



Sycamore

PARK DISTRICT

Established 1923

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

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

**Sycamore Park District
Regular Board Meeting**

June 24, 2014

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: (Voice Vote)

3. Regular Meeting

May 27, 2014

11. Special Meeting Minutes

June 10, 2014

Executive Session

May 27, 2014

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

21. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

28. Superintendent of Finance Monthly Report

30. Budget Report/Monthly Cash Flow Monthly Report

43. Superintendent of Golf Operations Monthly Report

45. Superintendent of Parks and Facilities Monthly Report

50. Superintendent of Recreation Monthly Report

53. Executive Director Monthly Report

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

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

Board of Commissioners Meeting

June 24, 2014

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CORRESPONDENCE-

- 57. Ladies of St. Mary's Catholic School Letter
- 58. Illinois Junior Golf Association Thank You

POSITIVE FEEDBACK/REPORTS

MONTHLY PRESENTATION: Bart Desch—New Pool Fees and Current Progress on Sales

OLD BUSINESS:

- Report/Summary of Board Member's Meetings with their Assigned Contacts—Ted, Michelle, Ann, Daryl, Bill, Dan
- 59. Rescheduling Park Tour—Jeff

NEW BUSINESS:

- 61. Adoption of Prevailing Wage Ordinance—Jackie (Roll Call)
- 74. Quarterly Review of Goal Progress on Short-Term Plan—Jeanette
- 118. Annual Review of CAC Charter—Dan
- 124. Annual Review of Board By-Laws—Dan
- 138. Quarterly Capital Funds Update—Jackie
- 140. Bi-Annual Review of Executive Session Minutes—Dan (Roll Call)
- 142. **ORDINANCE 07-2014: AN ORDINANCE AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$9,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto.—Dan (Roll Call)**
- 150. **Ordinance 08-2014: An Ordinance Regarding Joint Agreement of DeKalb Park District, Genoa Township Park District, and Sycamore Park District for the Provision of Recreation Services for those with Disabilities—Dan (Roll Call)**

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:

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, May 27, 2014**

President Strack called the meeting to order at 6:02 p.m.

The roll was called with Commissioners Kroeger, Tucker and Strack present. Commissioner Schulz arrived at 6:06 pm. Commissioner Graves was absent. Staff members present were Director Dan Gible, Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to amend and 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 3-0. Commissioner Graves and Schulz were absent.

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the April 22, 2014 Regular Meeting Minutes. 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 3-0. Commissioner Graves and Schulz were absent.

Motion

Commissioner Kroeger moved to approve the April 22, 2014 Executive Session Minutes to remain confidential. 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 3-0. Commissioner Graves and Schulz were absent.

Petition and Public Comment – Director Gible noted that we did get public input on our FB page. He wanted the Board to know that after his most recent comment on there, he will no longer be replying any further. He has checked with the Chief of Police and Counsel and our signs are correct and legitimate.

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Claims and Accounts Approval

Motion

Commissioner Kroeger moved to approve and pay the bills in the amount of \$231,234.07.
 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 3-0. Commissioner Graves and Schulz were absent.

Correspondence

- Clubhouse – Todd Turner Rental
- Clubhouse – Thomas Betsinger Rental
- KSRA – Julie Eggleston

President Strack noted that all the evaluation forms were very positive.

Positive Feedback/Reports –

- Director Gibble noted that Commissioner Graves asked him to comment on the great way Supt. of Golf Ops Lundbeck handled some situations over the weekend that came up.
- Commissioner Schulz noted that she was contacted by a family that will be making a donation to our Foundation for about \$1100.00
- Commissioner Tucker noted the 9 Whole Ladies are going to donate a few trees and some individuals will be donating money for trees.
- Supt. of Golf Ops Lundbeck noted the men's league will be making donations also.
- Commissioner Schulz noted she has been asked about the winter kill at Lake Sycamore. Supt. of Parks Donahoe noted it was in proportion to all in Illinois. He will stock more fish this summer also.
- President Strack noted that the restoration of the natural area by 5 and 6 is going to look great.

Sycamore Park District Annual Board Meeting and Election of Officers

President Strack called the annual meeting to order. President Strack then turned the meeting over to Director Gibble. Director Gibble opened the floor for nominations for President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
President	Ted Strack	Michelle Schulz	Ann Tucker	(4) Ayes (1) Absent

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

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 Sycamore Park District
 Tuesday May 27, 2014
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President Strack opened the floor for nominations for Vice President.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Vice Pres.	Michelle Schulz	Bill Kroeger	Ann Tucker	(4) Ayes (1) Absent

President Strack closed the floor for nominations for Vice President.

President Strack opened the floor for nominations for Treasurer.

<u>Office:</u>	<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Treasurer	Ann Tucker	Michelle Schulz	Bill Kroeger	(4) Ayes (1) Absent

President Strack closed the floor for nominations for Treasurer.

Secretary: Daniel Gible

Recording Secretary: Jeanette Freeman

Legal Services: Ancel Glink

Audit Services: Lauterbach & Amen, LLP

IAPD Legislative Contact: Commissioner Tucker

Board Member Delegate to State Conference: Commissioner Kroeger with Commissioner Tucker as alternate.

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

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

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

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

Motion

Commissioner Schulz made a motion to approve as indicated/recommended the remainder of the positions. 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 4-0. Commissioner Graves was absent.

President Strack closed the annual meeting at 6:21 pm.

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Monthly Presentation – Current Course Marketing- Supt. of Golf Ops Kirk Lundbeck

He handed out information on Third Party Golf Course Marketing. He then discussed the different ones that he uses and the process. He also went over the benefits to the Golf Course, along with the Community and how these services are paid for.

OLD BUSINESS

Rejection of ADA Paving Bids –Director Gible noted he is recommending rejecting the bid. There was one bid and it was high like last year. They talked to the contractors that were at the pre bid meeting. They all noted the timing was not good. The engineers talked to some of the firms and they suggested a July re-bid with late fall work. He is recommending not to award the bid to the sole bidder Elliott & Wood and re-bid in July.

Motion

Commissioner Schulz moved to accept the recommendation to reject the bid. The motion was seconded by Commissioner Kroeger.

Roll Call

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

Discussion of Timeline Regarding Matters of Bonds and Referenda – Director Gible noted he gave the Board the calendar that was talked about last month to make sure all felt the right changes were made. He also noted he would like for President Strack and Commissioner Schulz as representatives of the Trailblazers to meet with Sarah Elm and Supt. of Recreation Desch to finalize some dates. They then went over the calendar to confirm the changes and the dates when things should happen. Commissioner Schulz suggested the Board email Director Gible the dates they are not available.

Report/Summary of Board Member’s Meetings with their Assigned Contacts - President Strack noted the Board wanted to talk about their individual meetings. He noted that the people he has talked to are supportive. He feels some might not be as supportive as said they would be. Commissioner Kroeger noted with the upcoming tour if there is negative we might hear then. Commissioner Schulz suggested a public tour to get them active – do an open call to the public. Commissioner Tucker noted she had people on her list that didn’t know we had a community center. She had a few people she contacted that cannot support because of their position. She had some that wanted more information but would endorse. Commissioner Kroeger noted the

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Report/Summary of Board Member's Meetings with their Assigned Contacts- cont'd

people he talked to were very supportive of the community center and all seven ideas. They told him they feel overall the Park District is doing great things. He had some that knows everything the Park is doing but wants to know exactly what the Park is doing on the property.

Commissioner Tucker noted the pool is the biggest thing and found that golf irrigation is not a negative. Commissioner Kroeger noted there was some concern about raising taxes. There was mention of a walking track in the community center from the seniors. Commissioner Schulz also noted she is hearing about the walking track. She feels the Board should talk about a picture of what the property will look like or a concept. President Strack suggested an aerial of each item but not the campus as a whole on the property. Director Gibble noted he will have staff think about how this can be presented so people will get the concept.

Technology First Steps – Supt. of Finance Hienbuecher noted that now the assessment is done we need to figure what we can do when. She has spent time looking at the capital budget to see what is available. The key component of doing the fiber and increasing the connectivity is going to Comcast at the Administration building. This can be done now without waiting to get the fiber done. There is a chance this will improve things. Director Gibble noted that Sikich had said the first thing to be done was to increase speed to the server. This is why Supt. of Finance Hienbuecher is recommending going with Comcast now. She noted the monthly fee will increase by \$135.00 per month, but we will be going from 3 megabits per second to 100 per second on the upload. The upload will go from 564 kilowatts per second to 20 megabits.

Final Plans for Park Tour – Director Gibble noted the tour was cancelled.

Review of Grant Opportunities Available to Park Districts – Director Gibble noted this is just an informational item. IDNR Grants deadlines are usually July 1 and the IDOT Grants usually have deadlines of August 1st. He noted that this time next year we hopefully will be going for the OSLAD for the Sports Complex.

Further Discussion of Impact Fees – President Strack noted the City has received a letter from the Building Association indicating that land values have come down, but impact fees have not been adjusted. They are encouraging the City to look at this. He is suggesting waiting until the City comes to us on this.

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NEW BUSINESS

Update of Conduct Ordinance – Director Gibble noted he is suggesting changes that relate to the handgun laws and metal detectors.

Motion

Commissioner Tucker moved to accept the recommended changes to the Conduct Ordinance. The motion was seconded by Commissioner Schulz.

Roll Call

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

Informational Items – Director Gibble noted he wanted to give the Board information on the following items:

- a. Ovitz Park Dedication – This will be on Saturday, October 25th at 10 am.
- b. Drainage Problems – We continue to have drainage problems on one acre at the NE corner of the 89 acres on South Airport Road. They cannot put any crop in. We met with someone and getting quotes to replace a longer stretch of tile. We will bring to the Board meeting next month.
- c. Asbestos Report – There are four items on the asbestos report for the Carl Property. Three will have to be removed if we burn it. He is getting quotes on the cost of this to decide if we should burn or just have removed.
- d. Video – The Board has now been recorded that can be taken to presentations. The editing should be done in a week or two. They were shooting the pool, some sports including golf and the trails among other things.
- e. Rotary Signs – He has approved installation of two signs that will be provided by Rotary.
- f. Sports Complex 8 Acres – When they met with the Hartmann's about some issues, they have issues getting to these eight acres. They suggested making it grass. This is in a flood plain, but we could put into grass to use as parking or something.

Natural Gas Contract - Supt. of Finance Hienbuecher noted it is the time of year to review the contracts. Last year we changed from a fixed rate to index pricing. Overall the rates was an average of .07 lower than Nicor except for February and March. She has received three quotes, which are all very similar. She is recommending going with the index pricing again. We would have the option to go with the fixed rate permanently or during certain months. She is recommending going with Progressive Energy Group with the index rate plus .015. Director Gibble noted he and Supt. of Finance Hienbuecher will check over the next three to six months to see if we should lock in.

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 Sycamore Park District
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Motion

Commissioner Schulz moved to approve the natural gas rates as recommended. The motion was seconded by Commissioner Kroeger.

Roll Call

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

Public Input - None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:32 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

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

#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.

#6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 7:35 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman.

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Motion

The Board adjourned the Executive Session at 7:45 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 7:45 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Tuesday, June 10, 2014**

President Strack called the meeting to order at 7:30 p.m.

The roll was called with Commissioners Kroeger, Schulz, Tucker, Graves and President Strack present. Also present was Executive Director Gible. Kirk Lundbeck arrived at 7:41pm

Discussion of Planning and Timing for Various Events and Activities

Executive Director Gible explained that while we had a basic understanding of what was going on over the next few months, it was apparent that some had more information than others, and that the entire Board needed to get on the same page. Commissioners Schulz and Tucker concurred, and President Strack affirmed that the calendar of dates probably needed more attention. Commissioner Kroeger asked questions about the poster and the video, and others tried to explain the planning for those.

Review of 2014 Calendar and Board Activities

President Strack then asked the other Board Members if it would be okay if he went through the calendar for the rest of the year, month by month and date by date. The group agreed that would be the best approach. President Strack then led that review. Some dates were changed and some descriptions modified along with clarifying who was going to do what.

Motion

The Board adjourned the Special Meeting at 8:51 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Daniel Gible
Secretary
Sycamore Park District

DATE: 06/18/2014
 TIME: 13:08:23
 ID: APA50000.WOW
 2

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 05/23/2014 TO 06/18/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC								
	939696	01 EMPL PREMIUM	101000002007	05/12/14	00000000	53482	06/02/14	558.75	558.75
		02 EMPL PREMIUM	101000002006		00000000			27.72	27.72
								531.03	531.03
								VENDOR TOTAL:	558.75
ANCEL	ANCEL, GLINK - LAW OFFICES OF								
	38442	01 CORPORATE MATTERS	101000036120	03/10/14	00000000	53480	06/02/14	7,511.76	7,511.76
	38811	01 CORPORATE MATTERS	101000036120	04/04/14	00000000	53481	06/02/14	4,161.57	4,161.57
								4,161.57	4,161.57
								VENDOR TOTAL:	11,673.33
APPLE	APPLE RIVER STATE BANK								
	071122247-061514	01 INTEREST	601000156900	06/15/14	00000000	53509	06/18/14	19,293.75	19,293.75
								19,293.75	19,293.75
								VENDOR TOTAL:	19,293.75
ARTHUR	ARTHUR CLESEN, INC.								
	294739	01 SEEDHEAD REGULATOR-FAIRWAYS	504100076507	04/01/14	00000000	53503	06/11/14	2,438.92	470.00
	294784	01 GC-GROWTH-FUNG-HERBICIDE	504100076507	04/02/14	00000000	53503	06/11/14	2,438.92	1,968.92
								2,438.92	1,968.92
								VENDOR TOTAL:	2,438.92
ARTS	ARTS WARRIOR								
	7-31-14 CONCERT	01 7-31 BILL CROFT CONCERT	206194006128	06/18/14	00000000	53514	06/18/14	1,200.00	1,200.00
								1,200.00	1,200.00
								VENDOR TOTAL:	1,200.00
BALAZS	BALAZS, STEVE								
	08-07-14 CONCERT	01 8-7-14 BALAZS CONCERT	206194006128	06/18/14	00000000	53515	06/18/14	750.00	750.00
								750.00	750.00
								VENDOR TOTAL:	750.00
BAZILLIO	BAZILLION SONGS LLC								
	07-24-14 CONCERT			06/18/14		53516	06/18/14	1,000.00	1,000.00
								VENDOR TOTAL:	1,000.00

FROM 05/23/2014 TO 06/18/2014

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

07-24-14 CONCERT
 01 7-24-14 BAZILLION CONCERT 206194006128 06/18/14 00000000 53516 06/18/14 1,000.00 1,000.00

CITY CITY OF SYCAMORE
 MAY 2014
 01 CITY SALES TAX - CLUBHOUSE 303000116852 06/18/14 00000000 53510 06/18/14 361.00 361.00
 02 CITY SALES TAX - BEV CART 303100116852 00000000 189.00 189.00
 03 CITY SALES TAX - BASEBALL CONC 303300116852 00000000 42.00 42.00
 04 CITY SALES TAX - CATERING 303500116852 00000000 121.00 121.00
 9.00 9.00
 VENDOR TOTAL: 1,000.00

CITY2 CITY OF SYCAMORE
 14205600/5650-0514
 01 WATER/SEWER-POOL 518100096704 05/30/14 00000000 53517 06/18/14 58.05 58.05
 VENDOR TOTAL: 58.05

COMMO COMMONWEALTH EDISON
 061114
 01 FOUNDERS PARK 101500096702 06/11/14 00000000 53518 06/18/14 732.90 732.90
 02 BOYNTON PARK 101500096702 00000000 22.80 22.80
 03 KIWANIS PARK 101500096702 00000000 19.59 19.59
 04 EMIL CASSIER PARK 101500096702 00000000 44.56 44.56
 05 COMMUNITY CENTER 207500096702 00000000 17.96 17.96
 06 COMMUNITY CENTER 207500096702 00000000 250.09 250.09
 07 SYCAMORE LAKE 101500096702 00000000 145.99 145.99
 08 GOOD TYMES SHELTER 101500096702 00000000 17.96 17.96
 09 WETZEL PARK 101500096702 00000000 165.16 165.16
 10 AIRPORT ROAD PROPERTY 101500096702 00000000 17.96 17.96
 30.83 30.83
 VENDOR TOTAL: 58.05

CONST CONSTELLATION NEWENERGY
 0015395776
 01 BASEBALL CONCESSIONS 303300096702 06/06/14 00000000 53519 06/18/14 3,168.33 2,313.28
 02 POOL 518100096702 00000000 123.50 123.50
 03 MAINTENANCE 101500096702 00000000 784.09 784.09
 04 MAINTENANCE 504100096702 00000000 10.19 10.19
 05 PUMP HOUSE 504100096702 00000000 278.31 278.31
 06 CART BLDG 504000096702 00000000 115.71 115.71
 07 CLUBHOUSE 303000096702 00000000 144.19 144.19
 VENDOR TOTAL: 732.90

DATE: 06/18/2014
 TIME: 13:08:23
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT
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FROM 05/23/2014 TO 06/18/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ILL1		ILLINOIS DEPT REVENUE							
		MAY 2014							
		01 STATE SALES TAX - PRO SHOP	504000116852	06/18/14	00000000	53511	06/18/14	1,921.00	1,921.00
		02 STATE SALES TAX - CLUBHOUSE	303000116852		00000000			479.00	479.00
		03 STATE SALES TAX - BEV CART	303100116852		00000000			755.00	755.00
		04 STATE SALES TAX - BASEBALL CONC	303300116852		00000000			169.00	169.00
		05 STATE SALES TAX - CATERING	303500116852		00000000			481.00	481.00
								37.00	37.00
								VENDOR TOTAL:	1,921.00
JEANIEB		JEANIE B MUSIC, INC.							
		08-07-14 CONCERT							
		01 8-7-14 JEANIE B CONCERT	206194006128	06/18/14	00000000	53522	06/18/14	550.00	550.00
								550.00	550.00
								VENDOR TOTAL:	550.00
LEGA		LEGA, MARK							
		7-17-14 CONCERT							
		01 7-17-14 MARK LEGA CONCERT	206194006128	06/18/14	00000000	53523	06/18/14	1,000.00	1,000.00
								1,000.00	1,000.00
								VENDOR TOTAL:	1,000.00
MEL		MELIN'S LOCK & KEY							
		15463							
		01 KEY COPIES - ADMIN	101000076500	03/03/14	00000000	53498	06/06/14	6.93	6.93
								6.93	6.93
		15772							
		01 EXTRA KEYS	701000207003	05/21/14	00000000	53484	06/02/14	4,167.02	57.72
								57.72	57.72
		SC5815							
		01 RE-KEYING OF BUILDINGS	701000207003	05/06/14	00000000	53484	06/02/14	4,167.02	4,109.30
								4,109.30	4,109.30
								VENDOR TOTAL:	4,173.95
PROINST		PRO INSTALLATION PLUS INC							
		2665							
		01 SC PLAYGROUND EQUIPMENT INSTAL	701000207008	05/21/14	00000000	53494	06/03/14	4,438.75	4,438.75
								4,438.75	4,438.75
								VENDOR TOTAL:	4,438.75
RENE		RENE, LISA							
		6-19 CONCERT							
				06/11/14		53505	06/11/14	1,000.00	1,000.00
								1,000.00	1,000.00
								VENDOR TOTAL:	1,000.00

FROM 05/23/2014 TO 06/18/2014

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

6-19 CONCERT 01 JUNE 19TH CONCERT 2014 206194006128 06/11/14 00000000 53505 06/11/14 1,000.00 1,000.00

SPECIAL FX 40147 01 STAFF T SHIRTS 504100046215 06/03/14 00000038 53495 06/03/14 133.00 133.00

SYCPK SYCAMORE PARK DISTRICT
 PETTY CASH 6-8-14 06/18/14 53524 06/18/14 258.37 258.37
 01 HOLIDAY PARTY 201000046213 00000000 40.00 40.00
 02 HOLIDAY PARTY 201000046213 00000000 40.00 40.00
 03 POSTAGE 101000046202 00000000 33.64 33.64
 04 POSTAGE 201000046202 00000000 33.64 33.64
 05 CINCO DE MAYO 101000046214 00000000 5.54 5.54
 06 CINCO DE MAYO 201000046214 00000000 5.55 5.55
 07 SAY GOLF 205550246216 00000000 100.00 100.00

SYCPK2 SYCAMORE PARK DISTRICT
 STORM DAYZ BANK 06/18/14 53512 06/18/14 2,500.00 2,500.00
 01 STORM DAYZ BANK 101000001010 00000000 2,500.00 2,500.00

T0000024 DOBBERSTEIN, MELISSA
 6-11-14 REIMB 06/18/14 53513 06/18/14 142.95 142.95
 01 PALMER OUTTING TIP 303500003090 00000000 77.25 77.25
 02 HOT DOG BUNS -REIMB 303000086615 00000000 22.25 22.25
 03 ONIONS - REIMB 303000086629 00000000 3.98 3.98
 04 TOMATOES - REIMB 303000086629 00000000 3.87 3.87
 05 HOT DOG BUNS - REIMB 303300086615 00000000 17.80 17.80
 06 HAMBURGER BUNS - REIMB 303400086613 00000000 3.56 3.56
 07 HOT DOG BUNS - REIM 303400086615 00000000 8.90 8.90
 08 HAMBURGER BUNS - REIMB 303000086613 00000000 5.34 5.34

T0000531 WHITE, LISA
 060214 06/02/14 53506 06/11/14 54.26 54.26
 VENDOR TOTAL: 142.95

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 05/23/2014 TO 06/18/2014
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000952	060214	01 MILEAGE	201000046211	06/02/14	00000000	53506	06/11/14	54.26	54.26
								VENDOR TOTAL:	54.26
T0000953	052314	01 REFUND OF OVERPAYMENT	518004056218	05/23/14	00000000	53485	06/02/14	18.00	18.00
								VENDOR TOTAL:	18.00
T0000954	052414	01 REFUND OF OVERPAYMENT	205550126218	05/24/14	00000000	53486	06/02/14	10.00	10.00
								VENDOR TOTAL:	10.00
T0000955	052814	01 REFUND OF OVERPAYMENT	518000046218	05/28/14	00000000	53487	06/02/14	19.75	19.75
								VENDOR TOTAL:	19.75
T0000956	053014	01 GOLF PASS REFUND-MOVING	504000046218	05/30/14	00000000	53488	06/02/14	510.00	510.00
								VENDOR TOTAL:	510.00
T0000957	053014	01 REFUND GOLD PASS - ILLNESS	504000046218	05/30/14	00000000	53489	06/02/14	620.00	620.00
								VENDOR TOTAL:	620.00
T0000959	053014	01 CANCEL CLASS REFUND	205230086218	05/30/14	00000000	53490	06/02/14	55.00	55.00
								VENDOR TOTAL:	55.00
T0000959	053014	01 PAYROLL	101000001001	06/05/14	00000000	53496	06/05/14	37.73	37.73
								VENDOR TOTAL:	37.73

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000960	WOLF, MALLORY								
053014	PAYROLL	01 053014 PAYROLL	101000001001	06/06/14	00000000	53499	06/06/14	30.63	30.63
TAKEFORM	TAKEFORM								
38202		01 ADA SIGNS	221000076500	05/07/14	00000000	53491	06/02/14	1,844.20	1,844.20
UNIT1	U.S. POSTAL SERVICE-CMRS-FP								
060114	POSTAGE	01 POSTAGE	101000046202	06/01/14	00000000	53492	06/02/14	500.00	500.00
VISA	CARDMEMBER SERVICE								
050214BD		01 THANK YOU BUNNY	206095026216	05/02/14	00000000	53479	05/30/14	812.64	99.72
		02 VISION 20/20 SUPPLIES	101000046214		00000000				40.00
		03 VISION 20/20 SUPPLIES	201000046214		00000000				4.86
		04 THANK YOU BACKDROPS	206095026216		00000000				50.00
050214DG		01 FOOD FOR MEETINGS	101000046212	05/02/14	00000000	53479	05/30/14	812.64	305.68
		02 FOOD FOR MEETINGS	201000046212		00000000				74.43
		03 IMAGE WEAR	101000046215		00000000				74.43
		04 IMAGE WEAR	201000046215		00000000				78.41
									78.41
050214JD		01 EDGIT FOR WEEDEATER	504100066403	05/02/14	00000007	53479	05/30/14	812.64	259.00
		02 CORRECT CODING	201000046214		00000000				59.95
		03 CORRECT CODING	504100066403		00000000				-71.95
		04 REVERSE DUES	101500046204		00000000				12.00
		05 REVERSE DUES	202100046204		00000000				-20.90
		06 TIRE RECYCLE	101500076500		00000000				-89.10
		07 TIRE RECYCLE	202100076500		00000000				123.00
		08 TIRE RECYCLE	504100076500		00000000				123.00
									123.00
050214RS		01 GEAR DRIVE SPORTS CONC.	303300066401	05/02/14	00000021	53479	05/30/14	812.64	148.24
		02 PLAYGROUND BOLTS	101500066402		00000021				39.59
		03 PARTS FOR BEVERAGE CART	303100066409		00000021				11.21
									26.98

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

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SYCAMORE PARK DISTRICT
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050214RS
 04 GEAR DRIVE SPORTS CONC. 303300066401 05/02/14 00000000 53479 05/30/14 812.64 148.24
 05 ON/OFF SWITCH 101500076500 00000000
 06 GLOBE FOR RANGE LIGHT 303000056307 00000000 28.48

VENDOR TOTAL: 812.64

WALM WALMART COMMUNITY

51614
 01 AIRHEADS 303300086624 05/16/14 00000047 53502 06/10/14 591.95 591.95
 02 POPCORN SALT 303300086621 00000047 92.70
 03 GUM 303300086624 00000047 7.24
 04 PEANUTS 303300086618 00000047 16.76
 05 COOKIES 303300086618 00000047 14.88
 06 COOKIES 303300086618 00000047 9.56
 07 COOKIES 303300086618 00000047 11.58
 08 GRANOLA BARS 303300086618 00000047 10.58
 09 AIRHEADS 303000086624 00000047 16.96
 10 GRANOLA BARS 303000086618 00000047 18.54
 11 COOKIES 303000086618 00000047 16.96
 12 PEANUTS 303000086618 00000047 32.34
 13 MUFFINS 303000086610 00000047 7.44
 14 DONUTS 303000086610 00000047 7.48
 15 LETTUCE 303000086629 00000060 10.36
 16 ONIONS 303000086629 00000060 3.16
 17 TEA BAGS 303300086632 00000060 1.74
 18 CINCO DE MAYO SUPPLIES 101000046214 00000000 1.18
 19 HOT DOG BUNS 201000046214 00000000 11.36
 20 FLASHLIGHT EGG HUNT SUPPLIES 206095106216 00000000 11.37
 21 BEAST WITH BUNNY SUPPLIES 206095026216 00000000 15.70
 22 FISHING DERBY SUPPLIES 206095056216 00000000 39.77
 23 BAGELS-ENGLISH MUFFINS 303000086610 00000000 46.35
 24 HOT DOG BUNS 303000086615 00000000 8.10
 25 MAR SAUCE-LETTUCE-TOM-ONION 303000086629 00000000 22.55
 26 COFFEE-CREAMER 303000086632 00000000 15.22
 27 BLOODY MARY MIX 303000086636 00000000 35.16
 28 HAMBURGER BUNS 303300086613 00000000 29.28
 29 HOT DOG BUNS 303300086615 00000000 18.52
 30 COFFEE 303300086632 00000000 8.80
 31 BUNS-BANANAS-RUGBY 303500086640 00000000 11.96
 38.35

VENDOR TOTAL: 591.95

WASTE WASTE MANAGEMENT 3425243-2011-2 01 REFUSE REMOVAL - ADM 101000056302 05/01/14 00000000 53493 06/02/14 355.24 355.24
 88.89

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

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
3425243-2011-2								
02	REFUSE REMOVAL - CH	303000056302	05/01/14	00000000	53493	06/02/14	355.24	355.24
03	REFUSE REMOVAL - ADM	101000056302		00000000				59.25
04	REFUSE REMOVAL - SC	202100056302		00000000				4.00
05	REFUSE REMOVAL - PARKS	101500056302		00000000				66.26
06	REFUSE REMOVAL - CC	207500056302		00000000				66.27
								70.57
3427054-2011-1								
01	REFUSE REMOVAL - ADM	101000056302	06/01/14	00000000	53507	06/11/14	711.70	711.70
02	REFUSE REMOVAL - CH	303000056302		00000000				74.96
03	REFUSE REMOVAL - GC	504100056302		00000000				74.95
04	REFUSE REMOVAL - SC	202100056302		00000000				70.14
05	REFUSE REMOVAL - PARK	101500056302		00000000				135.78
06	REFUSE REMOVAL - PICNIC	101500056302		00000000				135.78
07	REFUSE REMOVAL - CC	207500056302		00000000				148.65
								71.44

VENDOR TOTAL: 1,066.94

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
6-12	CONCERT							
01	JUNE 12TH CONCERT 2014	206194006128	06/11/14	00000000	53508	06/11/14	500.00	500.00

VENDOR TOTAL: 500.00
 TOTAL --- ALL INVOICES: 68,030.23

Board

INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	2,048.75	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	13,351.23	979.83
BOCKY	BOCKYN, LLC	1,500.00	150.00
CINTA	CINTAS CORPORATION #355	909.75	37.75
CRES	CRESCENT ELECTRIC SUPPLY CO.	208.99	169.41
ECO	ECOWATER SYSTEMS, INC.	1,422.96	86.48
ENGIN	ENGINEERING RESOURCE ASSOC	22,460.20	489.00
EWORLD	EWORLIDLINX		394.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,285.60	143.50
GENOABU	GENOA BUSINESS FORMS	1,367.45	75.04
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,435.64	63.58
LE PRINT	LE PRINT EXPRESS	137.55	5.00
NICOR	NICOR GAS	19,736.38	159.05
OCIMAGE	OC IMAGEWORKS	3,150.00	1,522.50
OF	OFFICE DEPOT	1,305.54	123.16
SOFT	SOFT WATER CITY	1,945.78	22.00
SPARKLE	SPARKLE JANITORIAL SERVICE	9,535.00	1,205.00
SPEC	SPECIAL FX	2,274.80	48.00
STAPLES	STAPLES ADVANTAGE	98.79	3.77
SYC	SYCAMORE CHAMBER OF COMMERCE	295.00	130.00
TBC	TBC	8,955.79	400.35
	ADMINISTRATION		6,579.92
15	PARKS		
ARTHU	ARTHUR CLESEN, INC.	5,427.99	187.60
BURRI	BURRIS EQUIPMENT CO.	13,516.54	903.36
CINTA	CINTAS CORPORATION #355	909.75	52.40
CONS	CONSERV FS	8,976.29	214.33
CRES	CRESCENT ELECTRIC SUPPLY CO.	208.99	146.01
DEKA2	DEKALB IMPLEMENT CO.,	1,436.22	223.76
ENCAP	ENCAP, INC	79,730.00	2,570.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,285.60	58.65
GRAI	GRAINGER	1,277.82	6.75
LOWE	LOWE'S	2,641.06	337.89
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	432.00	288.00
MAR	ARCH CHEM-MARINE BIOCHEM		3,285.00
MENA	MENARDS - SYCAMORE	2,048.54	84.28
MIKESA	MIKE'S AUTO & TRUCK		81.00
MROUT	MR OUTHUSE	3,737.50	780.00
NICOR	NICOR GAS	19,736.38	496.12
NORTH	NORTHERN ILLINOIS FENCE		2,915.00

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
NUTOYS	NUTOYS LEISURE PRODUCTS		65.60
OZZIES	OZZIES GREENHOUSE		578.00
PROS	PROSAFETY, INC.	97.53	92.00
PUNKS	PUNKS		246.66
SOFT	SOFT WATER CITY	1,945.78	63.25
	PARKS		13,675.66
RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	1,500.00	150.00
CINTA	CINTAS CORPORATION #355	909.75	10.70
ECO	ECOWATER SYSTEMS, INC.	1,422.96	86.49
EWORLD	EWORLDLINK		394.00
GENOABU	GENOA BUSINESS FORMS	1,367.45	75.04
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,435.64	63.57
KISHCOLL	KISHWAUKEE COLLEGE		99.00
KONE	KONE INC.		-0.30
NICOR	NICOR GAS	19,736.38	88.49
OCIMAGE	OC IMAGEWORKS	3,150.00	1,522.50
OF	OFFICE DEPOT	1,305.54	89.84
SPARKLE	SPARKLE JANITORIAL SERVICE	9,535.00	1,205.00
SPEC	SPECIAL FX	2,274.80	48.00
STAPLES	STAPLES ADVANTAGE	98.79	3.77
TBC	TBC	8,955.79	400.35
	ADMINISTRATION		4,236.45
20	SPORTS COMPLEX		
THOR	THOR GUARD		250.00
	SPORTS COMPLEX		250.00
21	SPORTS COMPLEX MAINTENANCE		
BEACO	BEACON ATHLETICS	910.00	49.00
BURRI	BURRIS EQUIPMENT CO.	13,516.54	71.80
CINTA2	CINTAS CORP	68.20	11.54
CONS	CONSERV FS	8,976.29	134.57

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
DEKA2	DEKALB IMPLEMENT CO.,	1,436.22	157.53
LOWE	LOWE'S	2,641.06	84.39
MENA	MENARDS - SYCAMORE	2,048.54	63.96
MROUT	MR OUTHOUSE	3,737.50	685.00
PUNKS	PUNKS		246.66
SER	TFM SOLUTIONS DBA		295.00
TRUGR	TRUGREEN		770.00
	SPORTS COMPLEX MAINTENANCE		2,569.45
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	4,799.95	306.00
KONE	KONE INC.		1,792.99
	MIDWEST MUSEUM OF NATURAL HIST		2,098.99
50	PROGRAMS - YOUTH		
T0000968	KRESGE, JULI		48.00
T0000969	MILLER, KIM		38.00
	PROGRAMS - YOUTH		86.00
51	PROGRAMS - TEENS		
T0000962	CARLSON, PATRICIA		38.00
T0000965	FRANCIS, KELLY		38.00
T0000966	HENNINGSEN SR, DAVID		100.00
	PROGRAMS - TEENS		176.00
52	PROGRAMS - ADULT		
DEKALBPK	DEKALB PARK DISTRICT	35.00	35.00
	PROGRAMS - ADULT		35.00
55	PROGRAMS - YOUTH ATHLETICS		

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
T0000961	BENNETT, REBECCA		5.00
T0000963	CLEMENS, CARRIE		104.00
T0000967	HILDE, MARK		42.00
T0000971	PANTES, AMY		42.00
T0000973	RIGGS, MELINDA		55.00
T0000974	RUNDLE, GINA		42.00
VALDEZ	ISAAC VALDEZ		575.00
	PROGRAMS - YOUTH ATHLETICS		865.00
56	PROGRAMS - FITNESS		
T0000964	CLOAT, JULIA		5.00
T0000970	MOORE, ALICIA		55.00
T0000976	STACY, PAULA		38.00
	PROGRAMS - FITNESS		98.00
61	PROGRAMS - CONCERTS		
TRIO	TRIO/ROGER LEGEL		550.00
	PROGRAMS - CONCERTS		550.00
75	COMMUNITY CENTER		
AT&T1	A T & T	282.47	56.65
C&L	C & L PROPERTIES, L.L.C.	29,067.40	5,558.00
CINTA	CINTAS CORPORATION #355	909.75	16.37
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,435.64	226.92
NICOR	NICOR GAS	19,736.38	161.28
OF	OFFICE DEPOT	1,305.54	42.05
SOFT	SOFT WATER CITY	1,945.78	152.25
	COMMUNITY CENTER		6,213.52
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	22,460.20	18,921.29

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DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SPECIAL RECREATION			
10	ADMINISTRATION		
SWEDBERG	SWEDBERG & ASSOCIATES	58,090.50	12,826.20
	ADMINISTRATION		31,747.49
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP	12,100.00	2,000.00
	ADMINISTRATION		2,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
EUCL	EUCLID BEVERAGE LTD.	1,369.50	962.10
FOXR	FOX RIVER FOODS		137.56
GOR	GORDON FOOD SERVICE INC.	1,775.80	39.68
NICOR	NICOR GAS	19,736.38	37.92
PEPSI	PEPSI COLA GEN. BOT.	2,300.89	976.30
REINHART	REINHART FOOD SERVICE	1,557.90	1,751.43
STAPLES	STAPLES ADVANTAGE	98.79	43.54
SUP	SUPERIOR BEVERAGE	691.35	1,528.55
	CLUBHOUSE CONCESSIONS		5,477.08
33 SPORTS COMPLEX CONCESSIONS			
AMER	AMERIGAS		87.95
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,285.60	50.00
FOXR	FOX RIVER FOODS		209.92
GOR	GORDON FOOD SERVICE INC.	1,775.80	833.95
PEPSI	PEPSI COLA GEN. BOT.	2,300.89	427.25
REINHART	REINHART FOOD SERVICE	1,557.90	618.03
	SPORTS COMPLEX CONCESSIONS		2,227.10
34 POOL CONCESSIONS			
DEKAM	DEKALB MECHANICAL INC	380.00	117.75
FOXR	FOX RIVER FOODS		255.25

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SYCAMORE PARK DISTRICT
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INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
34	POOL CONCESSIONS		
GOR	GORDON FOOD SERVICE INC.	1,775.80	291.39
PEPSI	PEPSI COLA GEN. BOT.	2,300.89	441.51
REINHART	REINHART FOOD SERVICE	1,557.90	163.67
	POOL CONCESSIONS		1,269.57
35	CATERING		
REINHART	REINHART FOOD SERVICE	1,557.90	357.61
	CATERING		357.61
GOLF COURSE			
10	ADMINISTRATION		
ALLST	ALL STAR PRO GOLF		191.40
AMERICAN	AMERICAN LOOMS	586.62	568.04
FOOT	FOOTJOY	4,249.47	72.38
TITL	TITLEIST DRAWER CS	18,216.65	188.59
	ADMINISTRATION		1,020.41
40	GOLF OPERATIONS		
CINTA	CINTAS CORPORATION #355	909.75	10.00
NICOR	NICOR GAS	19,736.38	37.92
PLAY	PLAYERS GOLF CARS		510.00
SHAW	SHAW SUBURBAN MEDIA	285.67	299.00
SOFT	SOFT WATER CITY	1,945.78	22.00
THOR	THOR GUARD		150.00
	GOLF OPERATIONS		1,028.92
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	5,427.99	7,038.10
CINTA	CINTAS CORPORATION #355	909.75	52.40
DEKA2	DEKALB IMPLEMENT CO.,	1,436.22	157.53
FAULK	FAULK BROS. CONSTRUCTION		891.07
MENA	MENARDS - SYCAMORE	2,048.54	137.83

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/24/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
MROUT	MR OUTHOUSE	3,737.50	165.00
NICOR	NICOR GAS	19,736.38	501.31
PENDL	PENDELTON TURF SUPPLY		65.00
PUNKS	PUNKS		246.68
R&R	R & R PRODUCTS INC.	258.10	114.97
REIN	REINDERS, INC.	55,741.78	795.32
	GOLF MAINTENANCE		10,165.21
SWIMMING POOL			
80	POOL		
BANN	BANNER UP SIGNS	2,835.00	115.88
COMSTOCK	COMSTOCK, DAVE	100.00	100.00
MENA	MENARDS - SYCAMORE	2,048.54	79.40
OF	OFFICE DEPOT	1,305.54	20.65
T0000972	RANGEL, NATALIE		148.50
THELIFE	THE LIFEGUARD STORE	739.52	71.06
THOR	THOR GUARD		100.00
	POOL		635.49
81	POOL MAINTENANCE		
CLEAR	CLEARVIEW POOLS, INC.		2,482.00
GRAI	GRAINGER	1,277.82	585.90
HALO	HALOGEN SUPPLY COMPANY, INC.	232.86	608.61
HAWK	HAWKINS INC		2,459.35
MENA	MENARDS - SYCAMORE	2,048.54	160.76
NICOR	NICOR GAS	19,736.38	442.38
WMFME	WM F MEYER CO	46.90	257.95
	POOL MAINTENANCE		6,996.95
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	79,730.00	15,200.00
HOMER	HOMER INDUSTRIES		1,440.00
	ADMINISTRATION		16,640.00
TOTAL ALL DEPARTMENTS			116,999.82

Interim \$ 68,030.23
 New \$ 116,999.82
 Total \$ 185,030.05

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: June 24, 2014

Administrative Initiatives (6/1/14 – 6/30/14)

- Attended Superintendent meetings.
- Coordinated installation of Comcast internet.
- Took a “field trip” to DeKalb Park District for the purpose of discussing the MSI Purchase Order module. Now that we have been working with the module, we thought it would be beneficial to meet with someone that has been utilizing it to talk about procedures, what works, and what doesn't.
- Finalized Prevailing Wage Ordinance. Filed with IL Dept of Labor and published appropriate notice.
- Continue working with staff to consolidate older Ordinances into a single PDF file.
- Updated short term goals and objectives.
- Completed monthly budget and cash flow spreadsheets.
- Compressor went out on keg cooler June 2nd. Repairs made.
- Credit card machines were out at concessions and pool from Saturday, July 7 – Monday, July 9. Frontier found that their equipment was faulty and repaired.
- Servicemaster had to be called in to clean and sanitize the restrooms at the Sports Complex.

- Ordered ice machine and freezer for baseball. Arrival date June 20, Should be functional before Storm Dayz.
- Catering/special events/room rentals: 2 room rentals, 5 golf outings, Storm Dayz and IJGA.

Administrative Initiatives (7/1/14 – 7/31/14)

- Continue analysis of financial statements and highlight any areas of concern to communicate with department heads.
- Prepare report on opportunities for Museum grants and information regarding museum tax levy.
- Work on IMRF project to ensure that proper enrollment has been made in the past.
- Continue working with staff to consolidate older Ordinances into a single PDF file.
- Finalize facility rental tri-fold and add to website.
- Assemble a complete list of impact fees received over the last five years, along with how they were spent.
- Begin to research specifications for bidding out the installation of fiber optic line for the Technology Study recommendation.
- Finalize options for addressing the aging SERVER.
- Order and have in place the new deck furniture for the Club House.
- Hire a replacement for the Office Assistant position.
- Catering/special events/room rentals: 2 room rentals, 2 golf outings, food for MLB clinic, and catering for shelter rental.

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Corporate Fund (10)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	73,514.00	74,586.29	1.5%	91,039.00	126,794.59	39.3% (1)	592,324.00	88,319.33	43.6% (1)
Parks	1,320.00	1,647.43	24.8%	1,320.00	2,097.43	58.9%	13,196.00	1,201.02	74.6%
Total Revenues	74,834.00	76,233.72	1.9%	92,359.00	128,892.02 (4,756.78)	39.6%	605,520.00	89,520.35	44.0%
Expenses									
Administration	35,297.00	35,357.31	0.2%	151,616.00	143,571.12	-5.3% (2)	362,679.00	131,063.58	9.5% (3)
Parks	28,985.00	23,457.11	-19.1%	85,590.00	80,093.92	-6.4% (4)	220,433.00	73,180.91	9.4% (5)
Total Expenses	64,282.00	58,814.42	-8.5%	237,206.00	223,665.04	-5.7%	583,112.00	204,244.49	9.5%
Total Fund Revenues	74,834.00	76,233.72	1.9%	92,359.00	128,892.02	39.6%	605,520.00	89,520.35	44.0%
Total Fund Expenses	64,282.00	58,814.42	-8.5%	237,206.00	223,665.04	-5.7%	583,112.00	204,244.49	9.5%
Surplus (Deficit)	10,552.00	17,419.30	65.1%	(144,847.00)	(94,773.02)	-34.6%	22,408.00	(114,724.14)	-17.4%

(1) 2014 Replacement Tax Is above budget 27.5% \$5,937 and 4.9% \$1,298 higher than 2013. Received 12.6% of Property Tax Receipts in May 2014, budgeted to receive 10%, \$12,862. 2014 also has insurance reimbursement of \$415, farm income of \$5,000 that was not budgeted (Carls Farm) and \$3,714 received for surplus equipment.

(2) Professional services is currently 62.9%, \$5,347 below budget. Administrative expenses (Education & Training, Advertising Printed) is 21.9% \$5,675 below budget.

(3) 2014 YTD has expenses of \$4,757 from payroll (PT Office Asst and Grant Writing) that had not occurred for the same time period in 2013. This is also the case for Cleaning Services \$3,919, Uniforms \$4,167 and Employee Relations (timing of holiday party) \$1,390.

(4) Timing of Encap maintenance services

(5) No specific area significantly higher than 2014 except for property taxes paid on newly acquired property. Approximately \$2,600 higher than 2013.

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Recreation Fund (20)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	84,902.00	108,287.40	27.54%	84,902.00	108,295.00	27.55% (1)	849,024.00	79,110.87	36.9% (1)
Sports Complex	500.00	1,620.00	224.00%	3,600.00	2,370.00	-34.17%	33,400.00	2,982.00	-20.5%
Sports Complex Maintenance	3,935.00	5,194.68	32.01%	3,935.00	5,194.68	32.01%	39,350.00	3,825.47	35.8%
Midwest Museum of Natural Hist	-	-		575.00	599.52	4.26%	2,300.00	1,158.38	-48.2%
Programs-Youth	2,532.00	2,683.46	5.98%	4,212.00	8,765.46	108.11% (2)	12,159.00	4,365.35	100.8% (2)
Programs-Teens	813.00	1,071.71	31.82%	2,613.00	2,203.46	-15.67% (2)	5,126.00	3,108.84	-29.1% (2)
Programs-Adult	1,275.00	55.00	-95.69%	1,275.00	580.00	-54.51% (2)	1,475.00	990.00	-41.4% (2)
Programs-Family	1,152.00	1,824.90	58.41%	4,252.00	6,140.75	44.42% (2)	8,621.00	5,171.96	18.7% (2)
Programs-Leagues	21.00	32.54	54.95%	21.00	32.54	54.95% (2)	4,212.00	26.99	20.6% (2)
Programs-Youth Athletics	7,339.00	5,619.00	-23.44%	14,219.00	12,921.00	-9.13% (2)	22,065.00	10,895.00	18.6% (2)
Programs-Fitness	3,814.00	3,779.99	-0.89%	19,746.00	22,358.99	13.23% (2)	38,484.00	20,956.82	6.7% (2)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	690.00	-100.0% (2)
Programs-Senior	75.00	-	-100.00%	300.00	150.00	-50.00% (2)	600.00	175.00	-14.3% (2)
Programs-Dance	130.00	400.00	207.69%	1,850.00	2,210.00	19.46% (2)	3,000.00	3,219.00	-31.3% (2)
Programs-Special Events	704.00	86.93	-87.65%	3,574.00	2,735.53	-23.46% (2)	5,069.00	3,159.00	-13.4% (2)
Programs-Concerts	2,000.00	-	-100.00%	2,500.00	3,800.00	52.00%	8,000.00	1,600.00	137.5%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	428.00	-100.0% (2)
Brochure	-	-	#DIV/0!	1,880.00	2,900.00	54.26%	7,300.00	2,150.00	34.9%
Weight Room	1,635.00	1,386.15	-15.22%	9,897.00	8,342.15	-15.71%	20,965.00	8,736.41	-4.5%
Community Center	320.00	512.77	60.24%	320.00	512.77	60.24%	3,199.00	378.20	35.6%
Total Revenues	111,147.00	132,554.53	19.26%	159,671.00	190,111.85	19.06%	1,064,349.00	153,127.29	24.2%

(1) 2014 Property Tax receipts were budgeted to receive 10% in May. Actually received 12.6%.

(2) Revenue from programs are greater than budget by 11.59% \$6,036 and increased 9.2%, \$4,912 compared to 2013.

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Expenses											
Administration	25,279.00	31,045.92	22.81%	128,887.00	125,347.61	-2.75%	304,837.00	113,273.26	10.7%	(1)	
Sports Complex	-	-	#DIV/0!	-	-	#DIV/0!	-	339.76	-100.0%		
Sports Complex Maintenance	45,374.00	38,303.85	-15.58%	160,491.00	156,101.43	-2.74%	391,122.00	149,468.45	4.4%		
Midwest Museum of Natural Hist	775.00	-	-100.00%	3,925.00	3,146.98	-19.82%	9,500.00	1,131.60	178.1%		
Programs-Youth	-	755.00	#DIV/0!	831.00	3,342.80	302.26%	(2)	7,532.00	1,140.90	193.0%	(2)
Programs-Teens	601.00	429.47	-28.54%	1,817.00	1,074.64	-40.86%	(2)	3,630.00	1,830.75	-41.3%	(2)
Programs-Adult	-	242.00	#DIV/0!	-	392.00	#DIV/0!	(2)	1,200.00	550.00	-28.7%	(2)
Programs-Family	1,210.00	1,730.12	42.99%	4,042.00	4,945.01	22.34%	(2)	8,226.00	4,307.38	14.8%	(2)
Programs-Leagues	-	-	#DIV/0!	2,400.00	1,988.69	-17.14%	(2)	3,713.00	1,911.73	4.0%	(2)
Programs-Youth Athletics	5,965.00	3,941.00	-33.93%	6,748.00	4,888.00	-27.56%	(2)	17,625.00	4,715.00	3.7%	(2)
Programs-Fitness	2,573.00	2,971.64	15.49%	10,002.00	10,691.46	6.89%	(2)	23,628.00	8,903.49	20.1%	(2)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0!	(2)	-	128.00	-100.0%	(2)
Programs-Senior	-	-	#DIV/0!	120.00	121.00	0.83%	(2)	300.00	-	#DIV/0!	(2)
Programs-Dance	1,605.00	1,780.00	10.90%	1,880.00	1,900.00	1.06%	(2)	2,450.00	2,780.00	-31.7%	(2)
Programs-Special Events	640.00	1,048.36	63.81%	2,637.00	2,528.55	-4.11%	(2)	4,703.00	2,771.54	-8.8%	(2)
Programs-Concerts	2,555.00	1,000.00	-60.86%	2,755.00	1,200.00	-56.44%		7,755.00	2,400.00	-50.0%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(2)	-	705.00	-100.0%	(2)
Brochure	8,100.00	6,104.69	-24.63%	8,100.00	9,375.59	15.75%		24,600.00	7,462.92	25.6%	
Weight Room	-	-	#DIV/0!	1,408.00	440.21	-68.74%		3,115.00	600.81	-26.7%	
Community Center	15,627.00	16,511.21	5.66%	58,219.00	60,898.75	4.60%		139,703.00	58,768.26	3.6%	
Total Expenses	110,304.00	105,863.26	-4.03%	394,262.00	388,382.72	-1.49%		953,639.00	363,188.85	6.9%	
Total Fund Revenues	111,147.00	132,554.53	19.26%	159,671.00	190,111.85	19.06%		1,064,349.00	153,127.29	24.2%	
Total Fund Expenses	110,304.00	105,863.26	-4.03%	394,262.00	388,382.72	-1.49%		953,639.00	363,188.85	6.9%	
Surplus (Deficit)	843.00	26,691.27	3066.22%	(234,591.00)	(198,270.87)	-15.48%		110,710.00	(210,061.56)	-5.6%	

(1) 2014 YTD has expenses that had not occurred for the same time period in 2013. Cleaning Services \$3,919, Uniforms \$4,034 Employee Relations (holiday party) \$1,390 and Intern \$2,422..

(2) Expenses for programs are greater than budget by 4.58% \$1,395 and increased 7.2%, \$2,128 compared to 2013.

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Donations (21)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	100.00	#DIV/0!	-	110.14	#DIV/0!	-	24.04	358.2%
Total Revenues		100.00	#DIV/0!	-	110.14	#DIV/0!	-	24.04	358.2%
Expenses									
Administration	-	14,550.00		-	14,550.00	#DIV/0! (1)	-	-	#DIV/0!
Total Expenses	-	14,550.00		-	14,550.00		-	-	#DIV/0!
Total Fund Revenues	-	100.00	#DIV/0!	-	110.14	#DIV/0!	-	24.04	358.2%
Total Fund Expenses	-	14,550.00		-	14,550.00		-	-	#DIV/0!
Surplus (Deficit)	-	(14,450.00)	#DIV/0!	-	(14,439.86)	#DIV/0!	-	24.04	-60166.0%

(1) Board approved paying topography bill out of donation fund.

Special Recreation (22)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	14,400.00	18,573.40	28.98%	14,400.00	18,587.22	29.08% (1)	144,000.00	14,956.89	24.3% (1)
Total Revenues	14,400.00	18,573.40	28.98%	14,400.00	18,587.22	29.08%	144,000.00	14,956.89	24.3%
Expenses									
Administration	50,495.00	4,480.68	-91.13%	152,195.00	66,178.45	-56.52% (2)	379,674.00	5,875.00	1026.4% (2)
Total Expenses	50,495.00	4,480.68	-91.13%	152,195.00	66,178.45	-56.52%	379,674.00	5,875.00	1026.4%
Total Fund Revenues	14,400.00	18,573.40	28.98%	14,400.00	18,587.22	29.08%	144,000.00	14,956.89	24.3%
Total Fund Expenses	50,495.00	4,480.68	-91.13%	152,195.00	66,178.45	-56.52%	379,674.00	5,875.00	1026.4%
Surplus (Deficit)	(36,095.00)	14,092.72	-139.04%	(137,795.00)	(47,591.23)	-65.46%	(235,674.00)	9,081.89	-624.0%

(1) First installment of Property Tax receipts was budgeted at 10% based upon history. Actual receipt was 12.6%.

(2) Varied projects and timing.

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Insurance (23)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	5,100.00	6,565.59	28.74%	5,100.00	6,567.40	28.77%	51,000.00	4,051.56	62.1%
Total Revenues	5,100.00	6,565.59	28.74%	5,100.00	6,567.40	28.77%	51,000.00	4,051.56	62.1%
Expenses									
Administration	-	-	#DIV/0!	11,650.00	9,852.00	-15.43% (1)	72,560.00	18,974.00	-48.1% (1)
Total Expenses	-	-	#DIV/0!	11,650.00	9,852.00	-15.43%	72,560.00	18,974.00	-48.1%
Total Fund Revenues	5,100.00	6,565.59	28.74%	5,100.00	6,567.40	28.77%	51,000.00	4,051.56	62.1%
Total Fund Expenses	-	-	#DIV/0!	11,650.00	9,852.00	-15.43%	72,560.00	18,974.00	-48.1%
Surplus (Deficit)	5,100.00	6,565.59	28.74%	(6,550.00)	(3,284.60)	-49.85%	(21,560.00)	(14,922.44)	-78.0%

(1) Timing

Audit (24)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	1,400.00	1,829.44	30.67%	1,400.00	1,830.07	30.72%	14,000.00	886.16	106.5%
Total Revenues	1,400.00	1,829.44	30.67%	1,400.00	1,830.07	30.72%	14,000.00	886.16	106.5%
Expenses									
Administration	-	-	#DIV/0!	14,100.00	12,100.00	-14.18% (1)	14,100.00	13,250.00	-8.7% (1)
Total Expenses	-	-	#DIV/0!	14,100.00	12,100.00	-14.18%	14,100.00	13,250.00	-8.7%
Total Fund Revenues	1,400.00	1,829.44	30.67%	1,400.00	1,830.07	30.72%	14,000.00	886.16	106.5%
Total Fund Expenses	-	-	#DIV/0!	14,100.00	12,100.00	-14.18%	14,100.00	13,250.00	-8.7%
Surplus (Deficit)	1,400.00	1,829.44	30.67%	(12,700.00)	(10,269.93)	-19.13%	(100.00)	(12,363.84)	-16.9%

(1) Timing of billings.

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Paving & Lighting (25)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	10.00	9.18	-8.20%	10.00	10.79	7.90%	100.00	12.69	-15.0%
Total Revenues	10.00	9.18		10.00	10.79		100.00	12.69	-15.0%
Expenses									
Administration			#DIV/0!		58.80	#DIV/0! (1)	-	4,329.65	-98.6% (1)
Total Expenses	-	-		-	58.80		-	4,329.65	-98.6%
Total Fund Revenues	10.00	9.18	-8.20%	10.00	10.79	7.90%	100.00	12.69	
Total Fund Expenses	-	-	#DIV/0!	-	58.80	#DIV/0!	-	4,329.65	
Surplus (Deficit)	10.00	9.18	-8.20%	10.00	(48.01)	-580.10%	100.00	(4,316.96)	

(1) In 2013, engineering for paving work had begun.

Park Police (26)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	10.00	9.18	-8.20%	10.00	9.57	-4.30%	100.00	8.13	17.7%
Total Revenues	10.00	9.18		10.00	9.57		100.00	8.13	17.7%
Expenses									
Administration	1,000.00	-	-100.00%	2,000.00	-	-100.00%	4,000.00	-	#DIV/0!
Total Expenses	1,000.00	-		2,000.00	-		4,000.00	-	#DIV/0!
Total Fund Revenues	10.00	9.18	-8.20%	10.00	9.57	-4.30%	100.00	8.13	17.7%
Total Fund Expenses	1,000.00	-	-100.00%	2,000.00	-	-100.00%	4,000.00	-	
Surplus (Deficit)	(990.00)	9.18	-100.93%	(1,990.00)	9.57	-100.48%	(3,900.00)	8.13	17.7%

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IMRF (27)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	<u>8,700.00</u>	<u>11,106.83</u>	27.66%	<u>8,700.00</u>	<u>11,106.83</u>	27.66%	<u>87,000.00</u>	<u>8,090.74</u>	37.3%
Total Revenues	8,700.00	11,106.83	27.66%	8,700.00	11,106.83	27.66%	87,000.00	8,090.74	37.3%
Expenses									
Administration	<u>8,700.00</u>	<u>11,106.83</u>	27.66%	<u>8,700.00</u>	<u>11,106.83</u>	27.66%	<u>87,000.00</u>	<u>8,090.74</u>	37.3%
Total Expenses	8,700.00	11,106.83	27.66%	8,700.00	11,106.83	27.66%	87,000.00	8,090.74	37.3%
Total Fund Revenues	8,700.00	11,106.83	27.66%	8,700.00	11,106.83	27.66%	87,000.00	8,090.74	37.3%
Total Fund Expenses	8,700.00	11,106.83	27.66%	8,700.00	11,106.83	27.66%	87,000.00	8,090.74	37.3%
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	<u>7,700.00</u>	<u>9,843.82</u>	27.84%	<u>7,700.00</u>	<u>9,843.82</u>	27.84%	<u>77,000.00</u>	<u>7,056.13</u>	39.5%
Total Revenues	7,700.00	9,843.82	27.84%	7,700.00	9,843.82	27.84%	77,000.00	7,056.13	39.5%
Expenses									
Administration	<u>7,700.00</u>	<u>9,843.82</u>	27.84%	<u>7,700.00</u>	<u>9,843.82</u>	27.84%	<u>77,000.00</u>	<u>7,056.13</u>	39.5%
Total Expenses	7,700.00	9,843.82	27.84%	7,700.00	9,843.82	27.84%	77,000.00	7,056.13	39.5%
Total Fund Revenues	7,700.00	9,843.82	27.84%	7,700.00	9,843.82	27.84%	77,000.00	7,056.13	39.5%
Total Fund Expenses	7,700.00	9,843.82	27.84%	7,700.00	9,843.82	27.84%	77,000.00	7,056.13	39.5%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2014

Concessions (30)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Clubhouse Concessions	7,625.00	10,963.69	43.79%	9,155.00	14,499.67	58.38%	68,491.00	13,423.36	8.0%
Beverage Cart	1,378.00	2,365.24	71.64%	1,378.00	2,365.24	71.64%	15,709.00	1,264.49	87.1%
Sports Complex Concessions	5,266.00	6,746.25	28.11%	5,971.00	7,468.75	25.08%	28,434.00	5,315.29	40.5%
Pool Concessions	30.00	-	-100.00%	30.00	-	-100.00%	11,497.00	0.50	-100.0%
Catering	2,256.00	1,449.20	-35.76%	6,956.00	4,488.95	-35.47%	19,556.00	5,198.29	-13.6%
Total Revenues	16,555.00	21,524.38	30.02%	23,490.00	28,822.61	22.70%	143,687.00	25,201.93	14.4%
Expenses									
Clubhouse Concessions	7,608.00	9,921.10	30.40%	23,963.00	24,110.66	0.62%	92,511.00	20,987.84	14.9% (1)
Beverage Cart	938.00	1,182.14	26.03%	938.00	1,182.14	26.03%	10,604.00	721.46	63.9%
Sports Complex Concessions	4,482.00	4,506.06	0.54%	5,457.00	5,397.73	-1.09%	21,536.00	4,018.09	34.3%
Pool Concessions	-	36.10	#DIV/0!	-	36.10	#DIV/0!	10,581.00	358.40	-89.9%
Catering	543.00	378.43	-30.31%	1,911.00	381.43	-80.04%	6,183.00	895.53	-57.4% (2)
Total Expenses	13,571.00	16,023.83	18.07%	32,269.00	31,108.06	-3.60%	141,415.00	26,981.32	15.3%
Total Fund Revenues	16,555.00	21,524.38	30.02%	23,490.00	28,822.61	22.70%	143,687.00	25,201.93	14.4%
Total Fund Expenses	13,571.00	16,023.83	18.07%	32,269.00	31,108.06	-3.60%	141,415.00	26,981.32	15.3%
Surplus (Deficit)	2,984.00	5,500.55	84.33%	(8,779.00)	(2,285.45)	-73.97%	2,272.00	(1,779.39)	28.4%

(1) New menu board purchased in 2014, \$1,237.50

(2) Most of the catering revenue has been room rental fees. Transfer of COGS for catering has to be made out of clubhouse.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2014

Developer Contributions (32)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	4,000.00	#DIV/0!	1,250.00	10,685.59	754.85%	5,000.00	27,533.81	-61.2%
Total Revenues	-	4,000.00		1,250.00	10,685.59		5,000.00	27,533.81	-61.2%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	4,000.00		1,250.00	10,685.59		5,000.00	27,533.81	-61.2%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	4,000.00		1,250.00	10,685.59		5,000.00	27,533.81	-61.2%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2014

Golf Course (50)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Golf Operations	58,598.00	58,064.33	-0.9%	197,498.00	204,087.48	3.3%	508,950.00	198,610.94	2.8%
Golf Maintenance	2,085.00	2,510.25	20.4%	2,085.00	2,510.25	20.4%	20,849.00	1,956.05	28.3%
Total Revenues	60,683.00	60,574.58	-0.2%	199,583.00	206,597.73	3.5%	529,799.00	200,566.99	3.0%
Expenses									
Golf Operations	25,312.00	25,373.62	0.2%	83,784.00	81,745.62	-2.4%	245,640.00	80,211.27	1.9%
Golf Maintenance	29,537.00	27,779.19	-6.0%	111,052.00	101,098.57	-9.0% (1)	286,674.00	101,617.35	-0.5%
Total Expenses	54,849.00	53,152.81	-3.1%	194,836.00	182,844.19	-6.2%	532,314.00	181,828.62	0.6%
Total Fund Revenues	60,683.00	60,574.58	-0.2%	199,583.00	206,597.73	3.5%	529,799.00	200,566.99	3.0%
Total Fund Expenses	54,849.00	53,152.81	-3.1%	194,836.00	182,844.19	-6.2%	532,314.00	181,828.62	0.6%
Surplus (Deficit)	5,834.00	7,421.77	27.2%	4,747.00	23,753.54	400.4%	(2,515.00)	18,738.37	26.8%

(1) Below budget in part time maintenance.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2014

Swimming Pool (51)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Pool	7,777.00	7,674.66	-1.3%	18,277.00	16,767.76	-8.3%	58,199.00	17,886.89	-6.3%
Swim Lessons	4,097.00	3,880.86	-5.3%	4,097.00	6,661.86	62.6%	14,235.00	4,997.26	33.3%
Total Revenues	11,874.00	11,555.52	-2.7%	22,374.00	23,429.62	4.7% (1)	72,434.00	22,884.15	2.4% (1)
Expenses									
Pool	291.00	1,968.90	576.6%	686.00	2,328.91	239.5%	44,430.00	2,768.37	-15.9%
Pool Maintenance	2,875.00	1,196.26	-58.4%	4,883.00	4,387.08	-10.2%	25,400.00	6,788.36	-35.4%
Swim Lessons	-	163.54	#DIV/0!		210.53	#DIV/0!	8,201.00	200.94	4.8%
Total Expenses	3,166.00	3,328.70	5.1%	5,569.00	6,926.52	24.4%	78,031.00	9,757.67	-29.0%
Total Fund Revenues	11,874.00	11,555.52	-2.7%	22,374.00	23,429.62	4.7%	72,434.00	22,884.15	2.4%
Total Fund Expenses	3,166.00	3,328.70	5.1%	5,569.00	6,926.52	24.4%	78,031.00	9,757.67	-29.0%
Surplus (Deficit)	8,708.00	8,226.82	-5.5%	16,805.00	16,503.10	-1.8%	(5,597.00)	13,126.48	25.7%

(1) Season pass sales are down slightly, some of it probably due to reduced rates. However, swim lesson revenue has increased.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended May 31, 2014

Debt Service (60)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	57,700.00	72,905.30	26.4%	57,700.00	72,906.00	26.4%	577,000.00	53,446.72	36.4%
Total Revenues	57,700.00	72,905.30	26.4%	57,700.00	72,906.00	26.4%	577,000.00	53,446.72	36.4%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	571,800.00	-	#DIV/0!
Total Expenses	-	-		-	-		571,800.00	-	#DIV/0!
Total Fund Revenues	57,700.00	72,905.30	26.4%	57,700.00	72,906.00	26.4%	577,000.00	53,446.72	36.4%
Total Fund Expenses	-	-		-	-		571,800.00	-	#DIV/0!
Surplus (Deficit)	57,700.00	72,905.30	26.4%	57,700.00	72,906.00	26.4%	5,200.00	53,446.72	36.4%

Capital Projects (70)

<u>Department</u>	<u>May Budget</u>	<u>May Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	3,300.00	#DIV/0!	-	3,400.74	#DIV/0!	472,680.00	400.53	749.1%
Total Revenues	-	3,300.00	#DIV/0!	-	3,400.74	#DIV/0!	472,680.00	400.53	749.1%
Expenses									
Administration	46,500.00	125,447.48	169.8%	144,500.00	184,257.49	27.5%	662,200.00	212,716.05	-13.4%
Total Expenses	46,500.00	125,447.48	169.8%	144,500.00	184,257.49	27.5%	662,200.00	212,716.05	-13.4%
Total Fund Revenues	-	3,300.00		-	3,400.74	#DIV/0!	472,680.00	400.53	749.1%
Total Fund Expenses	46,500.00	125,447.48	169.8%	144,500.00	184,257.49	27.5%	662,200.00	212,716.05	-13.4%
Surplus (Deficit)	(46,500.00)	(122,147.48)	162.7%	(144,500.00)	(180,856.75)	25.2%	(189,520.00)	(212,315.52)	-14.8%
Total Fund Revenues	370,113.00	430,685.47		593,747.00	712,912.00	20.1%	3,843,669.00	607,768.11	
Total Fund Expenses	360,567.00	402,611.83	11.7%	1,204,987.00	1,140,873.92	-5.3%	4,156,845.00	1,056,292.52	
Surplus (Deficit)	9,546.00	28,073.64	194.1%	(611,240.00)	(427,961.92)	-30.0%	(313,176.00)	(448,524.41)	

Sycamore Park District

	1/1/2014	Revenues	Expenses	5/31/2014	5/31/2014 Cash balance
10 Corporate	131,195.37	128,892.02	223,665.04	36,422.35	33,775.82
20 Recreation	36,127.00	190,111.85	388,382.72	(162,143.87)	(162,959.11)
21 Donations	223,513.80	110.14	14,550.00	209,073.94	209,073.94
22 Special Recreation	285,021.65	18,587.22	66,178.45	237,430.42	237,430.42
23 Insurance	42,998.28	6,567.40	9,852.00	39,713.68	39,012.18
24 Audit	13,115.80	1,830.07	12,100.00	2,845.87	2,845.87
25 Paving & Lighting	7,373.77	10.79	58.80	7,325.76	7,325.76
26 Park Police	8,071.03	9.57	-	8,080.60	8,080.60
27 IMRF	-	11,106.83	11,106.83	-	-
28 Social Security	-	9,843.82	9,843.82	-	-
30 Concessions	49,188.82	28,822.61	31,108.06	46,903.37	44,751.85
32 Developer Contributions	74,064.11	10,685.59	-	84,749.70	84,749.70
60 Debt Service	14,398.84	72,906.00	-	87,304.84	87,304.84
70 Capital Projects	737,132.43	3,400.74	184,257.49	556,275.68	552,896.28
Total governmental fund balance	1,622,200.90	482,884.65	951,103.21	1,153,982.34	1,144,288.15
50 Golf Course	140,612.56	206,597.73	182,844.19	164,366.10	
Net Assets	<u>(224,878.42)</u>			<u>(224,878.42)</u>	
	(84,265.86)			(60,512.32)	(69,460.52)
51 Swimming Pool	275,778.45	23,429.62	6,926.52	292,281.55	
Net Assets	<u>(276,233.35)</u>			<u>(276,233.35)</u>	
	(454.90)			16,048.20	15,747.21
Total proprietary funds	416,391.01	230,027.35	189,770.71	456,647.65	
Net assets	<u>(501,111.77)</u>			<u>(501,111.77)</u>	
Proprietary funds minus net assets	(84,720.76)			(44,464.12)	
	1,537,480.14			1,109,518.22	1,090,574.84

Summary of depository accounts as of 6/19/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,627.55	0.10
National Bank & Trust	492,588.71	0.03
Resource Bank	559,359.57	0.10

*Dekalb Co. Community Foundation 14,299.01

1,081,874.84

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 4/30/14.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: June 24, 2014

Administrative Initiatives (6/1/14 – 6/30/14)

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Developed June Newsletter for golf operation.
- Held 6 large golf outings including, Sycamore United Methodist Church, IJGA Regional, the Dee Palmer Scholarship Shotgun, the Spartan Open and Ski's Pub and Grill. Over 300 players competed in these events.
- Updated reader board outside pro shop with June special events and leagues.
- Continued to develop committee of current golf patrons to initiate ideas on how to create support through donations or fees to help pay for the cost of a new irrigation system.
- Trained three additional pro shop staff employees on opening and closing procedure.
- Ordered new cart decals with the Sycamore Park District logo and start replacing existing Sycamore Golf Club decals with the Sycamore Park District logo.
- Offered putting clinic to Wednesday 9 hole ladies league.
- Received 13, 2010 EZGO Golf Carts and traded in 12, 2010 EZGO Carts increasing our cart fleet back to 60 carts.

- Offered Golf Clinic to the Young Professionals of Sycamore.

Administrative Initiatives (7/1/14 – 7/31/14)

- 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.
- Develop July Newsletter for golf operation.
- Update reader board outside pro shop with July special events and leagues.
- Hold 5 large golf outings including, The Shriners Scramble, the Fitzgerald Reunion, The Al Wildenradt Junior Championship, the Maple Park Men's League.
- Offer special afternoon green fee and cart fee rates for the 4th of July through Golfnow.
- Meet with adhoc irrigation committee.
- Offer free 10 minute golf swing tune ups at Sycamore Family Sports Center.
- Offer July clinic to 9 hole ladies league.
- Place new Sycamore Park District logo decals on 2010 EZGO Golf Carts.
- Complete sponsor signage for tee signs.
- Develop, order and place signage on new low mow/no mow area between holes 5 and 6 explaining the work being done and why.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: June 24, 2014

Administrative Initiatives (6/1/14-6/30/14)

Golf

- Warmer weather, sporadic natural rain, and use of the irrigation system have aided in the recovery of the thin and newly seeded turf areas of the golf course.
- In addition to consistent mowing and trimming, staff has removed trees and stumps, worked on replacing failed sprinkler heads, fertilized various areas, sprayed for turf diseases and weeds, seeded thin turf areas, aerated and sand top dressed the greens, installed annual flowers, and planted a couple of trees.
- We have already hosted outings and a junior golf event. I meet regularly with Kirk Lundbeck as the outings continue to increase in frequency to plan maintenance operations around the play.
- The beer keg cooler in the clubhouse concessions had a compressor replaced and a vent hole added to the outer portion of the concessions wall to aid in air circulation.
- Encap Inc. is in the middle of the process of changing the area south of 5 green over to a no mow/low mow naturalized area. All the turf has been killed off and the new seeds will be planted by the end of the month.
- Have been ordering plant protectant products as needed and meeting with product reps.

Sports

- Staff has been dragging and chalking scheduled fields daily, adding ag lime infield surfacing to needed areas, mowing and weed eating consistently, emptying garbage as needed, painting foul lines and soccer lines weekly, and cutting down dead trees as time allows.
- I continue to communicate almost daily with all ball field users groups as schedules for field prep change due to weather issues and as the upcoming end-of-season tournament schedules become complete. Bart and I have been working to help organize all the groups as field space for games and practices are in high demand this time of year.
- Bart and I met with Sycamore Storm Dayz organizers to discuss event details as their large tournament will take place on June 27, 28, and 29. Over 200 games will be played on 11 fields during the three day event.
- I have recently completed working with Swedberg and Associates as the carpentry portion of the ADA update work has been finished. Three new ADA hi/low drinking fountains have been installed, one at the Lions Shelter, and one next to each of the current old fountains between the baseball fields. The counter was also lowered to the appropriate height at the sports concession building and the small garage door replaced to fit the new space.
- The pool is up and running. The small pool slide was repainted along with depth numbers along the pool walls. The guard chair next to the small pool was removed to increase visibility, and the landscaping inside the pool areas trimmed with any weeds removed. The ADA parking signs were also updated.
- Met with Sycamore Girls' Softball reps. to plan their end of season tournament the week and weekend of July 8th.

Parks

- Staff continues to perform daily mowing, trimming, and cleanup of all park areas. They are also completing minor repairs of structures, playgrounds and playground equipment, landscape areas have had mulch added, trees and stumps have been removed, installing signs, we have been performing safety checks of playground structures, staff added plants to playground landscape beds and planted a few trees south of pool area where trees have been removed.
- Stage set-up and manicuring of the Good Tymes area is taking place weekly as the concert series continues. Addition portable restrooms have been added.
- Attended staff, board, and CAC meetings.
- Coordinated with Encap Inc. as plant plugs were added to the pond bank at the large pond north of Merry Oaks Drive and west of Jewel.
- Received quotes for electric work to be done at WPA Main Shelter. Also received quotes for addition of bathroom stalls and screens to be placed in each restroom. Expect work to be completed within the next couple of weeks.
- Worked with Bart Desch and reps from Kish Health System planning and coordinating summer employee party at the Lions and Good Tymes shelter area on the 14th. We rope for parking in grass soccer lot, meet with tent installation company, order port-a-pots and an extra dumpster, provide a cart for their volunteers, and meet with carnival ride group.
- Had the fence damaged by fallen tree at Emil Cassier path replaced.

- Continue to keep in touch with Midwest Museum staff on any issues and had the fire alarm panel serviced along. Still in the process of obtaining information on changing a portion of the sprinkler system to a dry system.
- Met with excavators to receive quotes on drain tile repair in farm land along Airport Road.
- Attending future park planning and future sports field planning sessions with staff and user groups.
- For short term plan Goals and Objectives, as time allows, have been working on updating ball field prep costs which ties into continued work on maintenance management plans for parks and sports.
- We also added 'Leash Your Dog' signs to posts at the entrance of the Emil Cassier Merry Oaks walk path.

Administrative Initiatives (7/1/14-7/31/14)

- Attend staff, CAC, and board meetings.
- Will work on late summer Park Tour handout and planning.
- Will coordinate with electricians and bathroom stall company as WPA Main Shelter work is completed.
- Staff will continue to focus on mowing and trimming of all areas, completing various repairs and inspections, updating ADA parking signage, erecting stage as concert season continues, prepping sports fields as we are in the middle of ball game season, pool opening and daily maintenance, and planting new trees/removing others as time allows.

- I will continue to meet with sports user groups to discuss field maintenance issues as games continue on all fields and tournament season begins for youth leagues.
- Continue PDRMA compliance requirements for future insurance review.
- Work with Encap as golf area left of 5 green is planted in low-mow grasses, forbs, and native plantings.
- Begin work on capital assets for future replacement planning.
- Staff will continue to inspect playground structures and document work completed.
- Will attend sports and park planning meetings.
- Will meet with Bart Desch and leaders of Storm Dayz softball, prep for and work three day tourney on June 27-29.
- Will meet with engineers for ADA paving and clubhouse/tennis paving project as work is re-bid later this summer.
- Start to meet with contractors to obtain quotes for roof replacement of old maintenance shop.
- Continue to communicate with all staff to coordinate maintenance needs as the busy season for all events continues.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: June 17, 2014

Administrative Initiatives: (06/01/14 – 06/30/14)

- Attended the CAC meeting on June 5.
- Met with David Bragen, our printer about planning for the upcoming Fall brochure. This will include several new items, including a detachable map of the parks and trails. This also including items for the Vision 20/20 campaign.
- Attended the communication and problem solving seminar on June 6 at Kishwaukee Community College.
- Assisted staff with Kishwaukee Community Hospital during their rental for their employee party on June 13 and 14.
- Facilitated the Summer Concert Series on June 5, 12 and 19.
- Facilitated the beginning of the “OSCAR” programming/partnership; this is in conjunction with staff from the Midwest Museum. This program will begin on June 16.
- Attended the Park Board meeting on June 25.
- Continued finalizing details for the Major League Baseball Camp, which includes rental fee and fee for food. This event will be held on July 19.
- Created 6 new programs for the month of June and July. These are additions to what is in the brochure.
- Met with officials from Kishwaukee Valley Storm regarding the tournament, which will be held the weekend of June 27.
- Attended the Chamber’s “Promotions Committee” meeting on June 3. The Park District was asked to participate in the August “Tuesdays on the Town” event. This will take place on August 12 and will feature fitness and youth programming.
- Met with the Director, Sarah our marketing/brochure person, Board members Ted and Michelle to go over Vision 20/20 things for the upcoming campaign.

- Processed statements for user groups of the Sports Complex. These include Thursday Night Men's, Tuesday Women's, Church League and several new soccer groups.
- Coordinated photo shoots with Sarah regarding the Vision 20/20 campaign. One photo will include participants from our AM "Workout Warrior" class and several youth who take part in many programs.
- Assisted in updating the Short Term Goals and Objectives for which I am responsible.
- Contacted our brochure advertisers to collect their fall content.
- Gave an interview to staff at the Dekalb Daily Chronicle regarding outdoor programming during the upcoming summer.
- Continue work on the upcoming Fall brochure. This publication will feature a detachable parks map.
- Began coordinating work on the July Newsletter, this will feature the Vision 20/20 document with an emphasis on the Sports Complex, golf course irrigation and the trails/bike path components.
- Spoke again with Misty Haji-Sheikh, the county commissioner who would like us to be part of the "League of Illinois Bicyclists" a non for profit organization that focuses on promoting all aspects of biking in Illinois.
- Begin processing and tabulating bills for the sports groups who use the Sports Complex. These bills will go out in July.
- Met with Sarah regarding the upcoming newsletter, brochure and campaign.
- Coordinated more photo shoots with the Cloat and Johnson family for the Vision 20/20 campaign.
- Purchased two new tv's for the weight room area, they will be installed later in June.
- Discussed with Dan the Chamber's proposal regarding sponsoring the "Santa Walk, Santa House and the Summer on State movie".

Administrative Initiatives: (07/01/14 – 07/31/14)

- Will assist with the Major League Baseball retired Players Association Youth Camp on July 19. The District will also be serving lunch to the 200 plus youth.
- Facilitate the Summer Concert Series on July 3, 10, 17 and 24.
- Begin contacting staff and working on details for the District's promotion and programming effort at the Chamber's "Tuesdays on the Town". The District will be featured on August 12.
- Continue work on the Newsletter which will go out later in July.
- Continue work on the Fall 2014 brochure, which is scheduled to be mailed the second week of August.
- Will attend the Board meeting on July 22.
- Will attend the Chamber's "Promotions Committee" meeting on July 1.
- Will send Fall facility requests to the School District.
- Will meet with AYSO Soccer regarding upcoming season.
- Will send out a Request for Proposals for the web site.
- Continue meeting with Sarah and putting marketing tools into place for the Vision 20/20 campaign.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: June 24, 2014

Administrative Initiatives (6/1/14 – 6/30/14)

- Held sports complex design charrettes with some Youth Sports groups.
- Hold initial design meeting with Jane Ovitz regarding Dr. John Ovitz Park.
- Put 2014 ADA deficiencies out to re- bid.
- Attended CAC meeting.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Held meetings regarding trails matters:
 - City
 - State
 - Engineers
 - Property Owners
- Served on Pumpkin Festival Committee.
- Reviewed information provided to me by Susan Edwards regarding future arts programming.
- Conducted evaluation of KSRA Executive Director.
- Began gathering bid document examples for home and barn demolitions.

- Helped coordinate the Rotary Golf Outing.
- Held meetings with Key Contacts about Vision 20/20.
- Coordinated production of Vision 20/20 Video.
- Coordinated production of Vision 20/20 and Image Radio Spots.
- Planned July meetings with several youth sports groups, and HOA's.
- Coordinated photos with Miller Family, Char/Pete Johnson, the Cloats Family and Golfers for our Vision 20/20 Posters.
- Held multiple meetings with County Roads Engineer regarding crossing at Mt. Hunger Road for trails, and regarding Airport Road and the CARLS Farm property.
- Worked on solving drainage issues and new field tile quotes for the 90 acres on South Airport Road.
- Worked on oversee issues at Parkside Ponds and Chief Black Partridge pond.
- Worked on Ordinance regarding Alternate Bond.
- Worked on Ordinance regarding referendum.
- Worked on Ordinance regarding Conduct Ordinance.
- Worked on Ordinance Renewing Joint Agreement with Genoa and DeKalb for Special Recreation.
- Completed installation of ADA Signage.
- Received traffic safety sign donation from Rotary for the Sports Complex and area behind Main Pavilion.
- Coordinated presentation to Daily Chronicle on Vision 20/20 and B95.

- Held several discussions with City Manager regarding the resolution of the dirt piles in Parkside Preserve and Reston Ponds.
- Had an Asbestos Inspection completed on the house and four out buildings on the CARLS farm and am awaiting results.
- Created a Vision 20/20 calendar for the Board.

Administrative Initiatives (7/1/14 – 7/31/14)

- Hold initial design meeting with Sycamore Creek HOA regarding the Park.
- Hold initial design meeting with Maintenance Staff regarding Dr. John Ovitz Park.
- Hold meeting with Girls Softball about Sports Field/Facility needs.
- Hold meeting with KYFL and SYF about Sports Field/Facility needs.
- Hold meeting with SYB about Sports Field/Facility needs.
- Hold Youth Sports Consortium quarterly meeting.
- Hold bid opening for ADA Paving Work.
- Coordinate efforts related to Vision 20/20 poster.
- Worked with Supt. of Schools regarding future trail project and “outdoor classroom” concept.
- Finalize DRAFT of License Agreement for Parkside Preserve.
- Finalize DRAFT of License Agreement for Reston Ponds.
- Hold meeting and discussion with Rob Wilkinson regarding future matters related to the Y and SPD.
- Review submittals from the RFQ for Website re-design.
- Update Agenda Planner for Staff/Board.

- Continue Major Asset Lifecycle Project.
- Assist with the finalizing of the IDOT Grant.
- Hold Meetings with SHODEEN Development parks in their developments.
- Continue to communicate with KR PAN Development regarding Parkside Preserve.
- Communicate with Bill Kroeger about a meeting with Reston Ponds Homeowners.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber


 LADIES
Lilac
 LUNCHEON


222 Waterman Street, Sycamore, IL 60178

☎ call 815-895-5215 ☎ fax 815-895-5295 ☎ visit stmarysycamore.org ☎

May 27, 2014

Sycamore Park District
 940 E State Street
 Sycamore, IL 60178

Dear Sycamore Park District,

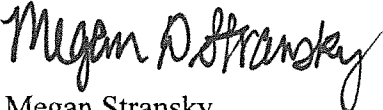
On behalf of the Ladies of St. Mary's Catholic School in Sycamore, IL, I would like to thank you for supporting our event at the Petal Partner level. Your contribution of a 2014 pool pass for family of four helped us achieve our goal!

We would like to extend a heart-felt thank you for your generosity to help make this event so successful. It was a vision of the Ladies Lilac Luncheon Committee to provide an event for our community to enjoy an afternoon of good food, shopping, laughter and fun. All while supporting the children who have been benefiting from an excellent education at St. Mary's for over 88 years. Your generous contribution helped make our vision a reality. We will be able to support St. Mary's through scholarships, textbooks and Phase 1 of the Legacy capital campaign, which directly impacts the future of the children.

Your contribution is not just a charitable contribution, but is also an advertising opportunity. 300 women attended this year's event and will remember you while out doing their daily business. Thank you once again for your generous support of our school. As we continue to grow this event, please know that partnerships with our sponsors are vital to our success.

You are truly appreciated.

Sincerely,



Megan Stransky
 Ladies Lilac Committee, Sponsorship Chair

ILLINOIS JUNIOR GOLF ASSOCIATION



Kirk,

Thank you again for having us out at Sycamore! The course was in great shape and the kids struggled to put up low scores on a short but testing course. Hopefully next year we can get a better turnout!

Matt Wenker

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: Reschedule 2014 Park Tour

BACKGROUND INFORMATION: This past April an attempt to provide an end of May Park Tour was postponed due to low registration numbers. Discussions for rescheduling the Park Tour included holding the event during the late summer or early fall, and inviting the general public to attend in addition to the Park Board, the CAC, and the CWSPT. The purpose of the tour is to give the participants a visual understanding of the variety and size of what the Park District owns and maintains throughout Sycamore.

This year the tour will continue to visit several parks, but will also highlight items presented in the Vision 20/20 plan. These areas include:

- Golf course – start the tour here to see where a new low-mow and water tolerant native grass/forb area will be planted this spring in the open area south of 5 green. Also, the current irrigation system pumping station will be viewed to explain how it functions and the challenges it presents as it has reached its 26th year of operation.
- Sports Complex – the tour will show our current field configuration for baseball and soccer and we will discuss the flood plain border and the need to expand current facilities beyond that border. The newly purchased land along Airport Road will be viewed and possible new Vision 20/20 amenities discussed. Also, the property the Park District owns further south of the current soccer fields for possible sports field expansion will be visited.
- Other parks on the tour will include: Parkside Preserve, Kiwanis East, Kiwanis Prairie, Community Center, Lake Sycamore, Leon Larson/Brickville Road and the possible site of future trail connections, Wetzels, Emil Cassier/Merry Oak path where the large pond edge has been refurbished, Founders, the newly added Ovitz, Boynton, Black Partridge, and Old Mill where new trail connections are planned as well.

New options for the date of the tour are as follows:

- Wednesday, August 27th from 5-8 p.m.
- Thursday, August 28th from 5-8 p.m.
- Thursday, September 4th from 5-8 p.m.
- Saturday, September 6th from 9 a.m. – noon.
- Tuesday, September 9th from 5-8 p.m.

Please consider one of the dates above or another date and be prepared to have a discussion on selecting a date and whom to invite at the Board meeting.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Discuss a date for the 2014 Park Tour.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: PREVAILING WAGE ORDINANCE:
Recommended Approval

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

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ordinance 06-2014.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 06-2014

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

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

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

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

Section 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in De Kalb County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2014, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Park District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

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

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

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

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

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

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

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

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

PASSED this _____ day of _____, 2014.

AYES:

NAYS:

ABSENT:

PRESIDENT
SYCAMORE PARK DISTRICT

ATTEST

SECRETARY

De Kalb County Prevailing Wage for June 2014

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		BLD		31.130	32.130	1.5	1.5	2.0	8.240	14.14	0.000	0.800
ASBESTOS ABT-MEC		BLD		35.100	37.600	1.5	1.5	2.0	11.17	10.76	0.000	0.720
BOILERMAKER		BLD		44.240	48.220	2.0	2.0	2.0	6.970	17.54	0.000	0.350
BRICK MASON		BLD		41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
CARPENTER		BLD		36.940	41.000	1.5	1.5	2.0	9.440	14.50	0.000	0.600
CARPENTER		HWY		34.880	36.630	1.5	1.5	2.0	10.50	14.00	0.000	0.490
CEMENT MASON		ALL		41.550	43.550	2.0	1.5	2.0	9.500	15.87	0.000	0.500
CERAMIC TILE FNSHER		BLD		34.810	0.000	2.0	1.5	2.0	10.20	7.830	0.000	0.640
COMMUNICATION TECH		BLD		36.440	40.080	1.5	1.5	2.0	10.39	12.09	0.000	0.760
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRICIAN		BLD		41.500	45.650	1.5	1.5	2.0	10.39	17.43	0.000	0.830
ELEVATOR CONSTRUCTOR		BLD		46.050	51.810	2.0	2.0	2.0	12.73	13.46	3.680	0.600
FENCE ERECTOR	SE	ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
GLAZIER		BLD		35.980	37.980	1.5	1.5	1.5	10.30	8.200	0.000	1.250
HT/FROST INSULATOR		BLD		46.950	49.450	1.5	1.5	2.0	11.17	11.96	0.000	0.720
IRON WORKER	NW	ALL		35.090	36.840	2.0	2.0	2.0	8.340	22.19	0.000	0.500
IRON WORKER	SE	ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
LABORER		BLD		31.130	32.130	1.5	1.5	2.0	8.240	14.14	0.000	0.800
LABORER		HWY		33.560	34.310	1.5	1.5	2.0	8.240	16.39	0.000	0.800
LABORER, SKILLED		HWY		36.160	36.910	1.5	1.5	2.0	8.240	16.39	0.000	0.800
LATHER		BLD		36.940	41.000	1.5	1.5	2.0	9.440	14.50	0.000	0.600
MACHINIST		BLD		43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE MASON		BLD		40.780	44.860	1.5	1.5	2.0	9.700	12.71	0.000	0.740
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		35.120	38.630	1.5	1.5	2.0	9.170	14.05	0.000	0.500
OPERATING ENGINEER		BLD	1	41.800	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	2	41.100	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	3	38.650	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	4	36.650	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	5	45.550	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	6	44.800	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		BLD	7	41.800	45.800	2.0	2.0	2.0	16.65	10.30	2.350	1.000
OPERATING ENGINEER		HWY	1	41.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	2	41.100	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	3	39.800	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	4	38.350	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	5	36.900	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	6	44.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY	7	42.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
ORNAMNTL IRON WORKER	SE	ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
PAINTER		ALL		40.980	42.980	1.5	1.5	1.5	10.00	8.200	0.000	1.350
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		BLD		37.440	41.560	1.5	1.5	2.0	9.440	14.50	0.000	0.600
PILEDRIVER		HWY		34.880	36.630	1.5	1.5	2.0	10.50	14.00	0.000	0.490

PIPEFITTER	BLD	41.200	43.200	1.5	1.5	2.0	9.750	17.59	0.000	1.710
PLASTERER	BLD	41.250	43.730	1.5	1.5	2.0	11.10	11.69	0.000	0.550
PLUMBER	BLD	41.200	43.200	1.5	1.5	2.0	9.750	17.59	0.000	1.710
ROOFER	BLD	39.200	42.200	1.5	1.5	2.0	8.280	9.690	0.000	0.430
SHEETMETAL WORKER	BLD	37.400	39.330	1.5	1.5	2.0	5.700	16.50	0.520	0.290
SPRINKLER FITTER	BLD	37.120	39.870	1.5	1.5	2.0	8.420	8.500	0.000	0.350
STEEL ERECTOR	SE ALL	45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
STONE MASON	BLD	41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
SURVEY WORKER-> NOT IN EFFECT		35.650	36.400	1.5	1.5	2.0	8.240	13.95	0.000	0.800
TERRAZZO FINISHER	BLD	36.040	0.000	1.5	1.5	2.0	10.20	9.900	0.000	0.540
TERRAZZO MASON	BLD	39.880	42.880	1.5	1.5	2.0	10.20	11.25	0.000	0.700
TILE LAYER	BLD	36.940	41.000	1.5	1.5	2.0	9.440	14.50	0.000	0.600
TILE MASON	BLD	41.840	45.840	2.0	1.5	2.0	10.20	9.560	0.000	0.880
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPONTER	BLD	41.950	42.950	1.5	1.5	2.0	8.180	11.78	0.000	0.630

Legend:

RG (Region)

TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

DEKALB COUNTY

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

between Clare and New Lebanon.

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

EXPLANATION OF CLASSES

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

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

CERAMIC TILE FINISHER

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

COMMUNICATIONS TECHNICIAN

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

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

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

MATERIAL TESTER II: Field inspection of welds, structural steel,

fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEERS - BUILDING

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

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

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

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

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

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

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

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists,

Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

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

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TERRAZZO FINISHER

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

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or

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

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

Other Classifications of Work:

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

LANDSCAPING

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

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

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE PARK DISTRICT adopted at a duly called Regular Meeting of the Board of Commissioners, held at Sycamore, Illinois, at _____ p.m. on the _____ day of _____, 2014.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Sycamore, Illinois, this _____ day of _____, 2014.

SECRETARY
SYCAMORE PARK DISTRICT

[SEAL]

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 27, 2014

STAFF RECOMMENDATION

AGENDA ITEM: SHORT TERM STRATEGIC PLAN 2013 & 2014 GOALS AND OBJECTIVES: Review Only

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

FISCAL IMPACT: None.

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

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Sycamore Park District Strategic Plan 2013 & 2014 Goals and Objectives

Sycamore Park District Mission Statement:

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

Sycamore Park District Vision Statement:

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

Introduction:

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

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

To address these, the Board of Commissioners will:

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

Phase One: Two Year Strategic Plan:

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

The cornerstone of this plan is its goals:

Goal 1

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

Objective 1

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

- **MARCH 2013** -As of Friday, March, 2013 an excel spreadsheet has been developed to monitor all part-time staff usage in both hours and payroll dollars. This spreadsheet monitors hours of Pro Shop Cashiers, Cart Attendants and Rangers, as well as the Superintendent of Golf Operations.
- **JUNE 2013** - Monitoring continues as of June 1st. A report will be processed during the month of June to show a comparison between 2012 part-time payroll dollars spent to 2013 over the same time period.

- SEPT. 2013 – Monitoring continues as of September 1st. Payroll costs continue to be reduced.
- DEC 2013 – I was able to keep track of hours very well with the spreadsheet included with this document. However, due to the amount of play this year I was unable to take much time off without exceeding part time staff payroll usage. I have also attached a sample spreadsheet (attached at the end of the entire update), which shows I would have run out of Pro Shop Cashier budget dollars by the end of September. This operation, with the amount of play we are now receiving due to my marketing techniques, cannot be covered by having only one person. I would have also run out of Cart Attendant money if I would have scheduled staffing more often than I did. By covering the job myself I was able to save approximately \$4,500.00 in part time payroll.
- MARCH 2014 – I have developed a new calendar for this season based on 2013 results.
- JUNE 2014 - Continue to follow the new calendar of part time payroll calendar developed for 2013 results.

Objective 2

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

- MARCH 2013 - The spreadsheet cited in Objective 1 will be used to reduce staff costs in 2014 by a minimum of 5%.
- JUNE 2013 - Ongoing as of June 1st.
- SEPT. 2013 – Ongoing as of September 1st.
- DEC. 2013 - Taking the information I collected in 2013 I have been able to adjust my part time payroll dollars for the 2014 budget. An additional \$5,000.00 has been added due to a concern expressed about Groupon play and that is also represented in the 2014 budget.
- MARCH 2014 – I have developed a new calendar for this season based on 2013 results.
- JUNE 2014 – Continue to follow the new calendar of part time payroll calendar developed for 2013 results.

Objective 3

The Superintendent of Golf Operations will reduce pro shop inventory to 25% of sales, by narrowing the product line, controlling order points, instituting inventory control measures, adjusting types of inventory maintained in stock, and creating faster and complete sell through.

- MARCH 2013 - This process began in the fall of 2012 with the ordering of 2013 inventory. Product lines have been reduced and order points have been developed to monitor inventory control measures. A new start to inventory was instituted in February, 2013 to help with this monitoring. A cycle count will be done periodically to check inventory and eliminate discrepancies.
- JUNE 2013 - As of June no major discrepancies found. Corrections have been made prior to daily close of business each day to insure proper posting of inventory sales.

- SEPT. 2013 – As of September a few minor discrepancies found. Continue to monitor prior to daily closing to minimize any errors.
- DEC. 2013 - I personally spot checked inventory at the end of each month against the POS monthly report and monitored each close of day transaction to insure proper inventory controls. The Administrative Office also did unannounced spot inventory checks with very little discrepancies found. Inventories in more areas are now fairly low with sell through in many product areas.
- MARCH 2014 – New inventory controls are in place.
- JUNE 2014 – Inventory controls continue to be monitored.

Objective 4

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

- MARCH 2013 - During the 2013 season, golf industry market trends will be monitored closely through golf periodicals. New inventory items for 2014 will be based upon these trends.
- JUNE 2013 - Ongoing as of June 1st. Market trends will be more readily available in August of 2013.
- SEPT 2013 - Ongoing as of September 1st. Have begun looking at market trends and speaking with sales representatives.
- DEC 2013 - I have been meeting with Sales Representatives since the beginning of October and have made some modifications in my ordering process based upon this years sales. For example I am no longer purchasing any products from Ping Golf. I am looking at Adams Golf Merchandise because any merchandise that does not sell will be PICKED UP by the representative and FULL CREDIT given.
- MARCH 2014 – Sales representatives have been seen, adjustments have been made in product lines for 2014.
- JUNE 2014 – No product lines changes will be made during the 2014 season.

Objective 5

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

- MARCH 2013 - This began with approval of the FY2013 Budget, and the first draft of the Fund Balance Cash Flow Statement has been presented to the Board.
- JUNE 2013 - In progress.
- MARCH 2014 - Continuing and On-Going.
- JUNE 2014 – Continuing and On-Going

Objective 6

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

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

Objective 7

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

- MARCH 2013 - The Superintendent along with the Recreation Supervisor examined the budget for the pool and made reductions in the staffing and pool supplies to reach this goal.
- DEC 2013 – The Superintendent met with the Recreation Supervisor to find budget cuts for the 2014 pool season.
- MARCH 2014 - The Park District Board approved a list of hour and fee changes to the pool that will reduce the costs of operation by over \$3,000.00.
- JUNE 2014 – The Superintendent of Recreation along with the Recreation Supervisor examined the budget for the pool and made reductions in the staffing and pool supplies to reach the goal. Completed.

Objective 8

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

- MARCH 2013 - The following new programs have been held and have increased recreation revenue: Hatha Yoga, Zumba Sentao & Toning, Zumba Gold and Kid Fit. The recreation staff has planned additional new programs for the Summer 2013 brochure such as Archery, Tot Rock, Kid Rock, and Skateboarding.

- JUNE 2013 - The following new programs are running in the summer: Archery, Tot Rock, Kid Rock I & II, Strings Booster Music, Guitar for Beginners, Intro to Music Theory, Skateboarding, Longboarding and Hula Hoop fitness.
- SEPT 2013 – Eleven new programs were added in the Fall of 2013. These include Jazz It Up, Fast Pitch Softball, Music Together, Knit and Crochet and Animal Explorers.
- DEC 2013 – 40 new programs created in 2013.
- MARCH 2014 - The Winter/Spring brochure offered 14 new program options, while the upcoming Summer 2014 Brochure will be offering 19 new options.
- JUNE 2014 – For the Summer of 2014 there were a total of 19 new programs offered.

Objective 9

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

- MARCH 2013 - Preparation of the FY2013 Budget was done with consideration of fund reserve balance guidelines. When preparing monthly financial statements comparing budget to actual, notes included in the Budget Report.
- JUNE 2013 - Each month when preparing the board packet a comparison is done of year to date actual vs. budget. Any significant variances are explained. Detailed Financial Statements are also given to Superintendents for review with notable items highlighted.
- SEPT 2013 – Requested Superintendents submit projected 2013 year-end results for their specific areas by September 19th. Over the next week, these projections will be consolidated and analyzed to determine the progress made on building fund reserves.
- DEC 2013 – Projections were consolidated and analyzed to determine the progress made on building fund reserves. Based upon the projections, prior to any transfers, all funds except Golf, Pool and Paving, will have met the 25% reserve goal.
- MAR 2014 Preparation of FY2014 was done with consideration of fund reserve balance guidelines. Will continue to review and comment on monthly basis as part of board report.
- JUNE 2014- Continuing.

Objective 10

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

- MARCH 2013 - Completed for 2012 Tax Levy (to be collected in 2013). Will begin the process for the 2013 Tax Levy in October 2013.
- JUNE 2013 - October 2013
- DEC 2013 – Used projected FY2013 fund balances and proposed 2014 budget figures to determine appropriate tax levy allocation. Prepared tax levy to be approved at the December board meeting.
- Mar 2014 – Anticipating final levy from county next month.
- JUNE 2014 – October 2014.

Objective 11

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

- MARCH 2013 - Completed and ongoing each month when vendor bills are allocated to specific budget line items.
- SEPT 2013 – Ongoing each month during the bill coding process.
- DEC 2013 – Ongoing each month during the bill coding process.
- MARCH 2014 – Ongoing each month during the bill coding process.
- JUNE 2014 - Ongoing each month during the bill coding process.

Objective 12

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

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

Objective 13

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

- MARCH 2013 - Work on this will take place in late October of 2013 and 2014.
- SEPT 2013 – Ongoing since early summer 2013, will formalize in November of 2013.
- DEC 2013 – Completed and ongoing. Incorporated into proposed 2014 budget line items.
- MARCH 2014- Ongoing, continue to look at costs of products used during winter maintenance.
- JUNE 2014 – Ongoing.

Goal 2

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

Objective 1

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

- MARCH 2013 - This process has begun with the purchase of 13, 2008 EZGO Carts. 13 of our oldest and most problematic carts will be traded in upon the arrival of the 13 newer carts. This is to take place by the beginning of April 2013. All carts will then be renumbered by serial number and the cart repair spreadsheet will be adjusted to monitor these carts in 2013.
- JUNE 2013 - Completed.
- DEC 2013 – These new carts have been a big help this season with the amount of play we have received.
- MARCH 2014 - Completed.
- JUNE 2014 – Completed.

Objective 2

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

- MARCH 2013 - This process will begin in November 2013 using the data collected during the 2013 golf season.
- SEPT 2013 - Data collection of carts in for repair in 2013 continues.

- DEC 2013 - Conversations have begun with the EZGO Regional Office about next year's trade ins. A list of the cart serial numbers which are to be traded in has been sent to EZGO. These are all year 2000 carts and have caused us the most difficulties this season.
- MARCH 2014 - Trade in of a minimum of 10, year 2000 EZGO carts from our current fleet by the end of March 2014. The trade ins will be replaced by 2010 EZGO carts.
- JUNE 2014 – 13 each 2010 EZGO Golf Carts received on June 2 and 12 each 2000 EZGO Cards traded in. This brings our cart fleet back to 60 carts.

Objective 3

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

- MARCH 2013 - A rotation schedule has been developed and is listed in the action statements for this objective. The rotation schedule will be strictly monitored.
- JUNE 2013 - Ongoing.
- SEPT 2013 – Cart rotation began in June of 2013. With the amount of play we have received this season most carts are on the course every day.
- DEC 2013 - This rotation has been a great benefit, especially on our older vehicles which burn a considerable amount of oil, as you have witnessed yourself. Due to this rotation I was able to run the lowest number carts less often and extend their life until trade in time.
- MARCH 2014 – This rotation will continue in the 2014 golf season.
- JUNE 2014 – Cart rotation continues.

Objective 4

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

- MARCH 2013 - This plan has been developed and may be instituted in the summer of 2013. The plan pulls 10 carts out of the rotation each week to receive routine maintenance and monitoring of any issues that may occur with each vehicle.
- JUNE 2013 - The process will begin Monday, June 17th.
- SEPT 2013 – This process has begun and continues.
- DEC 2013 - As stated above this rotation has worked very well to our benefit. However, with the amount of Groupon play this season almost all our carts were used every day which allowed

consistent use of all our vehicles which helped us save on wear and tear of our older vehicles. Each week I pulled 10 carts out of the line up and did routine maintenance checks. Oil levels, tire pressure and a inspection was done on each vehicle before they went back into the rotation. A spreadsheet showing repairs of 2013 is included with this document.

- MARCH 2014 – Rotation program in place.
- JUNE 2014 – Cart rotation in place.

Objective 5

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

- MARCH 2013 - Work has begun on Golf Carts, Maintenance Equipment, and Tech Hardware. Recreation Equipment must be started.
- JUNE 2013 - In progress.
- DEC 2013 – Lifecycle is complete. Replacement schedules will be established early in 2014.
- MARCH 2014 – Done.

Objective 6

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

- MARCH 2013 - Work has not yet begun on this.
- JUNE 2013 - Next year.
- DEC 2013 – After completion of Objective 5, above.
- MARCH 2014 – Work has begun.
- JUNE 2014 – Work is continuing.

Objective 7

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

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

Objective 8

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

- MARCH 2013 - Staff has ascertained the age of all fitness equipment.
- SEPT 2013 - Some fitness equipment was put on the list to be auctioned off. In Progress.
- JUNE 2014 – Completed.

Objective 9

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

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

Objective 10

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

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

Objective 11

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

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

Objective 12

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

- MARCH 2013 - Work will take place in November of 2013.
- SEPT 2013 – Will be tied into Objective 11 and completed in December 2013.
- DEC 2013 – List of equipment and total replacement interval and cost completed. List of costs for replacement of parts in still viable equipment ongoing and used often as repair situations arise. Example: Toro workman utility cart is over ten years old but still functioning so recently replaced several parts of the motor to keep running for a few years as much less than total cart replacement.

Objective 13

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

- MARCH 2013 - Next year.
- DECEMBER 2013 – Completed for maintenance equipment located at the maintenance facility.
- MARCH 2014 – Beginning process for assets/structures at various facilities.
- JUNE 2014 – Starting process for assets/structures at various facilities.

Objective 14

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

- MARCH 2013 - At IPRA/IAPD Conference gathered information from vendors that offer recreation software. Over the next month, will develop a list of pros/cons with current software.

- JUNE 2013 - Continuing to develop pros/cons of current software, in addition to wants/needs. Started contacting other districts to find out what recreation software they are currently using and their reviews. Will begin setting up demonstrations with software vendors over the next few months.
- SEPT 2013 – Sat for a demonstration of RecPro software. Program Supervisor spent some time and received some additional training on our current software which seemed to have positive results. Further review needs to be done over the next month.
- Staff viewed a presentation by RecPro Software regarding recreation registration software. Staff will continue to interview and view other product demonstrations. In progress.
- DEC 2013 - Contacted Wood Dale Park District and discussed at length with their staff about their situation and interactions with Bockyn software. They have opted to go with Activenet.
- I have communicated with several park districts to see what software they are using. The original plan was to make a recommendation in the Fall of who to use for our recreation software. We placed that on hold, temporarily, due to a couple of factors. First, a considerable amount was being spent on the technology assessment that Sikich is doing. Plus, we are interested in their observations and recommendations. Secondly, the Program Supervisor has been taking advantage of the “one hour free training per month” and has been able to resolve some of the concerns that we have had with the current software. Moving forward I would like to see: 1) see what the feedback from Sikich is, 2) meet again with Recreation Department and make a new list of what concerns we might have, and 3) take that list with to the 2014 IAPD/IPRA Conference and have a general discussion with various software vendors on the specific areas of concern that we have.
- March 2014 – Still pending on Technology Assessment. Stopped and met with approximately 6 different software vendors at the exhibit hall during the IAPD/IPRA conference. Obtained contact information in order to set up demos as needed.
- JUNE 2014 – Technology Assessment recommended Vermont Systems. Need to work into future budget.

Objective 15

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

- MARCH 2013 - The initial audit of hardware and infrastructure is complete. Work has begun on the RFP for an independent consultant to assess our systems from a management and functional standpoint.
- JUNE 2013 - RFP will go out in 2 weeks, and process complete in July.
- SEPT 2013 – Professional Services Contract will be presented at September Regular meeting.
- DEC 2013 – To be completed by December 31, 2013.
- MARCH 2014 – Done.

Objective 16

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

- MARCH 2013 - Yet to be completed.
- JUNE 2013 - In progress.
- DEC 2013 – Will come early in 2014.
- MARCH 2014 - Work is done. Report will be at April 2014 Board meeting.
- JUNE 2014 – Work is Done. Superintendent of Finance has acted upon first recommendations.

Objective 17

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

- MARCH 2013 - Next year.
- JUNE 2014 – Done.

Objective 18

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done

Objective 19

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

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

Objective 20

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

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

- DEC 2013 – Next year.
- JUNE 2014 – Basic schedule of fixed assets with replacement schedule is prepared. Schedule of larger asset items to be completed. Will utilize in the Fall to update 5-year capital budget.

Goal 3

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

Objective 1

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

- MARCH 2013 - Partners, such as NB&T, Kishwaukee Health System and the Sycamore School District will receive information the first week of April concerning a special lesson program offered for these partners.
- JUNE 2013 - Information was delivered. One session begins Tuesday, June 11th.
- SEPT 2013 - Completed with minor participation in 2013. Will develop a new program for 2013.
- DEC 2013 – This had a lower turnout than anticipated. I was able to give 4 groups lesson classes with 3 individuals and was able to spark their interest. However, I plan on restructuring this program during the winter months and create more incentive to the customer to take the program. One idea is to give the participant free green fees for a month after they complete the program if they bring a paying customer with them.
- MARCH 2014 – The new Partners in Golf Lesson Program will be sent to interested partners on May 1, 2014.
- JUNE 2014- Currently offering a group lesson program for Sycamore Chamber of Commerce Members.

Objective 2

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

- MARCH 2013 - To be completed and offered in April of 2014.
- SEPT 2013 - -New program to being registration in April 2014.
- DEC 2013 – As stated above, I will rework this program for 2014 to create more interest.

- MARCH 2014 – The new Partners in Golf Lesson Program will be sent to interested partners on May 1, 2014.
- JUNE 2014 – New program in place and offered in June.

Objective 3

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

- MARCH 2013 - This is in process. Three new golf programs will be offered in the 2013 Spring/Summer Brochure.
- JUNE 2013 - Registration has begun for these programs and the first class is scheduled for June 13th.
- SEPT 2013 - Completed.
- DEC 2013 - I offered 6 different clinics in the Spring Brochure. 2 putting clinics, 2 shortgame clinics and 2 full swing clinics during the months of May and June. I also offered two programs in the Fall Brochure one on Understanding the USGA Rules of Golf and the other on Exercises for Better Golf.
- MARCH 2014 – New clinics to be offered in June and July of 2014.
- JUNE 2014 – Offered a golf clinic for YPS members. Putting clinic schedule for June 25th. Free 10 minute lessons will be offered Saturday, June 28th.

Objective 4

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

- MARCH 2013 - The Superintendent of Recreation has met with the Superintendent of Golf Operations regarding the transition. The Superintendent of Recreation will be invited to monitor The Take Part in the 2013 SAY-Golf Program.
- JUNE 2013 - The SAY-Golf Program begins June 17th. The Superintendent of Recreation has monitored the Say Golf program and has had preliminary discussions with the Supt. of Golf about the changeover process and how to ensure that certain “aspects” of the program are not lost with the changeover to the Recreation Department.
- SEPT 2013 – SAY Golf program completed.
- Staff will continue to meet and plan for the Summer of 2014.

- DEC 2013 - I spoke to the Superintendent of Recreation prior to the beginning of this year's program in mid-May and again after the conclusion of the program in mid-July. It is our plan to sit down during the winter months and develop the program for the recreation department to administer in 2014.
- MARCH 2014 – Junior Golf is now in the hands of the Recreation Department.
- JUNE 2014 – Completed.

Objective 5

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

- MARCH 2013 - No action has been taken on this objective yet. Supt. of Golf Operations is planning on the transition taking place in March of 2014.
- SEPT 2013 - Process will begin in February of 2014.
- The Superintendent of Recreation and Golf will continue to meet in 2013 and 2014 to make this transition.
- DEC 2013 - I spoke to the Superintendent of Recreation prior to the beginning of this years program in mid-May and again after the conclusion of the program in mid-July. It is our plan to sit down during the winter months and develop the program for the recreation department to administer in 2014.
- MARCH 2014 - The Recreation staff has created and will implement a new youth golf instruction program with the release of the Summer 2014 Brochure.
- Junior Golf is now in the hands of the Recreation Department.
- JUNE 2014 – Completed.

Objective 6

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

- MARCH 2013 - This objective will be in conjunction with programs offered by the Sycamore Chamber of Commerce during the summer of 2013.
- JUNE 2013 - Awaiting dates to be scheduled by the Sycamore Chamber of Commerce.
- SEPT 2013 - Completed, another program will be scheduled for 2014.
- DEC 2013 - Though I did speak to the Cortland Senior Center in June I was unable to get onto the Chamber program list for 2013. I have already spoken to Rose Trembl about hosting a program through the Sycamore Chamber of Commerce in 2014.

- MARCH 2014 – Currently in the process of scheduling speaking events with the Sycamore Chamber, DeKalb Kiwanis, and the Elks Clubs of Sycamore and DeKalb.
- JUNE 2014 – Offered program following the YPS clinic. Gave each participant a hand out and talked about using golf as a business tool.

Objective 7

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

- MARCH 2013 - The first of the three for 2013 are complete.
- SEPT 2013 - In progress.
- DEC 2013 – Done, but only twice.

Objective 8

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

- MARCH 2013 - Initial email recommending these meetings has been sent, and some responses received. Follow-up will continue.
- JUNE 2013 - Discontinued.
- DEC 2013 – Began Youth Sports Consortium instead.

Objective 9

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

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

Objective 10

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

- **MARCH 2013** - Supt. of Recreation has met with Thomas Franks, administrator of the "OSCAR" program. Program ideas were discussed for the upcoming summer. Has also contacted individuals who will be able to assist us in this new programming.
- **JUNE 2013** - For the summer of 2013, programming was changed and added to the "OSCAR" offerings. The Superintendent changed one component of the program from golf to tennis. The Superintendent also added a Zumba component to the program as well. Completed.

Objective 11

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

- **MARCH 2013** - Met with Boys' baseball and Girls' softball regarding concerns from prior years. Discussed changes already planned for the season. Communication with Rugby and Storm organizations have started. Will finalize over the next two weeks.
- **JUNE 2013** - Scheduling a follow up meeting with Boys' baseball and Girls' softball for the end of July or first of August to review the 2013 season. Rugby has been completed. Preparing for Storm Dayz.
- **SEPT 2013** – Met with Boys baseball and Girls softball regarding the 2013 summer season. Very little feedback. Only negative was the condition of the bathrooms, especially at the beginning of the season. Seemed to improve. Spoke further with Girls softball as they are having a Fall season. Will follow up the end of October.
- **DEC 2013**- For Fall Girls softball, their overall response was positive however the number of games were fewer so they were concerned that we would be disappointed with less revenue. We offset that by reducing staff so it worked out well. KYFL seems to be dwindling year and after. They realize that they don't provide much revenue but appreciate us being open when they are out there. Discussed meeting again in 2014 to start off each season and was welcomed by all.
- **March 2014** – Scheduled to meet with Boys baseball and Girls softball.
- **JUNE 2014** – Scheduling a follow up meeting with Boys' baseball and Girls' softball for the end of July or first of August to review the 2014 season. Girls softball held a tournament Mother's Day weekend for which we provided a concessions cart for the outer fields that they played on. Great feedback! Rugby has been completed. Preparing for Storm Dayz.

Objective 12

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

- MARCH 2013 - Over the next two weeks, determine location of all boxes. Develop a standard form and stock.
- JUNE 2013 - Stocked boxes with paper and writing utensil. Will check boxes on a weekly basis.
- SEPT 2013 – Checked boxes and passed along suggestions to appropriate staff. When contact information was provided, followed up with the individual.
- DEC 2013 – Not much utilization.
- March 2014 - Will prepare boxes for the upcoming season.
- JUNE 2014 – Not much utilization but continue to check each week.

Objective 13

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

- MARCH 2013 - Have already met with baseball and will again as well as with other groups in April of 2013. Supt. of Recreation has met with Sycamore Youth Baseball, Sycamore Youth Softball, KYFL, AYSO, and Kishwaukee Valley Storm. Has also met with groups that operate the following: Women's Softball, Mens' Softball, and Sunday Adult Soccer League.
- JUNE 2013 - Met with Storm Dayz leaders the week prior to the event. Will meet with these groups at the conclusion of their respective season to evaluate the partnership.
- SEPT 2013 – Met with spring and summer groups, will continue after fall sports completed at the end of October.
- Met with KYFL before their season began along with AYSO at the beginning of their season. Met with Girls softball at the beginning of their new Fall season. Because of the fall season, staff will meet with Softball at the end of their respective season.
- DEC 2013 – Talked frequently with AYSO president as season ended at the end of October. KYFL as well.
- MARCH 2014 - The Recreation staff has created and will implement a new youth golf instruction program with the release of the Summer 2014 Brochure.
- Began to correspond with softball and baseball groups for upcoming season.
- JUNE 2014 – Met with Storm Dayz reps and continue to meet with all user groups for future planning process. Attend sports consortium meetings with all users groups.

Objective 14

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

- MARCH 2013 - Ongoing once seasons begin in late April.
- JUNE 2013 - Have been in almost daily contact with all groups thru phone or email as rain-outs have caused some changes for field use and availability.
- SEPT 2013 – Talk frequently with fall user groups to discuss fields issues or conflicts.
- DEC 2013 – Completed and continues even now as next year discussions have begun.
- MARCH 2014 – Will begin again when season starts next month.
- JUNE 2014 – Communicate almost daily with commissioners and leaders of all sports users groups as schedules change and field issues arise. Plan staffing of larger tournaments and coordination of field maintenance on a daily basis.

Objective 15

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

- MARCH 2013 - Have made some suggestions to improve communication between golfers and beverage cart. Setting up meeting with all involved to discuss further and review best path.
- JUNE 2013 - Placing Nextel phone on Beverage Cart to enable patrons to contact the Cart staff directly. Developing Golf Cart Tag to have number for both Cart and Concessions.
- SEPT 2013 – Unfortunatley, with the problems we have been having with our Nextel/Sprint phones, it was decided not to place a phone on the beverage cart. We were concerned that our patrons would experience greater frustration with having a number to a phone that they couldn't always get through to. The wetter/cooler weather has reduced our beverage cart hours this season. As of August 31, the gross profit percentage (including cost of labor) has increased only 1.15%.
- DEC 2013 – All in all, the season ended well despite the late start and we Spring. Net profit, as of November 30, 2013, increased 22.34% over 2012. The primary reason for such a large increase was that in 2012 we had a repair to the cart that was charged to concessions. In removing that for comparison, our increase was 4.5%.
- March 2014 – Discussing possible changes for 2014 season, primarily in staff training.
- JUNE 2014 – Primary change for 2014 is setting up the beverage cart on the POS system. This change will improve the tracking and recording of cost of goods sold.

Goal 4

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

Objective 1

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

- MARCH 2013 - The golf operations began collecting new data as of the “Swing into Spring” sale on March 1. This data includes updated emails which will be used to electronically send a newsletter each month to members of the data base. As of March 1, 2013 the Clubhouse reader board is being utilized.
- JUNE 2013 - Developed an email data base for each league and Season Pass holder as a way to inform and update golfers and league members.
- SEPT 2013 - Ongoing.
- DEC 2013 - I have included a sample of the Newsletter with this document. I also was diligent in changing the large reader board just outside the pro shop every month. I was also able to put regular pertinent information on our tee sheet and on our website on a regular basis and updated it regularly. I have also included with this material a sample of the emails the golf operations captures regularly.
- MARCH 2014 - New database has over 8700 email addresses. Along with the 980 address mailing sent for our 2014 Swing into Spring Sale proved to be successful. These databases will continue to be used during the 2014 season to increase sales and participation.
- JUNE 2014 – With the additions to our database we have added Golfnow to our third party marketing which has generated a significant growth in tee sheet booking. This increase represents a 6% increase on weekdays and almost 10% on weekends.

Objective 2

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

- MARCH 2013 - New advertising has been instituted in the Fox Valley area through Kane County Magazine, Chicagoland and Rockford Metro areas through Groupon and City Hits.
- JUNE 2013 – Ongoing.

- SEPT 2013 - Ongoing, have increased out of district play by 20%.
- DEC 2013 - Included in this document is a sample of the Groupon Marketing I did in 2013. I also did advertising in Kane County Magazine, New Values Magazine and a small marketing piece with Group Golfer.
- MARCH 2014 – Groupon marketing and Group Golfer Marketing will continue. We are also now a member of GolfNow. GolfNow is the largest third party golf booking firm in the nation.
- JUNE 2014 – Golfnow has generated additional sales and interest in the golf operation. We continue to use Groupon and Golf Golfer but have seen a better return with customers using Golfnow.

Objective 3

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

- MARCH 2013 - First discussion in regards to this matter took place with the Board on March 12, 2013.
- JUNE 2013 - Beginning Study Sessions now.
- SEPT 2013 – Finalizing VISION 2020 – September.
- DEC 2013- Draft presented at November regular meeting. Must be integrated with Michelle Schulz’s plans.
- MARCH 2014 – Campaign in place. Outreach beginning.
- JUNE 2014 – The “More” Campaign is well underway. Ads are running this summer on B95, and printed materials have already begun.

Objective 4

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

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

Objective 5

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

- MARCH 2013 - The Supt. of Recreation has created and published the annual newsletter that was featured in the Winter/Spring 2013 brochure. The first newsletter was created and will be mailed out the first week of April.
- JUNE 2013 - The first newsletter was mailed out in April. The next one is planned for October of 2013.
- SEPT 2013 - The third newsletter is scheduled to be mailed in November.
- DEC 2013 – Newsletter was mailed out the week of November 4th.
- MARCH 2014 - The annual newsletter was created and released in the Winter/Spring 2014 Brochure. The Spring newsletter was created and will be mailed out during the month of March 2014.
- JUNE 2014 – The next newsletter will go out in July. The last newsletter is scheduled to be mailed in October.

Objective 6

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

- MARCH 2013 - The 90th Committee created and submitted a marketing plan regarding the events to the Executive Director. The Winter/Spring 2013 brochure contained a history to assist in sharing of knowledge about the Park District with our residents. Tools such as Facebook, Constant Contact, the Sycamore Park District website, and Newsprint have been utilized to inform our residents further about the Park District's history and events.
- JUNE 2013 - Advertising has also been secured with the Chronicle and B96.
- SEPT 2013 – A number of promotional methods have been utilized regarding this to include, brochure, paid print advertisement, Constant Contact, paid radio ads, radio guest dj'ing, mailed postcard advertisement, and flyers distributed around the community and to local groups.
- DEC 2013 – Last ad promoting 90th ending events was out on November 18th 2013.

Objective 7

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

- MARCH 2013 - Attended Bridal Expo at NIU in January 2013. Will be attending the Community Expo in Sycamore on March 26.
- JUNE 2013 - Attended Bridal Expo at NIU in January 2013. Attended the Community Expo in Sycamore on March 26. Hosted Sycamore Chamber Thursday Night Live on April 11. Will look for additional opportunities for the Fall of 2013.
- DEC 2013 – No other events were attended. However, we continue to have information materials available at all rentals. Many of our rentals are the result of having attended a previous event held at the clubhouse.
- March 2014 – Attended Bridal Expo at NIU. Lots of good feedback. Will be attending the Community Expo in DeKalb, March 27, 2014.

Objective 8

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

- MARCH 2013 - Next year.
- JUNE 2013 - Next year.
- DEC 2013 – Next year.
- March 2014 – Gathering data to include. Will set up meeting with Sarah Elm to discuss further.
- JUNE 2014 – Finalizing data to be posted to website.

Objective 9

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

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

- MARCH 2014 – Ongoing as needed.
- JUNE 2014 – Have been and continue to attend planning meetings with use groups future plans, and communicate daily with park staff leaders about needs for all summer events and issues.

Objective 10

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

- MARCH 2013 - Articles will be provided prior to publications throughout 2013 and 2014.
- SEPT 2013 – Ongoing as needed. Conducted Park Tour in May and supplied booklet with individual park information included. Supplied trail measurement information for summer brochure and website information.
- DEC 2013 – Submitted article for Park District annual letter.
- MARCH 2014 – Helped update city-wide map of parks for brochure. Will updated and provide new Park Tour information for the spring.
- JUNE 2014 – Working on update of late summer Park Tour booklet. Wrote letter for pro shop communicating with customers Encap project south of 5 green.

Objective 11

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

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

Goal 5

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

Objective 1

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

- MARCH 2013 - This has been completed.
- DEC 2013 - The pre-season sale brought in over \$53,000 in revenue. Not as much as I had hoped but I did expect a smaller turnout due to the fact we did not offer an early season season pass discount. In 2014 we will be offering a discount and this will definitely increase our sales.

- MARCH 2014 – The 2014 Swing into Spring Sale was very successful. Over \$79,000.00 in revenue was generated and 159 season passes sold. Up from \$53,000.00 and 107 passes sold in 2013.

Objective 2

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

- MARCH 2013 - This process began with the Swing into Spring sale beginning March 1, 2013.
- JUNE 2013 - Offered sale table of older clothing with good result in April and May. Offering a “Fathers Day Special” sale in June.
- SEPT 2013 - Continue for offer incentives to reduce inventory by season’s end.
- DEC 2013 - I offered a percentage off different pro shop merchandise each month, plus changed clothing displays on a regular basis which drove sales. I placed certain items close to the counter which sparked impulse buying. For example we had complete sell through of our Pinnacle 15 ball packs this season due to the fact they were place directly in front of the counter.
- MARCH 2014 – Special sale items will be offered once a month again in 2014.

Objective 3

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

- MARCH 2013 - This process will begin when the 2013 golf season begins.
- JUNE 2013 - Created “Rewards” program through Groupon and have begun offering “incentives” for one time players to return. Also brought in the return of the Charitee Challenge and have set daily sales goals for staff.
- SEPT 2013 – Charitee Challenge continues with strong sales results. Rewards program through Groupon has generated almost \$5000.00 in additional sales.
- DEC 2013 - The rewards program through Groupon proved successful and helped with sell through of balls, reducing inventory of gloves and also logo balls. I was able to post signage to intice sales on smaller items to help move product. I am really proud of the staff buy in on the Charitee Challenge program. We were one of the top golf courses in sales this season according to Mike Butons owner of Charitee Inc. This will really benefit our scholarship with Sycamore High School.
- MARCH 2014 – The rewards program through Groupon will continue and also with the newly added GolfNow marketing firm. Charitee will be back this season.

- JUNE 2014 – Groupon rewards program in place. The addition of “Deal Caddy” through Golfnow has also shown promise in increasing of sales.

Objective 4

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

- MARCH 2013 - The “Did You Know” effort has begun, but is currently revolving around our history, rather than individuals.
- JUNE 2013 - Started, but not focusing on people right now. Focus is on parks.
- SEPT 2013 – The campaign has been stopped.
- JUNE 2014 – Replaced with the Vision 20/20 campaign.

Objective 5

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

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

Objective 6

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

- MARCH 2013 - The Supt. of Recreation created a “Frequent Flyer” program for the members of the Fitness Center. The program was free to the members and attracted 45 participants. Each participant will receive 1 free month added to their current membership.
- JUNE 2013 - A fall special will displayed in the Fall 2013 brochure. This will reward existing customers if they get a friend to register, they will receive a free month.
- SEPT 2013 - A fall special began in September. This special will reward existing customers if they get a friend to register, they will receive a free month.
- JUNE 2014 – A summer special was instituted in 2014 for members to receive a free month with the registration of a 3 month pass.

Objective 7

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

- MARCH 2013 - The Supt. of Recreation has implemented special events such as a Bike Rally (June 8th), Ice Cream Social (July 14th), Fireworks Celebration (August 24th) and an Open House Celebration (December 7th). Residents have been encouraged to visit our parks and take photos and participate in our photo contest.
- JUNE 2013 - Completed.
- DEC 2013 – Open House Celebration for the 90th was completed on December 7th.

Objective 8

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

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

Objective 9

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

- MARCH 2013 - Still discussing.
- JUNE 2013 - Has not been developed.
- SEPT 2013 – After further discussion, opted not to have a frequent buyer program due to concern of lowering our gross profit margin.
- March 2014 – Working with Concessions to create various specials throughout the season.

Objective 10

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

- MARCH 2013 - The first training of staff with Executive Director will take place in May of 2013 for maintenance staff.
- The Supt. of Recreation has taken no action at this time.

- JUNE 2013 - The first training for Community Center staff is being planned for September 2013.
- SEPT 2013 - Training is scheduled at the Community Center on Sept. 25 & 26. The second training for staff will be held in early November.
- DEC 2013 – Front Desk staff has had one in house front line training session.
- MARCH 2014 - The Recreation Staff was involved in a Bockyn Park Pro software training in February that entailed correct operating procedures and avenues for troubleshooting issues that have risen. An extensive question and answer segment allowed for a better understanding for staff to be more efficient in processing registrations and overall customer service.

Goal 6

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

Objective 1

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

- MARCH 2013 - This process will begin in May of 2013.
- JUNE 2013 - Have started “The Boss Buys Lunch” program for staff members who show extra effort in work duties.
- SEPT 2013 – “The Boss Buys Lunch” program went very well and has increased staff morale and work ethic.
- DEC 2013 - I did regular “The Boss Buys Lunch” programs each week and especially during outing weeks. Staff morale improved. I also created a special benefit to the pro shop cashier staff who sold the most Charitee Challenge Tickets and that person received an Amazon Gift Card.
- MARCH 2014 - Boss Buy Lunch program will continue in 2014, as well as a staff match play event.
- JUNE 2014 – Pizza Fridays has become a big hit with the staff.

Objective 2

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

- MARCH 2013 - This will begin in 2014.
- DEC 2013 - I did a test of this program this year holding a staff match play event. This started out great with all staff getting involved. However, as the season progressed and the amount of play increased on the course it became difficult to get the final matches in. Next year I will try something away from the golf course so that is not an issue.

- MARCH 2014 - I have contacted other golf facilities in our area to see if I can have our golf operations part time staff play at either a reduced rate or free of charge. Most are willing to accommodate our staff by only charging a cart fee. I will be sending staff to other facilities this season, not only as a get-a-way for them but also to see how other facilities operate.

Objective 3

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

- MARCH 2013 - This meeting has been scheduled for Saturday, May 11th.
- JUNE 2013 - Completed.
- DEC 2013 - We held a pizza party on May 11 and talked through the season and what was expected of the staff. It proved to be successful because the staff did an outstanding job in 2013.
- MARCH 2014 – Once all staff members have returned and other new staff hired I will hold a staff meeting/pizza party in Late May.
- JUNE 2014 – Completed.

Objective 4

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

- MARCH 2013 - To be completed in 2014.
- DEC 2013 - My plan is to meet with Jackie, Jeff and Bart early next year and come up with a team building project we can do together and help build a stronger park district part time staff.
- MARCH 2014 – This has been stopped due to lack of time of all full time staff. It will be revisited in the fall of 2014.
- JUNE 2014 – Due to the number of projects and commitments the Superintendents are currently involved in I have placed this program on hold for now.

Objective 5

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

Objective 6

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

- MARCH 2013 - Budget to accomplish this was approved by the Board for FY2013, and is in progress.
- JUNE 2013 - Done and continuing.

Objective 7

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

- *How we treat a small number of committed, year-round/nearly full-time Staff*
- *Different degrees of being "part-time"*
- *Developing reward system for part-time employees*
- *Finding simple ways to reward full-time employees*
- MARCH 2013 - The Executive Director will begin work on this in June 2013.
- JUNE 2013 - Begun with Personnel Policy – March 2013.
- SEPT 2013 – FT Personnel Policy Adopted and Distributed September 2013. Beginning PT Personnel Policy now – September 2013.
- DEC 2013 – First draft of part-time manual now in the hands of the Board. Final will be presented for approval at December regular meeting.
- MARCH 2014 – Work is done.

Objective 8

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

Objective 9

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

- MARCH 2013 - Working with Concessions Manager to complete training procedure outline. Adding additional training by Health Department.

- JUNE 2013 - Standard training was provided to all concessions staff. Additional training needed for Sports Complex and Pool staff. In process.
- SEPT 2013 – Provided additional training for Sports Complex and Pool staff. Developed checklists for opening and closing procedures.
- DEC 2013 – Over the winter, CM and I will review the lists that were used for training and update them appropriately. Will make beverage cart a group training as that as been done on an individual basis.
- MARCH 2014 – Finalize training procedures for concessions staff.

Objective 10

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

- MARCH 2013 - Will begin in April as staff returns.
- JUNE 2013 - Making notes as the season progresses to enable an end of season evaluation for each individual concession staff.
- SEPT 2013 – Meeting with Melissa to discuss staff performance. Will be scheduling evaluations over the next month.
- DEC 2013 – Going to work with CM over the next month to complete evaluations but decided that the evaluation will be given at the start of the season so it is fresh on staffs mind as they being the new season.
- MARCH 2014 – Prepared to evaluate returning staff.
- JUNE 2014- Continuing.

Objective 11

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

Objective 12

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

Objective 13

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

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

Objective 14

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

- MARCH 2013 - Yet to be determined.
- SEPT 2013 – In progress September 2013.
- MARCH 2014 – Work is done. Report will be at April 2014 Board Meeting.
- JUNE 2014 – Apparel requirements are in place. Ads are in place. Radio promotion will begin this month.

Goal 7

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

Objective 1

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

- MARCH 2013 - This objective is in coordination with Goal 1 and the excel spreadsheet used for that goal.
- JUNE 2013 - Ongoing.
- SEPT 2013 – Continues to be monitored as of September 1st.
- DEC 2013 - As stated in Goal 1 the spreadsheet for part time staffing I created has been beneficial in the monitoring of staff use in 2013. I was able to use staff at appropriate times and

send staff home when their help was not needed. This did cause me to work more hours than anticipated but it was needed to make sure to stay within or below budgetary guidelines.

- MARCH 2014 – The excel spreadsheet will again be used in 2014 to monitor all part time staffing needs.
- JUNE 2014 – Monitoring continues.

Objective 2

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

- MARCH 2013 - Yet to be determined.
- SEPT 2013 - Process to begin during this year's budget process for 2014.
- DEC 2013 - The post meeting I had with all the outing planners said that all their needs were met which I didn't expect due to the fact I used less staff for events this year than in previous years. So with that being said I will continue to use as small of staff as possible in 2014 and expect the service level expected from our clientele not to change.
- MARCH 2014 – New staffing started in 2013 for outings will continue in 2014.
- JUNE 2014 – New staffing for outings continues.

Objective 3

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

- MARCH 2013 - The guide for such staffing guidelines has been completed and will go into effect in June of 2013.
- SEPT 2013 – Completed.
- DEC 2013 - I restructured the use of the cart staff. Using cart personnel on week days beginning at 3:30pm and having cart attendants leave for the day in the early evening when less than 10 carts on the course. I also redesigned the part time staff hours needed for major golf outing events by using only 1 cart attendant for set up and creating a split shift for other staff. I reduced the number of staff during play of the golf outing from 4 to 2, cutting part time payroll in half for each event. The savings in part-time payroll in line item Cart Attendant was approximately \$4,500.00.
- MARCH 2014 – Completed and new staffing needs have been implemented for 2014.
- JUNE 2014 – Completed.

Objective 4

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

- MARCH 2013 - To be completed next month.
- JUNE 2013 - Completed. Using this data primarily for Beverage Cart hours and staffing for Sports Complex and Pool.

Objective 5

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

- MARCH 2013 - To be completed next month.
- JUNE 2013 - Hours for concessions operation have been set based upon historical data. Looking into appropriate signage to inform patrons of hours of operation.
- March 2014 – reviewing and planning for new season.

Objective 6

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

- JUNE 2013 - Completed and distributed at the April Park Board meeting.

Objective 7

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

- MARCH 2013 - Work will begin in fall and winter of 2013.
- SEPT 2013 – Start working on in October with completion by mid-December.
- DEC 2013 – Completed and turned in to Executive Director for review.
- MARCH 2014 – Presented to Park Board during March Board meeting.

Objective 8

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

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

- SEPT 2013 – Completed.

Objective 9

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

- MARCH 2013 - Work will be completed throughout 2014.
- SEPT 2013 – Next year.
- MARCH 2014 – Process has begun with current practices and standards completed. Next steps will progress as time allows during 2014.
- JUNE 2014 – Completed and presented Park Standards. Working on staff time and costs for general maintenance of parks and sports. Will continue through year as time allows.

Objective 10

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

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

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

- MARCH 2013 - Work on the Purchase Order System has begun. Work on the Work Order System will begin in the Fall of 2013.
- JUNE 2013 - Finalizing the Purchase Order form. Working with MSI (accounting software) for addition of accounting module specifically for purchase order handling.
- SEPT 2013 – Jackie will go online in the Fall of 2013. Finalized purchase order form. These are some concerns with our current communication deficiencies, specifically with computers at Maintenance and Community Center, whether or not they will be able to access the purchase order module. However, I am moving forward with adding this to our Accounting System for accurate reporting/recording of purchase orders for the 2014 Fiscal Year.
- DEC 2013 – Purchase order module has been added to our accounting system. Ideally, staff will be able to access this program from their desktop to start a requisition. However, our current connection issues prevent this. Nettie, Stefanie and I will spend some time next month to develop procedures for utilizing the Purchase Order system for 2014.
- March 2014 - Finalizing purchase order procedures with April 1 “live” date. Work order system will be delayed until 2015.

- JUNE 2014- Currently working with purchase order system. Met with DeKalb Park District to see how they utilize the system.

Objective 11

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

- *Vehicle Service*
- *HVAC Inspections/Service*
- *Playground Inspections/Service*
- *ADA Inspections/Corrections*
- *Fire Suppression Systems and Equipment Inspections/Service*
- *Roads and Other Paving Inspections*
- *Plumbing and Drainage Inspections*
- *Bridge and Path Inspections*
- MARCH 2013 - Work to be completed in October and November of 2013.
- SEPT 2013 – November of 2013.
- DEC 2013 – Started in mid-December, will be completed in mid-January.
- MARCH 2014 – Completed. Lists will be put into use as the season progresses.

Goal 8

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

Objective 1

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

- MARCH 2013 - This process will coincide with work scheduled in Objective 3 of this goal.
- SEPT 2013 – Assessment and timeline will be made once clubhouse work has been completed.
- DEC 2013 - Since the Clubhouse work is to begin this winter, once this has been completed Jeff and I will be a part of developing a plan for the golf course. It should be noted that the ADA Accessible Golf Cart was used a total of 15 times this season and was never used at either of the DeKalb Municipal Facilities.
- MARCH 2014 – Ongoing. Working with Superintendent of Parks and Facilities to develop ADA plan for the golf course once buildings have been completed.

- JUNE 2014 – Ongoing. Working with Superintendent of Parks and Facilities to develop ADA plan for the golf course once buildings have been completed.

Objective 2

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

- MARCH 2013 - This process has begun with the remodeling of the Proshop in February of 2013.
- SEPT 2013 – Completed.
- DEC 2013 - This remodeling of the pro shop floor plan has been very beneficial for our staff. We are able to see all the important holes from one location, keep an eye on merchandise to reduce leakage and better monitor the facility.
- MARCH 2014 – Completed.
- JUNE 2014 – Completed.

Objective 3

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

- MARCH 2013 - Professional Services have been retained. Specification process had begun with two meetings already taking place. Bids will come late summer.
- JUNE 2013 - Just went to bid.
- SEPT 2013 – Re-bid August 2013 due to only one bidder. Award in October 2013.
- DEC 2013- Bid was awarded in November and work will begin shortly.
- MARCH 2014 – Work is done.

Objective 4

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

- MARCH 2013 - Future.
- SEPT 2013 – Beginning work, now, with RFP to be distributed in November of 2013 on paving.
- MARCH 2014 – Engineering and Bid Specifications are done. Going out to bid in April.
- JUNE 2014 – Bids were rejected in May. Re-bid in July.

Objective 5

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

- MARCH 2013 - An RFP for this process will be distributed in May, with retention of professional services by early summer.
- SEPT 2013 – First draft of RFP is complete. Will use consultant for Tech Study to get advice, and then finalize RFP.
- DEC 2013 – Awaiting technology study before proceeding further with this item.
- MARCH 2014 – Because of delay in Tech Study, this will go to bid in April.
- JUNE 2014 – RFQ's will go out this month, and professional services retained in August.

Objective 6

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

- MARCH 2013 - Future.
- MARCH 2014- In progress. Hope to catch up after delay in Tech Study.
- JUNE 2014 – In progress. May be a little late.

Objective 7

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

- MARCH 2013 - Superintendent of Facilities and Parks, and the Building Foreman will attend their first training by the end of the Summer 2013.
- JUNE 2013 - First phase being scheduled.
- SEPT 2013 – Online training available from PDRMA for Fall 2013.
- DEC 2013 – Staff will be taking workshops on personnel matters and aquatics. They have gone to training on aquatics, and chamber workshops.
- MARCH 2014 – Work is done.

Objective 8

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

- MARCH 2013 - The Superintendent of Recreation completed a grant request from DeKalb County Community Foundation and submitted it on March 1st, 2013.
- JUNE 2013 - The Park District was given a grant in the amount of \$3250. Completed.

Goal 9

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

Objective 1

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

- *Annexation Ordinance*
- *Land/Cash Ordinance*
- *Future Annexation Possibilities*
- *Consistency of Borders with Other Units of Local Government*
- MARCH 2013 - First discussion with the Board took place on this matter on March 12, 2013.
- JUNE 2013 - Begun.
- SEPT 2013 - Begun March 2013. Done on annexation and border consistency. Held initial meetings with City on Land/Cash Summer 2013.
- DEC 2013 – Meeting with school district is the next step.
- MARCH 2014 – This has been addressed, and in alternate fashion.

Objective 2

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

- *Revised Annexation Ordinance*
- *Revised Land/Cash Ordinance*
- *Options for Future Annexations*
- MARCH 2013 - Future.
- SEPT 2013 – Not taking action on first and third bullets.
- MARCH 2014 – Meetings with City and School District have taken place.
- JUNE 2014 – Annexations have been put to rest. Discussion on Land/Cash will continue.

Objective 3

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

- MARCH 2013 – Future.
- SEPT 2013 – Provided summary to Board in late August/early September.
- MARCH 2014 – Work is done.

Objective 4

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

- SEPT 2013 - Done

Goal 10

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

Objective 1

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

- MARCH 2013 - Executive Director has begun reading Park District Code, and leases in regards to this matter.
- JUNE 2013 - Process begun.
- SEPT 2013 – Requested meeting of NHM leader. Nothing scheduled yet.
- MARCH 2014 – Have made multiple requests for meeting, with no response.
- JUNE 2014 – With new leadership in place at all levels in the MMNH, the Executive Director plans to re-start this effort in the Fall of 2014.

Objective 2

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

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

- SEPT 2013 – CAC opted out of this study.

Objective 3

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

- MARCH 2013 - Future.
- JUNE 2013 - Future.
- DEC 2013 – To be completed
- MARCH 2014 – Finalizing documentation

Objective 4

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

- MARCH 2013 - Future.
- JUNE 2013 - Future.
- DEC 2013 – To be completed.
- MARCH 2014 – additional research required. Will finalize in April.
- JUNE 2014 – Has not been finalized. Will complete by July board meeting.

Objective 5

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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL REVIEW OF THE CAC CHARTER: No Changes Recommended

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

Therefore, we began an annual review in 2012. Attached is the Charter for your consideration. It is believed that this year no changes are necessary. It now comes to the Board for their review and approval.

FISCAL IMPACT: NONE

STAFF RECOMMENDATION: To approve the attached Charter with no changes necessary.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

C H A R T E R

SYCAMORE PARK DISTRICT CITIZENS' ADVISORY COMMITTEE SYCAMORE, ILLINOIS

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

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

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

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

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

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

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

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

VII. Membership in the CAC:

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

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

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

VIII. Terms:

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

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

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

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

B. To employees of the Park District:

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

C. To the public:

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

XV. Organization of the CAC:

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

**SYCAMORE PARK DISTRICT
Board of Commissioners**

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

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

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

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

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

Therefore, I present the Operations Manual for your Annual Review. I have no recommended changes.

The Board will recall that we did modify some of the benefits received by themselves and their family members last year. This is just a reminder that you tell your family members about those changes from last year.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: Based upon your preferences:

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

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Board of Commissioners Operations Manual

I. ORGANIZATION

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

II. STATUTORY AUTHORITY

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

III. DEFINITIONS

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

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

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

IV. APPLICATION OF THE PARK DISTRICT CODE

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

V. PROVISIONS FOR CHANGE OF POLICY

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

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

VI. FISCAL YEAR AND ANNUAL MEETING

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

VII. PREPARATION OF MANUALS AND HANDBOOKS

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

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board.
- D. The requirement that nominations be submitted may be waived, if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

IX. BOARD OF COMMISSIONERS

A. ELECTIONS

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

B. POWERS AND DUTIES OF THE BOARD

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

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

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

Additionally, the Board shall:

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

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- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

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

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

D. OFFICERS OF THE BOARD

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

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

E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

The Board shall commence its annual meeting by electing a President, and Vice President, and appointing a Secretary, Treasurer, and Park District

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Attorney. The term of office for each shall begin upon their election or appointment and shall continue until the following year's annual meeting.

F. VACANCIES OF THE BOARD

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

X. MEETINGS

A. DAY AND LOCATION OF REGULAR MEETING

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

B. SPECIAL MEETINGS

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

C. QUORUM

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

D. AGENDA

The agenda shall follow substantially the following form:

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

E. ROBERT'S RULES OF ORDER

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

F. VOTING

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

G. PUBLIC MEETING LAW

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

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

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

H. NOTICE OF MEETINGS

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

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I. PUBLIC MEETING LAW - Notice of Meetings

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

Revised 9/2013

BASIC EXPECTATIONS OF BOARD MEMBERS

The following is a basic list of duties you're expected to perform as a board member:

- Attend all board and committee meetings and functions.
- Be well versed in the organization's mission, services, policies, and programs.
- Review agenda and supporting materials before board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Keep continuing education in the park, recreation, and conservation fields a priority.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary duties.

THE BOARD MEMBER'S CREED

As an individual member of the board, I will:

- Recognize the integrity of my fellow board members and the merit of their work;
- Be motivated only by a desire to serve the people of my community;
- Recognize that it is my responsibility, together with my fellow board members, to see that the agency is properly run – not to attempt to run it myself;
- Work with the executive of the agency – not over or around him or her;
- Conduct board business only at legally called board meetings;
- Remain politically nonpartisan on agency issues;
- Attend continuing education programs to learn about the proper duties and functions of a board member and to stay abreast of the trends and issues affecting the field.

In performing my proper functions as a board member, I will:

- Deal in terms of general agency policies;
- Function in meeting the legal responsibility that is mine, as part of a Legislative, policy-forming body, not as an administrative officer.

In maintaining desirable relations with other members of the board, I will:

- Respect the opinions and decisions of fellow board members;
- Recognize that authority rests with the board as a whole, not with me as an individual;
- Make no disparaging remarks in or out of meetings about fellow board members;
- Recognize that promising in advance how I will vote on any proposition under consideration closes my mind to other considerations, facts, and points of view that may be presented in the meeting;
- Make decisions in board meetings only after all sides of the question have been presented;
- Consider unethical (and thus avoid) secret sessions of board meetings held without the presence of the executive.

In meeting my responsibility to my community, I will:

- Attempt to appraise fairly both the present and the future needs of the community;
- Attempt to procure adequate financing and support for agency programs, facilities, and services;
- Interpret, as best I can, the needs and attitudes of the community to fellow board members and the executive;
- Insist that business transactions of the agency be ethical, open, and aboveboard.

In working with the executive, I will:

- Hold the executive responsible for the administration of the agency and give him or her the authority commensurate with that responsibility;
- Expect the agency to be administered by the best-trained professionals available;
- Participate in board decisions only after considering the recommendations of the executive;
- Expect to spend more time in board meetings on policies, programs and procedures than on business details;
- Give friendly counsel and advice to the executive;
- Refer all complaints to the executive and, if necessary, insist that the source present them in writing to the board as a whole;
- Present any personal criticisms of employees to the executive and not to the employees;
- Provide adequate safeguards around the executive and other personnel, so they may perform their duties on a professional basis.

BOARD MEMBER DO'S AND DON'TS

To ensure success as a board member, consider the following tips:

DO:

- Accept responsibility.
- Learn and know your duties.
- Learn the role of the board.
- Become familiar with the entire agency.
- Participate at meetings.
- Associate with fellow board members.
- Respectfully voice your opinion.
- Be firm, fair, and factual.
- Respectfully listen to other's opinions.
- Be an active representative.
- Be a policy setter.
- Communicate with your legislators.
- Avoid nepotism, cronyism, and partisanship.

DON'T:

- Try to run the show.
- Become a one-interest board member.
- Try to always get your way at meetings.
- Make promises you can't keep.
- Make the agency politically partisan.
- Break the chain of command.
- Surprise anyone at any time.
- Hang out dirty laundry.
- Do the staff's job.
- Micro-manage.
- Publicly criticize fellow board members or the executive.
- Discuss confidential workings of the board outside the boardroom.
- Promise to vote a certain way.
- Interfere with the executive's duties or day-to-day management.
- Undermine the executive's authority with staff.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: CAPITAL FUNDS UPDATE: Information Only

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

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

Attached is that report.

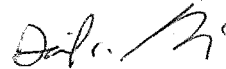
FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



PROJECT	2014	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
Re-key buildings			\$8,334			
signs			\$5,395			
PC Replacement/Upgrades	\$5,000	\$2,131		\$2,869		December
Server	\$22,000			\$22,000		December
Tech Study	\$45,000		\$31,464	\$0	\$13,536	completed
Professional Fees for Parking lot	\$15,000			\$15,000		July
Double Door Freezer at Baseball Concessions	\$3,500			\$3,500		Ordered
Ice Machine - Baseball	\$2,000			\$2,000		Ordered
Paintliner	\$12,000		\$11,659	\$0	\$342	completed
Golf Carts for Golf Course	\$30,000			\$30,000		June
Garbage Receptacles for Golf Course (5)	\$4,000			\$4,000		June
Fairway Mower	\$43,000		\$43,218	\$0	-\$218	completed
Irrigation System 18	\$7,500		\$7,300	\$0	\$200	completed
New roof old shop	\$17,500			\$17,500		September
Encap Area 1*	\$3,650	\$375		\$3,650		June
Fitness equipment	\$5,200			\$5,200		September
Backstop improvements 5-8	\$20,000		\$15,734	\$0	\$4,266	May
WPA Main Shelter Renovation	\$12,000			\$12,000		July
Emil Cassier/Merry Oaks - Encap*	\$92,800		\$94,930	\$0	-\$2,130	August
Paving Phase 2	\$65,000			\$65,000		November
Storm Drain	\$22,000			\$22,000		November
Play Structure - Sports Complex**	\$7,000		\$5,940	\$0	\$1,060	completed
	\$464,150	\$2,506	\$223,973	\$204,719	\$17,056	

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

**Donation of \$3,300 was received towards this project.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

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

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

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

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

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

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

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

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

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

All of the 2010 Executive Session Minutes

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **all of the 2010 Executive Session Minute, and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE 07-2014: AN ORDINANCE AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$9,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto.: **Recommend Approval**

BACKGROUND INFORMATION: 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 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 the Strategic Plan: VISION 2020 that will lead us from the day that it is adopted up to the year 2020.

At the same time, our Short-Term Plan has moved us to a place of strength that will, barring any unforeseen emergencies, restore our budget to a strong position—Ready For Planning Toward the Future. Reviving GAAP levels in fund balances, paying down the golf course debt, and managing more efficiently and openly are the hallmarks of two years of hard work.

- The golf course operates in the black.
- We are paying off course debt and will retire it by 2015.
- We have realized savings in major cost areas:
 - Utilities
 - Liability Insurance
 - Personnel
 - Benefits

THAT FUTURE IS NOW: As the Sycamore Park District's first step toward honoring its VISION 20/20 Plan, the Board must take steps to develop revenue sources to accomplish the Critical Success Factors.

Towards that end, attached to this Staff Recommendation you will find Ordinance 07-2014 that gives the Board authority, but does not mandate/require the Board, to issue alternate bonds over the next year to accomplish the future board-approved projects that are a part of Vision 20/20.

FISCAL IMPACT: The impact of this vote is complicated. It will be driven by whatever the final amount of any Bond Issue might be. The maximum allowable Alternate Bond issuance amount would be \$9,000,000.00

In short, if the full amount--\$9,000,00.00—is issued, and presuming a bond rate of 5%, the net cost to the district for the issue would be \$5,443,740 in interest over a 20 year period, or \$6,928,200 over 25 years.

STAFF RECOMMENDATION: Staff Recommends adoption of this ordinance—Ordinance #07-2014.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 07-2014

AN ORDINANCE authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$9,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto.

* * *

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, as supplemented and amended; and

WHEREAS, the Board of Park Commissioners of the District (the "*Board*") has determined that it is advisable, necessary and in the best interests of the District to issue the hereinafter described bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto (the "*Project*"); and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, printing and publication costs and other expenses, will be not more than \$9,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, such costs are expected to be paid for from the proceeds of alternate bonds authorized to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Act*"); and

WHEREAS, it is necessary and for the best interests of the District that the District proceed with the Project, and in order to raise the funds required therefor it will be necessary for the District to borrow an amount not to exceed \$9,000,000 and in evidence thereof to issue alternate bonds in an aggregate principal amount not to exceed \$9,000,000, all in accordance with the Act; and

WHEREAS, the revenue sources that will be pledged to the payment of the principal of and interest on the alternate bonds will be the lawfully available moneys in the District's Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment; and

WHEREAS, if the above-mentioned revenue sources are insufficient to pay said alternate bonds, ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount are authorized to be extended to pay the principal of and interest on said alternate bonds:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the District to proceed with the Project in accordance with the preliminary plans and estimate of cost as described, and that for such purpose alternate bonds of the District are hereby authorized to be issued and sold from time to time in an aggregate principal amount not to exceed \$9,000,000, known as "General Obligation Park Bonds (Alternate Revenue Source)" of the District and bearing such series designation or designations as may be appropriate (the "Bonds").

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published in *The Daily Chronicle*, the same being a newspaper of general circulation in the District, and if no petition, signed by 919 electors, the same being equal to 7.5% of the registered voters in the District, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the date of the publication of this Ordinance and said notice, then the Bonds shall be authorized to be issued.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the Project described herein. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 6. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Adopted June 24, 2014.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance (Ordinance 07-2014) as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt the ordinance as read.

Upon the roll being called, the following Park Commissioners voted AYE: _____

_____ and the following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the ordinance adopted, and henceforth did approve and sign the same in open meeting and did direct the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Park Commissioners

**SYCAMORE PARK DISTRICT
Board of Commissioners**

Date of Board Meeting: June 24, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE 08-2014: AN ORDINANCE REGARDING JOINT AGREEMENT of DEKALB PARK DISTRICT, GENOA TOWNSHIP PARK DISTRICT, and SYCAMORE PARK DISTRICT for the PROVISION of RECREATION SERVICES for THOSE WITH DISABILITIES.

BACKGROUND INFORMATION: As part of my role as Chair of the KSRA Executive Board I am working with Julie Eggleston, Director of KSRA on some management issues facing KSRA. One of those is budgetary, and has resulted in a lowering of the amount we will transfer in funds to KSRA operations due to shrinking EAV's in our district and the other member agencies.

Additionally, the Board of KSRA feels it would be prudent to move the current Fiscal Year start from May 1 to January 1. This will require an ordinance approved by the KSRA Board. That has been accomplished.

It will also require each member agency:

- Sycamore Park District
- Genoa Township Park District
- DeKalb Park District

To pass their own Ordinance (attached).

At the same time, the once-every-three-year renewal of the Joint Agreement is required.

THEREFORE, attached is an ordinance that will accomplish both.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: I recommend the adoption of the attached Ordinance.

PREPARED BY: Daniel Gible, Executive Director



Sycamore Park District
DeKalb County, Illinois

ORDINANCE 08-2014

**AN ORDINANCE
TO AMEND THE FISCAL YEAR FOR THE
KISHWAUKEE SPECIAL RECREATION ASSOCIATION**

WHEREAS, the Kishwaukee Special Recreation Association (KSRA) is an intergovernmental agency comprised of the DeKalb Park District, Sycamore Park District and Genoa Township Park District (each, a “Member”), organized under the authority described in Section 8-10b of the Illinois Park District Code, 70 ILCS 1205/8-10b; and

WHEREAS, the KSRA currently operates with a fiscal year from May 1 to April 30; and

WHEREAS, the Members find it to be in their mutual best interest, and in the best interest of the KSRA, to amend and change the fiscal year to be from January 1 to December 31; and

WHEREAS, since all the Members of the KSRA are park districts the KSRA shall amend its fiscal year in the manner required for park districts, as described in Section 4-4 of the Park District Code, 70 ILCS 1205/4-4; and

WHEREAS, at a duly called meeting of the Members following proper notice in compliance with the Open Meetings Act, the Board of Trustees of the KSRA adopted an ordinance to amend the fiscal year as herein described; and

WHEREAS, the fiscal year for KSRA was established originally by the Joint Agreement for Kishwaukee Special Recreation Association (the “Joint Agreement”); and

WHEREAS, the Joint Agreement provides that the Joint Agreement may be amended by approval of such amendment by all of the member Districts, evidenced by transmittal to the Secretary of the KSRA of a certified copy of minutes of the meeting of each member District’s governing board reflecting such approving action.

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

Section 1. Recitals. The Board of Park Commissioners find the foregoing recitals to be complete and accurate and incorporate them as though fully set forth herein.

Section 2. Fiscal Year. Commencing with January 1, 2015, the fiscal year of the Kishwaukee Special Recreation Association shall be from January 1 to December 31.

Section 3. Amendment to Joint Agreement.

A. Article VI, Section A.1 of the Joint Agreement is hereby amended to provide that the fiscal year of the Association shall begin on January 1 and shall end on December 31, of each year of the agreement.

B. Article III of the Joint Agreement is hereby amended to renew the term of the Joint Agreement until December 31, 2017.

Section 4. Filing. The Secretary of the Board of Park Commissioners is hereby directed to file a certified copy of this Ordinance in the books and records of the Kishwaukee Special Recreation Association and with the respective Secretary of each Member.

SO ORDAINED this _____ day of _____, 2014, at Sycamore, DeKalb County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

President, Board of Park Commissioners
Sycamore Park District

ATTEST:

Secretary, Board of Park Commissioners
Sycamore Park District