



Sycamore

PARK DISTRICT

Established 1923

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

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

Sycamore Park District

Regular Board Meeting

August 23, 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)

- 3. Regular Minutes: July 26, 2016
- Executive Session: July 26, 2016

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 27. Superintendent of Finance Monthly Report
- 31. Budget Report
- 48. Superintendent of Golf Operations Monthly Report
- 51. Superintendent of Parks and Facilities Monthly Report
- 57. Recreation Report
- 59. Executive Director Monthly Report

Board of Commissioners Meeting

August 23, 2016

PG 2

CORRESPONDENCE-

- 62. John Owens – Clubhouse Rental
- 63. Rally for a Cure -Diane Perillo
- 64. SHS Tennis Program Thank You
- 66. Daily Chronicle DeKalb County's Finest Golf Course
- 67. Genoa Chamber – Cortney Strohacker
- 68. Speer Financial Relationship Letter
- 77. Sycamore Library Thank You
- 78. DCCF – Dan Templin Letter
- 81. DCCF – Dan Templin Letter

PUBLIC INPUT

Monthly Department Report: Jackie Hienbuecher

POSITIVE FEEDBACK/REPORTS

OLD BUSINESS:

- 84. Construction Management Report—Dan
Report of ACTION 2020 Committees—Dan/et.al.
Update on Leaf a Legacy—Ted/Ann/Michelle
Update On Lighted Sign—Dan/Michelle
Authorization to Retain Liquid Asset Mgmt. Firm—Dan (ROLL CALL)

NEW BUSINESS:

- 97. Resolution 03-2016: Liquid Asset Management—Dan (ROLL CALL)
Safety Policy—Jeff
- 195. Recommendation on Software/Hardware—Lisa (ROLL CALL)
- 202. Award Bid for ADA/Walkways—Dan (ROLL CALL)
Old Mill Park Land Swap—Dan
- 206. Annexation Ordinance 06-2016—Dan (ROLL CALL)
- 218. Resolution 04-2016: A RESOLUTION ESTABLISHING THE
SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD,
BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND
FACILITIES.—Dan (Roll Call)
- 221. License Agreement with City of Sycamore for Trail Project—Dan
(Roll Call)
Setting of Date for Next Study Session: Sept. 20, 2016 at 6:00pm

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, July 26, 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, July 26, 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, Schulz and Strack.**

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: **None**

Staff members present were Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Sarah Rex, and Steve Tritt.

Guests at the Board meeting were:

Darcy, Jacob & Payton Chesser, 915 Prospect St., DeKalb
Jill Tritt, 525 E. High St., Sycamore
Mason, Tara & Caeden Keith, 300 N. Cardinal St., Cortland
Steve & Brandon Rodtke, 210 W. Keene Ave., Cortland
Travis deOliveira, 300 Fairmont Dr, DeKalb
Michele Avery, 300 Fairmont Dr., DeKalb
Katie, Jack & Austin Petrie, 130 W. Amber Avenue, Cortland
Joe Kozlowki, 130 W. Amber Avenue, Cortland

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the June 28, 2016 Regular Meeting Minutes.
Commissioner Kroeger seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday July 26, 2016
P 2

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$187,984.32.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence –

- Lorri Thrower – Shelter Rental
- DCCF
- KishHealth System
- Director Gibble told the Board about Facebook comments and noted that Supt. of Parks Donahoe has informed him there are some areas at the baby pool that they are doing some patching. This is due to aging.

Public Input – Introduction of and Thanks to Caeden Keith and DeKalb Scout Troop 33-

Supt of Parks Donahoe introduced Caeden Keith and noted Caeden had contacted Kirk about any possible projects for his Eagle Scout Badge. The project that was decided on was to replace or rebuild a bridge at 11 Tee. Caeden and his Troop were able to do the work over 3 Saturdays and they were also able to get the wood at half price. They are also looking at getting donations for part of it. Steve and Armond helped them in showing them the best way to do the bridge from past bridges that have been replaced. Jeff noted the Sycamore Park District and Board and staff thank Caeden and his troop and noted the Park appreciated their help.

Monthly Department Presentation – Steve Tritt – Steve noted he has passed around information from Audubon International regarding the Cooperative Sanctuary Program for Golf Courses. He went over the information that would help us become a more sustainable golf course with long term results.

Positive Feedback/Reports –

- President Strack praised Kirk and the golf course budget this past month.
- President Strack also noted the Pool is doing great and overall all departments are doing great.
- Commissioner Graves noted the promotion on Tuesdays for golf is great.
- Commissioner Graves noted the Storm tournament is huge and he didn't realize how big it was. He has heard great things about how the Park handles it all. Director Gibble noted the tournament had to turn down teams and when we get the additional diamonds in they will be able to accept more teams and that helps the community.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday July 26, 2016
 P 3

Old Business –

Recommendation for Approval of Contract for Construction Management Services –

Director Gibble noted we need to figure out how to publicize this. Most significant terms are the flat fee of \$35,000 for the pre-construction phase, construction management fee of \$201,900 that's based upon the estimated cost of the project. He recommends that we enter into this contract. Commissioner Kroeger and he feels the terms are really good and very fair.

Motion

Commissioner Schulz moved to approve the proposal within the Structure of an AIA Form A134 and its referenced A201 and authorize the Executive Director to expend funds related to this contract as approved at last month's meeting. Commissioner Tucker seconded the Motion.

Roll Call

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

Report of Action 2020 Committees –

- President Strack noted that a donor has come forth with a \$100,000 donation. Commissioner Schulz noted this was attained by a Community Center committee member (Tom Doty) that sent out a letter asking for \$25,000 and we got a \$100,000 donation. Director Gibble noted this is staying confidential for now.
- Commissioner Graves noted the Dog Park Committee has 4 areas they are going to concentrate on before going out to fundraise. Sarah is helping them create a website possibly through Crowdsourc. Some members are working on grants and things are picking up. They made Sarah a member of the Dog Park.

Update on Leaf a Legacy

- Commissioner Schulz noted September 10th is the Good Tymes Revival Party and will be in the Maintenance building. She handed out flyers to everyone on this.

Updated on Lighted Sign – Commissioner Schulz talked about what was discussed at the Plan Commission meetings regarding the current and future signs in the community. They are trying to have a consistent sign ordinance. Director Gibble noted the only thing that changed as far as our sign is concerned is it went from a 50/50 ration to a 60/40 ratio. He then showed everyone the templates they have come up with at this point. He went over more information on the size and design of the sign and what is allowed by the City ordinance.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday July 26, 2016
P 4

Beginning Swim Pool Accessibility Work – Director Gibble noted this is the last item in the ADA transition plan. He needs the funds authorized for William Associates to assist with the bidding process.

Motion

Commissioner Tucker moved to approve up to \$24,000 for professional fees to William Associates. Commissioner Kroeger seconded the Motion.

Roll Call

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

Trail Study at Leon Larson Park – Director Gibble

Motion

Commissioner Graves moved to authorize the Executive Director to enter into a contract with ERA to conduct the survey and assessment for \$17,000 for professional fees to Engineering Resource Associates and up to \$1500 of reimbursable expenses. Commissioner Tucker seconded the Motion.

Roll Call

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

Authorization to Negotiate w/Liquid Asset Mgmt. Firms – He is asking for authorization to meet with firms.

Motion

Commissioner Graves moved to authorize the Executive Director to meet with firms. Commissioner Tucker seconded the Motion.

Voice Vote

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

Setting a Timeline for Bond Issuance - There was discussion on the different options and no action was required at this time.

New Business

Chamber Golf Outing – Director Gibble reminded anyone that is playing the date is August 4th.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday July 26, 2016
P 5

Footwear Policy & Housekeeping Policy – Director Gibble noted he will bring policies to the board as they relate to personnel. Periodically we review our personnel policy and PDRMA requires these two policies. Supt. of Parks Donahoe noted we have slip on steel toes and ice cleats for staff.

Motion

Commissioner Tucker moved to approve the Footwear and Housekeeping as recommended. Commissioner Schulz seconded the Motion.

Voice Vote

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

Trail Project Information at Farm Bureau – President Strack noted this is about the area or trail on Peace Road on the west side of the Farm Bureau. He has talked to DeKalb Park District about this also and they were receptive if under a certain amount.

Motion

Commissioner Schulz moved to approve \$1000.00 and we will donate the trail sign. 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 5-0.

Annexation Ordinance 05-2016 – Director Gibble noted this and the next agenda item are intertwined. Someone in the County Office missed this and we lost out on about \$72,000 of tax revenue. This agenda item and #180 in the beginning of correcting this problem. The County has said they will take responsible for the error.

Motion

Commissioner Schulz moved to approve the Annexation Ordinance #05-2016. Commissioner Graves seconded the Motion.

Roll Call

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

Crime Information at Parkside Preserve from Chief Theirault – Director Gibble noted he has kept the Board in the loop on the letter received from residents. He noted he assured the residents in the response letter that we understand their concerns but we cannot make the pond area private. He also noted in the letter that he would talk to the Chief of Police on any issues related to policing concerns. Director Gibble quoted what the Chief of Police told him - “He looked at the last 10 years crime statistics and finds no connection between fishing at that pond and crime activity in that neighborhood”.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday July 26, 2016
P 6

Setting of Date for Next Study Session - Director Gible noted there is no need at this time.

Public Input - None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:51 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

- 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.

The Board convened to Executive Session at 7:58 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Director Gible as Secretary, and Supt. of Finance Hienbuecher.

Motion

The Board adjourned the Executive Session at 8:07 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 8:07 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

Interim

FROM 07/26/2016 TO 08/17/2016

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

ACUSHNET ACUSHNET COMPANY

902930131
 01 PRO VI/VIX 08/05/16 00001390 56775 08/17/16 1,289.30 1,289.30
 02 NXT TOUR 00001390 888.00
 03 VELOCITY 00001390 159.00
 04 DT TRUSOFT 00001390 126.00
 05 FREIGHT 00000000 105.00
 501000001300 11.30

AFLAC AFLAC 1,289.30
 VENDOR TOTAL: 1,289.30

580096 01 EMPL PREM 08/12/16 00000000 56776 08/17/16 459.50 459.50

ARTHU ARTHUR CLESEN, INC. 459.50
 VENDOR TOTAL: 459.50

313673 01 GOLF FUNGICIDE 05/02/16 00000000 56756 08/09/16 1,812.15 1,812.15

316763 01 green and fairway fungicide 07/18/16 00001339 56732 08/02/16 3,522.36 1,842.00
 317052 01 FAIRWAY FUNGICIDE 07/25/16 00001333 56732 08/02/16 3,522.36 1,842.00

317208 01 GREENS FUNGICIDE 07/28/16 00001355 56732 08/02/16 3,522.36 620.00
 317257 01 GREENS INSECTICIDE 07/29/16 00001354 56732 08/02/16 3,522.36 250.00

317272 01 GREENS FUNGICIDE 07/29/16 00001356 56732 08/02/16 3,522.36 250.00
 160.36
 160.36

AUTOM AUTO MACHINE INC. 5,334.51
 VENDOR TOTAL: 5,334.51

W35133 01 workhorse engine head repair 08/10/16 00001401 56777 08/17/16 50.00 50.00

BANN BANNER UP SIGNS 50.00
 VENDOR TOTAL: 50.00

62583 08/02/16 56747 08/04/16 790.00 790.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
62583	01	Roadside Legacy Sign	101200046214	08/02/16	00001363	56747	08/04/16	790.00	790.00
62584	01	info sign for lake sycamore pk	101500066407	08/02/16	00001375	56757	08/09/16	55.00	55.00
62658	01	pool signs	518100066401	08/11/16	00001400	56778	08/17/16	159.00	44.00 44.00
62679	01	ENT. BANNER 2 FOR 1 TUE	101200046214	08/12/16	00001406	56778	08/17/16	159.00	115.00 115.00
						VENDOR TOTAL:		1,004.00	
BATTERIE	BATTERIES PLUS								
297-262938	01	SHOP BATTERIES	101500076500	07/20/16	00001338	56733	08/02/16	143.94	8.99 8.99
297-262999	01	THOR GUARD SYSTEM BATTERY	101500066404	07/22/16	00001342	56733	08/02/16	143.94	134.95 134.95
						VENDOR TOTAL:		143.94	
C&L	C & L PROPERTIES, L.L.C.								
8-2-16	01	BALANCE OF PROPERTY TAXES	207500116850	08/02/16	00000000	56758	08/09/16	88.27	88.27 88.27
						VENDOR TOTAL:		88.27	
CITY2	CITY OF SYCAMORE								
14205600/5650-0716	01	WATER-SEWER POOL	518100096704	07/29/16	00000000	56759	08/09/16	2,018.39	2,018.39 2,018.39
						VENDOR TOTAL:		2,018.39	
COMMO	COMMONWEALTH EDISON								
80916	01	FOUNDERS PARK	101500096702	08/09/16	00000000	56779	08/17/16	180.29	180.29 21.91
	02	BOYNTON PARK	101500096702		00000000				15.49
	03	KIWANIS PARK	101500096702		00000000				36.97
	04	EMIL CASSIER PARK	101500096702		00000000				20.06
	05	SYCAMORE LAKE	101500096702		00000000				26.40
	06	GOOD TIMES SHELTER	101500096702		00000000				39.40
	07	WETZEL PARK	101500096702		00000000				20.06
						VENDOR TOTAL:		180.29	

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CONS	CONSERV FS								
121002581		01 GOLF - DIESEL	504100076515	07/26/16	00000000	56734	08/02/16	1,774.88	705.15
		02 DIESEL - PARKS	101500076515		00000000				411.62
		03 DIESEL - SC	202100076515		00000000				244.28
121002582		01 GOLF - GASOLINE	504100076515	07/26/16	00000000	56734	08/02/16	1,774.88	364.58
		02 PARKS - GASOLINE	101500076515		00000000				34.82
		03 PARKS -SC	202100076515		00000000				3.41
		04 PARKS -TRUCKS	101500076515		00000000				46.69
									279.66
121002583		01 TANK 4 OLD SHOP - GAS	504000076515	07/26/16	00000000	56734	08/02/16	1,774.88	705.15
DEK3		DEKALB COUNTY COLLECTOR						VENDOR TOTAL:	1,774.88
2ND 2016		01 PROPERTY TAXES	101500116850	08/01/16	00000000	56780	08/17/16	4,570.87	4,570.87
DEKSYC		DEKALB SYCAMORE CHEVROLET						VENDOR TOTAL:	4,570.87
11993		01 gmc truck bumper parts	101500066402	08/15/16	00001408	56781	08/17/16	57.84	57.84
EUCL		EUCLID BEVERAGE LTD.						VENDOR TOTAL:	57.84
2453818506		01 MILLER LITE	303000086634	08/02/16	00001369	56760	08/09/16	300.00	300.00
		02 COORS LIGHT	303000086634		00001369				151.50
2453910354		01 KEG	303000086634	07/26/16	00001351	56735	08/02/16	485.30	485.30
		02 MILLER LITE	303000086634		00001351				252.00
		03 HEINI	303000086634		00001351				151.50
		04 MIKES BLK CHERRY	303000086634		00001351				56.00
		05 MIKES LEMONADE	303000086634		00001351				27.90
		06 KEG RETURN	303000086634		00001351				-30.00
FRONTIER		FRONTIER						VENDOR TOTAL:	785.30
072216				07/22/16		56761	08/09/16	191.23	191.23

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
072216		01 MAINT BLDG	101500096700	07/22/16	00000000	56761	08/09/16	191.23	191.23
		02 MAINT BLDG	504100096700		00000000				71.25
		03 POOL	518000096700		00000000				71.24
									48.74
							VENDOR TOTAL:		191.23
GOR	FJI-0038014	INSTALL							
		01 BALANCE-INSTALL FEE	701000207018	06/09/16	00000000	56736	08/02/16	8,500.00	8,500.00
							VENDOR TOTAL:		8,500.00
GOR	GORDON FOOD SERVICE INC.								
171506515		01 SHREDDED CHEESE	303000086616	07/15/16	00001359	56737	08/02/16	598.20	598.20
		02 BRATS	303000086615		00001359				103.70
		03 KETCHUP/PEPPERS/RANCH	303000086629		00001359				67.30
		04 CHIPS	303000086622		00001359				118.16
		05 GATORADE	303000086631		00001359				55.42
		06 CUPS	303000076550		00001359				197.10
							VENDOR TOTAL:		56.52
HORN	HORNUNG'S PRO GOLF SALES INC.								
394355		01 TOUR WRAP GRIPS	501000001303	07/29/16	00001352	56738	08/02/16	209.77	209.77
		02 WINN EXCEL STANDARD	501000001303		00001352				95.28
		03 SHIPPING	501000001303		00001352				108.00
									6.49
394507		01 PROXIMITY CARDS	504000076500	08/02/16	00001345	56748	08/04/16	185.04	185.04
		02 FLY TEE COUNTER TOP DISPLAY	501000001306		00001345				18.00
		03 SHIPPING	501000001306		00000000				158.00
		04 SHIPPING	504000076500		00000000				4.52
									4.52
395197		01 NEW DECADE PLATINUM GRIPS	501000001303	08/08/16	00001389	56782	08/17/16	437.65	104.50
		02 SHIPPING	501000001303		00000000				98.52
									5.98
395517		01 IGLOO COOLERS- 5 GALLON	504000076500	08/11/16	00001403	56782	08/17/16	437.65	333.15
		02 SHIPPING	504000076500		00000000				250.00
							VENDOR TOTAL:		83.15
							VENDOR TOTAL:		832.46

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
HOWARD	54423	01 PULSER UNIT SHOP FUEL TANKS	101500066401	07/15/16	00001336	56739	08/02/16	172.15	172.15
									172.15
INTERS		INTERSTATE BATTERIES ROCKFORD							172.15
	100249943	01 CART BATTERY	101500066403	07/20/16	00001337	56740	08/02/16	45.95	45.95
	100250178	01 mower battery	504100066403	08/04/16	00001379	56762	08/09/16	60.95	60.95
									60.95
LORCHEM		LORCHEM TECHNOLOGIES INC							106.90
	59737	01 REPAIR/PARTS FOR PRESSURE WASH	504100056300	12/18/15	00001330	56741	08/02/16	544.15	544.15
		02 PRESSURE WASHER/PARTS/REPAIR	101500056300		00001330				166.38
		03 PRESSURE WASHER/PARTS/REPAIR	202100056307		00001330				166.38
									211.39
MENA		MENARDS - SYCAMORE							544.15
	26152	01 13 POND POWER OUTLET	504100076505	07/21/16	00001353	56742	08/02/16	34.64	34.64
OF		OFFICE DEPOT							34.64
	851303452001	01 TICKETS - FUNDRAISER	101200046223	07/18/16	00000000	56783	08/17/16	117.56	51.64
		02 CLIPS-SCISSORS-TAPE-MOIST	101000046200		00000000				10.39
		03 CLIPS-SCISSORS-TAPE-MOIST	201000046200		00000000				20.62
									20.63
	852527202001	01 TICKETS - FUNDRAISER	101200046223	07/22/16	00000000	56783	08/17/16	117.56	65.92
		02 PENS-ENV-PAPER	101000046200		00000000				10.39
		03 PENS-ENV-PAPER	201000046200		00000000				27.76
									27.77
PEPSI		PEPSI COLA GEN. BOT.							117.56
	85299503	01 WATER	303000086631	08/05/16	00001388	56763	08/09/16	996.37	395.42
									73.92

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
85299503		02 BIB PEPSI/DIET	303000086630	08/05/16	00001388	56763	08/09/16	996.37	395.42
		03 BIB PINK LEM/RAZ TEA/BRISK TEA	303000086630		00001388				142.70
									178.80
98331362		01 WATER	303000086631	07/22/16	00001373	56763	08/09/16	996.37	600.95
		02 PEPSI	303000086631		00001373				73.92
		03 MNT DEW	303000086631		00001373				44.54
		04 DT PEPSI	303000086631		00001373				66.81
		05 DT MNT DEW	303000086631		00001373				66.81
		06 CHERRY PEPSI	303000086631		00001373				22.27
		07 BIB- PEPSI, DIET	303000086630		00001373				22.27
		08 BIB- PK LEMONADE, RASP TEA	303000086630		00001373				142.70
		09 CO2 TANK	303000086634		00001373				134.10
									27.53

PERFORMING ARTS ACADEMY VENDOR TOTAL: 996.37

550	01	Fall 15 Spr 16 Sum 16 programs	205980066128	07/15/16	00001362	56749	08/04/16	1,255.00	1,255.00
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PERFORMANCE FOOD GROUP VENDOR TOTAL: 1,255.00

4971304	01	ROAST BEEF DELI	303000086612	07/08/16	00001324	56743	08/02/16	645.72	597.49
	02	SOUR CREAM	303000086629		00001324				58.67
	03	DORITOS	303000086622		00001324				22.67
	04	POTATO SALAD	303500086640		00001324				28.85
	05	FRITOS	303000086622		00001324				43.92
	06	GATORADE	303000086631		00001324				28.85
	07	SLICED CHEESE	303000086613		00001324				178.48
	08	CHIPS	303000086622		00001324				40.56
	09	ONIONS	303000086629		00001324				29.36
	10	HAMBURGERS	303000086613		00001324				16.97
	11	NACHO CHEESE	303000086620		00001324				49.40

4971305 01 SPICEY CHICKEN VENDOR TOTAL: 645.72

4975959	01	GATOR	303000086631	07/13/16	00001372	56764	08/09/16	841.18	841.18
	02	POPCORN	303000086621		00001372				277.41
	03	FRIES	303000086617		00001372				68.92
	04	HAMBURGERS	303000086613		00001372				18.55
	05	HOT DOGS 6/1	303000086615		00001372				148.20

VENDOR TOTAL: 34.97

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4975959	06 BRATS	303000086615	07/13/16	00001372	56764	08/09/16	841.18	841.18
		07 HOT DOGS 8/1	303000086615		00001372				203.46
									89.67
PLAY		PLAYERS GOLF CARS						VENDOR TOTAL:	1,486.90
	12708	01 RENTAL-GOLF CARTS 7-9-16	504000036126	07/25/16	00000000	56784	08/17/16	2,970.00	765.00
	12709	01 RENTAL - GOLF CARTS 7-22-16	504000036126	07/25/16	00000000	56784	08/17/16	2,970.00	765.00
	12710	01 RENTAL-GOLF CARTS 7-23-16	504000036126	07/25/16	00000000	56784	08/17/16	2,970.00	1,305.00
									1,305.00
PLUNKETT		PLUNKETT'S PEST CONTROL						VENDOR TOTAL:	2,970.00
	5499084	01 PEST CONTROL	101000056300	07/28/16	00000000	56765	08/09/16	152.00	152.00
		02 PEST CONTROL	201000056300		00000000				76.00
									76.00
REIN		REINDERS, INC.						VENDOR TOTAL:	152.00
	1641507-FREIGHT	01 BAL OF FREIGHT INV1641507	101500066403	08/17/16	00000000	56785	08/17/16	54.14	13.96
	1642767-FREIGHT	01 BALANCE FREIGHT-INV1642767	101500066402	08/17/16	00000000	56785	08/17/16	54.14	15.97
									15.97
	1644321-FREIGHT	01 BALANCE FREIGHT-INV1644321	504100076505	08/17/16	00000000	56785	08/17/16	54.14	13.96
	1644505-FREIGHT	01 BALANCE -FREIGHT INV1644505	504100066403	08/17/16	00000000	56785	08/17/16	54.14	13.96
									10.25
SIS		SISLERS ICE						VENDOR TOTAL:	54.14
	73967	01 pool ice machine valve	303400066401	08/01/16	00001376	56766	08/09/16	90.00	90.00
SOU		SOUTHERN WINE & SPIRITS OF ILL						VENDOR TOTAL:	90.00
	5384562			06/21/16		56750	08/04/16	265.21	265.21

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
5384562		01 CHAMPAGNE	303000086640	06/21/16	00001364	56750	08/04/16	265.21	265.21
		02 PINOT	303000086638		00001364				96.00
		03 SANGRIA	303000086638		00001364				90.00
		04 DEWARS	303000086636		00001364				45.00
		05 SHIPPING	303000086638		00001364				31.21
									3.00
5384562		5384562-FINANCE		08/09/16		56767	08/09/16	3.97	3.97
		01 FINANCE CHARGE	303000086640		00000000				1.32
		02 FINANCE CHARGE	303000086638		00000000				1.32
		03 FINANCE CHARGE	303000086636		00000000				1.33
5489616		01 VODKA	303000086636	08/16/16	00001414	56786	08/17/16	1,049.37	1,049.37
		02 BACARDI	303000086636		00001414				248.50
		03 CANADIAN CLUB	303000086636		00001414				256.58
		04 FLAVORED VODKA	303000086636		00001414				139.56
		05 CHARDONNAY	303000086638		00001414				179.73
		06 MOSCATO	303000086638		00001414				45.00
		07 PINOT	303000086638		00001414				45.00
		08 RIESLING	303000086638		00001414				90.00
									45.00
SPEC	SPECIAL FX						VENDOR TOTAL:		1,318.55
41150		01 staff t shirts - maint.	101500046215	08/01/16	00001368	56768	08/09/16	42.00	42.00
							VENDOR TOTAL:		42.00
3308556951		01 BUS CARDS - INK	101000046200	07/16/16	00000000	56744	08/02/16	153.01	145.85
		02 STAPLES-HILITERS	101000046200		00000000				58.12
		03 STAPLES-HILITERS	201000046200		00000000				21.85
		04 COIL ENVELOPES	201000046200		00000000				21.86
		05 COIL ENVELOPES	201000046200		00000000				22.01
									22.01
3308556952		01 BUSINESS CARDS	101000046200	07/16/16	00000000	56744	08/02/16	153.01	7.16
									7.16
3310858941		01 INK	101000046200	08/06/16	00000000	56787	08/17/16	169.23	63.85
		02 INK	201000046200		00000000				31.92
									31.93

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3310858943		01 TAPE DISP	101000046200	08/06/16	00000000	56787	08/17/16	169.23	96.89
		02 BATH TISSUE	303000076510		00000000				1.55
									95.34
3310858945		01 STAPLES	101000046200	08/06/16	00000000	56787	08/17/16	169.23	8.49
		02 STAPLES	201000046200		00000000				4.24
									4.25
SUP		SUPERIOR BEVERAGE						VENDOR TOTAL:	322.24
488172		01 BUD LIGHT	303000086634	07/13/16	00001357	56745	08/02/16	611.55	230.10
		02 FOUR STAR	303000086634		00001357				186.00
		03 KEG RETURN	303000086634		00000000				74.10
									-30.00
488326		01 BUD	303000086634	07/27/16	00001358	56745	08/02/16	611.55	381.45
		02 BUD LIGHT	303000086634		00001358				45.75
		03 BUD LIME	303000086634		00001358				186.00
		04 MICH ULTRA	303000086634		00001358				99.30
		05 ARNIE PALMER	303000086631		00001358				36.40
		06 KEG RETURN	303000086634		00001358				44.00
									-30.00
488407		01 BUD	303000086634	08/03/16	00001370	56769	08/09/16	260.50	260.50
		02 BUD LIGHT	303000086634		00001370				30.50
		03 ARNIE PALMER	303000086631		00001370				186.00
									44.00
T0000024		DOBBERSTEIN, MELISSA						VENDOR TOTAL:	872.05
3- TIPS		01 TIP 7-30 RENTAL	303500003090	08/04/16	00000000	56751	08/04/16	206.01	206.01
		02 TIP 7-16 RENTAL	303500003090		00000000				23.80
		03 TIP 7-28 MENS DINNER	303500003090		00000000				137.38
									44.83
T00000230		FREEMAN, JEANETTE						VENDOR TOTAL:	206.01
MILEAGE 8-17-16		01 MILEAGE	101000046211	08/17/16	00000000	56788	08/17/16	21.85	21.85
									21.85
T00000327		CROUCH, ALLISON						VENDOR TOTAL:	21.85
WILDENRADT TIP				08/03/16		56752	08/04/16	26.00	26.00

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		WILDENRADT TIP							
		01 TIP FOR WILDENRADT	303000003090	08/03/16	00000000	56752	08/04/16	26.00	26.00
T0000817		MAVEUS, JEFF						VENDOR TOTAL:	26.00
		CHURCH FAST PITCH							
		01 KEY DEPOSIT RETURNED	201000001104	08/01/16	00000000	56753	08/04/16	100.00	100.00
T0001416		MULLIGAN, CHELSEY						VENDOR TOTAL:	100.00
		080116 01 CLASS REFUND	205550026218	08/01/16	00000000	56754	08/04/16	33.34	33.34
T0001417		METCALF, LISA						VENDOR TOTAL:	33.34
		MILEAGE 2016							
		01 MILEAGE	201000046211	08/17/16	00000000	56789	08/17/16	51.52	51.52
T0001418		SALSBERRY, ED						VENDOR TOTAL:	51.52
		REFUND							
		01 SEASON PASS REFUND	504000046218	08/17/16	00000000	56790	08/17/16	369.00	369.00
TOUR		TOUR EDGE GOLF MFG. INC.						VENDOR TOTAL:	369.00
		IN-01104978							
		01 HP PUTTER SPEC ORDER FREEMAN	501000001303	08/09/16	00001186	56791	08/17/16	47.68	47.68
		02 FREIGHT	501000001303		00000000			40.18	40.18
UNIT2		UNITED STATES POSTAL SERVICE						VENDOR TOTAL:	47.68
		2016 FALL BROCHURE							
		01 FALL 2016 BROCHURE POSTAGE	206500046202	08/02/16	00000000	56746	08/02/16	1,408.02	1,408.02
UNUM		UNUM LIFE INSURANCE						VENDOR TOTAL:	1,408.02
		AUGUST 2016							
						56792	08/17/16	465.54	232.77

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		AUGUST 2016		08/17/16		56792	08/17/16	465.54	232.77
		01 STD INS PREMIUM	101000106801		00000000				41.46
		02 STD INS PREMIUM	101500106801		00000000				7.22
		03 STD INS PREMIUM	504100106801		00000000				40.70
		04 STD INS PREMIUM	504000106801		00000000				18.50
		05 STD INS PREMIUM	201000106801		00000000				50.82
		06 STD INS PREMIUM	202100106801		00000000				74.07
		JULY 2016		08/17/16		56792	08/17/16	465.54	232.77
		01 STD INS PREM	101000106801		00000000				41.46
		02 STD INS PREM	101500106801		00000000				7.22
		03 STD INS PREM	504100106801		00000000				40.70
		04 STD INS PREM	504000106801		00000000				18.50
		05 STD INS PREM	201000106801		00000000				50.82
		06 STD INS PREM	202100106801		00000000				74.07
USFOODS		US FOODS INC						VENDOR TOTAL:	465.54
	1067328	01 POPCORN CHICKEN	303000086616	07/26/16	00001374	56770	08/09/16	374.82	374.82
		02 CHEDDAR NUGGETS	303000086617		00001374			26.36	26.36
		03 SOFT PRETZELS	303000086619		00001374			145.41	145.41
		04 ONION RINGS	303000086617		00001374			25.16	25.16
		05 HAMBURGER BUNS	303000086613		00001374			54.94	54.94
		06 FRIES	303000086617		00001374			42.94	42.94
		07 CUPS	303000076550		00001374			38.78	38.78
		08 LIDS	303000076550		00001374			21.23	21.23
		WALMART COMMUNITY/RFCSELLC						VENDOR TOTAL:	374.82
	71616	01 POOL CLEANING SUPPLIES	518000076510	07/16/16	00001214	56774	08/09/16	2,074.58	2,074.58
		02 POP FOR POOL PARTY	518000046216		00001237			5.72	5.72
		03 SWIM LESSON POPSICLES	518200046216		00001237			13.96	13.96
		04 WEIRD SCIENCE SUPPLIES	205010016216		00001282			22.32	22.32
		05 LETTUCE/TOMATO	303000086629		00001283			18.86	18.86
		06 MR FREEZIES	303000086626		00001283			5.33	5.33
		07 SOAP/CLEANERS- POOL	303400076510		00001283			7.84	7.84
		08 AIRHEADS	303000086624		00001221			28.78	28.78
		09 BANANAS	303000086623		00001288			239.52	239.52
		10 ICEES	303000086623		00001288			5.56	5.56
		11 GRANOLA BARS	303000086618		00001288			53.88	53.88
								VENDOR TOTAL:	60.59

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
71616				07/16/16		56774	08/09/16	2,074.58	2,074.58
		12 COOKIES	303000086618		00001288				67.08
		13 PEANUTS	303000086618		00001288				14.96
		14 CRACKERS	303000086618		00001288				6.88
		15 JUICE	303000086631		00001288				24.16
		16 CAPRI SUN	303000086631		00001288				6.98
		17 SUNFLOWER SEEDS	303000086618		00001288				21.48
		18 FRUIT CUPS	303000086623		00001288				7.98
		19 CANDY	303000086624		00001288				637.81
		20 AIRHEADS	303000086624		00001288				121.80
		21 FLAVOR ICE	303000086626		00001288				39.90
		22 SUB BUNS	303000086612		00001288				31.84
		23 DONUTS/MUFFINS	303000086611		00001288				81.54
		24 STRING CHEESE	303000086623		00001288				8.38
		25 PASTA NOODLES	303500086640		00001288				5.68
		26 CONTAINERS	303300076550		00001288				3.06
		27 COOKIES	101000076500		00001288				25.16
		28 LETTUCE	303000086629		00001284				7.40
		29 COOKIES	303500086640		00001284				6.00
		30 BAND AIDS	303000076500		00001284				1.97
		31 FIRST AID KIT	303300076500		00001284				9.84
		32 CREAMER	303000086632		00001285				5.41
		33 EGGS	303000086613		00001285				1.40
		34 PASTA NOODLES	303500086640		00001286				5.28
		35 BREAD	303000086612		00001286				7.36
		36 COUPON- PASTA	303500086640		00001286				-1.25
		37 BREAD/PIE/BRN SUGAR/CHARCOAL	303500086640		00001287				79.05
		38 LETTUCE	303000086629		00001313				5.92
		39 LETTUCE	303300086613		00001313				1.48
		40 CANDY	303000086624		00001312				98.49
		41 POPCORN SALT	303300086621		00001312				4.57
		42 BEER CUPS	303000076550		00001312				7.67
		43 BREAD	303000086612		00001325				4.16
		44 CREAMER	303000086632		00001325				3.78
		45 LETTUCE	303000086629		00001325				4.44
		46 DISH SOAP	303000076551		00001325				3.94
		47 HOT DOG BUNS	303000086615		00001326				13.20
		48 BREAD	303000086612		00001327				11.52
		49 CANDY	303000086624		00001327				83.58
		50 CRACKERS	303000086618		00001327				34.40
		51 DANISHES	303000086611		00001327				40.80
		52 PASTA/CHEESE/BEEF/SAUCE/MELON	303500086640		00001327				77.12
		53 COUPON- CRACKERS	303000086618		00001327				-2.50
		54 COUPON- PASTA	303500086640		00001327				-7.50

VENDOR TOTAL: 2,074.58

DATE: 08/17/2016
 TIME: 14:55:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/26/2016 TO 08/17/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WARE		WAREHOUSE DIRECT BUSINESS							
	3149591-0	01 MULTIFOLD TOWELS	303000076510	08/04/16	00000000	56793	08/17/16	146.10	146.10
WASTE		WASTE MANAGEMENT							
	3505170-2011-0	01 REFUSE REMOVAL - ADM	101000056302	08/01/16	00000000	56755	08/04/16	363.63	363.63
		02 REFUSE REMOVAL - CH	303000056302		00000000				50.63
		03 REFUSE REMOVAL - ADM	101000056302		00000000				50.64
		04 REFUSE REMOVAL - OLD SHOP	504100056302		00000000				5.00
		05 REFUSE REMOVAL - SC	202100056302		00000000				32.26
		06 REFUSE REMOVAL - PARK	101500056302		00000000				65.82
		07 REFUSE REMOVAL - POOL	518100056302		00000000				45.11
		08 REFUSE REMOVAL - PICNIC	101500056302		00000000				48.35
								VENDOR TOTAL:	146.10
WDKB-FM		WDKB-FM							
		JULY GOLF ADS						VENDOR TOTAL:	363.63
		01 JULY GOLF RADIO ADS	101200046209	07/31/16	00001395	56794	08/17/16	562.50	250.00
		JULY JR POOL PARTY							250.00
		01 JULY JR POOL PARTY RADIO ADS	101200046209	07/31/16	00001397	56794	08/17/16	562.50	125.00
		JULY POOL ADS							125.00
		01 JULY POOL RADIO ADS	101200046209	07/31/16	00001396	56794	08/17/16	562.50	187.50
									187.50
								VENDOR TOTAL:	562.50
								TOTAL --- ALL INVOICES:	44,664.22

Interim \$ 44,664.22
New \$ 56,652.65

Total \$ 101,316.87

INVOICES DUE ON/BEFORE 08/17/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

---	UNDEFINED FUND CODE	---	
	---	UNDEFINED CODE	---
DEKA	DEKALB LAWN & EQUIPMENT CO.	14,022.81	18.86
	---	UNDEFINED CODE	---
			18.86
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	25,889.63	4,395.68
AT&T2	A T & T	486.64	33.76
CINTA	CINTAS CORPORATION #355	991.92	33.36
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	876.43
ECO	ECOWATER SYSTEMS, INC.	419.51	26.47
ENGIN	ENGINEERING RESOURCE ASSOC	19,930.38	502.18
FRONTIER	FRONTIER	6,310.81	305.51
GROUPPL	GROUP PLAN SOLUTIONS	318.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,305.32	156.91
MARKET	MARKET ACCESS CORPORATION	350.00	195.00
MENA	MENARDS - SYCAMORE	3,937.32	55.96
NATREC	NATIONAL RECREATION AND PARK		400.00
NICOR	NICOR GAS	11,162.93	109.50
SHAW	SHAW SUBURBAN MEDIA	2,017.72	21.30
SOFT	SOFT WATER CITY	1,914.85	42.25
SPARKLE	SPARKLE JANITORIAL SERVICE	12,501.96	769.50
SUNDOG	SUN DOG IT	23,737.47	606.62
T0000024	DOBBERSTEIN, MELISSA	1,364.85	15.13
	ADMINISTRATION		8,567.56
12 MARKETING			
SHAW	SHAW SUBURBAN MEDIA	2,017.72	316.00
	MARKETING		316.00
15 PARKS			
AIRGAS	AIRGAS USA LLC	4,278.49	119.90
ARTHU	ARTHUR CLESEN, INC.	17,583.51	335.86
AT&T2	A T & T	486.64	89.96
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	10,154.02	121.60
CARQ	CARQUEST AUTO PARTS	5,247.62	393.09

DATE: 08/17/2016
 TIME: 15:23:01
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/17/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
CINTA	CINTAS CORPORATION #355	991.92	38.20
CONS	CONSERV FS	16,321.45	897.54
DEKA	DEKALB LAWN & EQUIPMENT CO.	14,022.81	20.70
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	794.33
ENCAP	ENCAP, INC	60,865.50	6,180.00
FINN	FINNEY'S ELECTRIC	2,205.96	115.00
GAME	GAMETIME	27,151.22	596.72
LOWE	LOWE'S	1,965.15	26.96
MAR	ARCH CHEM-MARINE BIOCHEM	5,980.50	740.00
MENA	MENARDS - SYCAMORE	3,937.32	118.55
NICOR	NICOR GAS	11,162.93	206.95
REESE	REESE RECREATION	12.00	22.00
SOFT	SOFT WATER CITY	1,914.85	76.75
	PARKS		10,894.11
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	486.64	33.76
BOCKY	BOCKYN, LLC	2,100.00	300.00
CINTA	CINTAS CORPORATION #355	991.92	18.64
DEKCTYBR	DEKALB COUNTY BROADCASTERS	250.00	250.00
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	876.43
ECO	ECOWATER SYSTEMS, INC.	419.51	26.47
FRONTIER	FRONTIER	6,310.81	305.51
GROUPPL	GROUP PLAN SOLUTIONS	318.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,305.32	156.91
NATREC	NATIONAL RECREATION AND PARK		400.00
NICOR	NICOR GAS	11,162.93	71.11
SHAW	SHAW SUBURBAN MEDIA	2,017.72	21.30
SPARKLE	SPARKLE JANITORIAL SERVICE	12,501.96	769.50
SUNDOG	SUN DOG IT	23,737.47	606.62
	ADMINISTRATION		3,858.25
SPORTS COMPLEX MAINTENANCE			
21			
AIRGAS	AIRGAS USA LLC	4,278.49	23.08
ARTHU	ARTHUR CLESEN, INC.	17,583.51	103.50
BSN	BSN SPORTS	2,646.03	87.15
CONS	CONSERV FS	16,321.45	245.67

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/17/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	690.15
MENA	MENARDS - SYCAMORE	3,937.32	49.85
NIV	NIVEL PARTS & MANUFACTURING	3,203.28	405.08
SOFT	SOFT WATER CITY	1,914.85	123.00
	SPORTS COMPLEX MAINTENANCE		1,727.48
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	6,523.57	699.56
	MIDWEST MUSEUM OF NATURAL HIST		699.56
DONATIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	19,930.38	277.10
	ADMINISTRATION		277.10
SPECIAL RECREATION			
10	ADMINISTRATION		
WILL2	WILLIAMS ARCHITECTS/AQUATICS		1,278.38
	ADMINISTRATION		1,278.38
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	172.89	-104.25
	ADMINISTRATION		-104.25
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	486.64	0.48
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	375.62
EUCL	EUCLID BEVERAGE LTD.	4,976.80	445.50

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4 25

INVOICES DUE ON/BEFORE 08/17/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
NICOR	NICOR GAS	11,162.93	30.47
T0000024	DOBBERSTEIN, MELISSA	1,364.85	50.78
	CLUBHOUSE CONCESSIONS		902.85
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	371.37
	SPORTS COMPLEX CONCESSIONS		371.37
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	1,364.85	34.34
	CATERING		34.34
GOLF COURSE			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	172.89	328.72
	ADMINISTRATION		328.72
40	GOLF OPERATIONS		
AT&T2	A T & T	486.64	9.25
CONS	CONSERV FS	16,321.45	564.60
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	1,040.41
FRONTIER	FRONTIER	6,310.81	85.02
NICOR	NICOR GAS	11,162.93	30.47
SOFT	SOFT WATER CITY	1,914.85	62.50
	GOLF OPERATIONS		1,792.25
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	17,583.51	710.44
CINTA	CINTAS CORPORATION #355	991.92	38.16

INVOICES DUE ON/BEFORE 08/17/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
CONS	CONSERV FS	16,321.45	347.45
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	3,428.24
ENCAP	ENCAP, INC	60,865.50	225.00
GRAI	GRAINGER	3,270.84	91.80
NICOR	NICOR GAS	11,162.93	275.13
PENDL	PENDELTON TURF SUPPLY	1,061.00	145.00
REIN	REINDERS, INC.	80,246.73	168.43
	GOLF MAINTENANCE		5,429.65
SWIMMING POOL			
80	POOL		
CINTA2	CINTAS CORP	329.35	130.99
SOFT	SOFT WATER CITY	1,914.85	131.25
	POOL		262.24
81	POOL MAINTENANCE		
BSN	BSN SPORTS	2,646.03	161.99
DYNEGY E	DYNEGY ENERGY SERVICES	21,051.70	2,831.44
HALO	HALOGEN SUPPLY COMPANY, INC.	329.05	376.40
HAWK	HAWKINS INC	2,981.72	80.00
MENA	MENARDS - SYCAMORE	3,937.32	22.52
NICOR	NICOR GAS	11,162.93	1,194.83
	POOL MAINTENANCE		4,667.18
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	60,865.50	12,431.00
	ADMINISTRATION		12,431.00
ACTION 2020			
10	ADMINISTRATION		
FARNS	FARNSWORTH GROUP INC	38,492.85	2,900.00
	ADMINISTRATION		2,900.00
	TOTAL ALL DEPARTMENTS		56,652.65

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: August 23, 2016

Administrative Initiatives (8/1/16 – 8/31/16)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Continued to work on setting goals based upon Critical Success Factors. Arranging to meet with maintenance and recreation to discuss potential impact upon their departments.
- After reviewing the results of Loss Control Review by PDRMA, worked on areas that needed additional attention.
- Reviewed options with IMRF on health plans for retirees and long-term care insurance.
- Reviewed IMRF NPO pay-off and determine ability to pay in 2016.
- Completed PCI Compliance as required for merchant services/credit card processing.
- Provided vendor historical information to Executive Director for fundraising purposes.
- Communicated with departments regarding end of season employee documentation as requested by Unemployment Consultants.
- Provided information to PDRMA regarding an insurance claim submission from a patron. PDRMA sent appropriate denial letter to patron's insurance carrier.

- Met with Cohen Barnes, Sundog, to review the VOIP phones that are here for trial basis.
- Met with Greg Gabrielson, Unemployment Consultants, to discuss various topics. Mostly a refresher of the process of an unemployment claim.
- Worked with Lisa Metcalf and representative from Vermont Systems in order to discuss and better understand their costs.
- Met with American Deposit Management and PFM to discuss further the process of bond management. Contacted references provided by the firms.
- Met with Ispera Government Systems regarding assistance with writing the phone system RFP, especially in regards to the technical information that should be included.
- Reached out to Sikich regarding the possible assistance with writing the phone system RFP. They provided some basic information in the technology study that was done a while back.
- Reviewed POS transactions for errors and corrected in order to post to accounting system.
- Provided instruction to administrative staff regarding volleyball registration.
- Coordinated part-time staff annual recognition.
- Discussed with concessions staff regarding providing services to AYSO this Fall.
- Participated in How to be an Effective Wellness Ambassador Webinar.
- Set up new general ledger codes for programs in the Fall brochure.

- Researched Fineprint software. In the administration office we use this program which allows us to print to screen reports from the accounting software. Now that other staff will be utilizing the accounting software, printing to screen will be a huge benefit to them. MSI (accounting software) no longer sells the program, however, we are able to purchase directly.
- Sent out FMLA information to an employee on leave.
- Attending Kish/NW Healthy Cooking Class.
- Participated in annual Chamber Day Golf Classic.
- Catering/special events/room rentals: 5 golf outings, 1 class, 1 meeting, high school invitational, Club Championship

Administrative Initiatives (9/1/16 – 9/30/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Attend PDRMA Health Program Council Meeting to review 2016 and discuss possible revisions to the program for 2017.
- Attend PDRMA seminar on Certificates of Insurance and Independent Contractors.
- Continue to work on PDRMA compliance requirements for final Loss Control Review.
- Begin to get quotes for electric contract expiring in January 2017.
- Start to assemble data to distribute for 2016 year-end projection and 2017 budget process.
- Assist with Good Tymes Revival event.
- Participate in PDRMA quarterly Path Essentials webinar.

- Continue to look into ATM options for clubhouse.
- Continue to review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Provide additional documentation for transparency portal of website.
- Attend study session regarding goal setting for Critical Success Factors.
- Catering/special events/room rentals: 1 class, 3 golf outings, Good Tymes Revival

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Corporate Fund (10)

<u>Department</u>	<u>July Budget</u>	<u>July 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>
Revenues									
Administration	19,764.00	18,569.50	-6.0%	664,756.00	695,984.42	4.7% (1)	1,269,555.00	670,955.30	3.7% (1)
Marketing	-	100.00	#DIV/0!	-	100.00	#DIV/0!	37,300.00	-	
Parks	148.00	58.34	-60.6%	7,553.00	6,368.94	-15.7% (2)	14,810.00	5,067.84	25.7% (2)
Total Revenues	19,912.00	18,727.84	-5.9%	672,309.00	702,453.36	4.5%	1,321,665.00	676,023.14	3.9%
Expenses									
Administration	32,714.00	40,718.58	24.5%	663,128.00	665,777.38	0.4%	1,428,694.00	227,729.28	192.4% (3)
Marketing	5,054.00	2,194.55	-56.6%	34,404.00	19,831.78	-42.4% (4)	90,050.00	-	#DIV/0! (4)
Parks	26,876.00	19,728.87	-26.6%	136,737.00	132,562.91	-3.1%	258,709.00	111,773.36	18.6% (5)
Total Expenses	64,644.00	62,642.00	-3.1%	834,269.00	818,172.07	-1.9%	1,777,453.00	339,502.64	141.0%
Total Fund Revenues	19,912.00	18,727.84	-5.9%	672,309.00	702,453.36	4.5%	1,321,665.00	676,023.14	3.9%
Total Fund Expenses	64,644.00	62,642.00	-3.1%	834,269.00	818,172.07	-1.9%	1,777,453.00	339,502.64	141.0%
Surplus (Deficit)	(44,732.00)	(43,914.16)	-1.8%	(161,960.00)	(115,718.71)	-28.6%	(455,788.00)	336,520.50	-134.4%

(1) In 2016 YTD real estate tax receipts is currently 53.14% of total anticipated compared to budgeted 51% \$28,465.

(2) 2016 allocation of imrf/ss levy is less than budget since wages are running less than budget. 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 \$5,952.

(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) 16 exp higher than '15: pt wages 41.2% \$7,952; building maint 180.7% \$4,017; landscape serv 43.4% \$2,826; vehicle/tract/mower maint 88.3% \$7,797

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Recreation Fund (20)

<u>Department</u>	<u>July Budget</u>	<u>July 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	8,564.00	7,104.91	-17.04%	436,744.00	460,295.72	5.39% (1)	856,359.00	461,011.61	-0.2% (1)
Sports Complex	11,800.00	(478.42)	-104.05%	16,800.00	3,876.58	-76.93% (2)	35,300.00	11,022.00	-64.8% (2)
Sports Complex Maintenance	385.00	(164.35)	-142.69%	19,651.00	22,342.64	13.70% (3)	38,532.00	21,445.01	4.2% (3)
Midwest Museum of Natural Hist	632.00	-		1,896.00	1,869.35	-1.41%	2,528.00	2,461.94	-24.1%
Programs-Youth	127.00	517.74	307.67%	9,710.00	10,498.14	8.12% (4)	19,381.00	9,539.83	10.0% (4)
Programs-Teens	-	-	#DIV/0!	967.00	700.00	-27.61% (4)	1,194.00	2,380.58	-70.6% (4)
Programs-Adult	360.00	110.22	-69.38%	2,855.00	3,799.02	33.07% (4)	4,005.00	808.14	370.1% (4)
Programs-Family	7.00	(78.69)	-1224.14%	8,366.00	5,381.00	-35.68% (4)	13,717.00	8,737.00	-38.4% (4)
Programs-Leagues	2.00	(24.60)	-1330.00%	104.00	118.47	13.91% (4)	5,034.00	143.95	-17.7% (4)
Programs-Youth Athletics	1,100.00	680.00	-38.18%	15,290.00	20,495.00	34.04% (4)	22,800.00	19,631.00	4.4% (4)
Programs-Fitness	177.00	185.64	4.88%	4,923.00	6,305.50	28.08% (4)	7,743.00	18,764.85	-66.4% (4)
Programs-Preschool	-	-	#DIV/0!	-	545.00	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Dance	200.00	77.63	-61.19%	2,965.00	2,584.79	-12.82% (4)	3,925.00	4,326.24	-40.3% (4)
Programs-Special Events	-	(4.94)	#DIV/0!	3,238.00	2,719.26	-16.02% (4)	3,471.00	3,240.14	-16.1% (4)
Programs-Concerts	-	-	#DIV/0!	8,800.00	3,570.00	-59.43% (5)	8,800.00	5,950.00	-40.0% (5)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Brochure	-	-	#DIV/0!	7,000.00	500.00	-92.86% (5)	8,850.00	6,000.00	-91.7% (5)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	7,976.19	-100.0%
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	1,421.06	-100.0%
Total Revenues	23,354.00	7,925.14	-66.07%	539,309.00	545,600.47	1.17%	1,031,639.00	584,859.54	-6.7%

(1) In 2016 YTD real estate tax receipts is currently 53.14% of total anticipated compared to budgeted 51%. Also the total recreation levy is approximately \$12,500 higher than the budget.

(2) Timing

(3) Only revenue is IMRF/SS tax levy.

(4) Revenue from programs are just above budget 9.77% \$4,728 and decreased 21.3%, \$14,426 compared to 2015 primarily due to closing of community center.

(5) timing of sponsorships/advertising dollars

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Expenses

Administration	22,610.00	21,790.24	-3.63%	180,027.00	161,929.73	-10.05%	(1)	500,887.00	191,582.16	-15.5%	(2)
Sports Complex	-	-	#DIV/0!	-	1,250.00	#DIV/0!		-	250.00	400.0%	
Sports Complex Maintenance	32,786.00	31,755.27	-3.14%	232,604.00	225,607.10	-3.01%		393,543.00	226,963.21	-0.6%	
Midwest Museum of Natural Hist	575.00	155.36	-72.98%	6,225.00	4,094.00	-34.23%		9,500.00	3,808.81	7.5%	
Programs-Youth	1,256.00	813.08	-35.26%	6,931.00	6,716.09	-3.10%	(3)	12,662.00	7,137.23	-5.9%	(3)
Programs-Teens	-	-	#DIV/0!	534.00	560.00	4.87%	(3)	727.00	2,207.33	-74.6%	(3)
Programs-Adult	144.00	118.66	-17.60%	762.00	1,991.42	161.34%	(3)	1,104.00	498.44	299.5%	(3)
Programs-Family	-	-	#DIV/0!	12,256.00	10,088.57	-17.68%	(3)	19,934.00	6,885.71	46.5%	(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	875.00	9,124.00	942.74%	6,250.00	14,839.50	137.43%	(3)	16,025.00	9,562.00	55.2%	(3)
Programs-Fitness	65.00	282.37	334.42%	2,544.00	3,334.38	31.07%	(3)	3,814.00	9,477.75	-64.8%	(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	41.00	242.15	490.61%	1,231.00	1,230.22	-0.06%	(3)	2,694.00	3,321.11	-63.0%	(3)
Programs-Special Events	1,000.00	75.00	-92.50%	3,511.00	8,381.55	138.72%	(3)	22,010.00	3,029.41	176.7%	(3)
Programs-Concerts	81.00	(5.63)	-106.95%	8,768.00	7,903.20	-9.86%		8,768.00	8,219.36	-3.8%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	-	-	#DIV/0!	7,030.00	6,651.90	-5.38%		21,100.00	7,454.29	-10.8%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	4,533.40	-100.0%	(4)
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	86,574.54	-100.0%	(4)
Total Expenses	59,433.00	64,350.50	8.27%	471,232.00	457,187.02	-2.98%		1,016,168.00	573,774.82	-20.3%	
Total Fund Revenues	23,354.00	7,925.14	-66.07%	539,309.00	545,600.47	1.17%		1,031,639.00	584,859.54	-6.7%	
Total Fund Expenses	59,433.00	64,350.50	8.27%	471,232.00	457,187.02	-2.98%		1,016,168.00	573,774.82	-20.3%	
Surplus (Deficit)	(36,079.00)	(56,425.36)	56.39%	68,077.00	88,413.45	29.87%		15,471.00	11,084.72	697.6%	

(1) Lower than budget: administrative expenses (advertising radio, education/training) 52.05% \$12,595; contracted services (timing) 16.31% \$2,788

(2) 2016 expenses lower than 2015: Ft wages and related expenses (restructure) 12.4% \$14,692; \$14,000 radio ads.

(3) Expenses for programs greater than budget 36.01% \$13,173 and increased 12.1%, \$5,362 compared to 2015. \$5,000 (donation for fireworks) is timing. Facility cost for MTO in 2016

(4) Community Center closed

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Donations (21)

<u>Department</u>	<u>July Budget</u>	<u>July 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	16,000.00	250.00	-98.44%	16,000.00	36,359.20	127.25%	166,000.00	62.29	58270.8%
Total Revenues	16,000.00	250.00	-98.44%	16,000.00	36,359.20	127.25%	166,000.00	62.29	58270.8%
Expenses									
Administration	-	2,428.43	#DIV/0!	206,782.00	195,126.32	-5.64%	356,782.00	24,786.24	687.2% (1)
Total Expenses	-	2,428.43		206,782.00	195,126.32		356,782.00	24,786.24	687.2%
Total Fund Revenues	16,000.00	250.00	-98.44%	16,000.00	36,359.20	127.25%	166,000.00	62.29	58270.8%
Total Fund Expenses	-	2,428.43		206,782.00	195,126.32		356,782.00	24,786.24	687.2%
Surplus (Deficit)	16,000.00	(2,178.43)	-113.62%	(190,782.00)	(158,767.12)	-16.78%	(190,782.00)	(24,723.95)	542.2%

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

Special Recreation (22)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,530.00	1,340.89	-12.36%	78,030.00	81,625.05	4.61%	153,000.00	76,183.71	7.1%
Total Revenues	1,530.00	1,340.89	-12.36%	78,030.00	81,625.05	4.61%	153,000.00	76,183.71	7.1%
Expenses									
Administration	39,000.00	-	-100.00%	88,000.00	80,059.00	-9.02%	216,123.00	69,992.50	14.4% (1)
Total Expenses	39,000.00	-	-100.00%	88,000.00	80,059.00	-9.02%	216,123.00	69,992.50	14.4%
Total Fund Revenues	1,530.00	1,340.89	-12.36%	78,030.00	81,625.05	4.61%	153,000.00	76,183.71	7.1%
Total Fund Expenses	39,000.00	-	-100.00%	88,000.00	80,059.00	-9.02%	216,123.00	69,992.50	14.4%
Surplus (Deficit)	(37,470.00)	1,340.89	-103.58%	(9,970.00)	1,566.05	-115.71%	(63,123.00)	6,191.21	-74.7%

(1) Increased allocation to KSRA.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Insurance (23)

<u>Department</u>	<u>July Budget</u>	<u>July 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	770.00	680.85	-11.58%	39,270.00	41,443.57	5.53%	77,000.00	28,989.04	43.0%
Total Revenues	770.00	680.85	-11.58%	39,270.00	41,443.57	5.53%	77,000.00	28,989.04	43.0%
Expenses									
Administration	33,284.00	33,283.50	0.00%	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Total Expenses	33,284.00	33,283.50	0.00%	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Total Fund Revenues	770.00	680.85	-11.58%	39,270.00	41,443.57	5.53%	77,000.00	28,989.04	43.0%
Total Fund Expenses	33,284.00	33,283.50	0.00%	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Surplus (Deficit)	(32,514.00)	(32,602.65)	0.27%	2,986.00	4,322.47	44.76%	5,433.00	(9,823.30)	-144.0%

Audit (24)

<u>Department</u>	<u>July Budget</u>	<u>July 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	140.00	123.05	-12.11%	7,140.00	7,490.24	69.00%	14,000.00	7,371.60	1.6%
Total Revenues	140.00	123.05	-12.11%	7,140.00	7,490.24	4.91%	14,000.00	7,371.60	1.6%
Expenses									
Administration	-	-	#DIV/0!	13,900.00	13,900.00	0.00%	13,900.00	14,500.00	-4.1%
Total Expenses	-	-	#DIV/0!	13,900.00	13,900.00	0.00%	13,900.00	14,500.00	-4.1%
Total Fund Revenues	140.00	123.05	-12.11%	7,140.00	7,490.24	4.91%	14,000.00	7,371.60	1.6%
Total Fund Expenses	-	-	#DIV/0!	13,900.00	13,900.00	0.00%	13,900.00	14,500.00	-4.1%
Surplus (Deficit)	140.00	123.05	-12.11%	(6,760.00)	(6,409.76)	-5.18%	100.00	(7,128.40)	-10.1%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Paving & Lighting (25)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	0.67	-33.00%	51.00	43.04	-15.61%	100.00	7,619.39	-99.4%
Total Revenues	1.00	0.67		51.00	43.04		100.00	7,619.39	-99.4%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	(1) -	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1.00	0.67	-33.00%	51.00	43.04	-15.61%	100.00	7,619.39	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	1.00	0.67	-33.00%	51.00	43.04	-15.61%	100.00	7,619.39	

Park Police (26)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	0.67	-33.00%	51.00	41.98	-17.69%	100.00	39.57	6.1%
Total Revenues	1.00	0.67		51.00	41.98		100.00	39.57	6.1%
Expenses									
Administration	1,100.00	-	-100.00%	4,400.00	5,044.50	14.65%	(1) 5,500.00	-	#DIV/0! (1)
Total Expenses	1,100.00	-		4,400.00	5,044.50		5,500.00	-	#DIV/0!
Total Fund Revenues	1.00	0.67	-33.00%	51.00	41.98	-17.69%	100.00	39.57	6.1%
Total Fund Expenses	1,100.00	-	-100.00%	4,400.00	5,044.50	14.65%	5,500.00	-	
Surplus (Deficit)	(1,099.00)	0.67	-100.06%	(4,349.00)	(5,002.52)	15.03%	(5,400.00)	39.57	-12742.2%

(1) Donation towards Sycamore Police Department UTV, \$4,000

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

IMRF (27)

<u>Department</u>	<u>July Budget</u>	<u>July 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	880.00	791.13	-10.10%	44,880.00	48,155.67	7.30%	88,000.00	46,907.72	2.7%
Total Revenues	880.00	791.13	-10.10%	44,880.00	48,155.67	7.30%	88,000.00	46,907.72	2.7%
Expenses									
Administration	880.00	791.13	-10.10%	44,880.00	48,804.77	8.75%	88,000.00	46,907.72	4.0%
Total Expenses	880.00	791.13	-10.10%	44,880.00	48,804.77	8.75%	88,000.00	46,907.72	4.0%
Total Fund Revenues	880.00	791.13	-10.10%	44,880.00	48,155.67	7.30%	88,000.00	46,907.72	2.7%
Total Fund Expenses	880.00	791.13	-10.10%	44,880.00	48,804.77	8.75%	88,000.00	46,907.72	4.0%
Surplus (Deficit)	-	-		-	(649.10)		-	-	

Social Security (28)

<u>Department</u>	<u>July Budget</u>	<u>July 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	790.00	673.80	-14.71%	40,290.00	41,013.31	1.80%	79,000.00	41,632.19	-1.5%
Total Revenues	790.00	673.80	-14.71%	40,290.00	41,013.31	1.80%	79,000.00	41,632.19	-1.5%
Expenses									
Administration	790.00	673.80	-14.71%	40,290.00	43,754.82	8.60%	79,000.00	41,632.19	5.1%
Total Expenses	790.00	673.80	-14.71%	40,290.00	43,754.82	8.60%	79,000.00	41,632.19	5.1%
Total Fund Revenues	790.00	673.80	-14.71%	40,290.00	41,013.31	1.80%	79,000.00	41,632.19	-1.5%
Total Fund Expenses	790.00	673.80	-14.71%	40,290.00	43,754.82	8.60%	79,000.00	41,632.19	5.1%
Surplus (Deficit)	-	-		-	(2,741.51)		-	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Concessions (30)

<u>Department</u>	<u>July Budget</u>	<u>July 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									
Clubhouse Concessions	13,607.00	15,727.91	15.59%	37,527.00	46,357.91	23.53% (1)	72,371.00	38,325.32	21.0% (1)
Beverage Cart	4,533.00	3,596.35	-20.66%	7,216.00	8,629.34	19.59% (1)	14,686.00	6,912.94	24.8% (1)
Sports Complex Concessions	3,150.00	5,628.02	78.67%	26,236.00	33,938.30	29.36% (2)	28,172.00	26,322.64	28.9% (2)
Pool Concessions	3,042.00	2,180.26	-28.33%	5,672.00	7,141.39	25.91% (3)	7,179.00	5,264.77	35.6% (3)
Catering	2,741.00	5,178.43	88.92%	8,908.00	13,086.50	46.91% (4)	23,075.00	8,316.54	57.4% (4)
Total Revenues	27,073.00	32,310.97	19.35%	85,559.00	109,153.44	27.58%	145,483.00	85,142.21	28.2%
Expenses									
Clubhouse Concessions	11,163.00	14,450.81	29.45%	54,976.00	57,352.11	4.32%	88,505.00	44,968.04	27.5% (5)
Beverage Cart	2,115.00	2,052.72	-2.94%	4,516.00	4,920.53	8.96%	10,139.00	3,720.78	32.2%
Sports Complex Concessions	6,019.00	3,973.70	-33.98%	20,079.00	17,974.20	-10.48%	23,281.00	19,502.16	-7.8%
Pool Concessions	2,625.00	1,758.93	-32.99%	5,127.00	4,355.55	-15.05%	6,835.00	3,484.32	25.0%
Catering	982.00	1,365.32	39.03%	2,226.00	3,181.97	42.95%	7,477.00	1,477.07	115.4%
Total Expenses	22,904.00	23,601.48	3.05%	86,924.00	87,784.36	0.99% (6)	136,237.00	73,152.37	20.0% (6)
Total Fund Revenues	27,073.00	32,310.97	19.35%	85,559.00	109,153.44	27.58%	145,483.00	85,142.21	28.2%
Total Fund Expenses	22,904.00	23,601.48	3.05%	86,924.00	87,784.36	0.99%	136,237.00	73,152.37	20.0%
Surplus (Deficit)	4,169.00	8,709.49	108.91%	(1,365.00)	21,369.08	-1665.50%	9,246.00	11,989.84	78.2%

(1) Revenues are a direct reflection of golf course utilization.

(2) Storm Dayz alone highest year for sales since 2011 (only off \$6.50). \$3,431 higher than 2015. Credit card processing available for first time. Also increased sales to soccer via cart.

(3) Pool open more in 2016 due to warmer/dryer weather.

(4) While room rental revenue has decreased this year due to stricter hours of availability guidelines (approx \$1,000 compared to budget and 2015) food/alcohol purchases have increased.

(5) In 2016, a trailered grill was purchased for large events \$4,500.

(6) Overall, there is a slight increase in cost of goods sold due to increased sales

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Developer Contributions (32)

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	4,000.00	#DIV/0!	22,500.00	22,927.00	1.90%	45,000.00	45,617.49	-49.7%
Total Revenues	-	4,000.00		22,500.00	22,927.00		45,000.00	45,617.49	-49.7%
Expenses									
Administration	-	-		-	-		55,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Total Fund Revenues	-	4,000.00		22,500.00	22,927.00		45,000.00	45,617.49	-49.7%
Total Fund Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Surplus (Deficit)	-	4,000.00		22,500.00	22,927.00		(10,000.00)	45,617.49	-49.7%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Golf Course (50)

<u>Department</u>	<u>July Budget</u>	<u>July 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									
Golf Operations	78,068.00	72,739.48	-6.8%	312,503.00	318,203.28	1.8% (1)	507,359.00	292,075.10	8.9% (2)
Golf Maintenance	230.00	199.45	-13.3%	11,733.00	12,893.20	9.9%	23,006.00	11,397.01	13.1%
Total Revenues	78,298.00	72,938.93	-6.8%	324,236.00	331,096.48	2.1%	530,365.00	303,472.11	9.1%
Expenses									
Golf Operations	21,856.00	28,857.05	32.0%	125,474.00	134,497.88	7.2% (3)	232,152.00	147,274.00	-8.7% (4)
Golf Maintenance	26,336.00	26,501.61	0.6%	169,512.00	158,843.21	-6.3% (5)	296,916.00	156,092.91	1.8%
Total Expenses	48,192.00	55,358.66	14.9%	294,986.00	293,341.09	-0.6%	529,068.00	303,366.91	-3.3%
Total Fund Revenues	78,298.00	72,938.93	-6.8%	324,236.00	331,096.48	2.1%	530,365.00	303,472.11	9.1%
Total Fund Expenses	48,192.00	55,358.66	14.9%	294,986.00	293,341.09	-0.6%	529,068.00	303,366.91	-3.3%
Surplus (Deficit)	30,106.00	17,580.27	-41.6%	29,250.00	37,755.39	29.1%	1,297.00	105.20	35789.2%

(1) Daily Greens Fees +3.66% \$3,538

Golf Events & Misc +50.08% \$6,282

Carts +13.33% \$7,743

Season passes -13.58% -\$14,011

Pro shop sales +5.08% \$1,660

Primarily League Fees

(2) Daily Greens Fees +14.11% \$12,386

Golf Events & Misc +61.43% \$7,165

Carts +18.14% \$10,105

Season passes -3.99% -\$3,708

Pro shop sales -0.42% -\$144

(3) Over budget in cost of goods sold 24.3%, \$4,966, golf cart maintenance 78.0% \$1,738

(4) Advertising expense moved to marketing. Reduced gas/oil, labor expenses in 2016. 2015 purchased new rental sets.

(5) Currently below budget in 2016: Fertilizer, Pesticides, gas/oil, utility - gas.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Swimming Pool (51)

<u>Department</u>	<u>July Budget</u>	<u>July 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	10,844.00	7,744.42	-28.6%	44,396.00	40,429.13	-8.9%	75,975.00	46,357.06	-12.8%
Swim Lessons	1,655.00	1,432.75	-13.4%	11,800.00	11,895.20	0.8%	12,067.00	10,311.32	15.4%
Total Revenues	12,499.00	9,177.17	-26.6%	56,196.00	52,324.33	-6.9% (1)	88,042.00	56,668.38	-7.7% (2,5)
Expenses									
Pool	16,798.00	16,475.91	-1.9%	38,387.00	32,553.54	-15.2% (3)	52,983.00	25,785.33	26.2% (3)
Pool Maintenance	5,780.00	4,381.88	-24.2%	17,155.00	15,613.27	-9.0% (4)	27,200.00	28,707.15	-45.6% (4)
Swim Lessons	4,629.00	3,672.48	-20.7%	5,738.00	4,197.56	-26.8%	7,859.00	5,540.89	-24.2%
Total Expenses	27,207.00	24,530.27	-9.8%	61,280.00	52,364.37	-14.5%	88,042.00	60,033.37	-12.8%
Total Fund Revenues	12,499.00	9,177.17	-26.6%	56,196.00	52,324.33	-6.9%	88,042.00	56,668.38	-7.7%
Total Fund Expenses	27,207.00	24,530.27	-9.8%	61,280.00	52,364.37	-14.5%	88,042.00	60,033.37	-12.8%
Surplus (Deficit)	(14,708.00)	(15,353.10)	4.4%	(5,084.00)	(40.04)	-99.2%	-	(3,364.99)	-98.8%

(1) Daily Fees +3.88% \$527 (warmer/dry weather)

Season passes -19.13% -\$5,357

Misc income (includes oscar, pool rentals and middle school pool party) +25.89% \$466

Swim Lessons +11.49% \$1,197

(2) Daily Fees +212.75% \$9,579 (cooler/wetter weather in 2015)

Season passes +7.88% \$1,654

Misc income (includes oscar, pool rentals and middle school pool party) +30.04% \$524

Swim Lessons +16.66% \$1,659

(3) Wages/taxes are less than budget 16.4% \$5,806 and higher than 2015 31.9% \$7,158.

(4) mechanical room parts

(5) Insurance proceeds \$11,300 are included in 2015 revenue.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Debt Service (60)

<u>Department</u>	<u>July Budget</u>	<u>July 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	5,900.00	5,159.13	-12.6%	300,900.00	314,035.35	4.4%	590,000.00	309,035.56	1.6%
Total Revenues	5,900.00	5,159.13	-12.6%	300,900.00	314,035.35	4.4%	590,000.00	309,035.56	1.6%
Expenses									
Administration	-	-	#DIV/0!	16,869.00	16,868.75	0.0%	585,020.00	18,168.75	-7.2%
Total Expenses	-	-		16,869.00	16,868.75		585,020.00	18,168.75	-7.2%
Total Fund Revenues	5,900.00	5,159.13	-12.6%	300,900.00	314,035.35	4.4%	590,000.00	309,035.56	1.6%
Total Fund Expenses	-	-		16,869.00	16,868.75		585,020.00	18,168.75	-7.2%
Surplus (Deficit)	5,900.00	5,159.13	-12.6%	284,031.00	297,166.60	4.6%	4,980.00	290,866.81	2.2%

Capital Projects (70)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,707,764.88	-97.8% (2)
Total Revenues	-	-	#DIV/0!	42,900.00	38,349.55	-10.6%	577,900.00	1,707,764.88	-97.8%
Expenses									
Administration	72,953.00	16,146.54	-77.9%	322,891.00	272,353.98	-15.7%	608,303.00	1,908,189.85	-85.7% (2)
Total Expenses	72,953.00	16,146.54	-77.9%	322,891.00	272,353.98	-15.7%	608,303.00	1,908,189.85	-85.7%
Total Fund Revenues	-	-		42,900.00	38,349.55	-10.6%	577,900.00	1,707,764.88	-97.8%
Total Fund Expenses	72,953.00	16,146.54	-77.9%	322,891.00	272,353.98	-15.7%	608,303.00	1,908,189.85	-85.7%
Surplus (Deficit)	(72,953.00)	(16,146.54)	-77.9%	(279,991.00)	(234,004.43)	-16.4%	(30,403.00)	(200,424.97)	16.8%

(1) DCCF Watershed Grant

(2) refunding of alternate bond in 2015

Sycamore Park District
Summarized Revenue & Expense Report
Period ended July 31, 2016

Action 2020 (71)

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,447.89	-97.2%	701,268.00	548,450.31	-21.8%	956,268.00	-	#DIV/0!
Total Expenses	51,000.00	1,447.89	-97.2%	701,268.00	548,450.31	-21.8%	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	1,447.89	-97.2%	701,268.00	548,450.31	-21.8%	956,268.00	-	#DIV/0!
Surplus (Deficit)	(51,000.00)	(1,447.89)	-97.2%	(66,486.00)	81,237.16	-222.2%	509,514.00	-	#DIV/0!
Total Fund Revenues	187,148.00	154,100.24		2,904,403.00	3,001,799.51	3.4%	6,373,076.00	3,977,388.82	
Total Fund Expenses	421,387.00	285,254.20	-32.3%	3,224,255.00	2,970,332.46	-7.9%	6,582,431.00	3,512,819.70	
Surplus (Deficit)	(234,239.00)	(131,153.96)	-44.0%	(319,852.00)	31,467.05	-109.8%	(209,355.00)	464,569.12	

Sycamore Park District
Fund Balances

	1/1/2016	Revenues	Expenses	7/31/2016	7/31/2016 Cash balance
10 Corporate	623,417.61	702,453.36	818,172.07	507,698.90	507,830.67
20 Recreation	170,651.86	545,600.47	457,187.02	259,065.31	267,460.93
21 Donations	191,230.86	36,359.20	195,126.32	32,463.74	32,463.74
22 Special Recreation	113,256.88	81,625.05	80,059.00	114,822.93	114,822.93
23 Insurance	9,246.71	41,443.57	37,121.10	13,569.18	13,569.18
24 Audit	13,002.88	7,490.24	13,900.00	6,593.12	6,593.12
25 Paving & Lighting	21,854.17	43.04	-	21,897.21	21,897.21
26 Park Police	8,069.74	41.98	5,044.50	3,067.22	3,067.22
27 IMRF	649.10	48,155.67	48,804.77	-	-
28 Social Security	2,741.51	41,013.31	43,754.82	-	-
30 Concessions	36,049.99	109,153.44	87,784.36	57,419.07	54,915.68
32 Developer Contributions	152,339.53	22,927.00	-	175,266.53	175,266.53
60 Debt Service	26,365.79	314,035.35	16,868.75	323,532.39	323,532.39
70 Capital Projects	564,743.04	38,349.55	272,353.98	330,738.61	330,738.61
71 Action 2020	-	629,687.47	548,450.31	81,237.16	81,237.16
Total governmental fund balance	1,933,619.67	2,618,378.70	2,624,627.00	1,927,371.37	1,933,395.37
50 Golf Course Net Assets	180,879.87 <u>(228,350.52)</u> (47,470.65)	331,096.48	293,341.09	218,635.26 <u>(228,350.52)</u> (9,715.26)	(7,224.38)
51 Swimming Pool Net Assets	263,475.83 <u>(262,870.72)</u> 605.11	52,324.33	52,364.37	263,435.79 <u>(262,870.72)</u> 565.07	315.07
Total proprietary funds	444,355.70	383,420.81	345,705.46	482,071.05	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(46,865.54)			(9,150.19)	
	1,886,754.13			1,918,221.18	1,926,486.06

Summary of depository accounts as of **7/13/2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,661.47	0.10	7.78
First Midwest Bank	1,310,535.40	0.13	105.55
Resource Bank	561,174.28	0.23	624.95
**DCCF - Action 2020	125,010.91		
*DeKalb Co. Community Foundation	<u>14,799.52</u>		147.23
	2,027,181.58		

* 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 6/30/16.

** As of 6/30/16 per DCCF.

	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	-	2,064,161	2,064,161	-	
January																					
Receipts																					
Replacement Taxes	6,268			-														6,268	6,170	98	
Shelters	350																	350	500	(150)	
User Fees		9,070									730		987	-				10,788	11,245	(457)	
Transfers	(444,000)																444,000	-	-		
Misc	16	636	1,055	2	0	0	1	0				4			1	106		1,821	44,032	(42,211)	
Expenses	(59,462)	(56,466)	-	(38,480)	(30,206)	-	-	-	-	-	(2,446)	-	(30,917)	(853)	-	(2,400)		(221,229)	(199,585)	(21,644)	
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	1,862,158	1,926,523	(64,365)	
February																					
Receipts																					
Replacement Taxes	-																	150	500	(350)	
Shelters	150																	6,430	5,901	529	
User Fees		4,807									759		864	-				13,499	7,100	6,399	
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)	(175,084)	(29,899)	
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	1,677,254	1,764,940	(87,686)	
March																					
Receipts																					
Replacement Taxes	2,517																	2,517	1,760	757	
Shelters	725																	725	1,300	(575)	
User Fees		8,204									954		51,954	-				61,112	111,264	(50,152)	
Transfer			(185,682)														185,682	-			
Misc	478	1	300	2	0	0	1	0				4			1	151	5	943	150	793	
Expenses	(48,569)	(61,214)	-	-	(1,244)	-	-	-	-	-	(5,126)	-	(35,440)	(1,397)	-	(19,236)	(476,792)	(649,016)	(635,667)	(13,349)	
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	1,093,535	1,243,747	(150,212)	
April																					
Receipts																					
Replacement Taxes	8,964																	8,964	10,780	(1,816)	
Shelters	2,001																	2,001	1,100	901	
User Fees		11,490									8,733		34,074	7,890				62,187	57,861	4,326	
Misc	17,770	619	3,300	-	-	-	-	-				4,427			-	-		26,116	18,141	7,975	
Expenses	(72,921)	(94,763)	-	(3,100)	-	(12,800)	-	(903)	-	-	(11,869)	-	(51,487)	(1,845)	-	(76,988)	(9,943)	(336,618)	(411,221)	74,603	
4/30/2016	27,253	(47,393)	3,392	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	856,185	920,408	(64,223)	

	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)	28,892	48,975	13,418	1,651	21,864	7,034	-	-	26,303	164,023	(63,295)	8,666	87,050	414,274	128,404	991,732	1,058,195	(66,462)
June																				
Receipts																				
Taxes	484,014	351,565		64,507	32,754	5,919	33	33	38,059	32,414					248,192			1,257,490	1,188,480	69,010
transfers in/out	19,552	30,068							(38,059)	(32,414)	2,559		17,125	1,171				(0)	-	(0)
Replacement Taxes	-																	-	-	-
Shelters	2,520																	2,520	400	2,120
User Fees	-	6,593									47,754	7,244	72,114	23,931				157,636	114,839	42,797
Misc	670	1,719	5,750								-					-		8,139	6,125	2,014
Expenses	(64,822)	(61,812)	-	-		(1,100)	-	(4,000)		-	(30,204)	-	(53,164)	(18,100)	(16,869)	(67,389)	(45,719)	(363,178)	(389,051)	25,873
6/30/2016	550,645	323,894	34,642	113,482	46,172	6,470	21,897	3,067	-	-	46,412	171,267	(27,220)	15,668	318,373	346,885	82,685	2,054,339	1,978,988	75,351
July																				
Receipts																				
Taxes	10,061	7,308		1,341	681	123	1	1	791	674					5,159			26,139	29,712	(3,573)
transfers in/out	(203)	(468)							(791)	(674)	446		529	1,160				-	(3)	3
Replacement Taxes	7,874																	7,874	7,300	574
Shelters	825																	825	700	125
User Fees	-	1,571									31,954	4,000	73,411	8,283				119,219	131,137	(11,918)
Misc	974		250															1,224	16,632	(15,408)
Expenses	(62,345)	(64,844)	(2,428)		(33,284)					-	(23,897)	-	(53,945)	(24,796)	-	(16,147)	(1,448)	(283,134)	(419,642)	136,508
7/31/2016	507,831	267,461	32,464	114,823	13,569	6,593	21,897	3,067	-	-	54,916	175,267	(7,224)	315	323,532	330,739	81,237	1,926,486	1,744,824	181,662
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	506,613	250,852	32,464	119,413	15,879	7,013	21,900	1,970	-	-	64,908	175,267	34,639	(16,203)	341,232	270,439	30,237	1,856,622	1,674,960	181,662

	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				
September																					
Receipts																					
Taxes	480,900	346,500		64,260	32,340	5,880	42	42	36,960	33,180					247,800			1,247,904	1,247,904	-	
transfers in/out	19,402	29,976							(36,960)	(33,180)	2,253		16,864	1,646				1	1	-	
Replacement Taxes	-																	-	-	-	
Shelters	250																	250	250	-	
User Fees	-	16,190									17,540	11,250	47,827	2,200				95,007	95,007	-	
Misc	7,350	1,350	-															8,700	8,700	-	
Expenses	(103,153)	(105,151)	-	-	(2,000)	-	-	-	-	-	(15,299)	-	(62,268)	(2,228)	-	(27,000)	(51,000)	(368,099)	(368,099)	-	
9/30/2016	911,362	539,717	32,464	183,673	46,219	12,893	21,942	2,012	-	-	69,402	186,517	37,062	(14,585)	589,032	243,439	(20,763)	2,840,385	2,658,723	181,662	
October																					
Receipts																					
Replacement Taxes	7,340	-																7,340	7,340	-	
Shelters	100																	100	100	-	
User Fees	-	4,960									8,510	-	29,102	-				42,572	42,572	-	
Misc	-	632	-															632	632	-	
Bond Proceeds																		-	-	-	
Expenses	(54,909)	(64,429)	-	-	-	-	-	-	-	-	(9,740)	-	(42,327)	(1,448)	(486,282)	(32,500)	(51,000)	(742,635)	(742,635)	-	
10/31/2016	863,893	480,880	32,464	183,673	46,219	12,893	21,942	2,012	-	-	68,172	186,517	23,837	(16,033)	102,750	210,939	(71,763)	2,148,394	1,966,732	181,662	
November																					
Receipts																					
Taxes	45,800	33,000		6,120	3,080	560	4	4	3,520	3,160					23,600			118,848	118,848	-	
transfers in/out	1,255	2,855							(3,520)	(3,160)	215		1,606	157				(592)	(592)	-	
Replacement Taxes	-																	-	-	-	
Shelters	-																	-	-	-	
User Fees	-	9,005									2,425	-	9,196	-	-			20,626	20,626	-	
Misc	593	500	-															1,093	1,093	-	
Expenses	(47,060)	(60,917)	-	-	-	-	-	-	-	-	(3,832)	-	(33,875)	(523)	-	(1,800)	(51,000)	(199,007)	(199,007)	-	
11/30/2016	864,481	465,323	32,464	189,793	49,299	13,453	21,946	2,016	-	-	66,980	186,517	764	(16,399)	126,350	209,139	(122,763)	2,089,362	1,907,700	181,662	
December																					
Receipts																					
Taxes	-																		-	-	-
transfer in/out		-																	-	-	-
Replacement Taxes	1,790																	1,790	1,790	-	
Shelters																		-	-	-	
User Fees		1,100									1,205	11,250	2,011	-				15,566	15,566	-	
transfers	(616,000)		(150,000)	(128,123)								(55,000)		23,416		55,000	831,000	(39,707)	(39,707)	-	
Bond Proceeds																480,000		480,000	480,000	-	
Misc	17,560	-	150,000															167,560	167,560	-	
Expenses	(53,828)	(251,568)	-	-	(33,283)	-	-	-	-	-	(2,758)	-	(38,367)	(1,618)	(81,869)	(163,812)	(51,000)	(678,103)	(678,103)	-	
12/31/2016	214,003	214,855	32,464	61,670	16,016	13,453	21,946	2,016	-	-	65,427	142,767	(35,592)	5,399	44,481	580,327	657,237	2,036,468	1,854,806	181,662	
change	(449,405)	22,754	(158,767)	(51,587)	(23,437)	450	92	(6,054)	(649)	(2,742)	30,168	(9,573)	(34,942)	5,399	18,116	(24,753)	657,237	(27,693)	(209,355)	181,662	

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 23, 2016

Administrative Initiatives (8/1/16 – 8/31/16)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Developed August 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. Many concerns from staff with the quality of services provided and stipulated on the contract.
- Completed fall staffing schedule
- Met with Critical Success factor groups as directed.
- Attended Full Time Staff Healthy Cooking Workshop with Kish Health System.
- Continued work on PDRMA Loss Control Review Documentation project making minor changes and additions as directed by Jackie from PDRMA.
- Began and completed fall tee time schedule to accommodate Sycamore and Burlington Golf Teams.
- Began to promote fall golf rates with GolfNow to take effect after Labor Day.
- Held 7 major golf events in August:
 1. The Sycamore Chamber of Commerce – 136 players

2. The FOP Scholarship Scramble – 84 players
 3. The Opportunity House Chip into Charity – 104 players expected
 4. The PJ's Courthouse Scramble – 124 Players
 5. The Sycamore Elks Club – 48 players
 6. Sycamore Frosh/Soph Invite – 84 players
 7. Sycamore Club Championship – 75 – 100 players expected
- Began to coordinate fall golf promotions with Sarah Rex with use of different marketing techniques including, eblasts, radio, website and Facebook promotions.

Administrative Initiatives (9/1/16 – 9/30/16)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Develop September Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information
- Address problems with cleaning services provided by Sparkle cleaners.
- Begin fall staffing schedule
- Meet with Critical Success factor groups as directed.
- Complete work on PDRMA Loss Control Review Documentation project making minor changes and additions as directed by Jackie from PDRMA.
- Begin fall tee time schedule moving to 7:00am to dusk, 7 days a week
- Promote fall golf rates with GolfNow to take effect after Labor Day.
- Update outing brochure in preparation to mail out to businesses in DeKalb County beginning in late October to promote outings for 2017.
- Work with Course Trends, the website provider for the golf course website, to make the site more user friendly and more usable on smart phones and tablet formats.

- Coordinate with golf course maintenance crew on aeration plans of greens and tees.
- Begin promotion of the Pumpkin Scramble scheduled for Saturday, October 29th.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: August 23, 2016

Administrative Initiatives (8/1/16-8/31/16)

Golf

- This summer has provided some of the highest humidity and dew point levels in several years. The heavy rain and high humidity at the end of July caused some fairways to become puffy and soft resulting in scalping and loss of weaker turf varieties within the fairways. Dry periods have also occurred several times this summer making consistent use of the irrigation system necessary. The turf seems to be recovering somewhat now that more moderate summer weather conditions have arrived.
- Staff has been keeping up with mowing and weed eating of the course during the past few weeks. The typical growth slow down seen during mid-summer has not occurred due to the moist, humid conditions. They have also removed dead trees, pruned low branches, maintained annual flowers, watered the newly planted trees, and maintaining the irrigation system which includes testing and replacing non-turning heads on the course.
- Staff continues to spray for turf diseases regularly as the high temperatures and humidity are conducive to heavy disease pressure.
- Encap Environmental continues to monitor the success of seeding and planting of plugs along the banks of the river and creek thru the course. Weeds have recently been sprayed and cut out as the banks continue to mature.
- Working daily with Kirk Lundbeck on the busy outing and golf team practice schedules to adjust maintenance practices as needed.

- Hiring new staff as some have left for school or other opportunities.
- The pond fountain motors on holes 11 and 13 both gave out during the season. We will be looking to replace them both over the winter as the repair cost were not far from the cost of new units. Both units are over 15 years old.

Sports

- Adult softball leagues are wrapping up their seasons this weekend while the adult soccer league will continue on Sundays until October.
- AYSO soccer began play on August 13th. They will continue on Saturdays until October 22nd with practices during the week. About 550 kids are playing using 12 regular fields and 5 mini fields. Sycamore Sting also has 4 teams using the fields this fall.
- We still have teams renting the high school field #1 for baseball games and small tournaments.
- The fall Sycamore Girls Softball season will begin practices towards the end of the month with games starting in September.
- Staff continues to mow and trim the complex regularly, paint ball field and soccer lines weekly, prune trees and shrubs, make field repairs, and completed laying out all soccer lines and goal boxes.
- Lisa and I have been meeting with user groups as seasons end for baseball and softball. I have provided billing details for the groups for our field prep charges. We are also working on changes for field charges for all the user groups as well.

- I am working with staff in all areas on the future planning of maintaining the Action 20/20 projects combined with our critical success factors. This involves figuring timings and materials for current maintenance practices to project staffing and material needs for our expanded complex, trails, irrigation system, and community center campus. Visits and interviews with other agencies that maintain splash pads, community centers, and dog parks will also play a factor in this process.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings.
- Staff continues to keep up with mowing, weed eating, cleaning parks, pruning trees and along paths, checking/repairing play equipment, completed setting up the stage for concerts, emptying garbage, fixing light fixtures at parks, and watering all the new trees.
- Several staff have also spent three Friday nights setting up and taking down the movie screen and sound system for movie nights in the park. The last movie was on August 5th.
- I continue to work on the PDRMA Loss Control Review project along with staff. We have had our scoring sheets returned from PDRMA for each area which provides feedback on areas to work on to increase our point totals until our final scoring at the end of October.
- The new playground equipment for Kiwanis Prairie Park by South Prairie School was installed on July 5th and 6th. Our staff has now removed all of the older equipment on the east side of the playground. At the beginning of September, staff will rototill the east side and apply grass seed to the area. I have kept the South Prairie School Principal updated on our progress.

- Staff has been keeping up with weeding of playground mulch and shrub bed areas. The humid weather has allowed the weeds to flourish in these areas. We will be adding new certified playground mulch to a few needed playgrounds during the next week.
- Shelter rentals have been consistent all summer and staff continues to clean them and empty garbage between each rental.
- The new tree plantings are doing well overall. We are filling the water bags weekly. A few trees might not make it but part of the agreement with the landscape company is to replace those that don't live for one year.
- The last day of pool use was August 16th. The season went well with only a few issues from the mechanical room. During the off season, we will be working with Williams Architects as we proceed with the ADA upgrades for the entire pool. We will also be pricing the painting of the pool and other repairs needed prior to opening next summer.
- The Midwest Museum will have the above lobby ceiling sprinkler line heat wrapped and connected to the fire alarm system in September. This project was delayed due to cold temperatures above the drop ceiling during the winter.
- Updated newly purchased 2016 equipment on the equipment inventory list. We will be receiving our new turf seeder in the next couple of weeks.
- I am now beginning the process of contacting roof companies to replace roofs on the soccer storage building, the small shelter at the playground by the Good Tymes Shelter, and the shelter roof by the sports concession building. We look to have this work done in the fall.

Administrative Initiatives (9/1/16-9/30/16)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings, ADA pool upgrade meetings.
- Staff will continue consistent mowing, cleaning, repairs, inspections of parks and fields. Will continue to water and monitor newly planted trees. Seed Kiwanis Prairie Park playground area, replace play area parts including climber at Leon Larson Park, prep fields for sports, clean shelters for rentals, prune or remove trees and prune trail edges.
- Golf course will continue consistent mowing and trimming, maintaining irrigation system, filling and seeding old stump holes, maintaining landscaping and new trees, pruning/cutting dead trees and limbs. Watering, fertilizing, and spraying for disease will occur on main turf areas. Greens will be aerated during the end of September or early October. Thin turf areas will be seeded throughout the month.
- Will work on PDRMA loss control review list of improvements prior to October final grading. Continue to organize staff training and program writing in several OSHA related safety areas.
- Continue PDRMA required written inspection process of equipment, staff training, buildings, playgrounds, fields. Continue safety compliance standards process for confined space, respirators, and lockout/tag out.

- Work on estimates for shelter roofing improvements and set times for work to begin.
- Work on future planning for staffing needs and supplies for when new Action 20/20 components are added. Begin visiting other agencies with similar features we are planning to collect data on maintenance and staffing requirements.
- Work on energy audit for the district. This will look into grants available to replace and update aging and discontinued fixtures other money saving energy upgrades.
- Start to compile list and pricing of replacement items for 2017 Capital Budget.
- Work with staff as we prepare for the September 10th Good Times Revival fundraiser. We will remove all mobile equipment from the shop and clean for the event. I will also be working with our staff and Upstaging during preparations.
- Will participate in touch-a-truck event at Farm and Fleet with our trailer and mower on the 24th.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: August 23, 2016

Administrative Initiatives (8/1/16 – 8/31/16)

- Attended monthly board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Attended ACTION 2020 planning meeting.
- Volunteered at the Chamber's Golf Outing – Sarah
- Attended last Movie in the Park series with roughly 60 in attendance. – Sarah
- Hosted the August Green Drinks meetup with speaker Joel Barczak from Blumen Gardens. 18 participants. – Sarah
- Attended National Night Out at Target.
- Closed and cleaned the pool on August 16 for the season. – Lisa
- Initiated a fall golf campaign to promote 2 for 1 Tuesdays and the nomination of best Golf Course in DeKalb County by the Daily Chronicle readers – Sarah
- Coordinated final dedication of the Golf Course restoration project with representatives from the DeKalb County Community Foundation, DeKalb County Watersheds, ENCAP and District staff and Board – Sarah
- Attended the Dog Park Committee meetings to share requested fundraising material – Sarah

- Continued to help write letters and prepared packets for ACTION 2020 Community Center Committee members and Dan to use when reaching out to potential donors. – Sarah
- Attended a meeting with people from the VFW to discuss the traveling wall coming to Sycamore. – Lisa
- Began delivering Leaf a Legacy thank you gifts to donors. – Sarah
- Attended the Sycamore Chamber's Leadership Academy – Sarah
- Attended a Healthy Cooking Class at Kish/NW Medicine.

Administrative Initiatives (9/1/16 – 9/30/16)

- Will attend monthly Board meeting. – Sarah
- Will attend weekly Department Head meetings as scheduled.
- Will submit a Community Needs grant to the DeKalb County Community Foundation for the Middle School to Brickville Road trail connection. – Sarah
- Will attend a supervisor training in Skokie.
- Will attend the Good Tymes Revival on September 10.
- Will attend the staff/Board ACTION 2020 study session.
- Will coordinate and attend our Touch-a-Truck event on September 24. – Lisa

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

Administrative Initiatives (8/1/16 – 8/31/16)

- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Began Negotiations for Liquid Asset Management
- Developed proposals for two new member agencies to join KSRA.
- Continued work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continued coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.
- Completed first phase of the PDRMA Loss Control Review.
- Continued contacting potential donors for Leaf a Legacy.
- Put out sidewalk bids for Dr. John Ovitz Park and Chief Black Partridge Park.
- Met with local medical service providers regarding future partnerships.

- Attended the Chamber Golf Outing.
- Updated and Distributed Personnel Policy.
- Continued work on annexation errors.
- Held preliminary meetings with Construction Manager and Farnsworth Group A/E.
- Held startup meeting with Williams Architects/Aquatics for ADA bid specs on Pool.
- Met with DeKalb Park District about cooperative/joint ventures.
- Held meetings with work teams to finalize first draft of *Critical Success Factors: Goals/Objectives/Action Statements*
- Scheduled Study Session for September 20 at 6:00pm
- Met with Developer of Property Adjacent to Old Mill Park.
- Conducted Interviews and Reference Checks on Liquid Asset Management firms.
- Held Conference Call with Bond Counsel and Bond Advisors
- Presented at and Participated in the “Opening Ride-Around” of the Riparian Restoration project on the Golf Course.
- Working with Commissioner Schulz, met with City of Sycamore officials to clear-up the electronic message board ordinance and resolve sign design issues the park district faces with that ordinance.

Administrative Initiatives (9/1/16 – 9/30/16)

- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Meet with Construction Manager.

- Begin work on walks at Ovitz and Chief Black Partridge parks.
- 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.
- Put ADA Pool Work out to bid.
- 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.
- Present to Board a draft of Critical Success Factors: Goals/Objectives/Action Statements at September 20, 2016 Study Session.
- Begin work on details related to the Golf Course Irrigation Professional Services RFP.
- Finalize documents for September Board meeting to initiate Plan for Action 2020 Bond Issues.
- Continue work on Reston Ponds Park dedications.

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: JOHN Owens
 Date of Event: 7/30/16
 Type of Event: 1976 Sycamore High School Class Reunion

1. How was your event? Excellent

2. How was the service of the Park District Staff? Excellent

3. How was the room rental fee? Very fair

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

4. How was your menu/meal/bartending? Excellent

5. How was the pricing? Very reasonable

6. Would you change anything? NO

7. Would you recommend the Clubhouse to a friend? Yes
 Why or Why not Price, services great

8. How did you hear about us? Former Park Board Member

9. Please note your overall experience. Staff courteous, very professional, food was great.

Rally for the Cure®

20 Westport Road
P.O. Box 855
Wilton, CT 06897

ph: 800.327.6811
fax: 203.761.5425
web: RallyfortheCure.com

August 4, 2016

Board of Commissions
Sycamore Golf Club
940 East State Street
Sycamore, IL 60178

To Whom It May Concern:

I would like to take this opportunity to thank Kirk Lundbeck for hosting a Rally for the Cure® event with Sycamore Golf Club. Kirk was a first time Rally Ambassador and made the extra effort to make the event very special for all of the participants. Kirk handled all of the details from lining up the Golf carts to organizing a Pink Ribbon group photo. Rally events work to educate women about early detection and remind them to get their annual screening. Today, fewer than 50% of women aged 40+ with health insurance get an annual mammogram. With your help, Rally is working to change that!

We are in receipt of \$760.00 from this event and we thank you! We applaud the efforts and support Kirk and his Team has provided. Along with raising awareness, their support will help Susan G. Komen™ continue to finance life-saving breast cancer research, education, screening and treatment programs across the country.

Rally is grateful to Clubs like yours, for your hard work and dedication to our program. Please accept our recognition on behalf of Rally for the Cure and Susan G. Komen™. We hope you will continue to support the Rally mission – until a cure is found.

Sincerely,



Diane Perillo
Program Manager
Rally for the Cure



CONDÉ NAST

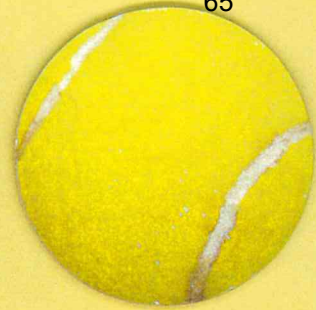
benefitting



since 1996.

Thank you
Sycamore
Park District!





In the Zone

Emma Keicher

Laney Henson

Haley Spreuck

Savannah Beth

Clare Regelbrugge

Laramie O'Sullivan

Raige McRob

We appreciate the use of your tennis courts for our summer camps.

Kiyas Kousoulas

Brooklyn Swett

Ellie Wilson

Madeline Vign

Lizzie Egerman

Emily Grayburn

STAFF WAS GREAT!
THANK YOU!
COACH
MAJERUS

Torrance S

Kelly O'Brien

Coach O'Sullivan

The SHS
Tennis Program

SEG



2016
DeKalb
County's
Finest

Presented to:

Sycamore Golf Club

THE BEST

Golf Course in DeKalb County
DAILY CHRONICLE

Jeanette Freeman

From: Cortney Strohacker <CStrohacker@genoaareachamber.com>
Sent: Thursday, August 04, 2016 9:15 AM
To: Jeanette Freeman
Subject: RE: Golf Outing Invoice

Thanks Jeanette! We will get this in the mail today! Thank you again for the wonderful service we received at our outing! We had a great day! ~ Cortney

From: Jeanette Freeman [mailto:jeanettef@sycamoreparkdistrict.com]
Sent: Wednesday, August 03, 2016 3:38 PM
To: Cortney Strohacker <CStrohacker@genoaareachamber.com>
Subject: Golf Outing Invoice

Please see the attached invoice for catering. Please let me know if you have any questions.

Thanks,

Jeanette Freeman
 Office Manager
 Office: 815-895-3365
SycamoreParkDistrict.com



Total Control Panel

[Login](#)

To: jeanettef@sycamoreparkdistrict.com Message Score: 50
From: cstrohacker@genoaareachamber.com My Spam Blocking Level: Medium

High (60): Pass
 Medium (75): Pass
 Low (90): Pass

[Block](#) this sender
[Block](#) genoaareachamber.com

This message was delivered because the content filter score did not exceed your filter level.

SPEER MUNICIPAL ADVISOR RELATIONSHIP LETTER

Speer Financial, Inc. ("Speer") is pleased to provide this SPEER MUNICIPAL ADVISOR RELATIONSHIP LETTER ("Relationship Letter") to Sycamore Park District, DeKalb County, Illinois (the "Client"). This Relationship Letter will describe certain matters relating to Speer's serving as the Client's municipal advisor (the "Municipal Advisory Relationship").

1. Services.

Municipal Advisor Services. Speer offers certain services to the Client as a Municipal Advisor ("Municipal Advisor Services"). A list of Municipal Advisor Services is set forth in **Exhibit A** hereto.

2. Engagement of Speer

Upon Speer's receipt of a request from the Client for Speer to provide all or any such Municipal Advisor Services ("Project Request"), Speer and the Client shall determine the scope and other terms relating to Speer's engagement to provide such services ("Municipal Advisor Engagement"). The Municipal Advisor Engagement shall be memorialized by way of an engagement letter provided by Speer to the Client (the "Engagement Letter"). Any such Engagement Letter shall contain a description of the subject matter of the financing or refinancing to be completed (the "Project"), the list of Municipal Advisor Services to be provided by Speer in connection with such Project, the municipal advisor fees related to such services, the term of such engagement, and an update to certain disclosures required to be made to the Client as further described under 6. **Required Disclosures.**

3. Term and Termination of Municipal Advisory Relationship.

The Municipal Advisory Relationship shall be effective as of the Effective Date and shall remain in effect until terminated by either Speer or the Client upon thirty (30) days written notice to the other party. Notwithstanding anything to the contrary contained herein, termination of the Municipal Advisory Relationship shall automatically terminate any Municipal Advisor Engagement then in effect.

4. **Speer's Regulatory Duties, Cooperation and Reliance on Client Contacts.** MSRB Rules, in particular Rule G-42, require that Speer make a reasonable inquiry as to the facts that are relevant to the Client's determination whether to proceed with a course of action or that form the basis for any advice provided by Speer to the Client. MSRB Rule G-42 also requires that Speer undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate and incomplete information. Speer is also required to use reasonable diligence to know the essential facts about the Client and the authority of each person acting on the Client's behalf.

As such, Speer expects that the Client will cooperate, and cause its agents to cooperate, with Speer in carrying out these regulatory duties, including providing to Speer accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties and to not intentionally omit any material information relevant to Speer's provision of services. In addition, to the extent the Client seeks to have Speer provide advice with regard to any recommendation made by a third party, the Client shall provide Speer written direction to do so as well as any information it has received from such third party relating to its recommendation.

It is Speer's understanding that the EXECUTIVE DIRECTOR OR SUPERINTENDENT OF FINANCE of the Client (the "Client Contacts") are authorized to receive the Engagement Letter and discuss with Speer the terms and disclosures of any Engagement Letter. Speer may also rely on the authority of such Client Contacts when receiving direction from such Client Contacts in the course of Speer providing its Municipal Advisor Services.

5. **Dodd-Frank Compliance.** Speer is a registered municipal advisor in good standing with both the SEC (#867-00043) and the MSRB (#K0162).

6. **Required Disclosures.** MSRB Rule G-42 requires that Speer provide you with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided as set forth in **Exhibit B** attached hereto and will be updated by Speer in each Engagement Letter provided to the Client.

We sincerely appreciate this opportunity to be of service, and look forward to working with you. Should you have any questions regarding this Relationship Letter, please do not hesitate to contact the undersigned.

SPEER FINANCIAL, INC.


By: 
Name: Mark Jeretina
Title: Vice President
Date: 7/19/16

EXHIBIT A

PRE-ISSUANCE & ISSUANCE SERVICES

A. Financial Planning Services

In preparation of an issuance of securities, Speer's services may consist of some or all of the following:

- (1) **Orientation.** Reviewing the Client's current financial position, statutory authority, and financing capabilities, including whether a refunding or defeasance of any outstanding debt is appropriate.
- (2) **Coordination.** Coordinating financial planning and issuance details with the Client's staff, bond counsel, printers, rating agencies and other transaction participants.
- (3) **Consultation.** Consulting with the elected and key appointed officials and staff regarding the various phases of the development and implementation of a financing plan.
- (4) **Public Relations.** Responding to inquiries from the general public or news media relating to municipal issuance related matters.
- (5) **Planning.** Developing a debt financing plan that includes all or some of the following:
 - a. **Maturity Schedules.** Alternative maturity schedules relating to the financing. These schedules may "wrap" around existing debt to provide stable tax rates, level debt services payments, or meet other policy or cash flow requirements as may be requested by the Client.
 - b. **Market Receptivity.** An evaluation of potential market receptivity for each debt issuance and recommend the most suitable sale option.
 - c. **Tax Law.** An evaluation of the ramifications of Federal tax law, or as set forth by bond counsel, on the financing plan to maximize any cost savings that may be available to the Client.
 - d. **Security Registrar and Paying Agent.** A comparison of security registrar and/or paying agent fees and make recommendations for the selection of such parties based upon the Client's selection criteria.
 - e. **Credit Rating and/or Insurance.** A costs and benefits analysis regarding whether to obtain any available credit enhancements and/or a credit rating(s). Speer shall recommend a course of action based upon its evaluation of such analysis.
 - f. **Competitive and Negotiated Sale of Debt Securities.** An analysis and corresponding recommendation regarding the method of sale to be used in connection with the financing plan.
 - g. **Financing Timeline.** A tentative financing timeline to guide officials regarding the timing of various aspects of the financing plan.

B. Competitive Sale Services

To facilitate the competitive sale of the Client's securities issuance, Speer's services may include any or all of the following:

- (1) **Authorizing Resolutions/Ordinances.** Assist the Client's attorney and/or bond counsel with regard to the financial provisions to be included within the Client's authorizing resolutions/ordinances relative to the securities issuance.

- (2) Credit Rating and/or Insurance. When applying for a credit rating and/or bond issuance, Speer will submit the necessary data and documents to the appropriate entities, and arrange for the presentation of materials to the selected credit rating agency and/or insurance company(ies).
- (3) Official Statement, Notice of Sale and Bid Form.
- a. Preparation of Documents. Prepare a preliminary Official Statement, Term Sheet, Statement of Facts or Limited Offering Memorandum (each a, "Disclosure Document"), Notice of Sale and Bid Form. Following the award of the securities, Speer shall prepare the final Disclosure Document corresponding to the Project. The Disclosure Document will describe the securities being issued and will contain detailed information provided by the Client and bond counsel as is necessary to permit prospective purchasers to make intelligent judgments.
 - b. Notice of Sale Publication. Notify prospective purchasers of the sale without cost to the Client and prepare, as necessary, a Notice of Sale.
 - c. Encouragement to Bidders. Circulate the preliminary Disclosure Document to our appropriate list of potential purchasers, including, investment institutions, banks and underwriters, to solicit bids from such firms for the Client's securities. Make contact with underwriters to induce formation of bidding groups and, generally, undertake these activities in order to generate bids. Provide copies of the preliminary Disclosure Document and Official Bid Forms, as applicable, for each sale to the Client for distribution to local banks and elected officials.
 - d. Bid Opening, Analysis and Recommendations. Conduct each sale, examine the bids submitted for completeness and compliance with the applicable bidding requirements, evaluate the bids for accuracy, and recommend a proposed course of action relative thereto.
- (4) Preparation, Registration and Delivery of Securities. Conduct all necessary undertakings in order to complete the financing, including, monitoring the preparation, registration and delivery of the securities being issued.
- (5) Debt Service Schedule. Provide the Client with a final debt service schedule and other materials pertinent to the securities sale.

C. Negotiated Sale Services

To facilitate the sale of the Client's securities issuance, Speer's services may include any or all of the following:

- (1) **Authorizing Resolutions/Ordinances.** Assist the Client's attorney and/or bond counsel with regard to the financial provisions to be included within the Client's authorizing resolutions/ordinances relative to the securities issuance.
- (2) **Credit Rating and/or Insurance.** When applying for a credit rating and/or bond insurance, Speer will submit the necessary data and documents to the appropriate entities, and arrange for the presentation of materials to the selected credit rating agency(ies) and/or insurance company(ies).
- (3) **Official Statement & Proposals.**
 - a. Preparation of Documents. Prepare or assist in the preparation of a preliminary Disclosure Document, Request for Proposals (RFP) or Request for Qualifications (RFQ), and, following the award of the securities, the final Disclosure Document.
 - b. Proposal Analysis and Recommendations. Review and examine the proposals submitted for completeness and compliance with the applicable RFP/RFQ requirements, evaluate the proposals for accuracy, and recommend a proposed course of action relative to the proposals received.
- (4) **Negotiation of Terms.** Negotiate with the selected underwriter(s)/purchaser(s) relative to interest rates, terms and conditions of the securities issuance.
- (5) **Preparation, Registration and Delivery of Securities.** Conduct all necessary undertakings in order to complete the financing, including, monitoring the preparation, registration and delivery of the securities being issued.
- (6) **Debt Service Schedule.** Provide the Client with a final debt service schedule and other materials pertinent to the securities sale.

D. Private Placement /Bank Loan Services

To facilitate the sale of the Client's securities issuance/loan, Speer's services may include any or all of the following:

- (1) **Authorizing Resolutions/Ordinances.** Assist the Client's attorney and/or bond counsel with regard to the financial provisions to be included within the Client's authorizing resolutions/ordinances relative to the securities issuance.
- (2) **Official Statement/Term Sheet or Limited Offering Memorandum & Proposals.**
 - a. Preparation of Documents. Prepare or assist in the preparation of a preliminary Disclosure Document, Request for Proposals (RFP) or Request for Qualifications (RFQ), and, following the award of the securities, the final Disclosure Document.
 - b. Proposal Analysis and Recommendations. Review and examine the proposals submitted for completeness and compliance with the applicable RFP/RFQ requirements, evaluate the proposals for accuracy, and recommend a proposed course of action relative to the proposals received.

- (3) Advise on Financing Terms. Advise the Client on the terms of the financing including the interest rate offered and the covenants required by the intended purchaser.
- (4) Preparation, Registration and Delivery of Securities. Conduct all necessary undertakings in order to complete the financing, including, monitoring the preparation, registration and delivery of the securities being issued.
- (5) Debt Service Schedule. Provide the Client with a final debt service schedule and other materials pertinent to the securities sale.

Speer will always serve as municipal advisor to the Client and as such will not specifically identify investors/purchasers in a securities offering or negotiate specific terms with the investor/purchaser of the Client's securities. Speer will not negotiate terms to directly place an issuance of securities with an investor. Any investors contacted or solicited will be identified by the Client and contacted on behalf of the Client.

POST-ISSUANCE AND NON-ISSUANCE RELATED SERVICES

A. Continuing Disclosure Services

Following most securities issuances, municipal entities will have certain continuing disclosure obligations, which require issuers to prepare and file an "Annual Financial Update". Information contained in any such Annual Financial Update shall be the type required in subsection (b)(5)(i)(A) of Securities and Exchange Commission Rule 15c2-12 (Rule 15c2-12). In connection with any such Annual Financial Update, Speer is available to provide any or all of the following services:

- (1) Annual Financial Update. Compile necessary information relative to and from the Client and, thereafter, prepare the Annual Financial Update for filing with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA) data repository.
- (2) Dissemination Agent. File with EMMA the Annual Financial Update on behalf of the Client.
- (3) Material Events Notice. Upon receiving notice and direction from Client with respect to any events that may be considered a material event for purposes of Rule 15c2-12, prepare and file with EMMA a Material Events Notice.
- (4) Disclosure Review. Review prior disclosures to ensure compliance with any then applicable rules and regulations. Following any such review in which potential disclosure violations are discovered, Speer will provide the Client with a recommendation relative to remedying any such violations, and, upon request of the Client, prepare and file any necessary supplementary disclosures with EMMA in order to remedy any such violation.

B. Non-Issuance Consulting Services

Certain Municipal Advisory Services which may not result in the issuance of indebtedness are occasionally needed by the Client. Speer is available to provide such services, which may include any or all of the following:

- (1) Rate Studies;
- (2) Tables and schedules for Client's audit;
- (3) Client internal financial analyses unrelated to municipal securities;
- (4) Referendum consulting services;
- (5) Parity or Coverage Certificates;
- (6) Tax Increment Financing (TIF) Analysis/Reporting; and
- (7) State Revolving Fund (SRF) Consulting.

EXHIBIT B
REQUIRED DISCLOSURES

1. DISCLOSURE OF CONFLICTS OF INTEREST

A. Various Forms of Compensation

The Municipal Securities Rulemaking Board (MSRB) requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure unless you have required that a particular form of compensation be used. You should select a form of compensation that best meets your needs and the agreed-upon scope of services.

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the Client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee. Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the Client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee. Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the Client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction. Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the Client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement. Under a retainer agreement, fees are paid to a municipal advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly

payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal or notional amount and term of transaction. Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (e.g., bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the Client to increase the size of the securities issue or modify the derivative for the purpose of increasing the advisor's compensation.

B. Other Material Conflicts of Interest

The MSRB requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest. The following represent Speer material conflicts of interest known to Speer as of the date of this Representation Letter.

As of the date of this Municipal Advisory Relationship, Speer is unaware of any material conflicts of interest.

2. DISCLOSURE OF LEGAL EVENTS AND DISCIPLINARY ACTION

The MSRB requires us, as your municipal advisor, to provide written disclosure to you of any legal or disciplinary events material to your evaluation of Speer or the integrity of Speer's management or advisory personnel.

Material Legal or Disciplinary Event. There are no legal or disciplinary events that are material to the Client's evaluation of Speer or the integrity of Speer's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

How to Access Form MA and Form MA-I Filings. Speer's most recent form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at:

<http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001606944>

Most Recent Change in Legal or Disciplinary Event Disclosure. Speer has not made any material legal or disciplinary event disclosures on Form MA or any form MA-I filed with the SEC.

3. FUTURE DISCLOSURES

As required by MSRB Rule G-42, the Required Disclosures found in this Exhibit B may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Speer. Speer will provide the Client with any such supplemental or amended information as it becomes available through the term of the Municipal Advisory Relationship.

Dear Sycamore
Park District,

Thank you so much
for your contribution to the
Sycamore Public Library's 2016
Summer Reading Challenge! The
certificates that you provided
offered a wonderful incentive to
keep youth in the community
reading all summer long! With
your help, 563 kids in our
community met their summer
reading goals.

We sincerely appreciate all you
do to help build a
community of readers.

Kind Regards,

Margaret
Jessica Key

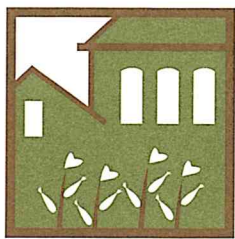
Youth & Teen
Services

Emily
Delisio

Evelyn Jovan

Sycamore Public
Library

July 31, 2016



**DEKALB COUNTY
COMMUNITY
FOUNDATION**

Donna Larson, President
Sycamore

Frank Roberts, Vice President
DeKalb

Kevin Fuss, Treasurer
DeKalb

Daniel P. Templin
Secretary/Executive Director

Kevin Buick
Sycamore

Amie S. Carey
Hinckley

Micki Chulick
DeKalb

Latricia Dawkins
DeKalb

Kristina Garcia
Sycamore

Marcia Goodrich
DeKalb

LaVerne Gyant, Ed.D
DeKalb

Todd Hughes
Genoa

Alethia Hummel
Sandwich

Rick Mamoser
Kingston

Mark Mannebach
DeKalb

Kevin McArtor
Malta

Charles McCormick
Sycamore

Ken Spears
Shabbona

Dana Stover
DeKalb

Donna Turner
Kirkland

Dick Underwood
Somonauk

Beth K. White
Waterman

Mr. Daniel Gible
Sycamore Park District
940 East State Street
Sycamore, IL 60178

206

Dear Mr. Daniel Gible,

Greetings! I hope you are enjoying the Summer. Enclosed are the Balance Sheet and Statement of Activities reports for the Sycamore Park District Endowment Fund as of the Second Quarter of 2016.

Our Board of Directors is highly committed to our fiduciary responsibilities. As **stewards** of yours and others' charitable gifts, our Finance Committee, chaired by Kevin Fuss, oversees the financial administration within the Foundation.

Please remember that the Foundation provides these statements semi-annually. Also, now anyone who is authorized to receive statements is receiving them directly from us (as opposed to being 'copied' on statements). If you ever have any questions about your Fund, the following staff members are here to assist you:

- **For Fund balance, accounting, and database information** – Barb King, Administrative Manager – barb@dekalbccf.org
- **For grant distribution requests or information** – Anita Zurbrugg, Program Director (anita@dekalbccf.org) or Becky Zantout, Grants & Community Initiatives Manager (becky@dekalbccf.org)
- **For investment and donation information** – Dan Templin, Executive Director (dan@dekalbccf.org)

You can also contact any of us at (815) 748-5383.

Should you wish to make a tax-deductible contribution to your Fund, please use the enclosed envelope.

If you are not receiving our monthly e-newsletter, "**What Gives**", be sure to visit our website, www.dekalbccf.org, to sign up. It's a great way to stay connected to the various **Endowment & Donor Services, Stewardship, Grantmaking, and Community Initiative** aspects of your Community Foundation.

Sincerely,

Daniel P. Templin
Executive Director

Encl.

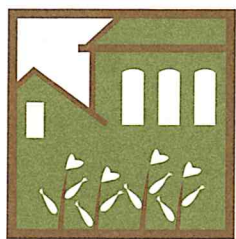
DEKALB COUNTY COMMUNITY FOUNDATION
BALANCE SHEET
 Sycamore Park Distr Endowment *7/06*
 June 30, 2016

ASSETS		
	Current Assets	
Cash and Investments		\$ <u>14,795.92</u>
Total Current Assets		\$ <u>14,795.92</u>
	Fixed Assets	
		\$ <u>.00</u>
Total Fixed Assets		\$ <u>.00</u>
Total Assets		\$ <u><u>14,795.92</u></u>
LIABILITIES AND NET ASSETS		
	Current Liabilities	
Total Current Liabilities		\$ <u>.00</u>
	Net Assets	
Net Assets - Beginning		\$ 14,652.29
Change in Net Assets		<u>143.63</u>
Total Net Assets		\$ <u>14,795.92</u>
Total Liabilities and Net Assets		\$ <u><u>14,795.92</u></u>

DEKALB COUNTY COMMUNITY FOUNDATION
STATEMENT OF ACTIVITIES
Sycamore Park Distr Endowment
For the Month of June and Six Months Ended June 30, 2016

	<u>Current-Period Amount</u>	<u>Year-to-Date Amount</u>
REVENUE AND SUPPORT		
Investment Income	\$ 34.12	\$ 125.95
Gain on Sale of Investments	5.58	(45.74)
Unrealized Gain on Investments	<u>(113.36)</u>	<u>136.82</u>
TOTAL REVENUE AND SUPPORT	\$ <u>(73.66)</u>	\$ <u>217.03</u>
EXPENSES		
Administrative Fees	<u>.00</u>	<u>73.40</u>
TOTAL EXPENSES	\$ <u>.00</u>	\$ <u>73.40</u>
CHANGE IN NET ASSETS	\$ <u><u>(73.66)</u></u>	\$ <u><u>143.63</u></u>

July 31, 2016



DEKALB COUNTY
C O M M U N I T Y
F O U N D A T I O N

Donna Larson, President
Sycamore

Frank Roberts, Vice President
DeKalb

Kevin Fuss, Treasurer
DeKalb

Daniel P. Templin
Secretary/Executive Director

Kevin Buick
Sycamore

Amie S. Carey
Hinckley

Micki Chulick
DeKalb

Latricia Dawkins
DeKalb

Kristina Garcia
Sycamore

Marcia Goodrich
DeKalb

LaVerne Gyant, Ed.D
DeKalb

Todd Hughes
Genoa

Alethia Hummel
Sandwich

Rick Mamoser
Kingston

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Sycamore

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Dana Stover
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Donna Turner
Kirkland

Dick Underwood
Somonauk

Beth K. White
Waterman

Mr. Daniel Gible
Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Mr. Daniel Gible,

Greetings! I hope you are enjoying the Summer. Enclosed are the Balance Sheet and Statement of Activities reports for the Sycamore Park District Vision 20/20 Fund as of the Second Quarter of 2016.

Our Board of Directors is highly committed to our fiduciary responsibilities. As **stewards** of yours and others' charitable gifts, our Finance Committee, chaired by Kevin Fuss, oversees the financial administration within the Foundation.

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Sincerely,

Dan

Daniel P. Templin
Executive Director

Encl.

DEKALB COUNTY COMMUNITY FOUNDATION
BALANCE SHEET
 Sycamore Park District Action 289
 June 30, 2016

ASSETS		
	Current Assets	
Cash and Investments		\$ <u>125,010.91</u>
Total Current Assets		\$ <u>125,010.91</u>
	Fixed Assets	
		\$ <u>.00</u>
Total Fixed Assets		\$ <u>.00</u>
Total Assets		\$ <u><u>125,010.91</u></u>
LIABILITIES AND NET ASSETS		
	Current Liabilities	
Total Current Liabilities		\$ <u>.00</u>
	Net Assets	
Net Assets - Beginning		\$ 125,487.94
Change in Net Assets		<u>(477.03)</u>
Total Net Assets		\$ <u>125,010.91</u>
Total Liabilities and Net Assets		\$ <u><u>125,010.91</u></u>

DEKALB COUNTY COMMUNITY FOUNDATION
STATEMENT OF ACTIVITIES
Sycamore Park District Action
For the Month of June and Six Months Ended June 30, 2016

	<u>Current-Period Amount</u>	<u>Year-to-Date Amount</u>
REVENUE AND SUPPORT		
Contributions	\$ <u>.00</u>	\$ <u>150.00</u>
TOTAL REVENUE AND SUPPORT	\$ <u>.00</u>	\$ <u>150.00</u>
EXPENSES		
Administrative Fees	\$ <u>.00</u>	\$ <u>627.03</u>
TOTAL EXPENSES	\$ <u>.00</u>	\$ <u>627.03</u>
CHANGE IN NET ASSETS	\$ <u><u>.00</u></u>	\$ <u><u>(477.03)</u></u>

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TO RETAIN LIQUID ASSET MANAGEMENT FIRM: Recommend Approval

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 Advisors 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 and American Deposit Management. It is clear that they both 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 that our staff can address or handle.

Last month the Board authorized the Executive Director and Superintendent of Finance to meet further with both these firms to conduct some follow-up Q&A, information gathering, and assessment, and to bring back a recommendation to the Board as to which firm we should work with. Our assessment will focus on determining which firm we feel will:

- Maximize net earnings for the park district on our cash-flow.
- Do that safely within the law.
- Provide support structure and reporting to assure:
 - Ease of operation for staff
 - Ease of bill-paying on projects
 - Ease of providing legal documents and reports mandated for local government.

Additionally, this will move all of our working cash into a better earning system, and leave only our day to day checking and savings to “locate”.

Now that Jackie and I have met with the two firms, asked for some additional information, asked some follow-up questions, and conducted some reference checks we are ready to make a recommendation.

FISCAL IMPACT: This can be the difference between earning about 10,000 a year by investing in a simpler, but lower interest market and professionally managing to generate \$25,000 to \$50,00 a year. \$25,000 more a year for us to work with is worth making a commitment to for professional services. Cost of services is built into the investment.

STAFF RECOMMENDATION: Recommend the Board Authorize the Executive Director to enter into the attached contract with PFM Asset Management and to permit our Treasurer to begin to proceed with a transfer of funds to their managment.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

RESOLUTION NO. 03-2016

A RESOLUTION APPROVING THE DECLARATION OF TRUST OF THE ILLINOIS TRUST (FORMERLY KNOWN AS THE ILLINOIS INSTITUTIONAL INVESTORS TRUST) AND AUTHORIZING THE EXECUTION THEREOF, AND AUTHORIZING CERTAIN OFFICIALS TO ACT ON BEHALF OF THE SYCAMORE PARK DISTRICT

WHEREAS, this Board (the "Governing Board") of the SYCAMORE PARK DIST. (the "Agency") has been presented with and reviewed the Declaration of Trust dated October 18, 2002 (the "Declaration of Trust"); and

WHEREAS, the Declaration of Trust creates a common law trust (the "Trust") to provide an instrumentality and agency through which public agencies organized under the laws of the State of Illinois may jointly act, agree, and cooperate in accordance with the laws of the State of Illinois in the performance of their responsibilities to invest available funds so as to enhance their investment opportunities pursuant to an investment program conducted in accordance with the laws of the State of Illinois, from time to time in effect, governing the investment of the funds of public agencies; and

WHEREAS, this Governing Board of the Agency has also been presented with and reviewed the appropriate Information Statement providing detailed information about the investment objectives, organization, structure, and operation of the Trust and its investment opportunities; and

WHEREAS the Agency is a public agency and unit of local government or school district within the meaning of Section 10 of Article VII of the 1970 Constitution of the State of Illinois (the "Illinois Constitution"), the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., and the Public Funds Investment Act, 30 ILCS 235/0.01, et seq., and is authorized to enter into intergovernmental agreements, including the Declaration of Trust, pursuant to, inter alia, the provisions of Section 10, Article VII of the Illinois Constitution, the Intergovernmental Cooperation Act, and the Public Funds Investment Act; and

WHEREAS, the Agency does hereby find that by entering into the Declaration of Trust and becoming a Participant (as such term is defined in Section 1.4 of the Declaration of Trust) in the Trust, it shall be better able to perform its responsibility to invest its funds in accordance with the laws of the State of Illinois; and

WHEREAS, the Agency does hereby find and declare that it is in the best interest of the residents of the Agency that the Agency enter into the Declaration of Trust, become a Participant of the Trust, and use the Trust's services from time to time at the discretion of the Treasurer [and/or other authorized official];

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Agency, SYCAMORE PARK DISTRICT County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Resolution are hereby found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The terms and conditions of the Declaration of Trust are hereby approved, and the Agency is hereby authorized to become a Participant in the Trust. The persons listed below are authorized to execute said Declaration of Trust and enter into the Intergovernmental Agreement, and said persons are duly authorized present incumbents of said offices; and actual samples of their respective signatures are listed below:

Print Name Title Signature

Print Name Title Signature

Section 3. This Resolution shall take effect from and after its passage and approval as provided by law.

Signature of Official designated in Section 2

Print Name

Title

Agency

Attest:

I hereby certify that the foregoing is a full, true and complete transcript of a Resolution was adopted at the meeting held on August 23, 2016.

I do further certify that the deliberations of the Board (the "Governing Board") on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was 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, and that the Governing Board has complied with said Act and with all of the procedural rules of the Governing Board.

I do further certify that such Resolution is in full force and effect as of the date hereof, and that such Resolution has not been modified, amended, or rescinded since its adoption.

[Clerk or Secretary]

Date

[seal]

[Signature pages may be modified as appropriate.]

INVESTMENT ADVISORY AGREEMENT

THIS AGREEMENT, entered into as of the 23rd day of August, 2016, by and between SYCAMORE PARK DISTRICT, an Illinois public agency (hereinafter the "Client"), and PFM ASSET MANAGEMENT LLC, a Delaware limited liability company with an office in Chicago, Illinois (hereinafter the "Advisor").

WITNESSETH

WHEREAS, the Client has funds available for investment purposes (the "Initial Funds") for which it intends to conduct an investment program; and

WHEREAS, the Client desires to avail itself of the experience, sources of information, advice, assistance and facilities available to the Advisor; to have the Advisor undertake certain duties and responsibilities; and to perform certain services as investment advisor on behalf of the Client, as provided herein; and

WHEREAS, the Client desires to have the Advisor perform arbitrage rebate calculation services in connection with the Advisor's management of proceeds of tax-exempt or tax-advantaged bonds (the "Bonds") under this Agreement; provided that, such services shall be provided with respect to a series of the Bonds only if 100% of the proceeds of such series of Bonds is invested as Managed Funds pursuant to this Agreement; such services will not be provided with respect to a series of Bonds if only a portion of the proceeds of such Bonds is invested as Managed Funds pursuant hereto; and

WHEREAS, the Advisor is willing to provide such services on the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto, intending to be legally bound, agreed as follows:

1. SERVICES OF ADVISOR.

The Client hereby engages the Advisor to serve as investment advisor under the terms of this Agreement with respect to the Initial Funds and such other funds as the Client may from time to time assign by written notice to the Advisor (collectively the "Managed Funds"), and the Advisor

accepts such engagement. In connection therewith, the Advisor will provide investment research and supervision of the Managed Funds investments and conduct a continuous program of investment, evaluation and, when appropriate, sale and reinvestment of the Managed Funds assets. The Advisor shall continuously monitor investment opportunities and evaluate investments of the Managed Funds. The Advisor shall furnish the Client with statistical information and reports with respect to investments of the Managed Funds. The Advisor shall place all orders for the purchase, sale, loan or exchange of portfolio securities for the Client's account with brokers or dealers recommended by the Advisor and/or the Client, and to that end the Advisor is authorized as agent of the Client to give instructions to U.S. Bank National Association, as the custodian designated by the Client (the "Custodian") as to deliveries of securities and payments of cash for the account of the Client. In connection with the selection of such brokers and dealers and the placing of such orders, the Advisor is directed to seek for the Client the most favorable execution and price, the determination of which may take into account, subject to any applicable laws, rules and regulations, whether statistical, research and other information or services have been or will be furnished to the Advisor by such brokers and dealers.

Upon request, the Advisor will provide non-discretionary investment advisory services to the Client and will assist the Client in directly purchasing non-negotiable Certificates of Deposit ("CDs"), which are intended to be fully insured by the Federal Deposit Insurance Corporation ("FDIC"), for the Client's account directly from the issuers of such CDs or through such brokers as the Advisor selects. At the request of the Client, the Advisor will timely advise the Client of CDs available to satisfy the Client's requirements. The Advisor and the Client agree that all CDs acquired by the Client hereunder shall be approved in advance of purchase by an authorized representative of the Client. Each CD will be issued by the financial institution in book-entry form and the book-entry registration shall be maintained by the financial institution. A safekeeping receipt or copy of the CD will be provided by the financial institution and will be retained by the Advisor as evidence of the deposit. Purchases of such CDs shall be conditioned upon the Client establishing and opening an account with a local government investment pool or registered investment company for which the Advisor serves as investment advisor and transfer agent (either, a "Pool"). The Client's purchase of CDs will be funded from the designated account of the Client in the Pool (the "Pool Account"). The Client authorizes the Advisor, in its capacity as transfer agent of the Pool, to redeem shares in the Pool Account, and the Client authorizes the Pool's custodian to wire cash from the Pool Account to financial institutions that will issue CDs being purchased by the Client. All principal and interest from a matured CD will be credited to the Pool Account promptly upon receipt. The Advisor shall not take possession of cash or securities in the Pool Account and shall have no responsibility in connection therewith. The Client acknowledges

financial institutions from which CDs are purchased may be small in size and may not be rated by national credit rating organizations. The CDs will not be collateralized. Hence there will be reliance on federal deposit insurance and it is crucial that the Client's CDs be fully covered by FDIC insurance. The Client understands that (i) the CDs in amounts above applicable FDIC insurance limits are not insured, (ii) substantially all of the credit research performed by the Advisor will relate to the eligibility/applicability of FDIC insurance to the CDs, and (iii) in determining FDIC insurance limits, Federal regulations provide that all amounts deposited by a depositor, including amounts deposited directly, through brokers or through other means in a financial institution regardless of the source, will be combined in determining the insurance limit. The Advisor will maintain records of all CDs purchased by the Client hereunder to assist the Client in maintaining CDs within applicable insurance limits, but the Advisor is not responsible for the effects on FDIC insurance limits of deposits made directly by the Client or through other arrangements. It is the Client's sole responsibility to determine that deposits made directly by the Client outside of this Agreement or through other arrangements outside of this Agreement do not cause the CDs purchased by the Client hereunder to exceed the insurance limit. The Advisor will not monitor deposits made directly by the Client or through other arrangements and the Client agrees the Advisor has no responsibility therefor. FDIC-insured CDs are generally not negotiable and not liquid. Substantial penalties may apply if the Client makes an early redemption. The Client authorizes the Advisor to charge the Pool Account for the advisory fee relating to CDs and authorizes the custodian of the Pool to disburse funds from such Pool Account for the payment of the advisory fee relating to CDs.

The Custodian shall have custody of cash, assets and securities of the Client. The Advisor shall not take possession of or act as custodian for the cash, securities or other assets of the Client and shall have no responsibility in connection therewith. Authorized investments shall include only those investments which are currently authorized by the state investment statutes and applicable covenants and as supplemented by such other written instructions as may from time to time be provided by the Client to the Advisor. The Advisor shall be entitled to rely upon the Client's written advice with respect to anticipated drawdowns of Managed Funds. The Advisor will observe the instructions of the Client with respect to broker/dealers who are approved to execute transactions involving the Managed Funds and in the absence of such instructions will engage broker/dealers which the Advisor reasonably believes to be reputable, qualified and financially sound.

2. PREPARATION OF ARBITRAGE REBATE REPORTS.

(a) The Advisor shall maintain records of all transactions in the Managed Funds as may be required by the Internal Revenue Code of 1986, as amended (the “Code”) and applicable U.S. Treasury regulations with regard to proceeds of the Bonds invested pursuant to this Agreement. The Advisor will calculate the amount of rebate liability with respect to the Bonds as of the end of each bond year (or other appropriate period) and as of the final maturity, redemption of or other retirement of the Bonds (each such date referred to herein as a “Calculation Date”) for as long as the Advisor is retained under this Agreement to provide such arbitrage rebate calculation services, applying the Regulations in effect on such Calculation Date. The Advisor will provide the following services: (i) calculation of the amount of rebate liability with respect to the Bonds as of each Calculation Date, and (ii) delivery of schedules reflecting such rebate liability calculation and the assumptions involved.

(b) The Client undertakes to provide or cause to be provided to the Advisor all relevant data, as requested from time to time, with respect to each Calculation Date within 15 days after each such date and the Client agrees to cooperate with all reasonable requests in connection therewith. In addition, the Client agrees to cooperate with all reasonable requests from the Advisor for Bond related information including, but not limited to, the Official Statement; Bond Resolution; Non-Arbitrage Certificate; IRS Form 8038, 8038-G, or 8038-B; any closing order or receipt; and Verification Report. This information will be necessary in order to identify the amount of “gross proceeds” (as that term is used in the Code) of the Bonds subject to the rebate requirement, investment income thereon and applicable yields on the Bonds and on such investments in order to calculate the rebate liability of the Client with respect to the Bonds as of the Calculation Date. The Advisor is not being engaged to duplicate work performed by any prior rebate calculation agent, to independently determine whether there were “prohibited payments” or “imputed receipts” within the meaning of the Regulations or to perform an audit or review of the investments acquired with gross proceeds or the payment of debt service on the Bonds, and the Advisor will be entitled to rely entirely on information provided by or at the direction of the Client without independent verification of such information. The Advisor is also not being engaged to audit or review the tax-exempt status of interest on the Bonds or any other aspect of the Bond program except for the rebate liability to the extent set forth in this Agreement, and the Advisor shall be under no obligation to consider any information obtained by the Advisor pursuant to this Agreement for any purpose other than determining such rebate liability.

3. COMPENSATION.

(a) (i) For services provided by the Advisor pursuant to this Agreement, the Client shall pay the Advisor an annual fee, in monthly installments, based on the daily net assets under management (excluding daily net assets invested in certificates of deposit) at an annual rate of 10 basis points (0.10%). “Daily net assets” is defined to include the amortized value of securities, accrued interest and cash or any money market fund balance. For purposes of this fee calculation, daily net assets excludes assets invested in CDs purchased under Section 1 hereof, and assets invested in the Pool, as further described in subsection (c) hereof.

(ii) With respect to the purchase of CDs for the Managed Funds as provided in Section 1 hereof, the Client shall pay the Advisor, an annual fee at a rate equal to 15 basis points (0.15%) per annum, applied against the principal amount of each CD purchased; such fee includes fees incurred by the Advisor to third parties in connection with such purchase.

(b) (i) The Advisor shall prepare an invoice for the investment management fee (excluding the investment management fee for CDs) and shall submit it to the Client for approval. Unless instructed otherwise within 15 calendar days of the postmark on the invoice, the Client authorizes the Advisor to charge such invoice to the Pool Account and instructs the Pool custodian to disburse funds from that account for the payment of the fees to the Advisor. If sufficient funds are not available, the Client agrees to compensate the Advisor from other sources within 30 calendar days of the postmark date. If the Advisor shall serve for less than the whole month, the compensation shall be pro-rated.

(ii) With respect to the payment of the investment management fee for CDs, the Client authorizes the Advisor to charge the Pool Account for the management fee and authorizes the Pool custodian to disburse funds from the Pool Account for the payment of the management fee to the Advisor using one of the methods selected below:

- The entire management fee will be deducted from the Pool Account upon settlement of the CD (refundable pro rata in the event of an early withdrawal); or
- The monthly amount of the management fee will be deducted from the Pool Account after the close of each month.

(c) Assets invested by the Advisor under the terms of this Agreement may from time to time be invested in a Pool (as such term is defined in Section 1 hereof), or in individual securities.

Average daily net assets subject to the fees described in this section shall not take into account any funds invested in the Pool. Expenses of the Pool, including compensation for the Advisor and the Pool custodian, are described in the relevant prospectus or information statement and are paid from the Pool.

(d) If and to the extent that the Client shall request the Advisor to render services other than those to be rendered by the Advisor hereunder, such additional services shall be compensated separately on terms to be agreed upon between the Advisor and the Client.

4. EXPENSES.

(a) The Advisor shall furnish at its own expense all necessary administrative services, office space, equipment, clerical personnel, telephone and other communication facilities, investment advisory facilities, executive and supervisory personnel for managing the Managed Funds, and fees and expenses of the Custodian.

(b) Except as expressly provided otherwise herein, the Client shall pay all of its own expenses including, without limitation, taxes, commissions, fees and expenses of the Client's independent auditors and legal counsel, if any, brokerage and other expenses connected with the execution of portfolio security transactions, and insurance premiums.

5. REGISTERED ADVISOR; DUTY OF CARE.

The Advisor hereby represents it is a registered investment advisor under the Investment Advisers Act of 1940, as amended. The Advisor shall immediately notify the Client if at any time during the term of this Agreement it is not so registered or if its registration is suspended. The Advisor agrees to perform its duties and responsibilities under this Agreement with reasonable care. The federal securities laws impose liabilities under certain circumstances on persons who act in good faith. Nothing herein shall in any way constitute a waiver or limitation of any rights which the Client may have under any federal securities laws. The Client hereby authorizes the Advisor to sign I.R.S. Form W-9 on behalf of the Client and to deliver such form to broker-dealers or others from time to time as required in connection with securities transactions pursuant to this Agreement.

6. ADVISOR'S OTHER CLIENTS.

The Client understands that the Advisor performs investment advisory services for various other clients which may include investment companies, commingled trust funds and/or individual portfolios. The Client agrees that the Advisor, in the exercise of its professional judgment, may give advice or take action with respect to any of its other clients which may differ from advice

given or the timing or nature of action taken with respect to the Managed Funds. The Advisor shall not have any obligation to purchase, sell or exchange any security for the Managed Funds solely by reason of the fact that the Advisor, its principals, affiliates, or employees may purchase, sell or exchange such security for the account of any other client or for itself or its own accounts.

7. TERM.

This Agreement may be terminated by the Client in the event of any material breach of its terms immediately upon notice to the Advisor by certified mail, return receipt requested. This Agreement may be terminated by the Client at any time, on not less than thirty (30) days' written notice to the Advisor. The Advisor may terminate this Agreement immediately upon any material breach of its terms by the Client, or at any time after one year upon thirty (30) days' written notice to the Client.

8. FORCE MAJEURE.

The Advisor shall have no liability for any losses arising out of the delays in performing or inability to perform the services which it renders under this Agreement which result from events beyond its control, including interruption of the business activities of the Advisor or other financial institutions due to acts of God, acts of governmental authority, acts of war, terrorism, civil insurrection, riots, labor difficulties, or any action or inaction of any carrier or utility, or mechanical or other malfunction.

9. DISCIPLINARY ACTIONS.

The Advisor shall promptly give notice to the Client if the Advisor shall have been found to have violated any state or federal securities law or regulation in any final and unappealable judgment in any criminal action or civil suit in any state or federal court or in any disciplinary proceeding before the Securities and Exchange Commission or any other agency or department of the United States, any registered securities exchange, the Financial Industry Regulatory Authority, or any regulatory authority of any State based upon the performance of services as an investment advisor.

10. INDEPENDENT CONTRACTOR.

The Advisor, its employees, officers and representatives shall not be deemed to be employees, agents (except as to the purchase or sale of securities described in Section 1), partners, servants, and/or joint ventures of the Client by virtue of this Agreement or any actions or services rendered under this Agreement.

11. BOOKS.

The Advisor shall maintain records of all transactions in the Managed Funds. The Advisor shall provide the Client with a monthly statement showing deposits, withdrawals, purchases and sales (or maturities) of investments, earnings received, and the value of assets held on the last business day of the month. The statement shall be in the format and manner that is mutually agreed upon by the Advisor and the Client.

12. THE ADVISOR'S BROCHURE AND BROCHURE SUPPLEMENT.

The Advisor warrants that it has delivered to the Client prior to the execution of this Agreement the Advisor's current Securities and Exchange Commission Form ADV, Part 2A (brochure) and Part 2B (brochure supplement). The Client acknowledges receipt of such brochure and brochure supplement prior to the execution of this Agreement.

13. MODIFICATION.

This Agreement shall not be changed, modified, terminated or discharged in whole or in part, except by an instrument in writing signed by both parties hereto, or their respective successors or assigns.

14. SUCCESSORS AND ASSIGNS.

The provisions of this Agreement shall be binding on the Advisor and its successors and assigns, provided, however, that the rights and obligations of the Advisor may not be assigned without the consent of the Client.

15. NOTICE.

Written notices required under this Agreement shall be sent by regular mail, certified mail, overnight delivery or courier, and shall be deemed given when received at the parties' respective addresses shown below. Either party must notify the other party in writing of a change in address.

Client's Address

Sycamore Park District

940 E. State St.

Sycamore, IL 60178

Attn: Dan Gibble, Executive Director

Advisor's Address

PFM Asset Management LLC
222 North LaSalle
Suite 910
Chicago, IL 60601
Attn: Michelle Binns, Sr. Managing Consultant

With copy to:

PFM Asset Management LLC
Two Logan Square, Suite 1600
18th & Arch Streets
Philadelphia, PA 19103-2770
Attn: Controller

16. APPLICABLE LAW.

This Agreement shall be construed, enforced, and administered according to the laws of the State of Illinois. The Advisor and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to filing a lawsuit.

17. EXECUTION AND SEVERABILITY.

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives as of the date set forth in the first paragraph of this Agreement.

PFM ASSET MANAGEMENT LLC

By: _____

Name: _____

Title: Managing Director

SYCAMORE PARK DISTRICT

By: _____

Name: _____

Title: _____

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: SAFETY POLICY MANUAL: Recommended Approval

BACKGROUND INFORMATION: During the Loss Control Review with PDRMA, our Risk Management Provider, they recommended the next steps in making our workplace safer. After recently adding several approved safety policies, we now need to compile those policies with several others to develop an inclusive Safety Policy Manual.

Therefore, we want to have the Board take action before we integrate the Safety Policy Manual into the Personnel Policy.

See the attached manual for review

This policy will continue to be added to in the future as details are added to several areas which will take more time to complete and update.

We will do a “cover-to-cover” review of the Personnel Policy with the Board in September or October where you will see the Safety Policy Manual integrated.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District
Safety Manual

Table of Contents

Safety Policy Statement	
Loss Control Program	1
Safety Committee	2
Employee Responsibilities	3
General Safety Rules	5
Employee Safety Training Program	10
Accident Reporting Procedures	12
Vehicle Safety	27
IDOL Inspection Procedures	40
First Aid	42
Emergency Response/Crisis Plan	48
Emergency Phone List	62
Chlorine Policy	63
Inspections	65
Statement of Admission	73
Bomb Threat	75
Ergonomics Policy	83
Footwear Policy	92
Housekeeping Policy	102
Safety Manual Acknowledgement	

SYCAMORE PARK DISTRICT
SAFETY POLICY STATEMENT

The Sycamore Park District is committed to provide safe working conditions for our employees and a safe leisure environment for the public using our programs, facilities and parks. Personnel at all levels are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

This Manual was designed to give employees a thorough overview of the safety polices and standards to be maintained by the Sycamore Park District. Most accidents can be prevented through proper training, planning, and common sense. The cooperation and support of each employee is critical to the success of this program.

Executive Director

President, Board of Commissioners

Adopted:

LOSS CONTROL PROGRAM

It is the Park District's goal to provide a safe environment for employees and the public who use our programs, facilities, and parks. With the guidance and assistance of the Park District Safety Committee, the Sycamore Park District intends to accomplish this by instituting the following practices:

- Establish and maintain a strong safety attitude in all employees.
- Provide training sessions to all employees to educate them on job duties and responsibilities.
- Conduct safety inspections of parks and facilities.
- Review all accidents and injuries and make recommendations as necessary.
- Establish safety rules and regulations for District operations.
- Respond to employee and public concerns regarding safety.
- Participate in the PDRMA Loss Control Review Program.

SAFETY COMMITTEE

The Sycamore Park District Safety Committee will be an ongoing committee to initiate and execute the safety program of the Sycamore Park District. The Executive Director of the Park District will Chair the Safety Committee meetings. Safety committee members will include representation from Golf, Recreation, Parks and Capital Planning, and Administration. The term as a member of the safety committee will be three years beginning in January and ending in December with one of the four members retiring Dec. 31 of each calendar year. At the end of the term, new representatives will be selected to fill the vacancy. The Executive Director will appoint the employees of the committee.

The Safety Committee will meet monthly. The meeting agenda will include:

- Call to order and Roll Call
- Introduction of Guests
- Review of Previous Minutes
- Review of Accidents and Statistics
- Old Business
- New Business
- Facility Inspections
- Adjournment

Minutes of the meeting will be placed on file in the Training Records binder. The Executive Director will review the minutes and recommended follow up action items with the appropriate manager.

In addition to the standard agenda, the Safety Committee will adopt annual goals and objectives no later than February of each year. These goals and objectives should assist in improving the overall loss control program of the Sycamore Park District.

EMPLOYEE RESPONSIBILITIES

Each employee shall be directly responsible and accountable for the safety rules and procedures as stated in this Manual and as taught in the in-service training programs. The responsibilities listed are minimum and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

SAFETY COMMITTEE RESPONSIBILITIES

- Annually establish annual loss control prevention goals.
- Review all District injuries, accidents and incidents and make recommendations for prevention.
- Discuss any new or existing safety policies and make recommendations of their adoption, removal, or modification.
- Participate in the inspection of all Park District parks and facilities. The inspection schedule will be developed at the first regular meeting.
- Develop recommendations and timelines for loss control improvements.
- Prepare for and participate in the PDRMA Loss Control Program Evaluation meeting.

EXECUTIVE DIRECTOR RESPONSIBILITIES

- Participates in Safety Committee functions.
- Maintains a working knowledge of general and department-specific safety rules.
- Instills in each manager a clear understanding of their duties and responsibilities in the areas of loss control and safety.
- Reviews all serious employee and public accidents to ensure that established accident investigation policies and procedures are adhered to.

MANAGEMENT STAFF RESPONSIBILITIES

- Superintendent of Parks and Facilities acts as Safety Coordinator with assistance from the Recreation Supervisor.
- Works with the Safety Committee to organize Loss Control program aspects that are particular to his/her department.
- Maintains a working knowledge of all general and department-specific safety rules.
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Administers inspections for their department.
- Provides proper orientation, job instruction training, and in-service training to staff.

- Reports and investigates accidents.
- Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Enforces disciplinary policies.
- Cooperates with the Safety Committee on documentation requirements such as memos, training records, material safety data sheets, inspections and investigation records.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Attends all safety program and in-service education meetings.

EMPLOYEE RESPONSIBILITIES

- Maintains a working knowledge of all general and department-specific safety rules.
- Immediately documents and reports all accidents and unsafe conditions to the supervisor.
- Cooperates and assists in the investigation of accidents.
- Attends all safety program and in-service education meetings.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Wears Personal Protective Equipment in all potentially hazardous situations.

GENERAL SAFETY RULES

Safety while on the job is the responsibility of every Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules, and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, employees must at all times be careful, attentive, alert, and follow proper safety procedures. Employees are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. Employees are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. Employees should make certain that they do not create safety hazards and that safety hazards are eliminated. With your help and assistance, the District can achieve a safe environment for our employees and patrons.

The following safety rules have been established for all employees:

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reactions time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated or as a requirement of the job.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of work stations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.

- All accidents, near misses, injuries and property damage must be reported to a supervisor, regardless of the severity of the injury or damage. Failure to report an accident or known hazardous condition may be cause for disciplinary action.
- All employees must follow recommended work procedures outlined for their job, department and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse/recycling container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.
- Employees must never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license and must notify their supervisors of any driving citation received.
- All employees must know departmental rules regarding first aid, evacuation routes and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
- Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.
- The use of headsets of any type is not permitted while driving a Park District vehicle.
- Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your co-workers, or the public.
- Clothing and shoes should fit properly and not be torn, frayed or deteriorated. Additional dress code requirements may be instituted by your immediate supervisor.
- Employee issued ID cards are to be worn or carried at all times as prescribed by the individual department.

- The presence of children in the workplace with the employee parents during the employee's workday is inappropriate and is to be avoided except in extra-ordinary emergency situations.
- Smoking is prohibited in all Park District facilities, vehicles and riding equipment.
- Acts of violence will not be tolerated. Any instance of violence must be reported to the employee's immediate supervisor.
- In accordance with the Sycamore Park District Policy on Alcohol and Drug Abuse, under no circumstances shall an employee report to work at the beginning of a shift, or after lunch or coffee breaks, under the influence of alcoholic beverages; or non-prescribed drugs. Failure to observe this rule will result in immediate suspension and/or dismissal.

Employee Safety Training Program

The Sycamore Park District Safety Training Program will be conducted on an on-going basis and will involve staff from every department. Each department head is responsible for providing the proper safety related training for their staff and all new employees in their department.

Staff should refer to the Sycamore Park District Employee Training Program Checklist regarding the type of training required, frequency and reporting responsibilities.

The following is a list employee training programs. Employees are required as a condition of their employment to attend any safety training programs that are considered by Park District management to be necessary in safely performing their work assignments.

Sycamore Park District Employee Training Program Checklist

Instructions: Check the area of training needed and indicate the completion date for the training. Training rosters verifying completion of training For District Wide and Job Specific Training should be submitted to the Finance Department for updating personnel records and a copy to the Executive Director for the Safety Committee records. Department Specific Training records should also be maintained by the individual department. When conducting a training session, please notify all supervisors so that the largest number of staff can take advantage of this opportunity. Finally, PDRMA has a number of resources available to include on-line training, videos and DVD's to assist staff with their programs.

Name of Employee: _____

Department: _____ Supervisor: _____

Hire Date: _____ Status: Circle Full-time Part-time (IMRF) Seasonal

**District Wide-All Positions
Check-Date**

- _____ Personnel Policy Review (Seasonal Employees review condensed version)
- _____ Safety Policy Review
- _____ Crisis Management Plan
- _____ Blood Borne Pathogens Program (Video available)
- _____ Hazard Communications Program (Video available)
- _____ Emergency Response Plan Specific to Facility or Program
- _____ Statement of Admission

District Wide-Full Time and IMRF

- _____ CPR
- _____ Fire Extinguisher Training: Bi-Annual (Available on line PDRMA)
- _____ Reasonable Suspicion Training: Bi-Annual (Available on line PDRMA)
- _____ Harassment: Every three years (Available on line PDRMA)
- _____ Slips, Trips and Falls: Every three years (Video Available)

Job Specific Training

- _____ CPR/First Aid
- _____ Hearing Conservation Program (Video Available)
- _____ Food Service Training
- _____ Alcohol Server Training
- _____ Pesticide Applicator/Operator Training
- _____ Respirator Use
- _____ Confined Space: Bi-Annual
- _____ Defensive Driving: Bi-Annual (Available on line PDRMA)
- _____ Lock Out Tag Out: Bi-Annual
- _____ Certified Playground Safety Inspector Training
- _____ Playground Inspector Training

Department Specific Training**Check-Date**

_____	_____	Chainsaw Operations
_____	_____	Chipper Operations
_____	_____	Small Equipment: List: _____
_____	_____	Large Equipment: List: _____
_____	_____	Fueling Procedures
_____	_____	Ladder Safety
_____	_____	Lift Operations
_____	_____	Mowers Type: _____
_____	_____	PPE: (Video Available) List: _____
_____	_____	Snow Plow Operations
_____	_____	Tractor Operations
_____	_____	Trailer Operations
_____	_____	Tree Trimming Operations
_____	_____	Back Safety (Video Available)
_____	_____	Cash Control Procedures
_____	_____	Camp/Pre-school Training
_____	_____	Communications Systems (Phone, radio, public address)
_____	_____	Emergency Response Plan Review
_____	_____	Food Service Equipment
_____	_____	Life Guard Training
_____	_____	Office Ergonomics (Available on line PDRMA)
_____	_____	Point of Sale Operations
_____	_____	Score Board Operations
_____	_____	Other: _____

ACCIDENT REPORTING PROCEDURES

When an accident occurs, no matter how significant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind. A formal investigation by your supervisor will be conducted to assess the cause of the accident. You are required to contact your immediate supervisor and not render speculation on the causes of the incident. Under no circumstances are employees to give any information to the media, verbally or in writing. Give medical staff and parents only the facts; do not give opinions. All questions related to accidents involving District property and/or personnel must be directed to a department head.

REPORTING

1. All reports of injuries or vehicle accidents must be filed within 24 hours of the occurrence. The reports are to be made on the Accident/Incident Report Form or the Vehicle Accident Report Form. (Samples are attached.)
2. It is the responsibility of the program and/or employee's supervisor to fill out the Accident/Incident Report Form in detail.
3. All Accident/Incident Report Forms must be given to the Supt. of Parks or Supt. of Finance for follow-up or the Rec. Supervisor at the pool.
4. When a work related injury occurs, it is the responsibility of the employee to notify the supervisor of the injury or illness before leaving work on the same day. If the injury does not require immediate medical assistance, the supervisor may direct the employee to a District designated medical facility for treatment. The employee will report the results of the visit to the supervisor immediately following treatment, or at minimum, the next work day. If additional follow up medical care is necessary as a result of the work related injury, each employee is required to inform the supervisor of the appointment date and time.
5. If the injury is to a Park District employee, Form 4 must also be completed for reporting to Worker's Compensation. This is due within 24 hours of the injury and is to be submitted to the Supt. of Parks, Supt. of Finance, or Rec. Supervisor if at the pool, along with a completed Accident/Incident Report form. (Sample is attached)
6. If the injury is to a Volunteer, report the incident in the same manner as an employee but do not complete Form 4. Through District membership in PDRMA, limited coverage is provided to volunteers who are injured while in the course of their duties.
7. Accidents/Incidents will be classed in two categories the first being minor such as scrapes and bruises; the second being major such as sprains, breaks, damage to property etc.

8. All accidents/incidents require department head signatures and major accidents require the Executive Director's signature.
9. The Department Head is responsible for completing an Accident Investigation Form (Sample is attached), in the case of bodily injury that requires further medical care or of a more serious nature, vehicle accidents, and when incidents are reoccurring. These forms are then turned in to the Executive Director.
10. The Supt. of Finance or Supt. of Parks are responsible for supervising the reporting and claims process, or the Rec. Supervisor at the pool.
11. The Department Head has the responsibility for follow up to see that a dangerous condition does not exist which could cause further injury.

INCIDENT REPORTING

Prompt investigation and reporting of incidents, other than personal injury, will help recover lost property in a timely manner, prevent similar losses and aid in keeping track of property losses and loss of or damage to another's property.

Incident reports should be completed for the following:

- Property destruction/damage with no personal injury
- Vehicle/Equipment damage or loss
- Incidents involving damage to another's property
- Theft of property belonging to the District, or someone else if it was taken while in a Park District facility
- Damage to or destruction of leased property belonging to the District or leasing agency
- Observation of any wrongful act on Park District property

GENERAL LIABILITY

Very often you will be asked the following: "Who is going to pay my bills?"

If you are uncomfortable letting the patron or parent know that the District does not carry premises medical payments coverage, you can let them know that you will let your supervisor know of their inquiry and our risk management agency PDRMA will contact them.

ACCIDENT INVESTIGATION REPORT

FOR OFFICE USE ONLY

Supervisor's Investigation and Recommendations:

In your opinion, what action on the part of the injured party or others contributed to this accident?

State corrective action taken/needed to prevent a repeat occurrence.

Work Order Required? Yes No Date Requested: _____

Pictures Attached _____

Written Statements Attached _____

Department Head Signature

Executive Director Signature

Date

Date



Accident/Incident Report

Attorney/Client Privileged Document

Form
01

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)		
3	Name of person completing report	Title of person completing report		
4	Business phone number	Business email		
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.			
7	Is there an address for this location? If yes, please provide the following:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Street address _____				
City _____ State _____ Zip code _____				
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)			
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)			

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
11	If yes, please provide the following information:			
Last name _____ First name _____				
Address _____				
City _____ State _____ Zip code _____				
Home phone # _____ Work phone # _____ Cell phone # _____				
Age _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
12	Is injured person an agency volunteer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)			
14	Did injured person make any statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, what did injured person say? _____				



Accident/Incident Report

Attorney/Client Privileged Document

**Form
01**
(pg. 2)

15 Was first aid administered? Yes No Unknown

Name and position of person who administered first aid _____

What first aid was given? _____

Did first aid involve AED and/or CPR? Yes No Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron) Yes Offered and called Yes

Offered and refused Yes Offered, refused, called by agency anyway Yes

Unable to respond and called Yes

Were police called? Yes If yes, please provide the following information.

Name of police department _____

Name of officer _____

Do you expect this person to submit a claim? Yes No Unknown

PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident? Yes No Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district Patron

Vehicle owner Other

18 Last name (or business name) _____ First name (not necessary if business name) _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

Describe the property damage _____

WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

20 Did witness make any statements? Yes No Unknown

If yes, what did witness say? _____

21 Where was witness when the accident/incident occurred? _____



Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form

02

1	Agency name	Today's date	
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)	
3	Name of person completing the report	Title of person completing report	
4	Business phone	Business email	
5	How did the incident occur? (Provide a brief factual summary.)		
6	Name of the location (street/road/highway) or nearest intersection where the incident occurred.		
7	Is there an address for incident location? If yes, please provide the following:		
Street address			
City		State	Zip code
8	Location		
Offsite (non-agency owned) <input type="checkbox"/> On agency property <input type="checkbox"/>			
9	Primary location		
Highway/roadway <input type="checkbox"/> Parking lot <input type="checkbox"/> Other <input type="checkbox"/>			
10	Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
11	Agency driver last name		First name
Address			
City		State	Zip code
Home phone #		Work phone #	Cell phone #
Email			
Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If Yes, enter job title of employee			
Identify the type of driver			
Full-time employee <input type="checkbox"/> Intern <input type="checkbox"/> Non-agency employee <input type="checkbox"/>			
Part-time employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Spouse/family member <input type="checkbox"/>			
Seasonal employee <input type="checkbox"/>			
12	Agency vehicle VIN	Make	Model
			License number

1	Agency name	Today's date
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)
3	Name of person completing the report	Title of person completing report
4	Business phone	Business email
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)	
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.	
7	Is there an address for incident location? If yes, please provide the following: Street address	
	City	State Zip code
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i>)	
9	Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i>)	
10	Estimate of loss	
11	Contact person at facility	
12	Contact person's email	
13	Contact person's phone number	
14	Was damage caused by third-party (non-agency) individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified: Name Street address	
	City	State Zip code
16	Has a police agency conducted an investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
17	What police agency investigated the incident?	What is the police report number?
18	Were criminal charges brought against the responsible party? If yes, what were the charges?	

1	Complete an Employee Injury Report for each employee injured.		
2	Agency name	Today's date	
3	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
4	Name of person completing report	Title of person completing report	
5	Business phone	Business email	
6	How did the incident occur? (Provide a one-line factual description.)		
7	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.		
8	Is there an address for this location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
9	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)		
10	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)		
11	Employer's FEIN		
12	Did the employee miss more than three (3) scheduled workdays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
13	What was the employee doing when the accident occurred?		
14	How did the incident occur? (Provide a detailed factual description.)		
15	Employee last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Best number to contact employee		Email
	Social security number	Date of birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status (divorced/married/single/unknown)	Number of dependents	Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Average weekly wage	Job title/occupation	

Vehicle Safety

Agency drivers should be accountable for their driving actions. Drivers should understand that in certain instances driving is a condition of employment and these established driving rules and standards are provided to promote a safer driving environment for employees, patrons, and the community. The following general rules apply to the use of motor vehicles on park district business. These rules are meant to encompass both park district owned vehicles and personal vehicles which are operated on park district business. Please see your immediate supervisor for further details.

General Rules

1. Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must notify their immediate supervisor if the status of their driver's license changes. Driver's abstracts will be requested from the Secretary of State on an annual basis for all agency drivers. Employees who have had their driver's license revoked or suspended must refrain from driving and notify their supervisor immediately. At its discretion, for employees who fall into this category, the agency may take the following actions which may include, but are not limited to: revocation of an employment offer, termination of employment, and suspension of driving agency owned vehicles, require the employee attend driver safety training or be subject to periodic check rides and other forms of driver monitoring.
2. The driver should be capable of driving the type of vehicle he/she is assigned to, whether that vehicle is a car, van or truck. Instructions on the safe operations of vehicles will be given to all new drivers by their immediate supervisor. A road check may also be given to new drivers to test their ability to operate the vehicle. See attached road check form.
3. Use of any vehicle for park district business must be authorized by your immediate supervisor.
4. Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated and use of electronic communication devices including cell phones, personal digital assistants, and mobile/portable computers. Employees are specifically prohibited from accessing electronic mail, the Internet, text messaging, or instant messaging while driving.
5. All vehicle accidents must be immediately reported to your direct supervisor. A copy of the police report and accident reports must be included.
6. Employees must immediately notify their direct supervisor of any traffic citations whether received on agency business or while operating their personal vehicle.
7. For positions which require full time driving duties, the employee must be at least 18 years of age. Further, the Illinois Vehicle Code requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.

8. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for park district business. Further, no employee may be under the influence of alcohol, illegal substances or legal drugs while operating any park district owned vehicle at any time, irrespective as to whether the use is for personal or park district business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.
9. Park district vehicles will not be used to transport park district patrons unless the vehicle and employee are authorized to do so or in the case of an emergency.
10. Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the department of transportation regulations. Please review the park district's complete CDL drug and alcohol policy.
11. The park district has the right to search any park district vehicle at any time with or without consent.
12. Employees using their personal vehicle for park district business are required to carry liability insurance on their vehicle in accordance with the applicable law. The park district's liability insurance is secondary to the employee's own coverage.
13. Using your personal vehicle to transport participants in any park district programs is strictly prohibited.
14. All drivers are responsible for all costs of any tickets incurred while operating a Park District or personal vehicle for Park District business.
15. The use of any form of hearing assistance device for the amplification of sound other than an approved hearing aid while operating vehicles is prohibited.
16. Smoking is prohibited in all District owned vehicles.
17. Prior to operating a vehicle, a driver should inspect the vehicle as to the condition of tires and air pressure, lights, turn signals, brakes, horn, windshield wiper blades, etc. If something is not working properly it should be reported to your immediate supervisor and another vehicle should be used if the present one is found to be unsafe. Vehicles having steering or brake defects should not be driven until it has been repaired. If the vehicle has to be moved, it should be towed to the repair shop.
18. Fleet Vehicle Safety Inspections Forms should also be routinely used to help properly maintain the vehicles. (See attached)

Proof of Insurance

The Illinois Motor Vehicle Code (625 ILCS 5/7-601) states that vehicles owned by the United States, the State of Illinois, or any political subdivision, municipality or local mass transit district are exempt from being required to carry proof of liability insurance. Since Park Districts are

political subdivisions of the State, they are exempt. However, not all law enforcement officers are aware of this exemption. If an officer requests proof of insurance, present the Vehicle Accident Worksheet to the officer, and if clarification is needed the officer may call PDRMA. If the officer requests the policy number, inform the officer that PDRMA is self insured and that there is no policy number. If there is any confusion, encourage the officer to call PDRMA.

Auto Insurance Coverage

Any vehicle the Sycamore Park District owns, leases, borrows, rents or hires is covered per the provisions and exclusions stated in the PDRMA coverage document. Agency responsibilities, duties and restrictions are defined in the document.

Rental Car Coverage: A member renting a car for short-term usage, such as out-of-state functions, are encouraged to purchase insurance through the rental agency or use a major credit card which includes rental car coverage. This transfers the risk back to the rental agency and PDRMA's coverage would be secondary or excess.

Vehicles that are leased on a long-term basis would be provided coverage through PDRMA.

Personal Vehicles Use for Agency Business

When a District employee uses their personal vehicle on agency business and is involved in a vehicle accident, the employee insurance is primary and PDRMA's coverage would be secondary, and is excess over any other collectible coverage. All employees who drive their own vehicles on agency business must carry the State minimum liability insurance.

Certificate of Safety Sticker

This is a dated sticker that must appear in the front windshield. The Illinois Vehicle Code, Section 5/13, states that a sticker must be obtained and posted on any motor vehicle under the following requirements:

- The vehicle is designated for carrying more than 10 persons;
- The gross weight rating is more than 8,000 pounds;
- The trailer has a gross vehicle weight rating greater than 5,000 pounds;
- The vehicle is registered as a tow truck.

Drivers of vehicles who do not have a current sticker are subject to being ticketed. A list of safety test locations can be obtained by calling the Secretary of State's office at (217) 785-1181.

Children and Safety Restraints

The Child Passenger Protection Act of the Illinois Code requires a child restraint system when transporting children under the age of 8 in the following circumstances:

- When transporting children under the age of eight in a vehicle designed to carry not more than ten passengers, which includes passenger cars and minivans.
- When transporting children under the age of eight in a vehicle designed to carry more than ten passengers, with a gross vehicle weight rating of 9,000 lbs., or less, which includes 15 passenger vans.

The Illinois Vehicle Code indicates the child restraint system shall be provided by the parent or legal guardian. If provided, the agency must utilize the parent's restraint or be in violation of the Illinois Vehicle Code. Furthermore the Illinois Vehicle Code provides protection to the agency when parents or guardians fail to provide restraint systems for their children.

Children under the age of 16 must be properly secured in a child restraint system or seat belt when being transported in a non-commercial vehicle.

Fifteen Passenger Vans – The Sycamore Park District does not currently operate passenger vans, however, information is included for possible changes in the future.

Currently, there is no Federal or Illinois State Law limiting the transportation of patrons in 15 passenger vans. However, there has been concern about the safety of the vans. The Federal Department of Transportation Division of the National Highway Traffic Safety Administration (NHTSA) is responsible for the oversight that applies to motor vehicle manufacturers and any person selling or offering for sale or lease a new motor vehicle. NHTSA issued in 2001 and 2002 reports indicating that there was a roll over potential for 15 passenger vans. Based on additional data, NHTSA has developed new materials and warnings to inform consumers of the dangers and safety concerns when operating 15 passenger vans.

A safety report entitled "NHTSA Repeats Rollover Warning to Users of 15 Passenger Vans" was issued June 1, 2004 by the National Transportation Safety Board. This report reconfirms that speeds over 50 mph and occupancy levels are still the two most significant predictors of a van rollover. The report also states "15 passenger vans have a rollover risk that increases dramatically as the number of occupants increases to full capacity. In fact, the likelihood of a

rollover when a van is fully loaded is about five times greater than when the vehicle contains only the driver. While an increased likelihood of rollover is present for other types of fully loaded passenger vehicles, it is most pronounced for 15-passenger vans". "The NHTSA analysis also showed that the risk of rollover increased significantly at speeds over 50 miles per hour and on curved roads".

In an effort to continue this focus on 15 passenger van safety, the following requirements from the Illinois Vehicle Code and recommendations from NHTSA and PDRMA are provided:

Illinois Vehicle Code Requirements:

- All vehicle operators who transport school age children or senior citizens must be at least 21 years of age with at least one year of driving experience.
- All passengers in the front seat and any passenger under the age of 16, regardless of their location in the vehicle, must wear a seat belt.
- Booster seats are recommended for all children under the age of 8 when using a lap and shoulder belt.

NHTSA Recommendations:

- Select an experienced driver.
- Properly train 15 passenger van drivers.
- Make sure the driver is not fatigued.
- Make sure the driver does not drive too fast.
- Protect all passengers by insisting they wear a seat belt.
- Properly maintain the vehicle tires. (Check for proper inflation and tire tread depth.)
- Avoid placing any load on the roof.
- Have all passengers and cargo forward of the rear axle.
- Operate 15 passenger vans with 10 passengers or less, including the driver.
- Plan routes to eliminate curved roads that are navigated at speeds over 50 MPH.

PDRMA Recommendations in addition to those previously listed:

- When it is necessary to transport more than 10 participants, it is recommended to use a bus or contract the use of a bus from a transportation agency.
- If contract transportation is not a feasible alternative and the agency must use the 15 passenger van to transport more than 10 participants then it is recommended that staff:
 - Do not transport participants in a van when pulling a trailer.
 - As part of a vehicle pre-trip inspection, have staff check and document the tire pressure. Establish a process for staff to follow if tire pressure is not optimum.
 - Require van drivers be at least 21.

DRIVER ABSTRACT AUTHORIZATION FORM

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office.

Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must notify their immediate supervisor if the status of their driver's license changes. Employees who have had their driver's license revoked or suspended must refrain from driving and notify their supervisor immediately. At its discretion, for employees who fall into this category, the agency may take the following actions which may include, but are not limited to: revocation of an employment offer, termination of employment, and suspension of driving agency owned vehicles, require the employee attend driver safety training or be subject to periodic check rides and other forms of driver monitoring.

I authorize the Sycamore Park District to review my driving record through the Secretary of State's office and I understand that a poor driving record may disqualify me from operating agency vehicles or drive as a part of my employment.

Signature of Employee

Date

Department

Position

Employee's Complete Name: _____

(Last)

(First)

(Middle)

Home Address: _____

City, State, Zip Code: _____

Birth Date: _____

Social Security #: _____

Driver's License #/State: _____

Classification _____

Office Use Only:

Received: _____

Submitted to State of IL (date) _____

Reply from State of IL (date) _____

Verified by: _____

(Circle Accident Information)
General Instructions for Employees

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911/ or non emergency police (815-748-8400), then call your employee (815-758-6663)
6. Identify witnesses. Record names, addresses, & telephone numbers. Notes may be taken using the other side of this sheet.

7. Be courteous. Willingly show your drivers license to police and other drivers!

(Agency Name)

THIS VEHICLE IS OWNED BY THE ABOVE-NAMED GOVERNMENTAL AGENCY AND THEREFORE IS EXEMPT FROM THE STATE OF ILLINOIS MANDATORY VEHICLE INSURANCE LAW. Section 7-601(b)(4) of the IL Vehicle Code specifically exempts local public entities from the mandatory liability insurance requirements

Vehicle insurance coverage is provided by:
Park District Risk Management Agency
P.O. Box 4320
Wheaton, IL 60189-4320
(630) 769-0332

8. Recollect the time just before the accident and note:
your speed: _____
your lane: _____
use of your turn signal: _____
use of your headlights: _____
intersection traffic control devices: _____
distractions to your driving: _____
weather conditions: _____

9. Do not argue about the accident and never admit or discuss guilt, however, record any admission of guilt by occupant(s) of other vehicle.

10. If the accident involves an unattended vehicle, call the police and have an accident report completed. Report the accident to your supervisor.

Witness:

Speed; Lane; Signals; Etc.

IDOL Inspection Procedures

The Illinois Department of Labor is responsible for enforcing the State of Illinois Safety Inspection and Education Act – 1983 which promotes safe and healthful working conditions for public workers. Specifically, “each public employer shall provide a work place free from recognized hazards” and “each employee shall comply with rules and regulations that apply to their own actions and conduct on the job. The Illinois Department of Labor enforces this act through on-site inspections conducted by IDOL inspectors.

The IDOL inspector may or may not call to schedule an appointment. He/she may likely arrive announced. The IDOL Inspector will present his/her credentials and ask to meet with management to discuss the visit and scope of the inspection.

Should an IDOL inspector appear, staff should immediately notify the Executive Director, and if unavailable the Assistant Director, Parks and Planning, followed by the Assistant Director, Finance. If the Executive Director and Assistant Directors are unavailable, the Department Head who has the direct supervision of the area to be inspected should accompany the inspector.

In all probability the inspector will not reschedule a visit and has complete authority to conduct the inspection regardless if staff is available or not.

The opening meeting will most likely include a check-list and the inspector will outline what records will be reviewed. The following records will remain on file at the Administrative Office of the DeKalb Park District and will be available for review:

- Safety Training Program/Hazard Communication Program (Employee Right to Know)
- Current OSHA 2000 log
- Any prior IDOL inspection reports

The agency representative should accompany the inspector. The Inspector may

- Take photographs/material samples and employer should do the same for agency records.
- Solicit employee input at any time during the inspection and this may be done in private. Employees should be allowed to participate when requested.

If feasible, staff should correct minor violations during the course of the inspection (house keeping) etc.

A closing conference will then be held to review any violations and reduce the list of violations if some were completed during inspection. Staff should present the agency's view of the situation and discuss an abatement period.

Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.

Staff will establish procedures and timelines to correct noted violations.

PROCEDURE IN THE EVENT
OF AN
ILLINOIS DEPARTMENT OF LABOR INSPECTION

1. The Illinois Department of Labor inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced.
 - Designate a specific staff person to meet with the IDOL inspector. This should be the Director of the agency or another high-ranking administrative staff person.

2. In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if the agency staff is available or not.
 - Establish a chain of personnel in the event that the first agency designee is not at the workplace when the inspector arrives.

3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
 - Instruct office personnel as to whom the inspector is to meet with.

4. The opening conference will most likely include a check-list and the inspector will outline what records will be reviewed.
 - Establish a listing of where the records listed below will be kept because these documents must be made available to the inspector. Records include:
 - a) Safety training program/hazard communication program (Employee Right-to-Know)
 - b) Current OSHA 200 log
 - c) Any prior IDOL inspection reports

It is advisable the agency personnel create a cooperative environment and not one that is adversarial.

5. The inspection will then begin.
 - Have agency representative accompany the inspector. The inspector may take photographs/material samples and employer should do the same for agency records.

6. The inspector may solicit employee input at any time during the inspection and this may be done in

private.

- Allow employees to participate when requested.
7. - Correct minor violations during the course of the inspection (house keeping) etc.
8. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the employer to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations.
- Present the agency's view of the situation and discuss an abatement period.
9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.
- Establish procedure and timeline to correct noted violations.

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IDOL INSPECTION PROCEDURES

Park District Risk Management Agency

STATEMENT OF PROBLEM

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions."

Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

INVESTIGATION

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

The Agency should have designed set procedures for the possibility of such an inspection. The following page outlines a recommended Procedure In the Event of an Illinois Department of Labor Inspection. An agency may adopt this procedure or add modification to suit its own need.

FIRST AID

PURPOSE

If you are the first person on the scene of an accident, then you are the first person in a link of those who help injured people in emergencies. Whether or not an employee knows first aid, he/she is a vital link in the EMS (Emergency Medical Service) and knowing the correct plan of action is necessary.

Early arrival of emergency personnel increases a person's chances of surviving a life-threatening emergency. Whether you know first aid or not, calling 911 or the local emergency number is the most important action you can take.

NOTE: WHEN ACTIVATING THE EMS USING THE PARK DISTRICT PHONE SYSTEM YOU MUST DIAL 9-911

Each employee should be aware of proper procedures in first aid and emergency situations. Not knowing what to do or doing the wrong thing can be catastrophic to the victim and the Park District. Do not attempt to give first aid to an adult victim if they do not wish it, nor, attempt to administer first aid which is beyond your realm of knowledge.

FIRST AID AND THE LAW

Legally, a victim must give consent to an offer for help before a person trained in first aid begins to help him/her. To get permission you must tell the person who you are, how much training you have, what you think is wrong and what you plan to do. Only then can a conscious person give you permission to give care. Do not give care to a conscious person who refuses it.

If the conscious person is an infant or child, permission to give care should be obtained from a parent or guardian when one is available. If the condition is life threatening, permission is implied if a parent or guardian is not present. If the parent or guardian is present but does not give consent, do not give care. Instead, call 911 or the local emergency number.

The law assumes that an unconscious person would give consent. If a parent or guardian is not available, you may give first aid without consent. Consent is also implied for a person who is so badly injured or ill that he/she cannot respond.

The Illinois Good Samaritan Law gives protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct.

FIRST AID KITS AND SUPPLIES

First Aid supplies shall be available at all buildings where employees regularly work or programs take place. Supervisors should check the contents of a first aid kit at the beginning of the season or program session and replenish the supplies at frequent intervals.

All first aid kits shall contain the minimum:

- Adhesive bandages of various sizes and shapes
- Gauze pads and rolls
- Adhesive tape
- Two ice packs
- Anti-bacterial cream
- Alcohol or medicated wipes
- Scissors and tweezers
- Mask for CPR
- Non Latex Gloves

Supervisors shall define particular needs for first aid supplies for specific programs. For example items such as special eye wash stations, burn cream, sting treatments, etc. may be necessary for some locations/programs while others may have different needs.

All Park District vehicles shall have an adequately stocked first aid kit available. When vehicles are serviced, these kits will be checked and supplies replenished as necessary.

Under no circumstances is there to be medication of any kind in a first aid kit. The Park District does not administer aspirin, non-aspirin, analgesic pain medications, antacids or other medications to others, especially patrons except as allowed with written request (Permission to Dispense Medication Form) by a parent or guardian of a child participating in our programs. See Appendix, Administrative Policy 300.8 Dispensing of Medication.

INJURIES

The Park District requires that all full-time and IMRF staff is trained in CPR and specified facility and program staff. Also, the District makes every effort to have as many of its staff trained in first aid. At minimum the following part-time and seasonal staff must have CPR and First Aid training:

- Day Camp Director
- Pre-school Director
- Clubhouse Managers

- Facility Supervisors
- Pool Managers

IN THE EVENT OF A MINOR INJURY

- Administer necessary first aid. Remember: First Aid is temporary and immediate aid given until the services of professional personnel can be obtained.
- Remind the individual to inform his or her parents (if a minor) when he/she gets home to show them the injury.
- Call the parents yourself. Tactfully don't alarm them unnecessarily. Inform them of the situation. Let them decide what is to be done next and let them do it.
- Fill out an Incident Report Form in all injury cases. No incident is insignificant.

IN THE EVENT OF A MAJOR INJURY

- Check the scene. You must make sure the scene is safe for you and any bystanders.
- Call for Help. Calling for help is the most important action you can take to help an ill or injured person. It will start emergency medical help on its way as fast as possible. You should always call first for an unconscious adult or adolescent ages 12 or under; a witnessed sudden collapse of a child or infant; and an unconscious infant or child known to be at high risk for heart attack problems. You should care first for an un-witnessed collapse of an unconscious person younger than 12 years old and any victim of a drowning.
- Care. Provide care until EMS personnel arrive. Remember do no further harm, monitor the person's breathing and consciousness, help the person rest in the most comfortable position, keep the person from getting chilled or overheated and give any specific care needed.
- Notify the Park District and if applicable the parents or guardians of the individual.
- In a crisis situation, consult the agency Crisis Communication Plan.
- Encourage others to continue with their activity; make sure they are supervised.
- Complete in detail an incident report.

BASIC FIRST AID PROCEDURES

NOTE: Always protect yourself first by using disposal gloves and washing hands with soap and water after giving care.

Heat Cramps: Move the person to a cool place, give cool water to drink and lightly stretch the muscle and gently massage the area.

Insect Stings: Remove the stinger by scraping it away from the skin with your fingernail or a plastic card or use tweezers, wash the site with soap and water, cover it to keep it clean, apply a cold pack to the area to reduce pain and swelling and watch for signals of an allergic reaction.

Minor Abrasion or Laceration: Clean area with mild soap and warm water. Apply a sterile dressing to stop bleeding, apply bandage.

Minor Bruises: Apply an ice pack to control any swelling.

Nose Bleeds: have individual sit up, head forward. Press the nostrils together. If blood does not clot, and bleeding continues, seek medical aid.

Poison Ivy or Oak: Immediately after exposure, wash with soap and water. Seek medical aid.

EMERGENCY FIRST AID PROCEDURES

NOTE: Always protect yourself first by using disposal gloves and washing hands with soap and water after giving care, use breathing protection when administering CPR.

Don't Second Guess: Call 9-911 when using a District phone or the local emergency number if the person is:

- Unconscious, unusually confused or seems to be losing consciousness
- Has trouble breathing or is breathing in a strange way
- Has chest discomfort, pain or pressure that persists for more than 3-5 minutes or goes away and comes back
- Has pressure or discomfort in the abdomen that does not go away
- Is vomiting blood or passing blood
- Has a seizure lasting more than five minutes or has multiple seizures
- Has a seizure and is pregnant
- Has a seizure and is diabetic
- Has a severe headache or slurred speech or other trouble speaking
- Has weakness or numbness in his or her body
- Appears to have been poisoned
- Has injuries to the head, neck or back
- Has possible broken bones

Animal Bites: If a person is bitten by a stray animal, attempt to contain the animal away from others. Treat the wound by cleaning thoroughly with water and controlling any breathing.

Bleeding: from abrasions, lacerations, incisions, punctures etc. Apply direct pressure with sterile dressing; if blood soaks through apply more dressing on top of the old. Elevate limb if possible and if you do not suspect a head, neck or back injury.

Blisters: Do not rupture any of the blisters; apply a dry sterile dressing.

Burns: For first and second degree burns, cool the burn with large amounts of cold running water. Cover the burn loosely with a sterile dressing. Treat for shock. Do not apply ice or ice water except on small superficial burns and only for ten minutes; touch a burn with anything except a clean covering, remove pieces of material that stick to a burned area, try to clean a severe burn, break blisters or use any kind of ointment on a severe burn.

Choking: If the airway is partially blocked and the person is coughing, let him or her try to cough up the object. Stay with the person and monitor the situation. If they are unable to cough up the item, call 911. If the airway is completely blocked, give back blows and abdominal thrusts. If the person is conscious, check for a foreign object after thrusts by looking in the mouth and sweeping it out if you see it. If the victim is unconscious, give two back blows followed by 30 chest compressions, check for a foreign object. If no foreign object is found repeat breaths and chest compressions.

Diabetic Emergency: If a person is conscious and tells you he or she is diabetic and able to swallow, give the person sugar, preferably in a liquid form such as fruit juices and non diet soft drinks or dissolve table sugar in a glass of water.

Foreign Bodies in the Eye: Most particles may be washed out naturally by tears, or may be removed by pulling up the upper lid and flushing with water away from the opposite eye. If a particle is imbedded, do not try to remove it.

Heart Attack: Call 911. Convince the person to stop activity and rest. Try to obtain additional information about the person's condition. Comfort the person. Assist with medication, if prescribed. Monitor the person's condition and be prepared to give CPR and to use an AED.

Heat Exhaustion: The symptoms include headache, pale face, skin moist and cool. Move the person to a cooler environment, loosen or remove clothing, fan the person, get the person into

circulating air while applying wet towels, if the person is conscious give small amounts of cool water to drink and if the person's condition does not improve or if you suspect heat stroke call 911 or the local emergency number.

Heat Stroke: The symptoms include red dry skin, a rapid weak pulse and rapid shallow breathing. Call 911 immediately and give care until help arrives following steps for heat exhaustion.

Fainting: Place the person on their back, elevate the feet 8-12 inches, loosen any restrictive clothing, check for breathing and do not give them anything to eat or drink.

Muscle, Bone or Joint Injuries: General care is as follows: Rest, do not move or straighten the injured area; stabilize the injured area in the position it was found-splint the injured part only if the person must be moved and it does not cause more pain; apply ice to the injured area for periods of 20 minutes on 20 minutes off using a thin barrier between the ice and cold skin and do not elevate the injured part if it causes more pain.

Poisoning: Check the scene, remove the person from the source of poison and check the ABC's. Care for any life threatening conditions. If the person is conscious, ask questions to get more information. Look for container and take them with you to the telephone. Call the National Poison Control Center 800-222-1222 or 911. Follow the directions of the Poison Control Center or the EMS call taker.

Seizure: Do not hold or restrain the person or place anything between the person's teeth. Remove any nearby objects that might cause injury. Cushion the person's head using folded clothing or a pillow, do not give the person any food or drink; continue to monitor the person's airway, breathing and circulation.

Shock: Signs that a person may be going into shock include restlessness or irritability; an altered level of consciousness; nausea or vomiting; pale ashen, cool, moist skin; rapid breathing or pulse and excessive thirst. Care for shock: help the person rest in the most comfortable position; control any external bleeding; elevate the person's legs about 12 inches unless you suspect head or back injuries or broken bones; maintain normal body temperature; do not give the person any food or drink; continue to monitor the person's airway, breathing and circulation.

Crisis/Emergency Response Plan

A written Crisis/Emergency Response Plan (Template Attached) will be maintained for the following facilities and programs of the Sycamore Park District: Sycamore Golf Course Clubhouse/Admin., Sycamore Community Pool, Maintenance Campus, outdoor programs. The department head in charge of the facility will be responsible for the development of the plan, training of staff and annual safety drill. The annual drill will be coordinated by the safety committee.

At minimum, the plan shall include the person in charge of directing the emergency response, and two alternative staff to assume charge in absence of this individual.

Identify the names or job positions of the individuals for calling the EMS in an emergency. Do not be concerned with duplicating contact with EMS in an emergency situation.

Describe how the emergency will be communicated to both staff and patrons to include any alarm systems and back up communication systems.

Describe how patrons/staff will be protected from immediate danger. Include your evacuation plans and shelter areas. Provide detailed information relative to the building or outdoor area. Emergency exits/floor plans should be posted in all interior rooms.

Describe how persons will be accounted for during and after the emergency. Identify who and how building sweeps will be completed. Identify pre-determined meeting areas and locations where children/public may be held.

List persons and organizations to be contacted after your emergency has been controlled. Include phone and cell phone contact information. Include how participant information will be shared with the public.

Identify phone numbers to address clean up issues to minimize property loss.

Following an emergency, evaluate the effectiveness of your plan and document any changes that need to be made to the plan.

Individual Emergency Plans should address the following emergency situations:

- Medical Situation
- Severe Weather
- Fire
- Missing Child
- Flooding
- Violence

First Aid Emergency

- Check the scene. You must make sure the scene is safe for you and any bystanders
- Call for Help. You should always call first for an unconscious adult or adolescent ages 12 or under; a witnessed sudden collapse of a child or infant; and an unconscious infant or child known to be high risk for heart attack problems. You should care first for an unwitnessed collapse of an unconscious person younger than 12 years old and any victim of a drowning.
- Provide care until EMS arrives.
- Notify the Park District, and parents and guardians.
- If necessary, consult the Crisis Management Plan
- Complete in detail an incident report.

Lightning Policy

In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity of lightning strikes to the ground. It is the policy of the DeKalb Park District that all persons supervising outdoor activities be aware that when lightning or thunder is observed or heard, outdoor programs should be suspended and everyone should seek appropriate shelter. Supervisors should adhere to the following procedures and guidelines:

Outdoor Programs:

- Supervisors should listen to current weather forecasts for any outdoor planned activities so that employees can be alert to changing weather conditions.
- Monitor weather conditions throughout the activity.
- Monitor weather radios or alternative weather reporting systems when possible.
- Designate buildings that can be used when severe weather occurs.
- Plan alternative indoor activities for camps and related programs.

- Whenever lightning is observed or thunder is audible, all outdoor activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.

When Outside:

- Avoid areas that are higher than the surrounding landscape;
- Do not use a tree for shelter;
- Keep away from metal objects, including bicycles, golf carts, umbrellas, etc.
- Avoid standing near tall or metal objects such as fences, light poles, or power lines;
- Swimmers should immediately leave the water and find shelter;
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small as possible target and minimize your contact with the ground.

When Indoors:

- Stand clear from doors and windows;
- Do not use electrical equipment including hair dryers, hand dryers, computers etc.;
- Do not attempt to unplug TV's, radios, computers etc. during a storm;
- Avoid contact with sinks, faucets, and related piping;
- Do not use the telephone except for emergency use.

Severe Weather

Although severe weather can occur without warning, the National Weather Service has made dramatic steps over the years in predicting weather and issuing “watches and warnings” for emergency weather situations.

Once the District is informed of potentially hazardous weather, this information needs to be conveyed to those who might be affected. If this is in a remote location, this must be done quickly. Some type of communication should be available for emergency communication such as cell phone, radios, megaphones, air horns etc.)

The emergency response plan must identify locations where participants will be instructed to seek shelter. In program locations that may not have adequate shelter, alternate locations may need to be identified or early warning procedures may need to be enforced more strictly so that participants and staff are not trapped without shelter. **In the event of a severe weather situation, it is recommended that minors not be sent home without parents or guardians.** Based on site specific needs, transportation may need to be part of an emergency plan.

It may be appropriate to send an agency van to transport a group located in a remote site in advance of severe weather. This should be done only when sufficient time exists to complete the transport well in advance of the approaching weather.

Severe Weather Watch

A severe weather watch is a condition that exists which severe is likely. Staff should consider suspension or relocation of activities based upon the threat until the severe weather has passed. For certain programs or facilities, shelter may not be available to meet the volume of participants, especially if the majority of participants are minors.

Severe Weather Warning

A severe warning indicates that emergency weather is imminent and shelter should be taken immediately. Staff should **immediately** inform participants of the imminent danger and assist them in taking appropriate shelter.

Fire

To stop the spread of fire, early detection and extinguishment are essential. If a fire gets out of control, then evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employees trained to use an extinguisher.

Fire Extinguisher Use

Good judgment is necessary. If an employee has the slightest doubt whether to fight or not fight, they shouldn't. As a general guideline, **don't fight a fire if any of the following are true:**

- The fire is spreading beyond the immediate spot where it started
- The fire could block your exit
- You have not been trained to use an extinguisher
- You do not have the proper extinguisher to use on the fire

Fight a fire with your extinguisher only if all of the following are true:

- The fire department has been notified of the fire
- The fire is small and confined to its immediate area of origin
- You have a way out, and can fight the fire with your back to the exit
- You have the proper extinguisher, know exactly how to use it and it is in good working order
- You use careful judgment and know to get out first if your effort is failing. Get out, closing the door behind you.

Basic Action and Evacuation

If visual sighting of unusual smoke or fire has been made, general recommendations include but are not limited to:

- Begin evacuation of participants
- Pull the nearest fire alarm and contact the fire department by calling 911
- Close any doors or windows only if the size of the fire will permit this
- Attempt to extinguish the fire based on the recommended guidelines
- Do not silence the alarm until the fire department has arrived and instructed you to do so
- Contact your immediate supervisor as well as the alarm detection agency if the building is alarmed to report the situation
- Re-enter the facility only when told to do so by the fire department

If an alarm should go off in the building:

- Begin evacuation of participants to include remote areas of the facility
- All area windows should be closed if time permits, doors should be closed upon evacuation of the area
- Staff should hold route doors open while participants evacuate
- Do not silence the alarm until the fire department has arrived and instructed you to do so
- Contact your immediate supervisor as well as the alarm detection agency if the building is alarmed to report the situation
- Re-enter the facility only when told to do so by the fire department

If false alarm is determined:

- The immediate supervisor checks all detectors for signal trouble
- Begin evacuation of participants to include remote areas of the facility
- Silence the alarm when faulty detector, pulled alarm, etc. has been determined and located
- Contact fire department of false alarm immediately
- Re-enter the facility only when told to do so by the attending supervisor

Flooding

In most cases, flooding cannot be prevented; however, planning can help reduce the severity. If there is a flood warning the following measures may be considered.

- Shutting down electrical services
- Shutting down flammable liquid and gas systems
- Securing any outside equipment
- Filling any empty storage tanks to prevent them from floating
- Covering any large, stationary machines with water displacing, rust preventative compound or large plastic sheets
- Placing sandbags around possible entry points and vital protection equipment
- Closing emergency valves to the sewer drains
- Final check of sump pumps to make sure they are functioning properly
- Roof, floor and yard drains are checked to see that they are clear and then monitored to ensure they remain clear

Recovery measures to be implemented after the flood are as follows:

- Initiating salvage and clean-up
- Establishing a procedure for removing combustible debris as it accumulates
- Eliminating all unnecessary open flames or heat sources including smoking
- Checking all flammable liquid or gas piping and tanks for leaks or damage
- Restoring electrical services on an item-by-item basis, only after checkout by competent persons
- Initiating a continual fire watch until normal operations are resumed

Restoring sprinkler protection:

- Testing all sprinkler control valves for the open position and for physical damage. If valves are found closed, check for broken or disconnected piping before reopening
- Remove water and mud from valve pits
- Check yard and sprinkler systems for obstructions if pumps operated take suction from open bodies of water
- Check yard main system and tank foundations for washouts
- Check all fire pumps, and immediately restore any flood-damaged pumps, drivers and controllers
- Check all fire protection supervisory system circuits for integrity

Missing Child

The "Code Adam" alert is a child safety program and set of procedures designed to recover missing children. Any kind of report (i.e. from staff member, park user, guardian, etc.) that a child is missing should trigger a "Code Adam" alert. The following are duties which agency staff should perform in the event of a missing child:

Person in Charge should:

- Assess the situation and determine whether or not the child is missing.
- If missing, announce "Code Adam" alert over PA or related communication system. If PA system is inoperable, announce alert using megaphone.
- Provide description (i.e. name, age, gender, physical traits, clothing & shoes) of missing child.
- Initiate search of facility and grounds for the child.
- Suspend regular activity.
- If child is found, reunite child with parent/guardian and announce "Code Adam Canceled."
- If child is not found within the first 10 minutes after initial report, (maximum of 10 minutes, will vary depending on situation and facility) notify local police by calling 911.
- Provide police with description of missing child and guardian contact information.
- Contact appropriate staff to implement crisis media management plan.
- Do not release anyone from supervision until police give permission.

Staff should:

- Keep other children/users under supervision.
- Monitor all exterior doors and defined entrances to prevent missing child from leaving the facility.
- Search for missing child using predetermined search sequence.
- If child is found with someone other than parent/guardian, attempt to delay the departure of the person without putting yourself or others at risk.
- If person departs, call police/911 and give description of the person.
- Take attendance.
- Do not release anyone from supervision until "Code Adam" is cancelled and the police give permission.

Executive Director:

- Coordinate response with facility manager and/or emergency authorities.
- Develop message and begin media coordination procedures.

Violence

Workplace violence can take the form of many types of behavior. A few examples include:

- Hitting-shoving-biting-kicking-pushing
- Homicide
- Threats/harassment
- Intimidation
- Sexual assault
- Brandishing a weapon

Potential violent offenders may include:

- Fellow employees
- Intruders, robbers, or opportunists
- Program participants, including children
- Family or personal relationships carrying over to the work environment
- Vendors or third parties

Warning Signs

In most cases, violence does not just happen. Staff should pay attention to:

- Direct Threats: I'm going to punch you in the nose
- Veiled Threats: Watch your back in the parking lot
- Conditional Threat: If you don't let me in the gym, you will pay for it

Early Signs for violence in youth may include a combination of the following:

- Social withdrawal, isolation and a sense of being alone
- Being a victim of violence and feelings of persecution or being picked on
- Uncontrolled anger or aggression including impulsive hitting, intimidating and bullying behaviors
- History of discipline problems
- Drug abuse
- Gang affiliation
- Inappropriate access to firearms
- Serious threats of violence
- Intolerance for differences and prejudice

Imminent warning signs that a participant is very close to behaving in a way that is dangerous to themselves or the public include:

- Serious fighting
- Detailed threats

- Severe rage or destruction of property
- Possession of firearms
- Self injurious behaviors

Staff should immediately notify law enforcement when warning signs are imminent. **The District has a zero tolerance policy for personal threats, weapons and drugs.**

Bomb Threats

Bomb threats are potentially dangerous, disruptive situations that can occur at any facility at any time. In the event of an actual threat:

- Contact the police immediately. Give as much information as the person receiving the call was able to get. (See the telephone call Questionnaire)
- Notify your supervisor.
- Begin evacuation of the facility, evacuate room by room. Do not panic participants by announcing a bomb threat. You may consider a general announcement "Patrons, at this time, please calmly exit the building using exits, all staff assist in a general evacuation".
- If the device has been located, evacuate away from it immediately.
- Provide assistance to the emergency response team as requested.
- Determine who is being evacuated and to where. Some type of role call or accounting of persons/staff should be taken. All persons should remain 300 feet from the building and not allowed to re-enter.
- If the search finds no such device, management then must make the decision to re-occupy the building. This may be a high stress time for patrons and employees.
- The decision for re-entry is made using all of the caller information (time of detonation, location, call credibility) and by a thorough search. Seek any recommendations by the emergency response team on the scene.

Sycamore Park District
Crisis Management Plan

Sycamore Park District

Crisis Management Plan

What is a Crisis?

A crisis is a situation or event that causes, or has the potential to cause, keen public or medial concern. It could be, among other things, an accidental drowning, allegation of abuse, a severe vehicle accident, or a criminal act that occurred on agency property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the head of the Crisis Team immediately. The District has appointed the Executive Director as the head of its Crisis Team. This person will decide whether the crisis plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the crisis team is not available, a potential or immediate crisis should be reported to the following individuals noted on the chain of command.

Chain of Responsibility

In the event that the designated crisis team head is absent, the following chain of responsibility will be followed in descending order. The first available staff position listed below will take temporary responsibility for implementing the agency's crisis communication plan. All decisions and public responses should come through a consensus of the crisis team members.

The following is a chain of responsibility order for crisis team head:

1. Executive Director
2. Superintendents/Department Heads in area of oversight
3. Board President
4. Board Vice President

EMERGENCY CALL LIST WITH CONTACT NUMBERS IS LOCATED ON LAST PAGE OF THIS DOCUMENT.

A chain of responsibility must be established for designating spokespersons. Spokespersons will be responsible for making official statements to the media on behalf of the crisis team. All listed spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis.

General Action Steps When a Crisis Occurs

1. Whenever a crisis occurs that involves injury, fatality or major property damage, the first responsibility of the Crisis Team is to ensure that the district emergency response plan is implemented, local EMS services are contacted, and any other actions are taken to minimize further loss. Until the crisis is controlled, it is not recommended that any statements be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved.

Sycamore Park District
Crisis Management Plan

2. Stay calm and in control. Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Management Team. Notify the head of the Crisis Team at once and provide all known details. The head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information, and the time of day. If contacted, members of a crisis team must report to the administration building, or other designated location.

If the Crisis Team head is not available, the following action steps should be implemented by the acting Crisis Team head,

3. Call PDRMA emergency number first, then PDRMA rep. Jackie Pierce. If applicable, an accident report form should be submitted to PDRMA with 24 hours of incident.
4. Depending upon the situation, contact the Board President to make him/her aware of the situation. The Board President should then notify the other Board Members.
5. Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate accurate information to the media, if warranted. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape if possible) television news reports. In addition, local news radio stations should be monitored to gather facts being reported. Any staff directly involved should be interviewed by the crisis team as soon as possible. The Crisis Team may appoint fact gatherers to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, meeting with relatives, and other affected parties.
6. Establish a Clerical Team to answer phone calls and relay any pertinent information to the Crisis Team. The Clerical Team, as well as the entire Crisis Management Team, should document all information received: who called, their title, time of call, etc.
7. The designated spokesperson may address the media after a statement has been prepared by the crisis team. The designated spokesperson should speak on behalf of the agency and fault should not be discussed. (In certain instances, the Crisis Team should not disseminate information to the press or make a public statement.)
8. Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.

Specific Action Steps for Crisis Team

During a crisis, it can be difficult for the crisis team to know where to start in the information gathering process. The following is a list of questions that should be

Sycamore Park District
Crisis Management Plan

addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much more information to gather.

1. When appropriate, have the proper authorities been notified? (police, fire, poison control, EPA, utility companies, etc.)
2. Have the board members been notified?
3. Has PDRMA been notified?
4. Have victims' families been contacted by appropriate parties?
5. What outside parties should be notified?
6. Has the crisis situation been fully investigated? What is the potential for a secondary crisis?
7. Are damage estimates accurate?
8. How can the Crisis Team assure the public that the crisis is under control?
9. Has the waiting media been made comfortable (electrical power for equipment, coffee, etc.)?
10. Will a formal press conference be appropriate and/or necessary? When/Where?
11. Has the spokesperson been updated with current information and tested with anticipated media questions?
12. Will a crisis center need to be established? Where?
13. Have false statements been reported by the media which should be balanced with facts?
14. Have photographs or video tape been taken to document the damage?
15. Is it necessary to contact the EPA or other counseling services for employees or public involved in the crisis?

Members of the Crisis Team and Their Roles

Executive Director Duties (Official Spokesperson, Crisis Team Head)

The Executive Director will act as the official crisis team head and as the spokesperson. The agency director will be responsible for the overall coordination of the agency's Crisis Management Plan.

Sycamore Park District Crisis Management Plan

The Executive Director will be the primary voice of the park district throughout the crisis, but may request that others with more knowledge of the situation also speak to the media.

Sample Department Head/Supervisor (Parks, Recreation, Aquatics, Golf Course etc.) Duties

The appropriate Superintendent/Department will coordinate the processing of incoming information such as witness statements, employee statements, in-coming phone calls, radio reports, television reports, accident investigation results by the Executive Director and PDRMA.

- Exactly what happened?
- Who was/is involved?
- Where did the incident occur?
- When did it happen?
- Why did it happen?
- What is currently being done to control or minimize the existing crisis?
- If the answers to the above questions are not known, when will they be known?
- Update the official spokesperson about changes in the situation as they occur?

Superintendent of Parks Duties

The Superintendent of Parks should ensure that the Crisis Management Team has access to buildings, facilities, and power sources. Depending upon the crisis, the Superintendent will coordinate efforts with the cities public works department, police department, county sheriff's office, utility companies, etc.

If directed by the crisis team head, the Superintendent of Parks will establish a media center. When applicable, the media should be guided to a designated location so they can monitor the crisis and receive the most up-to-date information on the crisis situation.

Superintendent of Golf Operations/Recreation Supervisors

Agency supervisory staff may be assigned to assist the director, spokesperson, superintendents, crisis team, safety coordinator, or clerical staff. Some potential assignments may include:

- Providing specific information on a program.
- Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or upon public forum.
- Help assemble accurate information and formulate accurate answers to questions.
- Contact the news media as directed by the spokesperson.
- Obtain information about callers and inquiries from office administration.

Sycamore Park District
Crisis Management Plan

- Assist the spokesperson in responding to inquiries as directed.
- Record and date all statements give to the media.

Aquatics Manager Duties

- Assist PDRMA with investigative efforts.
- Coordinate the identification of witnesses and gather contact information.
- Take photographs and preserve any evidence.
- Contact through the Executive Director necessary governmental agencies when applicable (i.e. EPA following chemical spills, IDOL following the death of an employee, etc.)
- Obtain, compile, or present pertinent safety documentation or practices conducted by the agency.
- Complete the Accident/Incident Report Form which should be sent to PDRMA within 24 hours. Gather employee statements in a narrative format to supplement the accident report form.
- Review the accident circumstances and causes and decide a course of action to eliminate, hopefully, prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

Office Staff Duties

Answer telephone inquiries associated with the emergency and screen reporters, photographers, or others who arrive unannounced at the administration building. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

- The name of the person who is calling or visiting
- Their title and organization
- The name of the newspaper, radio, or TV station (if applicable)
- The telephone number where the inquirer can be reached
- Their email, and fax number (if applicable)
- Reporter's deadline (if applicable)

Provide only the official information that has been approved by the spokesperson. Let the caller know that they will be contacted as quickly as possible with accurate information. If a reporter, photographer, or other interested persons have arrived at the reception desk, notify the official spokesperson after obtaining the above information.

Executive Directors Duties

Sycamore Park District Crisis Management Plan

The role of the spokesperson is to present official, accurate information to the media on behalf of the agency, when appropriate. The agency is not obligated to share any information with the media. However, the term “no comment” can lead the media to look for unreliable sources of information. In limited circumstances, it may be prudent not to discuss the crisis with the media pending further investigation. The designated spokesperson should have in-depth knowledge of the organization, be a good public speaker, present oneself in a professional manner, and be trained as a spokesperson.

On behalf of the agency and crisis team the spokesperson should present factual information to the media at the crisis location, or at a press conference. It is best to begin any interview by reading a prepared statement to accurately present the agency’s response to a crisis.

The spokesperson should refrain from answering any questions when verified facts are not available. In addition, spokesperson **should never**:

- Release victim information until family members are notified;
- Speculate on liability, damage costs, causes, etc. (until verified);
- Fix blame on others or mislead;
- Speak off the record.

The spokesperson should admit that a crisis has occurred, and highlight what steps are being taken to control it. The spokesperson should:

- State the facts surrounding the crisis;
- Highlight rescue/damage control efforts;
- Highlight positive safety record;
- Use the media to tell the agency’s story;
- Balance any false statements made by the public or others.

When a spokesperson is confronted with a difficult question, it is best to respond by stating that (the question) is still under investigation and that additional information will be released when available. This will give the spokesperson and the crisis team additional time to confirm facts, gather additional facts and formulate a specific answer to the difficult question.

The spokesperson should keep agency employees informed regarding the facts of a crisis when appropriate. Failure to inform employees can lead to the release of misinformation, speculation and false rumors.

Role of Board Members and Elected Officials

It is recommended that board members and elected officials not make any statements to the news media until after meeting with the Crisis Team. It is recommended that any statements made to the news media only come through a designated spokesperson.

Role of Employees in Dealing with the News Media

Sycamore Park District Crisis Management Plan

In a crisis situation, all information should be released from members of the Crisis Team through the designated spokesperson for the agency. Employee who are knowledgeable of the event or who are witnesses to the event may be approached by reporters. Employees should direct reporters and others to the agency spokesperson for their information.

Listed below are some guidelines employees can follow when talking with reporters:

1. If you are questioned by a reporter, you are not required to give an interview. If you are uncomfortable, you can say, *"I'm not the best person to answer that question. You may want to discuss this with the Districts Executive Director."*
2. It is acceptable not to know the answer to a question. Just openly admit, *"I don't know; I'll try and get that information."* Direct the reporter to the spokesperson who may have the answer.
3. It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the agency's spokesperson.
4. Don't say, *"No comment."* Reporters may interpret the "no comment" phrase to imply guilt and reluctance to talk with the media. You can say "at this time, it would be premature to discuss the matter pending further investigation."
5. Don't say anything you don't want to see in print. A negatively phrased "joke" loses its humor in print and can be very embarrassing when read later.
6. Never make an "off-the-record statement." The confidentiality of off-the-record statements cannot be guaranteed.

Media Relations Plan

Through direction of the Crisis Team Head, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the crisis team and legal counsel. However, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The spokesperson may designate other individuals to be interviewed as appropriate, and will coordinate these interviews and be present for difficult questions. The agency's legal counsel or PDRMA General Counsel should also be available to assist in answering certain questions.

It is recommended that waiting media be made as comfortable as reasonable possible with electrical power, indoor waiting area, coffee, etc. when applicable.

Sycamore Park District
Crisis Management Plan

Incapacitation of the Executive Director

If the Executive Director shall be unable to perform his duties due to sickness, injury, or death, the president of the Board of Commissioners shall appoint a board member to oversee on a temporary basis the following areas of administrative oversight until such times as the Director is able to resume his duties or a successor is appointed.

1. General Administration
2. Finance
3. Recreation Programs
4. Pool/Aquatics/Golf
5. Park Maintenance Operations

Staff shall direct questions to commissioners assigned to the above areas when they arise to the commissioner in the above designated area. Questions or issues not falling within the above areas of oversight shall be directed first to the board president, and if not accessible the vice president, and board secretary respectively.

Interruption of Operations

The Executive Director shall implement procedures to insure continuity in the operation of the district should the administrative office become unusable due to fire or natural disaster. Such procedure shall include but not be limited to insuring that a tape back up of computer hard drives is available for restoration and arrangements for temporary office space can be secured at the earliest available opportunity.

SAMPLE INTITIAL PRESS RELEASE

The Sycamore Park District has been informed that at approximately _____, the following occurred:
(time of crisis)

(briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed.

We are currently in the process of investigating this matter in full cooperation with:

Pending the outcome of our investigation and in fairness to the families and parties involved, it is premature to discuss this matter at this time.

In the interim, concerned or interested parties may contact Daniel Gible, Executive Director, for further information or development updates.

Sycamore Park District
Crisis Management Plan

Emergency Phone List

CALL 911 FOR EMERGENCY SERVICES

<u>Name</u>	<u>Title</u>	<u>Work</u>	<u>Home</u>	<u>Cell</u>
Daniel Gibble	Executive Director	895-3365	991-5173	739-4276
Jackie Hienbuecher	Supt. of Finance	895-3365	899-0010	739-8943
Jeanette Freeman	Office Manager	895-3365	895-4173	970-2346
Kirk Lundbeck	Supt. of Golf Operations	895-3884	899-5006	901-2346
Sarah Rex	Rec. Superv./Marketing	895-3365		708-567-2543
Lisa Metcalf	Rec. Superv./Pool Manager	895-3365		319-759-7340
Jeff Donahoe	Supt. of Parks & Facilities	895-3403	899-1094	739-6479
Tyler Burke	Park Maintenance		847-695-4461	739-2963
Bounphone Phonparsit	Park Maintenance		899-6506	739-1946
Brent Horn	Park Maintenance		877-2713	319-2425
Steve Tritt	Golf Maintenance		895-8855	739-8547
Armond Mattingly	Golf Maintenance			739-1767
Robert Swedberg	Buildings/Mechanic	895-3403	895-6050	739-7230
Melissa Dobberstein	Concessions Manager			462-5514
PDRMA	EMERGENCY	630-769-0332		
PDRMA	Jackie Pierce	630-373-4607		

630-596-4610

Ancel Glink Park

Sycamore Park District
Crisis Management Plan

District Council

Daryl Graves	Commissioner, Secretary		899-3830	751-2005
William Kroeger	Commissioner		895-3088	312-907-1033
Michelle Schulz	Commissioner, Vice-Pres.	895-6558	895-4804	762-3576
Ted Strack	Commissioner, President		895-2920	762-2049
Ann Tucker	Commissioner, Treasurer			751-5056

Daily Chronicle		756-4841
DeKalb Co. News		899-6397
Midweek		758-0696
WLBK		758-8686
WDKB (B95)		758-0950

NATIONAL WEATHER SERVICE WATCH AND WARNINGS

The National Weather Service forecaster issues a **Tornado Watch** for a specific area where tornadoes are most likely to occur during the valid time of the watch. A watch alerts people to check for threatening weather, make plans for action, and listen for a Tornado Warning.

A **Tornado Warning** means that a tornado has been sighted or indicated by radar, and that safety precautions should be taken at once.

A **Hurricane Watch** means that an existing threat poses a threat to coastal and inland communities in the area specified by the Watch.

A **Hurricane Warning** means hurricane force winds and/or dangerously high water and exceptionally high waves are expected in a specified coastal area within 24 hours.

TORNADO: A violent rotating column of air in contact with the ground and pendant from a thundercloud usually recognized as a funnel-shaped vortex accompanied by a loud roar. With rotating winds, up to 300 miles per hour, it is the most destructive storm. Tornado paths have varied in length from a few feet to up to five miles and diameters from a few feet to over a mile.

CYCLONE: An atmospheric circulation of winds rotating counterclockwise in the northern hemisphere and clockwise in the southern hemisphere. Tornadoes and hurricanes shown on weather maps are examples of cyclones having various sizes and intensities. Cyclones are usually accompanied by precipitation or storm weather.

HURRICANE: A severe cyclone originating over tropical ocean waters and having winds 74 miles an hour or higher.

BLIZZARD: A severe weather condition characterized by strong winds bearing a great amount of snow. The National Weather Service specifies a wind of 35 miles an hour or higher and sufficient falling and/or blowing snow to reduce visibility to less than $\frac{1}{4}$ of a mile for a duration of three hours or longer.

SEVERE THUNDERSTORM: A thunderstorm with winds of 58 miles per hour or greater and/or hail three-fourths of an inch or larger in diameter.

FLOOD: The condition that occurs when water overflows the natural or artificial confines of a stream or other body of water, or accumulates by drainage over low lying areas.

Emergency Phone List

Emergency	911 (You must dial 9-911 when using District phones)
Non Emergency Police Sycamore	815-895-2123
DeKalb County Sheriff	815-895-2155
Non Emergency Fire	815-895-4514

NiCor Emergency	1-888-642-6278
Com Ed Emergency	1-800-334-7666

DCFS	1-800-252-2873
Poison Control Center	1-800-222-1222

Park District

Administration	815-895-3365, Fax: 815-895-3503
Golf	815-895-3884,
Maintenance	815-895-3403, Fax: 815-895-4604
Pool	815-895-9598

PDRMA (Claims)

Office	630-769-0332
Fax:	630-769-0445

Tyler Burke	815-739-2963 – cell phone 847-695-4461 – home phone	324 South St. PO Box 529 Burlington, IL 60109
Jeff Donahoe	815-895-3403 – work office phone 815-739-6479 – cell phone 815-899-1094 – home phone jeffd@sycamoreparkdistrict.com	620 E. State St., Sycamore, IL 60178
Sarah Elm Rex	815-895-3365 - work office phone 708-567-2543 – cell phone sarahe@sycamoreparkdistrict.com	251 Charles St., Sycamore, IL 60178
Jeanette Freeman	815-895-3365 – work office phone 815-970-2346 - cell phone 815-895-4173 – home phone jeanettef@sycamoreparkdistrict.com	1871 Spears Rd., Sycamore, IL 60178
Daniel Gible	815-895-3365 – work office phone 815-739-4276 – cell phone 815-991-5173 - home phone danielg@sycamoreparkdistrict.com	340 Rogers Way, Sycamore, IL 60178
Jackie Hienbuecher	815-895-3356 – work office phone 815-739-8943 – cell phone 815-899-0010 – home phone jackieh@sycamoreparkdistrict.com	347 Heron Creek Dr., Sycamore, IL 60178
Brent Horn	815-877-2713 – home phone 815-319-2425 – cell phone	5179 Zenith Pkwy, Apt 1, Loves Park, IL 61115
Kirk Lundbeck	815-895-3884 – work office phone 815-901-2346 – cell phone kirkl@sycamoreparkdistrict.com	1224 Foxpointe Dr., Sycamore, IL 60178
Armond Mattingly	815-739-1767 – cell phone	355 E. Sycamore St., Sycamore, IL 60178
Lisa Metcalf	319-759-7340 – cell phone 815-895-3365 – work office phone lisam@sycamoreparkdistrict.com	863 Krpan Dr., Sycamore, IL 60178
Bounphone Phonparsit	815-739-1946 – cell phone	1804 Kennicott Ct., Sycamore, IL 60178
Robert Swedberg	815-739-7230 – cell phone 815-895-6050 – home phone bobs@sycamoreparkdistrict.com	1022 Townsend, Sycamore, IL 60178

Steven Tritt 815-739-8547 – cell phone

525 E. High St., Sycamore, IL 60178

Melissa Dobberstein 815-462-5514 – cell phone
IMRF Elig

633 Eychaner Rd., Esmond, IL 60129

Sean Wood 815-761-1550 – cell phone
IMRF Elig

240 Swanson Rd, Sycamore, IL 60178

Daniel Watkins
IMRF Elig

303-921-6185

Chlorine Policy

The following procedures will be adhered to with regard to the use of Chlorine Gas:

- A chlorine gas leak detection system shall be available where Chlorine Gas is utilized.
- A NIOSH or MSHA approved gas mask, approved for use in a chlorine atmosphere, shall be kept outside the chlorine room in an unlocked container at all times. The gas mask must be serviced and replaced per manufacturer instruction.
- All chlorine gas cylinders must be chained when in use, transition and during storage. Chlorine cylinder caps should be kept on when the cylinder is not in use.
- A chlorine gas mask must be worn during delivery, installation and removal of chlorine cylinders.
- Two employees must be present when changing gas chlorine cylinders. One employee should remain outside of the chlorine gas room.
- Each time a gas chlorine cylinder is changed per manufacturer instructions, a new lead washer should be installed.
- It is recommended that chlorine tanks not be changed during general public hours.
- Prior to the start of the pool season, a comprehensive pool chemical listing and map denoting the location of pool chemicals should be provided to the fire department. NFPA placards should also be maintained.
- All chemical must be kept in their original container, segregated from other chemicals, away from heat sources and in a locked area off of the floor with appropriate signage indicating Authorized Employees Only.

Emergency Plan

Should there be a leak; the following steps should be taken:

- Notify the Executive Director, Recreation Supervisor, and Supt. of Parks immediately.
- Should a strong odor be detected, call 911 immediately and give all pertinent information. Only trained personnel shall attempt to stop a leak.
- Guards shall empty the pool area and move patrons upwind.
- The Fire Department will notify the staff when it is safe to return to the facility.

First Aid Procedures

For inhalation, remove the individual to fresh air and a comfortable position; call 911 to make immediate arrangements to transport to a hospital. If breathing has stopped begin artificial respiration and if necessary CPR.

Inspections

The Sycamore Park District recognizes the need to maintain an on-going safety inspection program of its buildings, parks and equipment. All District employees are encouraged to assist in this effort by reporting any unsafe conditions found in the daily course of their work duties.

Building Inspections:

Each building will be inspected on a bi-annual basis by the Safety Committee. On a monthly basis, facilities will be inspected by facility staff, maintenance personnel or as directed by the department head. Attention will be placed on general condition of the building, fire protection, housekeeping, chemical storage, electrical equipment as well as maintenance of tools and equipment.

Parks:

All parks will be inspected annually by the Safety Committee. In addition maintenance staff will inspect parks monthly when operational.

Playgrounds:

An in depth-systematic preventive playground maintenance inspection will be performed each month by a trained employee to identify any wear, damage, vandalism or related hazards.

Ball fields:

Annual ball field inspections will be conducted in the spring of each year before organized leagues begin. Ball field maintenance staff should inspect field prior to performing regular maintenance.

Revenue Facilities: Sycamore Park Pool, Sycamore Golf Course

An in depth inspection will be conducted prior to the opening of all revenue facilities. Revenue facilities will be inspected daily, prior to opening for public use.

AED: Requires a monthly inspection at all facilities equipped with an AED.

Fleet Inspections: Vehicle operators will be expected to perform a safety maintenance inspection before each use. All on road Park District vehicles will be inspected monthly.

Documentation: Inspection records are the responsibility of the department head in charge of the program or facility. Inspection records should remain on file for a period of no less than three years.

Statement of Admissions Policy

Although the Sycamore Park District practices good risk management techniques, accidents can and do happen. After an accident, many questions will be asked of the agency, such as “Who will pay for the damage, who was at fault, what could the agency have done to prevent the accident?” Employees not familiar with agency policy could put the agency at risk of loss, either financially or through reputation. Employees may provide inadequate information, may be unknown to all of the facts, or confused due to the accident. To provide the most consistent information to the public and possible media outlets, please adhere to the following “Statement of Admission” policy.

When an accident occurs, not matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an incident involving District property and/or personnel must be directed to a department head.

Statements of Admission Acknowledgment of Receipt

The Sycamore Park District Statements of Admission Policy supplements the many safety policies and procedures already in place at the agency. As an employee, you are expected to read this policy thoroughly and return this completed acknowledgment of receipt form, which will be placed in your personnel file.

Print Name

Signature of Employee

Date

Bomb Threats

Bomb threats are potentially dangerous, disruptive situations that can occur at any facility at any time. Persons making such threats are dependent on the "panic" demonstrated by the targeted agency. Therefore preplanning, establishing procedures and employee training are all critical parts of an emergency response plan.

How to Prepare

1. Contact your local police and fire departments to see what roles they will take in a bomb threat situation at your facilities.
 - A. Will they assist in a building search?
 - B. Do they have procedures for you to follow?
 - C. If possible, have a representative from each department assist your staff to inspect the building for areas where explosives may likely be concealed. A detailed diagram of the facility, including the area where explosives may likely be concealed, should be developed and stored in a centralized location. This diagram can be used to assist the search team and/or the bomb squad.
2. Establish evacuation options. The decision to evacuate or not is one of the most critical steps in a bomb threat scenario. Options:
 - A. **Immediate Evacuation** - When a bomb threat is made, evacuation of the premises can be conducted immediately. This takes care of public safety, but also causes disruption, media attention, and can be costly.
 - B. **Evacuation after evaluation of threat** - Information given by the caller, its credibility, content, motive, specifics and type of caller provide indication to evacuate the premises or not.
3. Training - All employees should be trained annually on the bomb threat checklist and evacuation procedures. Persons who are assigned as "designated searchers" should be trained annually on this topic.

Actual Threat

Contact the local law enforcement agency as soon as possible. Give as much information as the person receiving the call was able to gather.

1. The person taking the phone call should not panic. Refer to the attached "Telephone Call Questionnaire for Bomb Threat, Parts I & II" which should be kept near all phones. Ask as many questions as the caller will answer. Try to remember exact statements and any descriptive hints (i.e. age, gender, accent or dialect, background noise, voice tone) as to the caller's identity.
2. If the caller does not want to answer questions, try to encourage them by expressing a desire to save lives. Try to keep the caller on the line as long as possible and

- attempt to alert someone to call the phone company and police to trace the call.
3. After the caller hangs up, immediately notify senior management and the police.
 4. If a written threat is received, all materials including the envelope or container must be saved. Any unnecessary handling should be avoided. While most written messages are usually generalized threats and/or extortion attempts, they should never be ignored. The police should be notified immediately.

General Evacuation/Partial Evacuation/Building Search

1. The agency's designated official, in cooperation with the local police and fire personnel, will need to decide the next response. Options are:
 - A. Limited or general building evacuation?
 - B. Conduct a limited or general building search?
 - C. Combination of options.
2. In evaluating the response, consider the following:
 - A. The occupancy of the building.
 - B. Time needed to evacuate.
 - C. Types of activities taking place.
 - D. Likely areas of the explosive's location.
3. Also, the credibility of the threat:
 - A. The time of day.
 - B. Specifics of the threat (place, time of explosion)
 - C. Identity of caller (child, slurred or affected speech indicating possible intoxication or drug use, etc.)
 - D. Possibility of access to the area. (How easily could this be accomplished)
 - E. Motive

Enacting the Response

1. If evacuation is ordered, conduct a room by room sweep. Do not panic patrons by announcing a bomb threat. If general evacuation, announce "Ladies and gentlemen - at this time, please calmly exit the building using exits...All staff please assist in a general evacuation". If a device has been located, evacuate away from it immediately.
2. Determine who is being evacuated and to where. Some type of role call or accounting of persons/staff should be taken. All persons should remain 300 ft. from the building and not allowed to re-enter.

BOMB THREATS

PAGE 3

Bomb Search Guidelines

Since emergency personnel are not familiar with agency buildings and contents, agency staff may need to be involved in a bomb search. A complete search should be made of the targeted area by key employees selected by a manager who are familiar with the building and its contents. Once an area or room has been searched, it should be marked or sealed with a piece of tape and reported to the supervisor.

No unfamiliar object should be touched or moved. Emergency officials should be informed immediately if a potential object is recognized.

1. A time deadline should be established and the search conducted as quickly as possible. When searching an area, scan from ground to waist, waist to head and head to ceiling. All areas of building should be searched.
2. Particular attention should be made to easily accessed public areas such as:
 - Washrooms
 - Lockers
 - Lounges
 - Reception Areas
 - Trash Containers etc.
 - Outside Area Adjacent to Building
3. Do not use two way radios. The frequency may detonate any potential device.
4. If a potential device is found, do not touch it or move it. Evacuate **immediately**, (maintain a clear zone of at least 300 feet), secure area and inform authorities.

Re-Entry...and Aftermath

1. If a device is found, no one should re-enter until the device has been removed by professionals.
2. A building search should then be conducted to insure no secondary device was set.
3. If a search finds no such device, management then must make the decision to re-occupy the building. Keep in mind, this has been a high stress time period for all employees and patrons.

BOMB THREATS

PAGE 4

4. The decision for re-entry is made using all of the caller information (time of detonation, location, call credibility) and by the thorough search. Seek any recommendations by the emergency persons on the scene.

In closing, it is important to treat all bomb threats as real. However, by having an emergency plan in place, this will avoid panic and over-reaction.

Advance planning is the key and is necessary to establish a written plan on this peril. Local authorities should be contacted in creating this plan. Training on phoned threat procedures, evacuations and searches are crucial. A chain of command for any emergency situation is also vital. No organization is immune from a bomb threat. In fact, PDRMA member agencies have fallen victim to threats of this nature.

For further information on this topic and assistance on training resources, contact the following:

Bureau of Alcohol, Tobacco and Firearms
 Dept. of the Treasury
 Chicago, Illinois
www.atf.treas.gov/field/chicago

Local Police Department

PDRMA

Warning Signs for Mail Bombs	Warning Signs for Car Bombs
<ul style="list-style-type: none"> • restrictive markings • excessive postage • handwritten or poorly typed address • titles but no name for addressee • misspelling of common words • oily stains or discolored envelope • no return address • excessive weight • rigid, lopsided or uneven envelope • protruding wires or aluminum foil • excessive marking tape or string • visual distractions 	<ul style="list-style-type: none"> • heavily laden vehicles when no bulk is visible • hastily parked vehicles • erratic, nervous drivers • vehicles with suspicious boxes or bottles in the back or cargo area • vehicles parked illegally near buildings • license plates with signs of tampering • idle vehicles with no driver in the area

Source of Material

BOMB THREATS**PAGE 5**

"Bomb Threats and Search Techniques"
Bureau of Alcohol, Tobacco and Firearms

Park Ridge Park District
Emergency Operations Plan Manual

DuPage County Sheriffs Police
Explosives and Hazardous Device Division

Dick Janoski
Deere, Inc.

Bob Graves
Harpo Inc.

"Infoline, The Threat of Terrorism"
Pooling Section of the Public Risk Management Association

"Bomb Threats & Physical Security Planning"
National Security Institute Library

BOMB THREATS

PAGE 6

Telephone Call Questionnaire for Bomb Threat

Part I - Bomb Description

Inform the caller that the building is occupied and detonation of the bomb could lead to serious injury or death to many innocent victims.

1. Exact location of the bomb?

2. Time set for detonation?

3. What does it look like?

4. What is the explosive?

5. Why was it placed?

6. Name of caller/organization?

BOMB THREATS

PAGE 7

Part II - Caller Description

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death -- request more data by expressing a desire to save lives.

1. Date _____ Time of call _____AM PM

2. Exact language used.

3. Male _____ Female _____ Adult _____ Child _____

Estimate Age _____ Race _____

4. Speech (Check applicable boxes)

Slow _____ Excited _____ Disguised _____

Rapid _____ Loud _____ Broken _____

Normal _____ Normal _____ Sincere _____

Impediments _____ Accent _____

5. Background noises:

BOMB THREATS**PAGE 8**

6. Name of person receiving call.

Do not discuss the call with other personnel. Notify your manager. Follow instructions. Remain available law enforcement officials will want to talk to you. Remember: you should not try to determine the validity of the call. Contact your manager and they will contact the authorities.

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.

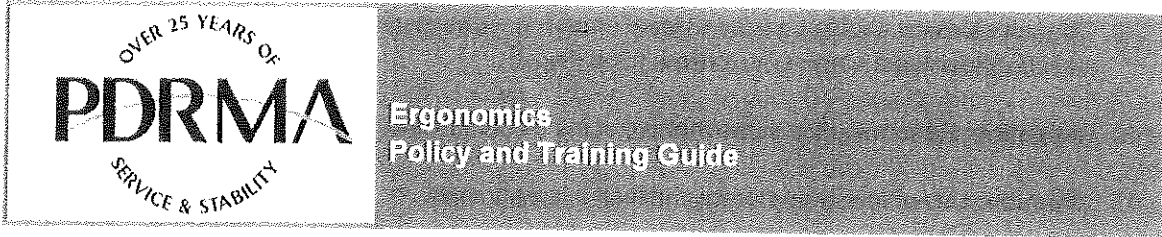
Notice of Ergonomic Policy Receipt

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: _____



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.

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.

- 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, 2011.

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.		
FORCEFUL EXERTIONS		
LIFTING (if no lifting is required, proceed to push/pull)	Y	N
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?		
PUSH/PULL (if no pushing or pulling is required, proceed to awkward postures)	Y	N
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?		
CARRYING (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?		
POSTURES		
AWKWARD POSTURES (if awkward postures are not common, proceed to contact stress)	Y	N
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?		
CONTACT STRESS		
(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 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

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

Appendix C (Continued)

	Implement employee rotation strategy to reduce duration of awkward posture(s)
	<i>CONTACT STRESS</i>
	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
	<i>REPETITION</i>
	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
	<i>PERSONAL PROTECTIVE EQUIPMENT (PPE)</i>
	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
(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

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

Recreation Staff Footwear Policy

This policy applies to all full-time, part-time, volunteer and seasonal recreation staff employees as well as volunteers who work for the district.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. However, that does not remove the expectation of the District that the employee must comply with the policy. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Types of Footwear

Definitions:

A "shoe" is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be "closed toe", cover the entire foot, and properly fitted. Bare feet, flip flops, clogs, sandals and other similar open-toe footwear are not included in this definition.

As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

Required Shoes as Footwear

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Camp Counselors and Supervisors
- Recreation Program and Sports Instructors/Professionals, except Aquatics
- Van and Bus Drivers
- Food and Beverage Service Staff
- Sled Hill Staff
- Maintenance Staff*
- Staff involved with lifting or transferring patrons
- Staff involved in loading or unloading wheel chairs from vehicles

*Maintenance tasks involving chemicals may require special footwear. In addition, some maintenance tasks may require steel toe shoes. An employee's supervisor is authorized by this policy to require specific position to have special footwear requirements as called for by the position.

Footwear for Aquatics

Pool staff are only required to wear closed toe shoes when carrying heavy equipment or working with chemicals. Only the Pool Manager and Assistant Managers are allowed in the chemical room. Anytime the appropriate staff has to enter the chemical room, for any reason, they must be wearing closed toe shoes.

Note: Medical reasons to waive these requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.

NOTICE OF RECREATION FOOTWEAR POLICY RECEIPT:

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees, volunteers and participants. 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 Recreation Staff Footwear Policy.

Print Your Name: _____

Your Signature: _____ **Date:** _____



RECREATION POLICY AND TRAINING GUIDE

Recreation Staff Footwear

Each year PDRMA member employees and volunteers are injured while performing recreational program and camp duties. These duties require staff to engage in a wide range of activities that often result in injury. Even the simplest of tasks can cause injury if they are performed without appropriate footwear. This policy guide will minimize the risk of injury by identifying potential risks caused by inappropriate footwear, defining appropriate footwear and identifying recreation staff required to wear footwear.

Issue:

Injuries caused by inappropriate footwear

PDRMA Solution:

Implement a Recreation/Camp Staff Footwear Policy.

Injuries can occur because of the following potentially hazardous activities:

- Lifting and carrying
- Reaching and twisting
- Walking and climbing
- Engaging in recreational activities

Occasions where injuries are common with the previously mentioned recreation job tasks include:

- Employee injures back, shoulder or knee as they lift or carry sports equipment, gymnastic mats, coolers, boxes or tables
- Employee slips, trips or falls during loading/unloading of bus or van
- Employee slips, trips or falls carrying equipment
- Employee slips, trips or falls demonstrating/instructing a camp or sports/recreation activity
- Employee slips, trips or falls walking/climbing in a park or on a playground
- Employee slips and falls on ice or other wet surface

Factors that often contribute to these incidents include:

- Trip and falls due to inappropriate footwear
- Inability to gain a stable base with your feet due to improper footwear
- Awkward or inadequate space for performing the task
- Inadequate traction due to icy, wet, worn or slippery surfaces and equipment
- Failure to maintain 3 Points of Contact with a vehicle or piece of equipment

Recreation Staff Footwear

Policy

Wearing appropriate footwear for specific job tasks both greatly minimizes the likelihood of injury to the foot, and provides the stability and traction necessary when performing recreational staff tasks. In the recreation environment, it is critical that staff have good traction on various types of surfaces, avoid slipping out of the shoe during job tasks, and have the ability to establish a firm base for lifting and performing recreational activities.

The purpose of this policy is to identify recreation job classifications and job tasks that require a shoe* as footwear. (See definition of shoe) Supervisors will be responsible for communicating this policy to employees/volunteers and reinforcing the policy while observing day-to-day operations.

Types of Footwear

*Definition: A "shoe" includes, but is not limited to the following:

- A shoe is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be "closed toe" and properly fitted. Bare feet, flip flops, clogs, sandals and other similar open-toe footwear are not permitted.

As defined by this policy, shoes are required in the course of daily job duties as well as during training activities or drills. They should be considered part of the uniform requirement.

In addition to wearing a "shoe" as defined above, specific job tasks may need supplemental footwear requirements to safely perform their job. (See asterisk * ** *** below).

Required Shoes as Footwear

Job classifications and work areas where shoes will be required as footwear include these and other agency-specific work areas and tasks: *(Add specific titles or program descriptions)*

- Camp Counselors and Supervisors
- Recreation Program Instructors
- Sports Professionals and Instructors
- Van and Bus Drivers
- Food and Beverage Service Staff***
- Sled Hill, Indoor and Outdoor Ice Rink Staff**
- Maintenance Staff*
- Staff involved with lifting or transferring patrons
- Staff involved in loading or unloading wheel chairs from vehicles

**Maintenance tasks involving chemicals may require special footwear. In addition, some maintenance tasks may require steel toe shoes. A supervisor should advise staff as to specific maintenance job tasks which may have special footwear requirements.*

***In specific areas involving ice, employees are also required to wear an "ice cleat". The specific type of "Ice Cleat" will be identified by _____. (Insert Safety Coordinator or Manager)*

RECREATION POLICY AND TRAINING GUIDE

Recreation Staff Footwear

*** Specific areas in the food and beverage area (such as cooks, chefs, wait staff, dishwashers) may require special "slip resistant" soles on their footwear. Supervisors and the Safety Coordinator should evaluate the specific job need and classify specific job positions for the requirement.

PDRMA strongly suggests that members develop a formal written policy requiring the use of specific footwear for specific work tasks. A sample policy is included in Appendix A of this document.

APPENDIX A Recreation Footwear Policy – Sample

Recreation Staff Footwear Policy

The purpose of this policy is to identify job classifications and job tasks that require shoes* as footwear for Recreation staff. (See definition of shoe)

This policy applies to all full-time, part-time, volunteer and seasonal recreation staff employees as well as volunteers who work for the district where appropriate footwear is required.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Types of Footwear

Definition: A "shoe" includes, but is not limited to the following:

- A shoe is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be "closed toe" and properly fitted. Bare feet, flip flops, clogs, sandals and other similar open-toe footwear are not permitted.

As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

Required Shoes as Footwear

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Camp Counselors and Supervisors
- Recreation Program and Sports Instructors/Professionals
- Van and Bus Drivers
- Food and Beverage Service Staff***
- Sled Hill, Indoor and Outdoor Ice Rink Staff**
- Maintenance Staff*
- Staff involved with lifting or transferring patrons
- Staff involved in loading or unloading wheel chairs from vehicles

(Add additional agency specific work areas/tasks)

Note: Medical reasons to waive these requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.

RECREATION POLICY AND TRAINING GUIDE

Recreation Staff Footwear

Notice of Recreation Footwear Policy Receipt

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees, volunteers and participants. 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 Recreation Staff footwear policy.

Employee/Volunteer: _____

Date: _____

F:\Lrnfax\ERGONOMICS\1509 Recreation Footwear Policy.Doc





AQUATICS POLICY AND TRAINING GUIDE

Lifeguard Footwear

Carrying out lifeguard job duties include various activities such as climbing up and down chairs during a rotation, roving the facility, responding to emergencies, walking in a zero depth pool, standing during scanning and performing compact jumps during rescues. While these are standard job tasks for lifeguards, they are not always as easy as they sound. In fact, PDRMA member lifeguards are injured each year while carrying out these duties.

Issue:

Lifeguard Injuries due to lack of or inappropriate footwear

PDRMA Solution:

Develop a formal written policy requiring the use of specific footwear for specific work tasks.

Injuries occur because lifeguard duties include the following potentially hazardous activities:

- Walking in water and on wet surfaces
- Prolonged standing and walking on concrete and rough surfaces
- Climbing up and down stairs and elevated surfaces
- Exposure to the sun
- Exposure to chemicals

Occasions where injuries are common with the previously mentioned lifeguard job tasks include:

- The guard slips or trips while climbing up or down from an elevated chair and subsequently falls. As a result, the guard is then injured by striking equipment or the ground.
- While performing a compact jump into the water, the guard slips or falls striking the equipment or ground.
- While responding to an emergency, the guard slips, trips or falls and strikes equipment or the ground.
- The guard experiences sunburn on their feet.
- While cleaning the pool deck, a lifeguard suffers a chemical burn to their feet.

Factors that often contribute to these incidents include:

- Lack of or inappropriate footwear
- Being in a hurry
- Being distracted due to talking or communicating with co-workers
- Wet, worn or slippery equipment
- Carrying equipment or other objects
- Failure to maintain 3 Points of Contact with the guard chair or other equipment

Lifeguard Footwear

Policy and Procedure Overview:

Concrete, metal and plastic are the basic building components that make up an aquatics facility. Combining the other key factor — water — can create various slip, trip and fall hazards.

Wearing appropriate footwear for specific job tasks greatly minimizes both the likelihood of injury to the foot and potential injury due to a slip, trip or fall. In the aquatics environment, it is critical that staff have good traction on a wet surface, avoid slipping out of the shoe during roving or rescue activities, and can perform standard lifeguard skill requirements associated with the job.

Characteristics of appropriate footwear may include the following:

- Commercially designed water shoes.
- Other options may be appropriate if the footwear
 - Has good traction on wet surfaces
 - Is lightweight and does not impede swimming or rescue ability
 - Is secure and will not slip off during roving or rescue activities
 - Has drainage and airflow properties to prevent holding water and moisture for a long period of time
 - Protects the feet from sun exposure
 - Protects the feet from exposure to bodily fluids and other substances

Note: Lifeguards using chemicals may need to wear additional protective clothing. Refer to Material Safety Data Sheets for an explanation of appropriate personal protective equipment.

PDRMA suggests that members develop a formal written policy requiring the use of specific footwear for specific work tasks. It is also recommended that employers assist in the purchase and payment of the footwear for job-related tasks. A sample policy is included in Appendix A of this document.

The Illinois Department of Labor (IDOL) requires that your agency develop a comprehensive Personal Protective Equipment (PPE) program which includes the mandatory documentation of a PPE assessment and employee training. PDRMA has developed a "Member Guide to the Personal Protective Equipment Compliance Standard." Additional detailed information is provided concerning the application of the PPE Standard as it relates to parks and recreation job tasks.

Additional assistance may be gained through working with a local aquatic safety supply vendor who can assist you in completing your hazard assessment and identifying available footwear for lifeguards and aquatic staff. Vendors can provide you with a wide choice of styles, quality, and price ranges of aquatics staff footwear.

Cost Reimbursement for Footwear

PDRMA recommends that members develop a policy and program to assist employees in the purchase of footwear for specific job tasks at your aquatics facility. A sample written policy has been attached which can be modified to assist you in developing a policy specific to your agency.

Lifeguard Footwear

Cost Assumption of Footwear

In most cases, employers are obligated to provide and pay for personal protective equipment required by the agency for the worker to safely do their job and comply with the PPE Standard. However, an exception exists where equipment can be used away from the job and for personal use. PDRMA strongly suggests that members minimally consider a cost sharing program to assist employees in purchasing quality aquatics footwear. The nominal cost of aquatics footwear that prevents foot-related injury can save individual member agencies significant dollars over time, based on your loss history which is tied to the rate of PDRMA contributions.

AQUATICS POLICY AND TRAINING GUIDE

Lifeguard Footwear

APPENDIX A - Lifeguard Footwear Policy – Sample

Lifeguard Footwear Policy

The purpose of this policy is to identify job classifications and job tasks that require aquatics footwear and to establish procedures for the acquisition of aquatics footwear for aquatics staff.

This policy applies to all full-time, part-time and seasonal employees who work in the aquatics department where foot protection is required.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

Types of Aquatics Footwear

"Aquatics Footwear" includes, but is not limited to the following:

(Insert Agency Details. Details may include specific colors, styles, etc.)

- Swim Shoes

Bare feet, flip flops, clogs, sandals and other open-toe shoes are not permitted for maintenance tasks.

Required Aquatics Footwear

Areas where aquatics footwear will be required include the following job classifications and work areas:
(add agency specific work areas/tasks)

1. Lifeguards
2. Swim Lesson Instructors
3. Managers performing work on the deck

Aquatics footwear is required in the course of your daily job duties as well as during training activities or drills. Aquatics footwear should be considered part of your uniform requirement.

Note: All staff performing maintenance activities is required to wear a traditional shoe or boot as footwear. Maintenance tasks involving chemicals may need special footwear. In addition, some maintenance tasks may require steel toe shoes. See your supervisor for specific maintenance footwear requirements.

Medical reasons to waive these requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.

Purchase Options

(Insert agency details. See examples.)

- A. The employee may purchase aquatic footwear from a store and submit the receipt to their manager. Shoes must comply with the parameters of this policy.

AQUATICS POLICY AND TRAINING GUIDE

Lifeguard Footwear

Aquatics Footwear Allowance

All aquatics employees of the district who fall under this policy are eligible for a *(insert \$ amount)* aquatics footwear allowance per season. Any footwear cost in excess of what the district provides will be the responsibility of the employee. The life expectancy of aquatics footwear is traditionally one year.

Notice of Aquatics Footwear Policy Receipt

This policy has been established 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 Aquatics Footwear Policy.

Employee: _____

Date: _____



Maintenance Facilities Housekeeping Policy

Poor housekeeping within maintenance facilities can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will follow the provisions of the agencies Good Housekeeping Policy.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that this agency displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The purpose of a written housekeeping policy is to set standard procedures for daily, weekly, monthly and even annual clean-up procedures. Setting such standard procedures saves money by streamlining area maintenance and providing an ongoing effort that keeps disorder from getting out of control or posing a safety hazard to staff.

The written procedures for basic/general housekeeping and housekeeping standards at this agency help to ensure a safe work environment at all times in all areas.

This policy applies to all full-time, part-time and seasonal employees in all agency maintenance facilities.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. However, that does not remove the expectation of the District that the employee must comply with the policy. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

See your supervisor or the Safety Coordinator for specific training on these matters, and questions.

NOTICE OF HOUSEKEEPING POLICY RECEIPT:

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees, volunteers and participants. 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 Recreation Staff Footwear Policy.

Print Your Name: _____

Your Signature: _____ **Date:** _____

Procedure

Agency Responsibilities

- Perform an assessment of needs and then maintain adequate areas for storage of tools, equipment and materials
- Provide the tools needed to perform the job of keeping floors clean. (brooms, mops, buckets, wet floor signs, trash cans, etc.)
- Provide for spill control procedures and materials to perform the spill control job
- Provide for scheduled waste pick up and removal
- Perform regular building and equipment maintenance as scheduled
- Install and maintain appropriate lighting for all work areas
- Paint lines in areas to designate proper storage areas of equipment
- Paint edges or changes of grade with yellow "caution" paint
- Consider mounting air hoses and electrical services overhead rather than from side locations
- Organize the workspace based upon operational needs

Training Tips

- Return tools and equipment to their proper place when not in use
- Clean up spills when they occur
- Secure area and post warnings until spills or other hazards are cleaned up
- Wear appropriate footwear for the job being done
- Dispose of waste in appropriate containers
- Do not carry loads that will block your view

Examples of slip, trip and fall hazards



Examples of slip, trip and fall hazards



Materials and tools in the walkway

Examples of good housekeeping practices



Panel board for hanging tools



Hoses and cords off the floor



Clearance for walking around equipment



Orderly storage of equipment

Safety Manual Acknowledgement

It is the Sycamore Park District's intention to provide a safe environment for employees and the public who use our facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury and property loss. The Sycamore Park District Safety Manual supplements the many policies and procedures in place. As an employee, you are expected to read this document thoroughly and return this completed acknowledgement receipt form which will be placed in your personnel file.

Signature of Employee

Print Name

Date

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: Registration Software: Recommend Approval

BACKGROUND INFORMATION: Staff have been using Bockyn-BlueRec registration software for over eight years. As the registration process increasingly depends on technology and the internet, staff constantly find that the current software does not provide the support they need. The current system's inefficiencies and lack of support has resulted in increased staff time and confusion for online registrants. In addition to working around its inefficiencies, often times staff find the system simply cannot perform a task it is needed to do. In the fall 2015, staff began looking into new software options and have determined that Vermont Systems-RecTrac would be the best fit for the District. It is a reputable brand that will meet the District's needs as it grows and diversifies. In addition, it is very user friendly with excellent training and support to ensure staff will use it to its full potential. The process of coming to this decision is outlined in the attached document. Please note that some of these numbers are estimates and may change as this process continues. The numbers reflect everything being purchased right away when, in reality, staff will not need some of the modules until the new community center is opened. At any time, modules can be added or taken away. It is important to make this purchase now to improve the current registration process for staff and customers and to ensure staff have a firm grasp of its operations to ease the transition into new modules as the District grows.

In the Spring of 2014, Sikich reviewed our recreation software options when they performed the technology assessment. They also recommended to go with Vermont Systems.

Vermont Systems provides high quality software and has proven it is worth the extra money. It performs the functions we need with excellent training and support to ensure we are using it to its full potential. They specialize in recreation software and are continually making improvements that are catered directly to their unique and nearly exclusive park district clientele. It is worth it to invest in the best now and have a system with the capability of growing with the District as we expand

and diversify for many years to come. It is also recommended that the software be hosted on the cloud because it will perform better when multiple purchases are being made at one time. It will keep everything moving faster and decrease any downtime. Another advantage is that when we have an issue with a transaction that needs to be fixed behind the scenes, support will be able to do that for us without having to webex in or help us over the phone. Updates will also be done for us during times we are closed and therefore we will not experience any downtime. While the cost includes the GolfTrac module, we are recommending to bring it online during the off-season in Winter 2017-2018.

FISCAL IMPACT: The total proposed cost provided to us by Vermont Systems is \$84,061. This includes \$30,960 for non-hardware/software costs—most specifically training which can be built into our operating budget. The senior sales rep, Joshua Karson, indicated they estimate on the high end for this latter number and will only bill for actual costs incurred. **SO, the total capital cost of this investment (not the training and support) is \$53,101.**

In the five-year capital plan \$40,000 was budgeted to purchase a new software system. This budget was based upon the tech study performed by Sikich in 2014 and appears to have been only for the software portion of the cost, and not some of the newer hardware requirements that will come along with it. To support the cost of this purchase, \$13,101 will need to be taken from the Capital Budget “CONTINGENCY” line of \$30,000 to absorb this total capital cost. The remaining costs for training and support will come from our Recreation and General Fund Operating Dollars in the amount of \$30,960-maximum.

To be clear, the long-range or on-going cost that will go into our Operating Budget, each year, to support this system will be \$21,894. The Board does not need to approve that here, but should know of this cost in making their decision. It will see that \$21,894 reflected in the budget we bring to you in November/December of this year for FY2017. That amount covers:

- Cloud Hosting and Security Fees
- Cloud Permits
- 24/7 Technical Support-They are TOP NOTCH!
- All Updates and Upgrades
- Training for Updates and Upgrades

Furthermore, when GOLF TRAC goes online in late 2017 or early 2018, there will be some hardware costs—between \$5,000 and \$7,000. HOWEVER, the

community center hardware for key-fob/card scan access to the community center fitness space is included in the cost we are requesting approval for today.

STAFF RECOMMENDATION: Staff recommends approval to purchase Vermont Systems – RecTrac as their new Registration Software in the amount of \$84,061 with the understanding of the future costs it will create.

PREPARED BY: Lisa Metcalf, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Registration Software Report

- I. Process
 - a. Lisa and Sarah looked into the following software companies.
 - i. ActiveNet – ACTIVE Network
 - ii. RecTrac – Vermont Systems
 - iii. Maximum Solutions
 - iv. ReCPro
 - v. RecDesk
 - vi. MaxGalaxy
 - vii. DASH
 - b. After the initial research, we narrowed it down to two companies.
 - i. ActiveNet – ACTIVE Network
 - ii. RecTrac – Vermont Systems
 - c. Reasons why these two were selected.
 - i. After making a few phone calls and hearing the negative responses people had for all of the other ones, except for the final two.
 - ii. We really liked the fact that these two were very well known and many park districts' used them. We do not want to be stuck with another company who is still trying to get big and possibly failing as they do so.
 - iii. After hearing what people liked about these companies from other park district's, we knew we couldn't go wrong with either of these.
 - d. We had demonstrations presented from each company, from those demonstrations, we gathered the following pros and cons for each:

ActiveNet – Pros

Much better than what we have now
 User friendly
 We will get training and support
 Cheaper to start off
 Cloud Based
 Can set resident boundaries
 Free upgrades

RecTrac – Pros

Much better than what we have now
 User friendly
 We will get training and support
 Easier to budget
 Server Based or Cloud Based (VSI will host)
 Pre-load addresses with ASCII file for residency
 Free upgrades
 POS is stronger
 Like how you can customize your screen
 Has a golf module
 No transaction fees for software use

ActiveNet – Cons

Can get more expensive as programming increases
 No golf module
 Hard to budget
 Weak POS
 Also has a startup fee along with transaction fees

RecTrac – Cons

More expensive to start off
 If we go with GolfTrac, must purchase new hardware

- e. With a second round of more in-depth demonstrations from each firm, Lisa, Sarah, Jackie, and Kirk came to a unanimous decision that RecTrac–Vermont Systems was the number one choice. The main reasons why are:
- i. We feel it will be easier to use
 - ii. Tons of support and training, feel it's better than ActiveNet
 - iii. Keeps the budget clear and we do not have to put any extra expense on our customers.
 - iv. Unlimited telephone support from 8am-8pm, whereas ActiveNet you can only request services, but will not necessarily speak live to anyone.
 - v. Provides comprehensive reporting capabilities that will give us tools for managing personnel, programs, facilities and other resources.
 - vi. Has extensive permissions functionality that give users rights to only those programs/functions we want them to have access to.
 - vii. We will no longer be frustrated and feel the need to look into any other software.
 - viii. We started hearing some negative comments about ACTIVENet through NRPA Connect. Here are a few comments:
 1. Rigid is a great word, very time consuming, and was too expensive.
 2. It's definitely not built for small departments, and they began to charge a huge annual fee.
 3. The activenet system has crashed on us several times on camp registration day, at least two years I can think of. This makes the public very mad.
 4. We also discontinued the use of Activenet. We are small compared the business they receive and the amount of work it takes is just not worth it.
 - ix. We have not heard of any negative comments for RecTrac. Everyone seems to love it!!!
- II. Key Overall Costs for Vermont Systems - RecTrac
- a. RecTrac – Workgroup Multi-User Software = \$45,305.00
 - b. ID Systems – Workgroup Multi-User Software = \$1,296.00
 - c. WebTrac – Basic Edition = \$25,885.00
 - d. PayTrac – Workgroup Multi-User Software = \$3,200.00
 - e. Access Control – Application Software = \$2,340.00

- III. Hardware Costs
 - a. RecTrac
 - i. VSI Qualified = \$525.00
 - ii. ID Systems = \$2,795
 - iii. PayTrac Magstripe Readers = \$695.00
 - iv. Access Control Hardware = \$945.00
 - v. We can supply a list of our current makes/models of hardware to see if it is compatible. Using existing hardware has been very successful in the past.
 - b. ACTIVE Net
 - i. Standard IPAD w/PCI PED cert USB HID w/Magensa.net Key = \$291.50 (exact hardware & quantities needed to be confirmed)
 - ii. Ingenico IPP320 – Pin Pad EMV – Chip & Pin Credit Card Reader = \$460.00
 - iii. Other hardware is needed, but can purchase from other sources, however their Support Team is only required to answer hardware-related questions if the devices were purchased through ACTIVE.
 - iv. Also has a startup fee of \$30,491.50
- IV. Annual Maintenance Cost/Charge:
 - a. RecTrac
 - i. If hosted on our server - \$8,994, If VSI hosts, add an additional \$12,900
 - ii. RecTrac – Workgroup Multi-User Software = \$4,440.00
 - iii. ID Systems - \$228.00
 - iv. WebTrac - \$3,306.00
 - v. PayTrac - \$600.00
 - vi. Access Control - \$420.00
 - b. ActiveNet – Instead of an Annual Maintenance Cost, they roll that into what they call a Technology Fee, which is charged every time a transaction is made.
 - i. Walk-In, Phone-In, Mail-In:
 - 1. Technology Base Fee = 2.52%
 - 2. Additional Fee for Credit Cards = 3.00%
 - ii. Self-Serve Online:
 - 1. Online Processing Fee = 5.52%
 - iii. Payment Processing Fee – Electronic Check Processing = 0.50%
 - iv. Credit Card Refunds – Flat Fee = \$0.10
- V. RecTrac Training Schedule
 - a. Each installation is different, but the average is three (3) days of system set up and then one (1) day per module. A detailed schedule would be provided prior to training.
- VI. RecTrac Timeline
 - a. Purchase - September
 - b. Trainings – Will have to be scheduled for each module
 - c. Going Live – April

- VII. Reasons why the Up-Front Cost of RecTrac is worth paying
- a. Up-Front Cost for Software: VSI is really the best company out there that specializes in Parks and Recreation Software.
 - b. Up-Front Cost for VSI Hosting: Better when multiple purchases are being made at one time, it will keep everything moving faster and decreasing any downtime. The customers will have a much better web purchasing experience. Another advantage is that when we have an issue with a transaction that needs to be fixed behind the scenes support will be able to do that for us without having to webex in or help us over the phone. We will also not have to do updates ourselves. These would be done for us during times we are closed and therefore will not experience any downtime.
 - c. There are no transactions fees.
 - d. They can work out a payment plan over 3 or 4 years.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: AWARD BID FOR ADA/WALKWAYS: 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 projects from the bid as the City of Sycamore would not give us an easement for a walkway across fire station property to Chief Black Partridge 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 and decided to bring it back this year with the sidewalk work for Dr. John Ovitz Park.

Terri Gible developed bid specifications for these two projects, and it was put out to bid this month. Eight local contractors were provided the bid specifications by email, and four firms picked up bid packages at our Administrative Office.

Bid opening was held on Thursday August 18, 2016 at 9:00am. There were eight (8) bidders. A summary of the bids is attached for your reference.

FISCAL IMPACT: The low bid was for \$42,580. We have budgeted \$25,000 in this year's Capital Budget for Dr. John Ovitz Park. We HAD \$4,300 allocated in the ADA budget last year for the limestone path at Chief Black Partridge Park. Additional funds will have to come from the ADA portion of our budget, and our Capital Budget Contingency.

STAFF RECOMMENDATION: Based upon the bids received, I recommend that the Board authorize the Executive Director to enter into a contract with Elliott & Wood for the sidewalk/path work at Chief Black Partridge and Dr. John Ovitz parks in the amount of \$42,580.

PREPARED BY: Daniel Gibble, Executive Director

A handwritten signature in black ink, appearing to read "Daniel Gibble", written in a cursive style.

BOARD ACTION:

FIRM NAME	BID	ADD.	BID	Rig Doc.	Experience	Subcont.	Workplace	Drug Free	Independ.	TOTAL BID
	PAGE	#1							Cont. Armt.	AMOUNT
1 WDAVET Construction	✓	✓	✓			None	✓		✓	\$65,980
2 O'Brien Civil Marks	✓	✓	✓			None	✓			\$101,560
3 Siodstrum	✓	✓	✓			None Not exclusivity	✓			\$59,018
4 Alliance Contractors	✓	✓	✓			None	✓		✓	\$64,945
5 Svedberg Associates	✓	✓	✓			✓ wages	✓		✓	\$82,160
6 Stenström	✓	✓	✓			None	✓			\$498,715
7. Elliott & Nord	✓	✓	✓			None	✓			\$42,580
8. Cooper-Hawes Const.	✓	✓	✓			None	✓		✓	\$56,035

SITE DATA

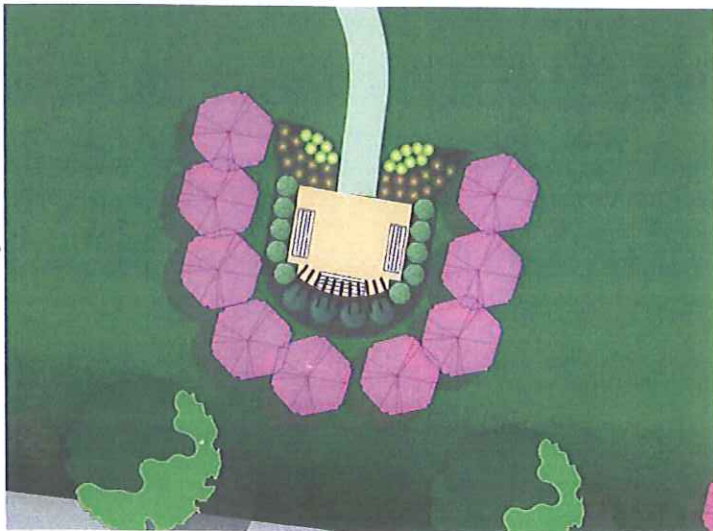
8.59 GROSS ACRES

12 LUXURY CONDO BUILDINGS

48 TOTAL UNITS



PARK FEATURE DETAIL



OLD MILL PARK
by Grainger

Luxury Grainger Built Condos
CONCEPT PLAN



SCALE: 1" = 50' JUNE 21, 2016

\\argy\usdata\051601\011\CAD\concept plan\draft 0-20-16\final.dwg Saved: Jun. 20. 10:17:02 PM Plotted: 6/21/16

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ANNEXATION ORDINANCE 06-2016: Recommend Approval

BACKGROUND INFORMATION: A year ago, as I continued to work on cleaning up land issues—a goal the Board had given me from day 1—I discovered in some files a City Annexation Ordinance for land off of Brickville Road and north of Peace Road. It was annexed in 2009 by the City for what was to be known as Villagio Estates, but now sits idle due to the housing market collapse at that same time. I could not find any ordinance the park district had filed to annex that land, as well.

By law, if the City Annexes land, the park district can annex it, as well, but we must file our own ordinance, with the City’s annexation ordinance as the supporting document filed with the park district’s ordinance. In other words, the City must act first, and inform us of that annexation so we can exercise our right to annex.

Therefore, after finding this problem with Villagio Estates’ annexation, I brought the Board an annexation ordinance for approval last year, which passed. It was filed with the county.

NOW, FAST FORWARD TO EARLY THIS YEAR

Jackie Hienbuecher was searching on line and happened across a number of parcels in Sycamore Prairie Business Park that had been annexed by the City of Sycamore, but not the park district—some of those also in 2009, and others more recently.

At that time, I had our Legal Counsel begin investigating why and how this happened. In the next Agenda Item after this one, we will clear up two of those matters that were handled appropriately by the park district, but not by the County.

HOWEVER, there are a number of parcels unrelated to that matter that we will begin to “clean up” over the next few months. In other words, I will bring you

ordinances over the next few Regular Meetings that address those which the park district did not “act upon” either for:

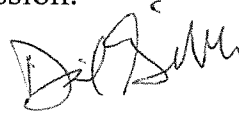
- Lack of information from the City, OR
- Our own failure to follow through.

The first one was approved last month. This evening is for a property on Prairie Avenue in the Business Park.

FISCAL IMPACT: The current EAV for these properties are \$822,400 which would derive \$6,332 in park district revenue.

STAFF RECOMMENDATION: Recommend discussion.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

Prepared By

James D. Rock, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061

ORDINANCE NO. 06-2016

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

WHEREAS, the President and Board of Trustees of the City of Sycamore in Ordinance No. 2002.43, adopted October 21, 2002, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous or nearly coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this _____ Day of _____, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

TED STRACK, PRESIDENT

ATTEST:

DANIEL GIBBLE
SECRETARY

IDEAL ANNEXATION
102 WEST PRAIRIE

Prepared by: Candy Smith
City Clerk
535 DeKalb Avenue
Sycamore IL 60178

← see note for
amending

2002022804

AN ORDINANCE OF ANNEXATION FOR PROPERTY KNOWN AS 1020 WEST PRAIRIE DRIVE IN DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2002.43

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Sycamore, as follows:

WHEREAS, the City of Sycamore has determined that it is in the best interest of the City that it annex certain territory legally described on attached Exhibit "A;" and

WHEREAS, Ideal Industries, Inc. has petitioned the City for annexation of said property; and

WHEREAS, legal notices regarding the intention of the City to annex said territory to all public bodies required receive said notice and the property owners have been sent notice to their common addresses; and,

WHEREAS, a regular meeting of the Sycamore Plan Commission was held and the Sycamore Plan Commission recommended 10 in favor and 0 against annexation of said property into the City;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Sycamore, Illinois as follows:

1. That the property legally described on attached Exhibit "A", being indicated on an accurate map of the annexed territory, which is appended to or made a part of this Ordinance, is hereby annexed to the City of Sycamore, Illinois.
2. That the City Clerk is hereby directed to record with the Recorder and to file with the County Clerk, a certified copy of this Ordinance, together with the accurate map of the territory annexed appended to said Ordinance.
3. That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 21st day of October, 2002.

Ayes: 7

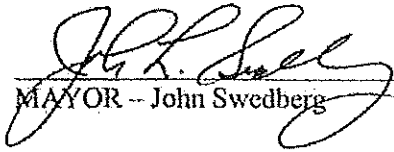
Nays: 0

Abstain: 0

APPROVED: Oct. 21, 2002.

(To amend - need Cabinet 9 Slide 39-B)

1 2002022804


MAYOR -- John Swedberg

ATTEST:

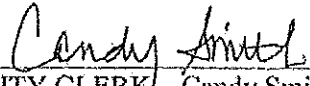

CITY CLERK -- Candy Smith



EXHIBIT A

CITY OF DEKALB

DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2002.43

“AN ORDINANCE FOR ANNEXATION FOR PROPERTY KNOWN AS 1020 WEST PRAIRIE DRIVE IN DEKALB COUNTY, ILLINOIS”

EXHIBIT B**LEGAL DESCRIPTION**

PART OF THE SOUTHEAST QUARTER OF SECTION 6, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, DEKALB COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE PLAT OF SYCAMORE PRAIRIE BUSINESS PARK – UNIT NO. 1 THE PLAT OF WHICH IS RECORDED IN BOOK Z ON PAGE 55 AS DOCUMENT NUMBER 95006170 IN THE RECORDER'S OFFICE OF DEKALB COUNTY, ILLINOIS; THENCE SOUTH 00 DEGREES 02 MINUTES 11 SECONDS EAST ALONG THE EAST LINE OF SAID UNIT NO. 1, A DISTANCE OF 66.00 FEET TO A POINT IN THE SOUTHERLY RIGHT OF WAY LINE OF PRAIRIE DRIVE AS SHOWN UPON THE PLAT OF SYCAMORE PRAIRIE BUSINESS PARK – UNIT NO. 2, THE PLAT OF WHICH IS RECORDED IN BOOK Z OF PLATS ON PAGE 163 AS DOCUMENT NO. 9608492 IN SAID RECORDER'S OFFICE; THENCE SOUTH 00 DEGREES 02 MINUTES 11 SECONDS, CONTINUING ALONG SAID EAST LINE A DISTANCE OF 265.00 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 50 SECONDS EAST A DISTANCE OF 945.00 FEET; THENCE NORTH 00 DEGREES 02 MINUTES 10 SECONDS WEST A DISTANCE OF 411.25 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID PRAIRIE DRIVE AND THE BEGINNING OF A NON-TANGENT CURVE; WHOS CENTER BEARS TO THE NORTHWEST AND WHOSE RADIUS IS 1349.61 FEET; THENCE ALONG SAID RIGHT-OF-WAY LINE AND SAID CURVE, THE CHORD OF WHICH BEARS TO THE SOUTH AND WHOSE RADIUS IS 4876.47 FEET; THENCE ALONG SAID CURVE OF THE CHORD OF WHICH BEARS SOUTH 88 DEGREES 49 MINUTES 17 SECONDS WEST, A CHORD DISTANCE OF 154.11 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 11 SECONDS WEST, A DISTANCE OF 30.00 FEET TO THE BEGINNING OF A CURVE WHOSE CENTER BEARS TO THE NORTH AND WHOSE RADIUS IS 24,357.33 FEET; THENCE ALONG SAID CURVE OF THE CHORD OF WHICH BEARS SOUTH 89 DEGREES 44 MINUTES 19 SECONDS WEST, A CHORD DISTANCE OF 16.14 FEET TO THE POINT OF BEGINNING, CONTAINING 282458 SQUARE FEET OR 6.484 ACRES MORE OR LESS.

EXHIBIT C

MAP OF ANNEXATION

(ATTACH MAP)

4838-5372-3699, v. 1

STATE OF ILLINOIS }
 } SS
 COUNTY OF DEKALB }

SECRETARY'S CERTIFICATE

I, Daniel Gible, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

ORDINANCE NO. 06-2016

AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE SYCAMORE PARK DISTRICT

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the 26th day of July, 2016..

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this _____ day of _____, 2016.

Daniel Gible
 Secretary to the Board of Commissioners
 SYCAMORE PARK DISTRICT

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

**AGENDA ITEM: RESOLUTION 04-2016: PARK PERMIT PROCESS—
MODIFICATION OF PRIOR RESOLUTION: Recommend Approval**

BACKGROUND INFORMATION: Resolution 02-2012 A RESOLUTION ESTABLISHING THE SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND FACILITIES was passed in 2012 and included exceptions for AYSO/Boy Scouts as well as the DeKalb Liners. Attached to this recommendation are three documents.

Since that time, the Liners have dissolved, and just this month the Boy Scouts have voted to no longer handle sales for AYSO. The president of AYSP notified of this change, and has requested in writing that the park district pick up concession sales to fill the void left by the scouts' action.

In order to keep our policy intact and accurate, therefore, the attached copy of the prior resolution is attached for your review.

IN ITS PLACE, I RECOMMEND ADOPTION OF RESOLUTION 04-2016.

FISCAL IMPACT: Increase in Concession Revenue for SPD.

STAFF RECOMMENDATION: Recommend approval by the Board

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION NO. 02-2012

A RESOLUTION ESTABLISHING THE SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND FACILITIES.

WHEREAS, Sycamore Park District is an Illinois unit of local government operating under the laws of the State of Illinois; and

WHEREAS, the Board of Commissioners of the Sycamore Park District seeks to establish procedures by which the Park District can provide a standard for the provision of beverages, food, and other product sales in its parks and facilities

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS AS FOLLOWS:

- A. THAT THE SYCAMORE PARK DISTRICT WILL BE THE SOLE PROVIDER OF ALL FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL OF THE PARKS AND FACILITY/BUILDING LOCATIONS IT OWNS/OPERATES. NO OTHER ORGANIZATIONS OR GROUPS OF ANY KIND MAY CONDUCT SALES IN SYCAMORE PARK DISTRICT PARKS OR FACILITIES.
- B. THAT EXISTING ARRANGEMENTS AS OF THE ADOPTION OF THIS RESOLUTION ARE EXEMPT FROM THIS RESOLUTION. HOWEVER, THOSE PRE-EXISTING ARRANGEMENTS MAY NOT EXPAND FROM THEIR CURRENT LEVEL OF SALES. Specifically those arrangements are:
 - a. With AYSO.
 - b. With DeKalb County Liners
- C. THAT SPONSORS OF EVENTS, PROGRAMS, OR ACTIVITIES THAT THE DISTRICT PLANS, PROMOTES AND SUPERVISES WILL BE THE EXCEPTION. PERMISSION FOR THE SPONSOR TO SELL LIMITED ITEMS AT THAT EVENT MUST BE GIVEN IN ADVANCE BY THE EXECUTIVE DIRECTOR OR THEIR DESIGNEE.
- D. THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO CREATE A "PERMIT SYSTEM" FOR GRANTING OCCASIONAL EXCEPTIONS TO THE "SOLE PROVIDER" PROCEDURE (OUTLINED IN "A", ABOVE) TO INCLUDE A FEE STRUCTURE FOR PERMITTING SUCH SALES.
- E. THAT THE "PERMIT SYSTEM" OUTLINED IN "D", ABOVE, BE MANAGED BY THE EXECUTIVE DIRECTOR, OR THEIR DESIGNEE.

Passed this ____ day of _____, 2012

AYES: _____ NAYS: _____ ABSENT: _____

ATTEST: _____

Secretary

RESOLUTION NO. 04-2016

A RESOLUTION ESTABLISHING THE SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND FACILITIES.

WHEREAS, Sycamore Park District is an Illinois unit of local government operating under the laws of the State of Illinois; and

WHEREAS, the Board of Commissioners of the Sycamore Park District seeks to establish procedures by which the Park District can provide a standard for the provision of beverages, food, and other product sales in its parks and facilities; and

WHEREAS, this Resolution intends to replace Resolution 02-2012;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS AS FOLLOWS:

- A. THAT THE SYCAMORE PARK DISTRICT WILL BE THE SOLE PROVIDER OF ALL FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL OF THE PARKS AND FACILITY/BUILDING LOCATIONS IT OWNS/OPERATES. NO OTHER ORGANIZATIONS OR GROUPS OF ANY KIND MAY CONDUCT SALES IN SYCAMORE PARK DISTRICT PARKS OR FACILITIES.
- B. THAT EXISTING ARRANGEMENTS AT THE ADOPTION OF RESOLUTION 02-2012 WITH:
 - a. AYSO/Boy Scouts.
 - b. DeKalb County Liners
 HAVE NOW EXPIRED DUE TO DISSOLUTION AND/OR ACTION OF THOSE ORGANIZATIONS TO NO LONGER SELL ON SYCAMORE PARK DISTRICT PROPERTY.
- C. THAT SPONSORS OF EVENTS, PROGRAMS, OR ACTIVITIES THAT THE DISTRICT PLANS, PROMOTES AND SUPERVISES WILL BE THE EXCEPTION. PERMISSION FOR THE SPONSOR TO SELL LIMITED ITEMS AT THAT EVENT MUST BE GIVEN IN ADVANCE BY THE EXECUTIVE DIRECTOR OR THEIR DESIGNEE.
- D. THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO CREATE A "PERMIT SYSTEM" FOR GRANTING OCCASIONAL EXCEPTIONS TO THE "SOLE PROVIDER" PROCEDURE (OUTLINED IN "A", ABOVE) TO INCLUDE A FEE STRUCTURE FOR PERMITTING SUCH SALES.
- E. THAT THE "PERMIT SYSTEM" OUTLINED IN "D", ABOVE, BE MANAGED BY THE EXECUTIVE DIRECTOR, OR THEIR DESIGNEE.

Passed this ____ day of _____, ²⁰¹⁶~~2012~~

AYES: _____ NAYS: _____ ABSENT: _____

ATTEST: _____
Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 23, 2016

STAFF RECOMMENDATION

AGENDA ITEM: LICENSE AGREEMENT FOR SYCAMORE SPORTS COMPLEX TRAIL EXTENSION: 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.

In June the Board approved that License Agreement. Now I am coming to you for equal support of a License Agreement requested by the City for that trail extension. Our Counsel, Derke Price, has reviewed this License Agreement and is comfortable with it. Besides the License Agreement, you will also find attached some graphics showing where the trail will be placed.

FISCAL IMPACT: No cost to park district for trail construction. Long-term impact of maintenance will come with repairs, and snow removal.

STAFF RECOMMENDATION: I recommend the Board authorize the License Agreement.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

LICENSE/MAINTENANCE AGREEMENT FOR WALKWAY

This License/Maintenance Agreement for Walkway (“Agreement”) is made this 23rd day of August, 2016.

WHEREAS, the Sycamore Park District (“Park District”), is the owner of certain real estate (“Park District Parcel”) depicted on the Drawing attached hereto as Exhibit “A”, made a part hereof, and commonly known as the Airport Road property, Sycamore, IL; and

WHEREAS, the City of Sycamore (“City”) wishes to establish, install, and maintain a pedestrian walkway and bike path (“Pathway”) for the use and benefit of the general public over the Park District Parcel in order to facilitate pedestrian and bicycle access from the Great Western trail to downtown Sycamore; and

WHEREAS, the Park District is willing to allow the City to construct said Walkway across the Park District 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 Park District hereby grants to the City a revocable license to enter onto Park District Property for the purpose of constructing a paved multi-purpose path across the Park District Property as depicted on the attached Exhibit A. The City agrees to cause said pathway 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 Park District property as reasonably possible. Upon completion of construction, the City agrees to restore the surface of the ground next to the pathway 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 pathway is to facilitate access for the benefit of the general public across the Park District parcel to connect other trail segments. Upon the completion of the pathway by the City, the license hereby granted will terminate and the paved pathway will become the property of the Park District. All costs associated with the construction shall be borne by the City and upon completion of construction, the City will convey, by Bill of Sale, the improvements to the Park District at no cost to the Park District.

2. Responsibility for Repairs to Pathway. The Park District agrees that it will maintain and repair the pathway as being under its jurisdiction and control on an ongoing basis. This responsibility will not, however, require the Park District to replace the same if, due to cracking, settling, freezing and thawing, the pathway

becomes unsafe for pedestrians to use and requires replacement – it being understood that the Park District would have the option to do so if it so desires.

3. **Right to Remove Walkway.** The City acknowledges and agrees that the Park District shall have the right to remove the pathway constructed pursuant to this agreement at any time and shall not have the obligation to replace the same. In the event the Park District does find it necessary to do so, the Park District agrees to notify the City and the City shall have the option to assume ownership of the pathway and thereafter assume responsibility for maintenance.
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 City will indemnify and save harmless the Park District 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 City 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 Gible, its Executive Director

IL Route 64 / Airport Road Pathway

Improvements

-2016-



Downtown Sycamore/ Public Library
(0.20 Miles)

Proposed
Bike Path
Crossing

Future
Open
Space

Proposed
Bike Path
Extension

Existing
Pathway/Sidewalk

Sycamore
Golf Course
and Pool

Sycamore Park
Sports Complex

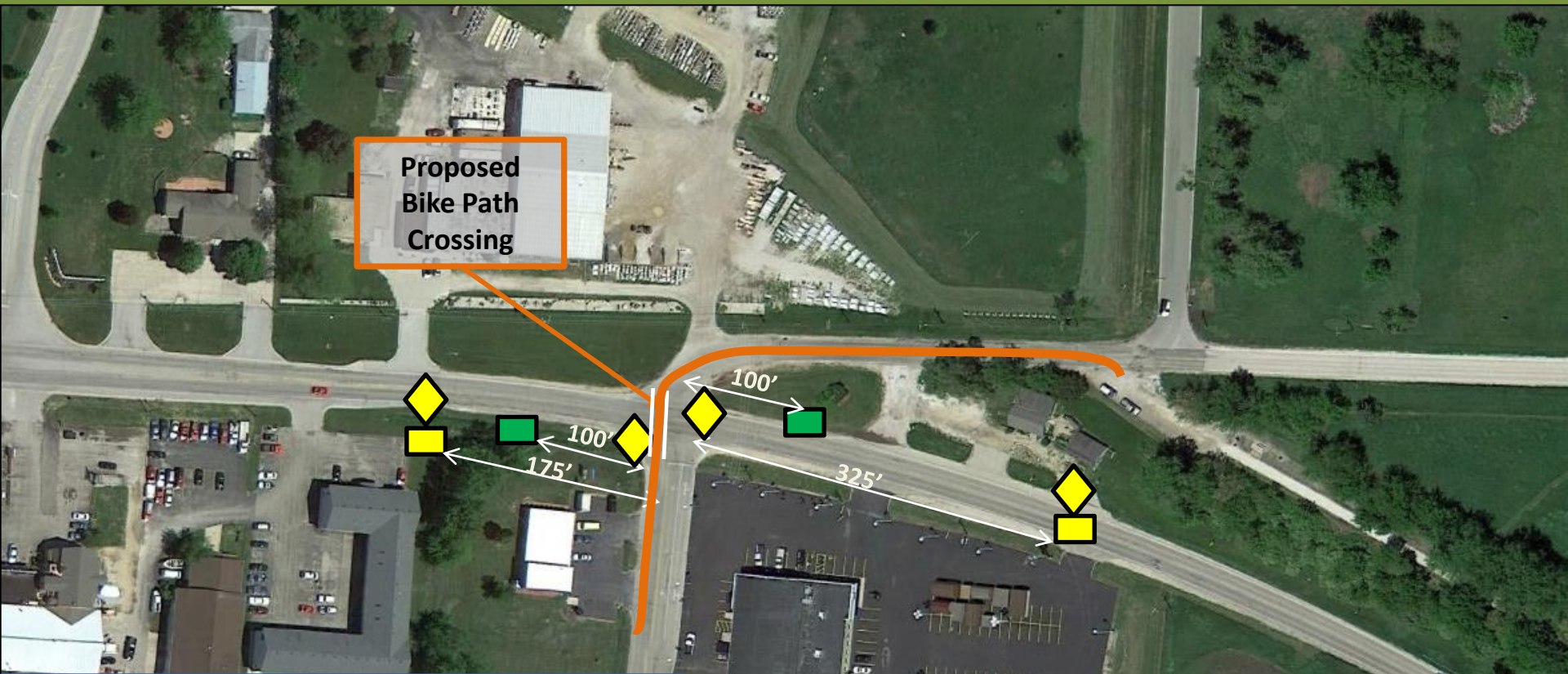
Existing
Pathway/Sidewalk

Existing
Pathway/Sidewalk














City of
Sycamore
Building & Engineering Department

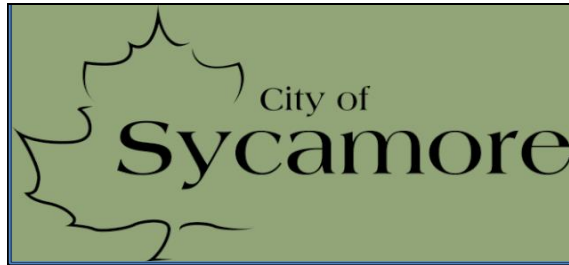
IL Route 64 / Airport Road Pathway Improvements

-2016-



Proposed
Bike Path
Crossing

	=		
	=		
	=		
			
	=		Striped Crosswalk



Engineering Department
 541 DeKalb Ave.
 Sycamore, IL 60178
 Phone: (815) 895-4557
www.cityofsycamore.com

Project Name IL Route 64 / Airport Road Pathway Improvements
Project Title Conceptual Cost Estimate
Work Completed by : MDB
Checked by:

Item #	Description	Quantity	Unit	Unit Price	Extended Cost
1	Excavation	489	Cubic Yards	\$ 40.00	\$ 19,555.56
2	Aggregate Base Course- 10"	1467	Square Yards	\$ 15.00	\$ 22,000.00
3	HMA Surface Course	253	Tons	\$ 90.00	\$ 22,770.00
4	Restoration	3056	Square Yards	\$ 7.00	\$ 21,388.89
5	Bike Path Signage	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
6	Highway Signage	1	Lump Sum	\$ 2,400.00	\$ 2,400.00
7	Pavement Markings	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
Subtotal					\$ 93,114.44
Design Engineering / Permitting - 7.5%					\$ 6,983.58
Construction Engineering - 7.5%					\$ 6,983.58
Land Acquisition					\$ -
Total					\$ 107,081.61



541 DeKalb Avenue
 Sycamore, IL 60178
 Building (815) 895-4434
 Engineering (815) 895-4557
 Fax (815) 895-7572
 www.cityofsycamore.com

To: DeKalb Sycamore Area Transportation Study
From: Mark Bushnell, City Engineer
Date: October 12, 2015
RE: IL Route 64 / Airport Road Pathway Improvements

Project Name	IL Route 64 / Airport Road Pathway Improvements
Existing TIP Number	Not Applicable
Project Location	Intersection of Old State Road and IL Route 64 to the entrance of the Sycamore Park Sports Complex on Airport Road. See attached map
Project Description	<p>Overview</p> <p>This project will provide a safe pedestrian and bicycle link from the Great Western Trail to the Sycamore Park Sports Complex and ultimately downtown Sycamore. The project consists of pavement striping, signage and the construction of a 1,100 linear foot path extension through Sycamore Park District property.</p> <p>Project Goals</p> <p>Currently there isn't a direct link between the Great Western trail, a fourteen mile segment of trail connecting DeKalb and Kane Counties, and downtown Sycamore. Bicyclist and other trail users are forced to use the narrow gravel shoulder along IL Route 64 or Airport Road to reach downtown Sycamore and public facilities such as the Sycamore Park Sports Complex, the DeKalb County Courthouse, Sycamore Public Library and Park District Pool. The primary goal of this project is safety.</p> <p>Project Improvements</p> <p>This proposed improvement would provide a signed at grade crossing of IL Route 64. Bicyclist and pedestrian would then head south on Airport Road, on a paved shoulder, until reaching the new pathway. The pathway travels south to the main entrance of Sycamore Park. Once at this paved surface pathway users can travel on existing pathways through the park and other Sycamore Park District properties. These facilities provide direct links to City of Sycamore sidewalks and connecting low volume local streets.</p> <p>Project Schedule</p> <p>The City of Sycamore had initiated contact with the Park District and Illinois Department of Transportation to guarantee project feasibility. Design, permitting and bidding could be completed within 90 days with construction to start immediately after.</p>

Project MFT Code(s)	(605 ILCS 5/7-202.20) (from Ch. 121, par. 7-202.20) Sec. 7-202.20. Any municipality may also by ordinance use motor fuel tax funds to place, erect, and maintain signs or surface markings or both to indicate officially designated bicycle routes along streets within the municipality. In addition, a municipality may use motor fuel tax funds for the construction and maintenance of bicycle paths, lanes, or bicycle parking facilities within the municipality. (Source: P.A. 88-580, eff. 1-1-95.)
Initial Fiscal Year	2016
Project Cost Breakout by: ROW, PE, CE, Construction	See Attached Breakdown.
Project Cost Breakout by: Federal (STU), State (grant source), Local (funding source), Other (funding source)	Local Match of 20%
Small Project or Large project?	Small Project
Initial Fiscal Year	Design-2015 Construction -2016