. Disclosure of confidential information could lead to termination, as well as other possible legal action.

### **2.9 Community Relations**

The success of Sycamore Park District depends upon the quality of the relationships between Sycamore Park District, our employees and the community. Our community's impression of Sycamore Park District and their interest and willingness to use our facilities is greatly formed by the people who serve them. In a sense, regardless of your position, you are Sycamore Park District's ambassador. The more goodwill you promote, the more the community will respect and appreciate you, Sycamore Park District and Sycamore Park District's recreational and leisure facilities.

There are several things you can do to help give the community a good impression of Sycamore Park District. These are the building blocks for our continued success.

- Act competently and deal with all patrons and guests in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.

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- Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

### **2.10 Equal Employment Opportunity**

Sycamore Park District is an equal employment opportunity employer. Employment decisions are based on merit and district needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Sycamore Park District complies with the law regarding reasonable accommodation for handicapped and disabled employees. Sycamore Park District's Executive Director has issued the following policy stating Sycamore Park District's views on this matter.

It is the policy of Sycamore Park District to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Sycamore Park District will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Sycamore Park District will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and functions connected with the job and provided that any accommodations made do not impose an undue hardship on Sycamore Park District.

### **2.11 Harassment Policy**

Sycamore Park District intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not exclusively or necessarily sexual in nature. It may also take the form of other activity including derogatory statements not directed to the targeted individual but in their presence. Other

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prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

All Sycamore Park District employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the representative designated by the Executive Director with whom they feel comfortable.

While Sycamore Park District encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a supervisor or other designated representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Any additional action necessary to appropriately remedy the situation will also be taken. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Sycamore Park District accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Sycamore Park District may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

### **Policy on Sexual Harassment**

Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position.

It additionally encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly

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and when an employment decision is based on an individual's acceptance or rejection of such conduct.

Sexual harassment crosses age and gender boundaries and is not stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing pictures to another employee who finds the pictures to be offensive.

Two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Sycamore Park District policy to download inappropriate pictures or materials from computer systems.

Sycamore Park District prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

Sycamore Park District will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

### **2.12 Introductory Period**

Your first thirty (30) days of employment at Sycamore Park District are considered an Introductory Period, and during that period you will not be eligible for benefits described in this Personnel Policies Manual unless otherwise required by law or a waiver has been granted by the Director. This Introductory Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with Sycamore Park District's products and services. Your department head/supervisor will work closely with you to help you understand the needs and processes of your job.



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This Introductory Period is a "getting acquainted" time for both you, as an employee, and Sycamore Park District, as an employer. During this Introductory Period, Sycamore Park District will evaluate your suitability for employment, and you can evaluate Sycamore Park District as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and Sycamore Park District may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

A former employee who has been rehired after a separation from Sycamore Park District of more than one (1) year is considered an introductory employee during their first thirty (30) days following rehire.

### **2.13 Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Personnel Policies Manual.

### **2.14 Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Sycamore Park District may be obliged to terminate your employment.

### **2.15 New Employee Orientation**

On your first working day, you will be asked to complete employment paperwork. Depending on your department's workload, your supervisor will introduce you to your co-workers and department layout. Please feel free to ask your colleagues any questions not answered during your orientation.

### **2.16 Work Schedule**

#### **2.1601 Business Hours**

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The normal workweek consists of five (5) days, each eight (8) hours long, Monday through Friday.

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour workweek. Should you have any questions concerning your work schedule, please ask your supervisor.

### **2.1602 Attendance**

Sycamore Park District would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your supervisor know if you will be away from your workstation/area for an extended period of time and when you expect to return.

### **2.1603 Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. Sycamore Park District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick and/or vacation days have been provided for this purpose.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform Sycamore Park District of an unexpected absence or late arrival, simply ask for your supervisor. If you're arriving to work late please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work. If you are absent seven (7) or more days because of an

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illness or injury, you could be eligible for the short-term disability program.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

**Note:** Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this manual.

### **2.1604 Meal and Break Periods**

You are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your supervisor. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than four (4) hours, you will be given an unpaid meal period. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

### **2.1605 Severe Weather and Emergency Conditions**

In the event of severe weather conditions or other emergencies, the Executive Director or your supervisor may decide to close Sycamore Park District for the remainder of the day. As such, you will be notified as soon as possible by your supervisor. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that Sycamore Park District is unexpectedly closed due to an emergency, no loss of pay will occur.

If your supervisor asks that you remain at work to complete assigned work duties after Sycamore Park District has closed

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because of severe weather conditions or another emergency, you will be paid at time and one half after 40 hours and double time after 40 hours on weekends and holidays for the remaining hours that you work beyond the announced closing time.

Any employee who was on a previously approved leave day during a declared emergency shall not be charged leave for the emergency period.

### **2.17 Employment Classifications**

At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Personnel Policies Manual and communicated by Sycamore Park District apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

#### **2.1701 Full-Time Employees**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who works at least forty (40) hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Personnel Policies Manual apply only to full-time employees.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not laid off for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

#### **2.1702 Part-Time/Seasonal Employees**

An employee who works less than forty (40) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Personnel Policies Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

#### **2.1703 Regular Employees**

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Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

### **2.1704 Temporary Employees**

From time to time, Sycamore Park District may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Personnel Policies Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees" below) who work more than forty (40) hours during any workweek will receive overtime pay.

### **2.1705 Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Personnel Policies Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are the Executive Director and all Superintendents and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

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**Note:** See Wage and Salary Policies in the section of this Personnel Policies Manual titled "Compensation" for a full description of overtime payment policies.

### 2.18 Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at Sycamore Park District has been assigned to the Executive Director. Questions regarding insurance, wages, and interpretation of policies may be directed to the Administrative Office.

#### 2.1801 Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor as soon as possible.

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license, if you operate any Sycamore Park District vehicles
- Military or draft status
- Exemptions on your W-4 tax form
- Training Certificates
- Professional License

Upon experiencing a family status change, please notify your supervisor within 30 days for benefit modifications, if necessary.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the Administrative Office.

#### 2.1802 Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. Sycamore Park District maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

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## **3.0 Compensation**

The goal of Sycamore Park District's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Sycamore Park District needs.

### **3.1 Wage and Salary Policies**

#### **3.101 Compensation Philosophy**

It is Sycamore Park District's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance and district financial conditions and in compliance with all applicable statutory requirements.

Sycamore Park District applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

#### **3.102 Basis for Determining Pay**

Several factors may influence your rate of pay. Some of the items Sycamore Park District considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Sycamore Park District pays their employees in comparable positions (internal equity), and individual as well as Sycamore Park District performance. It is Sycamore Park District's goal to have a current Job Description on hand which broadly defines your job responsibilities.

#### **3.103 Pay Period**

Our payroll workweek begins on Monday and ends on Sunday.

#### **3.104 Pay Cycle**

Payday is normally on every other Friday for services performed during the two (2) week period ending the previous Sunday. The bi-weekly pay schedule is made up of twenty-six (26) pay periods per year.

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Changes will be made and announced in advance whenever Sycamore Park District holidays or closings interfere with the normal pay schedule.

**3.105 Paycheck Distribution**

Paychecks will be distributed by your supervisor on the pay dates specified above.

**3.106 Computing Pay**

Sycamore Park District will compute your time on the basis of a forty (40) hour workweek for part time employees and a fifty-two (52) week work year for full time employees.

**3.107 Mandatory Deductions from Paycheck**

Sycamore Park District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Administrative Office immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Sycamore Park District is ordered to make such deductions.

**3.108 Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly. If an error has been made it will be corrected the next payroll cycle.

**3.109 Overtime Pay**

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over eight (8) hours a day, or



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over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

All overtime must be approved in advance by your supervisor.

**3.110 Time Records**

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time cards.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.

**3.111 Wage Garnishments**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Sycamore Park District acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

**3.2 Performance and Compensation Reviews**

**3.201 Performance Reviews**

Sycamore Park District conducts a formal review annually for each employee. New employees may be reviewed near the end of their Introductory Period. A review may also be conducted at any time in the event of a promotion, change in duties and responsibilities or a performance concern noted by your supervisor.

During a formal performance review your supervisor may cover the following areas:

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- ✓ The quality and quantity of your work.
- ✓ Working habits.
- ✓ Strengths and areas for improvement.
- ✓ Attitude and willingness to work.
- ✓ Leadership.
- ✓ Initiative and teamwork.
- ✓ Attendance.
- ✓ Customer service orientation.
- ✓ Dependability.
- ✓ Problem solving skills.
- ✓ Ongoing professional growth and development.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at Sycamore Park District more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

### 3.202 Compensation Reviews

Sycamore Park District's compensation reviews are not performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted. Compensation increases may be retroactive in the case of late reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or district performance.

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An individual's pay will depend on how consistently he/she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, Sycamore Park District periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and that such changes are recognized and adequately compensated.

### **3.3 Other Compensation Programs and Policies**

#### **3.301 Promotion and Transfer Policy**

Sycamore Park District has a policy of providing our employees with every opportunity for advancing to other positions within the district. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon educational credentials, training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, Sycamore Park District will reserve the right to recruit potential employees from outside the district as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your supervisor. You are encouraged to discuss any contemplated transfer with your current supervisor.

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### **4.0 Benefits**

Sycamore Park District is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. The benefits program described in this Personnel Policies Manual represents a very large investment by Sycamore Park District.

A good benefits program is a solid investment in Sycamore Park District's employees. Sycamore Park District will periodically review the benefits program and will make modifications as appropriate to the district's condition. Sycamore Park District reserves the right to modify, add or delete the benefits it offers.

#### **4.1 Eligibility for Benefits**

If you are a full-time employee, you will enjoy all of the benefits described in this Personnel Policies Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

**Note:** Please see "Introductory Period" in the Employment section of this Personnel Policies Manual for further information.

#### **4.2 Government Required Coverage**

##### **4.201 Workers' Compensation**

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by Sycamore Park District. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

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All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Although Sycamore Park District will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first three (3) days you're unable to work (including weekends). However, if you're hospitalized or off work more than two (2) weeks, payments will be made even for the first three (3) days.

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

**4.202 Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Sycamore Park District. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Sycamore Park District pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

**4.203 Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Sycamore Park District is required to deduct this amount from each paycheck you receive. In addition, Sycamore Park District matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

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Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at [www.ssa.gov](http://www.ssa.gov).

**4.3 Retirement Plan**

Sycamore Park District has a Retirement Plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All employees who work at least one thousand (1,000) hours per year are eligible to participate in the Retirement Plan. Participation in the Plan begins on your date of hire.

The details regarding Sycamore Park District and employee contributions, vesting, administration, and investments are provided in the Summary Plan Description, which was given to you along with this Personnel Policies Manual.

**4.301 Statement of Employee Retirement Income Security Act (ERISA) Rights**

As a participant of Sycamore Park District's plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the

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employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan members and beneficiaries. No one, including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the plan reviewed and your claim reconsidered.

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

#### **4.4 Other Benefits**

##### **4.401 Facility Usage** *(adopted June 17, 2003)*

As an employee of Sycamore Park District, you are entitled to use Park District facilities and participate in Park District programs at a reduced fee or at no cost. The following is a list of the various facilities that are available based upon your employment classification.

For full-time, regular employees, the following benefits extend to spouse and children:

- Pool - Free admission
- Golf
  - Free play
  - No tee times
  - Carts if available
  - 10% over cost on all pro shop merchandise
- Community Center
  - Free Fitness Center membership.
  - Free registration for programs. (Trips not included.)
- Clubhouse Rental
  - \$15.00 unlimited time
- Picnic Shelters – Free Rental
- Concessions – 50% off

For all other employees, the following benefits are for the employee only:

- Pool – Free admission
- Golf

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- Free play
  - Monday thru Thursday all day
  - Fri., Sat., Sun. & Holidays after 2:00 p.m.
- No tee times
- Carts if available (guest must pay their half)
- 10% off regular price on all pro shop merchandise.
- Community Center
  - Free Fitness Center membership.
  - Free registration for programs.
- Concessions – 50% off



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## **5.0 Safety**

### **5.1 General Employee Safety**

Sycamore Park District is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Sycamore Park District will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Sycamore Park District strongly encourages you to communicate with your supervisor regarding safety issues.

### **5.2 Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Illinois state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

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### **5.3 Entering and Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in certain areas of our facilities. If you are expecting visitors, such as vendors, patrons or friends, please notify your supervisor. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

### **5.4 Security Checks**

Sycamore Park District may exercise its right to inspect all packages and parcels entering and leaving our premises.

### **5.5 Parking of Vehicles**

Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for patrons and visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor and the Sycamore Police Department.

Sycamore Park District cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

### **5.6 Weapons**

Sycamore Park District believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Sycamore Park District prohibits all persons who enter all district property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by Sycamore Park District to carry a weapon on the property.

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Any employee disregarding this policy will be subject to immediate termination.

### **5.7 Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If you are aware of a fire, you should:

- Dial 911
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

### **5.8 Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

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Please report anything that needs repairing or replacing to your supervisor immediately.

### **5.9 Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Sycamore Park District. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

### **5.10 Restricted Areas**

In the interest of safety and security, certain portions of Sycamore Park District's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All interior building areas are designated no smoking areas as well.

### **5.11 Security**

Maintaining the security of Sycamore Park District buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Sycamore Park District's premises make sure that all entrances are properly locked and secured, should you be the last person to leave.

### **5.12 Smoking**

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No smoking is allowed in any Park District building. Smoking is allowed outside of the buildings – you must be 15 feet from any door, window, or opening. Please be courteous and concerned about the needs of your fellow employees and others.

All employees are expected to abide by this policy while at work.

## **6.0 Separation of Employment**

### **6.1 Termination**

Sycamore Park District operates under the principle of at-will employment. This means that neither you nor Sycamore Park District has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Sycamore Park District at any time, with or without reason. Likewise, Sycamore Park District has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Sycamore Park District.

Sycamore Park District hopes and expects that you will give a minimum of two (2) weeks notice in the event of your resignation.

### **6.2 Exit Interviews**

In a resignation situation, Sycamore Park District would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Sycamore Park District. During the exit interview, you can provide insights into areas for improvement that Sycamore Park District can make. Every attempt will be made to keep all information confidential.

### **6.3 Return of District Property**

Any Sycamore Park District property issued to you, such as computer equipment, keys, passes or district credit card must be returned to Sycamore Park District at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

### **6.4 Former Employees**

Depending on the circumstances, Sycamore Park District may consider a former employee for re-employment. Such applicants are subject to Sycamore Park District's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Sycamore Park District.

#### **6.401 Reinstatement of Benefits (Bridging)**

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If you were an employee of Sycamore Park District with at least twelve (12) months of continuous employment, and were rehired within twelve (12) months of your termination date, you will be eligible to continue your benefits at the level you enjoyed at the time of your termination of previous employment with Sycamore Park District.

### **6.5 Post-Employment Inquiries**

Sycamore Park District does not respond to oral requests for references. In the event your employment with Sycamore Park District is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of Sycamore Park District, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Director.

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## **7.0 Workplace Policies**

This Personnel Policies Manual is designed to answer many of your questions about the practices and policies of Sycamore Park District. Feel free to consult with your supervisor for help concerning anything you don't understand.

### **7.1 Bonding Requirement**

If your employment with Sycamore Park District requires you to handle other people's property or to deal with money in any capacity, Sycamore Park District may require that you be bonded. It is your responsibility to assure that you are bondable. Sycamore Park District will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

### **7.2 Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Sycamore Park District methods of communication, including this Personnel Policies Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and district e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Sycamore Park District. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at Sycamore Park District.

### **7.3 Community Activities**

Sycamore Park District recognizes the importance of community participation. Our organization is dependent upon the community for



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employees and for customers, and the community is dependent on our business for employment opportunities and for our services.

Sycamore Park District encourages and supports your participation in service activities that contribute to the community. We will allow you to take two (2) days of normal work time to participate in an approved community service activity each six (6) months. The time must be scheduled at least two (2) weeks in advance and approved by your supervisor.

Please provide your supervisor with a statement indicating the date and amount of time volunteered to the community organization. Include the results of your activities and any photographs, contact person or other relevant information so you can be acknowledged for your effort.

Some eligible service activities might include:

- American Cancer Society
- American Lung Society
- Blood drive
- Community health screening
- Community clean-up projects
- Big Brothers / Big Sisters activities
- Food drive
- Toys for Tots
- United Way drives
- Community recycling center
- Homeless shelter
- Local museum
- Red Cross
- School activities
- Assisting physically challenged or confined individuals. (This must be through a community organization.)
- Assisting elderly citizens. (This also must be through a community organization.)

### 7.4 Computer Software (Unauthorized Copying)

Sycamore Park District does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

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The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

- a. Sycamore Park District licenses the use of computer software from a variety of outside companies. Sycamore Park District does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
- b. With regard to use on local area networks or on multiple machines, Sycamore Park District employees shall use the software only in accordance with the software publisher's license agreement.
- c. Sycamore Park District employees learning of any misuse of software or related documentation within the district must notify their supervisor or Sycamore Park District legal counsel immediately.
- d. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Sycamore Park District employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

### **7.5 Computers, Electronic Mail, and Voice Mail Usage Policy**

Sycamore Park District makes every effort to provide the best available technology to those performing services for Sycamore Park District. In this regard, Sycamore Park District has installed, or will be in the near future, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Sycamore Park District's employees with the use of Sycamore Park District's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Sycamore Park District.

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Sycamore Park District property, including computers, electronic mail and voice mail, should only be used for conducting district business.

Incidental and occasional personal use of district computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Sycamore Park District provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as district records.

Sycamore Park District also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, Sycamore Park District must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Sycamore Park District reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Sycamore Park District or its designated representatives will not have a need to access and review this information. Individuals using Sycamore Park District's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

Sycamore Park District has the right to, but does not regularly monitor voice mail or electronic mail messages. Sycamore Park District will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable

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behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by Sycamore Park District if necessary within or outside of Sycamore Park District.

Given Sycamore Park District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Sycamore Park District's Executive Director will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

### **7.6 District and Department Meetings**

On occasion, we may request that you attend a district sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting.

### **7.7 Dress Code and Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers, patrons or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make. You are expected to be suitably attired and groomed during working hours or when representing Sycamore Park District. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our district image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or

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groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Keep in mind the discomfort your supervisor would feel if she/he had to address this issue with you.

### **7.8 Drug-Free Workplace Policy**

Sycamore Park District is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Personnel Policies Manual. Sycamore Park District has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Sycamore Park District's site and/or client sites or as a part of Sycamore Park District's activities. Sycamore Park District will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of Sycamore Park District to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Sycamore Park District has adopted the following policies:

- a. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
- b. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
- c. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his supervisor of any criminal drug statute conviction they receive.
- d. If an employee receives such a conviction Sycamore Park District shall take appropriate personnel action against the employee, up to and including termination or require the employee to participate satisfactorily in an approved assistance or treatment program.
- e. Sycamore Park District provides information about drug counseling and treatment.

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- f. Sycamore Park District reserves the right to search and inspect for the maintenance of a safe workplace.

**7.801 Legal Implications of Alcohol and Other Drug Use**

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of Sycamore Park District.

Anyone under twenty-one (21) years of age who buys alcohol is committing a misdemeanor. It is also an infraction of the law for a minor to attempt to buy alcohol.

Public intoxication which interferes with the personal safety or use of public ways is a misdemeanor crime.

The act of driving implies consent to be tested for BAC.

Refusal to submit to blood alcohol content tests will result in a six-month suspension of driving privileges, two-year suspension if there has been a prior such offense within seven years, and three-year suspension for two or more offenses within seven (7) years. In such cases, vehicles can also be impounded and sold as nuisances.

The District may terminate an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs.

State disability retirement allowances are not paid if the disability is due to the intemperate use of alcohol or other drugs.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied "for any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician."

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Permanent or probationary employees of Sycamore Park District may be terminated, demoted, or suspended for addiction to controlled substances or working while under the influence.

### **7.802 Where to Get Help**

A number of community resources are available to help you, including:

Employee Assistance Program  
Alcoholics Anonymous  
Narcotics Anonymous  
National Council on Alcoholism and Drug Dependence  
County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. Sycamore Park District does not endorse programs and/or agencies listed on this document and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and out-patient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading "Drug Treatment Programs," or through the National Council on Alcoholism and Drug Dependence at 212-206-6770.

## **7.9 Expense Reimbursement**

You must have your supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of Sycamore Park District. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and it must be approved by your supervisor. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for Sycamore Park District to keep records and accounting accurate and current, expense reports or vouchers older than one (1) month old may not be honored.

If you are asked to conduct district business using your personal vehicle, you will be reimbursed based upon the current Internal Revenue Service standard. Please submit this expense on your weekly expense report or voucher.

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### **7.10 Gifts**

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" (such as t-shirts, coffee mugs, pens or key chains) imprinted with the Sycamore Park District logo or sales information.

### **7.11 Personal Use of District Property**

In some instances, employees may be allowed to borrow certain Sycamore Park District tools or equipment for their own personal use with prior approval of your supervisor and the Executive Director. You understand and agree that Sycamore Park District is not liable for personal injury incurred during the use of district property for personal projects. As a Sycamore Park District employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

### **7.12 Relatives**

If you and members of your family are employed by Sycamore Park District, one may not supervise the other. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees employed by the district enter into a personal, non-work related relationship, one or both employees may have to be counseled to seek other employment should the personal relationship interfere with the effective operation of the district. In any case, personal relationships between co-workers will not adversely or negatively impact the productivity, morale or operational function of the district.



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**7.13 Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-district literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without prior approval of the Director.

Persons not employed by Sycamore Park District are prohibited from soliciting or distributing literature on district property or from being on Sycamore Park District property.

**7.14 Uniforms**

We provide uniforms which certain employees must wear while at work. Upon termination of employment, the uniforms must be returned or the cost will be deducted from your final paycheck. Please consult your supervisor for more information.

**7.15 Use of District Vehicle**

If you are authorized to operate a Sycamore Park District vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- a. You must be an Illinois licensed driver.
- b. You must maintain weekly mileage reports.
- c. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- d. Sycamore Park District provides insurance on district vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred.
- e. You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.

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- f. Persons not authorized or employed by Sycamore Park District cannot operate or ride in a district vehicle.
- g. Prior to operation of any district vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.

**Note:** Please see the Driver's License and Driving Record Policy in the "Employment" section of this Personnel Policies Manual for further information.

### 7.16 Violence in the Workplace Policy

Sycamore Park District has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Sycamore Park District or which occur on Sycamore Park District property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Sycamore Park District, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- a. All threats or acts of violence occurring on Sycamore Park District's premises, regardless of the relationship between Sycamore Park District and the parties involved.
- b. All threats or acts of violence occurring off Sycamore Park District's premises involving someone who is acting in the capacity of a representative of Sycamore Park District.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- a. Hitting or shoving an individual.
- b. Threatening an individual or his/her family, friends, associates, property or work environment with harm.
- c. Intentional destruction or threatening to destruct Sycamore Park District's property.
- d. Making harassing or threatening phone calls.
- e. Harassing surveillance or stalking (following or watching someone).

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- f. Unauthorized possession or inappropriate use of firearms or weapons.

Sycamore Park District prohibition against threats and acts of violence applies to all persons involved in Sycamore Park District's operation, including but not limited to personnel, contract, and temporary workers and anyone else on Sycamore Park District property. Violations of this policy by any individual on Sycamore Park District property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

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### Introduction

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex, sexual orientation, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

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## Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
  - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

**Note** Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

---

## Retaliation Is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

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## Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the

notice should be made. If subsequent messages are needed, they should be put in writing.

- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners/Board of Directors.
- **Report to Director/President of the Board of Park Commissioners/Board of Directors:** An employee may also report incidents of harassment or discrimination directly to the Director. The Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners/Board of Directors. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

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## Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Director will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the District has limited control over the actions of non-employees.

### ***Important Notice To All Employees***

**Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.**

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## Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

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## The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

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## Responsive Action

The District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the District believes appropriate under the circumstances.

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## False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

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## Section 1: Employment Policies and Procedures

# 1.3 Americans With Disabilities Act Policy

The Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act (“ADA”). It is the Park District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact his department head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head or you believe your accommodation request was not properly managed, report to the Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District’s overall financial resources, the accommodation’s impact on the operation of your department, including the ability of other employees to perform their duties, and on the Park District’s ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the department head or Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## Section 1: Employment Policies and Procedures

# 1.4 Pregnancy Discrimination Policy

The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

## Section 1: Employment Policies and Procedures

# 1.5 Open Door Policy

The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the department head and Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.

## Section 1: Employment Policies and Procedures

# 1.6 Anti-Nepotism Policy

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### Anti-Nepotism Policy Description

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. create a supervisor/subordinate relationship with a family member;
  2. have the potential for creating an adverse impact on work performance;
- or
3. create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household. This policy also applies to romantic relationships (Please review the District's Policy on Romantic or Sexual Relationships in Section 6.18).

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the District to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the District will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will ordinarily be permitted to determine which of them will resign. If the employees cannot make a decision, the District will decide in its sole discretion who will remain employed.

## Section 1: Employment Policies and Procedures

# 1.07 Employment in More Than One Department

Seasonal and part-time employees are usually hired for a specific position in a department. Provided that your primary job with the District is not compromised in any manner and you receive written, advance permission from your department head, you may work an additional part-time or seasonal job with the District. Permission may be subsequently revoked, however, if the District determines in its sole discretion that such additional job adversely interferes with your primary job.



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# 1.8 Personnel Files

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Your medical and benefit records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

You may review your personnel file in accordance with applicable law and established Park District procedures. If you wish to review your personnel file, you should contact the Business Office to complete the appropriate forms.

It is to your advantage to see that all of your personnel records are accurate and up-to-date. You are responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the Park District needs to know to contact you or properly administer its benefits programs or general operational concerns
- Your immigration status (if your eligibility for employment in the United States is affected).

**Note** | You should immediately notify the Business Office of any changes in pertinent information.

## Section 1: Employment Policies and Procedures

# 1.9 Child Labor Laws: Employment of Minors

The District/SRA complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.

1. All minors under age 16 must have an Employment Certificate before they will be allowed to work for the District/SRA. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor *cannot* work the following hours:
  - a. During school hours when school is in session;
  - b. More than six (6) consecutive days in a calendar week;
  - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
  - d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm;
  - e. Over three (3) hours a day when school is in session;
  - f. Over eight (8) hours a day combining school and work; and
  - g. Over eighteen (18) hours in a calendar week when school is in session.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work.
5. Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other District/SRA sponsored program participants to or from District/SRA sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials

**Section 1: Employment Policies and Procedures**

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upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

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Section 1: Employment Policies and Procedures

# 1.10 Search of Lockers, Desks, and Other District Property

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## Introduction

Employees should understand that while certain District property such as desks, lockers, and vehicles are available for their use, they remain the property of the District and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on District property or otherwise misuse District property.

**Note** | Whenever necessary, and at the District’s discretion, District property and employees’ work areas (*i.e.*, desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.

The District will generally try to obtain an employee’s consent before conducting a search of District property or work areas, but may not always be able to do so.

Any property belonging to the District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen District or District patrons' funds or property.

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## Workplace Inspections

To safeguard the property and personal safety of our employees and the District, the District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from District property by employees and all other persons leaving and entering the District’s premises.

The District reserves the right to inspect an employee's office, desk, files, lockers or other area or article on District premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of the District and are issued for the use of employees only during their employment with the District.

Inspections may be conducted at any time at the discretion of the District. The District is not responsible for the loss of personal property.

Employees working on District premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized District property, confidential material, stolen property, weapons, alcohol, or illicit drugs, will be subject to disciplinary action, up to and including discharge.

Section 1: Employment Policies and Procedures

# 1.11 Alcohol and Drug Abuse

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## Introduction

The District has implemented an Alcohol and Drug Abuse Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). District employees who operate District commercial motor vehicles and possess a commercial drivers license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a commercial drivers license (see Alcohol and Drug Procedures For CDL Employees which follows at end of Section 1.18). Both the District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from

the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees and the provisions of any other District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control.

**Note** | Please review the comprehensive Alcohol and Drug Abuse Policy and the Alcohol and Drug Procedures for CDL Employees which follow.

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## Alcohol and Drug Abuse Policy

### PURPOSE

The Anytown District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of its patrons and employees.

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This policy does not replace any of the provisions or requirements of the District's Controlled Substance and Alcohol Testing Policy for position that require a Commercial Driver's License (CDL). See Alcohol and Drug Procedures For CDL Employees Policy.

District employees who operate District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a commercial driver's license ("Alcohol and Drug Procedures For CDL Employees Policy"). Both the District and

the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees Policy is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees Policy applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees Policy and the provisions of any other District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees Policy will control.

### **ACTS PROHIBITED**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on District Property or while acting on behalf of the District.

### **DEFINITIONS**

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Director of Parks and Recreation of the Anytown District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.
7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.



8. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

10. "Policy" means this Alcohol and Drug Abuse Policy of the Anytown District.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.

13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

#### **VOLUNTARY TREATMENT**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Business Manager for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

#### **SCREENING AND TESTING**

The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, directly supervise children, regularly access confidential information, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable

suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each District employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

#### **TREATMENT**

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

#### **USE OF LEGAL DRUGS**

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The

employee's immediate supervisor, after conferring with the department head or Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

### **NOTICE OF CONVICTIONS**

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

### **DISCIPLINE/PENALTIES FOR VIOLATION**

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.
2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if

the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

### **PRE-EMPLOYMENT SCREENING**

As a final prerequisite in the District's employment selection procedure, certain part-time and/or seasonal positions with the District may be required to undertake a physical examination which may include a drug and alcohol screening test.

### **INSPECTIONS**

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

### **RECORDS**

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

## CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the \_\_\_\_\_ District ("District") at the District's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative, but to no other person without my written consent. If the results of such testing indicate that I have violated the District's Alcohol and Drug Abuse Policy, I understand that I will be subject to non-hire, or disciplinary action up to and including immediate discharge.

If I test positive for a drug which may be legally prescribed for prescription use, I hereby further consent to allow the Medical Review Officer of the medical facility which administered the test to contact my physician or pharmacist to verify my reported use of legally-prescribed drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription bottles or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any consent or authorization forms may be required. . I understand that the legal use of certain prescription drugs may disqualify me from certain jobs due to safety risks.

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any, and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this testing or from any investigation or personnel action related to or arising out of any such testing.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination. I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

Employee Name: \_\_\_\_\_

(Print)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

I agree to the test

I will not agree to the test

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## Alcohol and Drug Procedures for CDL Employees

### D.O.T. DRUG AND ALCOHOL PROCEDURE

#### Introduction

In an effort to promote public safety and to help prevent accidents and injuries the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

#### Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to place for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Business Manager. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate supervisor or the Business Manager.

#### Affected Employees

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the Anytown District. This includes full-time and part-time employees.

2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

**Employee Requirements (382.201 to .215):**

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the District.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

**Tests Performed:**

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

1. Alcohol Test



- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
  - b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
  - c. If test results are negative the employee returns to work. Results will be reported to the Director.
  - d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
  - e. If retest results are negative, test is reported to the Director as negative.
  - f. If retest results are positive, the test results are immediately reported to the Director.
2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
  - b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempted again.
  - c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
  - d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Director.
  - e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Director.
  - f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the

drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Director test results as positive or negative.

- g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

**Six circumstances under which testing will be performed:**

**1. Pre-employment Testing (382.301, 413)**

- a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
- b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
- c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
- d. In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

**2. Random Testing (382.305)**

- a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

- b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.
- c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
- d. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
- e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

### 3. Reasonable Suspicion Testing (382.307)

- a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
- c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
- d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
- e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
- f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when he returns to

work. If the employee insists on driving himself, the local Police Department will be called and notified.

- g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
- h. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

#### 4. Post Accident Testing (382.303)

- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
- c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
- d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

#### 5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or

- b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)

- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.
- b. The Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years**.
- c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**
- d. Employee is responsible for all costs associated with follow-up testing.

**Consequences of failed or refused tests (382.605)**

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Director.
4. The S.A.P. will report back to the Director that the employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.

- b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
    - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
6. When the S.A.P. reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
  - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

### **Required Training**

1. All affected employees will be informed of the new D.O.T. regs and these policies and procedures to implement the regs.
2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in District records.

Section 1: Employment Policies and Procedures

# 1.12 Modified Duty Program

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 Modified Duty Program Policy..... 1

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## Introduction

The District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the District’s ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the District ("work-related injury").

The purpose of the Modified Duty Program is to provide a **temporary** modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the District to provide accommodation. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including dismissal.

**Note** | Please review the entire Modified Duty Program which follows.

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## MODIFIED DUTY PROGRAM POLICY

The Anytown District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out and in the course of their employment with the District ("work-related injury"). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Procedure is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of the District. Noncompliance with the Modified Duty Policy may result in a reduction of workers compensation benefits and possible disciplinary action, up to and including dismissal.

For purposes of this policy, the following definitions apply:

1. **"District Employee"** means any individual who is employed by the District in a valid, authorized position.
2. **"Modified Duty Program"** is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter "Acts"), or asserting that their injury or illness is compensable under the Acts.
3. **"Occupational Injury or Illness"** means an injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers compensation benefits are subject to initial and continuing investigation.

#### **OBJECTIVES**

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the District.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced District employees.
5. To further the District's commitment and obligation to provide recreational programs, services and facilities to the public.

#### **BASIC PROGRAM REQUIREMENTS**

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the



District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.

2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.
3. The District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the District and/or the District's workers' compensation coverage provider, the District Risk Management Agency (PDRMA.)
4. There should be regular communication among the Risk Manager, Business Manager, Facility Manager, the employee's immediate supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. **Employee Responsibilities:** Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Business Manager promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.
6. **An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible**

**dismissal. The employee may also lose eligibility for workers compensation benefits.**

7. Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

#### **PROCEDURE**

1. The department head or facility manager is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, the Risk Manager, Business Manager and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the Risk Manager of any changes to their modified duty lists.
2. When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. This form, sent to the physician by the Business Manager, requests a list of the duties the employee is capable of performing and any physical limitations he may have.
3. The Physical Evaluation Form must be returned by the employee to the Business Manager, who will contact the employee's immediate supervisor. The immediate supervisor will work with the department head or facility manager in assigning modified duty to the employee, if possible or applicable.
4. In some cases, departments may not have any available Modified Duty tasks. If so, the Risk Manager will be contacted to work with other departments to arrange Modified Duty assignments in their Facility.
5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and departments will continue to develop and coordinate appropriate duty assignments with the Risk Manager, Business Manager and PDRMA, and monitor ongoing medical status and work adjustment.
6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.
7. Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

## Section 1: Employment Policies and Procedures

# 1.13 Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in extra-ordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the company's professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. Excessive need to bring a child to the workplace may result in discipline, including termination.

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## Section 2: Payroll Policies and Procedures

# 2.1 Fair Labor Standards Act: Overtime & Compensatory Time

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### Introduction

The District/SRA compensates all employees in accordance with state and federal law, including, but not limited to, the Fair Labor Standards Act (FLSA).

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### Definitions

**Exempt Employee** An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

**Non-Exempt Employee** An employee subject to the overtime provisions of the Fair Labor Standards Act.

**Workweek** The workweek begins at 12:01 am Monday and ends at 12:00 midnight the following Sunday.

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### Eligibility

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. The

FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. For purposes of overtime calculation, "hours worked" shall not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.

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## Overtime Obligations And Approval

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the District/SRA work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

**Note** For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

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## Compensation

The District/SRA will compensate all non-exempt employees for overtime hours through overtime pay or compensatory time off. The employee may request to be either:

1. Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty in a single work week; or
2. Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of forty hours in a single workweek. The maximum compensatory time that may be accrued by an employee is 240 hours (160 hours of actual overtime hours worked).

Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with your immediate supervisor. Employees shall be permitted to use (compensatory) time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the District/SRA. Your immediate supervisor, based upon whether the grant of such requests results in short staffing or other disruption of District's operations, will generally determine the grant of an employee's request for use of compensatory time. However, the District/SRA, may, in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time.

**Note**

Note: In some circumstances the maximum compensatory time that may be accrued by a public sector employee depends on the type of work performed by that employee (e.g., employees performing in a public safety activity, an emergency response activity, or a seasonal activity). Specifically, 29 C.F.R. 553.21 provides:

“If the work of an employee for which compensatory time may be provided included work in a public safety activity, an emergency response activity, or a seasonal activity, the employee engages in such work may accrue not more than 480 hours of compensatory time for hours worked after April 15, 1986. If such work was any other work, the employee engaged in such work may accrue not more than 240 hours of compensatory time for hours worked after April 15, 1986. Any such employee who, after April 15, 1986, has accrued 480 or 240 hours, as the case may be, of compensatory time off shall, for additional overtime hours of work, be paid overtime compensation.”

Also, note that the 480-hour limit on accrued compensatory time represents not more than 320 hours of actual overtime worked. These changes and additions should be reflected in this policy if a District/SRA has employees that may perform the type of work described above. Non-exempt employees may accumulate no more than 20 hours of compensatory time at any one time. No more than 20 hours of compensatory time may be taken consecutively and must be scheduled with the approval of the immediate supervisor.

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## Termination Of Employment

Upon termination of employment, payment for accrued compensatory time will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate received by the employee, whichever is higher.

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## Section 2: Payroll Policies and Procedures

# 2.2 Payroll Periods & Payday

District employees are paid bi-weekly (every other) Friday. Hourly employees are paid every other Friday for the two week (14 day) period which ends at midnight the preceding Sunday. Salaried employees are paid every other Friday for the two-week (14 day) period ending on the day of pay. If payday is a District-recognized holiday, employees will be paid on the preceding working day. Your paycheck will be delivered to your immediate supervisor, who will attempt to give it to you no later than the end of the workday. Your paycheck may not be given to anyone other than you without your written consent. Please make arrangements with your immediate supervisor to collect your paycheck if you are not scheduled to work on a payday. If you terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from the Business Office may be obtained and the employee should have his bank complete the form. The completed form must then be returned with a voided personal check to the Business Office. Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the Business Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 24 hours of the time it is demanded.

