



Sycamore

PARK DISTRICT

Established 1923

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

September 27, 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: August 23, 2016
- 9. Emergency Meeting Minutes: August 23, 2016

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 28. Superintendent of Finance Monthly Report
- 32. Budget Report
- 49. Superintendent of Golf Operations Monthly Report
- 52. Superintendent of Parks and Facilities Monthly Report
- 58. Recreation Report
- 60. Executive Director Monthly Report

Board of Commissioners Meeting

September 27, 2016

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CORRESPONDENCE-

- 63. George & Linda Thank You to Kirk
- 64. DeKalb Park District Thank You
- 65. Oscar Thank you card to Pool

PUBLIC INPUT

Monthly Department Report: Kirk

POSITIVE FEEDBACK/REPORTS

OLD BUSINESS:

Construction Management Report—Dan
 Report of ACTION 2020 Committees—Dan/et.al.
 Update on Leaf a Legacy—Ted/Ann/Michelle
 Update on ADA Pool Work—Dan
 Update on Annexations—Dan

NEW BUSINESS:

- 67. Quarterly Capital Funds Update—Jackie
- 69. Recommendation to Retain Engineers for GW Trail Extension Study—Dan
- 75. AN ORDINANCE 07-2016 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto.—Dan
- 88. First Review of Personnel Policy—Dan
- 115. Commissioner Election Information—Dan
 Setting of Date for Next Study Session

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 23, 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 6:10 p.m. on Tuesday, August 23, 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, 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: **Commissioner Tucker**

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

Guests at the Board meeting were:

Aktion Club of Opportunity House:

Lisa Steinbis-President
Shadow Gentry-Vice President
Sara Killey-Secretary
Janet Freeman-Treasurer
BJ Berkheimer-Club Member
Carol Chmielewski-Club Member
Barb Lynch

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the July 26, 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 4-0. Commissioner Tucker was absent.

Motion

Commissioner Schulz moved to approve the July 26, 2016 Executive Session Minutes to remain confidential. Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
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Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$101,316.87.
 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 4-0. Commissioner Tucker was absent.

Correspondence –

- John Owens – Clubhouse Rental
- Rally for a Cure – Diane Perillo
- SHS Tennis Program Thank You
- Daily Chronicle DeKalb County's Finest Golf Course
- Genoa Chamber – Cortney Strohacker
- Speer Financial Relationship Letter
- Sycamore Library Thank You
- DCCF – Dan Templin Letter
- DCCF – Dan Templin Letter

Commissioner Graves noted that Kirk Lundbeck and Jeff Donahoe and staff do a nice job on the course and it's nice to be awarded by the County for a great job.

President Strack noted he is aware of the challenges for the DeKalb Park golf course and he thanked Kirk for everything he does.

Public Input

Program Supervisor Metcalf introduced Barb Lynch from the Opportunity House. Barb Lynch then noted she is here with members of the Aktion Club of Opportunity House and their focus is similar to Kiwanis and support activities that benefit children. All of the members introduced themselves. Shadow Gentry noted they give donations to children's programming throughout the year. He then noted they were giving the Park District a donation of \$500.00 to be paid in increments of \$250.00 over the next few years for the new Recreation center.

Monthly Department Presentation – Jackie Hienbuecher – She noted she was asked to look into information on supplemental insurance through IMRF. IMRF endorsed certain products on these different insurance options. These options are designed mostly for retirees and there is no cost to the employer. There is Long Term Care that is available to current employees for themselves and spouses. There is also vision insurance for retirees through the IMRF endorsed company. Commissioner Kroeger noted that vision insurance can be very reasonable so Director Gibble asked Supt. of Finance Hienbuecher to get information on this also. She is going to have a seminar on this to get more information on these products.

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Positive Feedback/Reports –

- President Strack noted that he and Director Gibble meet with DeKalb Park Board Member Phil Young and Director Amy Dahl. They expressed appreciation of our help given to them recently.
- Commissioner Kroeger noted the buzz he gets when he talks about the Park District is great. Staff is doing a great job and it is a great feeling when drive by our parks and playgrounds. It wasn't like this 5 years ago and we have turned a corner.

Old Business –

Construction Management Report–

Director Gibble noted the engineers and architects are working with the Construction Manager now on the preliminary timeline for the project. There are having discussions on things like structural components, soils for sled hill, etc. They hope to have their first cost estimate in about 3 weeks and proceed from there.

Report of Action 2020 Committees –

Commissioner Graves noted the Dog Park Committee will be meeting next week. The had a meeting last month and discussed activities they want to do. Sarah is working hard to accommodate them and they hope to start things up next week.

Update on Leaf a Legacy

Program Supervisor noted there have been some tickets bought on line and some in person. Director Gibble noted we are close to nailing down certain donations and naming rights sponsors.

Updated on Lighted Sign – Director Gibble noted he gave the board what was submitted to the City last week. This has been approved and the process will begin now to piece this together. We have submitted a permit application to IDOT to go under the road. When this gets approved, we will then do the quotes or bids.

Authorization to Retain Liquid Asset Mgmt. Firm – Director Gibble noted he recommends giving him authorization to proceed with this. If the board approves the resolution will be approved in a later agenda item. Director Gibble noted he gave the revised version of the agreement to the board.

Motion

Commissioner Schulz moved to approve authorization for 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 management. Commissioner Kroeger seconded the Motion.

Roll Call

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

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New Business

Resolution 03-2016: Liquid Asset Management – Director Gibble noted that since the board agreed to enter into the contract with PFM, we now need to adopt this resolution.

Motion

Commissioner Schulz moved to approve Resolution 03-2016 Liquid Asset Management. Commissioner Kroeger seconded the Motion.

Roll Call

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

Safety Policy – Supt. of Parks Donahoe noted that he combined several different safety policies and procedures that PDRMA wanted us to do. This encompasses the entire Park District. This is the beginning of this process and will be adding things to it. He is looking for the board's initial approval and as things change or get added he will bring it back for approval.

Motion

Commissioner Schulz moved to approve the safety policy as presented. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Recommendation on Software/Hardware – Program Supervisor Metcalf noted they have been looking into new recreation software and narrowed it down to two firms. She is recommending RecTrac as our new recreation software.

Motion

Commissioner Schulz moved to approve Vermont Systems – RecTrac as our new registration software. Commissioner Kroeger seconded the Motion.

Roll Call

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

Award Bid for ADA/Walkways – Director Gibble noted he recommends the board authorize him to enter into a contract with Elliott & Wood.

Motion

Commissioner Graves moved to 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 \$42,580.00. Commissioner Schulz seconded the Motion.

Roll Call

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

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Old Mill Park Land Swap - Director Gibble noted this is just information at this point. He gave them the plan showing where the land trades are located that were discussed. He does not need any commitment at this time, but wanted the board to let him know if the board has any concerns on this. He noted the land area to swap would be the same amount at this point. The board gave consensus to proceed with discussions but make sure this would give us room to add more parking and possibly pave the lot. The board suggested having a list of items we need. There were some discussions on the need for a stop light in that area off RT 23, especially with more traffic created by this subdivision.

Annexation Ordinance 06-2016 – Director Gibble noted this is another area to be annexed in that should have been.

Motion

Commissioner Schulz moved to approve Annexation Ordinance #06-2016.
 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 4-0. Commissioner Tucker was absent.

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. – Director Gibble noted we got the announcement from the Scouts that they will no longer be selling concessions for AYSO. Due to this change and the Liners being gone, he recommends approval to clean up and change the wording.

Motion

Commissioner Schulz moved to approve Resolution 04-2016. Commissioner Kroeger seconded the Motion.

Roll Call

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

License Agreement with City of Sycamore for Trail Project – Director Gibble noted he recommends approval of this license agreement to help the City make this project happen.

Motion

Commissioner Graves moved to approve the License Agreement as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

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Sycamore Park District
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Setting of Date for Next Study Session - This was already set for Sept. 20th at 6:00 pm.

Public Input - None

Motion

The Board adjourned the Regular Session at 7:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Tuesday, August 23, 2016**

President Strack called the meeting to order at 6:00 p.m.

The Special Emergency meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse located at 940 E. State Street in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, August 23, 2016.

Will the 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, 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: **Commissioner Tucker.**

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, Supt. of Parks, Jeff Donahoe, Supt. of Golf Ops. Kirk Lundbeck, Program Supervisor Lisa Metcalf, and Recording Secretary Jeanette Freeman.

Public Input - None

Emergency Procurement of Three Phase Underground Primary Electric Service in Sports Complex, Amount Exceeding \$20,000 – Director Gible noted we thought the amount would be over \$20,000, but it is just under. This wasn't on the regular meeting agenda, so we had to follow this process.

Motion

Commissioner Schulz moved to approve the Emergency Procurement of Three Phase Underground Primary Electric Service in Sports Complex, Amount Exceeding \$20,000. 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 4-0. Commissioner Tucker was absent.

Motion

The Board adjourned the Special Meeting at 6:10 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman, Recording Secretary
Sycamore Park District

DATE: 09/21/2016
 TIME: 14:57:09
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AADS MKT	10929	01 BARNABY GOLF COUPON	101200046208	08/16/16	00001453	56858	09/01/16	275.00	275.00
ACUSHNET	902951681	ACUSHNET COMPANY						VENDOR TOTAL:	275.00
		01 915 D2 DRIVER	501000001302	08/10/16	00001402	56859	09/01/16	1,356.89	409.39
		02 915 F FAIRWAY	501000001302		00001402				240.00
		03 SHIPPING	501000001302		00001402				156.00
									13.39
	902962100	01 915 F FAIRWAY	501000001302	08/15/16	00001402	56859	09/01/16	1,356.89	167.70
		02 SHIPPING	501000001302		00001402				156.00
									11.70
	902972637	01 PRO VIX SPARTAN GOLF	501000001300	08/17/16	00001402	56859	09/01/16	1,356.89	555.30
		02 SHIPPING	501000001300		00001402				532.80
									22.50
	902977251	01 NXT TOUR SPARTAN GOLF	501000001300	08/18/16	00001402	56859	09/01/16	1,356.89	224.50
		02 SHIPPING	501000001300		00001402				212.00
									12.50
AFLAC	AFLAC							VENDOR TOTAL:	1,356.89
	019667	01 EMPL PREM	101000002006	09/12/16	00000000	56910	09/19/16	689.25	689.25
ARTHU	ARTHUR CLESEN, INC.							VENDOR TOTAL:	689.25
	48092/00	01 BACKPACK SPRAYER	504100066400	08/25/16	00001439	56860	09/01/16	150.57	150.57
	F2016030	01 FC INV 313673	504100076507	06/30/16	00000000	56911	09/19/16	31.28	5.00
									5.00
	F20160731	01 FC INV 313673	504100076507	07/31/16	00000000	56911	09/19/16	31.28	26.28
									26.28
BANN	BANNER UP SIGNS							VENDOR TOTAL:	181.85
	62899			09/09/16		56882	09/13/16	10.00	10.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
62899	01	TOUCH A TRUCK BANNER UPDATE	206095136216	09/09/16	00001478	56882	09/13/16	10.00	10.00
BSN	BSN SPORTS						VENDOR TOTAL:		10.00
98126393	01	SOCCER NET-AYSO TO REIMB	202100076537	08/11/16	00000000	56912	09/19/16	163.99	163.99
CINTA	CINTAS CORPORATION #355						VENDOR TOTAL:		163.99
355235599	01	RAG & RUG	101500056301	05/06/16	00000000	56861	09/01/16	23.37	23.37
	02	RAG & RUG	504100056301		00000000				9.55
	03	RAG & RUG	201000056301		00000000				9.54
	04	RAG & RUG	101000056301		00000000				2.14
									2.14
CITY2	CITY OF SYCAMORE						VENDOR TOTAL:		23.37
1271000000-0916	01	WATER-SEWER - MAINT	101500096704	09/01/16	00000000	56898	09/14/16	82.59	82.59
COMCA	COMCAST						VENDOR TOTAL:		82.59
081916	01	INTERNET	101000096706	08/19/16	00000000	56852	08/25/16	293.18	293.18
	02	INTERNET	201000096706		00000000				99.93
	03	CABLE	303000096705		00000000				99.92
	04	CABLE	504000096705		00000000				46.67
									46.66
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:		293.18
83116	01	BOYNTON PARK	101500096702	08/31/16	00000000	56899	09/14/16	119.82	119.82
	02	KIWANIS PARK	101500096702		00000000				15.48
	03	EMIL CASSIER PARK	101500096702		00000000				38.27
	04	SYCAMORE LAKE	101500096702		00000000				19.76
	05	WETZEL PARK	101500096702		00000000				26.55
									19.76
							VENDOR TOTAL:		119.82

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CRES		CRESCENT ELECTRIC SUPPLY CO.							
	S502294326.001			07/12/16		56862	09/01/16	129.87	129.87
	01	SHELTER-BB PK OUTLET COVERS	101500066404		00000000				64.93
	02	SHELTER-BB PK OUTLET COVERS	202100066404		00000000				64.94
							VENDOR TOTAL:		129.87
DEKA2		DEKALB IMPLEMENT CO.,							
	59917	01 MOWER WHEEL KIT, CHUTE	101500066403	08/26/16	00001450	56863	09/01/16	183.78	183.78
							VENDOR TOTAL:		183.78
DEKSYC		DEKALB SYCAMORE CHEVROLET							
	348367	01 GMC DIAGNOSES OF ENGINE	101500066402	08/26/16	00001446	56864	09/01/16	50.00	50.00
							VENDOR TOTAL:		50.00
EUCL		EUCLID BEVERAGE LTD.							
	2453818938	01 HIGH LIFE	303000086634	09/13/16	00001483	56900	09/14/16	510.95	510.95
		02 MILLER LITE	303000086634		00001483			32.20	32.20
		03 BLUE MOON	303000086634		00001483			151.50	151.50
		04 COORS LIGHT	303000086634		00001483			51.00	51.00
		05 KEG	303000086634		00001483			74.25	74.25
		06 KEG RETURN	303000086634		00001483			262.00	262.00
							VENDOR TOTAL:		-60.00
FAIR		FAIRWAY CLUB MENS LEAGUE							
	091916	01 MENS LEAGUE PAYOUT	504000046219	09/19/16	00000000	56913	09/19/16	2,365.00	2,365.00
							VENDOR TOTAL:		2,365.00
FENCE		FENCE SALES OF SYCAMORE INC							
	090116	01 FENCE LATCH -SHOP	101500066401	09/01/16	00001459	56883	09/13/16	41.89	41.89
							VENDOR TOTAL:		41.89
FRONTIER		FRONTIER							
	082216	01 MAINT BLDG	101500096700	09/14/16	00000000	56901	09/14/16	175.76	175.76
							VENDOR TOTAL:		67.26

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SYCAMORE PARK DISTRICT
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FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	082216	02 MAINT BLDG	504100096700	09/14/16	00000000	56901	09/14/16	175.76	175.76
		03 POOL	518000096700		00000000				67.25
									41.25
GOR		GORDON FOOD SERVICE INC.						VENDOR TOTAL:	175.76
	172220487	01 SCRAMBLED EGG PATTY	303000086610	08/19/16	00001443	56865	09/01/16	819.17	819.17
		02 HAMBURGER BUNS	303000086613		00001443				27.57
		03 HAMBURGERS	303000086615		00001443				32.25
		04 BRATS	303000086615		00001443				102.12
		05 CHIPS	303000086622		00001443				128.58
		06 GATORADE	303000086631		00001443				86.20
		07 CUPS/LIDS	303000076550		00001443				197.90
		08 CHIPS (RETURN FOR CREDIT)	303000086622		00001443				188.33
								VENDOR TOTAL:	56.22
HALO		HALOGEN SUPPLY COMPANY, INC.						VENDOR TOTAL:	819.17
	00490444	-BALANCE		07/21/16	00000000	56866	09/01/16	10.29	10.29
		01 BALANCE OF INV DUE	518100066410						10.29
HIRS		HIRSCHBIEN TROPHIES						VENDOR TOTAL:	10.29
	793859/793861	01 TROPHIES WILDENRADT-CLUB CHAMP	504000046217	06/23/16	00000000	56914	09/19/16	594.00	594.00
									594.00
	793898	01 NAMEPLATE	101000046200	09/09/16	00000000	56884	09/13/16	11.00	11.00
HOMER		HOMER INDUSTRIES						VENDOR TOTAL:	11.00
	S93210	01 PLAYGRND MULCH- FOUNDERS, K.E.	101500066407	08/19/16	00001433	56867	09/01/16	1,480.00	1,480.00
									1,480.00
LE PRINT		LE PRINT EXPRESS						VENDOR TOTAL:	1,480.00
	22240	01 GTR COLORING PAGES	101200046223	08/26/16	00001481	56885	09/13/16	90.00	58.50
									58.50
	22336	01 GTR COLORING PAGES	101200046223	09/10/16	00001480	56885	09/13/16	90.00	31.50
									31.50
								VENDOR TOTAL:	90.00

DATE: 09/21/2016
 TIME: 14:57:09
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SYCAMORE PARK DISTRICT
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FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PEPSI		PEPSI COLA GEN. BOT.							
86247706		01 WATER	303000086631	08/26/16	00001457	56886	09/13/16	380.57	380.57
		02 PEPSI	303000086631		00001457				36.96
		03 DT PEPSI	303000086631		00001457				22.27
		04 BIB- PEPSI, DIET	303000086630		00001457				44.54
		05 BIB- LEMON/RT BEER	303000086630		00001457				142.70
									134.10
									380.57
PERFOR		PERFORMANCE FOOD GROUP							
5007557		01 MAYO/RELISH	303000086629	08/11/16	00001444	56873	09/01/16	957.19	957.19
		02 GATORADE	303000086631		00001444				49.84
		03 BACON	303000086613		00001444				79.47
		04 FRENCH FRIES	303000086617		00001444				35.17
		05 TORTILLA SHELLS	303000086616		00001444				39.02
		06 HAMBURGERS	303000086613		00001444				22.62
		07 HOT DOGS	303000086615		00001444				98.80
		08 TURKEY	303000086612		00001444				209.82
		09 POTATO SALAD/STEAKS	303500086640		00001444				64.96
									357.49
									380.57
5024676		01 FRYER OIL	303000086617	08/26/16	00001456	56887	09/13/16	655.48	655.48
		02 SLICED PICKLES	303000086629		00001456				39.68
		03 GATORADE	303000086631		00001456				23.97
		04 BACON	303000086613		00001456				156.98
		05 FRENCH FRIES	303000086617		00001456				35.17
		06 POPCORN CHICKEN	303000086616		00001456				39.02
		07 HAMBURGERS	303000086613		00001456				75.94
		08 HOT DOGS	303000086615		00001456				98.80
		09 CHIPS	303000086622		00001456				69.94
		10 FOOD TRAYS/FOIL	303000076550		00001456				28.85
		11 COUPON	303000086615		00001456				89.13
									-2.00
5038428		01 DRINK CUPS	303500076550	09/08/16	00001485	56903	09/14/16	811.21	811.21
		02 GATORADE	303000086631		00001485				50.86
		03 POTATO SALAD/STEAKS	303500086640		00001485				20.99
		04 HAMBURGER BUNS	303000086613		00001485				347.39
		05 FRIES	303000086617		00001485				26.62
		06 MAC-N-CHEESE BITES	303000086617		00001485				19.51
		07 TORTILLA SHELLS	303000086616		00001485				123.64
		08 HOT DOGS 6/1	303000086615		00001485				22.62
		09 BRATS	303000086615		00001485				69.94
									67.82

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/24/2016 TO 09/20/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
5038428	10	LAL MAC-N-CHEESE BITES	101200046223	09/08/16	00001485	56903	09/14/16	811.21	811.21 61.82
						VENDOR TOTAL:		2,423.88	
5512348	01	PLUNKETT'S PEST CONTROL	101000056300	08/19/16	00000000	56904	09/14/16	84.00	84.00 42.00 42.00
	02	PEST CONTROL	201000056300		00000000				
						VENDOR TOTAL:		84.00	
488719	01	SUPERIOR BEVERAGE	303000086634	08/31/16	00001484	56905	09/14/16	510.70	510.70 45.75 186.00 14.05 18.20 24.70 252.00 -30.00
	02	BUD LIGHT	303000086634		00001484				
	03	BUSCH LIGHT	303000086634		00001484				
	04	MICH ULTRA	303000086634		00001484				
	05	FOUR STAR	303000086634		00001484				
	06	KEG	303000086634		00001484				
	07	KEG RETURN	303000086634		00001484				
						VENDOR TOTAL:		510.70	
24253	01	SYCAMORE CHAMBER OF COMMERCE	101200046214	09/16/16	00001500	56915	09/19/16	1,300.00	1,300.00 1,300.00
						VENDOR TOTAL:		1,300.00	
091416	01	DOBBERSTEIN, MELISSA	101200046223	09/14/16	00000000	56906	09/14/16	143.72	143.72 113.57 2.57 3.36 3.87 2.57 13.42 4.36
	02	REIMBURSEMENT	101200046223		00000000				
	03	LAL EVENT REIMB - ALDI	101200046223		00000000				
	04	BUN - REIMB - ALDI	303000086615		00000000				
	05	JUICE - REIMB - ALDI	303000086636		00000000				
	06	LIMES - REIMB - ALDI	303000086636		00000000				
	07	CRACKERS - REIMB - ALDI	303500086640		00000000				
			303000086629		00000000				
						VENDOR TOTAL:		143.72	
REIMB 8-15-16	01	ALDI-REIMB	303000086613	08/15/16	00000000	56888	09/13/16	6.04	6.04 1.79 4.25
	02	ALDI-REIMB	303000086615		00000000				
REIMB 9-1-16	01	ALDI REIMB	303000086613	09/01/16	00000000	56874	09/01/16	13.62	13.62 5.12

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	REIMB 9-1-16	02 ALDI REIMB	303000086615	09/01/16	00000000	56874	09/01/16	13.62	13.62
									8.50
T0000580	GIBBLE, DANIEL							VENDOR TOTAL:	163.38
	091616	01 PAYROLL CHECK COVER	101000016000	09/16/16	00000000	56907	09/16/16	2,905.87	2,905.87
								VENDOR TOTAL:	2,905.87
T0001333	HORN, BRENT								
	091616	01 CASH FOR DIRECT DEPOSIT ERROR	101000016000	09/16/16	00000000	56908	09/16/16	886.01	886.01
								VENDOR TOTAL:	886.01
T0001419	CARMONA, JENNIFER								
	082916	01 CLASS REFUND	205550076218	08/29/16	00000000	56875	09/01/16	77.00	67.00
								VENDOR TOTAL:	67.00
	083116	01 REFUND NON RESIDENT RATE	205010306218	08/31/16	00000000	56875	09/01/16	77.00	10.00
								VENDOR TOTAL:	10.00
T0001420	GOODEILL, RACHEL								
	082616	01 CLASS REFUND	205550026218	08/26/16	00000000	56876	09/01/16	114.00	114.00
								VENDOR TOTAL:	114.00
T0001421	MARSDEN, DIANNE								
	082916	01 CLASS FULL - REFUND	205660466218	08/29/16	00000000	56877	09/01/16	35.00	35.00
								VENDOR TOTAL:	35.00
T0001422	MILLER, LYNEE								
	082516	01 CLASS REFUND	205550026218	08/25/16	00000000	56878	09/01/16	67.00	67.00
								VENDOR TOTAL:	67.00
T0001423	PECKHAM, LAUREN								
	0825161			08/25/16		56879	09/01/16	57.00	57.00

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0825161	01	CLASS REFUND	205550026218	08/25/16	00000000	56879	09/01/16	57.00	57.00
T0001424	REID, JESSICA							VENDOR TOTAL:	57.00
083116	01	CLASS REFUND--SCHEDULE CONFL	205550026218	08/31/16	00000000	56880	09/01/16	67.00	67.00
T0001425	MCDONALD, JILL							VENDOR TOTAL:	67.00
REFUND	01	REFUND--MEDICAL ISSUES	205660606218	09/12/16	00000000	56889	09/13/16	86.00	86.00
T0001426	MCDONALD, REBECCA							VENDOR TOTAL:	86.00
REFUND	01	CLASS REFUND	205980186218	09/08/16	00000000	56890	09/13/16	45.00	45.00
T0001427	PREBIL, CINDY							VENDOR TOTAL:	45.00
REFUND	01	CLASS REFUND	205660426218	09/07/16	00000000	56891	09/13/16	55.00	55.00
T0001428	SIEMIANOWSKI, KATHY							VENDOR TOTAL:	55.00
REFUND	01	CLASS REFUND	205660466218	09/09/16	00000000	56892	09/13/16	35.00	35.00
T0001429	TEGTMAN, ANDREA							VENDOR TOTAL:	35.00
REFUND	01	CLASS REFUND	205660426218	09/07/16	00000000	56893	09/13/16	45.00	45.00
T0001430	ARIC COLEMAN							VENDOR TOTAL:	45.00
091616	01	DIRECT DEPOSIT COVERAGE	101000016000	09/16/16	00000000	56909	09/16/16	120.00	120.00
								VENDOR TOTAL:	120.00

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T0001431	MILLER, JILLIAN								
		FIELD RENTAL REFUND	202000004027	09/19/16	00000000	56916	09/19/16	16.00	16.00
		01 FIELD RENTAL REFUND							16.00
T0001432	MOORE, ALICIA								
	091516	01 CLASS REFUND	205550026218	09/15/16	00000000	56917	09/19/16	57.00	57.00
								VENDOR TOTAL:	16.00
TAYLORMA	TAYLOR MADE GOLF COMPANY INC								
	31968357	01 M2 9.5 DEGREE DRIVER	501000001303	08/31/16	00001455	56894	09/13/16	262.51	262.51
		02 SHIPPING	501000001303		00001455				256.70
									5.81
								VENDOR TOTAL:	262.51
TOOL	TOOL TIME RENTALS								
	44065	01 GTR TABLES CHAIRS	101200046223	09/10/16	00001479	56895	09/13/16	687.00	687.00
UNIT1	U.S. POSTAL SERVICE-CMRS-FP								
	POSTAGE 09-08-16								
		01 POSTAGE	1010000046202	09/08/16	00000000	56896	09/13/16	300.00	300.00
USFOODS	US FOODS INC								
	1944950	01 GATORADE	303000086631	08/23/16	00001454	56881	09/01/16	505.77	505.77
		02 CHICKEN BREAST	303000086616		00001454				39.00
		03 CHEDDAR NUGGETS	303000086617		00001454				36.22
		04 LIDS/ZIFLOCS	303000076550		00001454				290.82
		05 MINI CORN DOGS	101200046223		00001454				61.73
									78.00
								VENDOR TOTAL:	505.77
VISACA	VISA CARDMEMBER SERVICE								
	80216	01 BATTERY CLOCK-TERMOMETER	518100066401	08/01/16	00000000	56854	08/25/16	3,898.60	3,898.60
		02 GOLF CART SIGNS	504000076500		00000000				29.17
									26.94

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
80216		03 NO GUN SIGNS FOR PARKS	1015000066404	08/01/16	00000000	56854	08/25/16	3,898.60	3,898.60
		04 TEXT2VIP	5182000046216		00000000				27.69
		05 DISPOSABLE GLOVES	5180000076513		00000000				29.00
		06 SAND PAPER	1015000076500		00000000				42.40
		07 GARDEN HOSES-SHOP	1015000076500		00000000				9.99
		08 CART BARN AIR COMPRESSOR	5040000076500		00000000				42.99
		09 GCSAA DUES	1010000046204		00000000				155.95
		10 POOL URINAL CONTROLS	5181000066401		00000000				375.00
		11 POOL UMBRELLA PARTS	5181000066410		00000000				204.97
		12 PGA DUES	1010000046204		00000000				355.00
		13 POM PONS	205010396216		00000000				759.00
		14 ADOBE CREATIVE CLOUD	2010000046206		00000000				155.00
		15 IPASS	1010000046211		00000000				299.94
		16 ADOBE CREATIVE CLOUD	1010000046206		00000000				40.00
		17 LAL DONATION GIFTS	1012000046214		00000000				299.94
		18 CREDIT CARD PROC FEE-ONLINE	2010000056310		00000000				903.92
		19 OVERNIGHT POSTAGE	1010000046202		00000000				30.20
		20 FOOD & SUPPLIES FOR MTGS	1010000046202		00000000				22.95
		21 FOOD & SUPPLIES FOR MTGS	2010000046212		00000000				129.50
		22 FACEBOOK MARKETING	1012000046214		00000000				129.50
		23 CREDIT SALES TAX IL BEAN	1012000046215		00000000				16.91
									-187.36

VENDOR TOTAL: 3,898.60

WALM
 WALMART COMMUNITY/RFCSLIC

81616		01 CANVAS & COCKTAILS SUPPLIES	205230266216	08/16/16	00001409	56857	08/25/16	636.58	636.58
		02 GIARD/PARM/DRESSING/BUNS	303500086640		00001328				37.97
		03 LETTUCE/TOMATO	303000086629		00001328				15.42
		04 POOL PARTY SUPPLIES	5180000046216		00001316				4.93
		05 WEIRD SCIENCE SUPPLIES	205010016216		00001346				49.77
		06 WEIRD SCIENCE SUPPLIES	205010016216		00001347				18.35
		07 CREAMER	303000086632		00001404				6.58
		08 LETTUCE/ONION/TOMATOES	303000086629		00001404				5.41
		09 FIRST AID SUPPLIES FOR POOL	5180000076513		00001399				12.07
		10 PLATES/RICE/MEATBALL/TOM/LETT	303500086640		00001419				9.66
		11 CRANBERRY/TOM ATO/HRADISH/WORC	303000086636		00001417				48.05
		12 RED BULL	303000086631		00001417				22.40
		13 TOMATO JUICE	303000086636		00001416				17.94
		14 RED BULL	303000086631		00001416				8.88
		15 SUB BUNS	303000086612		00001416				93.65
		16 BAGELS	303000086610		00001416				3.76
		17 HOT DOG BUNS	303000086615		00001425				6.70
		18 BREAD	303000086612		00001425				4.40
		19 BAGEL	303000086610		00001424				1.98

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
81616				08/16/16		56857	08/25/16	636.58	636.58
		20 ENGLISH MUFFIN	303000086610		00001424				2.28
		21 TOMATO/LETTUCE/ONION	303000086629		00001424				12.30
		22 MUSHROOM/CHEESE	303000086613		00001424				5.56
		23 TOMATO JUICE	303000086636		00001424				3.94
		24 HOT DOG BUNS	303000086615		00001424				12.60
		25 HOT DOG BUNS	303000086615		00001423				10.56
		26 ONION	303000086629		00001423				5.68
		27 BEER CUPS	303000076550		00001422				15.34
		28 TRAIL MIX	303000086618		00001422				19.34
		29 FAMOUS AMOS	303000086618		00001422				25.16
		30 CANDY	303000086624		00001422				115.72
		31 BREAD	303000086612		00001422				15.08
		32 SUB BUNS	303000086612		00001422				7.96
		33 DANISHES	303000086611		00001422				15.96
		34 COUPON	303000086611		00001422				-1.50

VENDOR TOTAL: 636.58

WASTE	WASTE MANAGEMENT	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3508578-2011-1			09/01/16		56918	09/19/16	298.31	298.31
	01 REFUSE REMOVAL - ADM	101000056302		00000000				298.31
	02 REFUSE REMOVAL - CH	303000056302		00000000				50.27
	03 REFUSE REMOVAL - ADM	101000056302		00000000				50.27
	04 REFUSE REMOVAL - OLD SHOP	504100056302		00000000				5.00
	05 REFUSE REMOVAL - SC	202100056302		00000000				32.26
	06 REFUSE REMOVAL - PARK	101500056302		00000000				33.55
	07 REFUSE REMOVAL - POOL	518100056302		00000000				33.56
	08 REFUSE REMOVAL - PICNIC	101500056302		00000000				45.09
								48.31

VENDOR TOTAL: 298.31

WDKB-FM	WDKB-FM	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
573-00043-0001			08/31/16		56897	09/13/16	600.00	62.50
	01 AUG GOLF BOBO	201000046209		00001474				62.50
573-00044-0001			08/31/16		56897	09/13/16	600.00	62.50
	01 AUG POOL \$3 SUN	201000046209		00001475				62.50
573-00046-0000			08/31/16		56897	09/13/16	600.00	250.00
	01 AUG GOLF BOGO	201000046209		00001476				250.00
573-00047-0000			08/31/16		56897	09/13/16	600.00	225.00
	01 GOOD TYMES REVIVAL	201000046209		00001477				225.00

VENDOR TOTAL: 600.00
 TOTAL ---- ALL INVOICES: 31,797.47

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 09/27/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	653.85	23.10
CINTA	CINTAS CORPORATION #355	1,143.65	41.70
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	482.67
ECO	ECOWATER SYSTEMS, INC.	472.45	255.58
ENGIN	ENGINEERING RESOURCE ASSOC	20,709.66	2,779.13
FRONTIER	FRONTIER	7,182.61	306.63
GROUPPL	GROUP PLAN SOLUTIONS	362.00	22.00
HARR	HARRIS	183.72	4,273.48
HYVEE	HY-VEE ACCOUNTS RECEIVABLE	71.17	15.98
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,619.14	179.93
MENA	MENARDS - SYCAMORE	4,184.20	29.96
NICOR	NICOR GAS	13,081.39	81.98
PDRMA	PDRMA	221,063.58	4,049.76
SOFT	SOFT WATER CITY	2,350.60	27.00
SPARKLE	SPARKLE JANITORIAL SERVICE	14,040.96	704.50
STAPLES	STAPLES ADVANTAGE	2,788.59	120.63
SUNDOG	SUN DOG IT	24,950.71	499.12
UNUM	UNUM LIFE INSURANCE	1,857.04	41.46
	ADMINISTRATION		13,934.61
12	MARKETING		
CITY	CITY OF SYCAMORE	7,718.00	200.00
MENA	MENARDS - SYCAMORE	4,184.20	86.36
NEWV	NEW VALUES MAGAZINE	850.00	250.00
OLTMKTG	OLT MARKETING, INC.	2,669.38	422.68
SHAW	SHAW SUBURBAN MEDIA	2,376.32	316.00
SYC	SYCAMORE CHAMBER OF COMMERCE	2,825.00	100.00
	MARKETING		1,375.04
15	PARKS		
AIRGAS	AIRGAS USA LLC	4,421.47	23.08
ARTHU	ARTHUR CLESEN, INC.	18,915.16	371.80
AT&T2	A T & T	653.85	24.82
BURRI	BURRIS EQUIPMENT CO.	3,289.16	73.10
CARQ	CARQUEST AUTO PARTS	5,640.71	802.16
CINTA	CINTAS CORPORATION #355	1,143.65	47.75
COMMO	COMMONWEALTH EDISON	1,839.74	62.55
CONS	CONSERV FS	18,376.71	1,685.73

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
DEEGANS	DEEGANS GARAGE INC	948.98	30.50
DEKA	DEKALB LAWN & EQUIPMENT CO.	14,062.37	254.15
DEKA2	DEKALB IMPLEMENT CO.,	1,606.12	62.81
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	509.91
ENCAP	ENCAP, INC	79,701.50	2,254.00
GAME	GAMETIME	27,747.94	211.30
GRAI	GRAINGER	3,362.64	26.40
LOWE	LOWE'S	1,992.11	73.51
MAR	ARCH CHEM-MARINE BIOCHEM	6,720.50	1,540.00
MENA	MENARDS - SYCAMORE	4,184.20	173.70
MROUT	MR OUTHOUSE	6,045.00	2,000.00
NICOR	NICOR GAS	13,081.39	141.96
NORTHERN	NORTHERN CONTRACTING INC		41.89
PDRMA	PDRMA	221,063.58	581.61
REIN	REINDERS, INC.	80,415.16	477.95
SOFT	SOFT WATER CITY	2,350.60	105.75
UNUM	UNUM LIFE INSURANCE	1,857.04	7.22
	PARKS		11,583.65
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	653.85	23.09
BOCKY	BOCKYN, LLC	2,400.00	300.00
CINTA	CINTAS CORPORATION #355	1,143.65	23.30
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	482.67
ECO	ECOWATER SYSTEMS, INC.	472.45	255.57
FRONTIER	FRONTIER	7,182.61	306.63
GROUPPL	GROUP PLAN SOLUTIONS	362.00	22.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE	71.17	15.97
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,619.14	179.93
NICOR	NICOR GAS	13,081.39	48.89
PDRMA	PDRMA	221,063.58	4,133.67
SERVICE	SERVICEMASTER RESTORATION	6,988.00	448.00
SPARKLE	SPARKLE JANITORIAL SERVICE	14,040.96	704.50
STAPLES	STAPLES ADVANTAGE	2,788.59	63.86
SUNDOG	SUN DOG IT	24,950.71	499.12
UNUM	UNUM LIFE INSURANCE	1,857.04	50.82
	ADMINISTRATION		7,558.02

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DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	18,915.16	350.57
CARQ	CARQUEST AUTO PARTS	5,640.71	10.74
CONS	CONSERV FS	18,376.71	444.37
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	24.88
MENA	MENARDS - SYCAMORE	4,184.20	5.83
MROUT	MR OUTHUSE	6,045.00	920.00
PDRMA	PDRMA	221,063.58	5,322.32
REIN	REINDERS, INC.	80,415.16	236.42
UNUM	UNUM LIFE INSURANCE	1,857.04	74.07
	SPORTS COMPLEX MAINTENANCE		7,389.20
50	PROGRAMS - YOUTH		
T0001304	MAROLA, ALLISON	43.58	4.50
	PROGRAMS - YOUTH		4.50
52	PROGRAMS - ADULT		
T0001304	MAROLA, ALLISON	43.58	28.86
T0001433	WILEY, SUSAN		6.00
	PROGRAMS - ADULT		34.86
SPECIAL RECREATION			
10	ADMINISTRATION		
WILL2	WILLIAMS ARCHITECTS/AQUATICS	1,278.38	4,817.92
	ADMINISTRATION		4,817.92
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CITY	CITY OF SYCAMORE	7,718.00	266.00
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	206.86
EUCL	EUCLID BEVERAGE LTD.	5,933.25	364.60
NICOR	NICOR GAS	13,081.39	20.96
PEPSI	PEPSI COLA GEN. BOT.	7,986.04	679.89

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/27/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
STAPLES	STAPLES ADVANTAGE	2,788.59	53.80
T0000024	DOBBERSTEIN, MELISSA	1,628.48	3.84
	CLUBHOUSE CONCESSIONS		1,595.95
31	BEVERAGE CART		
CITY	CITY OF SYCAMORE	7,718.00	50.00
	BEVERAGE CART		50.00
33	SPORTS COMPLEX CONCESSIONS		
CITY	CITY OF SYCAMORE	7,718.00	16.00
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	141.18
	SPORTS COMPLEX CONCESSIONS		157.18
34	POOL CONCESSIONS		
CITY	CITY OF SYCAMORE	7,718.00	19.00
	POOL CONCESSIONS		19.00
35	CATERING		
CITY	CITY OF SYCAMORE	7,718.00	4.00
T0000024	DOBBERSTEIN, MELISSA	1,628.48	145.93
	CATERING		149.93
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	32,889.13	139.04
EPOCH	EPOCH EYEWEAR	348.69	84.00
	ADMINISTRATION		223.04

INVOICES DUE ON/BEFORE 09/27/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
ALLST	ALL STAR PRO GOLF		293.79
AT&T2	A T & T	653.85	4.65
CONS	CONSERV FS	18,376.71	1,003.20
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	526.20
FRONTIER	FRONTIER	7,182.61	85.08
NICOR	NICOR GAS	13,081.39	20.96
PDRMA	PDRMA	221,063.58	1,965.79
PLAY	PLAYERS GOLF CARS	3,847.46	3,555.00
SOFT	SOFT WATER CITY	2,350.60	60.75
UNUM	UNUM LIFE INSURANCE	1,857.04	18.50
	GOLF OPERATIONS		7,533.92
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	18,915.16	3,496.95
BURRI	BURRIS EQUIPMENT CO.	3,289.16	155.42
CARQ	CARQUEST AUTO PARTS	5,640.71	92.02
CINTA	CINTAS CORPORATION #355	1,143.65	47.70
CONS	CONSERV FS	18,376.71	1,643.95
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	1,350.77
MENA	MENARDS - SYCAMORE	4,184.20	61.29
MROUT	MR OUTHUSE	6,045.00	330.00
NICOR	NICOR GAS	13,081.39	169.94
PDRMA	PDRMA	221,063.58	3,636.04
PENDL	PENDELTON TURF SUPPLY	2,641.00	342.00
REIN	REINDERS, INC.	80,415.16	410.04
UNUM	UNUM LIFE INSURANCE	1,857.04	40.70
	GOLF MAINTENANCE		11,776.82
SWIMMING POOL			
80	POOL		
CINTA2	CINTAS CORP	460.34	265.78
	POOL		265.78
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	32,336.12	981.31

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/27/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SWIMMING POOL			
81	POOL MAINTENANCE		
HALO	HALOGEN SUPPLY COMPANY, INC.	715.74	377.41
HAWK	HAWKINS INC	3,061.72	484.00
NICOR	NICOR GAS	13,081.39	658.59
SOFT	SOFT WATER CITY	2,350.60	48.75
	POOL MAINTENANCE		2,550.06
CAPITAL PROJECTS			
10	ADMINISTRATION		
BURRI	BURRIS EQUIPMENT CO.	3,289.16	16,525.00
SHAW	SHAW SUBURBAN MEDIA	2,376.32	94.20
	ADMINISTRATION		16,619.20
	TOTAL ALL DEPARTMENTS		87,638.68

Interim \$ 31,797.47
New \$ 87,638.68

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: September 27, 2016

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

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Attended Study Session.
- Assisted with and attended the Good Tymes Revival.
- Continued to work on setting goals based upon Critical Success Factors. Met with other departments to discuss potential impact on others.
- Continued to work on areas that need additional information for the Loss Control Review by PDRMA.
- Completed documentation for enrollment in Illinois Park District Liquid Asset Fund (IPDLAF).
- Worked with Lisa Metcalf and representative from Vermont Systems in order to finalize the contract for recreation software.
- Continued communication with Ispera Government Systems regarding assistance with writing the phone system RFP. Waiting on statement of work to get a better sense of cost.
- Worked with merchant service provider to get mobile credit card swipe device and set up appropriate account. First use was at Good Tymes Revival. Will be looking into use on the beverage cart for the 2017 season.

- Worked with Sarah to develop a form to gather necessary information to set up automatic withdrawals for Leaf A Legacy donations.
- Attended PDRMA Health Program Council Meeting via webinar to review 2016 and discuss possible revisions to the program for 2017.
- Attended PDRMA seminar on Certificates of Insurance and Independent Contractors.
- Participated in PDRMA quarterly Path Essentials webinar.
- Participated in PDRMA webinar to go over the cost modeling tool for 2017 medical plans.
- Submitted possible PDRMA screening dates for employees.
- Provided additional documentation for Sarah to post on transparency portal of website.
- Food & Beverage Manager attended PDRMA supervisor risk management training.
- Food & Beverage Manager attended LaSalle Co. health department food service seminar focused on food safety.
- Food & Beverage Manager attended Wine & Dine food show. The focus of this food show was catering clientele.
- Catering/special events/room rentals: 2 golf outings, 1 class, 1 meeting, 2 mens league dinners, Good Tymes Revival

Administrative Initiatives (10/1/16 – 10/31/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Finalize work on PDRMA compliance requirements for final Loss Control Review.

- Review cash flow and transfer funds to PFM/IPDLAF to increase earnings.
- 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.
- Continue to work with ISPERA representative to develop RFP for phone system.
- Start process of updating five year capital plan.
- Begin registration for 2017 IAPD/IPRA Conference.
- Train appropriate staff on budget module in accounting software.
- Review purchasing card programs for possible implementation.
- Begin process for calculating the 2016 Tax Levy.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Contact Speer Financial regarding annual G.O. Bond schedule.
- Continue to look into ATM options for clubhouse.
- Continue to review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Attend PDRMA Open Enrollment 2017 Benefits Coordinator Workshop.
- Attend AssetMAXX Capital Asset Software training. This is the program the District is to use to update capital assets for PDRMA.

- Food & Beverage Manager will be attending Performance Food Groups food show.
- Catering/special events/room rentals: 3 classes, 7 room rentals, Pumpkin Scramble

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

Corporate Fund 10

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	<u>Variance</u>	
Revenues										
Administration	36,572.00	33,640.38	-8.0%	701,328.00	729,799.80	4.1% (1)	1,269,555.00	749,794.13	-2.7% (2)	
Marketing	30,000.00	350.00	-98.8%	30,000.00	450.00	-98.5% (3)	37,300.00	-	(6)	
Parks	444.00	115.48	-74.0%	7,997.00	6,484.42	-18.9% (4)	14,810.00	5,724.53	13.3% (4)	
Total Revenues	67,016.00	34,105.86	-49.1%	739,325.00	736,734.22	-0.4%	1,321,665.00	755,518.66	-2.5%	
Expenses										
Administration	27,463.00	32,140.55	17.0%	690,591.00	697,917.93	1.1%	1,428,694.00	254,609.77	174.1% (5)	
Marketing	5,779.00	2,417.65	-58.2%	40,183.00	24,238.88	-39.7% (6)	90,050.00	-	(6)	
Parks	34,992.00	24,744.79	-29.3%	171,729.00	157,307.70	-8.4% (7)	258,709.00	145,403.79	8.2% (8)	
Total Expenses	68,234.00	59,302.99	-13.1%	902,503.00	879,464.51	-2.6%	1,777,453.00	400,013.56	119.9%	
Total Fund Revenues	67,016.00	34,105.86	-49.1%	739,325.00	736,734.22	-0.4%	1,321,665.00	755,518.66	-2.5%	
Total Fund Expenses	68,234.00	59,302.99	-13.1%	902,503.00	879,464.51	-2.6%	1,777,453.00	400,013.56	119.9%	
Surplus (Deficit)	(1,218.00)	(25,197.13)	1968.7%	(163,178.00)	(142,730.29)	-12.5%	(455,788.00)	355,505.10	-140.1%	

(1) In 2016 YTD real estate tax receipts is currently 55.85% of total anticipated compared to budgeted 54% \$21,344.

(2) In 2015 YTD real estate tax receipts collected was 59.54% vs 55.85% in 2016. 2016 Replacement taxes are 12.4% \$4,768 less than 2015.

(3) Overestimated ticket sales for Good Tymes Revivial with majority of sales in September.

(4) 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.

(5) 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 \$692.

(6) 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.

(7) Part time wages and related expenses are below budget 34% \$16,325.

(8) 16 exp higher than '15: pt wages/taxes 36.2% \$8,409; building maint 188.2% \$4,184; landscape serv 37.3% \$4,214

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

Recreation Fund 20

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	25,691.00	23,231.73	-9.57%	462,435.00	483,527.45	4.56% (1)	856,359.00	518,844.10	-6.8% (1)
Sports Complex	10,900.00	8,831.00	-18.98%	27,700.00	12,707.58	-54.12% (2)	35,300.00	20,421.00	-37.8% (2)
Sports Complex Maintenance	1,156.00	795.80	-31.16%	20,807.00	23,138.44	11.21% (3)	38,532.00	24,591.31	-5.9% (3)
Midwest Museum of Natural Hist	-	-		1,896.00	1,869.35	-1.41%	2,528.00	2,461.94	-24.1%
Programs-Youth	2,262.00	2,102.89	-7.03%	11,972.00	12,601.03	5.25% (4)	19,381.00	11,476.99	9.8% (4)
Programs-Teens	211.00	-	-100.00%	1,178.00	700.00	-40.58% (4)	1,194.00	2,422.58	-71.1% (4)
Programs-Adult	421.00	475.13	12.86%	3,276.00	4,274.15	30.47% (4)	4,005.00	1,042.14	310.1% (4)
Programs-Family	22.00	-	-100.00%	8,388.00	5,381.00	-35.85% (4)	13,717.00	8,737.00	-38.4% (4)
Programs-Leagues	1,206.00	500.00	-58.54%	1,310.00	618.47	-52.79% (4)	5,034.00	863.95	-28.4% (4)
Programs-Youth Athletics	3,290.00	4,130.00	25.53%	18,580.00	24,625.00	32.53% (4)	22,800.00	22,303.00	10.4% (4)
Programs-Fitness	501.00	1,631.00	225.55%	5,424.00	7,936.50	46.32% (4)	7,743.00	19,167.85	-58.6% (4)
Programs-Preschool	-	25.00	#DIV/0!	-	570.00	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Dance	501.00	383.00	-23.55%	3,466.00	2,967.79	-14.37% (4)	3,925.00	5,067.24	-41.4% (4)
Programs-Special Events	101.00	95.24	-5.70%	3,339.00	2,814.50	-15.71% (4)	3,471.00	3,335.14	-15.6% (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	46,262.00	42,200.79	-8.78%	585,571.00	587,801.26	0.38%	1,031,639.00	662,081.49	-11.2%

(1) In 2016 YTD real estate tax receipts is currently 55.85% of total anticipated compared to budgeted 54%. Also the total recreation levy is approximately \$12,500 higher than the budget.

(2) Timing: Sycamore Girls Softball, Womens Softball, Spring AYSO, Storm Dayz

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

(4) Revenue from programs are above budget 9.76% \$5,555 and decreased 16.0%, \$11,927 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 August 31, 2016

Expenses											
Administration	22,847.00	22,834.89	-0.05%	202,874.00	184,764.62	-8.93%	(1)	500,887.00	214,213.20	-13.7%	(2)
Sports Complex	-	-	#DIV/0!	-	1,250.00	#DIV/0!		-	250.00	400.0%	
Sports Complex Maintenance	29,671.00	28,629.62	-3.51%	262,275.00	254,236.72	-3.06%		393,543.00	261,779.98	-2.9%	
Midwest Museum of Natural Hist	875.00	699.56	-20.05%	7,100.00	4,793.56	-32.49%		9,500.00	4,472.81	7.2%	
Programs-Youth	334.00	623.35	86.63%	7,265.00	7,339.44	1.02%	(3)	12,662.00	7,520.59	-2.4%	(3)
Programs-Teens	-	-	#DIV/0!	534.00	560.00	4.87%	(3)	727.00	2,207.33	-74.6%	(3)
Programs-Adult	44.00	137.31	212.07%	806.00	2,128.73	164.11%	(3)	1,104.00	538.97	295.0%	(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	300.00	33.34	-88.89%	6,550.00	14,872.84	127.07%	(3)	16,025.00	10,030.00	48.3%	(3)
Programs-Fitness	65.00	215.62	231.72%	2,609.00	3,550.00	36.07%	(3)	3,814.00	9,502.75	-62.6%	(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	700.00	1,307.53	86.79%	1,931.00	2,537.75	31.42%	(3)	2,694.00	3,321.11	-23.6%	(3)
Programs-Special Events	1,000.00	-	-100.00%	4,511.00	8,381.55	85.80%	(3)	22,010.00	3,064.41	173.5%	(3)
Programs-Concerts	7,035.00	-	-100.00%	15,803.00	7,903.20	-49.99%		8,768.00	8,889.71	-11.1%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	-	6,132.78	#DIV/0!	7,030.00	12,784.68	81.86%	(4)	21,100.00	14,172.79	-9.8%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	4,533.40	-100.0%	(5)
Community Center	-	88.27	#DIV/0!	-	88.27	#DIV/0!		-	91,282.96	-99.9%	(5)
Total Expenses	62,871.00	60,702.27	-3.45%	534,103.00	517,889.29	-3.04%		1,016,168.00	644,935.79	-19.7%	
Total Fund Revenues	46,262.00	42,200.79	-8.78%	585,571.00	587,801.26	0.38%		1,031,639.00	662,081.49	-11.2%	
Total Fund Expenses	62,871.00	60,702.27	-3.45%	534,103.00	517,889.29	-3.04%		1,016,168.00	644,935.79	-19.7%	
Surplus (Deficit)	(16,609.00)	(18,501.48)	11.39%	51,468.00	69,911.97	35.84%		15,471.00	17,145.70	307.8%	

(1) Lower than budget: administrative expenses (advertising radio, education/training) 50.36% \$13,530; contracted services (timing) 15.97% \$3,016

(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 33.44% \$13,047 and increased 14.8%, \$6,727 compared to 2015. \$5,000 (donation for fireworks) is timing. Facility cost for MTO in 2016

(4) Timing

(5) Community Center closed

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

Donations 21

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	8,275.00	#DIV/0!	16,000.00	44,784.20	179.90%	166,000.00	226.58	19665.3%
Total Revenues	-	8,275.00	#DIV/0!	16,000.00	44,784.20	179.90%	166,000.00	226.58	19665.3%
Expenses									
Administration	-	277.10	#DIV/0!	206,782.00	200,503.42	-3.04%	356,782.00	30,951.24	547.8% (1)
Total Expenses	-	277.10		206,782.00	200,503.42		356,782.00	30,951.24	547.8%
Total Fund Revenues	-	8,275.00	#DIV/0!	16,000.00	44,784.20	179.90%	166,000.00	226.58	19665.3%
Total Fund Expenses	-	277.10		206,782.00	200,503.42		356,782.00	30,951.24	547.8%
Surplus (Deficit)	-	7,997.90	#DIV/0!	(190,782.00)	(155,719.22)	-18.38%	(190,782.00)	(30,724.66)	406.8%

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

Special recreation 22

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	4,590.00	4,161.59	-9.33%	82,620.00	85,786.64	3.83%	153,000.00	86,051.85	-0.3%
Total Revenues	4,590.00	4,161.59	-9.33%	82,620.00	85,786.64	3.83%	153,000.00	86,051.85	-0.3%
Expenses									
Administration	-	1,278.38	#DIV/0!	88,000.00	81,337.38	-7.57%	216,123.00	69,992.50	16.2% (1)
Total Expenses	-	1,278.38	#DIV/0!	88,000.00	81,337.38	-7.57%	216,123.00	69,992.50	16.2%
Total Fund Revenues	4,590.00	4,161.59	-9.33%	82,620.00	85,786.64	3.83%	153,000.00	86,051.85	-0.3%
Total Fund Expenses	-	1,278.38	#DIV/0!	88,000.00	81,337.38	-7.57%	216,123.00	69,992.50	16.2%
Surplus (Deficit)	4,590.00	2,883.21	-37.18%	(5,380.00)	4,449.26	-182.70%	(63,123.00)	16,059.35	-72.3%

(1) Increased allocation to KSRA.

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

Insurance 2

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	2,310.00	2,113.08	-8.52%	41,580.00	43,556.65	4.75%	77,000.00	32,743.82	33.0%
Total Revenues	2,310.00	2,113.08	-8.52%	41,580.00	43,556.65	4.75%	77,000.00	32,743.82	33.0%
Expenses									
Administration	-	-	#DIV/0!	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Total Expenses	-	-	#DIV/0!	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Total Fund Revenues	2,310.00	2,113.08	-8.52%	41,580.00	43,556.65	4.75%	77,000.00	32,743.82	33.0%
Total Fund Expenses	-	-	#DIV/0!	36,284.00	37,121.10	2.31%	71,567.00	38,812.34	-4.4%
Surplus (Deficit)	2,310.00	2,113.08	-8.52%	5,296.00	6,435.55	21.52%	5,433.00	(6,068.52)	-206.0%

udit 2

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	420.00	381.87	-9.08%	7,560.00	7,872.11	69.00%	14,000.00	8,326.41	-5.5%
Total Revenues	420.00	381.87	-9.08%	7,560.00	7,872.11	4.13%	14,000.00	8,326.41	-5.5%
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	420.00	381.87	-9.08%	7,560.00	7,872.11	4.13%	14,000.00	8,326.41	-5.5%
Total Fund Expenses	-	-	#DIV/0!	13,900.00	13,900.00	0.00%	13,900.00	14,500.00	-4.1%
Surplus (Deficit)	420.00	381.87	-9.08%	(6,340.00)	(6,027.89)	-4.92%	100.00	(6,173.59)	-2.4%

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

Paving Lighting 2

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	3.00	2.10	-30.00%	54.00	45.14	-16.41%	100.00	8,606.48	-99.5%
Total Revenues	3.00	2.10		54.00	45.14		100.00	8,606.48	-99.5%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	(1) -	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	3.00	2.10	-30.00%	54.00	45.14	-16.41%	100.00	8,606.48	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	3.00	2.10	-30.00%	54.00	45.14	-16.41%	100.00	8,606.48	

Park Police 26

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	3.00	2.10	-30.00%	54.00	44.08	-18.37%	100.00	44.75	-1.5%
Total Revenues	3.00	2.10		54.00	44.08		100.00	44.75	-1.5%
Expenses									
Administration	1,100.00	-	-100.00%	5,500.00	5,044.50	-8.28%	(1) 5,500.00	-	#DIV/0! (1)
Total Expenses	1,100.00	-		5,500.00	5,044.50		5,500.00	-	#DIV/0!
Total Fund Revenues	3.00	2.10	-30.00%	54.00	44.08	-18.37%	100.00	44.75	-1.5%
Total Fund Expenses	1,100.00	-	-100.00%	5,500.00	5,044.50	-8.28%	5,500.00	-	
Surplus (Deficit)	(1,097.00)	2.10	-100.19%	(5,446.00)	(5,000.42)	-8.18%	(5,400.00)	44.75	-11274.1%

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

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

I F 2

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	2,640.00	2,455.35	-6.99%	47,520.00	50,611.02	6.50%	88,000.00	52,983.30	-4.5%
Total Revenues	2,640.00	2,455.35	-6.99%	47,520.00	50,611.02	6.50%	88,000.00	52,983.30	-4.5%
Expenses									
Administration	2,640.00	791.13	-70.03%	47,520.00	51,260.12	7.87%	88,000.00	52,983.30	-3.3%
Total Expenses	2,640.00	791.13	-70.03%	47,520.00	51,260.12	7.87%	88,000.00	52,983.30	-3.3%
Total Fund Revenues	2,640.00	2,455.35	-6.99%	47,520.00	50,611.02	6.50%	88,000.00	52,983.30	-4.5%
Total Fund Expenses	2,640.00	791.13	-70.03%	47,520.00	51,260.12	7.87%	88,000.00	52,983.30	-3.3%
Surplus (Deficit)	-	1,664.22		-	(649.10)		-	-	

Social Security 28

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	2,370.00	2,091.17	-11.76%	42,660.00	43,104.48	1.04%	79,000.00	47,024.47	-8.3%
Total Revenues	2,370.00	2,091.17	-11.76%	42,660.00	43,104.48	1.04%	79,000.00	47,024.47	-8.3%
Expenses									
Administration	2,370.00	2,091.17	-11.76%	42,660.00	45,845.99	7.47%	79,000.00	47,024.47	-2.5%
Total Expenses	2,370.00	2,091.17	-11.76%	42,660.00	45,845.99	7.47%	79,000.00	47,024.47	-2.5%
Total Fund Revenues	2,370.00	2,091.17	-11.76%	42,660.00	43,104.48	1.04%	79,000.00	47,024.47	-8.3%
Total Fund Expenses	2,370.00	2,091.17	-11.76%	42,660.00	45,845.99	7.47%	79,000.00	47,024.47	-2.5%
Surplus (Deficit)	-	-		-	(2,741.51)		-	-	

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

Concessions 0

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Clubhouse Concessions	15,447.00	15,073.94	-2.42%	52,974.00	61,431.85	15.97% (1)	72,371.00	54,863.21	12.0% (1)
Beverage Cart	5,240.00	2,837.60	-45.85%	12,456.00	11,466.94	-7.94% (1)	14,686.00	12,129.78	-5.5% (1)
Sports Complex Concessions	271.00	860.75	217.62%	26,507.00	34,799.05	31.28% (2)	28,172.00	26,575.56	30.9% (2)
Pool Concessions	1,411.00	1,093.31	-22.52%	7,083.00	8,234.70	16.26% (3)	7,179.00	6,398.25	28.7% (3)
Catering	5,407.00	788.22	-85.42%	14,315.00	13,874.72	-3.08% (4)	23,075.00	13,018.77	6.6% (4)
Total Revenues	27,776.00	20,653.82	-25.64%	113,335.00	129,807.26	14.53%	145,483.00	112,985.57	14.9%
Expenses									
Clubhouse Concessions	9,632.00	14,969.55	55.41%	64,608.00	73,257.66	13.39%	88,505.00	54,914.45	33.4% (5)
Beverage Cart	3,389.00	2,052.97	-39.42%	7,905.00	7,190.50	-9.04%	10,139.00	6,918.24	3.9%
Sports Complex Concessions	1,123.00	1,895.93	68.83%	21,202.00	21,398.13	0.93%	23,281.00	20,788.41	2.9%
Pool Concessions	1,587.00	1,350.44	-14.91%	6,714.00	6,033.99	-10.13%	6,835.00	5,528.99	9.1%
Catering	2,003.00	1,150.01	-42.59%	4,229.00	4,544.98	7.47%	7,477.00	2,359.56	92.6%
Total Expenses	17,734.00	21,418.90	20.78%	104,658.00	112,425.26	7.42% (6)	136,237.00	90,509.65	24.2% (6)
Total Fund Revenues	27,776.00	20,653.82	-25.64%	113,335.00	129,807.26	14.53%	145,483.00	112,985.57	14.9%
Total Fund Expenses	17,734.00	21,418.90	20.78%	104,658.00	112,425.26	7.42%	136,237.00	90,509.65	24.2%
Surplus (Deficit)	10,042.00	(765.08)	-107.62%	8,677.00	17,382.00	100.32%	9,246.00	22,475.92	-22.7%

(1) Revenues are a direct reflection of golf course utilization. Also more golfers are requesting coolers rather than relying on beverage cart staff.

(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 \$1,800 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 August 31, 2016

Developer Contributions 2

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	22,500.00	22,927.00	1.90%	45,000.00	48,048.18	-52.3%
Total Revenues	-	-		22,500.00	22,927.00		45,000.00	48,048.18	-52.3%
Expenses									
Administration	-	-		-	-		55,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Total Fund Revenues	-	-		22,500.00	22,927.00		45,000.00	48,048.18	-52.3%
Total Fund Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		22,500.00	22,927.00		(10,000.00)	48,048.18	-52.3%

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

Golf Course 0

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Golf Operations	98,833.00	61,171.24	-38.1%	411,336.00	379,374.52	-7.8% (1)	507,359.00	364,657.51	4.0% (2)
Golf Maintenance	690.00	645.12	-6.5%	12,423.00	13,538.32	9.0%	23,006.00	12,829.05	5.5%
Total Revenues	99,523.00	61,816.36	-37.9%	423,759.00	392,912.84	-7.3%	530,365.00	377,486.56	4.1%
Expenses									
Golf Operations	30,310.00	30,071.09	-0.8%	155,784.00	163,046.52	4.7% (3)	232,152.00	182,439.58	-10.6% (4)
Golf Maintenance	27,275.00	29,881.43	9.6%	196,787.00	188,724.64	-4.1% (5)	296,916.00	181,963.67	3.7%
Total Expenses	57,585.00	59,952.52	4.1%	352,571.00	351,771.16	-0.2%	529,068.00	364,403.25	-3.5%
Total Fund Revenues	99,523.00	61,816.36	-37.9%	423,759.00	392,912.84	-7.3%	530,365.00	377,486.56	4.1%
Total Fund Expenses	57,585.00	59,952.52	4.1%	352,571.00	351,771.16	-0.2%	529,068.00	364,403.25	-3.5%
Surplus (Deficit)	41,938.00	1,863.84	-95.6%	71,188.00	41,141.68	-42.2%	1,297.00	13,083.31	214.5%

(1) Daily Greens Fees -18.2% -\$28,804

Golf Events & Misc +51.4% \$7,538

Carts +1.85% \$1,568

Season passes -13.57% -\$14,001

Pro shop sales +3.31% \$1,334

Primarily League Fees

(2) Daily Greens Fees +3.21% \$4,026

Golf Events & Misc +62.26 \$8,520

Carts +9.06% \$7,168

Season passes -3.98% -\$3,698

Pro shop sales -0.97% -\$407

Primarily League Fees

(3) Over budget in part time wages/taxes 15.4% \$3,428, cost of goods sold 21.2%, \$5,349, golf cart maintenance 46.5% \$1,142

(4) Advertising expense moved to marketing. Reduced pt wages/taxes 16.8% \$5,208 in 2016. 2015 purchased new rental sets.

(5) Currently below budget in 2016: Fertilizer 52.2% \$3,135, gas/oil 34.5% \$2,099, utility - gas 36.8% \$1,570.

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

Swimming Pool 1

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Pool	4,411.00	3,453.23	-21.7%	48,807.00	43,882.36	-10.1%	75,975.00	50,887.80	-13.8%
Swim Lessons	16.00	647.76	3948.5%	11,816.00	12,542.96	6.2%	12,067.00	10,429.34	20.3%
Total Revenues	4,427.00	4,100.99	-7.4%	60,623.00	56,425.32	-6.9% (1)	88,042.00	61,317.14	-8.0% (2,5)
Expenses									
Pool	14,084.00	14,185.49	0.7%	52,471.00	46,739.03	-10.9% (3)	52,983.00	42,634.84	9.6% (3)
Pool Maintenance	4,740.00	7,363.82	55.4%	21,895.00	22,977.09	4.9% (4)	27,200.00	37,595.15	-38.9% (5)
Swim Lessons	2,121.00	2,480.59	17.0%	7,859.00	6,678.15	-15.0%	7,859.00	7,629.57	-12.5%
Total Expenses	20,945.00	24,029.90	14.7%	82,225.00	76,394.27	-7.1%	88,042.00	87,859.56	-13.0%
Total Fund Revenues	4,427.00	4,100.99	-7.4%	60,623.00	56,425.32	-6.9%	88,042.00	61,317.14	-8.0%
Total Fund Expenses	20,945.00	24,029.90	14.7%	82,225.00	76,394.27	-7.1%	88,042.00	87,859.56	-13.0%
Surplus (Deficit)	(16,518.00)	(19,928.91)	20.6%	(21,602.00)	(19,968.95)	-7.6%	-	(26,542.42)	-24.8%

(1) Daily Fees -3.28% -\$575

Season passes -19.31% -\$5,357

Misc income (includes oscar, pool rentals and middle school pool party) +4.0% \$88

Swim Lessons +5.38% \$620

(2) Daily Fees -12.38% \$1,865

Season passes +7.88% \$1,654

Misc income (includes oscar, pool rentals and middle school pool party) +6.57% \$140

Swim Lessons +21.91% \$2,182

(3) Wages/taxes are less than budget 10.9% \$5,294 and higher than 2015 15.6% \$5,843.

(4) mechanical room parts

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

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

Debt Service 60

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	17,700.00	16,011.85	-9.5%	318,600.00	314,035.35	-1.4%	590,000.00	349,069.15	-10.0%
Total Revenues	17,700.00	16,011.85	-9.5%	318,600.00	314,035.35	-1.4%	590,000.00	349,069.15	-10.0%
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	17,700.00	16,011.85	-9.5%	318,600.00	314,035.35	-1.4%	590,000.00	349,069.15	-10.0%
Total Fund Expenses	-	-		16,869.00	16,868.75		585,020.00	18,168.75	-7.2%
Surplus (Deficit)	17,700.00	16,011.85	-9.5%	301,731.00	297,166.60	-1.5%	4,980.00	330,900.40	-10.2%

Capital Projects 0

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	42,900.00	38,349.55	-10.6% (1)	577,900.00	1,707,799.48	-97.8% (2)
Total Revenues	-	-	#DIV/0!	42,900.00	38,349.55	-10.6%	577,900.00	1,707,799.48	-97.8%
Expenses									
Administration	60,300.00	20,931.00	-65.3%	383,191.00	293,284.98	-23.5%	608,303.00	1,947,845.10	-84.9% (2)
Total Expenses	60,300.00	20,931.00	-65.3%	383,191.00	293,284.98	-23.5%	608,303.00	1,947,845.10	-84.9%
Total Fund Revenues	-	-		42,900.00	38,349.55	-10.6%	577,900.00	1,707,799.48	-97.8%
Total Fund Expenses	60,300.00	20,931.00	-65.3%	383,191.00	293,284.98	-23.5%	608,303.00	1,947,845.10	-84.9%
Surplus (Deficit)	(60,300.00)	(20,931.00)	-65.3%	(340,291.00)	(254,935.43)	-25.1%	(30,403.00)	(240,045.62)	6.2%

(1) DCCF Watershed Grant

(2) refunding of alternate bond in 2015

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

ction 2020 1

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	634,782.00	634,787.47	0.0%	1,465,782.00		#DIV/0!
Total Revenues	-	-	#DIV/0!	634,782.00	634,787.47	0.0%	1,465,782.00	-	#DIV/0!
Expenses									
Administration	51,000.00	2,900.00	-94.3%	752,268.00	551,350.31	-26.7%	956,268.00	-	#DIV/0!
Total Expenses	51,000.00	2,900.00	-94.3%	752,268.00	551,350.31	-26.7%	956,268.00	-	#DIV/0!
Total Fund Revenues	-	-		634,782.00	634,787.47	0.0%	1,465,782.00	-	#DIV/0!
Total Fund Expenses	51,000.00	2,900.00	-94.3%	752,268.00	551,350.31	-26.7%	956,268.00	-	#DIV/0!
Surplus (Deficit)	(51,000.00)	(2,900.00)	-94.3%	(117,486.00)	83,437.16	-171.0%	509,514.00	-	#DIV/0!
Total Fund Revenues	275,040.00	198,371.93		3,179,443.00	3,189,584.59	0.3%	6,373,076.00	4,310,313.89	
Total Fund Expenses	344,779.00	253,675.36	-26.4%	3,569,034.00	3,234,461.04	-9.4%	6,582,431.00	3,807,999.51	
Surplus (Deficit)	(69,739.00)	(55,303.43)	-20.7%	(389,591.00)	(44,876.45)	-88.5%	(209,355.00)	502,314.38	

Sycamore Park District
Fund Balances

	1/1/2016	Revenues	Expenses	8/31/2016	8/31/2016 Cash balance
10 Corporate	623,417.61	736,734.22	879,464.51	480,687.32	483,070.54
20 Recreation	170,651.86	587,801.26	517,889.29	240,563.83	248,959.45
21 Donations	191,230.86	44,784.20	200,503.42	35,511.64	35,411.64
22 Special Recreation	113,256.88	85,786.64	81,337.38	117,706.14	117,706.14
23 Insurance	9,246.71	43,556.65	37,121.10	15,682.26	15,682.26
24 Audit	13,002.88	7,872.11	13,900.00	6,974.99	6,974.99
25 Paving & Lighting	21,854.17	45.14	-	21,899.31	21,899.31
26 Park Police	8,069.74	44.08	5,044.50	3,069.32	3,069.32
27 IMRF	649.10	50,611.02	51,260.12	-	-
28 Social Security	2,741.51	43,104.48	45,845.99	-	-
30 Concessions	36,049.99	129,807.26	112,425.26	53,431.99	50,863.35
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	339,544.24
70 Capital Projects	564,743.04	38,349.55	293,284.98	309,807.61	309,807.61
71 Action 2020	-	634,787.47	551,350.31	83,437.16	83,437.16
Total governmental fund balance	1,933,619.67	2,740,246.43	2,806,295.61	1,867,570.49	1,891,692.54
50 Golf Course Net Assets	180,879.87 <u>(228,350.52)</u> (47,470.65)	392,912.84	351,771.16	222,021.55 <u>(228,350.52)</u> (6,328.97)	(3,152.71)
51 Swimming Pool Net Assets	263,475.83 <u>(262,870.72)</u> 605.11	56,425.32	76,394.27	243,506.88 <u>(262,870.72)</u> (19,363.84)	(19,363.84)
Total proprietary funds	444,355.70	449,338.16	428,165.43	465,528.43	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(46,865.54)			(25,692.81)	
	1,886,754.13			1,841,877.68	1,869,175.99

Summary of depository accounts as of **22 2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>TD Interest</u>
First National Bank	15,662.80	0.10	10.44
First Midwest Bank	2,525,301.91	0.13	376.24
Resource Bank	561,312.71	0.28	993.16
**DCCF - Action 2020	124,698.38		
*DeKalb Co. Community Foundation	<u>15,216.23</u>		563.94
	3,242,192.03 ***		

* 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.

*** In process of determining amount of funds to transfer to IPDLAF.

	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			
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	-	2,06 ,161	2,06 ,161	
January																				
Receipts																				
Replacement Taxes	6,268			-														6,268	6,1 0	8
Shelters	350																	350	00	1 0
User Fees		9,070									730		987	-				10,788	11,2	
Transfers	(444,000)																444,000	-		
Misc	16	636	1,055	2	0	0	1	0				4			1	106		1,821	,0 2	2,211
Expenses	(59,462)	(56,466)	-	(38,480)	(30,206)	-	-	-	-	-	(2,446)	-	(30,917)	(853)	-	(2,400)		(221,229)	1 , 8	21,6
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	1,862,1 8	1, 26, 2	6 , 6
February																				
Receipts																				
Replacement Taxes	-																	150	00	0
Shelters	150																	6,430	, 01	2
User Fees		4,807									759		864	-				13,499	,100	6,
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)	1 ,08	2 ,8
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	1,6 ,2	1, 6 , 0	8 ,686
March																				
Receipts																				
Replacement Taxes	2,517																	2,517	1, 60	
Shelters	725																	725	1, 00	
User Fees		8,204									954	-	51,954	-		-		61,112	111,26	0,1 2
Transfer			(185,682)														185,682	-		
Misc	478	1	300	2	0	0	1	0				4			1	151	5	943	1 0	
Expenses	(48,569)	(61,214)	-	-	(1,244)	-	-	-	-	-	(5,126)	-	(35,440)	(1,397)	-	(19,236)	(476,792)	(649,016)	6 ,66	1 ,
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	1,0 ,	1,2 ,	1 0,212
April																				
Receipts																				
Replacement Taxes	8,964																	8,964	10, 80	1,816
Shelters	2,001																	2,001	1,100	01
User Fees		11,490									8,733		34,074	7,890				62,187	,861	, 26
Misc	17,770	619	3,300	-	-	-	-	-				4,427			-	-		26,116	18,1 1	,
Expenses	(72,921)	(94,763)	-	(3,100)	-	(12,800)	-	(903)	-	-	(11,869)	-	(51,487)	(1,845)	-	(76,988)	(9,943)	(336,618)	11,221	,60
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	8 6,18	20, 08	6 ,22

	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	2 ,120	10, 2	
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	1,6	
Shelters	1,425																	1,425	2,100	6	
User Fees	-	12,955									17,411	2,000	48,855	10,664				91,884	, 2	2,6 0	
Misc	6,175	370	25,550	-	-	-	-	-							-	-		32,095	8, 00	2 ,	
Expenses	(57,639)	(65,281)		(38,480)	(2,594)			(142)		(15,629)			(40,451)	(3,543)		(77,367)	(3,377)	(304,502)	2 , 8	0, 6	
5/31/2016	108,711	(4,239)	28,942	48,975	13,418	1,651	21,864	7,034	-	-	26,303	164,023	(63,295)	8,666	87,050	414,274	128,404	1, 82	1,0 8,1	66, 12	
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, 80	6 ,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	00	2,120	
User Fees	-	6,593									47,754	7,244	72,114	23,931				157,636	11 ,8	2,	
Misc	670	1,719	5,800								-					-		8,189	6,12	2,06	
Expenses	(64,822)	(61,812)				(1,100)		(4,000)			(30,204)		(53,164)	(18,100)	(16,869)	(67,389)	(45,719)	(363,178)	8 ,0 1	2 ,8	
6/30/2016	550,645	323,894	34,742	113,482	46,172	6,470	21,897	3,067	-	-	46,412	171,267	(27,220)	15,668	318,373	346,885	82,685	2,0 ,	1, 8, 88	, 1	
July																					
Receipts																					
Taxes	10,061	7,308		1,341	681	123	1	1	791	674					5,159			26,139	2 , 12	,	
transfers in/out	(203)	(468)							(791)	(674)	446		529	1,160				-			
Replacement Taxes	7,874																	7,874	, 00		
Shelters	825																	825	00	12	
User Fees	-	1,571									31,954	4,000	73,411	8,283				119,219	1 1,1	11, 18	
Misc	974		300															1,274	16,6 2	1 , 8	
Expenses	(62,345)	(64,844)	(2,428)		(33,284)					(27,119)			(54,412)	(24,796)		(16,147)	(1,448)	(286,823)	1 ,6 2	1 2,81	
7/31/2016	507,831	267,461	32,614	114,823	13,569	6,593	21,897	3,067	-	-	51,694	175,267	(7,691)	315	323,532	330,739	81,237	1, 22,	1, ,82	1 8,12	
August																					
Receipts																					
Taxes	31,226	22,681		4,162	2,113	382	2	2	2,455	2,091					16,012			81,126	8 ,1 6	8,010	
transfers in/out	724	1,358							(2,455)	(2,091)	315		1,375	775				-			
Replacement Taxes	917																	917	80	6	
Shelters	890																	890	00	0	
User Fees	-	18,330									20,418	-	60,995	3,576				103,318	1 ,61	6,2 6	
Misc	595	-	8,275															8,870	0,000	21,1 0	
Expenses	(59,111)	(60,871)	(277)	(1,278)						(21,563)			(57,831)	(24,030)		(20,931)	(2,900)	(248,791)	,8	1,10	
8/31/2016	483,071	248,959	40,612	117,706	15,682	6,975	21,899	3,069	-	-	50,863	175,267	(3,153)	(19,364)	339,544	309,808	78,337	1,86 ,2 6	1,6 , 60	1 , 16	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	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	1,2	, 0	
transfers in/out	19,402	29,976							(36,960)	(33,180)	2,253		16,864	1,646				1		1	
Replacement Taxes	-																	-			
Shelters	250																	250		2 0	
User Fees	-	16,190									17,540	11,250	47,827	2,200				95,007		,00	
Misc	7,350	1,350	-															8,700		8, 00	
Expenses	(103,153)	(105,151)	-	-	(2,000)	-	-	-	-	-	(15,299)	-	(62,268)	(2,228)	-	(27,000)	(51,000)	(368,099)		68,0	
9/30/2016	887,820	537,824	40,612	181,966	46,022	12,855	21,941	3,111	-	-	55,357	186,517	(730)	(17,746)	587,344	282,808	27,337	2,8	,0	2,6 8, 2	1 , 16
October																					
Receipts																					
Replacement Taxes	7,340	-																7,340		, 0	
Shelters	100																	100		100	
User Fees	-	4,960									8,510	-	29,102	-				42,572		2, 2	
Misc	-	632	-															632		6 2	
Bond Proceeds																		-			
Expenses	(54,909)	(64,429)	-	-	-	-	-	-	-	-	(9,740)	-	(42,327)	(1,448)	(486,282)	(32,500)	(51,000)	(742,635)		2,6	
10/31/2016	840,351	478,987	40,612	181,966	46,022	12,855	21,941	3,111	-	-	54,127	186,517	(13,955)	(19,194)	101,062	250,308	(23,663)	2,161,0	8	1, 66, 2	1 , 16
November																					
Receipts																					
Taxes	45,800	33,000		6,120	3,080	560	4	4	3,520	3,160					23,600			118,848		118,8 8	
transfers in/out	1,255	2,855							(3,520)	(3,160)	215		1,606	157				(592)		2	
Replacement Taxes	-																	-			
Shelters	-																	-			
User Fees	-	9,005									2,425	-	9,196	-	-			20,626		20,626	
Misc	593	500	-															1,093		1,0	
Expenses	(47,060)	(60,917)	-	-	-	-	-	-	-	-	(3,832)	-	(33,875)	(523)	-	(1,800)	(51,000)	(199,007)		1 ,00	
11/30/2016	840,939	463,430	40,612	188,086	49,102	13,415	21,945	3,115	-	-	52,935	186,517	(37,028)	(19,560)	124,662	248,508	(74,663)	2,102,016		1, 0 , 00	1 , 16
December																					
Receipts																					
Taxes	-																	-			
transfer in/out		-																-			
Replacement Taxes	1,790																	1,790		1, 0	
Shelters																		-			
User Fees		1,100									1,205	11,250	2,011	-				15,566		1 , 66	
transfers	(616,000)		(150,000)	(128,123)								(55,000)		23,416		55,000	831,000	(39,707)		, 0	
Bond Proceeds																480,000		480,000		80,000	
Misc	17,560	-	150,000															167,560		16 , 60	
Expenses	(53,828)	(251,568)	-	(33,283)	-	-	-	-	-	-	(2,758)	-	(38,367)	(1,618)	(81,869)	(163,812)	(51,000)	(678,103)		6 8,10	
12/31/2016	190,461	212,962	40,612	59,963	15,819	13,415	21,945	3,115	-	-	51,382	142,767	(73,384)	2,238	42,793	619,696	705,337	2,0	,122	1,8 ,806	1 , 16
change	(472,947)	20,862	(150,619)	(53,294)	(23,634)	412	91	(4,954)	(649)	(2,742)	16,123	(9,573)	(72,734)	2,238	16,427	14,616	705,337	(15,039)	(209,355)	1 , 16	

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 27, 2016

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

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Developed September Golf Insight newsletter and updated reader board outside the Proshop with general golf operation information
- Continued to address problems with cleaning services provided by Sparkle cleaners.
- Began fall staffing schedule
- Met with Critical Success factor groups as directed.
- Completed work on PDRMA Loss Control Review Documentation project making minor changes and additions as directed by Jackie from PDRMA.
- Began fall tee time schedule moving to 7:00am to dusk, 7 days a week
- Promoted fall golf rates with GolfNow to take effect after Labor Day.
- Updated outing brochure in preparation to mail out to businesses in DeKalb County beginning in late October to promote outings for 2017.
- Worked 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.

- Finalized all league play for the season, including our in house leagues, corporate leagues and Genoa leagues.
- Begin promotion of the Pumpkin Scramble scheduled for Saturday, October 29th.

Administrative Initiatives (10/1/16 – 10/31/16)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Develop October Golf Insight newsletter and update reader board outside the Proshop with general golf operation information
- Continue 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.
- Meet with Critical Success factor groups as directed.
- Finalize PDRMA Loss Control Review Documentation project and meet with Jackie from PDRMA.
- Hold IHSA Girls Regional Wednesday, October 5th.
- Coordinate with grounds crew staff for aeration of greens.
- Attend healthy cooking workshop if scheduled.
- Continue to promote fall golf rates with GolfNow to take effect after Labor Day.
- Hold Pumpkin Scramble, the annual tournament in conjunction with the Sycamore Pumpkin Festival.
- Clean and detail 10 golf carts for use during the Pumpkin Festival. 8 for the parade and 2 for the craft show.

- Continue fall golf promotion schedule with Sarah Rex with use of different marketing techniques including, eblasts, radio, website and Facebook promotions.
- Develop golf rate schedule for 2017.
- Plan end of season merchandise sale and possible early 2017 Season Pass sale.
- Begin to schedule 2017 outing and league play.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 27, 2016

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

Golf

- The summer has continued into September with warm, humid weather. Although the past week has been drier, the previous three weeks provided nearly seven inches of rain for the area. The rains and more moderate temperatures have aided in the recovery of any turf damage due to summer stress.
- Staff continues with constant 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. Old tree stumps have also been cut out and replaced with soil and seed.
- Staff continues to spray for turf diseases regularly as the unusually high temperatures and humidity are conducive to heavy disease pressure. We expect this to slow next week with more seasonal weather predicted.
- Attended meetings with golf, pro shop, clubhouse, and concessions staff as we set goals for future projects at the course.
- Acquired new seeding machine from capital budget. This vehicle pulled behind unit can be used on green, fairways or rough. Will be useful for flood recovery and for use on thin, bare turf areas. The seeder was already

used to seed a park area at South Prairie School where the old playground equipment was removed.

- Working on updating the equipment asset inventory list for the newly purchased equipment this season.
- Staff has been repairing skunk and racoon digging damage as needed. We have also been spot spreading insecticide to these areas to kill the grubs the animals are looking for. We apply preventative grub products in July, but the heavy rains can dilute the product in some areas.

Sports

- AYSO soccer continues to play on Saturdays until October 22nd with practices during the week. Sting and Rover soccer clubs also are using the fields for games. The adult Sunday league will conclude its' season on the 25th of this month.
- We have had teams renting the high school field #1 for baseball games.
- The fall Sycamore Girls Softball season has begun with games until the end of October.
- The approved replacement of the primary underground power lines continues between the Lions lights building and the sports concession transformer. A four-inch pipe was bored between the two locations last week. Any day now, once delivered, the new power lines will be pulled thru the pipe by Finney Electric and then hooked into the transformers by a high voltage power repair company.

- Staff continues to mow and trim the complex regularly as the turf growth remains consistent. They also have been painting ball field and soccer lines weekly, pruning trees and shrubs at the complex and inside the pool, making field repairs, added rock and smoothed the large north parking lot, and regularly cleaning the tennis courts of fall debris.
- Lisa and I have already been talking with user groups for next year's field requests and events.
- I am awaiting the last quotes to replace three roofs at the complex. The soccer shed, the small playground shelter, and the shelter next to the concessions building will have the roofs replaced soon.
- Waiting on return of quotes to have old Liner's bleachers hauled away.
- Have completed updating field prep charges for ball fields and soccer.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings along with pool ADA upgrade meetings with staff and architects.
- Worked with staff as we develop the park maintenance side of the future project goals and objectives.
- Staff continues to keep up with mowing, weed eating, cleaning parks/shelters, pruning trees and growth along paths, checking/repairing play equipment, emptying garbage, fixing light fixtures at parks, watering the new trees, adding new mulch to needed parks, and weeding mulched play areas.

- All staff worked on removing equipment and cleaning the shop for the Good Tymes Revival on September 10th. I worked with Upstaging and Sarah as the room was put together for the event and during take down.
- 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 on October 21st.
- The new playground equipment for Kiwanis Prairie Park by South Prairie School was installed on July 5th and 6th. The east side of the playground where the old equipment stood has now been seeded, blanketed, and fenced off until the turf is strong enough to support foot traffic.
- We have been working with Williams Architects as we proceed with the ADA upgrades for the entire pool. Bids documents will soon go out to begin the work this fall into spring. We are also pricing the painting of the pool and other repairs needed prior to opening next summer.
- The Midwest Museum fire sprinkler pipe project is almost complete. AEA energy solutions removed the drop ceiling above the lobby, wrapped the exposed pipe in heat tape and insulation, added temperature probes, a thermostat, and control box and hooked the line into the fire fault panel. This will keep the line a consistent temperature and keep it from freezing during winter. The next step is a test run from the Simplex fire box company, and removal/disposal of the anti-freeze that is currently inside the sprinkler pipes to be replaced with water.
- Working with staff on capital equipment replacement schedule for 2017 and pricing of needed equipment and projects.
- Trained and now implementing the new computer based purchase order system for all maintenance related purchases.

- Continue to work with Encap on maintaining of all natural areas. Will meet soon to discuss future projects.

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

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings along with ADA pool upgrade meetings and construction meetings.
- Staff will continue consistent mowing, cleaning, repairs, inspections of parks and fields. Will continue to water and monitor newly planted trees, prep sports fields, replace a climber in Leon Larson Park, repair damaged electric stand at Wetzel Park, get bleachers removed at field 1, finish pruning along Merry Oaks walk path, begin dead tree removal at south Merry Oaks path.
- 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, fall fertilizing, and planning Greens will be aerated during the second week of October now that we are hosting the girls' high school sectional meet the first week of October. Thin turf areas will be seeded throughout the month with the new seeder.
- Will work on PDRMA loss control review list of improvements prior to October 21st 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. Will attend two PDRMA related training sessions out of town.

- Continue goals and objective research for Action 20/20 projects. Will include site visits to other agencies for information gathering on maintenance practices.
- Work on energy audit for the district with Jackie. This will look into grants available to replace and update aging and discontinued fixtures other money saving energy upgrades.
- Work with companies to complete shelter roof replacements.
- Continue to compile list and pricing of replacement items for 2017 Capital Budget.
- Look into online auctions for selling of approved list of spent, no longer used equipment.
- 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: September 27, 2016

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

- Attended monthly Board meeting. – Sarah
- Attended weekly Department Head meetings as scheduled.
- Met with folks from the VFW to discuss the Vietnam Traveling Wall coming to Sycamore Park in 2017. Their first date of choice they will take to the committee will be the weekend of September 16 and their second choice will be the weekend of November 11. We will find out for sure after January 1, 2017.
- Submitted a Community Needs grant to the DeKalb County Community Foundation for the Middle School to Brickville Road trail connection. – Sarah
- Submitted two State Farm Neighborhood Assist Grants – one for the Community Center and one for Trails – Sarah
- Fall programs started. Coordinated room space with South Prairie School and prepared staff to start classes. – Lisa
- Attended a supervisor risk management training in Skokie. – Lisa
- Good Tymes Revival, September 10. Attendance: 79 Staff/Volunteers: 9
- Launched Leaf a Legacy Public campaign with a saturation mailer and social media and e-blast campaigns. – Sarah

- Contracted with RecTrac Registration Software by Vermont Systems and started scheduling trainings. – Lisa
- Attended goal setting meeting with Dan and all department heads.
- Attended the staff/Board ACTION 2020 study session.
- Coordinated Pumpkin Fest Fireworks show with committee representative – Sarah
- Collected quotes for 2017 and 2018 brochure series. – Sarah
- Coordinated and attended our Touch-a-Truck event on September 24. – Lisa
- Attended an Intruder Awareness Training at DeKalb Park District. – Lisa

Administrative Initiatives (10/1/16 – 10/31/16)

- Will attend monthly Board meeting. – Lisa
- Will attend weekly Department Head meetings as scheduled.
- Final Lost Control Review meeting from PDRMA will be held for all departments.
- Will attend meeting with local representatives vested in watershed management and maintenance to continue momentum from recent golf course project. – Sarah
- Will develop winter/spring 2017 program catalog.
- Will attend PDRMA supervisor risk management training in Aurora. – Sarah

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: September 27, 2016

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

- Coordinated the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Met with Construction Manager.
- Began work on walks at Ovitz and Chief Black Partridge parks.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Worked on Fundraising and Leaf a Legacy.
- Coordinated meetings with staff, Construction Manager, Citizen Committees, and Farnsworth Group.
- Put ADA Pool Work out to bid.
- Continued work on the PDRMA Loss Control Review materials.
- Held Teambuilding meetings with various groups of staff as part of the long-range management planning process.
- Presented to Board a draft of Critical Success Factors: Goals/Objectives/Action Statements at September 20, 2016 Study Session.

- Began work on details related to the Golf Course Irrigation Professional Services RFP.
- Finalized documents for September Board meeting to initiate Plan for Action 2020 Bond Issues.
- Continued work on Reston Ponds Park dedications.

Administrative Initiatives (10/1/16 – 10/31/16)

- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Continue working with two possible new member agencies for KSRA.
- Continue work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continue coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.
- Complete PDRMA Loss Control Review.
- Continue contacting potential donors for Leaf a Legacy.
- Complete sidewalk at Dr. John Ovitz Park and Chief Black Partridge Park.
- Finalize and Distribute Personnel Policy.
- Continue work on annexation errors.

- Award Bid for Pool ADA work.
- Schedule Study Session.
- Meet with Developer of Property Adjacent to Old Mill Park.

Kirk,

Thank you for all you do for
the Sycamore Golf Club
Championship tournament and
throughout the year. We truly
appreciate you!

George & Linda



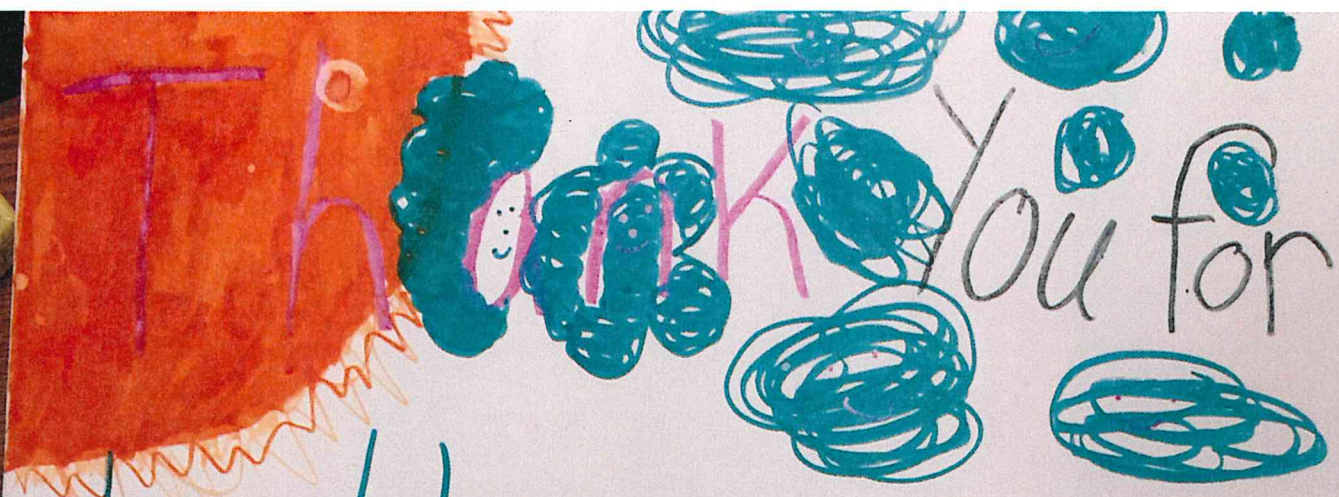
Jeanette & Jackie -

Thank you for your

help! We really appreciate it!

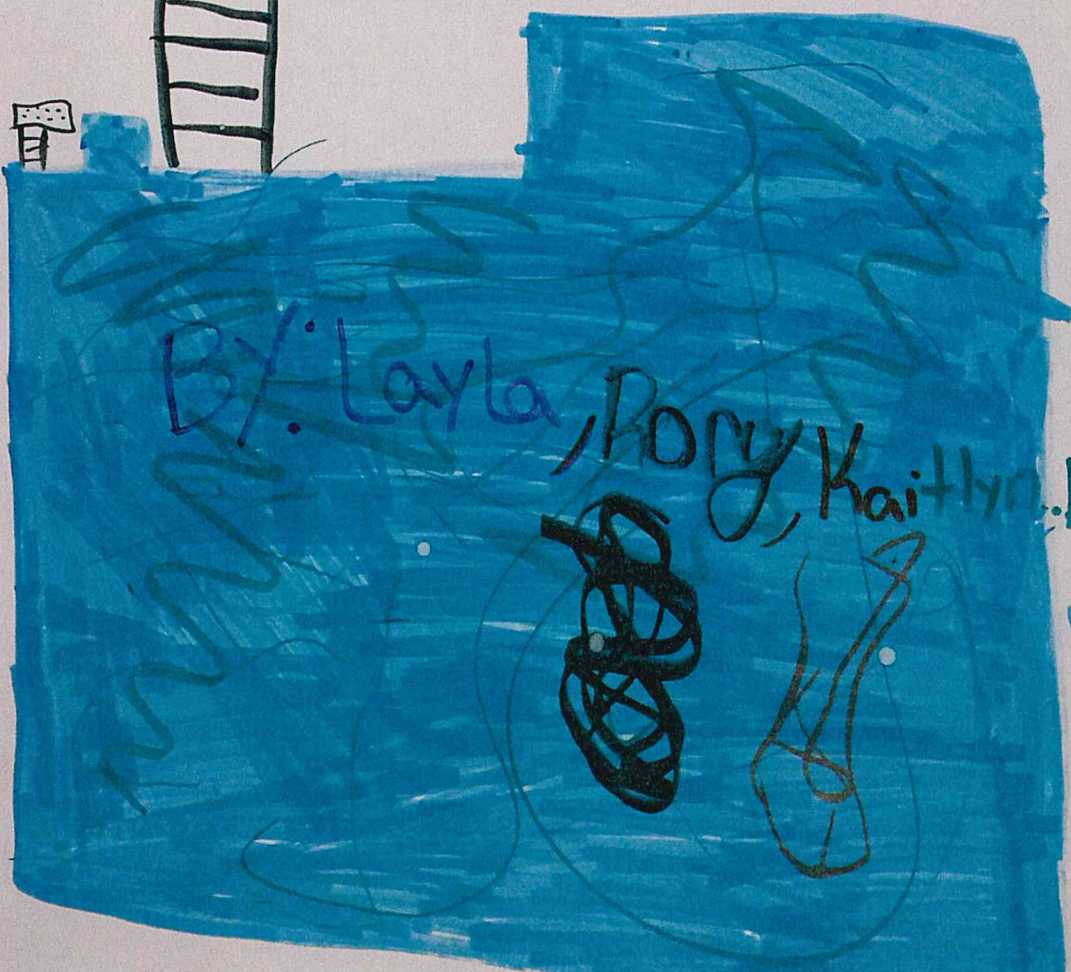
~ yours ~

Austynn



Thank you for

Letting us swim



BY: Layla, Rory, Kaithyn W

Callie

On in
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 Quote
 Sales Order
 08/18/17
 Customer
 SY101
 Your Ref

Ship To:
 SYCAMORE PARK D
 GILL COBB

31

Inv
To

A Piss

Lainy

Kaitlyn

Olivia Sarah
Lilly
Connor
Andrew
Werner
lie

Hannah
Thief

Thank you so much for letting us swim! And sure for making us but not just us but everyone's safe!
- Callie

Thank you for letting us swim at your pool. you are so kind!
- Callie

Thanks for letting us swim at the pool
- Callie

Yvonne Williams

Love Ava Taylor
Thank you so much for letting us swim! And sure for making us but not just us but everyone's safe!
- Callie

H R I X N
Paityn

Lalya
Miles

Brooklyn
SOZALIN

Edie

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 27, 2016

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

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

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

Attached is that report.

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

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *OK*

BOARD ACTION:

PROJECT	2016	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
River bank stabilization			\$6,735			
PC Replacement/Upgrades	\$7,200	\$1,754		\$5,446		December
Web Design (carry over from 2015)		\$1,199				completed
Server (carry over from 2015 \$20,000)		\$8,886				completed
Phone System	\$27,000			\$27,000		December
Grill/Oven	\$4,000		\$4,117		-\$117	completed
Ice Machine	\$5,500			\$5,500		postpone
Beer Cooler	\$2,400		\$2,399		\$1	completed
Front Deck Mounted Mower	\$15,000		\$13,582		\$1,418	completed
Workhorse	\$8,000		\$7,797		\$203	completed
Workman Utility Cart	\$22,000		\$21,811		\$189	completed
Turf Rollers	\$4,200		\$4,159		\$41	completed
Mig Welder	\$4,000		\$3,983		\$17	completed
Golf Carts (10)	\$30,000		\$26,400		\$3,600	completed
Slit Seeder	\$17,500			\$17,500		September
Bank/Trim Mower	\$31,500		\$30,897		\$603	completed
Pool Furnace for Mechanical Room	\$3,500		\$2,700		\$800	completed
Pool DE Feeder	\$6,800		\$6,771		\$29	completed
Watershed Project	\$42,900	\$35,310		\$7,590		September
Shelter Roofs	\$8,500			\$8,500		July/Aug.
Emil Cassier/Merry Oaks - Encap	\$16,403	\$13,064		\$3,340		July
Parkside Preserves (Plugs) - Encap	\$10,475	\$5,850		\$4,625		July
Chief Black Partridge (Plugs) - Encap	\$3,800	\$2,500		\$1,300		July
Electronic Sign	\$20,000			\$20,000		August - partial
Ovitz Park - Walkways & Trees	\$25,000			\$25,000		October
Kiwanis Prairie Park Playground	\$30,000		\$27,069		\$2,931	completed
Tree Replacement Program	\$45,000		\$42,740		\$2,260	completed
	\$420,678	\$68,562	\$201,160	\$125,801	\$11,975	

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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 27, 2016

STAFF RECOMMENDATION

AGENDA ITEM: RECOMMENDATION TO RETAIN ENGINEERS:
Recommend Approval

BACKGROUND INFORMATION: As we now wait on the State of Illinois Department of Transportation for the GRANT on the first of our two ACTION 2020 Trail Projects, it is time to begin preparations for the second one. The next Grant Cycle will be in 2018, so work must be done now.

To that end, it is essential that we:

- A. Study the feasibility of the trail corridor that Commissioner Strack's Citizen Committee is recommending for the section from Evergreen Village to Old Mill Park.
- B. Assure that the segment will be able to meet IDOT's rigorous land "acquisition" requirements.
- C. That the cost to build on this route will be within our budget projections.
- D. That there are NO "roadblocks" to the trail being accessible.
- E. That it is a "grantable" corridor.

To be clear: This IS NOT PHASE I Engineering. Rather it is a study to be sure that this corridor has a HIGH LIKELIHOOD of being a corridor that could be engineered to meet IDOT guidelines and within cost limitations for our ACTION 2020 budget.

FISCAL IMPACT: The cost, as outlined in the attached proposal from ERA, would be: \$18,682.00

STAFF RECOMMENDATION: Staff Recommends approval to enter into this agreement with ERA on the amount of \$18,682.00.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *ch*

BOARD ACTION:



Sent via email to danielg@sycamoreparkdistrict.com

September 21, 2016

Mr. Dan Gible, Executive Director
Sycamore Park District
940 E. State Street
Sycamore, Illinois 60178

Subject: Proposal for Great Western Trail Extension Trail Evaluation
Sycamore Park District
Sycamore, Illinois

Dear Dan:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for the Trail Evaluation for the Extension of the Great Western Trail from its current western limit to the Park District's Old Mill Park. The proposal is based upon your request for proposal, our knowledge of the project, and our experience on similar projects.

Project Understanding

Sycamore Park District has determined a preferred location for the route of the Great Western Trail extending from the current western terminus to the Old Mill Park just east of Illinois Route 23. The trail length is approximately 6500 feet. This preferred route potentially impacts approximately 12 parcels of which easements and/or right-of-ways would need to be secured. The alignment will cross over the Kishwaukee River at two locations. Additional drainage features may also be identified during the initial evaluation. The study is intended to be used as a planning tool between the Sycamore Park District, the Forest Preserve District of DeKalb County and the City of Sycamore. The study will identify a plausible trail alignment along with a preliminary construction cost opinion to be used for the acquisition of funding and intergovernmental agreements.

Scope of Work

ERA will provide professional engineering services for the Trail Evaluation of the Great Western Trail in accordance with the following anticipated work plan.

1. Meetings/Coordination . This task includes the following anticipated meetings:
 - a. Project kick-off meeting with District staff and other shareholders/interested parties requested by the District to attend.

WARRENVILLE

3s701 West Avenue, Suite 150
Warrenville, IL 60555
P 630.393.3060

CHICAGO

10 South Riverside Plaza, Suite 875
Chicago, IL 60606
P 312.474.7841

CHAMPAIGN

2416 Galen Drive
Champaign, IL 61821
P 217.351.6268

- b. Progress Review meetings at key milestones
 - Initial Input / Preliminary Findings (1)
 - Draft Final Plan review teleconference
 - Final Presentation to District Board (1)
 - Prepare and attend one public meeting (1)
 - c. Coordination teleconference meetings (2) with teaming agencies or other stakeholders to provide project information as needed.
2. Preferred Route Preliminary Alignment . This task includes the development of the preferred route:
- a. Perform a walk thru of the project route in order to establish a preliminary alignment. The alignment will be identified using horizontal GPS coordinates.
 - b. Perform select topographic survey near bridge locations to assist with hydraulic modeling
 - c. Prepare an Exhibit showing routes in an aerial view
 - d. Identify location of trail with respect to affected properties using tax maps and other available county GIS and approximate location of wetland, floodplain and floodway areas
 - e. Perform a preliminary environmental site review and summarize findings in an appendix
 - f. Identify types and materials of trail: on road, off road, route as lane, etc.
 - g. Perform preliminary hydraulic modeling to determine approximate bridge length
 - h. Prepare detail sketches and quantify special treatments: crossings, signage, bridge structures.
3. Development Preliminary / Final Report - This task includes the preparation of a draft and final report:
- a. Summarize narrative of trail including benefits and challenges of Route
 - b. Present potential funding sources, known application deadlines and anticipated timeframe.
 - c. Outline anticipated permitting requirements and timelines
 - d. Prepare quantities and preliminary construction cost opinion for the route.

Services Not Included

Only services specifically described in this proposal are included in our scope of work. The following are specifically excluded, although they may be added as a contract amendment, if desired, at a future date for an agreed additional fee.

- Topographic or boundary survey
- Preliminary engineering
- Floodplain/floodway evaluation
- Structural Engineering
- Bridge improvement drawings
- Geotechnical Engineering
- Wetland delineations

Schedule

The work described in this agreement will be performed as expeditiously as weather and other physical conditions permit. The Engineer shall not be liable to the Owner, if delayed in, or prevented from performing the work as specified herein through any cause or causes beyond the control of the Engineer and not caused by his own fault or negligence including acts of God, or the public enemy, inclement weather conditions, acts of the government after the effective date of this agreement, fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes.





SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 27, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE ADOPTION: AN ORDINANCE 07-2016 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto: **RECCOMEND APPROVAL**

BACKGROUND INFORMATION: In 2014, the Board of Commissioners passed an ordinance to issue \$9,000,000 in bonds. Now our plans are to do two (2) issues of \$5,000,000 each. In order to do that, we must also adopt this ordinance. This one will let us issue up to \$6,000,000 in bonds in 2018. The ordinance passed in 2014 is "good" until June of 2017. We plan to use it to issue bonds of \$5,000,000 in April or May of 2017 to help with the CAMPUS PROJECT.

TO BE CLEAR: This does not approve the actual issuance of the bonds—only the authority to put them up for sale. The Board still controls the actual issuance/sale which will come in 2018 for this Ordinance. Afterwards, there is a 30 day period in which citizens can petition you—the Board—to bring this as a formal ballot referendum. If there is no petition, it would go into effect.

FISCAL IMPACT: The impact of this vote creates no cost at this time.

STAFF RECOMMENDATION: Staff Recommends adoption of this ordinance—Ordinance #07-2016.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *A*

BOARD ACTION:

MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at the Maintenance Building, 435 Airport Road, Sycamore, Illinois, in said Park District at 6:00 P.M., on the 27th day of September, 2016.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, _____, the President, and the following Park Commissioners were physically present at said location: _____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the Board of Park Commissioners next would consider the adoption of an ordinance authorizing the issuance of general obligation alternate bonds and directing the publication of a notice setting forth the determination of the Board to issue such bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District,

including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto.

Whereupon Park Commissioner _____ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

**NOTICE OF INTENT TO ISSUE BONDS
AND RIGHT TO FILE PETITION**

Notice is hereby given that pursuant to Ordinance No. 07-2016 (the “*Ordinance*”), adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), on the 27th day of September, 2016, the District intends to issue alternate bonds (the “*Bonds*”), in an aggregate principal amount not to exceed \$6,000,000, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto. The revenue sources that will be pledged to the payment of the principal of and interest on the Bonds will be the lawfully available moneys in the District’s Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment. The District will also levy ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount to pay the principal of and interest on the Bonds. A complete copy of the Ordinance follows this notice.

Notice is hereby further given that if a petition signed by 980 or more electors of the District is submitted to the Secretary of the Board of Park Commissioners of the District (the “*Secretary*”) within thirty (30) days after the date of publication of this notice and the Ordinance, an election on the proposition to issue said bonds shall be held on the 28th day of February, 2017, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in public office at said election, in which case an election on the proposition to issue said bonds shall be held on the 4th day of April, 2017. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed with the Secretary within said 30-day period, the Bonds shall be authorized to be issued.

Dated this 27th day of September, 2016.

Daniel Gibble

Secretary, Board of Park Commissioners,
Sycamore Park District,
DeKalb County, Illinois

ORDINANCE NO. 07-2016

AN ORDINANCE authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto.

* * *

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

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

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, printing and publication costs and other expenses, will be not more than \$6,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

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

WHEREAS, it is necessary and for the best interests of the District that the District proceed with the Project, and in order to raise the funds required therefor it will be necessary for the District to borrow an amount not to exceed \$6,000,000 and in evidence thereof to issue alternate bonds in an aggregate principal amount not to exceed \$6,000,000, all in accordance with the Act; and

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

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

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

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

Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the District to proceed with the Project in accordance with the preliminary plans and estimate of cost as described, and that for such purpose alternate bonds of the District are hereby authorized to be issued and sold from time to time in an aggregate principal amount not to exceed \$6,000,000, known as "General Obligation Park Bonds (Alternate Revenue Source)" of the District and bearing such series designation or designations as may be appropriate (the "*Bonds*").

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published in *The Daily Chronicle*, the same being a newspaper of general circulation in the District, and if no petition, signed by 980 electors, the same being equal to 7.5% of the registered voters in the District, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the date of the publication of this Ordinance and said notice, then the Bonds shall be authorized to be issued.

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

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

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

Adopted September 27, 2016.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as presented and read by title be adopted.

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

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

and the following Park Commissioners voted NAY: _____

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

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

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the “Board”), and as such official I am the keeper of the books, records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 27th day of September, 2016, insofar as same relates to the adoption of Ordinance No. 07-2016 entitled:

AN ORDINANCE authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, in an aggregate principal amount not to exceed \$6,000,000 for the purpose of the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly, that the vote on the adoption of said ordinance 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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this 27th day of September, 2016.

Secretary, Board of Park Commissioners

(SEAL)

PETITION

To the Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois:

We, the undersigned, being registered voters of the Sycamore Park District, DeKalb County, Illinois, do hereby petition you to cause the following question to be submitted to the voters of said Park District: "Shall the Sycamore Park District, DeKalb County, Illinois, be authorized to issue not to exceed \$6,000,000 general obligation alternate bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, construction of items identified in said Park District's Vision 2020 Plan, and for the payment of the expenses incident thereto, as provided for by Ordinance No. 07-2016 adopted by the Board of Park Commissioners of said Park District on the 27th day of September, 2016, with the lawfully available moneys in said Park District's Corporate and Recreation Funds, and such other funds of said Park District as may be necessary and on hand from time to time and lawfully available for such payment to be the revenue sources to be used to pay said bonds, in which case ad valorem property taxes upon all taxable property in said Park District without limitation as to rate or amount are authorized to be extended for such purpose?", and we do hereby further request that said question be certified to the County Clerk of The County of DeKalb, Illinois, and submitted to the voters of said Park District at the next election at which said proposition lawfully may be submitted to said voters:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois
_____	_____	_____	, DeKalb County, Illinois

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Park District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____ day of _____, 2016.

Notary Public

My commission expires _____

(NOTARY SEAL)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 27, 2016

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF UPDATED PERSONNEL POLICY: Discussion and Comment Only

BACKGROUND INFORMATION: As most of you may recall, in 2013 a “new” full-time personnel policy was adopted by the Board of Commissioners. It was the first time it had been reviewed since 2003.

Then, in 2014, the Board of Commissioners adopted the FIRST-EVER part-time personnel policy manual.

As part of our “risk assessment” we are scored on a number of matters, including the frequency with which we review and update our personnel policies. PDRMA recommends a minimum of every three years. THEREFORE, we are reviewing the FT Policies this year, and will review the PT Policies next year.

Attached you will find the pages of personnel policies that our Counsel recommends making changes to—not the entire manual. This is for your first review and questions. Next month, we will bring you the final updated version for your approval.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board ask any questions and recommend changes, this month, so we can bring you the final at next month’s meeting.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

New

Policy on Child Bereavement Leave

In accordance with the Illinois Child Bereavement Leave Act (Public Act 099-0703), an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq., (that is, an employee who has been employed by the Village for at least 12 months and who has worked at least 1250 hours in the 12 month period preceding a leave taken in accordance with this Section) shall be entitled to a maximum of ten (10) working days of unpaid bereavement leave to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), make arrangements necessitated by the death of the child, or grieve the death of the child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

In the event of the death of more than one child in a 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.

An eligible employee must give the Village at least 48 hours advance notice of the employee's intention to take child bereavement leave, unless providing such notice is not reasonable or practicable. The Village may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee may substitute paid time off, to the extent available and permitted, for unpaid time off under this policy. However, Child Bereavement Leave shall not increase the total amount of time off (whether paid or unpaid) available to an employee in any 12-month period under the Family and Medical Leave Act, or under the general Bereavement Leave Policy or any other Village leave or paid time off policy.

NEW**POLICY ON TRANSGENDER****Discrimination Prohibited:**

SYCAMORE PARK DISTRICT's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the SYCAMORE PARK DISTRICT's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The SYCAMORE PARK DISTRICT understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include

such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one's gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the SYCAMORE PARK DISTRICT who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the SYCAMORE PARK DISTRICT's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the SYCAMORE PARK DISTRICT. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the SYCAMORE PARK DISTRICT's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the SYCAMORE PARK DISTRICT can assist them in learning more about the transition process or transgender issues in general.

Park District Responsibilities

The SYCAMORE PARK DISTRICT will remain supportive of a transitioning employee and his/her needs. The SYCAMORE PARK DISTRICT enforces its non-discrimination policies uniformly.

The SYCAMORE PARK DISTRICT, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The SYCAMORE PARK DISTRICT will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employees full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the SYCAMORE PARK DISTRICT may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the SYCAMORE PARK DISTRICT dress code. A transitioning employee's attire should remain professional and in conformance with required SYCAMORE PARK DISTRICT dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or

harassment complaints. Procedure details are described in the SYCAMORE PARK DISTRICT's Harassment Policy.

3-21 POLICY AND PROCEDURE FOR GRIEVANCES

For the purposes of this policy and procedure, grievance shall be defined as "an employee complaint." Any employee who has a grievance arising from his or her employment with SYCAMORE PARK DISTRICT is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, an employee feels uncomfortable discussing the problem with the person(s) involved, the following procedure may be followed:

1. An employee may meet and discuss the grievance with his or her immediate supervisor. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and the supervisor. If in the employee's view repeated attempts to resolve the situation through the immediate supervisor have failed, the employee may formally submit the grievance in writing to the immediate supervisor who shall give a written response on his or her position within three (3) working days of receiving the written grievance. If a satisfactory resolution remains unreachable at this level, the employee may proceed to step 2.
2. The employee may present the written grievance and the immediate supervisor's written response to the supervisor at the succeeding level of authority. The supervisor shall investigate the matter, discuss the matter with the employee and his or her immediate supervisor, and shall give a written response to the employee within three (3) working days of discussing the grievance with the employee. If the employee is not satisfied with the resolution at this stage, the employee may continue this process through each succeeding level of authority up to the Executive Director. The Executive Director shall issue a written decision within ten (10) working days of discussing the grievance with the employee, unless investigation requires a longer period of time. An employee has the right to request that SYCAMORE PARK DISTRICT hear his or her grievance if dissatisfied with the decision of the Executive Director and may do so by following step 3.
3. Within ten (10) working days of receiving a response from the Executive Director, the employee may request in writing to the Board through the Executive Director with a copy of the request given to the Executive Director, an opportunity to present his or her written grievance to the Board in an Executive Session at a regularly scheduled SYCAMORE PARK DISTRICT Board Meeting. The SYCAMORE PARK DISTRICT Board can deny the request to discuss the grievance with the employee if they deem that the Executive Director, in good faith and in

accordance with his responsibilities as authorized by the board, carried out his duty to decide on the grievance, and shall notify the employee in writing of its denial.

Should the SYCAMORE PARK DISTRICT Board decide to hear the grievance, it shall confer with the Executive Director at the earliest opportunity and establish the date and time of the meeting at which the grievance will be discussed and notify the employee in writing of that information. Every effort will be made to bring the matter as soon as possible to a SYCAMORE PARK DISTRICT Board Meeting. The Board shall determine which staff members are to be included in the discussion of the matter in the Executive Session. Following the Board Meeting in which the grievance was discussed, a final written response from the Board through the Executive Director will be given to the employee within fifteen (15) working days. The response will be considered final and binding as it relates to the resolution of the grievance and no further appeals will be considered.

SYCAMORE PARK DISTRICT's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance. SYCAMORE PARK DISTRICT will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith; testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

Adopted on:

Revised on:

4821-1929-8873, v. 1

4-9 POLICY ON MILITARY LEAVE

An employee who is a member of the United States Armed Forces will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

District employees must provide Sycamore Park District with at least thirty (30) days advance written notice prior to the start of leave for military service, unless notice is not possible due to a national emergency. Such notice must include, without limitation, a copy of his or her orders. Upon return to the District from the military training, the employee must submit a statement signed by an appropriate military official indicating the time he or she spent in military training and/or service. An employee whose period of service is more than thirty (30) days must complete an application for reemployment within the time periods as specified in the law.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if an employee is a member of the National Guard, the Illinois State Militia, or of the United States Armed Services Reserve, he or she may be entitled to leave with pay when called into service as provided by law. Under this Act, and if eligible, his or her salary continuation shall include health insurance and any other benefits he or she was receiving at the time of being called up. The employee's salary will be offset by his or her military pay.

Under the Military Leave of Absence Act (5 ILCS 325/0.01), full-time employees shall continue to receive his or her regular compensation as a Sycamore Park District during leaves for annual training. During leaves for basic training, for up to sixty (60) days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's daily rate of compensation for military activities is less than his or her daily rate of compensation as a Sycamore Park District employee, he or she shall receive his or her regular compensation as a Sycamore Park District employee minus the amount of his or her base pay for military activities. During these leaves, the employee's seniority and other benefits shall continue to accrue.

Employees should retain their military pay vouchers. In circumstances in which pay from the District is offset by military pay, the employee must furnish official proof of pay during his or her tour of duty in order to receive pay from the District.

In addition to the paid leaves of absence specified above, full-time employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty as long as the cumulative length of the absence and all previous absences do not exceed five (5) years, or as otherwise prescribed by law. Employees on military leave may substitute their accrued paid leave for unpaid leave.

Employees inducted into the Armed Services of the United States under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301, et seq. for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

During a military leave 30 days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his health

coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA].

Adopted on:

Revised on:

3-18 POLICY ON DISCIPLINE

All employees are expected to meet SYCAMORE PARK DISTRICT's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Ordinance. In addition, employees are expected to follow any other SYCAMORE PARK DISTRICT policies, rules and guidelines, performance standards, the directions of their Supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, some of which may include attendance, punctuality, personal conduct, job proficiency and general compliance with SYCAMORE PARK DISTRICT's policies and procedures.

If an employee does not meet these standards, SYCAMORE PARK DISTRICT may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance to improve work performance, attendance problems, attitude, and personal conduct, general compliance with SYCAMORE PARK DISTRICT's policies and procedures and/or other disciplinary problems. On occasions when work performance is below the acceptable level or does not progress according to expectations, the employee may be redirected or reassigned.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by SYCAMORE PARK DISTRICT. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on the employee's part.

Notwithstanding SYCAMORE PARK DISTRICT's option to use progressive discipline, SYCAMORE PARK DISTRICT is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

While it is hoped and expected that the need for disciplinary action will be rare, when an employee's job performance, attitude, or conduct falls short of established standards, appropriate action will be taken. Such actions will range from verbal counseling to termination. This means that, as a general rule, an employee will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that dismissal may be imposed for the first offense. The following procedures represent guidelines that may be implemented to remedy unacceptable job performance, attitude or conduct:

VERBAL WARNING

A verbal warning may be undertaken by an employee's supervisor(s). Verbal warnings occur for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor engaged in a verbal warning will discuss the concern with the employee and suggest how to correct the offending conduct or work performance. Documentation of verbal warning may be placed in the employee's personnel file.

WRITTEN WARNINGS

Written warnings may be issued by an employee's supervisor(s). Written warnings consist of a conference between the employee and the supervisor imposing the warning. A written memorandum expressing disapproval of conduct or poor work performance and/or attendance will be written warning the employee that repetition of the conduct or failure to improve may result in more severe discipline including discharge. A time frame for improvement shall be determined by the employee's supervisor and communicated to the employee. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in SYCAMORE PARK DISTRICT's opinion does not warrant suspension or discharge.

An employee is required to sign the written warning indicating receipt of the warning and his or her understanding of the reason for the warning. An employee will also be given an opportunity to provide written comments, which will be placed in his or her personnel file. If an employee refuses to sign, another Supervisor will be asked to witness the employee's refusal. A copy of the written warning will be placed in the employee's personnel file. If the employee corrects work performance deficiencies, it should be noted at the bottom of the written warning and be signed by both the employee and the supervisor,

SUSPENSION

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay. The supervisor(s) imposing the suspension will meet with the employee being suspended and give him or her a written memorandum outlining the details of the suspension, including without limitation, the reasons for and duration of the suspension, including the starting and ending dates. During this meeting, the employee will be given an opportunity to respond to the reason(s) for the suspension.

The duration of the suspension shall be determined by the Executive Director who shall inform the Board of this decision. To the extent permitted by law, unpaid suspensions of fulltime personnel will be based on daily increments except in instances of infraction of workplace conduct rules.

A suspended employee is required to sign the written notice of the suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. The suspended employee will also be given an opportunity to provide written comments on the notice, which will be placed in his or her personnel file. If an employee refuses to sign, another Supervisor will be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's personnel file.

DISMISSAL

A dismissal is a termination of employment initiated by SYCAMORE PARK DISTRICT. An employee may be dismissed for any lawful reason at any time. All SYCAMORE PARK DISTRICT employees serve at the will of SYCAMORE PARK DISTRICT. If an employee is dismissed he or she will receive written notice of the dismissal including effective date and time of dismissal. Under ordinary circumstances, the employee's supervisor or designee will meet with the employee, and present the written notice of dismissal. The employee is required to sign the written notice of the dismissal indicating his or her receipt of the notice. If the employee refuses to sign, another supervisor may be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's personnel file. The employee may further respond to those charges, if any, through the formal review procedure outlined below.

REVIEW OF DISMISSAL

The decision to dismiss an employee shall be final unless he or she requests a review of the dismissal by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with the employee and investigate the circumstances surrounding the dismissal, The Executive Director or the designee(s) should issue a written determination within ten (10) working days of receipt of the written request. The Executive Director's decision shall be final.

If a department head has been dismissed, he or she may make a request to the Board. The Executive Director's decision to dismiss a department head shall be final unless the department head submits a written request for review of dismissal to the

Board within (5) working days from the date the action was taken. The Board may meet with the department head and investigate the circumstances surrounding the dismissal. The Board should issue a written determination within ten (10) working days of receipt of the written request. The Board's decision shall be final.

This procedure will be followed to the extent that it is, in SYCAMORE PARK DISTRICT's sole discretion, practicable. SYCAMORE PARK DISTRICT reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal. Nothing shall limit or restrict SYCAMORE PARK DISTRICT's right to dismiss an employee at any time, with or without cause. As an at-will employee of SYCAMORE PARK DISTRICT, you may terminate your employment at any time, with or without cause or notice and SYCAMORE PARK DISTRICT retains a similar right. SYCAMORE PARK DISTRICT's failure to strictly adhere to the time limits or the procedures described above shall not affect the resolution of any disciplinary action.

REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within (10) working days of receipt of your request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within (5) working days after the date of initial determination. This supervisor may meet with you and should issue a written determination within (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final. Note that SYCAMORE PARK DISTRICT's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure should be followed to the extent that it is, in SYCAMORE PARK DISTRICT's sole discretion, practicable under the circumstances.

EMPLOYEES RESPONSE

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

SPECIAL RULES AND REGULATIONS

Satisfactory performance of duties and acceptable conduct is required of every employee. Failure to meet the minimum standards and work performance for any of the following listed reasons should be sufficient to dismiss any employee. Such list is not to be considered all inclusive. The Board shall be informed of the nature of the violation and chosen course of disciplinary action. They include but are not limited to:

- Use SYCAMORE PARK DISTRICT owned equipment or vehicles for personal use without the permission of the Executive Director.
- Work another job for which compensation would be received while on duty.
- Drinking or using controlled substances on the job or arriving on the job under the influence of alcohol or un-prescribed controlled substances.
- Insubordination or failure to follow the order of a Department Head, Supervisor or Executive Director.
- Being absent from work without permission, or failure to report any absences to the immediate Department Head or Supervisor.
- Being habitually absent or tardy.
- Failure to perform work in an appropriate manner.
- Being wasteful of material, property or working time.
- Inability to work with fellow employees.
- Theft.
- Fighting, disorderly, or immoral conduct.
- Punching another employee's time card or falsifying any time record.
- Intentionally giving false or misleading information in order to obtain employment.
- Conduct which endangers the health, safety or general welfare of other SYCAMORE PARK DISTRICT personnel or SYCAMORE PARK DISTRICT users.
- Failure to follow SYCAMORE PARK DISTRICT policies and procedures.
- Lying, falsifying or providing misleading information with regard to SYCAMORE PARK DISTRICT records, reports and forms.

- Any violation of policies or procedures regarding the privacy of individually identifiable health insurance information (or protected health information) as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPA) and as defined by the U.S. Department of Health and Human Services,

Employees who are dismissed have the right of appeal and may do so in accordance with the steps outlined entitled Grievance Process and Procedure.

Adopted on: 7/13/13

Revised on:

4-5 POLICY ON JURY DUTY LEAVE

If an employee is called for jury duty, he or she must notify their supervisor within forty-eight (48) hours of receipt of the jury summons.

Employees out on jury duty will receive their regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days. However, in the event of a day or half-day in which the employee is not required to serve, that employee will be expected to return to work.

Following jury duty, the employee must provide Sycamore Park District with appropriate documentation evidencing the length of his or her jury duty. In order to receive pay from the District, the employee must endorse payment checks received from the court for jury duty to the District as a partial offset of the pay received from the District and as further proof of jury duty.

Adopted on: Revised

on:

1-1 POLICY ON CLASSIFICATION OF POSITIONS

Personnel of SYCAMORE PARK DISTRICT shall be classified in one of the following classifications:

Regular Full-Time Employees

Regular Full-time employees are designated full-time by the Executive Director or SYCAMORE PARK DISTRICT's Board of Directors and have completed their introductory period. Full-time employees are expected to work at least 40 hours per week or more if necessary due to seasonal activities for four consecutive calendar quarters during the calendar year. Seasonal and part-time employees are excluded from the regular full-time employee classification regardless of the number of hours worked.

Introductory Period

During the first six months of employment with SYCAMORE PARK DISTRICT (the "Introductory Period"), all full-time employees are classified as Introductory Employees for the purposes of orientation, evaluation, and training, if any. (Includes transferred or promoted employees.)

Part Time Personnel are part time hourly personnel that are assigned duties in positions which are maintenance, recreational, clerical or secretarial in nature and which are year round positions..

Seasonal Personnel are hourly personnel that are assigned duties in positions which are maintenance, recreational, clerical or secretarial in nature, and the duration of which are related to the season of the activity.

Exempt and Non Exempt Employees Defined:

Exempt employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.

Non-Exempt employees receive overtime pay or compensatory time in accordance with SYCAMORE PARK DISTRICT's overtime and compensatory time policies. Their salaries are calculated on an hourly

basis. Non exempt employees must utilize a time clock and/or time sheets to document hours worked.

Employees, as referred to in this document, include regular full-time personnel, part time personnel and seasonal personnel. SYCAMORE PARK DISTRICT reserves the right to reclassify an employee's designation as deemed in the best interest of SYCAMORE PARK DISTRICT.

Adopted on:

Revised on:

4-3 POLICY ON HOLIDAY LEAVE

Regular, full-time employees are eligible for holiday pay. Employees may be granted holiday leave with pay for the following holidays:

New Year's Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day or Columbus Day (floating)
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve

In the event the holiday falls on a Sunday, the following Monday will be observed as a paid holiday. In the event the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Employees may take time off to observe their religious holidays in lieu of one of the holidays specified above. Employees who wish to make a holiday substitution should identify the substitution and make arrangements with their supervisor in advance, who will then forward the change to the Executive Director.

In order to qualify for holiday pay, employees must work the scheduled workday immediately before and after that holiday. Only excused absences will be considered exceptions to this policy. If a holiday occurs during an employee's scheduled vacation, the employee will receive holiday pay for that day and it will not count as a vacation day. Employees on unpaid leave of absences are not eligible to receive holiday pay.

Full-time, exempt employees who are *required* to work on holidays will receive an equivalent amount of compensated time which, other than hours accrued for Christmas Eve, Christmas Day, and New Year's Eve of that year, must be taken within the current fiscal year. Equivalent, compensated time for hours worked on Christmas Eve, Christmas Day, and New Year's Eve must be taken by January 31 of the following year.

Adopted on: 7/30/13

Revised on:

4844-4130-4633, v. 1

1-2 POLICY ON INDEPENDENT CONTRACTORS

Independent Contractors are not employees of the Park District but serve pursuant to an agreement with the full-time personnel or Board of Directors, shall be responsible to pay their own self employment tax and federal and state withholding, and are not eligible for fringe benefits. The independent contractors provide various services to SYCAMORE PARK DISTRICT such as program instruction, officiating and other such services.

It is important to note that independent contractors are governed by IRS regulations and may be used on a limited basis with the approval of the Executive Director. Their duties, responsibilities, and privileges are described in the agreements between the independent contractors and SYCAMORE PARK DISTRICT.

Independent contractors shall provide their own materials and insurance. A W9 must be completed and be on file at the Park District Administration Office prior to beginning work. A 1099 form shall be provided to independent contractors, who receive \$600 or more from SYCAMORE PARK DISTRICT in the calendar year, for the purpose of filing their tax returns.

Adopted on:

Revised on:

4852-2898-1817, v. 1

Policy 4-16 Sick Leave

Regular full-time employees may be granted sick leave, which starts accruing on his or her hire date. IMRF eligible employees may also accrue this leave at 25% of the terms defined below. IMRF eligible employees begin accruing their sick leave at the pay period after he or she hits the IMRF hour-threshold during his or her first year of service.

If you are using your sick leave for a personal illness, you would continue to be eligible to accrue health/wellness leave.

Sick leave should not be used in units of less than four (4) hours at any one time. Please let your supervisor know that you will be absent from work due to illness as early as possible. Only accrued sick leave may be taken.

In addition to utilizing leave in the event of your own illness, leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Pursuant to the Employee Sick Leave Act, employees may also use personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.

Sycamore Park District may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than thirty (30) days, your leave eligibility will not be affected. Any accrued leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.

All eligible full-time employees will be allowed to accumulate unused sick leave to a maximum of 240 days, however, unused sick days are not paid out upon separation of employment. This may allow the employee to qualify for a maximum of one year (240 days) of additional service credit with IMRF for unused, unpaid sick days earned. The service credit is earned at the rate of one month for every 20 days of unused, unpaid sick leave or fraction thereof. The effective date of pension must be within 60 days of the employee's termination/retirement, and all changes in IMRF regulations on this matter will supersede what is contained herein.

4-16

4824-8112-3385, v. 1

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 27, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ANNOUNCEMENT of APRIL 4, 2017
COMMISSIONER ELECTION: Information Only

BACKGROUND INFORMATION: Two Commissioner positions are up for election on April 4, 2017. The following Commissioners' terms are ending:

Ted Strack
Michelle Schulz

The election to fill these will all be for four year terms.

Petitions may be circulated beginning September 20, 2016, and must be filed with the Park District Secretary, Daniel Gible, between December 12 and 19, 2016.

Since there are considerable rules and regulations governing candidates, interested individuals must review candidate information provided by the State of Illinois at:

<https://www.elections.il.gov/Downloads/ElectionInformation/PDF/2017CandidateGuide.pdf>

Should someone be interested in filing petitions for the election, contact the Sycamore Park District Secretary, Daniel Gible at 815-895-3365. He can answer questions and/or provide you with a packet of information for beginning the petition process.

STAFF RECOMMENDATION: This is information only item.

FISCAL IMPACT: None

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *al*

BOARD ACTION: