



**Sycamore**

PARK DISTRICT

*Established 1923*

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Sycamore, IL 60178  
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**Sycamore Park District  
Regular Board Meeting**

**June 28, 2016**

**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)**

4. Regular Minutes: May 24, 2016

**APPROVAL OF MONTHLY CLAIMS:**

8. Claims Paid Since Board Meeting (Roll Call Vote)
22. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

28. Superintendent of Finance Monthly Report
31. Budget Report
48. Superintendent of Golf Operations Monthly Report
52. Superintendent of Parks and Facilities Monthly Report
58. Recreation Report
60. 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 28, 2016**

**PG 2**

**CORRESPONDENCE-**

- 63. First National Challenge
- 65. DCEDC

**PUBLIC INPUT**

**Monthly Department Report: Sarah Rex**

**POSITIVE FEEDBACK/REPORTS**

**ANNUAL MEETING**

- 66. Swearing-In Commissioners, Election of President, Vice President & Other Positions—Dan (Roll Call)

**OLD BUSINESS:**

- 68. Bond Proceeds Investment Strategy: Jacob Stark/American Deposit Management—Dan  
Report of ACTION 2020 Committees—Dan/et.al.  
Update on Leaf a Legacy—Ted/Ann/Michelle  
Park Tour—Jeff  
Rotary Golf Outing—Dan  
Annexations to the City of Sycamore—Michelle  
Updates on Technology:  
\* Phone System—Jackie  
\* Software System—Lisa and Sarah  
Phase I ESA—Dan
- 70. Amended Impact Fee – Ted/Dan

**NEW BUSINESS:**

- 74. Annual Review of Board By-Laws—Dan
- 88. Quarterly Capital Funds Update—Jackie
- 90. Bi-Annual Review of Executive Session Minutes—Dan
- 92. Adoption of Prevailing Wage Ordinance—Jackie
- 97. Consider Disposal of Surplus Equipment: Ordinance 04-2016—Dan
- 101. Adopt Policy on Ergonomics—Jackie
- 119. MOU with NIU for Fitness Operation—Dan
- 125. Authorize Executive Director to Negotiate Construction Management Contract—Bill/Dan
- 127. CAMPUS Project Management and Supervision—Dan
- 129. License Agreement for Chief Black Partridge Park ADA Sidewalk—Dan
- 135. Policy on Park District Social Media--Sarah  
Setting of Date for Next Study Session

**PUBLIC INPUT**

**Board of Commissioners Meeting****June 28, 2016****PG 3****EXECUTIVE SESSION (Roll Call Vote):**

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
  5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
  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.
  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.
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**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, May 24, 2016**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, May 24, 2016.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Tucker and Schulz.**  
**Commissioner Strack was absent.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioner Strack.**

Staff members present were Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, Sarah Rex, and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the April 26, 2016 Regular Meeting Minutes.  
Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of \$199,390.25.  
Commissioner Graves seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 24, 2016  
 P 2

**Correspondence – None**

**Public Input –**

**Monthly Department Presentation – Program Supervisor – Lisa Metcalf**– Lisa noted the pool is now open and that Derek Stenberg was hired as the Pool Manager. He has been with the Park District for a while now. He has worked at the pool, the Community Center Front Desk, and Little Tumblers. After working with the kids in swim lessons, he has transferred to NIU to pursue education. He was recently certified as a Life Guard Instructor which will allow him to teach the recertification's to our staff. Lisa noted she will still be highly involved with the pool. She is still doing all the preseason meetings and involved in the hiring and vision tests. With PDRMA being our loss control carrier, she will stay involved in things to make sure we pass that. Preseason pass sales are up from last year – there were 37 in April of 2015 and 80 in April of 2016. She doesn't have the final numbers for May yet. Derek will also work with Sarah to do Facebooks posts for weather, etc. Supt. of Parks Donahoe noted mechanically we are in good shape. There was one leak on a fitting attached to the motor pump but that has been fixed. The pool is filled and the chemistry is good.

**Old Business –**

**Report of Action 2020 Committees** – Commissioner Graves asked Program Supervisor Rex if they could meet some time to wrap things up and get started.

**Update on Leaf a Legacy** – Commissioner Schulz noted that we had a really nice check of \$25,000 donated from the Rotary Club. There has been a lot of great feedback on the donation.

**Update on Annexation Agreements** – Commissioner Schulz noted this came up to the Plan Commission in May and was approved unanimously. She was not able to vote on it. There was some concern from the neighbors. It now goes to the City Council on June 6<sup>th</sup> at 7:00 pm.

**Park Tour** – Supt. of Parks Jeff Donahoe noted the park tour will be Weds. June 29<sup>th</sup> from 11:00 to 1:00. This will be a small tour with some staff attending. He asked the board to let him know by middle of month if they are interested in attending.

Commissioner Graves noted that he has been asked by neighbors in the Heron Creek subdivision about their park. They told him that they will be coming to the next meeting to ask about when their park will be redone. Supt. of Finance Hienbuecher noted a representative of the neighborhood had called in on having a block party and asked about renting the shelter and having alcohol there. She informed them that there cannot be any alcohol at any neighborhood park and we cannot issue any permit for it. This was made clear from the City Liquor Commissioner when we first received permission to have alcohol at the Park.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday May 24, 2016  
**P 3**

**Final Presentation/Approval of Audit** – Supt of Finance Hienbuecher noted she had given a hard copy of the audit and management letter to all of the board. Then Jennifer from Lauterbach & Amen presented the audit and went over the audit and management letter for the Board. She noted Sycamore Park received the auditors opinion of Unmodified, which is the best they can give out.

**Motion**

Commissioner Graves moved to approve the Audit as presented. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Amended Impact Fee** - Commissioner Schulz noted that President Strack asked that this be tabled until the next meeting. Some of the information has been updated.

**Motion**

Commissioner Tucker approved this discussion be tabled until the next meeting.  
 Commissioner Graves seconded the Motion.

**Voice Vote**

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

**New Business -**

**Approve Contract for Demolition Services -**

**Motion**

Commissioner Kroeger moved to authorize staff to contract with Signature Demolition Company for the demolition on the property. Commissioner Graves seconded the Motion.

**Roll Call**

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

Commissioner Kroeger noted he wanted to acknowledge the donation from Doty & Sons for the outdoor ping pong table.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday May 24, 2016  
**P 4**

**Setting of Date for Next Study Session** –There was no need to set a date at this time.

**Public Input - None**

**Motion**

The Board adjourned the Regular Session at 6:28 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

*INTEREST*

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
902544156		01 915 F 15 WITH BASSARA "R"	501000001302	05/13/16	00001126	56413	05/25/16	193.55	193.55
		02 SHIPPING	501000001302		00001126			183.66	183.66
								9.89	9.89
902574490		01 DT CUSTOM	501000001300	05/19/16	00001140	56423	05/26/16	3,530.45	217.93
		02 SHIPPING	501000001300		00001140			210.00	210.00
								7.93	7.93
9025689252		01 PRO-V1/V1X	501000001300	05/23/16	00001141	56423	05/26/16	3,530.45	3,312.52
		02 NXT/NXT TODRS	501000001300		00001141			2,220.00	2,220.00
		03 VELOCITY/ LOW&HIGH #S	501000001300		00001141			477.00	477.00
		04 DT TRU SOFT NON-LOGO	501000001300		00001141			378.00	378.00
		05 SHIPPING	501000001300		00001141			210.00	210.00
								27.52	27.52
902599752		01 LOGO BALLS FOR SPARTAN OPEN	501000001300	05/24/16	00001142	56439	06/08/16	334.80	334.80
		02 SHIPPING	501000001300		00000000			322.50	322.50
								12.30	12.30
902648580		01 SPEC. ORDER FREESTYLE 57333	501000001305	06/02/16	00001176	56464	06/15/16	112.40	112.40
		02 SHIPPING	501000001305		00001176			105.00	105.00
								7.40	7.40
AFLAC	AFLAC						VENDOR TOTAL:	4,171.20	
289258		01 EMPL PREMIUM	101000002006	05/12/16	00000000	56414	05/25/16	459.50	459.50
								459.50	459.50
ALL	ALL STAR SPORTS INSTRUCTION						VENDOR TOTAL:	459.50	
163114		01 ALL STAR SPORTS - JUNIOR	205550026128	05/05/16	00000000	56415	05/25/16	4,170.50	4,170.50
		02 ALL STAR SPORTS - SKILLS	205550076128		00000000			2,565.00	2,565.00
		03 ALL STAR SPORTS - LEAGUES	205550036128		00000000			237.50	237.50
								1,368.00	1,368.00
APPLE	APPLE RIVER STATE BANK						VENDOR TOTAL:	4,170.50	
071122247-061516		01 INTEREST	601000156900	06/01/16	00000000	56440	06/08/16	16,868.75	16,868.75
								16,868.75	16,868.75
							VENDOR TOTAL:	16,868.75	





SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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	355238474								
		03 RAG & RUG SERVICE	201000056301	05/13/16	00000000	56424	05/26/16	23.37	23.37
		04 RAG & RUG SERVICE	101000056301		00000000				2.14
									2.14
									VENDOR TOTAL: 23.37

CITY CITY OF SYCAMORE

	052016								
		01 SALES TAX	303000116852	06/20/16	00000000	56489	06/20/16	311.00	311.00
		02 SALES TAX	303100116852		00000000				146.00
		03 SALES TAX	303300116852		00000000				31.00
		04 SALES TAX	303400116852		00000000				120.00
		05 SALES TAX	303500116852		00000000				5.00
									9.00
									VENDOR TOTAL: 120.00

APRIL 16  
 01 CLUBHOUSE CITY SALES TAX 303000116852 05/25/16 00000000 56416 05/25/16 120.00 120.00  
 02 BEV CART SALES TAX 303100116852 00000000 96.00  
 03 BB CONC CITY SALES TAX 303300116852 00000000 2.00  
 04 CATERING CITY SALES TAX 303500116852 00000000 10.00  
 12.00  
 VENDOR TOTAL: 431.00

CITY2 CITY OF SYCAMORE  
 14205600/5650-0516  
 01 WATER-SEWER - POOL 518100096704 06/15/16 00000000 56477 06/15/16 149.67 149.67  
 VENDOR TOTAL: 149.67

COMCA COMCAST  
 051916  
 01 INTERNET 101000096706 05/19/16 00000000 56478 06/15/16 302.68 302.68  
 02 INTERNET 201000096706 00000000 99.93  
 03 CABLE 303000096705 00000000 99.92  
 04 CABLE 504000096705 00000000 51.42  
 51.41  
 VENDOR TOTAL: 149.67

COMMO COMMONWEALTH EDISON  
 60816  
 01 FOUNDERS PARK 101500096702 06/08/16 00000000 56479 06/15/16 208.53 208.53  
 02 BOYNTON PARK 101500096702 00000000 24.36  
 03 KIWANIS PARK 101500096702 00000000 15.26  
 04 EMTL CASSIER PARK 101500096702 00000000 37.22  
 05 SYCAMORE LAKE 101500096702 00000000 19.76  
 06 GOOD TYMES SHELTER 101500096702 00000000 22.31  
 07 WETZEL PARK 101500096702 00000000 36.94  
 19.76  
 VENDOR TOTAL: 302.68

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMSTOCK	60816	08 AIRPORT ROAD PROPERTY	101500096702	06/08/16	00000000	56479	06/15/16	208.53	208.53
									32.92
									VENDOR TOTAL: 208.53
COMSTOCK		POOL PARTY 2016		06/09/16	00000000	56466	06/15/16	100.00	100.00
		01 POOL PARTY DJ	5180000046216						100.00
									VENDOR TOTAL: 100.00
DEK2		DEKALB COUNTY ECONOMIC DEVELOP		05/01/16	00000000	56425	05/26/16	750.00	750.00
		01 2016 CONTRIBUTION	1010000046214						375.00
		02 2016 CONTRIBUTION	2010000046214						375.00
									VENDOR TOTAL: 750.00
DEKGARD		DEKALB COUNTY COMMUNITY GARDEN		05/23/16	00001154	56445	06/08/16	480.00	480.00
		01 ANNUAL FLOWERS/GOLF/PARK	1015000076502						480.00
									VENDOR TOTAL: 480.00
DOTYNUR		DOTY NURSERIES		06/15/16	00000000	56485	06/16/16	293.00	293.00
		01 SHRUBS-FLAGPOLE-CLUBHOUSE	1015000076501						293.00
									VENDOR TOTAL: 293.00
DYNEGY E		DYNEGY ENERGY SERVICES		05/10/16	00000000	56426	05/26/16	3,258.51	3,258.51
		01 BB CONCESSIONS	3033000096702						57.22
		02 POOL	5181000096702						238.03
		03 MAINTENANCE	1015000096702						13.84
		04 MAINTENANCE	5041000096702						13.84
		05 PUMP HOUSE	5041000096702						606.83
		06 CART BLDG	5040000096702						811.82
		07 CLUBHOUSE	3030000096702						75.32
		08 PROSHOP	5040000096702						75.32
		09 ADMINISTRATION	1010000096702						175.74
		10 ADMINISTRATION	2010000096702						175.74
		11 SPORTS COMPLEX	2021000096702						345.93
		12 MAINT BLDG	1015000096702						334.44
		13 MAINT BLDG	5041000096702						334.44
									VENDOR TOTAL: 3,258.51

FROM 05/25/2016 TO 06/22/2016

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

EUCL EUCLID BEVERAGE LTD.  
2453817964  
01 MIKES 303000086635 06/07/16 00000000 56437 06/07/16 797.70 797.70  
02 BEER 303000086634 00000000 602.40 195.30

8177917841  
01 HIGH LIFE 303000086634 05/18/16 00001171 56446 06/08/16 538.10 538.10  
02 MILER LITE 303000086634 00001171 16.10 16.10  
03 COORS LIGHT 303000086634 00001171 151.50 151.50  
04 KEG 303000086634 00001171 148.50 148.50  
05 KEG RETURN 303000086634 00001171 252.00 252.00  
-30.00

FRONTIER FRONTIER VENDOR TOTAL: 1,335.80

060716  
01 MAINT BLDG 101500096700 06/07/16 00000000 56480 06/15/16 887.16 887.16  
02 MAINT BLDG 504100096700 00000000 71.14 71.14  
03 POOL 518000096700 00000000 48.48 48.48  
04 ADMINISTRATION 101000096700 00000000 305.43 305.43  
05 ADMINISTRATION 201000096700 00000000 305.44 305.44  
06 PRO SHOP 504000096700 00000000 85.53 85.53

GROUPPL GROUP PLAN SOLUTIONS VENDOR TOTAL: 887.16

051216  
01 FSA ADMIN FEE 101000106801 05/12/16 00000000 56427 05/26/16 44.00 44.00  
02 FSA ADMIN FEE 201000106801 00000000 22.00 22.00  
22.00

HOMER HOMER INDUSTRIES VENDOR TOTAL: 44.00

S86383  
01 PLAY GROUND MULCH 101500066407 05/04/16 00001135 56447 06/08/16 1,480.00 1,480.00

HVVEE HY-VEE ACCOUNTS RECEIVABLE VENDOR TOTAL: 1,480.00

189345-0516  
01 STAFF MEETING 101000046212 04/13/16 00000000 56428 05/26/16 24.42 24.42  
02 STAFF MEETING 201000046212 00000000 12.21 12.21  
12.21

IL2 IL STATE POLICE SERVICES FUND VENDOR TOTAL: 24.42

PK0302279-2016 05/20/16 56417 05/25/16 1,000.00 1,000.00

FROM 05/25/2016 TO 06/22/2016

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

PK0302279-2016  
 01 CRIMINAL BACKGROUND CHECKS 101000056305 05/20/16 00000000 56417 05/25/16 1,000.00 1,000.00

MAPLE PARK LANDSCAPE-TRUCKING  
 052016 01 BLACK DIRT- PARKS SEEDING 101500076508 05/20/16 00001148 56448 06/08/16 90.00 90.00

MATTIX  
 1058 01 INSTRUCTION WINTER-SPRING 205010306128 06/08/16 00000000 56449 06/08/16 3,260.00 3,260.00

PEKIN  
 JUNE 2016 01 DENTAL INS PREMIUM 101000106801 05/26/16 00000000 56435 05/26/16 1,327.13 1,327.13

02 DENTAL INS PREMIUM 101500106801 00000000 56435 05/26/16 275.88 275.88  
 03 DENTAL INS PREMIUM 504100106801 00000000 56435 05/26/16 50.79 50.79  
 04 DENTAL INS PREMIUM 504000106801 00000000 56435 05/26/16 247.14 247.14  
 05 DENTAL INS PREMIUM 201000106801 00000000 56435 05/26/16 144.11 144.11  
 06 DENTAL INS PREMIUM 202100106801 00000000 56435 05/26/16 271.59 271.59  
 337.62 337.62

VENDOR TOTAL: 1,327.13

PEPSI COLA GEN. BOT.  
 205188703 01 WATER 303000086631 06/01/16 00001182 56467 06/15/16 666.92 666.92  
 02 BIB- PEPSI/DIET/ROOT BEER 303000086630 00001182 56467 06/15/16 123.20 123.20  
 03 PEPSI 303000086631 00001182 56467 06/15/16 187.40 187.40  
 04 MT DEW 303000086631 00001182 56467 06/15/16 89.08 89.08  
 05 DT PEPSI 303000086631 00001182 56467 06/15/16 44.54 44.54  
 06 DT MT DEW 303000086631 00001182 56467 06/15/16 89.08 89.08  
 07 ROOT BEER 303000086631 00001182 56467 06/15/16 44.54 44.54  
 08 CHERRY PEPSI 303000086631 00001182 56467 06/15/16 22.27 22.27  
 09 SIERRA MIST 303000086631 00001182 56467 06/15/16 44.54 44.54  
 22.27 22.27

28213653 01 BIB 303000086630 05/20/16 00001173 56450 06/08/16 693.69 693.69  
 02 BIB 303000086630 00001173 56450 06/08/16 285.40 285.40  
 03 BOTTLE POP 303000086631 00001173 56450 06/08/16 89.40 89.40  
 318.89 318.89

VENDOR TOTAL: 1,360.61

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PERFOR	PERFORMANCE FOOD GROUP								
	4915972	01 GATORADE	303000086631	05/18/16	00001174	56451	06/08/16	572.26	572.26
		02 CHIPS	303000086622		00001174				156.00
		03 BACON	303000086613		00001174				56.10
		04 FRIES	303000086617		00001174				33.74
		05 HAMBURGERS	303000086613		00001174				36.64
		06 BREADED CHICKEN	303000086616		00001174				49.40
		07 BEER CUPS	303000076550		00001174				27.89
		08 STRAWS	303000076550		00001174				36.22
		09 WATER CUPS	501000001306		00001174				70.95
									105.32
									VENDOR TOTAL: 572.26
SCHENCK	SCHENCK PROCESS LLC								
	1160246058	01 602M SINGLE DRIVE DRY FEEDER	701000207006	05/16/16	00001071	56418	05/25/16	6,912.38	6,771.00
									6,771.00
	1160246549	01 FREIGHT FOR INV1160246549	518100076500	05/19/16	00000000	56418	05/25/16	6,912.38	141.38
									141.38
									VENDOR TOTAL: 6,912.38
SHAW	SHAW SUBURBAN MEDIA								
	04161002703	01 DEMO BID	711000046203	04/30/16	00000000	56452	06/08/16	369.40	369.40
		02 MEDIA PACKAGE	101200046208		00000000				53.40
									316.00
									VENDOR TOTAL: 369.40
SIGNATUR	SIGNATURE DEMOLITION SERVICES								
	16016-01	01 DEMOLITION - 50%	711000056312	06/14/16	00000000	56468	06/15/16	21,575.00	21,575.00
									21,575.00
									VENDOR TOTAL: 21,575.00
SPEC	SPECIAL FX								
	41068	01 MAINT STAFF TSHIRTS	101500046215	05/25/16	00001163	56453	06/08/16	424.00	424.00
		02 STAFF T-SHIRTS	504100046215		00001163				300.00
									124.00
									VENDOR TOTAL: 424.00
SUP	SUPERIOR BEVERAGE								
	487729			05/25/16		56454	06/08/16	338.00	338.00
									VENDOR TOTAL: 338.00

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
487729		01 BUD	303000086634	05/25/16	00001170	56454	06/08/16	338.00	338.00
		02 BUD LIGHT	303000086634		00001170			61.00	61.00
		03 BUSCH LIGHT	303000086634		00001170			155.50	155.50
		04 FOUR STAR	303000086634		00001170			28.10	28.10
		05 ARNTE PALMER	303000086634		00001170			49.40	49.40
								44.00	44.00
487863		01 BUD	303000086634	06/08/16	00001178	56469	06/15/16	262.80	262.80
		02 BUD LT	303000086634		00001178			61.00	61.00
		03 BUSCH LT	303000086634		00001178			155.50	155.50
		04 MICH ULTRA	303000086634		00001178			28.10	28.10
								18.20	18.20
								600.80	600.80
SYCPK2		SYCAMORE PARK DISTRICT						VENDOR TOTAL:	
BB BANK		01 BB BANK	3033000003090	06/01/16	00000000	56436	06/01/16	279.00	279.00
								279.00	279.00
PETTY CASH -FRISBEE		01 PETTY CASH ULTIMATE FRISBEE	2010000001010	05/25/16	00000000	56419	05/25/16	350.00	350.00
								100.00	100.00
POOL BANKS		01 POOL BANKS 2016	5110000001010	05/25/16	00000000	56419	05/25/16	350.00	250.00
								250.00	250.00
STORM BANK		01 STORM BANK	3010000001010	06/16/16	00000000	56486	06/16/16	2,500.00	2,500.00
								2,500.00	2,500.00
								VENDOR TOTAL:	3,129.00
T00000024		DOBERSTEIN, MELISSA							
REIMB		01 TIP MENS LEAGUE DINNER	3035000003090	06/08/16	00000000	56455	06/08/16	309.95	309.95
		02 HOT DOG BUNS - ALDI	303000086615		00000000			55.18	55.18
		03 WATER	303000086631		00000000			10.35	10.35
		04 HOT DOG BUNS-ALDI	303000086615		00000000			14.44	14.44
		05 LETTUCE-WOODMANS	303000086629		00000000			16.56	16.56
		06 HOT DOG BUNS-ALDI	303000086615		00000000			1.71	1.71
		07 HAMB BUNS - ALDI	303000086613		00000000			51.00	51.00
		08 PARK PRIDE -REIMB	206095096216		00000000			25.50	25.50
		09 CATERING REIMB	303500086640		00000000			110.50	110.50
		10 MUSHROOMS-	303000086613		00000000			19.16	19.16
		11 TOMATO JUICE	303000086636		00000000			2.98	2.98
		12 SPONGES - REIMB	3033000076551		00000000			1.29	1.29
								1.28	1.28
								VENDOR TOTAL:	309.95

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001170		MILEAGE JUNE 2016							
		01 MILEAGE	201000046211	06/06/16	00000000	56456	06/08/16	73.08	73.08
									73.08
									VENDOR TOTAL: 73.08
T0001375		SENICA, EMILY							
		051816	205010396218	05/18/16	00000000	56420	05/25/16	45.00	45.00
		01 REFUND							45.00
									VENDOR TOTAL: 45.00
T0001376		DEDINA, MARK							
		REFUND							
		01 REFUND	205230096218	05/26/16	00000000	56429	05/26/16	15.00	15.00
									15.00
									VENDOR TOTAL: 15.00
T0001378		BASSETT, JULIE							
		060616	205230016218	06/08/16	00000000	56457	06/08/16	10.00	10.00
		01 CLASS CANCELLED							10.00
									VENDOR TOTAL: 10.00
T0001379		CROME, ROGER							
		060716	205660426218	06/07/16	00000000	56458	06/08/16	50.00	50.00
		01 CLASS CANCELLED							50.00
									VENDOR TOTAL: 50.00
T0001381		TENNANT, BREE							
		060716	205550076218	06/07/16	00000000	56460	06/08/16	55.00	55.00
		01 CLASS CANCELLED							55.00
									VENDOR TOTAL: 55.00
T0001382		WEIMER, ALLEN							
		060716	205550026218	06/07/16	00000000	56461	06/08/16	165.00	165.00
		01 CLASS CANCELLED							55.00
		02 CLASS CANCELLED	205550076218		00000000				110.00
									VENDOR TOTAL: 165.00
T0001383		EIFFEL, JENNIFER							
		NON RES REFUND		06/14/16		56470	06/15/16	20.00	20.00
									VENDOR TOTAL: 165.00



DATE: 06/22/2016  
 TIME: 11:42:22  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001384		NON RES REFUND							
		01 REFUND NON RES RATE	518204106218	06/14/16	00000000	56470	06/15/16	20.00	20.00
									20.00
									VENDOR TOTAL: 20.00
T0001384		LAW, SHEILA							
		NON RES REFUND							
		01 NON RES RATE REFUND	205550026218	06/09/16	00000000	56471	06/15/16	10.00	10.00
									10.00
									VENDOR TOTAL: 10.00
T0001385		SHIPINSKI, JENNIFER							
		REFUND							
		01 CLASS REFUND	205010076218	06/01/16	00000000	56472	06/15/16	55.00	55.00
									55.00
									VENDOR TOTAL: 55.00
T0001386		TONAKI, AMY							
		REFUND							
		01 CANCELLED CAMP REFUND	205010036218	06/10/16	00000000	56473	06/15/16	140.00	140.00
									140.00
									VENDOR TOTAL: 140.00
T0001387		VOSIKA, ESTACIA							
		REFUND							
		01 CANCELLED CAMP REFUND	205010036218	06/10/16	00000000	56474	06/15/16	140.00	140.00
									140.00
									VENDOR TOTAL: 140.00
T0001388		MATUSZEWSKI, LEAH							
		REFUND							
		01 CLASS REFUND	205550026218	06/15/16	00000000	56481	06/15/16	55.00	55.00
									55.00
									VENDOR TOTAL: 55.00
T0001389		STENBERG, DEREK							
		REIMBURSEMENT							
		01 REIMBURSEMENT POOL SUPPLIES	518000076513	06/16/16	00000000	56487	06/16/16	16.96	16.96
									16.96
									VENDOR TOTAL: 16.96
T0001390		ELM, BARBRA							
		BEAN BAG PAYMENT							
		01 PMT BEAN BAG SEFS-SC	201000076500	06/16/16	00000000	56488	06/16/16	60.00	60.00
									60.00
									VENDOR TOTAL: 60.00



FROM 05/25/2016 TO 06/22/2016

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

2318789 10 PAPER TOWELS 303400076551 05/31/16 00001172 56463 06/08/16 942.07 942.07  
 19.15

VISACA VISA CARDMEMBER SERVICE VENDOR TOTAL: 942.07

60216 01 HOT TUB HEATER BOILER INSPECT 518100056300 05/02/16 00000000 56422 05/25/16 1,627.96 1,627.96  
 02 GAS CAN FUNNELS 202100076500 00000000 102.35  
 03 SAFETY FUEL CANS 101500076515 00000000 14.96  
 04 POOL DIVING SIGNS 518000076500 00000000 57.38  
 05 PARK SIGN 101500066405 00000000 84.60  
 06 CREDIT FOR SALES TAX CHARGED 101500066405 00000000 33.92  
 07 PARK SIGNS 101500066405 00000000 -8.48  
 08 IPASS 101000046211 00000000 13.65  
 09 SOCKETS-OIL DRY-HAND SOAP 101500066401 00000000 40.00  
 10 NUMBERS FOR CART KEYS 504000076500 00000000 81.89  
 11 GENOA CHAMBER DUES 101000046204 00000000 39.96  
 12 GENOA CHAMBER DUES 201000046204 00000000 62.50  
 13 FOOD & SUPPLIES FOR MTGS 101000046212 00000000 62.50  
 14 FOOD & SUPPLIES FOR MTGS 201000046212 00000000 135.44  
 15 KARATE BLOCKERS 205660026216 00000000 135.45  
 16 FRISBEES - CONES 205230106216 00000000 332.78  
 17 LEGISLATIVE CONFERENCE 101000046207 00000000 63.68  
 18 UNIFORMS 101200046215 00000000 212.50  
 19 FACEBOOK MARKETING 101200046214 00000000 93.28  
 69.60

60216 01 HOSE-BOLTS-CUTOFF WHEELS 101500076511 06/02/16 00000000 56484 06/15/16 1,609.92 1,609.92  
 02 SINK CONTROLLER-POOL 518100076500 00000000 73.88  
 03 BAGS-PING PONG-VOLLEYBALL SUPP 201000076500 00000000 121.98  
 04 FOOD ESTABLISHMENT PERMIT 303000046210 00000000 169.33  
 05 FOOD ESTABLISHMENT PERMIT 303300046210 00000000 260.00  
 06 FOOD ESTABLISHMENT PERMIT 303400046210 00000000 260.00  
 07 CREDIT CARD PROC FEE-ONLINE 201000056310 00000000 260.00  
 08 IPASS 518000056310 00000000 19.56  
 09 POSTAGE 101000046202 00000000 16.24  
 10 PARK SIGNS 101500066405 00000000 4.21  
 11 FOOD & SUPPLIES FOR MEETINGS 101000046212 00000000 37.90  
 12 FOOD & SUPPLIES FOR MEETINGS 201000046212 00000000 38.72  
 13 DAY PLANNER 101000046200 00000000 38.73  
 14 DAY PLANNER 201000046200 00000000 17.03  
 15 LEGISLATIVE CONFERENCE 101000046207 00000000 17.03  
 16 UNIFORMS 101200046215 00000000 107.52  
 17 FACEBOOK MARKETING 101200046214 00000000 129.41  
 38.38

VENDOR TOTAL: 3,237.88



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 TIME: 11:42:22  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 05/25/2016 TO 06/22/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ZORO	51616	44 LETTUCE	303000086629	05/16/16	00001130	56434	05/26/16	1,479.37	1,479.37
		45 BAGELS	303000086610		00001130				5.92
		46 HOT DOG BUNS	303000086615		00001129				4.02
									8.80
									VENDOR TOTAL: 1,479.37
ZORO	INV2100449	01 FIRST AID GLOVES	518000076513	05/26/16	00000000	56476	06/15/16	59.84	59.84
									59.84
									VENDOR TOTAL: 59.84
									TOTAL --- ALL INVOICES: 90,729.65

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	19,013.38	5,002.50
AT&T2	A T & T	406.59	21.60
CINTA	CINTAS CORPORATION #355	703.11	41.70
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	264.18
ECO	ECOWATER SYSTEMS, INC.	204.70	39.92
ENGIN	ENGINEERING RESOURCE ASSOC	14,141.12	414.75
FIRSTMID	FIRST MIDWEST BANK		57.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	5,060.50	398.80
FP	FP MAILING SOLUTIONS		155.70
GROUPPL	GROUP PLAN SOLUTIONS	225.00	49.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,651.11	297.10
MARKET	MARKET ACCESS CORPORATION		175.00
MENA	MENARDS - SYCAMORE	1,706.87	14.98
MIDWENV	MIDWEST ENVIRONMENTAL CONSULT		2,988.00
NICOR	NICOR GAS	7,953.15	82.00
PDRMA	PDRMA	128,700.21	4,048.77
PLUNKETT	PLUNKETT'S PEST CONTROL	168.00	118.00
SELDAL	SELDAL PLUMBING	4,354.55	787.90
SOFT	SOFT WATER CITY	1,394.80	35.50
SPARKLE	SPARKLE JANITORIAL SERVICE	9,488.96	737.00
SUNDOG	SUN DOG IT	20,928.98	677.87
TIMECLOC	TIME CLOCK EXPRESS		23.30
UNUM	UNUM LIFE INSURANCE	1,158.73	41.46
WASTE	WASTE MANAGEMENT	1,028.80	56.12
	ADMINISTRATION		16,528.15
12	MARKETING		
GEAR	GEAR FOR SPORTS		456.00
SHAW	SHAW SUBURBAN MEDIA	1,318.80	316.00
SYCASP	SYCAMORE SPORTS BOOSTERS		1,000.00
	MARKETING		1,772.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	4,233.01	23.08
ARCO	ARCO MECHANICAL EQUIP SALES	1,500.00	660.00
ARTHU	ARTHUR CLESEN, INC.	2,501.56	718.00
AT&T2	A T & T	406.59	31.90
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	10,130.63	23.39

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
BURRI	BURRIS EQUIPMENT CO.	2,162.03	1,016.71
CARQ	CARQUEST AUTO PARTS	4,568.62	333.87
CINTA	CINTAS CORPORATION #355	703.11	47.75
CINTA2	CINTAS CORP	91.37	237.98
DEKA	DEKALB LAWN & EQUIPMENT CO.	13,734.67	109.50
DEKA2	DEKALB IMPLEMENT CO.,	1,213.21	139.63
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	355.87
ENCAP	ENCAP, INC	40,847.50	4,413.00
FINN	FINNEY'S ELECTRIC	905.28	225.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	5,060.50	309.50
GRAI	GRAINGER	2,637.08	340.37
LOWE	LOWE'S	1,034.63	318.17
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	90.00	400.00
MAR	ARCH CHEM-MARINE BIOCHEM	1,530.99	2,918.49
MEL	MELIN'S LOCK & KEY	579.17	3.70
MENA	MENARDS - SYCAMORE	1,706.87	382.77
NICOR	NICOR GAS	7,953.15	336.58
PDRMA	PDRMA	128,700.21	581.51
REIN	REINDERS, INC.	70,085.41	306.23
SOFT	SOFT WATER CITY	1,394.80	76.75
SPEC	SPECIAL FX	832.00	58.00
TRUGR	TRUGREEN	1,921.00	230.00
UNUM	UNUM LIFE INSURANCE	1,158.73	7.22
WASTE	WASTE MANAGEMENT	1,028.80	173.74
	PARKS		14,778.71
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	406.59	21.60
BOCKY	BOCKYN, LLC	1,500.00	300.00
CINTA	CINTAS CORPORATION #355	703.11	23.30
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	264.18
FP	FP MAILING SOLUTIONS		155.70
KONE	KONE INC.		23.08
NICOR	NICOR GAS	7,953.15	50.15
PDRMA	PDRMA	128,700.21	4,132.46
PLUNKETT	PLUNKETT'S PEST CONTROL	168.00	118.00
SPARKLE	SPARKLE JANITORIAL SERVICE	9,488.96	737.00
SUNDOG	SUN DOG IT	20,928.98	551.88
TIMECLOC	TIME CLOCK EXPRESS		23.30
UNUM	UNUM LIFE INSURANCE	1,158.73	50.82
	ADMINISTRATION		6,451.47

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,501.56	375.00
BSN	BSN SPORTS	2,200.04	409.99
CLASSC	CLASS C SOLUTIONS GROUP	361.06	51.59
DEKA	DEKALB LAWN & EQUIPMENT CO.	13,734.67	110.14
DEKA2	DEKALB IMPLEMENT CO.,	1,213.21	69.50
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	366.35
FAST	FASTENAL COMPANY	225.94	173.86
LOWE	LOWE'S	1,034.63	137.20
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	90.00	250.00
MENA	MENARDS - SYCAMORE	1,706.87	278.74
PDRMA	PDRMA	128,700.21	5,321.56
PIO	PIONEER MANUFACTURING CO.	5,246.00	60.45
REIN	REINDERS, INC.	70,085.41	10.25
SOFT	SOFT WATER CITY	1,394.80	102.50
TRUGR	TRUGREEN	1,921.00	1,540.00
UNUM	UNUM LIFE INSURANCE	1,158.73	74.07
VULC	VULCAN MATERIALS CO.	1,104.41	227.01
WASTE	WASTE MANAGEMENT	1,028.80	33.55
	SPORTS COMPLEX MAINTENANCE		9,591.76
25	MIDWEST MUSEUM OF NATURAL HIST		
KONE	KONE INC.		1,878.75
	MIDWEST MUSEUM OF NATURAL HIST		1,878.75
51	PROGRAMS - TEENS		
WEAVERBE	WEAVER, BEN		560.00
	PROGRAMS - TEENS		560.00
52	PROGRAMS - ADULT		
WALM	WALMART COMMUNITY/RFCSELLC	2,573.78	15.94
	PROGRAMS - ADULT		15.94
55	PROGRAMS - YOUTH ATHLETICS		



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TIME: 09:12:18  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 4 25

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
T0001391	MICHAEL, KELLY		55.00
T0001392	FRAME, ANDREW		100.00
	PROGRAMS - YOUTH ATHLETICS		155.00
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP	12,800.00	2,000.00
	ADMINISTRATION		2,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	406.59	0.57
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	113.22
GOR	GORDON FOOD SERVICE INC.	1,122.53	619.55
NICOR	NICOR GAS	7,953.15	21.50
PEPSI	PEPSI COLA GEN. BOT.	3,338.55	956.41
PERFOR	PERFORMANCE FOOD GROUP	3,405.54	2,222.56
T0000024	DOBBERSTEIN, MELISSA	558.76	24.84
USFOODS	US FOODS INC	2,007.27	762.30
WALM	WALMART COMMUNITY/RFCSELLC	2,573.78	1,198.49
WASTE	WASTE MANAGEMENT	1,028.80	51.13
	CLUBHOUSE CONCESSIONS		5,970.57
33	SPORTS COMPLEX CONCESSIONS		
AMER	AMERIGAS		85.22
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	119.93
GOR	GORDON FOOD SERVICE INC.	1,122.53	116.88
MENA	MENARDS - SYCAMORE	1,706.87	65.38
	SPORTS COMPLEX CONCESSIONS		387.41
35	CATERING		
WALM	WALMART COMMUNITY/RFCSELLC	2,573.78	54.41
	CATERING		54.41

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	25,266.60	572.15
	ADMINISTRATION		572.15
40	GOLF OPERATIONS		
AT&T2	A T & T	406.59	4.38
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	503.23
GEAR	GEAR FOR SPORTS		1,162.97
MENA	MENARDS - SYCAMORE	1,706.87	129.00
NICOR	NICOR GAS	7,953.15	21.50
NIV	NIVEL PARTS & MANUFACTURING	2,561.81	100.86
PDRMA	PDRMA	128,700.21	1,965.57
SOFT	SOFT WATER CITY	1,394.80	35.50
UNUM	UNUM LIFE INSURANCE	1,158.73	18.50
	GOLF OPERATIONS		3,941.51
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,501.56	6,820.28
CARQ	CARQUEST AUTO PARTS	4,568.62	96.20
CINTA	CINTAS CORPORATION #355	703.11	47.70
COUR	COURSIGNS, INC.		88.04
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	1,109.14
FAULK	FAULKS BROS. CONSTRUCTION		634.50
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	90.00	200.00
MENA	MENARDS - SYCAMORE	1,706.87	114.96
MROUT	MR OUTHOUSE	2,780.00	1,485.00
NICOR	NICOR GAS	7,953.15	35.80
PDRMA	PDRMA	128,700.21	3,635.47
PENDL	PENDELTON TURF SUPPLY	450.00	205.00
REIN	REINDERS, INC.	70,085.41	1,223.89
SITE ONE	SITE ONE LANDSCAPE SUPPLY		1,687.83
SUPERIND	SUPERIOR INDUSTRIAL EQUIPMENT		937.50
UNUM	UNUM LIFE INSURANCE	1,158.73	40.70
WASTE	WASTE MANAGEMENT	1,028.80	32.26
	GOLF MAINTENANCE		18,394.27
SWIMMING POOL			

INVOICES DUE ON/BEFORE 06/23/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
CAMILLES	CAMILLES OF CANTON INC		278.76
MENA	MENARDS - SYCAMORE	1,706.87	7.94
SOFT	SOFT WATER CITY	1,394.80	44.55
WALM	WALMART COMMUNITY/RFCSLLC	2,573.78	1.97
	POOL		333.22
81	POOL MAINTENANCE		
CLEAR	CLEARVIEW POOLS, INC.	150.28	1,744.00
DYNEGY E	DYNEGY ENERGY SERVICES	17,068.62	886.98
FOX1	FOX VALLEY FIRE & SAFETY CO.	5,060.50	185.00
GRAI	GRAINGER	2,637.08	226.35
HALO	HALOGEN SUPPLY COMPANY, INC.		234.05
MEL	MELIN'S LOCK & KEY	579.17	44.46
MENA	MENARDS - SYCAMORE	1,706.87	62.88
NICOR	NICOR GAS	7,953.15	622.56
WASTE	WASTE MANAGEMENT	1,028.80	55.24
	POOL MAINTENANCE		4,061.52
CAPITAL PROJECTS			
10	ADMINISTRATION		
ALANIZ	ALANIZ LANDSCAPE GROUP		42,740.00
ENCAP	ENCAP, INC	40,847.50	6,080.00
GAME	GAMETIME	82.18	18,569.04
	ADMINISTRATION		67,389.04
ACTION 2020			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	14,141.12	2,454.08
SHAW	SHAW SUBURBAN MEDIA	1,318.80	61.34
	ADMINISTRATION		2,515.42
TOTAL ALL DEPARTMENTS			157,351.30

Interim \$ 90,729.65  
 New \$ 157,351.30  
 Total \$ 248,080.95

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 28, 2016

**Administrative Initiatives** (6/1/16 – 6/30/16)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Continued to work on setting goals based upon Critical Success Factors.
- Participated in Activenet Recreation Software demonstration.
- Finalize annual Comptroller Report with auditors in order to file with the state.
- Updated capital fund spreadsheet.
- Updated donation spreadsheet.
- Completed and submitted insurance binder requests for alcohol permits at shelter rentals.
- Reviewed documentation and finalized Prevailing Wage Ordinance. Filed with IL Dept of Labor and published appropriate notice.
- Facilitated update of certificate of insurance file. Notified staff of expired certificates.
- Reviewed PDRMA information and provided Ergonomic Policy for board approval.

- Reviewed scholarship applications asking for financial assistance for pool season passes.
- Coordinated vendor applications for Storm Dayz. Maintained communication and updated regarding weather concerns.
- Cooperated with Sycamore Police Dept. in regards to sports complex concessions theft.
- Provided staff with current financial statements for their review. Highlighted areas of note.
- Completed PDRMA annual salary audit for the purposes of updating life insurance information.
- Responded to S&P Ratings Surveillance Review. No follow-up necessary based upon responses.
- Talked with Jacob Stark, American Deposit Management Co., regarding investment options.
- Discussed with Harris (MSI) the possibility of needing to increase our licensing agreement now that more staff will be accessing the accounting software. Going to hold off for now and monitor future usage.
- Participated in PATH Essentials Webinar.
- Participated in PATH Webinar – Stress Management.
- Participated in PDRMA Wellness Ambassador Annual PATH Review Webinar.
- Gathered data and submitted to Charitee for current billing.
- Facilitated purchase of portable grill for concessions.
- Discussed with PDRMA the recommendation to update our policy regarding inflatables at shelter rentals.

- Assisted as needed in concessions at Concerts in the Park.
- Provided PDRMA with follow-up information on workers comp claim to close.
- Catering/special events/room rentals: 3 room rentals, 1 class (cancelled and lost rental), 5 golf outings, Storm Dayz Tournament

**Administrative Initiatives** (7/1/16 – 7/31/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Train staff on accounting software. (Specifically purchase order entry, accounts payable and general ledger inquiries and reports. Budget module to be trained on in the fall.)
- Work with staff to update equipment replacement and capital asset inventory spreadsheets. Establish guidelines for future updates on same.
- Continue to work on PDRMA compliance requirements for future insurance review.
- Continue to look into ATM options for clubhouse.
- Continue to review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Ensure that transparency portal of website has been updated with current data.
- Participate in PDRMA Administration Loss Control Review, July 6<sup>th</sup>.
- Attend meeting regarding goal setting.
- Assist in organizing additional PDRMA required training with concessions seasonal staff.

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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>2015 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	128,619.00	131,482.02	2.2%	173,988.00	176,024.03	1.2%	1,269,555.00	162,151.93	8.6% (1)
Marketing	-	-	#DIV/0!	-	-	#DIV/0!	37,300.00	-	
Parks	1,481.00	1,440.59	-2.7%	1,481.00	1,440.59	-2.7%	14,810.00	841.07	71.3% (2)
<b>Total Revenues</b>	<b>130,100.00</b>	<b>132,922.61</b>	<b>2.2%</b>	<b>175,469.00</b>	<b>177,464.62</b>	<b>1.1%</b>	<b>1,321,665.00</b>	<b>162,993.00</b>	<b>8.9%</b>
<b>Expenses</b>									
Administration	26,770.00	33,303.39	24.4%	601,911.00	605,237.09	0.6%	1,428,694.00	166,482.13	263.5% (3)
Marketing	7,279.00	2,198.88	-69.8%	23,265.00	13,950.94	-40.0% (4)	90,050.00	-	#DIV/0! (4)
Parks	25,894.00	22,079.82	-14.7%	80,128.00	85,160.84	6.3% (5)	258,709.00	64,766.20	31.5% (6)
<b>Total Expenses</b>	<b>59,943.00</b>	<b>57,582.09</b>	<b>-3.9%</b>	<b>705,304.00</b>	<b>704,348.87</b>	<b>-0.1%</b>	<b>1,777,453.00</b>	<b>231,248.33</b>	<b>204.6%</b>
<b>Total Fund Revenues</b>	<b>130,100.00</b>	<b>132,922.61</b>	<b>2.2%</b>	<b>175,469.00</b>	<b>177,464.62</b>	<b>1.1%</b>	<b>1,321,665.00</b>	<b>162,993.00</b>	<b>8.9%</b>
<b>Total Fund Expenses</b>	<b>59,943.00</b>	<b>57,582.09</b>	<b>-3.9%</b>	<b>705,304.00</b>	<b>704,348.87</b>	<b>-0.1%</b>	<b>1,777,453.00</b>	<b>231,248.33</b>	<b>204.6%</b>
<b>Surplus (Deficit)</b>	<b>70,157.00</b>	<b>75,340.52</b>	<b>7.4%</b>	<b>(529,835.00)</b>	<b>(526,884.25)</b>	<b>-0.6%</b>	<b>(455,788.00)</b>	<b>(68,255.33)</b>	<b>671.9%</b>

(1) In 2016 the first real estate tax installment was 10.27% of total anticipated, 2015 first installment was 8.99%.

(2) 2016 allocation of imrf/ss levy is greater than 2015, because 2016 wages are higher than 2015.

(3) In January 2016, \$444,000 was transferred to Action 2020 fund from property tax revenue. After considering this adjustment, 2016 expenses are less than 2015 by \$5,245.

(4) New department within the corporate fund 2016. Some of these expenses were reported in both Corporate and Recreation fund in previous years. Timing of expenses for 2016.

(5) Expenses greater than budget: building maint 461.5% \$3,922; landscape services (timing) 167.9% \$2,350; vehicle/tractor/mower maint 201.2% \$8,851

(6) 16 exp higher than '15: pt wages 47.0% \$5,068; building maint 256.4% \$3,433; landscape serv 184.1% \$2,430; vehicle/tract/mower maint 77.7% \$5,793; Gas/Oil 53.8% \$1,737

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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>2015 YTD Actual</u>	
<b>Revenues</b>									
Administration	85,636.00	89,603.69	4.63%	85,636.00	89,612.43	4.64%	856,359.00	77,118.86	16.2% (1)
Sports Complex	2,400.00	100.00	-95.83%	4,900.00	4,297.00	-12.31%	35,300.00	5,526.00	-22.2% (2)
Sports Complex Maintenance	3,853.00	5,203.10	35.04%	3,853.00	5,203.10	35.04%	38,532.00	3,745.52	38.9%
Midwest Museum of Natural Hist	-	-		1,264.00	1,250.40	-1.08%	2,528.00	1,830.49	-31.7%
Programs-Youth	1,198.00	1,402.39	17.06%	8,383.00	8,541.39	1.89% (3)	19,381.00	8,144.67	4.9% (3)
Programs-Teens	3.00	600.00	#####	954.00	600.00	-37.11% (3)	1,194.00	2,103.33	-71.5% (3)
Programs-Adult	477.00	668.69	40.19%	2,187.00	3,217.69	47.13% (3)	4,005.00	590.00	445.4% (3)
Programs-Family	1,572.00	1,460.77	-7.08%	7,072.00	5,086.77	-28.07% (3)	13,717.00	7,228.94	-29.6% (3)
Programs-Leagues	20.00	44.63	123.15%	20.00	44.63	123.15% (3)	5,034.00	59.06	-24.4% (3)
Programs-Youth Athletics	4,820.00	6,752.00	40.08%	11,295.00	15,849.00	40.32% (3)	22,800.00	14,486.00	9.4% (3)
Programs-Fitness	601.00	1,869.03	210.99%	4,511.00	5,643.03	25.09% (3)	7,743.00	18,156.02	-68.9% (3)
Programs-Preschool	-	-	#DIV/0!	-	545.00	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	554.00	704.90	27.24%	2,508.00	2,170.90	-13.44% (3)	3,925.00	3,556.65	-39.0% (3)
Programs-Special Events	3.00	9.19	206.33%	2,253.00	2,702.10	19.93% (3)	3,471.00	2,128.86	26.9% (3)
Programs-Concerts	7,200.00	370.00	-94.86%	7,700.00	2,470.00	-67.92% (4)	8,800.00	4,850.00	-49.1% (4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Brochure	1,500.00	-	-100.00%	3,000.00	500.00	-83.33%	8,850.00	2,700.00	-81.5%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	7,857.13	-100.0%
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	256.42	-100.0%
<b>Total Revenues</b>	<b>109,837.00</b>	<b>108,788.39</b>	<b>-0.95%</b>	<b>145,536.00</b>	<b>147,733.44</b>	<b>1.51%</b>	<b>1,031,639.00</b>	<b>160,337.95</b>	<b>-7.9%</b>

(1) In 2016 the first real estate tax installment was 10.27% of total anticipated, 2015 first installment was 8.99%.

(2) Timing

(3) Revenue from programs are just above budget 13.32% \$5,218 and decreased 21.4%, \$12,053 compared to 2015 primarily due to closing of community center.

(4) timing of sponsorships



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## Expenses

Administration	21,547.00	21,539.79	-0.03%	134,871.00	118,608.47	-12.06% (1)	500,887.00	140,507.67	-15.6% (2)
Sports Complex	-	-	#DIV/0!	-	1,250.00	#DIV/0!	-	250.00	400.0%
Sports Complex Maintenance	33,507.00	30,125.13	-10.09%	169,123.00	161,317.94	-4.62%	393,543.00	161,031.41	0.2%
Midwest Museum of Natural Hist	375.00	-	-100.00%	3,275.00	2,059.89	-37.10%	9,500.00	1,502.39	37.1%
Programs-Youth	73.00	155.31	112.75%	1,653.00	1,998.87	20.92% (3)	12,662.00	1,711.57	16.8% (3)
Programs-Teens	-	-	#DIV/0!	534.00	-	-100.00% (3)	727.00	1,747.33	-100.0% (3)
Programs-Adult	44.00	417.68	849.27%	574.00	1,818.03	216.73% (3)	1,104.00	430.00	322.8% (3)
Programs-Family	2,239.00	1,307.51	-41.60%	11,718.00	10,063.57	-14.12% (3)	19,934.00	5,339.97	88.5% (3)
Programs-Leagues	-	-	#DIV/0!	2,559.00	2,129.36	-16.79% (3)	3,400.00	2,270.07	-6.2% (3)
Programs-Youth Athletics	4,825.00	4,170.50	-13.56%	4,825.00	5,225.50	8.30% (3)	16,025.00	867.00	502.7% (3)
Programs-Fitness	392.00	720.42	83.78%	2,161.00	2,519.38	16.58% (3)	3,814.00	8,947.79	-71.8% (3)
Programs-Preschool	-	-	#DIV/0!	-	480.00	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	46.00	36.00	-21.74%	1,148.00	823.12	-28.30% (3)	2,694.00	1,989.58	-58.6% (3)
Programs-Special Events	670.00	1,519.27	126.76%	2,511.00	8,196.05	226.41% (3)	22,010.00	2,394.61	242.3% (3)
Programs-Concerts	8,200.00	458.83	-94.40%	8,550.00	7,908.83	-7.50%	8,768.00	7,125.00	11.0%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Brochure	-	5,100.25	#DIV/0!	7,030.00	6,651.90	-5.38%	21,100.00	7,454.29	-10.8%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	1,209.93	-100.0% (4)
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	60,881.53	-100.0% (4)
<b>Total Expenses</b>	<b>71,918.00</b>	<b>65,550.69</b>	<b>-8.85%</b>	<b>350,532.00</b>	<b>331,050.91</b>	<b>-5.56%</b>	<b>1,016,168.00</b>	<b>405,660.14</b>	<b>-18.4%</b>
Total Fund Revenues	109,837.00	108,788.39	-0.95%	145,536.00	147,733.44	1.51%	1,031,639.00	160,337.95	-7.9%
Total Fund Expenses	71,918.00	65,550.69	-8.85%	350,532.00	331,050.91	-5.56%	1,016,168.00	405,660.14	-18.4%
Surplus (Deficit)	37,919.00	43,237.70	14.03%	(204,996.00)	(183,317.47)	-10.58%	15,471.00	(245,322.19)	-25.3%

(1) Lower than budget: administrative expenses 52.91% \$10,452; contracted services 17.04% \$2,233

(2) 2016 expenses lower than 2015: Ft wages and related expenses (restructure) 14.9% \$13,011; \$14,000 radio ads.

(3) Expenses for programs greater than budget 20.12% \$5,571 and increased 29.4%, \$7,556 compared to 2015. \$5,000 (donation for fireworks) is timing. Facility cost for MTO in 2016

(4) Community Center closed

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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>2015 YTD Actual</u>	
Revenues									
Administration	-	25,500.00	#DIV/0!	-	30,359.20	#DIV/0!	166,000.00	33.79	89746.7%
Total Revenues		25,500.00	#DIV/0!	-	30,359.20	#DIV/0!	166,000.00	33.79	89746.7%
Expenses									
Administration	2,000.00	-	-100.00%	201,782.00	192,697.89	-4.50%	356,782.00	17,609.57	994.3% (1)
Total Expenses	2,000.00	-		201,782.00	192,697.89		356,782.00	17,609.57	994.3%
Total Fund Revenues	-	25,500.00	#DIV/0!	-	30,359.20	#DIV/0!	166,000.00	33.79	89746.7%
Total Fund Expenses	2,000.00	-		201,782.00	192,697.89		356,782.00	17,609.57	994.3%
Surplus (Deficit)	(2,000.00)	25,500.00	-1375.00%	(201,782.00)	(162,338.69)	-19.55%	(190,782.00)	(17,575.78)	823.6%

(1) In 2016 transferred \$185,682 to Action 2020 fund to offset payment on land purchase.

**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>2015 YTD Actual</u>	
Revenues									
Administration	15,300.00	15,771.69	3.08%	15,300.00	15,777.45	3.12%	153,000.00	12,990.68	21.5%
Total Revenues	15,300.00	15,771.69	3.08%	15,300.00	15,777.45	3.12%	153,000.00	12,990.68	21.5%
Expenses									
Administration	-	38,479.50	#DIV/0!	49,000.00	80,059.00	63.39% (1)	216,123.00	35,477.50	125.7% (1)
Total Expenses	-	38,479.50	#DIV/0!	49,000.00	80,059.00	63.39%	216,123.00	35,477.50	125.7%
Total Fund Revenues	15,300.00	15,771.69	3.08%	15,300.00	15,777.45	3.12%	153,000.00	12,990.68	21.5%
Total Fund Expenses	-	38,479.50	#DIV/0!	49,000.00	80,059.00	63.39%	216,123.00	35,477.50	125.7%
Surplus (Deficit)	15,300.00	(22,707.81)	-248.42%	(33,700.00)	(64,281.55)	90.75%	(63,123.00)	(22,486.82)	185.9%

(1) Increased allocation to KSRA. Timing of second installment.

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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>2015 YTD Actual</u>	
Revenues									
Administration	7,700.00	8,008.21	4.00%	7,700.00	8,008.89	4.01%	77,000.00	4,944.02	62.0%
Total Revenues	7,700.00	8,008.21	4.00%	7,700.00	8,008.89	4.01%	77,000.00	4,944.02	62.0%
Expenses									
Administration	-	2,594.00	#DIV/0!	1,000.00	3,837.60	283.76% (1)	71,567.00	8,606.00	-55.4% (1)
Total Expenses	-	2,594.00	#DIV/0!	1,000.00	3,837.60	283.76%	71,567.00	8,606.00	-55.4%
Total Fund Revenues	7,700.00	8,008.21	4.00%	7,700.00	8,008.89	4.01%	77,000.00	4,944.02	62.0%
Total Fund Expenses	-	2,594.00	#DIV/0!	1,000.00	3,837.60	283.76%	71,567.00	8,606.00	-55.4%
Surplus (Deficit)	7,700.00	5,414.21	-29.69%	6,700.00	4,171.29	-37.74%	5,433.00	(3,661.98)	-213.9%

(1) Unemployment expenses.

**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>2015 YTD Actual</u>	
Revenues									
Administration	1,400.00	1,447.18	3.37%	1,400.00	1,448.18	69.00%	14,000.00	1,257.59	15.2%
Total Revenues	1,400.00	1,447.18	3.37%	1,400.00	1,448.18	3.44%	14,000.00	1,257.59	15.2%
Expenses									
Administration	-	-	#DIV/0!	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Total Expenses	-	-	#DIV/0!	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Total Fund Revenues	1,400.00	1,447.18	3.37%	1,400.00	1,448.18	3.44%	14,000.00	1,257.59	15.2%
Total Fund Expenses	-	-	#DIV/0!	12,000.00	12,800.00	6.67%	13,900.00	12,500.00	2.4%
Surplus (Deficit)	1,400.00	1,447.18	3.37%	(10,600.00)	(11,351.82)	7.09%	100.00	(11,242.41)	1.0%

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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>2015 YTD Actual</u>	
Revenues									
Administration	10.00	7.99	-20.10%	10.00	9.67	-3.30%	100.00	1,299.64	-99.3%
Total Revenues	10.00	7.99		10.00	9.67		100.00	1,299.64	-99.3%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	(1)	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	10.00	7.99	-20.10%	10.00	9.67	-3.30%	100.00	1,299.64	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	10.00	7.99	-20.10%	10.00	9.67	-3.30%	100.00	1,299.64	

**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>2015 YTD Actual</u>	
Revenues									
Administration	10.00	7.99	-20.10%	10.00	8.61	-13.90%	100.00	7.36	17.0%
Total Revenues	10.00	7.99		10.00	8.61		100.00	7.36	17.0%
Expenses									
Administration	1,100.00	141.80	-87.11%	2,200.00	1,044.50	-52.52%	5,500.00	-	#DIV/0!
Total Expenses	1,100.00	141.80		2,200.00	1,044.50		5,500.00	-	#DIV/0!
Total Fund Revenues	10.00	7.99	-20.10%	10.00	8.61	-13.90%	100.00	7.36	17.0%
Total Fund Expenses	1,100.00	141.80	-87.11%	2,200.00	1,044.50	-52.52%	5,500.00	-	
Surplus (Deficit)	(1,090.00)	(133.81)	-87.72%	(2,190.00)	(1,035.89)	-52.70%	(5,400.00)	7.36	-14174.6%

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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>2015 YTD Actual</u>	
Revenues									
Administration	8,800.00	9,305.35	5.74%	8,800.00	9,305.35	5.74%	88,000.00	7,997.62	16.4%
Total Revenues	8,800.00	9,305.35	5.74%	8,800.00	9,305.35	5.74%	88,000.00	7,997.62	16.4%
Expenses									
Administration	8,800.00	9,954.45	13.12%	8,800.00	9,954.45	13.12%	88,000.00	7,997.62	24.5%
Total Expenses	8,800.00	9,954.45	13.12%	8,800.00	9,954.45	13.12%	88,000.00	7,997.62	24.5%
Total Fund Revenues	8,800.00	9,305.35	5.74%	8,800.00	9,305.35	5.74%	88,000.00	7,997.62	16.4%
Total Fund Expenses	8,800.00	9,954.45	13.12%	8,800.00	9,954.45	13.12%	88,000.00	7,997.62	24.5%
Surplus (Deficit)	-	(649.10)		-	(649.10)		-	-	

**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>2015 YTD Actual</u>	
Revenues									
Administration	7,900.00	7,925.20	0.32%	7,900.00	7,925.20	0.32%	79,000.00	7,098.15	11.7%
Total Revenues	7,900.00	7,925.20	0.32%	7,900.00	7,925.20	0.32%	79,000.00	7,098.15	11.7%
Expenses									
Administration	7,900.00	10,666.71	35.02%	7,900.00	10,666.71	35.02%	79,000.00	7,098.15	50.3%
Total Expenses	7,900.00	10,666.71	35.02%	7,900.00	10,666.71	35.02%	79,000.00	7,098.15	50.3%
Total Fund Revenues	7,900.00	7,925.20	0.32%	7,900.00	7,925.20	0.32%	79,000.00	7,098.15	11.7%
Total Fund Expenses	7,900.00	10,666.71	35.02%	7,900.00	10,666.71	35.02%	79,000.00	7,098.15	50.3%
Surplus (Deficit)	-	(2,741.51)		-	(2,741.51)		-	-	

Sycamore Park District  
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**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>2015 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	8,912.00	8,708.56	-2.28%	15,017.00	15,569.67	3.68%	72,371.00	14,654.64	6.2%
Beverage Cart	1,229.00	1,765.01	43.61%	1,229.00	1,894.39	54.14%	14,686.00	1,187.48	59.5%
Sports Complex Concessions	7,062.00	6,290.76	-10.92%	7,437.00	6,867.51	-7.66%	28,172.00	7,412.09	-7.3%
Pool Concessions	21.00	291.00	1285.71%	21.00	291.00	1285.71%	7,179.00	-	#DIV/0!
Catering	517.00	961.07	85.89%	4,537.00	4,600.17	1.39%	23,075.00	4,360.43	5.5%
<b>Total Revenues</b>	<b>17,741.00</b>	<b>18,016.40</b>	<b>1.55%</b>	<b>28,241.00</b>	<b>29,222.74</b>	<b>3.48%</b>	<b>145,483.00</b>	<b>27,614.64</b>	<b>5.8%</b>
<b>Expenses</b>									
Clubhouse Concessions	6,895.00	10,140.59	47.07%	30,311.00	30,021.43	-0.96%	88,505.00	20,383.18	47.3% (1)
Beverage Cart	732.00	926.06	26.51%	982.00	1,012.42	3.10%	10,139.00	788.76	28.4%
Sports Complex Concessions	4,386.00	3,971.40	-9.45%	5,171.00	4,997.92	-3.35%	23,281.00	5,383.15	-7.2%
Pool Concessions	150.00	66.11	-55.93%	150.00	66.11	-55.93%	6,835.00	-	#DIV/0!
Catering	118.00	241.89	104.99%	899.00	738.52	-17.85%	7,477.00	262.55	181.3%
<b>Total Expenses</b>	<b>12,281.00</b>	<b>15,346.05</b>	<b>24.96%</b>	<b>37,513.00</b>	<b>36,836.40</b>	<b>-1.80%</b>	<b>136,237.00</b>	<b>26,817.64</b>	<b>37.4%</b>
<b>Total Fund Revenues</b>	<b>17,741.00</b>	<b>18,016.40</b>	<b>1.55%</b>	<b>28,241.00</b>	<b>29,222.74</b>	<b>3.48%</b>	<b>145,483.00</b>	<b>27,614.64</b>	<b>5.8%</b>
<b>Total Fund Expenses</b>	<b>12,281.00</b>	<b>15,346.05</b>	<b>24.96%</b>	<b>37,513.00</b>	<b>36,836.40</b>	<b>-1.80%</b>	<b>136,237.00</b>	<b>26,817.64</b>	<b>37.4%</b>
<b>Surplus (Deficit)</b>	<b>5,460.00</b>	<b>2,670.35</b>	<b>-51.09%</b>	<b>(9,272.00)</b>	<b>(7,613.66)</b>	<b>-17.89%</b>	<b>9,246.00</b>	<b>797.00</b>	<b>-1055.3%</b>

(1) Cost of goods higher in 2016 due to earlier ordering. Wages slightly higher due to opening earlier. Purchase of new credit card terminal.

Sycamore Park District  
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**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>2015 YTD Actual</u>	
Revenues									
Administration	-	2,000.00	#DIV/0!	11,250.00	11,683.00	3.85%	45,000.00	30,036.80	-61.1%
Total Revenues	-	2,000.00		11,250.00	11,683.00		45,000.00	30,036.80	-61.1%
Expenses									
Administration	-	-		-	-		55,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Total Fund Revenues	-	2,000.00		11,250.00	11,683.00		45,000.00	30,036.80	-61.1%
Total Fund Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Surplus (Deficit)	-	2,000.00		11,250.00	11,683.00		(10,000.00)	30,036.80	-61.1%

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**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>2015 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	56,980.00	50,629.24	-11.1%	184,077.00	167,505.61	-9.0% (1)	507,359.00	190,234.54	-11.9% (2)
Golf Maintenance	2,301.00	2,841.83	23.5%	2,301.00	2,841.83	23.5%	23,006.00	1,891.99	50.2%
<b>Total Revenues</b>	<b>59,281.00</b>	<b>53,471.07</b>	<b>-9.8%</b>	<b>186,378.00</b>	<b>170,347.44</b>	<b>-8.6%</b>	<b>530,365.00</b>	<b>192,126.53</b>	<b>-11.3%</b>
<b>Expenses</b>									
Golf Operations	20,736.00	18,500.66	-10.8%	82,399.00	82,346.28	-0.1%	232,152.00	96,020.07	-14.2% (3)
Golf Maintenance	25,299.00	21,739.39	-14.1%	104,259.00	99,002.76	-5.0%	296,916.00	97,173.06	1.9%
<b>Total Expenses</b>	<b>46,035.00</b>	<b>40,240.05</b>	<b>-12.6%</b>	<b>186,658.00</b>	<b>181,349.04</b>	<b>-2.8%</b>	<b>529,068.00</b>	<b>193,193.13</b>	<b>-6.1%</b>
<b>Total Fund Revenues</b>	<b>59,281.00</b>	<b>53,471.07</b>	<b>-9.8%</b>	<b>186,378.00</b>	<b>170,347.44</b>	<b>-8.6%</b>	<b>530,365.00</b>	<b>192,126.53</b>	<b>-11.3%</b>
<b>Total Fund Expenses</b>	<b>46,035.00</b>	<b>40,240.05</b>	<b>-12.6%</b>	<b>186,658.00</b>	<b>181,349.04</b>	<b>-2.8%</b>	<b>529,068.00</b>	<b>193,193.13</b>	<b>-6.1%</b>
<b>Surplus (Deficit)</b>	<b>13,246.00</b>	<b>13,231.02</b>	<b>-0.1%</b>	<b>(280.00)</b>	<b>(11,001.60)</b>	<b>3829.1%</b>	<b>1,297.00</b>	<b>(1,066.60)</b>	<b>931.5%</b>

(1) Daily Greens Fees +18.53% \$4,976

Golf Events & Misc 15.5% \$1,327

Carts -24.44% -\$6,326

Season passes -14.23% -\$14,532

Pro shop sales -11.74% -\$2,200

(2) Daily Greens Fees -24.41% -\$10,275

Golf Events & Misc 26.08% \$2,045

Carts -28.84% -\$7,926

Season passes -4.11% -\$3,751

Pro shop sales -16.02% -\$3,155

(3) Advertising expense moved to marketing



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**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>2015 YTD Actual</u>	
Revenues									
Pool	7,202.00	7,250.53	0.7%	9,937.00	10,884.13	9.5%	75,975.00	6,786.80	60.4%
Swim Lessons	3,944.00	2,998.27	-24.0%	6,198.00	7,254.27	17.0%	12,067.00	5,425.00	33.7%
Total Revenues	11,146.00	10,248.80	-8.0%	16,135.00	18,138.40	12.4% (1)	88,042.00	12,211.80	48.5% (2)
Expenses									
Pool	2,496.00	1,340.67	-46.3%	4,900.00	2,780.91	-43.2%	52,983.00	776.00	258.4%
Pool Maintenance	3,165.00	1,355.34	-57.2%	5,800.00	6,898.22	18.9% (3)	27,200.00	7,722.31	-10.7% (3)
Swim Lessons	-	148.04	#DIV/0!	-	148.04	#DIV/0!	7,859.00	-	#DIV/0!
Total Expenses	5,661.00	2,844.05	-49.8%	10,700.00	9,827.17	-8.2%	88,042.00	8,498.31	15.6%
Total Fund Revenues	11,146.00	10,248.80	-8.0%	16,135.00	18,138.40	12.4%	88,042.00	12,211.80	48.5%
Total Fund Expenses	5,661.00	2,844.05	-49.8%	10,700.00	9,827.17	-8.2%	88,042.00	8,498.31	15.6%
Surplus (Deficit)	5,485.00	7,404.75	35.0%	5,435.00	8,311.23	52.9%	-	3,713.49	123.8%

- (1) Season passes -.93% -\$93  
Swim Lessons +20.39% \$1,228  
(2) Season passes +36.33% \$2,640  
Swim Lessons +37.33% \$1,971  
(3) mechanical room parts

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**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>2015 YTD Actual</u>	
Revenues									
Administration	59,000.00	60,682.17	2.9%	59,000.00	60,684.20	2.9%	590,000.00	52,689.77	15.2%
Total Revenues	59,000.00	60,682.17	2.9%	59,000.00	60,684.20	2.9%	590,000.00	52,689.77	15.2%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	585,020.00	-	#DIV/0!
Total Expenses	-	-		-	-		585,020.00	-	#DIV/0!
Total Fund Revenues	59,000.00	60,682.17	2.9%	59,000.00	60,684.20	2.9%	590,000.00	52,689.77	15.2%
Total Fund Expenses	-	-		-	-		585,020.00	-	#DIV/0!
Surplus (Deficit)	59,000.00	60,682.17	2.9%	59,000.00	60,684.20	2.9%	4,980.00	52,689.77	15.2%

**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>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	42,900.00	38,349.55	-10.6% (1)	577,900.00	1,707,696.25	-97.8% (2)
Total Revenues	-	-	#DIV/0!	42,900.00	38,349.55	-10.6%	577,900.00	1,707,696.25	-97.8%
Expenses									
Administration	23,600.00	77,367.05	227.8%	174,125.00	188,818.40	8.4%	608,303.00	1,818,938.66	-89.6% (2)
Total Expenses	23,600.00	77,367.05	227.8%	174,125.00	188,818.40	8.4%	608,303.00	1,818,938.66	-89.6%
Total Fund Revenues	-	-		42,900.00	38,349.55	-10.6%	577,900.00	1,707,696.25	-97.8%
Total Fund Expenses	23,600.00	77,367.05	227.8%	174,125.00	188,818.40	8.4%	608,303.00	1,818,938.66	-89.6%
Surplus (Deficit)	(23,600.00)	(77,367.05)	227.8%	(131,225.00)	(150,468.85)	14.7%	(30,403.00)	(111,242.41)	35.3%

(1) DCCF Watershed Grant

(2) refunding of alternate bond in 2015

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**Action 2020 (71)**

<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>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	634,782.00	629,687.47	-0.8%	1,465,782.00		#DIV/0!
Total Revenues	-	-	#DIV/0!	634,782.00	629,687.47	-0.8%	1,465,782.00	-	#DIV/0!
Expenses									
Administration	51,000.00	3,376.90	-93.4%	599,268.00	501,283.60	-16.4%	956,268.00	-	#DIV/0!
Total Expenses	51,000.00	3,376.90	-93.4%	599,268.00	501,283.60	-16.4%	956,268.00	-	#DIV/0!
Total Fund Revenues	-	-		634,782.00	629,687.47	-0.8%	1,465,782.00	-	#DIV/0!
Total Fund Expenses	51,000.00	3,376.90	-93.4%	599,268.00	501,283.60	-16.4%	956,268.00	-	#DIV/0!
Surplus (Deficit)	(51,000.00)	(3,376.90)	-93.4%	35,514.00	128,403.87	261.6%	509,514.00	-	#DIV/0!
Total Fund Revenues	428,225.00	454,103.05		1,340,811.00	1,356,153.41	1.1%	6,373,076.00	2,381,335.59	
Total Fund Expenses	290,238.00	324,143.34	11.7%	2,346,782.00	2,264,574.54	-3.5%	6,582,431.00	2,773,645.05	
Surplus (Deficit)	137,987.00	129,959.71	-5.8%	(1,005,971.00)	(908,421.13)	-9.7%	(209,355.00)	(392,309.46)	

Sycamore Park District  
Fund Balances

	1/1/2016	Revenues	Expenses	5/31/2016	5/31/2016 Cash balance
10 Corporate	623,417.61	177,464.62	704,348.87	96,533.36	108,711.18
20 Recreation	170,651.86	147,733.44	331,050.91	(12,665.61)	(4,238.91)
21 Donations	191,230.86	30,359.20	192,697.89	28,892.17	28,892.17
22 Special Recreation	113,256.88	15,777.45	80,059.00	48,975.33	48,975.33
23 Insurance	9,246.71	8,008.89	3,837.60	13,418.00	13,418.00
24 Audit	13,002.88	1,448.18	12,800.00	1,651.06	1,651.06
25 Paving & Lighting	21,854.17	9.67	-	21,863.84	21,863.84
26 Park Police	8,069.74	8.61	1,044.50	7,033.85	7,033.85
27 IMRF	649.10	9,305.35	9,954.45	-	-
28 Social Security	2,741.51	7,925.20	10,666.71	-	-
30 Concessions	36,049.99	29,222.74	36,836.40	28,436.33	26,303.44
32 Developer Contributions	152,339.53	11,683.00	-	164,022.53	164,022.53
60 Debt Service	26,365.79	60,684.20	-	87,049.99	87,049.99
70 Capital Projects	564,743.04	38,349.55	188,818.40	414,274.19	414,274.19
71 Action 2020	-	629,687.47	501,283.60	128,403.87	128,403.87
<b>Total governmental fund balance</b>	<b>1,933,619.67</b>	<b>1,167,667.57</b>	<b>2,073,398.33</b>	<b>1,027,888.91</b>	<b>1,046,360.54</b>
50 Golf Course	180,879.87	170,347.44	181,349.04	169,878.27	
Net Assets	<u>(228,350.52)</u>			<u>(228,350.52)</u>	
	(47,470.65)			(58,472.25)	(63,294.54)
51 Swimming Pool	263,475.83	18,138.40	9,827.17	271,787.06	
Net Assets	<u>(262,870.72)</u>			<u>(262,870.72)</u>	
	605.11			8,916.34	8,666.34
<b>Total proprietary funds</b>	<b>444,355.70</b>	<b>188,485.84</b>	<b>191,176.21</b>	<b>441,665.33</b>	
<b>Net assets</b>	<b>(491,221.24)</b>			<b>(491,221.24)</b>	
<b>Proprietary funds minus net assets</b>	<b>(46,865.54)</b>			<b>(49,555.91)</b>	
	1,886,754.13			978,333.00	991,732.34

Summary of depository accounts as of **6/23/2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,658.86	0.10	6.5
First Midwest Bank	381,645.41	0.02	87.39
Resource Bank	560,959.50	0.23	624.95
*Dekalb Co. Community Foundation	<u>14,749.28</u>		96.99
	973,013.05		

\* 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 4/30/16.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference	
1/1/2016	663,408	192,101	191,231	113,257	39,453	13,003	21,854	8,070	649	2,742	35,259	152,340	(650)	-	26,366	605,080	-	<b>2,064,161</b>	<b>2,064,161</b>	-	
January																					
Receipts																					
Replacement Taxes	6,268			-														6,268	<b>6,170</b>	<b>98</b>	
Shelters	350																	350	<b>500</b>	<b>(150)</b>	
User Fees		9,070									730		987	-				10,788	<b>11,245</b>	<b>(457)</b>	
Transfers	(444,000)																444,000	-	<b>-</b>		
Misc	16	636	1,055	2	0	0	1	0				4			1	106		1,821	<b>44,032</b>	<b>(42,211)</b>	
Expenses	(59,462)	(56,466)	-	(38,480)	(30,206)	-	-	-	-	-	(2,446)	-	(30,917)	(853)	-	(2,400)		(221,229)	<b>(199,585)</b>	<b>(21,644)</b>	
1/31/2016	166,580	145,341	192,286	74,779	9,247	13,003	21,855	8,070	649	2,742	33,543	152,344	(30,580)	(853)	26,366	602,786	444,000	<b>1,862,158</b>	<b>1,926,523</b>	<b>(64,365)</b>	
February																					
Receipts																					
Replacement Taxes	-																	150	<b>500</b>	<b>(350)</b>	
Shelters	150																	6,430	<b>5,901</b>	<b>529</b>	
User Fees		4,807									759		864	-				13,499	<b>7,100</b>	<b>6,399</b>	
Misc	6,026	3	205	2	0	0	1	0				5,248		1,858	1	155					
Expenses	(56,468)	(61,882)	(7,016)	-	-	-	-	-	-	-	(3,090)		(45,987)	(4,141)	-	(15,228)	(11,172)	(204,983)	<b>(175,084)</b>	<b>(29,899)</b>	
2/28/2016	116,288	88,270	185,474	74,781	9,247	13,004	21,855	8,070	649	2,742	31,212	157,592	(75,703)	(3,136)	26,367	587,714	432,828	<b>1,677,254</b>	<b>1,764,940</b>	<b>(87,686)</b>	
March																					
Receipts																					
Replacement Taxes	2,517																	2,517	<b>1,760</b>	<b>757</b>	
Shelters	725																	725	<b>1,300</b>	<b>(575)</b>	
User Fees		8,204									954		51,954	-		-		61,112	<b>111,264</b>	<b>(50,152)</b>	
Transfer			(185,682)														185,682	-			
Misc	478	1	300	2	0	0	1	0				4			1	151	5	943	<b>150</b>	<b>793</b>	
Expenses	(48,569)	(61,214)	-	-	(1,244)	-	-	-	-	-	(5,126)	-	(35,440)	(1,397)	-	(19,236)	(476,792)	(649,016)	<b>(635,667)</b>	<b>(13,349)</b>	
3/31/2016	71,438	35,261	92	74,783	8,004	13,004	21,856	8,070	649	2,742	27,041	157,596	(59,189)	(4,533)	26,368	568,629	141,724	<b>1,093,535</b>	<b>1,243,747</b>	<b>(150,212)</b>	
April																					
Receipts																					
Replacement Taxes	8,964																	8,964	<b>10,780</b>	<b>(1,816)</b>	
Shelters	2,001																	2,001	<b>1,100</b>	<b>901</b>	
User Fees		11,490									8,733		34,074	7,890				62,187	<b>57,861</b>	<b>4,326</b>	
Misc	17,770	619	3,300	-	-	-	-	-				4,427			-	-		26,116	<b>18,141</b>	<b>7,975</b>	
Expenses	(72,921)	(94,763)	-	(3,100)	-	(12,800)	-	(903)	-	-	(11,869)	-	(51,487)	(1,845)	-	(76,988)	(9,943)	(336,618)	<b>(411,221)</b>	<b>74,603</b>	
4/30/2016	27,253	(47,393)	(1,708)	71,683	8,004	204	21,856	7,168	649	2,742	23,904	162,023	(76,601)	1,512	26,368	491,641	131,781	<b>851,085</b>	<b>920,408</b>	<b>(69,323)</b>	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	total	Projection	Difference	
																	2020				
May																					
Receipts																					
Taxes	118,340	85,957		15,772	8,008	1,447	8	8	9,305	7,925					60,682			307,452	297,120	10,332	
Transfers in/out	5,915	9,153							(9,954)	(10,667)	617		4,902	34				0	1	(1)	
Replacement Taxes	7,243																	7,243	8,880	(1,637)	
Shelters	1,425																	1,425	2,100	(675)	
User Fees	-	12,955									17,411	2,000	48,855	10,664				91,884	94,524	(2,640)	
Misc	6,175	370	25,500	-	-	-	-	-							-	-		32,045	8,700	23,345	
Expenses	(57,639)	(65,281)		(38,480)	(2,594)			(142)			(15,629)		(40,451)	(3,543)		(77,367)	(3,377)	(304,502)	(273,538)	(30,964)	
5/31/2016	108,711	(4,239)	23,792	48,975	13,418	1,651	21,864	7,034	-	-	26,303	164,023	(63,295)	8,666	87,050	414,274	128,404	986,632	1,058,195	(71,562)	
June																					
Receipts																					
Taxes	458,000	330,000		61,200	30,800	5,600	40	40	35,200	31,600					236,000			1,188,480	1,188,480	-	
transfers in/out	18,478	28,549							(35,200)	(31,600)	2,145		16,060	1,568				-	-	-	
Replacement Taxes	-																	-	-	-	
Shelters	400																	400	400	-	
User Fees	-	5,795									28,100	11,250	43,500	26,194				114,839	114,839	-	
Misc	50	6,075	-								-					-		6,125	6,125	-	
Expenses	(64,321)	(61,267)	(5,000)	-	(2,000)	(1,900)	-	(1,100)			(26,507)		(59,901)	(23,373)	(16,869)	(75,813)	(51,000)	(389,051)	(389,051)	-	
6/30/2016	521,318	304,913	18,792	110,175	42,218	5,351	21,904	5,974	-	-	30,041	175,273	(63,636)	13,055	306,181	338,461	77,404	1,907,425	1,978,988	(71,562)	
July																					
Receipts																					
Taxes	11,450	8,250		1,530	770	140	1	1	880	790					5,900			29,712	29,712	-	
transfers in/out	462	712							(880)	(790)	53		401	39				(3)	(3)	-	
Replacement Taxes	7,300																	7,300	7,300	-	
Shelters	700																	700	700	-	
User Fees	-	13,760									27,020		77,897	12,460				131,137	131,137	-	
Misc	-	632	16,000															16,632	16,632	-	
Expenses	(64,644)	(59,433)	-	(39,000)	(33,284)	-	-	(1,100)			(22,829)		(48,192)	(27,207)		(72,953)	(51,000)	(419,642)	(419,642)	-	
7/31/2016	476,586	268,834	34,792	72,705	9,704	5,491	21,905	4,875	-	-	34,285	175,273	(33,530)	(1,653)	312,081	265,508	26,404	1,673,261	1,744,824	(71,562)	
August																					
Receipts																					
Taxes	34,350	24,750		4,590	2,310	420	3	3	2,640	2,370					17,700			89,136	89,136	-	
transfers in/out	1,386	2,142							(2,640)	(2,370)	161		1,204	117				-	-	-	
Replacement Taxes	980																	980	980	-	
Shelters	300																	300	300	-	
User Fees	-	19,370									27,615		98,319	4,310				149,614	149,614	-	
Misc	30,000	-	-															30,000	30,000	-	
Expenses	(68,234)	(62,871)	-	-	-	-	-	(1,100)			(17,784)		(57,660)	(20,945)		(60,300)	(51,000)	(339,894)	(339,894)	-	
8/31/2016	475,368	252,225	34,792	77,295	12,014	5,911	21,908	3,778	-	-	44,277	175,273	8,333	(18,171)	329,781	205,208	(24,596)	1,603,397	1,674,960	(71,562)	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	total	Projection	Difference
																	2020			
<b>September</b>																				
<b>Receipts</b>																				
Taxes	480,900	346,500		64,260	32,340	5,880	42	42	36,960	33,180					247,800			1,247,904	<b>1,247,904</b>	-
transfers in/out	19,402	29,976							(36,960)	(33,180)	2,253		16,864	1,646				1	<b>1</b>	-
Replacement Taxes	-																	-	<b>-</b>	-
Shelters	250																	250	<b>250</b>	-
User Fees	-	16,190									17,540	11,250	47,827	2,200				95,007	<b>95,007</b>	-
Misc	7,350	1,350	-															8,700	<b>8,700</b>	-
Expenses	(103,153)	(105,151)	-	-	(2,000)	-	-	-	-	-	(15,299)	-	(62,268)	(2,228)	-	(27,000)	(51,000)	(368,099)	<b>(368,099)</b>	-
9/30/2016	880,117	541,090	34,792	141,555	42,354	11,791	21,950	3,820	-	-	48,771	186,523	10,756	(16,553)	577,581	178,208	(75,596)	<b>2,587,160</b>	<b>2,658,723</b>	<b>(71,562)</b>
<b>October</b>																				
<b>Receipts</b>																				
Replacement Taxes	7,340	-																7,340	<b>7,340</b>	-
Shelters	100																	100	<b>100</b>	-
User Fees	-	4,960									8,510	-	29,102	-				42,572	<b>42,572</b>	-
Misc	-	632	-															632	<b>632</b>	-
Bond Proceeds																		-	<b>-</b>	-
Expenses	(54,909)	(64,429)	-	-	-	-	-	-	-	-	(9,740)	-	(42,327)	(1,448)	(486,282)	(32,500)	(51,000)	(742,635)	<b>(742,635)</b>	-
10/31/2016	832,648	482,253	34,792	141,555	42,354	11,791	21,950	3,820	-	-	47,541	186,523	(2,469)	(18,001)	91,299	145,708	(126,596)	<b>1,895,169</b>	<b>1,966,732</b>	<b>(71,562)</b>
<b>November</b>																				
<b>Receipts</b>																				
Taxes	45,800	33,000		6,120	3,080	560	4	4	3,520	3,160					23,600			118,848	<b>118,848</b>	-
transfers in/out	1,255	2,855							(3,520)	(3,160)	215		1,606	157				(592)	<b>(592)</b>	-
Replacement Taxes	-																	-	<b>-</b>	-
Shelters	-																	-	<b>-</b>	-
User Fees	-	9,005									2,425	-	9,196	-	-			20,626	<b>20,626</b>	-
Misc	593	500	-															1,093	<b>1,093</b>	-
Expenses	(47,060)	(60,917)		-	-	-	-	-	-	-	(3,832)	-	(33,875)	(523)	-	(1,800)	(51,000)	(199,007)	<b>(199,007)</b>	-
11/30/2016	833,236	466,696	34,792	147,675	45,434	12,351	21,954	3,824	-	-	46,349	186,523	(25,542)	(18,367)	114,899	143,908	(177,596)	<b>1,836,137</b>	<b>1,907,700</b>	<b>(71,562)</b>
<b>December</b>																				
<b>Receipts</b>																				
Taxes	-																	-	<b>-</b>	-
transfer in/out		-																-	<b>-</b>	-
Replacement Taxes	1,790																	1,790	<b>1,790</b>	-
Shelters																		-	<b>-</b>	-
User Fees		1,100									1,205	11,250	2,011	-				15,566	<b>15,566</b>	-
transfers	(616,000)		(150,000)	(128,123)								(55,000)		23,416		55,000	831,000	(39,707)	<b>(39,707)</b>	-
Bond Proceeds																480,000		480,000	<b>480,000</b>	-
Misc	17,560	-	150,000															167,560	<b>167,560</b>	-
Expenses	(53,828)	(251,568)		-	(33,283)	-	-	-	-	-	(2,758)	-	(38,367)	(1,618)	(81,869)	(163,812)	(51,000)	(678,103)	<b>(678,103)</b>	-
12/31/2016	182,758	216,228	34,792	19,552	12,151	12,351	21,954	3,824	-	-	44,796	142,773	(61,898)	3,431	33,030	515,096	602,404	<b>1,783,243</b>	<b>1,854,806</b>	<b>(71,562)</b>
change	(480,649)	24,128	(156,439)	(93,705)	(27,302)	(652)	100	(4,246)	(649)	(2,742)	9,538	(9,567)	(61,248)	3,431	6,664	(89,984)	602,404	(280,917)	(209,355)	<b>(71,562)</b>

To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: June 28, 2016

**Administrative Initiatives (6/1/16 – 6/30/16)**

- Attended weekly Department Head meetings as scheduled.
- Developed June Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Began Two Fore! Tuesday promotion.
- Continued work on PDRMA Loss Control Review Documentation project.
- Developed cart return signage for staging area.
- Continued to promote the reduced season pass prices through eblast marketing to increase sales.
- Increased use of Golfnow promotions for peak season rates. Averaging 8 to 10 additional tee times per day.
- Served as guest speaker for Genoa Area Chamber of Commerce Luncheon.
- Held a Susan G. Komen Rally for the Cure event with the Wednesday morning 9 hole ladies league. Great buy in and response from the nine hole ladies and guests.



- Moved 2 outings to later in the season due to the wetness of the golf course. Sycamore Singles and 3M.
- Help coordinate junior golf camp with Lisa Metcalf.

### **Administrative Initiatives (7/1/16 – 7/31/16)**

- Attend weekly Department Head meetings as scheduled.
- Attend all staff meetings as scheduled.
- Develop July Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information.
- Meet with Critical Success Factor groups, Putters and Clubbies.
- Continue to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Continue work on PDRMA Loss Control Review Documentation project.
- Place cart return signage for staging area.
- Continue to promote the Two Fore! Tuesday promotion through the website, B95 radio and eblast marketing.
- Continue to monitor use of Golfnow promotions for peak season rates. Adjust green fee prices to help fill up weaker times.
- Attend Healthy Cooking Workshop with Kish Health System.
- Attend First Aid Training Certification class at Sycamore Fire Department.
- Hold 7 large outings in July:
  1. Ski's All American Pub and Grill – July 9<sup>th</sup>
  2. Masatono Family Outing July 10<sup>th</sup>
  3. Alvin Wildenradt Junior Championship – July 12<sup>th</sup> and 13<sup>th</sup>

4. DeKalb Elks – July 17<sup>th</sup>
5. Genoa Area Chamber – July 19<sup>th</sup>
6. The Shriner's Scramble – July 22<sup>nd</sup>
7. DeKalb Marine Corp – July 23<sup>rd</sup>

- Take part in PDRMA visit for golf course review materials.
- Begin ½ price Season Pass prices for second half of the season.
- Meet with Sycamore and Burlington High School Golf coaches in preparation of the fall high school golf season.
- Develop entry forms for the Alvin Wildenradt Junior Championship and The Sycamore Club Championship.
- Finish redesign of the golf course website to make it more clean, more user friendly and capable of being viewed on mobile devices.

- Utilize VOIP phone for trial period. Before considering a cloud hosted system I have an opportunity to test a phone out for a period of time.
- Begin development of RFP for new phone system. Would like to get distributed by August 1.
- Work with Frontier on updating lines coming into the building in order to support a new phone system.
- Review donations and expenditures for Action 2020 fund to determine if transfer with DCCF is needed.
- Catering/special events/room rentals: 3 room rentals, 1 class, 7 golf outings, Wildenrad Golf Tournament

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: June 28, 2016

**Administrative Initiatives** (6/1/16-6/30/16)

**Golf**

- One year ago we were working on flood debris cleanup after a month of heavy rains and the course was closed. We have had a couple of strong storms but lately have been relatively dry and warm providing quality turf for the golf course.
- Staff has been busy keeping up with mowing and weed eating of the course during the past few weeks. They have also added new stone to cart paths, added new sand to several bunkers, pruned low hanging branches, sprayed turf for disease and weeds, fertilized key areas, planted annual flowers in several beds, cleaned out landscape beds, mulched and watered the newly planted trees.
- The irrigation system had two main pump motors repaired this month after both had worn out mechanical seals fail.
- The greens were aerified and sand top dressed on the 7<sup>th</sup> and 8<sup>th</sup> of June.
- Encap Environmental continues to monitor the success of seeding and planting of plugs along the banks of the river and creek thru the course. They will follow up with additional seeding if the initial plantings do not take.
- The landscape bed changes around the flagpole by the first tee is now completed. The old shrubs were removed and several new plants were

added with a mulch bed. Thanks to Terri Gibble for the design ideas and Steve, Armond, and staff for the installation.

- 18 trees were planted on the golf course as part of the tree planting replacement project on June 3<sup>rd</sup> and 6<sup>th</sup>, our staff added mulch and has been keeping the water bags consistently filled.
- I continue to work with vendors to price and order plant protectant products as we keep up with turf health thru the summer stress season.

### **Sports**

- We are in the heart of the busy baseball and softball season. Although a few days of rain outs have occurred, most leagues have been able to make those games and teams are now approaching their end of year tournaments.
- Spring AYSO soccer completed their season on June 18<sup>th</sup>. The fall season will begin at the beginning of August. Adult Sunday soccer will continue into October.
- Staff continues to prep fields daily for baseball and softball groups, paint field lines weekly for all sports, mow and trim fields frequently, make field and equipment repairs, and add new infield mix as time allows.
- I have been worked with Sycamore Youth Baseball as the replacement of the older batting cage by fields 1 and 2 is now complete. The old single run unit is now a double run cage made of poles and netting which was installed by Northern Illinois Fence. The complex now has a north and south batting cage option with 5 batting tunnels total.
- I have been working almost daily with the various user groups during this busy time to ensure clear communication for field prep needs and to eliminate field use conflicts.

- We are in the process of removing the red colored bleachers located at field #1 or the high school field. The Dekalb County Liners brought these with them when they updated the field several years ago, but the bleachers are made for indoors so the wood has begun to fail making them unsafe to support viewers. They were not well utilized either as they were set in the outfield while personal chairs were used close to the field. We will explore adding smaller metal bleacher much like those located at our other fields before next season.
- Storm Dayz softball will take place on June 24-26. 76 teams will once again play over 200 games in three days on 11 fields. Our staff will be present throughout the event to prep fields before the first games, then help with parking, garbage, concession and crowd assistance.

## **Parks**

- I attended staff, board, and Action 20/20 related committee and architect meetings.
- I participated in the Construction Management committee selection process and interviews.
- I have also attended user group meetings concerning fund raising for the future projects.
- Staff continues to keep up with mowing, weed eating, cleaning parks, pruning trees, checking/repairing play equipment, setting up the stage for concerts, emptying garbage, fixing light fixtures at parks, and watering the new trees.

- In preparation for our 2016 loss control review, I am working on the PDRMA risk management project which includes organizing staff training, developing inspection form folders, and obtaining safety equipment and signage for the district, and writing safety policies for all maintenance areas. The loss review for the golf course will be on July 13<sup>th</sup>, and for the parks on July 15<sup>th</sup>. After the review, we will have until early November to address topics that are deficient in order to increase our final score.
- The first PDRMA review for the pool was conducted on June 17<sup>th</sup>. Lisa and the pool staff did very well as did the mechanical portion of the review. We only have a few items to improve on before the beginning of November at the pool.
- For this PDRMA review, I continue to work on monthly checklists and reports for inspecting equipment, buildings, parks and grounds. We are also keeping records of all trainings staff is receiving. Audits of the playground structures at various parks continues as well. Several small repairs have been made to needed equipment.
- We have received the new playground equipment for Kiwanis Prairie Park by South Prairie School. We will have a certified company install the playground structure during the first couple weeks of July. Our staff will then begin to remove the older large structure at the park.
- The tree planting project is now complete. 139 trees of seven different species were planted at several parks and the golf course in six days all of which were hand dug and planted by Alaniz Landscaping. Our staff added mulch and has been watering the trees consistently. The trees will be reviewed next May and any not surviving will be replaced by the company. 23 trees were added to Ovitz Park alone with 13 different species used for that specific park.

- The pool has been running well and the water quality has been very good. The State of Illinois Dept. of Health conducted their inspection in early June and the pool passed in all areas.
- Working with Museum of Natural History and City of Sycamore as they are making a few minor room changes to the lower Discovery Center children's area. We are updating a couple of exit signs from the room as part of the project which includes display updates.
- Our first movie in the park went very well on June 3<sup>rd</sup>. Several staff worked the evening to help inflate the screen which is 28 feet high and 30 feet wide and to connect the sound system. Staff also stayed to help deflate and store the screen after the movie and put away all sound components. The next movie is July 1.
- We hosted the Kish Health System employee party in the park by the Lions Shelter on June 11<sup>th</sup>. I worked with hospital reps, the tent installation company, the carnival ride group, and waste management during set-up.

### **Administrative Initiatives** (7/1/16-7/31/16)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Staff will continue consistent mowing, cleaning, repairs, inspections of parks and fields. Will continue to water and monitor newly planted trees
- Golf course will continue consistent mowing, bunkers edges repaired and new sand added, tree stumps cut out and seeded. Watering and spraying of the turf for health will be a priority as we continue thru the hot summer.



- Will continue working on PDRMA risk management project and preparation for loss control review. After the review, will focus efforts to on deficient areas to improve rating before the end of the season.
- Complete procurement process of approved 2016 capital budget equipment items. Still need to purchase a turf seeder and small utility cart once they are produced from manufacturer. Will update equipment asset schedule.
- Communicate regularly with soccer and softball/baseball groups to discuss field needs and weather related field issues as the spring season closes out. We have field 1 being rented for several weekends this summer for high school aged travel teams.
- Begin to receive pricing for roof replacements on shelters near Good Tymes playground area, shelter by sports concession, and roof on soccer storage building for fall replacement.
- Complete removal of old playground at Kiwanis Prairie Park and reshaping of mulched play area.
- Work on future planning for staffing needs and supplies for when new Action 20/20 components are added.
- Will install newly ordered signs in several park playground areas displaying rules, safety info, and age appropriate use of equipment.

To: Board of Commissioners  
From: Lisa Metcalf & Sarah Elm Rex  
Subject: Monthly Report  
Date: June 28, 2016

**Administrative Initiatives (6/1/16 – 6/30/16)**

- Attended monthly board meeting.
- Attended weekly Department Head meetings as scheduled.
- Attended a webinar on Stress Management. – Lisa
- Led the June Green Drinks with guest speaker Dan Kenney from the DeKalb County Community Gardens. – Sarah
- Kicked off Summer Concert Series.
- Kicked off Movie in the Park Series.
- Participated in the Lost Control Review through PDRMA for the Recreation Department and Aquatics Department. – Lisa
- Participated in the guest DJ program on B95 Radio. – Sarah
- Attended the DeKalb Area Arts Council's Local Media Workshop. – Sarah
- Had Sycamore Fire Department come out to the pool for an in-service. – Lisa
- Attended park tour.
- Began fall brochure process.
- Attended the National Night Out June planning meeting.

- Attended Sycamore Leadership Academy monthly meeting. – Sarah
- Continued to develop management plans for the opening of the Community Center, Splashpad, Dog Park and Sled Hill

**Administrative Initiatives (7/1/16 – 7/31/16)**

- Will attend monthly board meeting.
- Will attend weekly Department Head meetings as scheduled.
- Will attend ACTION 2020 planning meeting.
- Will coordinate the final walk through for individuals involved with the Golf Course restoration project.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: June 28, 2016

**Administrative Initiatives** (6/1/16 – 6/30/16)

- Updated Agenda Planner for Staff/Board out two years.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
- Developed proposal for two new member agencies to join KSRA.
- Finalized recommendation for use of Construction Management for the CAMPUS project.
- Continued work on CAMPUS project development:
  - Community Center
  - Dog Park
  - Sled Hill
  - Splashpad
- Supervised Asbestos Mitigation and Demolition of Carls Farm Buildings.
- Presented to Board the findings of the PHASE I ESA for possible trail easement.
- Continued coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.
- Completed first phase of the PDRMA Loss Control Review.

- Finalized the Trail Documents for the ITEP Grant.
- Worked with Jeff Donahoe on siting of trees and walks at Dr. John Ovitz Park.
- Continued contacting potential donors for Leaf a Legacy.
- Put out sidewalk bids for Dr. John Ovitz Park and Chief Black Partridge Park.
- Completed annexation process for two Airport Road properties.
- Coordinated submittal review of CM Firms, and coordinated interviews of three finalists.
- Presented to Sycamore Chamber Leadership Academy.
- Raised money for Leaf a Legacy.
- Conducted KSRA E.D.'s Evaluation.
- Met with local medical service providers regarding future partnerships.
- Planned and Carried Out the Rotary Annual Golf Outing.

#### **Administrative Initiatives** (7/1/16 – 7/31/16)

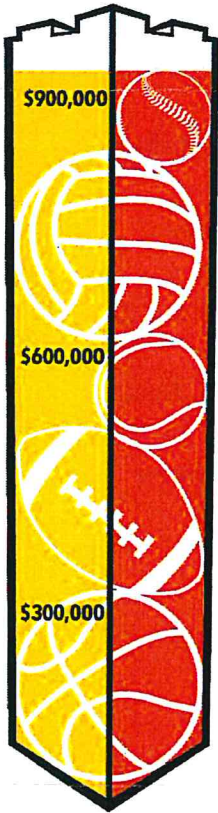
- Finalize an updating of IMAGE Guidelines with Sarah Rex.
- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Work on Fundraising and Leaf a Legacy.

- Attend PDRMA Training.
- Coordinate meetings with staff, Construction Manager, Citizen Committees, and Farnsworth Group.
- Work with the Fundraising Committee.
- Put Concrete Work Out to Bid.
- Seek out quotes for ADA Pool Work.
- Meet with DCCF regarding Grant Opportunities, the Watershed Grant, and the Management of the Action 2020 Fund.
- Finalize Final proposal to NIU Department of Kinesiology and P.E. for future affiliations.
- Continue work on the PDRMA Loss Control Review materials.
- Hold Teambuilding meetings with various groups of staff as part of the long-range management planning process.
- Begin work on details related to the Golf Course Irrigation Professional Services RFP.
- Develop Final Plan for Action 2020 Bond Issues.



GAVE \$1,000

## MILLION DOLLAR GOAL



On Friday, September 16 we will be celebrating the 17<sup>th</sup> Annual **FIRST NATIONAL CHALLENGE**, which coincides with the DeKalb vs. Sycamore High School football game at the Northern Illinois University Stadium. The **Challenge** was created to increase attendance at athletic events, raise funds and enhance awareness of local Sports Boosters organizations. Local businesses, organizations, and individuals are "**Challenged**" to help raise funds that will help support athletic programs grades 6 through 12 with net proceeds distributed equally to both booster organizations.

In an effort to build a strong foundation for our future student athletes, we are asking you to be one of our Challenge Sponsors. As a **Challenge** sponsor and community leader, your contribution will help with student scholarships, purchasing uniforms, equipment and will give our student athletes the tools they need to succeed.

Over the past 16 years, \$970,000 has been raised for DeKalb and Sycamore athletics! We would love to hit the \$1,000,000 mark for the community! To reach the million dollar goal, **we need your support!** To receive sponsor benefits, a minimum \$500 donation is required. To ensure your proper recognition, please fill out the enclosed response form with your contribution by **Monday, July 25**. If unable to return the form by this date, please call Gary Evans at 815-754-5131 or email [garyevans@fnni.com](mailto:garyevans@fnni.com) to confirm your sponsorship for this year.

To learn more about the First National Challenge community event and fundraiser, please visit [fnbil.com/Challenge.com](http://fnbil.com/Challenge.com)

**Go Barbs!**

**Go Spartans!**

Sincerely,

Gary Evans  
Challenge Co-Chair

Bridget Carlson  
Challenge Co-Chair

Chauncey Carrick  
Sycamore A.D.

Nic Kearfott  
DeKalb A.D.



## FIRST NATIONAL CHALLENGE SPONSORSHIP BENEFITS

### September 16, 2016 DeKalb vs. Sycamore Football Game at NIU Huskie Stadium:

#### **\$500 donation:**

- A representative from each Corporate Sponsor will have the opportunity to be individually recognized at the NIU Huskie Stadium on the field prior to the varsity game
- Corporate Sponsors names will be scrolled on the message board throughout the evening
- Corporate Sponsors name is listed with media publications
- Corporate Sponsors will be listed on the banners displayed at the tailgate area and on a banner at the entrance to the game
- Banners from the game will be displayed at each of the high school football fields and gymnasiums for the remainder of the school year. (At each schools' discretion)
- Corporate Sponsors name will be listed in game program distributed the night of the game

#### **\$1,000 donation**

- All of the above, plus a parking pass
- 2 tailgate tickets (includes meal and game admission)
- Entrance into the Yordon Center viewing deck

### January 27, 2017 DeKalb vs. Sycamore Basketball Game at NIU Convocation Center

#### **\$500 donation from fall also gets you:**

- Corporate Sponsors name is listed in media publications
- Corporate Sponsors name will be listed in game program distributed night of the game. Over 4,000 attended the 2015 game
- A representative from each Corporate Sponsor will have the opportunity to be individually recognized at the NIU Convocation Center on the court
- All Corporate Sponsors names will be scrolled on the message scoreboard throughout the evening

#### **\$1,000 donation from fall also gets you:**

- Parking pass
- (2) courtside seats at the Convo Center (includes admission to the game)





May 31, 2016

Executive Director, Dan Gibble  
 Sycamore Park District  
 940 East State Street  
 Sycamore, IL 60178

Dear Dan;

On behalf of the DeKalb County Economic Development Corporation, we thank you for 2016 contribution to our organization in the amount of \$750.00. We sincerely appreciate your leadership and financial support.

The recent certification of the DeKalb County Enterprise Zone by the State of Illinois provides another compelling reason new companies to locate and conduct their business in DeKalb and for existing companies to maintain and expand operations in the city. Staff leadership and assistance with Enterprise Zone boundaries and document review was crucial. We greatly appreciate DeKalb City Council approval of the Designating Ordinance and Intergovernmental Agreement.

We hope that you will call upon DCEDC whenever you have questions or require assistance. We can be reached at 815-895-2711. Please remember that our website and social media channels are also a great resource for news and information about the City of DeKalb and DeKalb County. Feel free to visit [www.dcedc.org](http://www.dcedc.org) and follow us on Facebook, Twitter and LinkedIn. If you require assistance logging into our website, please contact us at [hoyle@dcedc.org](mailto:hoyle@dcedc.org).

We wish you much success and prosperity in 2016! Again, thank you for your support.

A handwritten signature in black ink that reads "Paul".

Paul J. Borek  
 Executive Director

*We appreciate your  
 generous contribution,  
 Dan!*

DeKalb County EDC  
 421 N. California Street, Ste. 200, Building 1B  
 Sycamore, IL 60178  
 815-895-2711 (phone) • 815-895-8713 (fax)  
[dcedc.org](http://dcedc.org)

bottom line period

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: June 28, 2016

**STAFF RECOMMENDATION**

**AGENDA ITEM: SYCAMORE PARK DISTRICT ANNUAL BOARD MEETING AND ELECTION OF OFFICERS**

**BACKGROUND INFORMATION:** Since both President At this month's board meeting, we will hold the "Annual Meeting". This meeting is mandated by Park District Code, and is intended to elect and appoint key positions for the oversight and management of the park district. At this meeting we should elect/appoint:

- President - Elect*
- Vice President – Elect*
- Treasurer - Elect*
- Secretary – Appoint*
- Legal Services - Appoint*
- Audit Services - Appoint*
- IAPD Legislative Contact – Appoint*
- Board Member IAPD Delegate to State Conference - Appoint*
- Freedom of Information Officers - Appoint*
- Open Meeting Act Official - Appoint*
- ADA Coordinator – Appoint*
- Plan Commission Representative -- Appoint*

Therefore, it will be necessary to go through a few steps as part of the annual meeting:

1. President Calls the Annual Meeting to Order.
2. President Turns the meeting over to Dan Gible—the Secretary—to conduct the business of nominations and election of the President of the Board for May 2015 through April 2016.
3. Secretary calls for nominations from the floor for Board President.
4. Names are accepted.
5. Secretary asks for a motion to close the nominations, and a second.
6. Take a vote to close nominations.
7. Secretary asks for roll call vote for the candidate(s).
8. Recording Secretary calls the roll.
9. The Secretary will turn the meeting over to that person elected as President to preside over the remaining votes and appointments.
10. The VP and Treasurer elections should be separate votes.

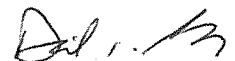
11. Repeat the Nomination and Motion Process, along with Roll Call Vote for VP and Treasurer positions. I recommend Jackie Hienbuecher as Treasurer.
12. President can handle all the appointments, at once, and have a single vote for that, or separate them, whichever they wish. Staff would recommend the following:
  - a. Secretary: Daniel Gible  
Recording Secretary: Jeanette Freeman
  - b. Legal Services: Ancel Glink
  - c. Audit Services: Lauterbach & Amen, LLP
  - d. IAPD Legislative Contact: Board Member to be suggested.
  - e. Board Member Delegate to State Conference: Board Member to be suggested.
  - f. FOIA Officers: Daniel Gible, Kirk Lundbeck
  - g. Open Meetings Act Official: Board President and Vice President
  - h. ADA Coordinator: Bart Desch, Kirk Lundbeck
  - i. Plan Commission Representative: Michelle Schulz
13. Close the "Annual Meeting".

**FISCAL IMPACT:** No additional cost over prior years.

**STAFF RECOMMENDATION:** Carry out the elections and appointments as outline in the "Background Information" section.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

### STAFF RECOMMENDATION

#### **AGENDA ITEM: Second Presentation INTRODUCTION to INVESTMENT OPTIONS: Recommend Discussion**

**BACKGROUND INFORMATION:** As we come closer to making our first, big “dive” into the SEVEN MAJOR PROJECTS OF ACTION 2020 there will be two major factors we will have to manage other than the construction of those projects:

- The Bonds and their issuance/payment/retirement.
- The Cash-On-Hand in its peaks and valleys.

Generally speaking:

- A. We issue bonds and a lot of cash comes in at once.
- B. We spend money on the ACTION 2020 Projects over time—not all at once.
- C. THEREFORE, there are times where a lot of money is on hand and times where cash will be lean as we make payments.

To manage these conditions to the advantage of our budget and on behalf of our taxpayers, it behooves us to maximize earnings on any cash to contribute to accomplishing the Critical Success Factors of Action 2020.

The result:

1. We use Bond Counsel for the issuance of bonds: Speer Financial
2. We should be using Investment Counsel to maximize earnings in the three to five year period where more cash will be flowing than in normal operating years.

Previously you have heard a presentation from PFM. They are a highly recommended Investment Counsel for Park Districts and Forest Preserve Districts in Illinois as they understand:

- The limitations of the tools and instruments we can use to earn interest on cash.
- The investment market and have built a strong relationship with banks and other investors who are looking to hold our funds in a way that maximizes our earnings.
- The time it takes to do this—which our staff do not have.

- The reporting/paperwork requirements that are more extensive than our staff can address or handle.

Today we will hear from another firm. This one is American Deposit Management based in Wisconsin, and recommended by our Investment Firm—Speer Financial. Jacob Stark will be on hand to talk about their investment SCENARIO to give you an idea of the potential we have to earn stronger interest in this cash-flow period we will experience between now and 2020.

Please ask questions.

We are not asking you to commit to this at this meeting. We will have some discussion, later, about timelines for these matters before finalizing our approach and selecting a strategy.

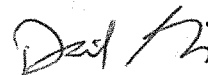
We hope this will make you more comfortable with it.

Staff will come back to you with recommendations at the July or August meeting.

**FISCAL IMPACT:** This can be the difference between earning about 20,000 a year by investing in a simpler, but lower interest market and professionally managing to generate \$60,000 to \$70,000 a year. \$50,000 more a year for us to work with is worth making a commitment to for professional services.

**STAFF RECOMMENDATION:** Recommend discussion.

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



**BOARD ACTION:**

## SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: June 28, 2016**

### **STAFF RECOMMENDATION**

#### **AGENDA ITEM: MODIFICATION OF SYCAMORE PARK DISTRICT IMPACT FEE EQUATION: Recommend Approval**

#### **BACKGROUND INFORMATION:**

Since this matter was tabled last meeting, most of this email is a repeat:

The City of Sycamore is in the process of reviewing the appropriateness of all impact fee equations. As part of this the Sycamore Park District was asked to re-evaluate the value of an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries.

Impact fees are collected in lieu of the provision of parks and recreation space by a builder/developer. Therefore, when park and recreation space are not provided by the builder/developer they pay the impact fee, and the park district must use it for park land acquisition and development to serve the additional residents created by the addition of that developer/builder's home.

Two real estate appraisers, Jeff Jacobson and Lee Ovington, were engaged to provide said updated land valuations. In addition, the Mayor's Ad Hoc Committee on Impact Fees recommended that land valuations be weighted over three time periods, with 15% of the valuation being as of 12/31/09, 35% of the valuation being as of 12/31/12, and 50% being as of 12/31/15. See the attached memo dated 5/19/16 for more detailed information.

The reason for this modification from the proposed/approved version at last month's meeting is that the prior equation discounted the value of land, rather than looking at the quality of the land we have and acquire. There was a factor of 50% reduction in the appraised value of the land. However, that perspective de-values the appraisers' assessment of true land cost, and the park district must pay what land is selling for. On the other hand, the new equation presented in Ted's most recent equation (see the 5/19/16 memo attached) takes the reduction on the type of acreage we buy.

**FISCAL IMPACT:** The current impact fee of \$749/resident would go down in either scenario.

**STAFF RECOMMENDATION:** Accept the modified approach outlined in in Ted Strack's memo dated 5/19/2016, and attached hereto. The fee impact fee until the next appraisals in three (3) years would be \$524/resident.

**PREPARED BY:** Ted Strack, Board President  
Daniel Gibble, Executive Director



**BOARD ACTION:**

# Memorandum

Date: May 19, 2016

To: Sycamore Park District Board of Commissioners

From: Ted Strack

Subject: Revisions to Park District Impact Fee Analysis

Several months ago Mayor Ken Mundy convened an ad-hoc committee to review the current impact fee formulas for the City of Sycamore, Sycamore Library, Sycamore School District, and Sycamore Park District. These meetings lead to a decision to reevaluate the property valuations included in the Sycamore Park District's and Sycamore School District's impact fee formulas. With some basic direction from the ad-hoc committee representatives from the Sycamore Park District, Sycamore School District, DeKalb County Builders Association, and Illinois Association of Realtors met to discuss the specifics of how to reevaluate these property valuations.

A consensus was reached that two appraisers (Jeff Jacobson and Lee Ovington) would be engaged to provide property valuations for an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries of Sycamore (see attached e-mail dated 12/31/15). The appraisals would include valuation time points for each type of land of 12/31/09, 12/31/12, and 12/31/15. The group agreed that these three valuation time points would be averaged with a weighting of 15% for the 12/31/09 valuation, a weighting of 35% for the 12/31/12 valuation, and a weighting of 50% for the 12/31/15 valuation.

Ovington's valuation of an acre of fully improved land for 12/31/09 was \$163,000, for 12/31/12 was \$80,000, and for 12/31/15 was \$113,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$119,000, for 12/31/12 was \$87,000, and for 12/31/15 was \$83,000. This results in simple averages of \$141,000 for 12/31/09  $((\$163,000 + \$119,000) / 2)$ , of \$83,500 for 12/31/12  $((\$80,000 + \$87,000) / 2)$ , and of \$98,000 for 12/31/15  $((\$113,000 + \$83,000) / 2)$ . The resulting weighted average value for an acre of fully improved land is \$99,375  $((\$141,000 \times 15\%) + (\$83,500 \times 35\%) + (\$98,000 \times 50\%))$ .

Ovington's valuation of an acre of unimproved land for 12/31/09 was \$22,000, for 12/31/12 was \$16,000, and for 12/31/15 was \$25,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$18,000, for 12/31/12 was \$17,000, and for 12/31/15 was \$14,000. This results in simple averages of \$20,000 for 12/31/09  $((\$22,000 + \$18,000) / 2)$ , of \$16,500 for 12/31/12  $((\$16,000 + \$17,000) / 2)$ , and of \$19,500 for



12/31/15  $((\$25,000 + \$14,000) / 2)$ . The resulting weighted average value for an acre of unimproved land is \$18,525  $((\$20,000 \times 15\%) + (\$16,500 \times 35\%) + (\$19,500 \times 50\%))$ .

The current impact fee formula tries to mirror historical park land levels over the past forty to fifty years. More recently these historical park land levels in the City of Sycamore have been increasing. At the present time the impact fee formula includes 3.25 acres of neighborhood park land per thousand residents and 21.75 acres of community park land per thousand residents.

Much of the Park District's Community Park land is designated as flood plain (roughly 50%). As such the Park District has limited capacity for programming this space. No improvements can be made on flood plain acres that would deter water flow in any manner. About the only improvement that is allowed on the flood plain acres is roadways and/or trails ways. The growth in development in Sycamore has created larger volumes of storm water for which this floodplain helps mitigate that development impact. Going forward, it is the Park District's desire to add non-flood plain acres to community park land. To account for this in the impact fee formula, the number of acres of community space is reduced by a factor of 50%.

All of this equates to a Sycamore Park District impact fee factor of \$524.43 per resident  $((3.25 \text{ acres of neighborhood park space} \times \$99,375 \text{ per acre of fully improved land}) + (21.75 \text{ acres of community park space} \times \$18,525 \text{ per acre of unimproved land} \times 50\% \text{ to account for flood plain acres}) / 1,000 \text{ residents})$ . This is a reduction from the current impact fee factor of \$749 per resident.

The City of Sycamore tracks and maintains information regarding the number of residents per housing type. I recommend that we rely on the City of Sycamore to define this portion of the impact fee formula.

**SYCAMORE PARK DISTRICT  
Board of Commissioners**

**Date of Board Meeting: June 28, 2016**

**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.

**FISCAL IMPACT:** NONE.

**STAFF RECOMMENDATION:** Based upon your preferences:

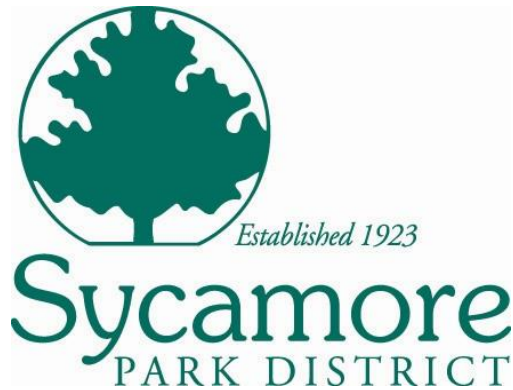
- A. Adopt as is, OR
- B. Make revisions today and adopt.
- C. Defer adoption to next month, but discuss changes this month.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



## **Board of Commissioners By-Laws**

### **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/by-laws contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and

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

## **VI. FISCAL YEAR AND ANNUAL MEETING**

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

## **VII. PREPARATION OF MANUALS AND HANDBOOKS**

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

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. It shall otherwise seek ways to manage the “succession” of the Executive Director, should the position be vacated.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve ways and means whereby same may be achieved and efficiently administered.
- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.

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

### **C. STANDARDS OF CONDUCT FOR BOARD MEMBERS**

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

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

### **D. OFFICERS OF THE BOARD**

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

- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his

own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law. The duty of Board spokesperson shall fall solely to the Board President, unless they are unreachable, at which time the Executive Director may contact the Board Vice President.

- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law; to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.
- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

#### **E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL**

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

## **F. VACANCIES OF THE BOARD**

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

## **G. RECOGNITION OF SERVICE**

Recognizing that service as a Commissioner is voluntary, the Sycamore Park District will allow for Commissioners to receive the same "Miscellaneous Benefits" (see Personnel Policy 4-15) as a full-time employee.

## **X. MEETINGS**

### **A. DAY AND LOCATION OF REGULAR MEETING**

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

### **B. SPECIAL MEETINGS**

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

### **C. QUORUM**

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



**D. AGENDA**

The agenda shall follow substantially the following form:

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

**E. ROBERT'S RULES OF ORDER**

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

**F. VOTING**

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

**G. PUBLIC MEETING LAW**

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

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

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

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

## **H. NOTICE OF MEETINGS**

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

notice of the change must be published in a newspaper of general circulation which services the residents of the District.

#### **I. PUBLIC MEETING LAW - Notice of Meetings**

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

#### **J. RECORD RETENTION POLICY**

It is the policy of the Sycamore Park District to retain and dispose of public records in accordance with the Illinois Local Records Act, 50 ILCS 205/1 et seq. and the regulations prescribed in the Illinois Administrative Code at 44 Ill. Admin. Code C/I-4000.

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

The District will maintain procedures that comply with the Illinois Local Records Act and the Illinois Administrative Code regarding the retention and destruction of records.

Revised 9/2013

Reviewed 6/2014

Reviewed 6/2015

Revised 8/25/2015

Revised 10/27/2015

Reviewed 6/28/2016

## **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 28, 2016

## STAFF RECOMMENDATION

**AGENDA ITEM: QUARTERLY 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	2016	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					
PC Replacement/Upgrades	\$7,200	\$1,754		\$5,446		December
Web Design (carry over from 2015)		\$1,199				completed
Server (carry over from 2015 \$20,000)		\$8,886				completed
Phone System	\$27,000			\$27,000		September
Grill/Oven	\$4,000		\$4,117		-\$117	completed
Ice Machine	\$5,500			\$5,500		postpone
Beer Cooler	\$2,400		\$2,399		\$1	completed
Front Deck Mounted Mower	\$15,000		\$13,582		\$1,418	completed
Workhorse	\$8,000			\$8,000		July
Workman Utility Cart	\$22,000		\$21,811		\$189	completed
Turf Rollers	\$4,200		\$4,159		\$41	completed
Mig Welder	\$4,000		\$3,983		\$17	completed
Golf Carts (10)	\$30,000		\$26,400		\$3,600	completed
Slit Seeder	\$17,500			\$17,500		July
Bank/Trim Mower	\$31,500		\$30,897		\$603	completed
Pool Furnace for Mechanical Room	\$3,500		\$2,700		\$800	completed
Pool DE Feeder	\$6,800		\$6,771		\$29	completed
Watershed Project	\$42,900	\$26,755		\$16,145		September
Shelter Roofs	\$8,500			\$8,500		July/Aug.
Emil Cassier/Merry Oaks - Encap	\$16,403	\$9,843		\$6,561		July
Parkside Preserves (Plugs) - Encap	\$10,475			\$10,475		July
Chief Black Partridge (Plugs) - Encap	\$3,800			\$3,800		July
Electronic Sign	\$20,000			\$20,000		August - partial
Ovitz Park - Walkways & Trees	\$25,000			\$25,000		October
Kiwanis Prairie Park Playground	\$30,000			\$30,000		August
Tree Replacement Program	\$45,000		\$42,740		\$2,260	completed
	\$420,678	\$48,436	\$159,559	\$183,927	\$8,841	

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

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

## 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.

The board receives 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, several years ago, to “phase” the release of Executive Session Minutes, by year, since this had not been previously done. Therefore, at this time it is recommended to release the following minutes:

**From the year 2014 Executive Session Minutes release only July 22, 2014**

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **from the year 2014 Executive Session Minutes release only July 22, 2014, 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 28, 2016

## STAFF RECOMMENDATION

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

**BACKGROUND INFORMATION:** Public entities are required to adopt prevailing wage ordinances every June. Usually included are the wage rates established by the Illinois Department of Labor in June of the current year. However, IDOL has not adopted new wage rates since July 2015 and there is no indication as to whether or not they will be establishing any this month. Regardless of whether the IDOL adopts rates or not, the District is required to pass the ordinance. The attorneys have included language in the ordinance which uses the rates in effect when the ordinance is adopted, and then allows to append any new rates that the IDOL may adopt after passage of the ordinance without further action on the part of the board. By July 15<sup>th</sup>, 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 03-2016.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## ORDINANCE NO. 03-2016

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") which are in effect on June 1, 2016. If the Department adopts different rates after June 1, 2016 during the month of June, 2016, a copy of that determination will be appended and incorporated herein by reference when it is available from the Department. 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 15<sup>th</sup>, 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 \_\_\_\_\_, 2016.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
PRESIDENT  
SYCAMORE PARK DISTRICT

ATTEST

\_\_\_\_\_  
SECRETARY

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 6:00 p.m. on the 28<sup>th</sup> day of June, 2016.

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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
SECRETARY  
SYCAMORE PARK DISTRICT

[SEAL]



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

## STAFF RECOMMENDATION

**AGENDA ITEM: SALE OF SURPLUS EQUIPMENT:** Ordinance No. 04-2016: Authorization to Conduct a Public Sale

**BACKGROUND INFORMATION:** Occasionally, the District accumulates surplus equipment and material. Normally this is a result of the planned replacement of equipment where trade-in is not practical. The Board must authorize the public sale of this surplus equipment. Attached is a list of equipment that has been identified as surplus inventory due to the closure of our community center. Much of it will be outdated/obsolete by the time we open our new community center, and no longer needed for the District's operations.

An ordinance is required in order to authorize staff to dispose of these items at auction or by other legal means designated in the ordinance. Just because the items are on the list does not mean they will all be disposed of, HOWEVER, if they are not on the list we will not have that liberty.

**FISCAL IMPACT:** The proceeds of the sale of these items will go to the Sycamore Park District Corporate/General Fund.

**STAFF RECOMMENDATION:** The staff recommends the Board approve Ordinance No. 04-2016 and authorize the staff to proceed with the sale of surplus equipment and material identified in this recommendation.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

**SYCAMORE PARK DISTRICT  
ORDINANCE NO. 04-2016  
AN ORDINANCE FOR SALE OF  
SURPLUS PROPERTY**

**WHEREAS**, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, **AND**

**WHEREAS, NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

  X   Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

  X   Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

  X   Advertise and sell the items listed in this ordinance on E-Bay or similar public access websites.

Any items junked are to be offered to a recycler before being disposed of.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

**next page**

**page 2**  
**Sycamore Park District**  
**Ordinance 04-2016**

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

SYCAMORE PARK DISTRICT, an Illinois  
Municipal Corporation

By: \_\_\_\_\_

It's President

ATTEST:

\_\_\_\_\_  
Secretary

### Maintenance Department Surplus Equipment List

- Honda ATV four wheeler – 2006
- Toro 216 bank mower – 1992
- Ryan GA30 turf aerator – 1984
- Toro 300 triplex roller – 1986
- Dodge pickup truck – 1985
- International end loader/backhoe tractor– 1985
- 2 – Texas Hunter fish feeders - 2007
- Jacobsen lift ram pull behind gang mowers – 1985
- Large 3 door beer cooler – 2002
- Flat Burner Grill and table – 1996
- Deep Fryer – 2010
- 2 burner hot plate – 2003
- Iron patio tables (8) and chairs (23) – pre 1999
- All computer hardware, monitors, cords, printers, speakers, keyboards, mice, and cpu's out of service for more than one year due to malfunction our outdated capabilities.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: June 28, 2016

### STAFF RECOMMENDATION

#### AGENDA ITEM: ERGONOMICS POLICY: Recommended Approval

**BACKGROUND INFORMATION:** As we continue to work on the Loss Control Review (LCR) for PDRMA, we are finding new policies and procedures that need to be put into place. The Ergonomic Policy is one of the policies that PDRMA will score us on during the LCR.

The policy provides a framework for ongoing identification, assessment, implementation and monitoring of injury prevention solutions that are designed to reduce lifting, twisting and turning, pushing and pulling, bending and stooping, and repetitive motion risk factors that are associated with park and recreation job functions. Our next step will be to conduct ergonomic job task assessments to identify any potential ergonomic injury hazards and implement measures to prevent future injury.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** Recommend approval of Ergonomics Policy

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## **Sycamore Park District Ergonomics Policy**

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for Sycamore Park District staff. It is the policy of the Sycamore Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Sycamore Park District adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training.

This policy applies to all full-time, part-time, and seasonal employees in all departments at the Sycamore Park District.

***Notice of Ergonomic Policy Receipt***

The Sycamore Park District establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established Ergonomic Policy.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Ergonomics Policy and Training Guide

### What is Ergonomics?

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. The goal of effective ergonomics is to reduce or eliminate illness and injury risks, improve productivity, and increase morale. This guide helps you to assess your agency's work tasks and associated risk factors and to identify solutions to reduce those risks.

### What are Ergonomic Risk Factors?

Job responsibilities often require employees to do activities that create the risk of either an immediate injury or a repetitive pattern of activity that can stress or strain the body over time, eventually causing significant injury. Common ergonomic risk factors are repetitive, forceful, or prolonged exertions; repetitive use of the hands; frequent and/or heavy lifting; pushing, pulling, or carrying heavy objects; and prolonged and/or awkward postures. Vibration, and excessive cold or heat, may increase the risk of these activities.

Working conditions within park and recreation departments are varied and unique and include multiple risk factors more likely to cause excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves, leading to injury. Whether performing parks maintenance activities or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors. The employee's ability to meet the physical demands of the job may also contribute to an increased risk of injury. Generally, injuries negatively impact the work morale of the injured employee and his sense of well-being and worth. In addition, there are financial costs to both the employee and the agency. More importantly, injuries can inhibit an injured employee's ability to enjoy time with family and friends, engage in an active lifestyle, or even diminish quality of life.

Through employee education and by implementing some simple and practical ergonomic principles, PDRMA members can reduce or eliminate ergonomic-related injuries, decrease costs for their agencies and all PDRMA members, and improve the health and morale of employees, both on and off the job.

### Which Ergonomic Risk Factors Account for Most On-the-Job Injuries?

The Occupational Safety and Health Administration (OSHA) identifies the following five ergonomic risk factors as ones that can result in both on-the-job and off-the-job injuries:

1. **Forceful exertions:** Lifting, pinching, grasping, pushing, pulling, and carrying.
2. **Postures:** Awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

3. **Contact stress:** Leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.
4. **Repetition:** Performing the same motion, or series of motions, over and over.
5. **Vibration:** Use of tools that vibrate, such as a jackhammer.

These risks can affect the safety of your employees both on and off the job. By implementing one or more of the strategies presented in this guide, your agency can decrease those risks by creating a safer work environment and encouraging employees to always work with their personal safety and health in mind.

### **What are the Goals of an Ergonomic Policy?**

- Identify workplace hazards.
- Reduce or eliminate workplace hazards.
- Increase productivity.
- Improve morale.
- Lower costs by reducing injuries and worker's compensation claims.
- Improve employee retention.
- Identify training needs.
- Implement effective supervisor- and employee-injury-prevention training programs.

### **How Should an Agency Identify Workplace Ergonomic Hazards?**

1. **Review losses:** Contact your PDRMA Risk Management Consultant for your agency's loss history and current losses, or download the loss information from PDRMA's Web site. Use the Employee Injury Analysis Checklist (Appendix A) to help analyze loss history and identify injury-exposure concerns.
2. **Identify a task:** Identify tasks that currently or historically have caused or contributed to employee injuries. Schedule time to formally observe these problematic tasks and complete an ergonomic-risk checklist. Use Appendix B – General Ergonomic Risk Assessment Checklist.
3. **Determine solutions:** Use the General Ergonomic Risk Solution Guide (Appendix C) to assist in developing solutions.
4. **Develop an action plan:** Develop an action plan identifying work tasks that need immediate attention, set goals to prioritize the problem tasks identified, assign a team leader to be responsible for coordinating your plan, and establish implementation steps and target completion date(s) for activities or programs. Use Appendix D – Action Plan.
5. **Evaluate progress:** Schedule time for your staff to implement your action plan and monitor progress. Agency supervisors can use the Action Plan – Evaluate Progress (Appendix D).



## What are the Types of Ergonomic Solutions?

Ergonomic solutions decrease stress on the human body and the employees that perform the task. Since there are usually many options for getting a particular task done, it requires a team approach including employees, supervisors, and the administration to choose the best ergonomic solution for each high-risk task identified.

1. **Administrative solutions** – These include changing work practices or the way work is organized. Management must monitor work practices and gather employee feedback to ensure effectiveness. Look at how different employees perform the same tasks and then consider the following solutions:

- a. **Find solutions through contractors.**

For especially hazardous job tasks, consider contracting them to an outside vendor. This transfers the risk of injury to the contractor who has highly trained employees and special equipment to perform these tasks. Contractors can limit exposure to lifting and material handling stress to agency operations such as tree removal and brush trimming by changing transportation or delivery locations, or to reducing the size of a delivery.

- b. **Provide variety in jobs.**

Use job rotation and/or increase job responsibilities to provide more task variety. To be effective, change jobs and tasks so they differ in the:

- i. Muscles or body parts used.
      - ii. Working postures.
      - iii. Amount of repetition.
      - iv. Pace of work.
      - v. Amount of physical exertion required.
      - vi. Visual and mental demands.
      - vii. Environmental conditions.

- c. **Adjust work schedules and work pace.**

Gradually introduce new employees to the physical demands of strenuous or repetitive work tasks and include those returning from long absences back to a normal work pace and workload. Job rotation is an effective way to use different muscles, body parts, or postures.

- d. **Provide recovery time.**

Recovery periods (i.e., muscle relaxation periods) can help prevent muscle fatigue and injury. Several short breaks can reduce the frequency and duration of physically demanding activities. Ask employees for ideas about the best rotation or break schedules. Their suggestions can help reduce the negative physical impact of strenuous work tasks while maintaining a productive work schedule.

- e. Modify work practices.**
- i. Pay close attention to how employees do the work. Encourage them to be comfortable, change positions, and stretch during work periods. Supervisors should use positive reinforcement or employee counseling to redirect employees not following established safe work practices. The body is stronger, more efficient, and less prone to injury when it is in midrange postures and within the area that is above the knees, below the shoulders, and close to the body – the power zone.
  - ii. Midrange postures do not require bending the joints of the neck, back, legs, arms, and wrists to extreme positions. The power zone reflects the area where workers have the greatest power to perform heavier work tasks with less bending, stooping, or reaching.
  - iii. Administrative solutions can help reduce workers' exposure to risk factors by limiting the amount of time on "problem jobs" that are shown to cause employee injuries. The most effective way to eliminate problem jobs is to change them. Do this by implementing the right engineering solutions, outlined below, and modifying work practices.
2. **Engineering solutions** – These include rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations, packaging, parts, processes, products, or materials. Minimize the need for administrative controls and personal protective equipment to reduce potential employee injury.
- a. Research equipment catalogs, call vendors, or ask other districts for additional assistance and options. (Ask if vendors can package products in smaller loads or provide other options/products.)
  - b. Purchase assistive devices to decrease loads on the body (lift and trailer gates, mechanical lifts, hand-trucks, carts, lifts, scissor tables, skid loaders, hi-lifts and hundreds of related devices that can reduce the strain on the human body).
  - c. Consult with PDRMA or one of PDRMA's ergonomic experts for insight into improvements, costs, and potential value.
3. **Training** – Training alone is not an ergonomic solution. Combine it with workplace changes, train employees, and include hands-on practice with new tools, equipment, or work practices to ensure employees have the skills to work safely. Interactive training is most effective because it keeps the employee engaged. Be sure to:
- a. Provide hands-on practice when introducing new tools, equipment, or procedures.
  - b. Use several types of visual aids (e.g., pictures, charts, videos) showing actual tasks in agency work areas.
  - c. Hold small-group discussions and problem-solving sessions.

- d. Give employees ample opportunity for questions.
- e. Ask veteran employees what solutions they have learned over the years to reduce ergonomic exposures.

*References:*

*Zin Cheung, et. al. Ergonomic Guidelines for Manual Material Handling. DHHS (NIOSH) Publication No. 2007-13. California Department of Industrial Relations, 2007. Web. 27 April 2011.*

*Accelerated Rehabilitation Centers, Diane Newquist and Mark Bell, [www.acceleratedrehab.com](http://www.acceleratedrehab.com), 2011.*

## Appendix A Employee Injury Analysis Checklist

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

This loss-analysis checklist uses agency-specific injury experience to guide supervisors in identifying tasks currently causing injuries or that could cause injuries.

REVIEW LOSSES	Y	N
Are injuries occurring in a specific department? Comment:		
Are injuries occurring while performing a specific task? Comment:		
Are multiple people injured performing the same task? Comment:		
Are one or several employees sustaining multiple injuries? Comment:		
What were the employees doing when injury occurred?		
1. Lifting		
2. Lifting and twisting		
3. Pushing		
4. Pulling		
5. Climbing on/off equipment, vehicles or ladders		
6. Walking		
7. Working in awkward postures		
Comments:		

## APPENDIX B

### GENERAL ERGONOMIC RISK FACTORS AND ASSESSMENT CHECKLIST

#### RISK FACTORS

The following are guidelines for activities that should be *limited or restricted*.

**Forceful exertions:** lifting, pinching, grasping, pushing, pulling, and carrying.

*Lifting:*

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

*Push/Pull:*

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

*Carrying:*

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

**Postures:** awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

*Awkward Postures:*

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

**Contact stress:** leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

*Contact Stress:*

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

**Repetition:** performing the same motion, or series of motions, over and over.

*Repetition:*

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

**General Risk Factors:** use of tools that vibrate, use of personal protection equipment

*General:*

- Employees observed using required PPE while performing the task
- PPE items are in safe, usable condition



**APPENDIX B (Continued)**  
**ERGONOMIC ASSESSMENT CHECKLIST**

Agency \_\_\_\_\_ Department: \_\_\_\_\_

Job Task: \_\_\_\_\_ Job Location: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
<b>FORCEFUL EXERTIONS</b>		
<b>LIFTING</b> (if no lifting is required, proceed to push/pull)	<b>Y</b>	<b>N</b>
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
<b>PUSH/PULL</b> (if no pushing or pulling is required, proceed to awkward postures)	<b>Y</b>	<b>N</b>
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
<b>CARRYING</b> (if no carrying occurs, proceed to awkward postures)		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
<b>POSTURES</b>		
<b>AWKWARD POSTURES</b> (if awkward postures are not common, proceed to contact stress)	<b>Y</b>	<b>N</b>
Identify the awkward postures observed for this task from the list below.		
1. Prolonged bending at the waist		
2. Kneeling on one or both knees for prolonged periods of time		
3. Working with hands above shoulders for prolonged periods of time		
4. Looking up or down for prolonged periods of time		
5. Working with the neck or trunk twisted for prolonged periods of time		
6. Working with the wrist in a bent position for prolonged periods of time		
7. Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
<b>CONTACT STRESS</b>		
(If contact stress is not common, proceed to repetition)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

**APPENDIX B**  
**ERGONOMIC ASSESSMENT CHECKLIST (Continued)**

<b>REPETITION</b> <i>(If repetition is not involved, proceed to personal protective equipment)</i>	<b>Y</b>	<b>N</b>
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		

Refer to Risk Factors to determine whether ergonomic solutions should be considered. If so, use the General Ergonomic Solutions Guide- Appendix C.



## Appendix C

### General Ergonomic Solution Guide

Note the possible solutions below, based on the results of the General Ergonomic Risk Factors and Assessment Checklist (Appendix B). For each section, refer back to the completed General Ergonomic Risk Factors Assessment Checklist as necessary. Check any possible solutions for implementation. After completing this solution guide, proceed to the Action Plan Form (Appendix D) to create an action plan to address risk(s).

**You can incorporate the following possible solutions into an action plan for addressing ergonomic concerns.**

#### **General Solutions:**

- Talk to employees – Brainstorm with engineers, maintenance personnel, managers, and employees to generate ideas.
- Contact peers at other agencies – Other agencies may have addressed the same ergonomic issues, saving you time, money, and effort.
- Review existing policy, or create a new one, addressing safe performance of task.
- Instruct employees in reversal-of-posture exercises.
- Research equipment catalogs or call vendors for advice and options. (Vendors may be able to package products in smaller loads or provide other options/products.)
- Purchase assistive devices to decrease loads on the body (dolly, hand-truck, cart, duffle bag on wheels).
- Encourage mentoring with other employees.
- Designate task as a two-person job.
- Consult with PDRMA ergonomic expert.

Accelerated Rehabilitation  
 Contact: Diane Newquist  
 Phone: (847) 987-1627  
 Email: [dnewquist@acceleratedrehab.com](mailto:dnewquist@acceleratedrehab.com)

- Modify tasks (specifics in the action plan).
- Training:
  - One-on-one training with employee
  - Online training for employees
  - Group training session

## Appendix C (Continued)

### Task Specific Solutions:

<b><i>FORCEFUL EXERTIONS—SOLUTIONS</i></b>	
<b><i>LIFTING</i></b>	
	Raise or lower starting height of object to waist level
	If unable to raise or lower object to waist level, adjust starting height of object between thigh and shoulder level
	Instruct employee(s) in safe and proper lifting techniques
	Implement mandatory two-person lift
	Investigate mechanical devices for lifting
	Contact vendor to discuss packaging product in smaller quantity
	Contact vendor to discuss availability of packaging with handles
<b><i>PUSH/PULL</i></b>	
	Use a cart, dolly, or other mechanical device to move the object
	Adjust handle to an ideal height – between waist and chest
	Confirm mechanical equipment is available and in safe working condition
	Train employee(s) in use of mechanical device
	Investigate purchase of mechanical device
<b><i>CARRYING</i></b>	
	Use of cart or mechanical device when carrying more than 50 ft.
	Use carrying device such as wheeled case
	Move supplies closer to destination using vehicle to reduce carrying distance
<b><i>AWKWARD POSTURES</i></b>	
	Train employees in use of proper body mechanics
	Implement reversal-of-posture exercises following tasks requiring awkward postures
	Use step ladder to bring body closer to work, reducing reaching and looking up while performing overhead work
	Investigate re-arranging equipment, product, or process to reduce or eliminate awkward posture
	Raise or lower object to reduce or eliminate forward or backward bent posture

## Appendix C (Continued)

		Implement employee rotation strategy to reduce duration of awkward posture(s)
		<b><i>CONTACT STRESS</i></b>
		Use knee/kneeling pads for tasks involving kneeling
		Use proper tools instead of using palm, sole of foot, or knee like a hammer
		Pad sharp corners or edges to reduce contact stress
		<b><i>REPETITION</i></b>
		Automate process or task versus manual performance
		Outsource process or task
		Incorporate job rotation into process or task
		Implement reversal-of-posture exercises following tasks requiring repetition
		<b><i>PERSONAL PROTECTIVE EQUIPMENT (PPE)</i></b>
		Implement policy on use of PPE for task
		Review policy and procedure on use of PPE for task
		Repair or replace defective PPE items
		Investigate purchase of appropriate PPE items for task

**APPENDIX D  
PDRMA ACTION PLAN FORM**

<b>GOAL DESCRIPTION</b>	<b>STEPS TO IMPLEMENT</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON</b>	<b>OUTCOME MEASURE</b>

Summarize areas of concern identified from the checklists:

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Review responses from the General Ergonomic Safety Checklist (Appendix B) and General Ergonomic Solution Guide (Appendix C). Identify an area of concern and develop an action plan to address hazardous tasks. Document the steps and time frames for the completion of each step. Identify responsible parties for implementing each step of the action plan and the outcome measure used to determine the effectiveness of the plan. We recommend the supervisor signs off on the form to indicate compliance and accountability for promoting a safe work-environment for employees.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Superintendent/Supervisor Signature: \_\_\_\_\_

**APPENDIX D**  
**PDRMA ACTION PLAN FORM**  
**(Evaluate Progress)**

This section assures the changes proposed in the original action plan still meet the goals of improving employee safety. Answer the following questions:

1. Have all the suggestions in the action plan been implemented?	Y	N
2. Does the action plan need to be modified?	Y	N
3. Have there been additional injuries in the same department, performing the same task, which were previously addressed by the action plan?	Y	N

<b>EVALUATE PROGRESS</b>	<b>SUMMARIZE FINDINGS</b>	<b>FOLLOW-UP ACTION TO ADDRESS CONTINUED CONCERNS</b>
3 months		
6 months		
12 months		



## APPENDIX E ERGONOMICS POLICY- Sample

### Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for (AGENCY) staff. It is the policy of the (AGENCY) to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The (AGENCY) adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training.

This policy applies to all full-time, part-time, and seasonal employees in all departments at the (AGENCY).

#### ***Notice of Ergonomic Policy Receipt***

The (AGENCY) establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established Ergonomic Policy.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

## STAFF RECOMMENDATION

### AGENDA ITEM: MOU with NIU FOR FITNESS OPERATION: **Recommend Approval**

#### BACKGROUND INFORMATION:

The Executive Director (ED) has been working to develop a multi-faceted approach to managing our "NEW" fitness operation when the community center opens. With the 24/7 operation as the cornerstone, I also see to find ways the strengthen the quality and breadth of our services that will be provided.

To that end, I am working on:

- Developing an affiliation with a medically based organization to improve the authority, skill, and reputation for the services we provide
- Developing a staff structure that improves the caliber of the staff who will serve our customers during those hours where employees will be present to serve users of our fitness center.

Discussions are on-going with a number of medical/healthcare providers on the first bullet point.

To address the second bullet point, I have been in negotiations with Northern Illinois University Department of Kinesiology and Physical Education to use Graduate Assistant(s) to have "staff" on hand at key times to provide a more educated support structure for individuals who seek more advanced services at our facility.

Behind this recommendation in the Board Packet is a DRAFT job description to give a sense of the kind of work these GA's might do. Key places where these GA's might serve, include:

- Fitness/Workout Advice
- Personal Training
- Maintaining/Cleaning Equipment
- Orientation to the Facility
- Customer Relations
- Marketing/Sales
- Clinics/Education

In order to finalize these management details, job descriptions, and timelines, the Board must authorize me to enter into a "Memorandum of Understanding" (MOU) with NIU.

The benefits to be gained from this arrangement are tremendous:

- The student gains:
  - Practical Experience
  - Professional Development
  - Application of advanced learning
  - Tuition savings
- The park district gains:
  - Higher level of knowledge base on staff
  - Built in support structure for fitness operation
  - Broader provision of services to package with our fitness center
  - Direct customer service to our users during "staffed" hours of the Fitness operation

My plan is to begin with one GA in August of this year. That will be followed by one in August of 2017. The commitment is for two (2) years for each GA at \$10,000 per student per year. By starting with one:

- We can work together to plan for "opening", THEN
- When we open, bring on the second, THAT WAY
- We will only have one new GA coming on and one GA leaving in any given year, THUS creating greater consistency.
- It also allows us to back out after the first year if it seems to not be working.

**FISCAL IMPACT:** \$10,000 this year and \$20,000 in 2017.

**STAFF RECOMMENDATION:** I recommend the Board authorize the ED to enter into the MOU with NIU.

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



**BOARD ACTION:**



## **FITNESS CENTER EXTERNAL ASSISTANT**

**REPORTS TO:** Recreation Supervisor

**CLASSIFICATION:** Educational (August-May)  
(Will be expected to work 20/hours/week)

**ESSENTIAL FUNCTIONS:** From August of 2016 thru May of 2017 the individual will assist the Recreation Supervisor in the development of the overall management plan for the district's Fitness Center, and preparation for the opening of the facility.

From August 2017 thru May 2018, the individual will be responsible for the training and supervision of part-time fitness staff, and with the direct supervision of the fitness room and services.

It is preferred that the individual be available to work during NIU breaks for at least 20 hours/week, and additional compensation will be provided for that time. Additionally, staying on over the summer of 2018, at additional compensation would be ideal.

Initiative, good judgement, high ethical standards, and effective organizational and interpersonal skills are a cornerstone. Must be able to work independently, set priorities, plan, lead, and insure the efficient and safe operation of all activities and programs.

**EDUCATION/QUALIFICATIONS:** The ideal candidate is a sport management or kinesiology major at NIU. Must be at least 21 years old, be in good physical health and able to communicate effectively with staff and all patrons. Possess an understanding of and experience in using/caring for circuit and weight equipment, exercise equipment and the like. Maturity sufficient to handle the scheduling of subordinate personnel, events, and instruction, as well as being a boss to those of close or similar age is absolutely essential. Certified in, cardio-pulmonary resuscitation (C.P.R.), AED and First Aid must be current.

**WORKING ENVIRONMENT:** Will be required to perform duties standing, kneeling, bending, stooping, lifting, pushing, pulling, or sitting, either outdoors or indoors in a non-climatically controlled environment. Will be exposed to a variety of environmental conditions including, but not limited to, periods of extreme heat, high humidity, and ongoing noise. Will also have exposure to various chemicals and cleaning agents needed to provide for the safe and proper operation of the pools.

**DUTIES/RESPONSIBILITIES:**

- (A) Assume full responsibility when on duty for the safe and efficient management and operation.
- (B) Be familiar with the duties and responsibilities of all subordinate staff. Monitor their activities and performance in respect to same. Coach, counsel, discipline as needed.

**DUTIES/RESPONSIBILITIES-cont. (pg. 2)**

- (C) Report any dangerous or hazardous situation observed or encountered while performing duties to the Recreation Supervisor within the same work day.
- (D) Refer any suggestions or complaints received from the public while performing duties to the Recreation Supervisor in a timely fashion.
- (E) Promote and maintain good public relations with all patrons of the Sycamore Park District.
- (F) Prepare all subordinate staff work schedules a minimum of two weeks in advance.
- (G) Working with the Recreation Supervisor, facilitate the selection, evaluation, discipline, and make recommendations on the termination of part-time staff.
- (H) Supervise trainings and complete evaluations of all staff members.
- (I) Oversee or prepare and maintain the following written records:
  - (1) Payroll.
  - (2) Reports required by the State of Illinois Department of Public Health, affiliate organizations, health providers.
  - (3) Accident/incident reports as needed.
  - (4) Daily operational reports.
- (J) Coordinate and insure the monitoring and maintenance of equipment.
- (K) Maintain a clean, healthy, and safe facility. Report all serious accidents, incidents, or equipment malfunctions to the Recreation Supervisor immediately.
- (L) Work varying schedules and hours as required to fulfill the duties of the position, including weekend, evening, and holiday hours and make themselves available in case of an emergency.
- (M) Advise the Recreation Supervisor of any visits/inspections by the Illinois Department of Public Health or the DeKalb County Health Department. Enforce all state and county health codes.
- (N) Manage staffing levels based upon conditions and patron load.

**DUTIES/REPONSIBILITIES-cont. (pg. 3)**

- (O) Ensure all subordinate personnel are present and on duty, prior to opening the pool complex.
- (P) Be alert for, and report any illegal practices by patrons, or dishonest employees to the Recreation Supervisor.
- (Q) Organize emergency protocol procedures. Instruct and drill subordinate staff in same.
- (R) Work in concert and harmony with other District personnel.
- (S) Perform any other duties assigned or requested by the Recreation Supervisor.

## Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on this June 14, 2016, by and between the **Department of Kinsiology and Physical Education** of Northern Illinois University, DeKalb, IL 60115, herein referred to as KNPE, and the **Sycamore Park District** of 940 E. State St., Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various aims, goals, and objectives relating to the development of a Graduate Assistantship position with a KNPE graduate student and the SPD, herein referred to as GA Position.

WHEREAS KNPE and SPD are desirous to enter into a MOU between them, setting out the working arrangements that each of the partners agree are necessary to complete and continue the GA Position.

**Purpose**

The purpose of this MOU is to provide the framework for any future binding contract regarding the GA Position between KNPE and SPD, herein jointly referred to as the Partners.

**Obligations of the Partners**

The Partners acknowledge that no contractual relationship is created between them by this MOU, but agree to work together in the true spirit of partnership to ensure that there is a united, visible, and responsive leadership of and commitment to the Project; and to demonstrate a financial, administrative, and managerial commitment to the GA Position by means of the following individual services.

**Cooperation**

Key points of the external assistantship:

- NIU waives the tuition for the student.
- SPD pays the assistantship stipend - which is set by the NIU Graduate School - typically between \$8,000-\$9,000 for the academic year.
- Partners work together to select the best applicant for the position out of our KNPE graduate assistantship application pool. SPD would have the ability to meet with finalist(s) and have the ability to approve/reject that selection. This would take place in the spring and conclude no later than July 1 of each year.
- Assistantships are typically for 2 years, although if it does not work out in the first year, the Partners would have the ability to not renew for that second year
- Billing for the graduate assistantship stipend would be done in August for the entire academic year.
- If the graduate assistant works during winter, spring and summer breaks they are paid extra (this would be a separate billing).
- This agreement is for a “full-time” graduate assistantship, which is limited to 20 hours per week of SPD duties
- Graduate assistant must be on payroll before they can start those duties.
- GA responsibilities are outlined and set prior to employment.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from the Partners. This MOU shall become effective upon signature by the authorized officials from the Partners and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Partners, this MOU shall end on May 15, 2018.

**Contact Information**

**Partner Name:** Department of Kinesiology & PE (KNPE)  
**Partner Representative:** Chad D. McEvoy  
**Position:** Department Chair  
**Address:** Northern Illinois University  
**Telephone:** (815) 753-8284  
**E-mail:** cmcevoy@niu.edu

**Partner Name:** Sycamore Park District (SPD)  
**Partner Representative:** Daniel Gibble  
**Position:** Executive Director SPD  
**Address:** 940 E. State St., Sycamore, IL 60178  
**Telephone:** (815) 895-3365  
**E-mail:** danielg@sycamoreparkdistrict.com

\_\_\_\_\_  
Partner signature

\_\_\_\_\_  
Partner name, organization, position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Partner signature

\_\_\_\_\_  
Partner name, organization, position

\_\_\_\_\_  
Date

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

## STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF PROFESSIONAL SERVICES/NEGOTIATION For Construction Management:  
Recommend Approval**

**BACKGROUND INFORMATION:** A long road has brought us to this point. As the cornerstone of ACTION 2020, the CAMPUS will be one of the most visible components of what we do. Demolition of the CARLS Farm is complete, and the site is ready for work. To accomplish this, we have gone through a “public-active” schematic design phase with the A/E Firm of FARNSWORTH GROUP, we have approved the Schematic Design, we have renewed the contract with FARNSWORTH GROUP for the remaining A/E Services, and you authorized the PROFESSIONAL SERVICES COMMITTEE, headed by Commissioner Kroeger to solicit Qualifications for Construction Management of the RECREATION CAMPUS, which will include a:

- Community Center
- Splashpad
- Dog Park
- Sled Hill

The Professional Services Group, Chaired by Commissioner Kroeger, received qualifications from eight firms. Besides Bill, the committee included Jeff Donahoe and Dan Gible from Staff, and Tom Doty and Jessica Sida from our Citizen Committees. The field was narrowed to three for interviews by standard evaluation scoring sheet, and the following firms were interviewed the week of June 13, 2016:

- Stenstrom: Rockford, IL
- Swedberg and Associates: Sycamore, IL
- Ringland-Johnson: Cherry Valley, IL

At this point, Tom Doty removed himself from the process as he had strong ties to Swedberg & Associates. Upon completion of the interviews the individuals completed additional, standard scoring of the finalists, reviewed their notes taken from a set of 16 standard questions asked of all of the finalists, numerically ranked the finalists based upon the scoring, and held a discussion of their notes and rankings.

In the end, the PROFESSIONAL SERVICES COMMITTEE came to a conclusion that they would unanimously recommend a first and second choice of firms to approve for negotiations. Those firms are:

- First Choice: Ringland-Johnson
- Second Choice: Swedberg & Associates

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

**STAFF RECOMMENDATION:** We recommend the Board honor the recommendation of the Professional Services Group and:

- Select the top two ranked firms.
- Authorize the Executive Director to negotiate with the first firm for a professional services contract to provide services as CONSTRUCTION MANAGER AS CONSTRUCTOR.
- Should negotiations fail with that firm, authorize the Executive Director to negotiate with the second firm.
- Bring a contract for final approval to the Board of Commissioners at the July Regular Meeting.

**PREPARED BY:** William Kroeger, Commissioner  
Daniel Gible, Executive Director



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

## STAFF RECOMMENDATION

### AGENDA ITEM: CAMPUS PROJECT MANAGEMENT AND SUPERVISION: Recommend Approval

#### BACKGROUND INFORMATION:

As we prepare to move into one of the most significant growth periods in our 93-year history, we have approved our design for a community center, splashpad, dog park, and sled hill. Additionally, we have just authorized negotiations for our Construction Manager (CM) for the four projects. Now it is time to clarify how the project will be managed.

By this staff recommendation I am requesting the support of the Board of Commissioners to adopt the following structure for supervising and managing the CAMPUS Project:

#### Day to Day

The ongoing, day-to-day oversight, management, and supervision of the project will lie with the Executive Director (ED).

- Change Orders Less Than \$20,000 can be approved by the Executive Director
- Bid Opening will be supervised/managed by Executive Director.
- Field/Immediate decisions.
- Direct interaction with A/E Firms, CM, and subs.
- Communication to Professional Services Group Chair, Commissioner Kroeger

I would further recommend that Jeff Donahoe be my second in-charge on these matters, in my absence.

#### By Month

For periodic checks and balances, the Chair of the Professional Services Group, Commissioner Bill Kroeger, will attend a meeting with the Construction Manager and the A/E Team (Farnsworth Group)—some monthly, some bi-monthly, as available.

- Change Orders Between \$10,000 and \$20,000 will be discussed with Commissioner Kroeger by Executive Director before taking action.
- Commissioner Kroeger will work with ED to decide when a matter may need consideration and input from one or more of the Citizen Committees

**Quarterly or As Needed**

The Board of Commissioners will receive an update report from the Construction Manager and Farnsworth Group. The Citizen Groups should be invited to those updates.

- Board will approve all bids for the project.
- Change Orders \$20,000 or greater will be approved by the Board.
- Changes in Design that increase square footage by more than 1% of the currently approved square footage in the Schematic Design will be reviewed and approved by the Board.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** I recommend the Board approve this structure.

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



**BOARD ACTION:**



# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: June 28, 2016**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: A LICENSE AGREEMENT FOR CHIEF BLACK PARTRIDGE ADA SIDEWALK: Recommend Approval**

**BACKGROUND INFORMATION:** You may recall that a year ago we completed the accessible paths, walks and trails component of our ADA Transition Plan. Unfortunately, we had to remove one of those project from the bid as the City of Sycamore would not give us an easement for a walkway using crushed limestone—a legitimate and acceptable material for accessible paths. The city insisted on concrete.

That cost was not in our budget nor in our bid documents so we deleted that work. I then began working with the City on getting approval for crossing the fire station property. I proposed a simple license agreement but the planning department wanted a formal easement which would require the expense of a professional survey. During this time, the City had indicated they would want permission from the park district to put a path over our Airport Road Sports Complex property, paralleling Airport Road on the east side up to the entrance to the Sports Complex from Route 64. I indicated to the City Manager that we would not be requiring a formal easement for that and would cooperate. I then asked why the City needed this for a simple sidewalk, and again brought up the license agreement approach. This time, after a year of attempts, the City finally conceded.

You now have in front of you the license agreement for your authorization to permit Executive Director to enter into with the City of Sycamore for the sidewalk to Chief Black Partridge Park. Our Counsel, Derke Price, has reviewed this document and is comfortable with it. Also attached is a graphic showing where the sidewalk will be placed.

**FISCAL IMPACT:** Estimate of cost is about \$14,000. It will be bid with thte OVITZ PARK paving and the concrete work for the new lighted sign on Route 64.

**STAFF RECOMMENDATION:** We recommend the Board authorize the License Agreement.

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

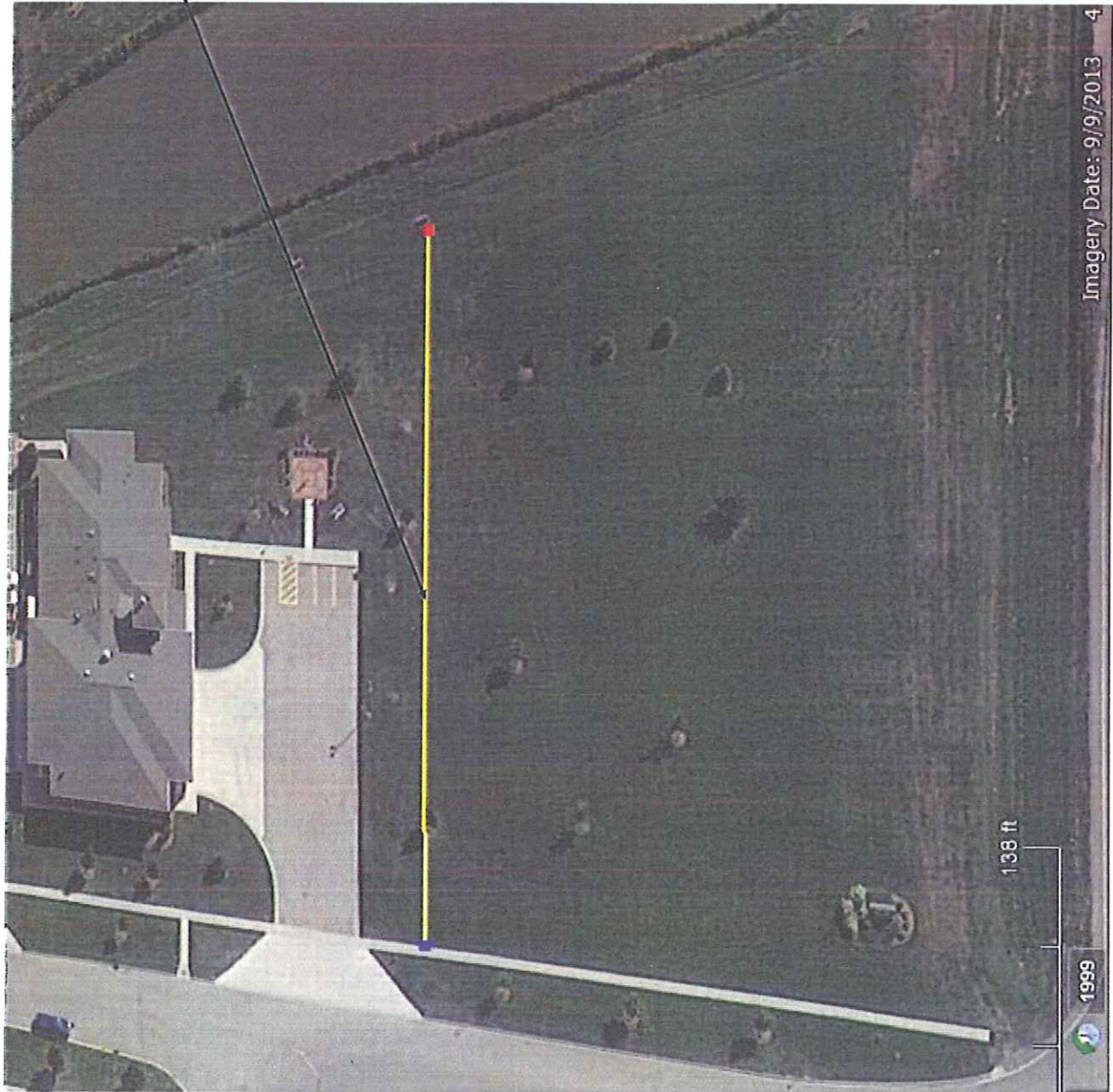


**BOARD ACTION:**

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## Chief Partridge

Create Accessible Route from Sidewalk to park benches by lake. Route to be approx. 280 LF. Install Concrete pad under bench. Approximately 8'x5'.



**LICENSE/MAINTENANCE AGREEMENT FOR WALKWAY**

This License/Maintenance Agreement for Walkway (“Agreement”) is made this \_\_\_\_\_ day of June, 2016.

WHEREAS, the City of Sycamore (“City”), is the owner of certain real estate (“City Parcel”), depicted on the Drawing attached hereto as Exhibit “A”, made a part hereof, and commonly known as Fire Station Number 2, 2100 Frantum Road, Sycamore, IL and

WHEREAS, the Sycamore Park District (“Park District”) wishes to establish, install, and maintain a pedestrian walkway (“Walkway”) for the use and benefit of the general public over the City Parcel in order to facilitate the public enjoyment of Chief Black Partridge Nature Preserve – immediately east of and adjoining the City property; and

WHEREAS, the City is willing to allow the Park District to construct said walkway across the City property to City specifications and the City will, thereafter, assume the responsibility for maintenance of said walkway.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the nature and sufficiency of which is hereby acknowledged, the following license is hereby declared and established, and maintenance obligations are set forth as follows.

1. **License Granted.**

The City hereby grants to the Park District a revocable license to enter onto City Property for the purpose of constructing a cement walkway across the City parcel from Frantum Road to the edge of Chief Black Partridge Nature Preserve generally as depicted on the attached Exhibit A. The Park District agrees to cause said walkway to be constructed to City specifications for sidewalks and to cause said work to be done in an efficient and workmanlike manner causing as little disruption to City property as reasonably possible. Upon completion of construction, the Park District agrees to restore the surface of the ground next to the walkway with grass (seed or sod) and the minimize areas of compaction to the greatest extent possible. The parties acknowledge and declare that the purpose of the walkway is to facilitate access for the benefit of the general public across the parcel to Chief Black Partridge Nature Preserve. Upon the completion of the walkway by the Park District, the license hereby granted will terminate and the concrete walkway will become the property of the City. All costs associated with the construction shall be borne by the Park District and upon completion of construction, the Park District will convey, by Bill of Sale, the improvements to the City at no cost to the City.

2. **Responsibility for Repairs to Walkway.** Upon certification of completion of the walkway by City officials and acceptance of same, the City agrees that it will

maintain and repair the walkway as being under its jurisdiction and control on an ongoing basis. This responsibility will not, however, require the City to replace the same if, due to cracking, settling, freezing and thawing, the walkway becomes unsafe for pedestrians to use and requires replacement – it being understood that the City would have the option to do so if it so desires.

3. **Right to Remove Walkway.** The Park District acknowledges and agrees that the City shall have the right to remove the walkway constructed pursuant to this agreement at any time and shall not have the obligation to replace the same. In the event the City does find it necessary to do so, the City agrees to notify the Park District and to work cooperatively with the Park District to find an alternative access to Chief Black Partridge Nature Preserve.
4. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon any party except to the extent incorporated into this Agreement.
5. **Modification of this Agreement.** Any modification of this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
6. **Attorney's Fees.** In the event of any controversy, claim, or dispute to this Agreement or its breach, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees, and costs.
7. **Partial Invalidity.** The invalidity of any covenant, restriction, condition, limitation or any other provisions of this Easement, or of any part of the same, shall not impair or affect in any manner the validity, enforceability or effect the remainder of this Agreement.
8. **Indemnity during Construction of Walkway.** The Park District will indemnify and save harmless the City and its agents, employees, successors and assigns (collectively, the "Indemnified Parties") from any injury to persons or loss or damage to personal or real property which said Indemnified Parties may suffer, incur or sustain arising proximately from the actions of the Park District or its agents during the performance of work under this Agreement.
9. **Default and Remedy.**
  - 9.1. In General. Except as specifically provided otherwise in this Agreement, in the event of breach or defaulting of this Agreement, or any of its terms and provisions, the defaulting party, upon written notice from the other party, shall proceed immediately to cure or remedy such breach or default, and, in any event, cure such breach or default within thirty (30) days after receipt of such notice. In case such action is not taken or not diligently pursued within thirty (30) days, the

aggrieved party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance of its obligations. The prevailing party from any litigation commenced to enforce any provision of this Agreement shall be entitled to receive from the losing party the prevailing party's reasonable attorney's fees and costs of suit.

9.2. No Waiver by Delay. The decision of the party to pursue one remedy shall not act as a bar to its pursuance of other legal remedies. Any delay by either party in instituting any such actions or proceedings shall not operate as a waiver of such rights; neither shall waiver of any specific default waive any other specific defaults except as stated in writing by the non-defaulting party.

THE CITY OF SYCAMORE

By: \_\_\_\_\_  
Brian Gregory, its City Manager

THE SYCAMORE PARK DISTRICT

By: \_\_\_\_\_  
Daniel Gibble, its Executive Director

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: June 28, 2016

### STAFF RECOMMENDATION

#### AGENDA ITEM: Sycamore Park District Social Media Policy

**BACKGROUND INFORMATION:** As we continue to grow the impact of our “social media” presence, the Sycamore Park District is noticing more individuals are expressing strong opinions, statements as current or past employees, and other actions which require greater screening and oversight by the Recreation Supervisor/Marketing position. To address those matters, I am proposing the adoption of a social media policy. This policy encompasses all forms of social media and addresses

- Administrative procedures for the District’s social media presence.
- Best practices for the District as well as staff’s conduct and content on professional and personal accounts.
- Usage guidelines for constituents who interact with the District’s social media accounts and a way for staff to define the appropriateness of comments and posts.

Some things the policy provides protection against include

- Content that is detrimental to the District’s image.
- Comments or posts being held as official opinions or notices.
- The content and security of websites that the District may link to, but are not maintained by the District.

Once the policy is approved, the items that pertain to staff’s conduct and content on the District’s pages as well as their professional and personal accounts will be placed into the Full- and Part-time Staff Personnel Policies Manuals. These changes will be approved at a future Board meeting.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Staff recommends approval of the Sycamore Park District Social Media Policy.

**PREPARED BY:** Sarah Rex, Recreation Supervisor/Marketing

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*DLB*

**BOARD ACTION:**

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## SYCAMORE PARK DISTRICT SOCIAL MEDIA POLICY

**Social media** = Media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to, Facebook, Twitter, Pinterest, Instagram, Snapchat, LinkedIn, YouTube and Google+.

Social Media is a powerful communication tool that has a significant impact on organizational and professional reputations. The Sycamore District has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. Currently the Sycamore Park District and/or Golf Club utilizes Facebook, YouTube, Pinterest and Twitter.

### 1. Administration of SPD Social Media

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1.1. **Purpose:** Park District sponsored social media is used to convey information about activities and facilities; share Park District news and stories; obtain customer feedback; reach out to potential new markets; provide sales and marketing support; encourage community engagement; raise awareness of the Park District's brand and issue or respond to breaking news or negative publicity.

1.2. **Posted Photography/Videos:** The District's Social Media accounts include photographs which are posted to enhance the previously defined purposes of communication. The photographs used comply with the District's photograph/video policy:

Photography/Social Media Policy: Please be aware that by registering for a program or class, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites operated by the District), and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

Photos and video of participants in programs or special events and users of District facilities or parks are used in publicizing and promoting the District. Staff does not use any identification in marketing materials. Please tell an instructor or the photographer if you do not want to be photographed or videotaped.

1.3. **Approved Administrators:** Only employees designated and authorized by the Park District can prepare content and delete, edit or otherwise modify content on Park District-sponsored social media.

- The Recreation Supervisor/Marketing will maintain Administrators' access.

1.4. **Monitoring Employees on Social Media:** As the Internet is a public forum, the Park District reserves the right to monitor employees' use of social media including but not limited to statements and comments posted online in any type of openly accessible personal or business forum. Employees should have no expectation of privacy while using Park District equipment

and facilities for any purpose, including the use of social media. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

**Violations:** The Park District will investigate and respond to all reports of violations of the Park District's policies, rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to the Executive Director. A violation of this policy may result in discipline up to and including termination. For any questions regarding these guidelines or issues related to your personal social media sites that have not been addressed in this policy, please contact the Recreation Supervisor/Marketing or Executive Director.

- 1.5. **FOIA Requests:** Constituents submitting FOIA requests via social media sites must be instructed to submit their request to the appropriate FOIA officer per the District's official submittal guidelines.
- 1.6. **Protect the Park District Voice:** Posts on social media sites should protect the Park District's institutional voice and brand by remaining professional in tone and in good taste.
  - The Recreation Supervisor/Marketing will monitor content on each of the District's social media sites to ensure adherence to appropriate use, message and branding consistent with the quality standards of Sycamore Park District.
  - The Recreation Supervisor/Marketing retains the authority to remove information and redirect inquiries to the appropriate staff.
  - All content should be informative, pertinent, timely and engaging. Wherever possible, links to the District's official website will be provided for more information, forms, documents or online services necessary to conduct business with the District.

## 2. Best Practices of Employees for Social Media and Personal Sites

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The Park District respects the right of employees to use social media as a means of self-expression. Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations and guidelines for interacting with clients, parents, members, donors, media and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites. If you choose to identify yourself as a Sycamore Park District employee on any form of social media and discuss matters related to the organization, please proceed with caution and discretion. Although your social media accounts, website, weblog or any other medium of online publishing may be a personal forum that conveys your individual opinions, some people may nonetheless view you as a de facto spokesperson of the Park District.

Employees and volunteers should recognize that both during working hours and non-working hours, they are ambassadors of the organization. Everyone is expected to conduct themselves in the best interest of the Park District at all times. Additionally, all representatives are expected to promote teamwork and inspire trust and confidence. Personal views communicated through these channels could negatively impact the reputation and integrity of the Park District, which will not be tolerated and could result in disciplinary action up to termination.

**2.1. The following rules for social media apply to all employees and volunteers:**

- Do not discuss confidential, work-related matters through the use of social media. Employees and volunteers also have a duty to protect home addresses and other personal information and the confidentiality of Park District marketing lists, customer account information, strategic business plans, customer lists, financial information, business contracts, and other proprietary information.
- The Sycamore Park District's Non-Discrimination and Anti-Harassment and Equal Employment Opportunity policies apply to use of social media in the workplace. Do not use social media to harass, threaten, libel, slander, malign or discriminate against co-workers, managers, customers, clients, vendors/suppliers, associate organizations or members of the public, including other social media visitors who post comments.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.
- Staff members that use social media are responsible for complying with applicable federal, state and county laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information security policies established by Sycamore Park District.
- If the District's name, official logo or any other District images or photographs are posted on personal social media sites, be aware of the image of the District that is portrayed. No photos posted on personal social media sites that include the District logo, attire or other likenesses shall include matters inappropriate or in conflict with the District's personnel policy or its mission to provide family-friendly recreational opportunities, including but not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior or unlawful behavior of any kind etc.
- Do not use Sycamore Park District logos, name or any agency photographs for endorsements of a product, cause or political party or candidate on personal social media sites.
- Do not to use a social networking profile, group page, blog, or other internet social medium to discuss behavior that is prohibited by Sycamore Park District policy or the Code of Conduct, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, or unlawful behavior of any kind etc.
- Refrain from any proactive one-on-one communications with Sycamore Park District customers (including teens) on social networking sites. They may accept invitations to profiles, groups and events, but may not initiate any type of communication with customers or teens. Responses to customer and teen-initiated communications should be limited to those that are Park District-related. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times.
- Strive for accuracy by getting the facts straight before posting them on social media. Review

content for grammatical and spelling errors. This is especially important if posting on behalf of the Park District in any capacity.

- Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Because of the anonymity that social media provides it can have a turbulent tone when people are emotional, passionate or uninformed. Ensure professional and personal communication is as respectful as it would be face-to-face. Responses should be considered carefully in light of how they would reflect on the poster and/or the Park District and its institutional voice.
- Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, board members, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- Identify your views as your own on personal sites. If you identify yourself as a Sycamore Park District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- Think twice before posting on social media. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and the Park District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a professional seminar, conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Superintendent of Finance and Personnel.

### 3. Content and Comments for SPD Social Media Sites:

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Social Media provides an opportunity for sharing and discussing information about current Park District issues and activities of interest to a general audience. SPD Social Media Sites are maintained by the Sycamore Park District. This policy is subject to amendment or modification at any time to ensure its continued use is consistent with its intended purpose as a limited forum.

Communications made through the sites will in no way constitute a legal or official notice or comment to the Sycamore Park District or any official or employee of the Sycamore Park District for any purpose. However, all information posted, including comments and the identities of those submitting for posting, are subject to public disclosure. Public Records requests must be filed through the FOIA Officer, Daniel Gible, Executive Director, 940 East State Street, Sycamore, IL 60178. SPD Social Media Sites will clearly state that all comments are subject to public disclosure.

The public is encouraged to submit comments and questions understanding that SPD Social Media Sites are moderated online discussion sites and not public forums. Daniel Gible, Executive Director, should be contacted at 815-895-3365 or [danielg@sycamoreparkdistrict.com](mailto:danielg@sycamoreparkdistrict.com) for urgent matters or more serious concerns.

SPD Social Media Sites contain posts which include hyperlinks to other web pages. The Sycamore

Park District does NOT guarantee the authenticity, accuracy, appropriateness or security of any hyperlink, website or content linked to the sites.

All comments regarding any of the below will be deleted upon entry, and record of the date, time, comment, and user's name will be retained.

- Content not topically related or irrelevant to the particular post being commented upon.
- Content that promotes, fosters, or perpetuates profanity or discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Content that support or oppose political opinions; solicit commerce; conduct or encourage illegal activity; contain sexual content or links to sexual content
- Content that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party
- A condensed version of the aforesaid section, Content and Comments for SPD Social Media Sites, will be posted directly to the Sycamore Park District's social media pages and read as follows:

#### Condensed Comment Policy

The Sycamore Park District appreciates your comments and asks that you please be respectful of others'. The District reserves the right to delete profane, harassing, abusive or spam comments and to block repeat offenders. The District asks that anyone posting to this Facebook page do so operating under a community code of conduct. Unacceptable behavior includes posting: hate speech, false statements, defamatory language, inaccurate statements, intolerant comments about religion, race, age, gender, sexual preference or disabilities, name-calling, vulgar and obscene language, content that is harmful to children and any other disrespectful behavior and/or language deemed so by the Sycamore Park District. Unsolicited and/or personal advertisements not authorized by Sycamore Park District will be removed.