## Section 2: Payroll Policies and Procedures

# 2.3 Work Schedules

Department work schedules are established by your immediate supervisor or department head based on the needs of the District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the District's discretion, the District may change the work schedules.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor. Violation of this policy may result in disciplinary action, up to and including dismissal.



## Section 2: Payroll Policies and Procedures

# 2.4 Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. All employees who work more than six hours receive an unpaid meal period. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

**Note**

**Employees are not to clock or sign in or out for other employees.** Recording another employee's time record or falsification of your own time record is against District rules and is grounds for disciplinary action, up to and including dismissal.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

Exempt employees are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance.

Section 3: Time Off Benefits

# 3.01 Family & Medical Leave

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## Introduction

This section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period (and up to 26 workweeks of unpaid leave to care for a Covered Servicemember). During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations. A key employee is a salaried employee who is among the highest paid 10% of employees at that location or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

## Eligibility

If you have been employed by the (District/SRA) for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has 50 or more District/SRA employees within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

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**Section 3: Time Off Benefits**

- a. Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
- b. Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- c. In order to care for your spouse, child, or parents if they have a "serious health condition;"
- d. Because of a "serious health condition" that makes you unable to perform the functions of your job; or
- e. Because of any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that your spouse, child, or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

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**Reasons for Leave**

A leave may be taken for the following reasons: (1) birth and care of a newborn child; (2) placement of a son or daughter for adoption or foster care in the employee's home; (3) to care for the employee's parent, spouse or child (but not in-law) with a serious health condition; or (4) to attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job.

For purposes of this policy, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care.** Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.
2. **Absence Plus Treatment.** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care.
4. **Chronic Conditions Requiring Treatment.** A chronic condition which: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.

5. **Permanent/Long-Term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
6. **Multiple Treatments (non-chronic conditions).** Any period of absence to receive multiple treatment (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

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## Servicemember Family Leave

**Servicemember Family Leave.** If you are eligible for FMLA leave as stated above and you are a spouse, child, parent or next of kin of a Covered Servicemember, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling 12-month period to care for the Covered Servicemember. During the rolling 12-month period, if an eligible employee is entitled to a leave under this Servicemember Family Leave provision, for reasons which also would entitle the employee to a leave under the Eligibility Section, Paragraphs a. through e. above, the total leave time will not exceed a combined total of twenty-six (26) workweeks.

With respect to Servicemember Family Leave:

- a. A “Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- b. “Outpatient status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c. “Next of kin” means the nearest blood relative of that individual.
- d. “Serious injury or illness” means an injury or illness incurred by the Servicemember in the line of duty on active duty in the Armed Forces that may render the Servicemember medically unfit to perform the duties of the member’s office, grade, rank or rating.

**Spouses Employed by the Company.** If your spouse also works for the District/SRA and you both become eligible for a leave under the Eligibility Section, Paragraphs a. or b. above, or for the care of a sick parent under

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**Section 3: Time Off Benefits**

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Paragraph c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Servicemember Family Leave provision above or under a combination of the Servicemember Family Leave provision and the Eligibility Section, Paragraphs a. through e. above, the two of you together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period, but if the leave taken by you and your spouse includes leave described under the Eligibility Section, Paragraphs a. through e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

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**Medical Certification**

Any request for a leave under the Eligibility Section, Paragraphs c., d. or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider. You may obtain a certification form from the Human Resources Manager.

At its discretion, the District/SRA may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the District/SRA.

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**Intermittent or Reduced Work Schedule Leave**

If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (under the Eligibility Section Paragraphs c. and d., above), or to care for a Covered Servicemember if you are a spouse, child, parent or next of kin to the Covered Servicemember (See Servicemember Family Leave section above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described under the Eligibility Section Paragraph e., above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the District/SRA may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

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**Notification and Reporting Requirements**

All requests for leaves of absence must be submitted to your supervisor or the Human Resources Manager at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable). A delay in submitting this request could result in a delay of the start of your leave. Your supervisor will forward the

request to the Human Resources Manager for approval. If your leave request is approved, you will receive an FMLA Response Form. You must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. In any case in which the necessity for leave under paragraph 1e. above is foreseeable, whether because your spouse, child or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, you shall provide such notice to the District/SRA as is reasonable and practicable.

Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on unpaid leave.

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## **Employee Benefits During Family and Medical Leave of Absence**

You will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the District/SRA for the costs and expenses associated with insuring you during the leave.

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## **Return from a Family and Medical Leave**

### Section 3: Time Off Benefits

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If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks if you took a leave under the Servicemember Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider stating that you are able to perform the essential functions of the job. If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us.

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### Key Employees

Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the District/SRA’s operations. A “key” employee is a salaried Employee who is among the highest paid 10% of Employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

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### Coordination with Other Policies

You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on Family and Medical Leave. Similarly, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers’ compensation, will be counted toward your Family and Medical Leave.

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## Section 3: Time Off Benefits

# 3.02 Victims' Economic Security and Safety Act

Introduction .....	1	Confidentiality .....	3
Basis of Leave .....	1	Restoration to Position .....	3
Period of Leave.....	2	Loss of Benefits.....	4
Existing Leave.....	2	Reporting to the Park District.....	4
Notice.....	2	Maintenance of Health Benefits.....	
Certification.....	3	Failure to Return From Leave.....	4

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### Introduction

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act of 2003 ("VESSA").

The VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence or sexual violence to themselves or their family or household member who is a victim of domestic violence or sexual violence.

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### Basis of Leave

The District will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;



- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

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## Period of Leave

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

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## Existing Leave

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

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## Notice

The employee shall provide the District with **at least 48 hours' advance notice** of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

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## Certification

The District may require the employee to provide certification to the District that:

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the District within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing to the District a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

- (A) **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- (B) a **police or court record**; or
- (C) other corroborating evidence.

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## Confidentiality

All information provided to the District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the District**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

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## Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (i) to be restored by the District to the position of employment held by the employee when the leave commenced; or
- (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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## Loss of Benefits

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of unpaid leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

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## Reporting to the District

The District may require an employee on leave under this policy to **report periodically to the District** on the status and intention of the employee to return to work.

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## Maintenance of Health Benefits

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

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## Failure to Return From Leave

The District may recover the premium that the District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (ii) the employee **fails to return** to work for a reason other than:
  - (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
  - (II) other circumstances beyond the control of the employee.

The District may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the District:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

## Section 3: Time Off Benefits

# 3.03 School Visitation Rights Act

If you have worked for the District/SRA at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, “school” means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave, personal days and floating holidays.

Before arranging attendance at the school conference or activity, you must provide the District/SRA with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours notice. In addition, you must consult with your immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. You may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by the District/SRA. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the leave taken.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to the District/SRA.

**Note** | **Failure to submit the documentation upon request to the District/SRA within 2 working days of your school visit may subject you to disciplinary action.**

Please contact the Business Office for further information regarding school visitation leave.

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Section 3: Time Off Benefits

# 3.04 Family Military Leave Act

Eligibility ..... 1  
 Notice..... 1  
 Benefits..... 2  
 Verification ..... 2

(This Act applies to both employees and independent contractors. Employers with between 15 and 50 employees must provide up to 15 days of unpaid leave to covered employees or independent contractors who are either the spouses, parents, grandparents or children of soldiers being called into active military duty. Employers with 50 or more employees are obligated to provide such covered employees or independent contractors with up to 30 days of leave under the Act.)

(If between 15-50 employees) Fifteen (15) days of unpaid family military leave is granted under this Act to employees who are either the spouses, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

(If more than 50 employees) Thirty (30) days of unpaid family military leave is granted under this Act to employees who are either the spouses, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time.

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## Eligibility

For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

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## Notice

If the leave under this Act is for five (5) consecutive work days or more, the employee must provide the District with at least fourteen (14) days notice in advance of the leave date.

For leave of less than five (5) consecutive work days the employee should provide as much advance notice as is practicable.

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## Benefits

Employees shall maintain benefits at the employee's expense for the duration of the leave.

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## Verification

The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

## Section 3: Time Off Benefits

# 3.05 Absence Without Leave

Absence without leave is any absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action, up to and including dismissal.

If you are absent without leave for three consecutive working days, you will be considered to have voluntarily resigned your position. Where your absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, sick leave, or leave without pay.

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## Section 4: Employee Benefits

# 4.01 Indemnification & Liability Insurance

The District is required by state statute to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the board. Such indemnification and protection shall extend to employees of the District at the time of the incident from which a claim arises. However, the District is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by the District's liability insurance to defend any civil action that may be brought against you or the District, its agents, or any other employee for damages arising out of the lawful performance of your duties.

## Section 4: Employee Benefits

# 4.02 Workers' Compensation

As a District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are **not** covered under the Act. If you have any questions regarding workers' compensation, please see the Business Manager, the Risk Manager, or contact the District's Workers' Compensation Coverage provider, PDRMA at **630-769-0332**.

All employees must adhere to the following conditions.

1. Any work-related injury or illness (**even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the employee's immediate supervisor or department head if the immediate supervisor cannot be reached directly.

**Note**

**Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.**

2. Upon notification, the District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the Business Manager for the duration of your period of leave.
4. The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.
5. The District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Program.

No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.

7. The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay **only** for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available sick, personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

## Section 4: Employee Benefits

# 4.03 Expense Reimbursement

The District/SRA may reimburse employees for necessary and reasonable expenses incurred while on authorized District/SRA business. In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide proof of the expenses incurred on official District/SRA business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the District/SRA). Check with your supervisor for specific policies and procedures prior to incurring any expenses.

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## Section 4: Employee Benefits

# 4.04 Suggestion System

Employees who have suggestions for the improvement of services, reduction of costs, improvement of safety or training, or other related programs or plans, are encouraged to discuss their suggestions with their immediate supervisor who, in all cases, will submit a written report to the department head. All suggestions are considered and, when warranted, implemented. The employee will be notified of the disposition of his suggestion. If an employee's suggestion is implemented, a copy of the written report including action taken will be placed in his personnel file. Particularly meritorious suggestions may be recognized with special awards as recommended by the Director.

## Section 5: District Property & Facilities

# 5.01 Use of District Information, Property & Equipment

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no District property may be removed from the District's premises. Accordingly, when an employee leaves the District, the employee must return to the District all related District information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including discharge.

No employee, elected official or member of the public may use District property for personal use without proper authorization. No District property may be released for personal use without the prior written approval of the facility manager and/or department head who is responsible for the equipment or property. Personal use of District vehicles can only be approved by the Director.

For the purpose of this section, District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the District. Because safety and liability is of chief concern, it is expected that District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of District property, in the sole discretion of the District that is damaged or lost while it is in the employee's care and custody.

Loss, damages or theft of District property should be reported at once. Negligence in the care and use of District property may be considered grounds for discipline, up to and including termination.

The District's equipment, such as telephones, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the District should be reported immediately to your immediate supervisor or Business Office so that reimbursement can be made.

Upon termination of employment, the employee must return all District property, uniforms, equipment, work product and documents in his possession or control.

## Section 5: District Property & Facilities

# 5.02 Use of District Computer Systems

It is the policy of the District that the use of its computers and software is limited solely to appropriate business use. Except as otherwise provided below, employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the District's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the computer system. The District reserves the right to monitor the use of its computer system.

Subject to approval from the employee's department head, an employee's occasional use of District computer facilities for personal use and outside projects may be acceptable. However, in order to keep these uses to a reasonable level, approval to use the system in such a manner must be given by the employee's department head. Moreover, please be aware that the District may purge files on its computer at any time, without notice. The District is not responsible for any personal files or outside project files that may be purged or lost.

The use of the system for such personal efforts must occur outside of the employee's working time, and any files created are to be deleted at the end of the project or personal use. Also, because of the normal heavy load on the system, personal use and outside projects will not receive priority over operational requirements, system maintenance, or file back up.



## Section 5: District/SRA Property & Facilities

# 5.03 E-Mail Policy

Introduction.....	1
E-Mail and Internet Policy	
Acknowledgment Form.....	3

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### Introduction

Every District/SRA employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Office.

The E-mail system is the property of the District/SRA. It has been provided by the District/SRA for use in conducting District/SRA business. All communications and information transmitted by, received from, or stored in this system are District/SRA records and property of the District/SRA. The E-mail system is to be used for District/SRA purposes only. Use of the E-mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the District/SRA E-mail system.

The District/SRA, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for *any* reason and without the permission of any employee.

Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the District/SRA from the District/SRA E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the District/SRA's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the District/SRA as E-mail files may need to be accessed by the District/SRA in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

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**Section 5: District/SRA Property & Facilities**

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Even though the District/SRA has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the District/SRA management.

The District/SRA's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from District/SRA management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's department head or Director.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District/SRA letterhead.

Any employee who discovers misuse of the E-mail system should immediately contact his department head, Business Manager or Director.

Violations of the District/SRA's E-mail policy will result in disciplinary action, up to and including discharge.

As with any policy, the District/SRA reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment. See Appendix E.

**Note** | Please review the E-Mail and Internet Policy Acknowledgment Form which follows.

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**E-MAIL AND INTERNET POLICY ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of Anytown District/SRA's E-Mail and Internet Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Business Department.

I understand that my use of the District/SRA's E-mail system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of the District/SRA, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the District/SRA's monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all Emails entering, leaving, or stored in the system.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Section 5: District/SRA Property & Facilities

# 5.04 Internet Use Policy

Introduction.....	1	Games and Entertainment Software .....	3
Disclaimer of Liability for Use of Internet ...	2	Illegal Copying.....	3
Duty Not to Waste Computer Resources...	2	Accessing the Internet.....	3
No Expectation of Privacy.....	2	Virus Detection.....	4
Monitoring Computer Usage.....	2	Sending Unsolicited E-Mail (Spamming) ....	4
Blocking of Inappropriate Content .....	2	Amendment and Revisions .....	4
Prohibited Activities .....	3		

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## Introduction

Although the District/SRA recognizes that the Internet may have useful applications to the District/SRA’s business, employees may not engage in Internet use without prior written approval from the employee’s department head or Director, and unless a specific business purpose requires such use. Absent such approval, employees may not access the Internet using the District/SRA’s computer systems, at any time or for any reason. “Surfing the Net” is not a legitimate business activity.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the District/SRA to act as an official representative of the District/SRA, employees posting information must include a disclaimer in that information stating:

*“Views expressed by the author do not necessarily represent those of the [Anytown] District/SRA.”*

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, E-mail can provide excellent means of communicating with other employees, our patrons, outside vendors, and other business. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-mail Policy.

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### **Disclaimer of Liability for Use of Internet**

The District/SRA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive conduct. Users accessing the Internet do so at their own risk.

---

### **Duty Not to Waste Computer Resources**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

---

### **No Expectation of Privacy**

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the District/SRA and may only be used for business purposes.

---

### **Monitoring Computer Usage**

The District/SRA has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

---

### **Blocking of Inappropriate Content**

The District/SRA may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by District/SRA networks. In the event you nonetheless encounter

inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to District/SRA blocking software.

---

## **Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the District/SRA's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the District/SRA's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisors or the Business Office. The District/SRA's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

---

## **Games and Entertainment Software**

Employees may not use the District/SRA's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

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## **Illegal Copying**

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your Department Head or Director.

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## **Accessing the Internet**

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the District/SRA's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the District/SRA's network.

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## **Virus Detection**

Files obtained from sources outside the District/SRA, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the District/SRA's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-District/SRA sources, without first scanning the material with District/SRA-approved virus checking software. If you suspect that a virus has been introduced into the District/SRA's network, notify the Help Desk immediately.

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## **Sending Unsolicited E-Mail (Spamming)**

Without the express permission of their immediate supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

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## **Amendment and Revisions**

As with all District/SRA policies, this policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the District/SRA's computer system constitutes consent by the user to all of the terms and conditions of this policy.

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Section 5: District Property & Facilities

# 5.5 Voice Mail Policy

Introduction ..... 1  
 Voice Mail Policy  
 Acknowledgment Form ..... 3

## Introduction

Every District employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Office.

The Voice Mail system is the property of the District. It has been provided by the District for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of the District. The Voice Mail system is to be used for District purposes only. Use of the Voice Mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the District Voice Mail system.

The District, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for *any* reason without the permission of any employee and without notice.

Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the District Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the District’s rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the District as Voice Mail messages may need to be accessed by the District in an employee’s absence.

Employees should be aware that deletion of any Voice Mail messages or files will not truly eliminate the messages from the system. All Voice Mail messages are stored on a central back-up system in the normal course of data management. *[Use this paragraph only if applicable].*



Even though the District reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of District management.

The District's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Users should routinely delete outdated or otherwise unnecessary Voice Mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Because of the storage space required for Voice Mail messages, employees should not send a Voice Mail message to a large number of recipients without prior approval from their supervisor.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the District to outside callers.

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to Voice Mail messages while using the speakerphone feature.

Any employee who discovers misuse of the Voice Mail system should immediately contact the Business Office.

Violations of the District's Voice Mail policy will result in disciplinary action, up to and including discharge.

As with any policy, the District reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign a Voice Mail Policy Acknowledgement Form as a condition of employment.

**Note** | Please review the Voice Mail Policy Acknowledgment Form which follows.

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## VOICE MAIL POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Anytown District's Voice Mail Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Business Department.

I understand that my use of the District's Voice Mail System constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the Voice Mail system and all information transmitted by, received from, or stored in that system are the property of the District, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the Voice Mail system or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the District monitoring my use of the Voice Mail system at any time at its discretion, including listening to all Voice Mail entering, leaving, or stored in the system.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Section 5: District/SRA Property & Facilities

# 5.06 Tape Recording Policy

It is a violation of District/SRA policy to record conversations with a tape recorder or other recording device unless prior approval is received from your department head or *all* parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

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Section 5: District Property & Facilities

# 5.07 Travel & Vehicle Use

Introduction .....	1	District-Owned Vehicles.....	2
Applicable to All Vehicles Operated on District Business .....	1	Personal Vehicles.....	2

## Introduction

You must obtain the prior written approval of your immediate supervisor in order to operate a motor vehicle, whether owned by the District or your own personal vehicle, on District business. The following general rules apply to the use of motor vehicles on District business. Please see your immediate supervisor for further details.

## Applicable to All Vehicles Operated on District Business

1. Use of any vehicle for District business must be authorized by your immediate supervisor.
2. Employees operating any vehicle for District business must have a valid drivers license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your drivers license changes.
3. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.
4. All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included.
5. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

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## District-Owned Vehicles

In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Director to operate a District vehicle.

1. District owned vehicles may be taken home when authorized by the Director and only in cases where the employee is subject to emergency calls during off-duty hours.
2. Employees operating District vehicles must be 18 years or older.
3. District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in case of emergency.
4. Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. Please review the District's policy in Appendix B.
5. Employees are responsible for the care and conservation of District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
6. The District has the right to search any District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to District vehicles.
7. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any District-owned vehicle at any time, irrespective as to whether the use is for personal or District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

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## Personal Vehicles

In addition to the general regulations listed above, the following apply to any employee who operates his personal vehicle for District business.

1. Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The District's liability insurance is secondary to the employee's own coverage.

2. Using your personal vehicle to transport participants in any District programs is strictly prohibited.
3. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

In order to qualify for reimbursement, you must secure prior written approval from your immediate supervisor or department head, provide proof of the mileage used for District business and provide proof that the vehicle was used on District business (*i.e.*, submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the District).

## Section 6: Employee Conduct

# 6.01 Introduction – Employee Conduct

Employees of the District/SRA work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the District/SRA and our patrons which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a District/SRA employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat District/SRA patrons and their fellow employees honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the District/SRA. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

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Employee conduct P-T personnel manual.doc

## Section 6: Employee Conduct

# 6.02 Compliance With District/SRA Policies & Procedures

You are required to comply with all policies and procedures established by the Board of Commissioners/Board of Directors, immediate supervisors, and administrative staff of the District/SRA.

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## Section 6: Employee Conduct

# 6.03 Compliance With Supervisory Directive

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties.

## Section 6: Employee Conduct

# 6.04 Smoking

Smoking is prohibited in or on any District/SRA building, facility, equipment, or vehicle or while working directly with the public, except in designated areas.

## Section 6: Employee Conduct

# 6.05 **Expeditious & Diligent Performance of Duties**

You are expected to expeditiously and diligently perform your duties to the best of your ability.

## Section 6: Employee Conduct

# 6.06 Acting in District/SRA's Interests

You are expected to act and conduct yourself at all times in the best interest of the District/SRA.

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## Section 6: Employee Conduct

# 6.07 Accurate Records

Any reports you produce, or records you maintain, are important to the administration of the Park District and they must be accurate and complete.

## Section 6: Employee Conduct

# 6.08 Attendance, Punctuality & Dependability

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the District/SRA. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor at least thirty (30) minutes prior to your scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority in your department. If you are unable to contact either supervisor directly, you may leave a voice mail. It is your personal responsibility to ensure that proper notification is given.

If you must leave work early because of an illness or personal emergency, you must make every reasonable effort to promptly advise your immediate supervisor or if your immediate supervisor is not available, the supervisor at the succeeding level of authority in your department.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal. Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with the District/SRA and for that reason you will be dismissed.

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion

**Section 6: Employee Conduct**

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of the District/SRA, constitutes unsatisfactory performance and will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the Family and Medical Leave Act, approved military leave, and other approved paid leaves.

If you find it necessary to leave work because of illness or personal emergency, you must obtain prior approval from your immediate supervisor. If your immediate supervisor is unavailable, contact the supervisor at the succeeding level of authority in your department.

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## Section 6: Employee Conduct

# 6.09 Proper Dress & Appearance

The personal appearance of employees conveys to the public a general impression of the District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. The District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job. For specific details, see department work rules.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the District.

Tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire.

**Note**

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

It is your responsibility to wear your nametag and/or uniform while on duty if one has been provided to you. Please remember that uniforms, nametags,



keys, and other District property are and remain the property of the District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost District property. Also please remember that uniforms, nametags, and other identifying items identify you as a District employee while you are on duty. They are not to be worn when you are not on duty.

## Section 6: Employee Conduct

# 6.10 Work Areas

1. Work areas will be kept clean and orderly at all times.
2. Apparel such as boots, coats and umbrellas will be stored in designated areas.
3. Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured.
4. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Director is the final authority when deciding whether or not a non-work item is permissible.

Section 6: Employee Conduct

# 6.11 Sobriety & Substance Abuse

Introduction ..... 1

Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs..... 2

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## Introduction

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the District should you be under the influence or in the possession of alcohol or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or department head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor or department head the possible side effects of the drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving illegal drugs during work or at District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale of illegal drugs during work or on District’s premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

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## Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs

If you know of possession or use of alcohol or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Business Manager. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board.

Section 6: Employee Conduct

# 6.12 Weapons Policy

Introduction.....	1	Procedure For Reporting Possession Of A Weapon.....	1
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## Introduction

The District/SRA strictly prohibits and does not tolerate weapons at any District/SRA facility, on any District/SRA property, or at any District/SRA-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

## Procedure For Reporting Possession Of A Weapon

If you know of an employee possessing a weapon, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board.

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## Section 6: Employee Conduct

# 6.13 Employee Cooperation

District/SRA employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the District/SRA must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including dismissal.

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Section 6: Employee Conduct

# 6.14 Carelessness Policy

Introduction .....	1	Procedure for Reporting Careless, Hazardous or Substandard Work Practices	1
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## Introduction

The District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting District business.

The District expects and demands that its employees perform their employment duties with care and attention to our patrons’ needs, the safety and welfare of fellow employees, and to District quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Employees who fail to respond to the District’s efforts to correct carelessness may be subject to disciplinary action, up to and including discharge.

## Procedure for Reporting Careless, Hazardous or Substandard Work Practices

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor’s supervisor or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

## Section 6: Employee Conduct

# 6.15 Workplace Wrongdoing Policy

Introduction .....	1	Procedure for Reporting Workplace Wrongdoing .....	1
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### Introduction

The District does not tolerate workplace wrongdoing on District premises, property, District-sponsored events, or while acting within the scope of employment.

The District does not tolerate theft of property, whether from the District, patron or from a co-worker. Employees should seek permission before removing District material, tools, or other items, including damaged goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The District prohibits false information on any expense account sheet or on any insurance claim submitted under the District's health care benefits or workers' compensation benefits program.

The District prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to immediate discharge.

The District prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The District prohibits embezzlement or stealing of District funds, including but not limited to, stealing money from a District account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

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### Procedure for Reporting Workplace Wrongdoing

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable



doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

## Section 6: Employee Conduct

# 6.16 Telephone and Cellular Telephone Usage

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.

Business long-distance telephone calls should be charged to the telephone credit card provided to the employee by (Agency Name). Personal telephone calls should never be charged to the employee's telephone credit card unless the employee is away on business for more than two (2) days. (NOTE: Some members issue employees who travel pre-paid long distance calling cards rather than telephone credit cards to control long distance telephone expense.)

Cellular telephones are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the District should make all long distance telephone calls while traveling from their cellular telephone. Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees who have excessive cellular usage for personal calls will be subject to corrective action up to, and including, termination.

The District requires the safe use of its cellular telephones by employees while conducting business. Employees who are issued cellular telephones may also be issued an earphone/microphone adapter for increased safety and convenience. The employee should exercise extreme caution when using the cellular telephone while driving because of safety concerns. When using a hand-held cellular telephone, employees should consider pulling over or stopping before making a call. In some jurisdictions, use of hand-held cellular telephones is strictly prohibited. You are expected to fully comply with all traffic laws and laws related to cellular phone use.

During work time, employees are not permitted to use personal cellular telephones. These should be used only during breaks and meal times.

## Section 6: Employee Conduct

# 6.17 Security & Keys

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including discharge. Keys may not be transferred from one employee to another without the prior written authorization by the appropriate facility manager.

## Section 6: Employee Conduct

# 6.18 Romantic or Sexual Relationships

Consenting “romantic” or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and the District. Any such relationship may, therefore, be contrary to the best interests of the District.

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, the District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee’s department head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The District recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic”. It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The department head shall inform the Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments.

Upon being informed or learning of the existence of such a relationship, the District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending

at the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for the District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the department head, the Business Manager, or the Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

## Section 6: Employee Conduct

# 6.19 Violence in the Workplace

The District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the department head. All complaints will be investigated.

The District will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

## Section 6: Employee Conduct

# 6.20 Reporting Improper or Unsafe Activity

You are expected to act and conduct yourself at all times in the best interests of the District. If you reasonably suspect or you know that another District employee is engaged in or has engaged in unlawful conduct while on duty, you must report such misconduct together with any supporting information to the Director.

## Section 6: Employee Conduct

# 6.21 Political Activity

District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the District.

District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for the District but does not include, breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a District employee. Employees of the District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.



## Section 6: Employee Conduct

# 6.22 Solicitation, Distribution & Use of Bulletin Boards

Introduction .....	1	Bulletin Boards .....	1
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### Introduction

Employees may not solicit any other employee during working time, nor may employees distribute literature on District premises, which includes all areas where employees perform their assigned work tasks, during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include breaks, lunches, or other duty-free periods of time.

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### Bulletin Boards

Bulletin boards maintained by the District are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

## Section 6: Employee Conduct

### 6.23 Gifts

You must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the District or is attempting to secure business from the District. Further, you must not solicit or accept, nor should you expect people who use our programs or facilities to give you gifts, gratuities or other rewards, or other remunerative devices or favors for performing your job, except as otherwise provided in this section.

If someone offers or gives you a gift as a result of your position as our employee, you must report it to the Director. The Director must report any offers or gifts made to the Director to the Chairman of the Financial Planning & Policy Committee of the Board. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, you must report such non-cash matters to your department head.

If you are in doubt about any provisions of this section, contact your department head; department heads may contact the Director and the Director may contact the Board. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Director after consultation with the appropriate department head. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including dismissal.

## Section 6: Employee Conduct

# 6.24 Conflict of Interest

The District expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the District. Business dealings that appear to create a conflict between the interests of the District and an employee are unacceptable.

The District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the District's business dealings.

It is the responsibility of every District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the District. Such disclosure must be made in writing by the employee and forwarded to the Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact the Business Manager or Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Director for details.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate termination.

## Section 6: Employee Conduct

# 6.25 Outside Activities

Outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he is employed at the District, including overtime assignments
- Involve organizations that are doing or seek to do business with the District, including actual or potential vendors;

**or**

- Violate provisions of law or the District's policies or rules

From time to time, District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the District must be given priority. Employees are hired and continue in the District's employ with the understanding that the District is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the District is strictly prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using District vehicles, equipment or other District property. No employee shall receive pay other than District pay, for performing services while on duty.

## Section 6: Employee Conduct

# 6.26 Blogging Policy

In general, the District views personal websites and weblogs positively, and it respects the right of employees to use them as a medium of self-expression. If you choose to identify yourself as a District employee or to discuss matters related to our agency, staff or patrons on your website or weblog, please bear in mind that, although you and we view your website or weblog as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the District. In light of this possibility, we ask that you observe the following guidelines:

1. Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the District. To help reduce the potential for confusion, we would appreciate it if you put the following notice – or something similar – in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

*The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.*

Many bloggers put a disclaimer on their front page saying who they work for, but that they’re not speaking officially. This is good practice, but may not have much legal effect. It is not necessary to post this notice on every page, but please use reasonable efforts to draw attention to it – if at all possible, from the home page of your site.

2. Be careful to avoid disclosing any information that is confidential or proprietary to the agency or to any third party that has disclosed information to us.
3. Since your site or blog is a public space, we hope you will be respectful to the District, our employees, our patrons, our partners and affiliates, and others.
4. You may provide a link from your site to the District website. However you will require permission to use the District logo or reproduce any District material on your site.
5. When using District computers, you are subject to both the agency’s Internet Use Policy and Computer Use Policy.
6. Finally, please recognize that both during working hours and non-working hours you are an ambassador of the District. You are expected

to act and conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, staff morale, and/or create divisiveness or friction among staff, you may be disciplined, up to and including termination.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to \_\_\_\_\_.

## Section 7: Safety in the Workplace

# 7.01 Introduction

It is the District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Employees are required to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

## Section 7: Safety in the Workplace

# 7.02 General Safety Policy and Rules

Safety while on the job is the responsibility of every District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

1. Horseplay and fighting will not be tolerated in the work place.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence



stating that the medication will not adversely affect your decision-making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A.

4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
12. All employees must follow recommended work procedures outlined for their job, department and/or facility.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.

18. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
19. All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

## Section 7: Safety in the Workplace

# 7.03 Your Right to Know

Working With Hazardous Substances .....	1	What Information is on MSDS Sheets? .....	2
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### Working With Hazardous Substances

The District is committed to protecting you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA's hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Material Safety Data Sheet (MSDS) for every product.

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and MSDS sheets, and the correct safety procedures for working with hazardous substances.

**Note** | Employees have to read labels and MSDS sheets, and they have to follow the company's safety procedures for storing, handling and using hazardous materials.

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## What Information is on the Label?

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

1. The common name of the substance.
2. The name, address, and emergency phone number of the company that made or imported the substance.
3. A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are **Danger**, **Warning**, and **Caution**.
4. The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance.
5. The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
6. First aid instructions, in case of exposure.
7. Proper handling and storing instructions.
8. Special instructions concerning children.

While a lot of valuable information can be found on the label, refer to the MSDS sheet if you don't find all of the information you need.

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## What Information is on MSDS Sheets?

The MSDS sheet is your guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

**Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced.

**Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included.

**Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

**Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).

**Reactivity**, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react.

**Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.

**Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.

**Control measures** will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

OSHA's Right-to-Know regulation was developed to protect you on the job.

**For the Right-to-Know Standard to be effective, you must:**

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

**Note** | **When we work safely and smart, we make the workplace safer for everyone**

## Section 7: Safety in the Workplace

# 7.04 Park District Risk Management Agency (PDRMA)

The District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services.

All employees are expected to cooperate fully with PDRMA staff.

## Section 8: Disciplinary Action

# 8.01 Disciplinary Actions

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Oral Warning.....	2	Dismissal .....	3
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### Introduction

All employees are expected to meet the District's standards of work performance, engage in acceptable conduct and to satisfactorily perform your duties under the policies, guidelines and rules contained in this Manual. In addition, you are expected to follow any other District policies, rules and guidelines, performance standards, the directions of your Supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the District's policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the District's policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the District.

**Note** | **Notwithstanding the District's option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your dismissal.**

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral warnings to termination.

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## Oral Warning

Oral warnings may be issued by your supervisor(s). Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the oral warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in your personnel file.

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## Written Warnings

Written warnings may be issued by your supervisor(s). Written warnings consist of a conference between you and the supervisor imposing the warning, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the District's opinion does not warrant suspension or discharge.

You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written warning will be placed in your personnel file.

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## Suspension

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Director. The supervisor(s) imposing the suspension will under ordinary and usual circumstances meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

The duration of your suspension shall be determined in the sole discretion of the Director. Unpaid suspensions of employees will be based on daily increments.

You are generally required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor



will be asked to witness your refusal. A copy of the notice will be placed in your personnel file.

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## **Dismissal**

A dismissal is a termination of employment initiated by the District. You may be dismissed for any lawful reason at any time. All District employees serve at the will of the District.

Generally, if you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Under ordinary circumstances, your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

## Section 8: Disciplinary Action

# 8.02 Examples of Reasons for Disciplinary Action

You may be warned, suspended, and/or dismissed whenever it is determined, in the District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on District property or participating in District activities.
8. Being wasteful of or the willful destruction of District supplies, materials, vehicles, equipment, tools, working time or other District property.
9. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear

- appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
  11. Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property or engaging in criminal activity while on duty or while in or on District property.
  12. Failing to report an accident or known hazardous conditions to your immediate supervisor.
  13. Gambling or fighting while on duty.
  14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on District property or failing to notify the District that you are taking legal drugs when such notice is required.
  15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
  16. Possession of weapons in or on District property or while on duty.
  17. Felony conviction.
  18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
  19. Failure to maintain valid drivers license or other license or certification which may be required for your position or as provided in this Manual.
  20. Smoking in restricted areas.
  21. Harassment of other employees or members of the public.
  22. Dishonesty; lying to District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
  23. Time card or sign-in book violations.
  24. Unauthorized possession, use or copying of any records that are the property of the District.
  25. Sleeping on duty.
  26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.

27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or any other local, state, or federal law.

## Section 8: Disciplinary Action

# 8.03 Review of Disciplinary Action Other Than Dismissal

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Director. Any decision of the Director shall be final.

**Note** | **The Agency's failure to strictly adhere to the time limits or the procedure in this section 8-3 shall not affect the resolution of any disciplinary action.**

This procedure should be followed to the extent that it is, in the agency's sole discretion, practicable under the circumstances.

## Section 8: Disciplinary Action

# 8.04 Review of Dismissal

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Director within five (5) working days from the date the action was taken. The Director or a designee may meet with you and investigate the circumstances surrounding your dismissal. The Director or the designee(s) should issue a written determination within ten (10) working days of receipt of your written request. The Director's decision shall be final.

If you are a department head who has been dismissed, you may make a request to the President of the Board ("President") to have your dismissal reviewed by the Board. The Director's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the President within (5) working days from the date the action was taken. The President and the Board may meet with you and investigate the circumstances surrounding your dismissal. The President on behalf of the Board should issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

**Note**

**Nothing in this section 8-4 shall limit or restrict the Agency's right to dismiss an employee at any time, with or without cause. The Agency's failure to strictly adhere to the time limits or the procedure in this section 8-4 shall not affect the resolution of any disciplinary action.**

This procedure will be followed to the extent that it is, in the Agency's sole discretion, practicable. The Agency reserves the right to proceed directly to the Director's or the designee's review of an employee's dismissal.

## Section 8: Disciplinary Action

# 8.05 Employee's Response

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

**Note** | **Nothing in this Section 8 shall limit or restrict the Agency's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Agency, you may terminate your employment at any time, with or without cause or notice and the Agency retains a similar right.**

## Section 9: Grievance Process & Procedures

# 9.01 Grievance Process & Procedure

Any employee who has a grievance arising from his employment with the Agency is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

1. You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.
2. You may present a written grievance to the supervisor at the succeeding level of authority in your Department. The supervisor will investigate the matter, discuss the matter with you and your immediate supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Director. In the event it is necessary for you to process your grievance up to the Director, the Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Director's decision shall be final.

**Note** | **The Agency's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.**

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which may be reviewed in accordance with Sections 8-1, 8-3 and 8-4, respectively.

The Agency will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in



good faith, testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

## Section 10: Separation of Employment

# 10.1 Separation of Employment

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### Employment at-Will

Employment with the Agency is on an at-will basis. This means that both employees and the Agency have the right to terminate employment at any time with or without cause or notice.

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### Lay-Offs

The Agency may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the Agency. Although the Agency is under no obligation to do so, every reasonable effort will be made to transfer part-time employees to another department rather than laying them off. When this is impractical, the department head will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

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### Resignations

As an at-will employee, you may resign your position with the Agency at any time, with or without notice or cause. However, the Agency requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the Agency to minimize departmental hardship and to make proper provisions for the filling of your position. The Agency requests that you should give written notice to your immediate supervisor at least ten working days prior to your last workday; however, twenty

working days notice is preferred. [vacation days or personal days may not be included in the 10-day notice period] You may leave anytime during the ten days with your immediate supervisor's consent and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

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### **Return of Agency Property**

Before officially separating from the Agency's employment for any reason, you must return all Agency property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards.