



Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District

Regular Board Meeting

October 25, 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: September 27, 2016
7. Study Session Minutes: September 20, 2016
Study Session Executive Session Minutes: September 20, 2016

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

22. Superintendent of Finance Monthly Report
26. Budget Report
43. Superintendent of Golf Operations Monthly Report
46. Superintendent of Parks and Facilities Monthly Report
52. Recreation Report
54. Executive Director Monthly Report

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

Board of Commissioners Meeting

October 25, 2016

PG 2

CORRESPONDENCE-

- 56. Jeff Strack Thank You
- 57. CH Questionnaire – Kim Cassens
- 58. Sycamore Ladies “Niners” Golf League Thank You
- 59. IDOT – ITEP Grant
- 61. Sycamore History Museum Thank You

PUBLIC INPUT

Monthly Department Report: Jeff

POSITIVE FEEDBACK/REPORTS

OLD BUSINESS:

- 62. Construction Management Report—Dan
Report of ACTION 2020 Committees—Dan/et.al.
Update on Leaf a Legacy—Ted/Ann/Michelle
Award Bid for ADA Pool Work—Dan
- 65. Amend License Agreement for Trail with City of Sycamore—Dan

NEW BUSINESS:

- 69. First Draft Capital Budget—Jackie
Appoint IAPD Annual Meeting Delegates and Conference Details—
Dan and Jackie
- 75. Update Regular Fees for Field Use—Jeff
- 78. Approve Supplemental Field Fees for Leaf a Legacy—Lisa
- 82. Approve Electrical Rates—Jackie
- 84. Approve Revisions in Investment Policy—Jackie
- 90. Approve Medical, Dental, Life Insurance Rates for 2017—Jackie
- 91. Adopt Land Acquisition Policy—Dan
- 95. Consideration of Land Swap and Easements Adjacent to Old Mill
Park
- 99. Blood born Pathogen/Communicable Disease Policy—Dan
- 127. Final Review and Approval of Personnel Policy—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:

- 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, September 27, 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 6:04 p.m. on Tuesday, September 27, 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 Schulz, Tucker and Strack.**
Commissioner Graves arrived at 6:07 pm.

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 Graves and Kroeger. Commissioner Graves arrived at 6:07 pm.**

Staff members present were Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Sarah Rex.

Guests at the Board meeting were:

Stephanie Markham, Daily Chronicle

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Graves and Kroeger were absent.

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the August 23, 2016 Regular Meeting Minutes and August 23, 2016 Emergency Meeting Minutes. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Graves and Kroeger were absent.

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$119,436.15.
Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Graves and Kroeger were absent.

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Correspondence –

- George and Linda Thank You to Kirk
- DeKalb Park District Thank You
- Oscar Thank you card to the pool

Public Input - None

Monthly Department Presentation – Kirk Lundbeck – Supt. of Golf Operations: Kirk handed out information on “The Genoa Effect”. He then discussed the effect the Genoa League had on us. There were 3 leagues and 5 different events that came to our course this season. He then went over the revenue figures for all the leagues/events. The leagues have told Kirk they are coming back again next year and that the course is in wonderful shape and they received great service.

Construction Management Report – Director Gible noted the information was reviewed at the study session, but it has been revised. Staff is looking through looking for alternates to keep costs under control. He also noted there will probably be 2 more versions of budget before going out to bid.

Report on Action 2020 Committees –

Commissioner Graves noted that there will be a Dog Park meeting on October 4th. He also noted there will be a postcard going out to all the registered dog owners.

President Strack noted there will be a walk along the proposed Great Western trail connection this Saturday, October 7th starting at 7:00 am. Everyone will meet at the Clubhouse and leave from there.

Update on Leaf a Legacy- None at this time.

Update on ADA Pool Work - Director Gible noted the ADA Pool work went out to bid on 9-26. There will be a pre bid meeting on October 4th. Most work will be on the bath house. We are including in the bids the restoration or replacement of the slide in baby pool. It will probably be a restoration of the slide. This work will be approximately \$225,000 if the slide is replaced, but if we restore the slide it would approximately \$200,000.

Update on Annexations - Director Gible noted there is nothing new at this time.

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New Business

Quarterly Capital Funds Update -Supt of Finance Jackie Hienbuecher noted this is the updated report and includes numbers through August. She also noted that most things are coming in under budget.

Recommendation to Retain Engineers for GW Trail Extension Study – Director Gibble noted that previously considered retaining ERA to assess options for trail corridor between Evergreen Village and Old Mill Park. Since that time our citizens trail committee has been looking at the options and talking to people about the options along the corridor. The options have been narrowed down. We are authorizing ERA to do a complete survey of this corridor to determine what the potential road blocks are to having the trail pass over the corridor. This would include a preliminary assessment of the viability of that corridor and if it is viable then a preliminary cost of the project. He is asking the Board to authorize entering into a contract for this work with ERA.

Motion

Commissioner Tucker moved to approve authorization to enter into this agreement with ERA in the amount of \$18,682.00 to complete the assessment. 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 Kroeger was absent.

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 -

Motion

Commissioner Tucker moved to adopt Ordinance 07-2016 as stated above.
 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 Kroeger was absent.

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First Review of Personnel Policy – Director Gibble noted with our new Risk Management Agency they like to see the personnel policy reviewed every 3 years. This is year 3 of the Full Time Policy, so he had council review it. He presented to the board the recommended changes. All other sections of the manual have no changes. After the Board reviews, the entire personnel manual will be brought back next month for approval.

Commissioner Election Information – Director Gibble noted there are 2 commissioner positions that will be up for election on April 4 of 2017. The terms ending is Ted Strack and Michelle Schulz. These are 4 year terms and petitions could be circulated beginning on September 20th. There are information packets available at the Administration Office front desk if anyone is interested, along with reference to the State of Illinois and the County's election information links.

Setting of Date for Next Study Session - The following dates were decided for the next study sessions: Tuesday, October 18th, Tuesday, November 15th, and Tuesday, December 6th all at 6:30 pm.

Public Input - None

Motion

The Board adjourned the Regular Session at 6:41 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Kroeger 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, September 20, 2016**

President Strack called the meeting to order at 6:07 p.m.

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:07 p.m. on Tuesday, September 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, Tucker, and Strack.**

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

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None**

Staff members present were Director Dan Gible, Supt. of Finance Jackie Hienbuecher, Supt. of Parks, Jeff Donahoe, Supt. of Golf Ops. Kirk Lundbeck, Program Supervisor Lisa Metcalf, Program Supervisor Sarah Rex, Steve Tritt, Bounie Phonparsit, Sean Wood, Armond Mattingly, Bob Swedberg, Melissa Dobberstein, and Recording Secretary Jeanette Freeman.

**Regular Agenda Approval –
Motion**

Commissioner Tucker moved to approve the Regular Agenda. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Director Gible had the staff attending the meeting introduce themselves. All staff attending the meeting have been involved in the Critical Success Factors and setting goals and objectives and action statements. Staff then introduced themselves.

Update on Fundraising – Director Gible noted that we went over the \$600,000 mark at the Good Tymes Revival last weekend. Commissioner Kroeger noted staff did a great job getting the building in shape. Everyone thought the event was great. Director Gible noted the event has more to do with after the LAL then it does with the LAL. Establishing the event as an annual type of event is what will last past hitting the goal of \$1,000,000.

Commissioner Graves noted the Dog Park Committee has sent out packets and emails sent as follow-ups on the packets. They have a meeting scheduled for 10-4. There will also be post cards sent out to dog owners.

Update on Fundraising-cont'd -

President Strack noted there is a trail walk scheduled for 10-1. He also hopes to start organizing his group to clean the rail bed of brush.

Director Gibble noted Commissioner Schulz contacted the DCCF about grants for the Community Center and they encouraged us to apply for funds for the trail project rather than the community center. We are starting toward the \$700,000 in donations mark this week.

Commissioner Schulz noted they sent out the packets from the Community Center committee.

Sarah Rex noted the leaflet will go out this week to residents of Sycamore. She will also do some eblasts and Facebook posts. Director Gibble noted that a follow-up piece toward the end of the year would be good as suggested by Commissioner Schulz.

Director Gibble noted the Splash pad committee is trying to reschedule a meeting. We have a few small donations for the splash pad and the committee will work on the packets to mail out like the dog park committee did.

Review and Discussion of Construction Manager's Report – Director Gibble noted the Board has received a copy of the preliminary schematic design estimate for the project. Both of the versions are over budget but we will hold a meeting with Farnsworth and the Construction Managers to identify areas of possible cost savings. This will be the start of making difficult decisions about finishes, etc. Later this year we should have the gross project cost from the Construction Manager for the work before going out to bid. There may be more difficult decisions to be made by the board at this time. It will still be bid out with the base and alternate version. After the next version staff will also bring to the board ways to save to get the project cost closer to budget. He then went over the timeline in the binder and noted he will send the board the revised timeline in the next week based upon the most current meeting. He noted the next study session we will have a list of items they want the boards input on to keep closer to budget. There was more discussion.

Review of Critical Success Factors: First Draft – Goals, Objectives, Action Statements by Staff - Director Gibble noted he has asked each group to present to the Board their first draft. Each group presented their information to the board. The board asked questions throughout the presentations.

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Tuesday September 20, 2016
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Motion

The Board adjourned the Regular Session to go into Executive Session at 8:25 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

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

- 5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- 6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 8:30 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Director Gibble as Secretary, and Recording Secretary Jeanette Freeman.

Motion

The Board adjourned the Executive Session at 8:50 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 8:50 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 54-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 10/18/2016
 TIME: 11:20:33
 ID: AP450000.MOW
 01

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 09/27/2016 TO 10/18/2016

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

A-1 TREE	A-1 TREE & STUMP REMOVAL								
	092916	01 REMOVE TREE NEAR TENNIS	504100056308	09/29/16	00001565	57012	10/07/16	1,700.00	1,700.00
		02 REMOVE TREE NEAR TENNIS	101500056308					850.00	850.00
								VENDOR TOTAL:	1,700.00

ARTHUR	ARTHUR CLESEN, INC.								
	319324	01 COURSE FUNGICIDE, GRUB CONTROL	504100076507	09/28/16	00001537	56999	10/04/16	471.96	130.98
	319375	01 GREENS FUNGICIDE	504100076507	09/29/16	00001538	56999	10/04/16	471.96	210.00
	319399	01 GRUB CONTROL	202100076531	09/30/16	00001548	56999	10/04/16	471.96	130.98
								VENDOR TOTAL:	471.96

ATT&T	A T & T								
	0301118609001-100616	01 ADMINISTRATION	201000096700	10/06/16	00000000	57028	10/18/16	83.98	83.98
		02 ADMINISTRATION	101000096700		00000000			17.50	17.50
		03 ADMIN FAX	101000096700		00000000			0.84	0.84
		04 ADMIN FAX	201000096700		00000000			0.84	0.84
		05 PRO SHOP	504000096700		00000000			2.93	2.93
		06 MAINT BLDG.	101500096700		00000000			44.37	44.37
								VENDOR TOTAL:	83.98

BANN	BANNER UP SIGNS								
	63024	01 PARK SIGNS	101500066405	09/27/16	00001534	57000	10/04/16	220.00	100.00
	63033	01 DO NOT ENTER SIGN GOLF	504100076500	09/27/16	00001533	57000	10/04/16	220.00	120.00
	63110	01 ENTRANCE BANNER PUMPKIN SCRAMB	101200046214	10/06/16	00001568	57019	10/12/16	115.00	115.00
								VENDOR TOTAL:	335.00

CARQ	CARQUEST AUTO PARTS								
	2454-331292	01 MOWER RELAYS	101500066403	09/06/16	00001472	57001	10/04/16	163.27	131.04
								VENDOR TOTAL:	131.04

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/27/2016 TO 10/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT	
CONS	121003055	05 SYCAMORE LAKE	101500096702	10/06/16	00000000	57031	10/18/16	191.08	191.08	
		06 GOOD TYMES SHELTER	101500096702		00000000				28.14	
		07 WETZEL PARK	101500096702		00000000				42.01	
									19.76	
		VENDOR TOTAL: 191.08								
		01 DIESEL - GOLF	504100076515	09/29/16	00000000	57013	10/07/16	1,361.84	715.16	
		02 DIESEL - PARKS	101500076515		00000000				287.39	
03 DIESEL - SC	202100076515		00000000				323.12			
							104.65			
VENDOR TOTAL: 1,361.84										
DEKA	121003056	01 GASOLINE - GOLF	504100076515	09/29/16	00000000	57013	10/07/16	1,361.84	380.40	
		02 GASOLINE - PARKS	101500076515		00000000				25.14	
		03 GASOLINE - SC	202100076515		00000000				48.10	
		04 GASOLINE - TRUCKS	101500076515		00000000				39.35	
							267.81			
VENDOR TOTAL: 266.28										
DEKA	121003057	01 GASOLINE -TANK 4 OLD SHOP	504000076515	09/29/16	00000000	57013	10/07/16	1,361.84	266.28	
		VENDOR TOTAL: 266.28								
DEKA	43713	01 THROTTLE CABLE	101500066403	09/22/16	00001543	57003	10/04/16	27.55	27.55	
		VENDOR TOTAL: 27.55								
		43978	01 WEEDEATER PARTS	101500066403	10/04/16	00001555	57014	10/07/16	31.58	31.58
								31.58		
VENDOR TOTAL: 59.13										
DEKA2	62250	01 WHEEL KIT TRIM MOWER	101500066403	09/23/16	00001542	57004	10/04/16	76.87	76.87	
		VENDOR TOTAL: 76.87								
EUCL	2453818945	01 FAT TIRE KEG	303500086640	09/27/16	00001552	57005	10/04/16	254.00	254.00	
		02 DEPOSIT	303500086640		00001552				164.00	
		03 MIKES BLK CHERRY	303000086635		00001552				30.00	
		04 MIKES LEMONADE	303000086635		00001552				30.00	
		VENDOR TOTAL: 254.00								

FROM 09/27/2016 TO 10/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FRONTIER	FRONTIER								
	100716	01 MAINT BLDG	101500096700	10/07/16	00000000	57032	10/18/16	872.48	872.48
		02 MAINT BLDG	504100096700		00000000				67.25
		03 POOL	518000096700		00000000				67.26
		04 ADMINISTRATION	101000096700		00000000				41.04
		05 ADMINISTRATION	201000096700		00000000				305.97
		06 PRO SHOP	504000096700		00000000				305.97
									84.99
									VENDOR TOTAL: 872.48
HORN									
	398433	01 SUPER STROKE SLIM 30 GRIP	501000001303	10/03/16	00001540	57006	10/04/16	83.02	83.02
		02 NEW DECADE BLACK/WHITE GRIP	501000001303		00001540				31.60
		03 SHIPPING	501000001303		00000000				47.04
									4.38
	398466	01 DRI-TAC RED/BLK GRIPS- SPC ORD	501000001303	10/03/16	00001549	57021	10/12/16	84.00	84.00
									84.00
									VENDOR TOTAL: 167.02
LOWE									
	905670	01 STAIN- TABLES FOR FUNDRAISER	101200046223	09/02/16	00001465	57015	10/07/16	125.68	27.53
									27.53
	953132	01 REBAR - PARKS	101500076500	09/06/16	00001501	57015	10/07/16	125.68	27.02
									27.02
	953951-091316	01 ROAD PATCH, BEE SPRAY	101500066404	10/07/16	00001496	57015	10/07/16	125.68	71.13
									71.13
									VENDOR TOTAL: 125.68
MENA									
	31057	01 GRAFFITI REMOVER	101500066404	09/16/16	00001509	57016	10/07/16	171.24	27.88
									27.88
	31375	01 WATER TANK REPAIR PARTS	504100076500	09/20/16	00001508	57016	10/07/16	171.24	11.06
									11.06
	31482	01 ROAD PATCH, REACH TOOLS	101500066406	09/21/16	00001519	57016	10/07/16	171.24	46.96
									46.96
	31655			09/23/16		57016	10/07/16	171.24	24.26

FROM 09/27/2016 TO 10/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3377	01 TABLE CLOTH	101200046214	08/24/16	00001569	57022	10/12/16	365.00	365.00
									365.00
									VENDOR TOTAL: 365.00
PROVIDEN	PROVIDENT DIRECT								
	16109	01 LEAF A LEGACY 4PG MATTER	101200046214	09/27/16	00001567	57023	10/12/16	2,568.00	1,733.00
									1,733.00
									VENDOR TOTAL: 2,568.00
RINGLAND	RINGLAND-JOHNSON, INC								
	216095-1	01 BUDGET ESTIMATE	711000036131	09/26/16	00000000	56994	09/27/16	11,655.00	11,655.00
									11,655.00
									VENDOR TOTAL: 11,655.00
SECNOT	SECRETARY OF STATE INDEX DEPT								
	2 NOTARY RENEW								
	01 2 NOTARY RENEW		101000046204	10/13/16	00000000	57025	10/13/16	20.00	20.00
									20.00
									VENDOR TOTAL: 20.00
STAPLES	STAPLES ADVANTAGE								
	3315057959	01 TONER	101000046200	09/17/16	00000000	57017	10/07/16	119.51	50.90
		02 CORR FLUIDS-DUSTERS	101000046200		00000000				25.58
		03 CORR FLUIDS-DUSTERS	201000046200		00000000				10.49
		04 MARKERS - PAPER CLIPS	101000046200		00000000				10.49
		05 MARKERS - PAPER CLIPS	201000046200		00000000				2.17
									2.17
									VENDOR TOTAL: 119.51
	3315686638	01 ORDER DISCOUNT	101000046200	09/24/16	00000000	57017	10/07/16	119.51	-11.05
									-11.05
									VENDOR TOTAL: 119.51
	3315686640	01 BUS CARDS - ENVELOPES	101000046200	09/24/16	00000000	57017	10/07/16	119.51	79.66
		02 BUS CARDS - ENVELOPES	201000046200		00000000				26.04
		03 TONER - SHEET PROTECTORS	101000046200		00000000				26.04
		04 TONER - SHEET PROTECTORS	201000046200		00000000				13.79
									13.79
									VENDOR TOTAL: 119.51

FROM 09/27/2016 TO 10/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000024	DOBERSTEIN, MELISSA	REIMB 10-16							
		01 ALDI REIMB 10-4-16- BUNS	3030000086615	10/13/16	00000000	57026	10/13/16	38.01	38.01
		02 ALDI REIMB 9-25-16-TOM CUCS	1010000046212		00000000			8.50	8.50
		03 ALDI REIMB 9-25-16 TOM-CUCS	2010000046212		00000000			0.72	0.72
		04 ALDI REIMB 9-25-16 TOMATOES	3035000086640		00000000			0.72	0.72
		05 ALDI REIMB 9-25-16 ONTONS	3030000086629		00000000			2.24	2.24
		06 ALDI REIMB 9-25-16 LIMES	3030000086636		00000000			0.99	0.99
		07 ALDI REIMB 9-25-16 CREAMER	3030000086632		00000000			0.38	0.38
		08 ALDI REIMB 10-1-16 LEFT, FRUIT	3035000086640		00000000			2.18	2.18
		09 ALDI REIMB 10-1-16 CANT-POTATO	3035000086640		00000000			11.14	11.14
		TIP 10-1 RENTAL							
		01 TIP 10-1 CH RENTAL	3035000003090	10/03/16	00000000	57009	10/04/16	168.80	168.80
								168.80	168.80
T0000847	HORST, PHYLLIS								
		10-18-16							
		01 GHOST STORY TELLER	206095116216	10/18/16	00000000	57034	10/18/16	100.00	100.00
								100.00	100.00
								VENDOR TOTAL:	206.81
T0001170	METCALF, LISA								
		MILEAGE 9-26-16							
		01 MILEAGE 9-26-16	2010000046211	09/26/16	00000000	56995	09/27/16	143.29	143.29
								143.29	143.29
								VENDOR TOTAL:	143.29
T0001304	MAROLA, ALLISON								
		REIMB 10-10-16							
		01 REIMBURSE MICHAELS 10-10-16	205230266216	10/12/16	00000000	57024	10/12/16	71.87	71.87
								71.87	71.87
								VENDOR TOTAL:	71.87
T0001435	NIEWOLD, BARBARA								
		092716							
		01 CANCELLED CLASS	205660596218	09/27/16	00000000	56996	09/27/16	39.00	39.00
								39.00	39.00
								VENDOR TOTAL:	39.00
T0001436	SCHUBERG, JOSHUA								
		REPLACEMENT CHECK							
		01 REPL JULY PAYROLL CK LOST	1010000001001	10/13/16	00000000	57027	10/13/16	211.00	211.00
								211.00	211.00
								VENDOR TOTAL:	211.00

FROM 09/27/2016 TO 10/18/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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THELIFE	THE LIFE GUARD STORE								
	INV427936	01 GUARD SUIT	518000046215	06/03/16	00001530	57010	10/04/16	27.75	27.75
									VENDOR TOTAL:
									27.75

UNIT2	UNITED STATES POSTAL SERVICE								
	092816 MAILING LAL	01 POSTAGE-LAL MAILING	101200046214	09/28/16	00000000	56998	09/28/16	1,541.54	1,541.54
									VENDOR TOTAL:
									1,541.54

VERM	VERMERE-ILLINOIS INC.								
	PA1918	01 CHIPPER START SWITCH	101500066402	09/29/16	00001545	57018	10/07/16	180.99	119.49
									VENDOR TOTAL:
									180.99

	PA1961	01 CHIPPER ROLLING SWITCH	101500066402	09/30/16	00001559	57018	10/07/16	180.99	61.50
									VENDOR TOTAL:
									180.99

WASTE	WASTE MANAGEMENT								
	3510704-2011-9	01 REFUSE REMOVAL -ADM	101000056302	09/27/16	00000000	57011	10/04/16	238.26	238.26
									VENDOR TOTAL:
									238.26
									50.29
									50.29
									5.00
									32.26
									33.55
									33.55
									-15.04
									48.35

TOTAL --- ALL INVOICES: 26,932.71

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	30,285.31	7,378.75
CINTA	CINTAS CORPORATION #355	1,304.10	33.36
CITY	CITY OF SYCAMORE	8,273.00	300.00
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	357.26
ECO	ECOWATER SYSTEMS, INC.	983.60	87.46
ELIAS	ELIAS, MEGINNES & SEGHETTI PC		120.00
ENGIN	ENGINEERING RESOURCE ASSOC	23,488.79	3,620.36
GRAI	GRAINGER	3,389.04	287.60
GROUPL	GROUP PLAN SOLUTIONS	406.00	22.00
HISTO	H.I. STONE & SONS INC.		1,366.69
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,979.00	78.21
KAR	KAR-FRE FLOWERS	139.50	51.48
KISH	KISHWAUKEE SPECIAL RECREATION	76,959.00	100.00
MENA	MENARDS - SYCAMORE	4,712.58	59.98
NICOR	NICOR GAS	14,224.67	78.12
PDRMA	PDRMA	240,752.77	4,049.76
SERVICE	SERVICEMASTER RESTORATION	7,436.00	487.50
SOFT	SOFT WATER CITY	2,592.85	45.75
SPARKLE	SPARKLE JANITORIAL SERVICE	15,449.96	802.00
SUNDOG	SUN DOG IT	25,948.95	418.12
T0000194	HIENBUECHER, JACKIE		74.88
	ADMINISTRATION		19,819.28
15	PARKS		
AIRGAS	AIRGAS USA LLC	4,444.55	19.98
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	10,275.62	92.24
CARR	CARROT-TOP INDUSTRIES	548.62	564.72
CINTA	CINTAS CORPORATION #355	1,304.10	38.20
CLASSC	CLASS C SOLUTIONS GROUP	412.65	61.63
DEKA	DEKALB LAWN & EQUIPMENT CO.	14,375.65	16.76
DEKA2	DEKALB IMPLEMENT CO.,	1,745.80	30.36
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	546.58
ENCAP	ENCAP, INC	81,955.50	1,275.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	6,118.80	165.00
GRAI	GRAINGER	3,389.04	35.92
MAR	ARCH CHEM-MARINE BIOCHEM	8,260.50	425.00
MENA	MENARDS - SYCAMORE	4,712.58	29.97
MROUT	MR OUTHUSE	9,295.00	707.50
NICOR	NICOR GAS	14,224.67	141.54
PDRMA	PDRMA	240,752.77	581.61
RICHM	RICHMOND FISHERIES		2,002.00

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
SAF	SAFETY-KLEEN CORP.	837.53	215.73
SOFT	SOFT WATER CITY	2,592.85	70.25
	PARKS		7,019.99
RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	2,700.00	300.00
CINTA	CINTAS CORPORATION #355	1,304.10	18.64
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	357.26
ECO	ECOWATER SYSTEMS, INC.	983.60	87.46
GROUPPL	GROUP PLAN SOLUTIONS	406.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,979.00	78.22
KAR	KAR-FRE FLOWERS	139.50	51.47
KISH	KISHWAUKEE SPECIAL RECREATION	76,959.00	100.00
NICOR	NICOR GAS	14,224.67	45.02
PDRMA	PDRMA	240,752.77	4,133.67
SERVICE	SERVICEMASTER RESTORATION	7,436.00	487.50
SPARKLE	SPARKLE JANITORIAL SERVICE	15,449.96	802.00
SUNDOG	SUN DOG IT	25,948.95	418.12
	ADMINISTRATION		6,901.36
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	20,042.68	41.42
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	10.89
MROUT	MR OUTHOUSE	9,295.00	542.50
PDRMA	PDRMA	240,752.77	5,322.32
VULC	VULCAN MATERIALS CO.	1,331.42	236.63
	SPORTS COMPLEX MAINTENANCE		6,153.76
25	MIDWEST MUSEUM OF NATURAL HIST		
BATTERIE	BATTERIES PLUS	804.78	42.92
	MIDWEST MUSEUM OF NATURAL HIST		42.92

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SPECIAL RECREATION			
10	ADMINISTRATION		
WILL2	WILLIAMS ARCHITECTS/AQUATICS	6,096.30	11,458.90
	ADMINISTRATION		11,458.90
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	153.11
MENA	MENARDS - SYCAMORE	4,712.58	8.00
NICOR	NICOR GAS	14,224.67	19.30
	CLUBHOUSE CONCESSIONS		180.41
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	116.04
	SPORTS COMPLEX CONCESSIONS		116.04
35	CATERING		
MENA	MENARDS - SYCAMORE	4,712.58	31.24
	CATERING		31.24
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	473.82
NICOR	NICOR GAS	14,224.67	19.30
PDRMA	PDRMA	240,752.77	1,965.79
SOFT	SOFT WATER CITY	2,592.85	115.00
	GOLF OPERATIONS		2,573.91
41	GOLF MAINTENANCE		
AIRGAS	AIRGAS USA LLC	4,444.55	22.40
CINTA	CINTAS CORPORATION #355	1,304.10	38.16

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GOLF COURSE			
41	GOLF MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	1,542.91
GRAI	GRAINGER	3,389.04	12.01
MENA	MENARDS - SYCAMORE	4,712.58	24.85
MROUT	MR OUTHOUSE	9,295.00	165.00
NICOR	NICOR GAS	14,224.67	175.72
PDRMA	PDRMA	240,752.77	3,636.04
R&R	R & R PRODUCTS INC.	924.25	147.91
REED	REED IRRIGATION	165.86	160.00
REIN	REINDERS, INC.	81,539.57	189.60
	GOLF MAINTENANCE		6,114.60
SWIMMING POOL			
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	37,042.57	267.08
NICOR	NICOR GAS	14,224.67	96.07
	POOL MAINTENANCE		363.15
CAPITAL PROJECTS			
10	ADMINISTRATION		
AEAELEC	AEA ELECTRICAL CONTRACTING		9,679.00
ENCAP	ENCAP, INC	81,955.50	1,313.00
ENGIN	ENGINEERING RESOURCE ASSOC	23,488.79	1,400.00
SUNDOG	SUN DOG IT	25,948.95	1,116.69
	ADMINISTRATION		13,508.69
TOTAL ALL DEPARTMENTS			74,284.25

Interim \$26,932.71
New \$74,284.25

Total \$101,216.96

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 25, 2016

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

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Contacted Harris regarding email notifications in the purchase order system.
- Reviewed survey of golf/concessions operations. Continued to work on setting goals based upon Critical Success Factors using this tool.
- Reviewed health plan renewal information from PDRMA. No increase in premiums.
- Researched information on IMRF sponsored long-term care insurance.
- Research information on vision policies.
- Analyzed Special Recreation Fund to determine availability of funds for Pool ADA Project.
- Participated in project planning phone call with Vermont Systems, our new recreation software provider.
- Continued communication with Ispera Government Systems regarding assistance with writing the phone system RFP. Refined Statement of Work as requested.
- Sent out data in order to obtain quotes from various merchant services providers. Met with representatives of Resource Bank regarding

same. Explained to potential providers that our new recreation software works with specific programs and I need to do further research before selecting a new provider, if that is the intent.

- Worked with PFM and legal counsel to update the District's Investment Policy.
- Met with Blumen Gardens and staff regarding updating of Clubhouse landscaping.
- Participated in PDRMA Health Benefits Coordinator Workshop webinar.
- Participated in PDRMA PATH Maintain Don't Gain Challenge Webinar.
- Sent information to legal counsel to file exempt status on District property.
- Reviewed cash flow and transferred funds to PFM/IPDLAF to increase earnings.
- Obtained quotes for electric contract expiring January 2017.
- Began assembling data to distribute to staff for 2016 year-end projections and 2017 budget process.
- Updated the five-year capital budget to include items from the Equipment Replacement and Capital Asset schedules. Began the process of reviewing and revising the budget based upon need and financial limitations.
- Began registration for the 2017 IAPD/IPRA Conference.
- Contacted Speer Financial regarding annual G.O. Bond schedule.
- Attended PDRMA Open Enrollment 2017 Benefits Coordinator Workshop.

- Food & Beverage Manager attended the Performance Food Groups food show.
- Began process for calculating the 2015 Tax Levy. Contacted the county to get an estimate of our EAV.
- Attended AssetMAXX Capital Asset Software training. This is the program the District is to use to update capital assets for PDRMA. It will also be a great tool for keeping our Equipment Replacement and Capital Asset schedules up to date.
- Staff closed down Sports Complex concessions for the season. Transferred excess inventory.
- Catering/special events/room rentals: 2 golf functions, 2 classes, 7 room rentals

Administrative Initiatives (11/1/16 – 11/30/16)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Consolidate and review 2016 year-end projection and 2017 budget requests.
- Work with ISPERA representative to develop RFP for phone system.
- Finalize five-year capital plan.
- Work with Speer Financial regarding annual G.O. Bond issuance.
- Continue registration for 2017 IAPD/IPRA Conference.
- Attend PDRMA training seminar A Supervisor’s Role in Claims Reporting.

- Participate in PDRMA Wellness Wisdom Webinar, topic tbd.
- Attend Risk Management Institute.
- Attend Legal Symposium.
- Coordinate open enrollment for PDRMA health insurance.
- Meet with Colonial Life representative regarding employee benefits.
- Review purchasing card programs for possible implementation.
- Continue to monitor EAV as townships record their numbers. Prepare resolution to estimate the 2016 Tax Levy.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 1 classes, 2 meetings, Election

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2016

Corporate Fund (10)

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2015 YTD Actual	Variance
Revenues									
Administration	494,382.00	490,680.22	-0.7%	1,195,710.00	1,220,480.02	2.1% (1)	1,269,555.00	1,183,242.38	3.1% (2)
Marketing	7,300.00	5,122.59	-29.8%	37,300.00	5,572.59	-85.1% (3)	37,300.00	-	(6)
Parks	6,220.00	2,445.49	-60.7%	14,217.00	8,929.91	-37.2% (4)	14,810.00	9,950.89	-10.3% (4)
Total Revenues	507,902.00	498,248.30	-1.9%	1,247,227.00	1,234,982.52	-1.0%	1,321,665.00	1,193,193.27	3.5%
Expenses									
Administration	36,204.00	41,332.18	14.2%	726,795.00	739,250.11	1.7%	1,428,694.00	397,810.24	85.8% (5)
Marketing	40,034.00	9,237.23	-76.9%	80,217.00	34,677.46	-56.8% (6)	90,050.00	-	(6)
Parks	26,915.00	25,363.51	-5.8%	198,644.00	182,671.21	-8.0% (7)	258,709.00	162,953.61	12.1% (8)
Total Expenses	103,153.00	75,932.92	-26.4%	1,005,656.00	956,598.78	-4.9%	1,777,453.00	560,763.85	70.6%
Total Fund Revenues	507,902.00	498,248.30	-1.9%	1,247,227.00	1,234,982.52	-1.0%	1,321,665.00	1,193,193.27	3.5%
Total Fund Expenses	103,153.00	75,932.92	-26.4%	1,005,656.00	956,598.78	-4.9%	1,777,453.00	560,763.85	70.6%
Surplus (Deficit)	404,749.00	422,315.38	4.3%	241,571.00	278,383.74	15.2%	(455,788.00)	632,429.42	-56.0%

(1) In 2016 YTD real estate tax receipts is currently 97.27% of total anticipated compared to budgeted 96% \$21,754. Shelter rentals exceed budget 29.5% \$2,111.

(2) In 2016 YTD real estate tax receipts collected is higher by 3.7% \$39,553.

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

(4) 2016 allocation of imrf/ss levy is less than budget since wages are running less than budget.

(5) In January 2016, \$444,000 was transferred to Action 2020 fund from property tax revenue. After considering this adjustment, 2016 expenses are higher than 2015 by \$102,560 which is due to the paving expense of \$111,179 in 2015.

(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 33.7% \$19,788.

(8) 16 exp higher than '15: pt wages/taxes 48.1% \$12,653; building maint 188.1% \$4,181; landscape serv 24.3% \$3,479

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2016

Recreation Fund (20)

<u>Department</u>	<u>September Budget</u>	<u>September 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	359,671.00	356,340.67	-0.93%	822,106.00	839,868.12	2.16% (1)	856,359.00	842,665.89	-0.3% (1)
Sports Complex	900.00	20,786.00	2209.56%	28,600.00	33,493.58	17.11% (2)	35,300.00	21,437.00	56.2% (2)
Sports Complex Maintenance	16,183.00	16,303.29	0.74%	36,990.00	39,441.73	6.63% (3)	38,532.00	40,319.83	-2.2% (3)
Midwest Museum of Natural Hist	-	618.95		1,896.00	2,488.30	31.24%	2,528.00	2,461.94	1.1%
Programs-Youth	6,160.00	1,404.45	-77.20%	18,132.00	14,005.48	-22.76% (4)	19,381.00	12,774.99	9.6% (4)
Programs-Teens	14.00	-	-100.00%	1,192.00	700.00	-41.28% (4)	1,194.00	2,474.58	-71.7% (4)
Programs-Adult	428.00	1,281.85	199.50%	3,704.00	5,556.00	50.00% (4)	4,005.00	1,742.14	218.9% (4)
Programs-Family	1,701.00	111.34	-93.45%	10,089.00	5,492.34	-45.56% (4)	13,717.00	10,355.00	-47.0% (4)
Programs-Leagues	3,716.00	4,250.89	14.39%	5,026.00	4,869.36	-3.12% (4)	5,034.00	5,013.95	-2.9% (4)
Programs-Youth Athletics	2,260.00	724.00	-67.96%	20,840.00	25,349.00	21.64% (4)	22,800.00	24,158.00	4.9% (4)
Programs-Fitness	1,245.00	1,122.68	-9.82%	6,669.00	9,059.18	35.84% (4)	7,743.00	20,419.85	-55.6% (4)
Programs-Preschool	-	99.58	#DIV/0!	-	669.58	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Dance	257.00	334.40	30.12%	3,723.00	3,302.19	-11.30% (4)	3,925.00	5,686.24	-41.9% (4)
Programs-Special Events	131.00	1,162.54	787.44%	3,470.00	3,977.04	14.61% (4)	3,471.00	3,486.18	14.1% (4)
Programs-Concerts	-	2,200.00	#DIV/0!	8,800.00	5,770.00	-34.43% (5)	8,800.00	5,950.00	-3.0% (5)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Brochure	1,350.00	3,300.00	144.44%	8,350.00	3,800.00	-54.49% (5)	8,850.00	6,000.00	-36.7% (5)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	7,981.19	-100.0% (6)
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	1,621.06	-100.0% (6)
Total Revenues	394,016.00	410,040.64	4.07%	979,587.00	997,841.90	1.86%	1,031,639.00	1,014,547.84	-1.6%

(1) In 2016 YTD real estate tax receipts is currently 97.27% of total anticipated compared to budgeted 96%. Also the total recreation levy is approximately \$12,500 higher than the budget.

(2) Timing: AYSO Fall not received until Nov 2015. Received Oct 2016.

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

(4) Revenue from programs are above budget .19% \$135 and decreased 15.2%, \$13,131 compared to 2015 primarily due to closing of community center.

(5) timing of some sponsorships/advertising dollars

(6) Community Center closed

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2016

Expenses											
Administration	39,249.00	30,993.08	-21.03%	242,123.00	215,757.70	-10.89%	(1)	500,887.00	237,439.07	-9.1%	(2)
Sports Complex	-	-	#DIV/0!	-	1,250.00	#DIV/0!		-	250.00	400.0%	
Sports Complex Maintenance	39,955.00	37,055.78	-7.26%	302,230.00	291,292.50	-3.62%		393,543.00	283,819.98	2.6%	
Midwest Museum of Natural Hist	675.00	-	-100.00%	7,775.00	4,793.56	-38.35%		9,500.00	4,930.09	-2.8%	
Programs-Youth	2,466.00	2,716.45	10.16%	9,731.00	10,055.89	3.34%	(3)	12,662.00	10,206.24	-1.5%	(3)
Programs-Teens	63.00	-	-100.00%	597.00	560.00	-6.20%	(3)	727.00	2,307.33	-75.7%	(3)
Programs-Adult	44.00	134.97	206.75%	850.00	2,263.70	166.32%	(3)	1,104.00	538.97	320.0%	(3)
Programs-Family	2,124.00	-	-100.00%	14,380.00	10,088.57	-29.84%	(3)	19,934.00	8,048.74	25.3%	(3)
Programs-Leagues	-	-	#DIV/0!	2,559.00	2,129.36	-16.79%	(3)	3,400.00	2,270.07	-6.2%	(3)
Programs-Youth Athletics	4,190.00	429.00	-89.76%	10,740.00	15,301.84	42.48%	(3)	16,025.00	17,170.50	-10.9%	(3)
Programs-Fitness	242.00	662.24	173.65%	2,851.00	4,212.24	47.75%	(3)	3,814.00	9,644.07	-56.3%	(3)
Programs-Preschool	-	32.29	#DIV/0!	-	512.29	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Dance	21.00	172.09	719.48%	1,952.00	2,709.84	38.82%	(3)	2,694.00	3,341.29	-18.9%	(3)
Programs-Special Events	16,122.00	43.31	-99.73%	20,633.00	8,424.86	-59.17%	(3)	22,010.00	15,581.06	-45.9%	(3)
Programs-Concerts	-	-	#DIV/0!	15,803.00	7,903.20	-49.99%		8,768.00	8,908.71	-11.3%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	-	-	#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	-	-	#DIV/0!	-	88.27	#DIV/0!		-	92,592.17	-99.9%	(5)
Total Expenses	105,151.00	72,239.21	-31.30%	639,254.00	590,128.50	-7.68%		1,016,168.00	715,754.48	-17.6%	
Total Fund Revenues	394,016.00	410,040.64	4.07%	979,587.00	997,841.90	1.86%		1,031,639.00	1,014,547.84	-1.6%	
Total Fund Expenses	105,151.00	72,239.21	-31.30%	639,254.00	590,128.50	-7.68%		1,016,168.00	715,754.48	-17.6%	
Surplus (Deficit)	288,865.00	337,801.43	16.94%	340,333.00	407,713.40	19.80%		15,471.00	298,793.36	36.5%	

(1) Lower than budget: administrative expenses (primarily: advertising radio, education/training) 42.69% \$12,206; contracted services (timing) 15.83% \$3,368

(2) 2016 expenses lower than 2015: Ft wages and related expenses (restructure) 4.6% \$6,635; \$14,000 radio ads.

(3) Expenses for programs less than budget 12.5% \$8,034 and decreased 18.6%, \$12,850 compared to 2015.

(4) Timing

(5) Community Center closed

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Donations (21)

<u>Department</u>	<u>September Budget</u>	<u>September 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	-	25,100.00	#DIV/0!	16,000.00	69,884.20	336.78%	166,000.00	2,065.62	3283.2%
Total Revenues	-	25,100.00	#DIV/0!	16,000.00	69,884.20	336.78%	166,000.00	2,065.62	3283.2%
Expenses									
Administration	-	277.10	#DIV/0!	206,782.00	200,503.42	-3.04%	356,782.00	31,518.77	536.1% (1)
Total Expenses	-	277.10		206,782.00	200,503.42		356,782.00	31,518.77	536.1%
Total Fund Revenues	-	25,100.00	#DIV/0!	16,000.00	69,884.20	336.78%	166,000.00	2,065.62	3283.2%
Total Fund Expenses	-	277.10		206,782.00	200,503.42		356,782.00	31,518.77	536.1%
Surplus (Deficit)	-	24,822.90	#DIV/0!	(190,782.00)	(130,619.22)	-31.53%	(190,782.00)	(29,453.15)	343.5%

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

Special Recreation (22)

<u>Department</u>	<u>September Budget</u>	<u>September 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	64,260.00	63,613.67	-1.01%	146,880.00	149,400.31	1.72%	153,000.00	140,748.61	6.1%
Total Revenues	64,260.00	63,613.67	-1.01%	146,880.00	149,400.31	1.72%	153,000.00	140,748.61	6.1%
Expenses									
Administration	-	4,817.92	#DIV/0!	88,000.00	86,155.30	-2.10%	216,123.00	69,992.50	23.1% (1)
Total Expenses	-	4,817.92	#DIV/0!	88,000.00	86,155.30	-2.10%	216,123.00	69,992.50	23.1%
Total Fund Revenues	64,260.00	63,613.67	-1.01%	146,880.00	149,400.31	1.72%	153,000.00	140,748.61	6.1%
Total Fund Expenses	-	4,817.92	#DIV/0!	88,000.00	86,155.30	-2.10%	216,123.00	69,992.50	23.1%
Surplus (Deficit)	64,260.00	58,795.75	-8.50%	58,880.00	63,245.01	7.41%	(63,123.00)	70,756.11	-10.6%

(1) Increased allocation to KSRA.

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Insurance (23)

<u>Department</u>	<u>September Budget</u>	<u>September 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	32,340.00	32,300.39	-0.12%	73,920.00	75,857.04	2.62%	77,000.00	53,556.10	41.6%
Total Revenues	32,340.00	32,300.39	-0.12%	73,920.00	75,857.04	2.62%	77,000.00	53,556.10	41.6%
Expenses									
Administration	2,000.00	-	-100.00%	38,284.00	37,121.10	-3.04%	71,567.00	38,812.34	-4.4%
Total Expenses	2,000.00	-	-100.00%	38,284.00	37,121.10	-3.04%	71,567.00	38,812.34	-4.4%
Total Fund Revenues	32,340.00	32,300.39	-0.12%	73,920.00	75,857.04	2.62%	77,000.00	53,556.10	41.6%
Total Fund Expenses	2,000.00	-	-100.00%	38,284.00	37,121.10	-3.04%	71,567.00	38,812.34	-4.4%
Surplus (Deficit)	30,340.00	32,300.39	6.46%	35,636.00	38,735.94	8.70%	5,433.00	14,743.76	162.7%

Audit (24)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2015 YTD Actual</u>	
Revenues									
Administration	5,880.00	5,837.07	-0.73%	13,440.00	13,709.18	69.00%	14,000.00	13,618.44	0.7%
Total Revenues	5,880.00	5,837.07	-0.73%	13,440.00	13,709.18	2.00%	14,000.00	13,618.44	0.7%
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	5,880.00	5,837.07	-0.73%	13,440.00	13,709.18	2.00%	14,000.00	13,618.44	0.7%
Total Fund Expenses	-	-	#DIV/0!	13,900.00	13,900.00	0.00%	13,900.00	14,500.00	-4.1%
Surplus (Deficit)	5,880.00	5,837.07	-0.73%	(460.00)	(190.82)	-58.52%	100.00	(881.56)	-78.4%

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Paving & Lighting (25)

<u>Department</u>	<u>September Budget</u>	<u>September 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	42.00	32.24	-23.24%	96.00	77.38	-19.40%	100.00	14,076.48	-99.5%
Total Revenues	42.00	32.24		96.00	77.38		100.00	14,076.48	-99.5%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	(1) -	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	42.00	32.24	-23.24%	96.00	77.38	-19.40%	100.00	14,076.48	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	42.00	32.24	-23.24%	96.00	77.38	-19.40%	100.00	14,076.48	

Park Police (26)

<u>Department</u>	<u>September Budget</u>	<u>September 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	42.00	32.24	-23.24%	96.00	76.32	-20.50%	100.00	72.52	5.2%
Total Revenues	42.00	32.24		96.00	76.32		100.00	72.52	5.2%
Expenses									
Administration	-	-	#DIV/0!	5,500.00	5,044.50	-8.28%	(1) 5,500.00	-	#DIV/0! (1)
Total Expenses	-	-		5,500.00	5,044.50		5,500.00	-	#DIV/0!
Total Fund Revenues	42.00	32.24	-23.24%	96.00	76.32	-20.50%	100.00	72.52	5.2%
Total Fund Expenses	-	-	#DIV/0!	5,500.00	5,044.50	-8.28%	5,500.00	-	
Surplus (Deficit)	42.00	32.24	-23.24%	(5,404.00)	(4,968.18)	-8.06%	(5,400.00)	72.52	-6950.8%

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

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IMRF (27)

<u>Department</u>	<u>September Budget</u>	<u>September 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	36,960.00	37,532.30	1.55%	84,480.00	88,143.32	4.34%	88,000.00	86,662.10	1.7%
Total Revenues	36,960.00	37,532.30	1.55%	84,480.00	88,143.32	4.34%	88,000.00	86,662.10	1.7%
Expenses									
Administration	36,960.00	33,321.05	-9.85%	84,480.00	84,581.17	0.12%	88,000.00	86,662.10	-2.4%
Total Expenses	36,960.00	33,321.05	-9.85%	84,480.00	84,581.17	0.12%	88,000.00	86,662.10	-2.4%
Total Fund Revenues	36,960.00	37,532.30	1.55%	84,480.00	88,143.32	4.34%	88,000.00	86,662.10	1.7%
Total Fund Expenses	36,960.00	33,321.05	-9.85%	84,480.00	84,581.17	0.12%	88,000.00	86,662.10	-2.4%
Surplus (Deficit)	-	4,211.25		-	3,562.15		-	-	

Social Security (28)

<u>Department</u>	<u>September Budget</u>	<u>September 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	33,180.00	31,965.57	-3.66%	75,840.00	75,070.05	-1.02%	79,000.00	76,915.53	-2.4%
Total Revenues	33,180.00	31,965.57	-3.66%	75,840.00	75,070.05	-1.02%	79,000.00	76,915.53	-2.4%
Expenses									
Administration	33,180.00	28,855.34	-13.03%	75,840.00	74,701.33	-1.50%	79,000.00	76,915.53	-2.9%
Total Expenses	33,180.00	28,855.34	-13.03%	75,840.00	74,701.33	-1.50%	79,000.00	76,915.53	-2.9%
Total Fund Revenues	33,180.00	31,965.57	-3.66%	75,840.00	75,070.05	-1.02%	79,000.00	76,915.53	-2.4%
Total Fund Expenses	33,180.00	28,855.34	-13.03%	75,840.00	74,701.33	-1.50%	79,000.00	76,915.53	-2.9%
Surplus (Deficit)	-	3,110.23		-	368.72		-	-	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>September Budget</u>	<u>September 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	12,493.00	11,987.06	-4.05%	65,467.00	73,418.91	12.15% (1)	72,371.00	68,714.96	6.8% (1)
Beverage Cart	2,031.00	1,669.13	-17.82%	14,487.00	13,136.07	-9.33% (1)	14,686.00	14,183.01	-7.4% (1)
Sports Complex Concessions	1,159.00	826.56	-28.68%	27,666.00	35,625.61	28.77% (2)	28,172.00	27,683.81	28.7% (2)
Pool Concessions	88.00	31.98	-63.66%	7,171.00	8,266.68	15.28% (3)	7,179.00	6,448.25	28.2% (3)
Catering	4,022.00	1,282.74	-68.11%	18,337.00	15,157.46	-17.34% (4)	23,075.00	16,459.85	-7.9% (4)
Total Revenues	19,793.00	15,797.47	-20.19%	133,128.00	145,604.73	9.37%	145,483.00	133,489.88	9.1%
Expenses									
Clubhouse Concessions	11,117.00	13,381.97	20.37%	75,725.00	86,639.63	14.41%	88,505.00	65,011.90	33.3% (5)
Beverage Cart	1,691.00	1,400.62	-17.17%	9,596.00	8,591.12	-10.47%	10,139.00	8,640.79	-0.6%
Sports Complex Concessions	889.00	933.41	5.00%	22,091.00	22,331.54	1.09%	23,281.00	21,560.79	3.6%
Pool Concessions	121.00	219.05	81.03%	6,835.00	6,253.04	-8.51%	6,835.00	5,718.39	9.3%
Catering	1,431.00	1,185.24	-17.17%	5,660.00	5,730.22	1.24%	7,477.00	4,065.94	40.9%
Total Expenses	15,249.00	17,120.29	12.27%	119,907.00	129,545.55	8.04% (6)	136,237.00	104,997.81	23.4% (6)
Total Fund Revenues	19,793.00	15,797.47	-20.19%	133,128.00	145,604.73	9.37%	145,483.00	133,489.88	9.1%
Total Fund Expenses	15,249.00	17,120.29	12.27%	119,907.00	129,545.55	8.04%	136,237.00	104,997.81	23.4%
Surplus (Deficit)	4,544.00	(1,322.82)	-129.11%	13,221.00	16,059.18	21.47%	9,246.00	28,492.07	-43.6%

(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

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Developer Contributions (32)

<u>Department</u>	<u>September Budget</u>	<u>September 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	11,250.00	-	-100.00%	33,750.00	22,927.00	-32.07%	45,000.00	48,051.10	-52.3%
Total Revenues	11,250.00	-		33,750.00	22,927.00		45,000.00	48,051.10	-52.3%
Expenses									
Administration	-	-		-	-		55,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Total Fund Revenues	11,250.00	-		33,750.00	22,927.00		45,000.00	48,051.10	-52.3%
Total Fund Expenses	-	-		-	-		55,000.00	-	#DIV/0!
Surplus (Deficit)	11,250.00	-		33,750.00	22,927.00		(10,000.00)	48,051.10	-52.3%

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Golf Course (50)

<u>Department</u>	<u>September Budget</u>	<u>September 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	55,028.00	50,081.12	-9.0%	466,364.00	429,455.64	-7.9% (1)	507,359.00	412,679.50	4.1% (2)
Golf Maintenance	9,663.00	9,792.12	1.3%	22,086.00	23,330.44	5.6%	23,006.00	21,504.78	8.5%
Total Revenues	64,691.00	59,873.24	-7.4%	488,450.00	452,786.08	-7.3%	530,365.00	434,184.28	4.3%
Expenses									
Golf Operations	30,666.00	31,995.96	4.3%	186,450.00	197,841.13	6.1% (3)	232,152.00	210,398.69	-6.0% (4)
Golf Maintenance	31,412.00	36,344.19	15.7%	228,199.00	225,068.83	-1.4%	296,916.00	207,204.58	8.6%
Total Expenses	62,078.00	68,340.15	10.1%	414,649.00	422,909.96	2.0%	529,068.00	417,603.27	1.3%
Total Fund Revenues	64,691.00	59,873.24	-7.4%	488,450.00	452,786.08	-7.3%	530,365.00	434,184.28	4.3%
Total Fund Expenses	62,078.00	68,340.15	10.1%	414,649.00	422,909.96	2.0%	529,068.00	417,603.27	1.3%
Surplus (Deficit)	2,613.00	(8,466.91)	-424.0%	73,801.00	29,876.12	-59.5%	1,297.00	16,581.01	80.2%

(1) Daily Greens Fees -18.32% -\$33,751

Golf Events & Misc +50.49% \$8,028

Carts +1.42% \$1,427

Season passes -13.57% -\$14,001

Pro shop sales +1.48% \$669

Primarily League Fees

(2) Daily Greens Fees +2.59% \$3,801

Golf Events & Misc +60.69 \$9,038

Carts +9.6% \$8,927

Season passes -3.98% -\$3,698

Pro shop sales -2.21% -\$1,036

Primarily League Fees

(3) Over budget in part time wages/taxes 17.4% \$4,773, cart rentals 23.0% \$1,380, cost of goods sold 18.%, \$5,177, golf cart maintenance 40.9% \$1,043

(4) Advertising and uniform expense moved to marketing. Reduced pt wages/taxes 11.5% \$4,191 in 2016. 2015 purchased new rental sets.

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Swimming Pool (51)

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2015 YTD Actual	
Revenues									
Pool	3,617.00	423.94	-88.3%	52,424.00	44,306.30	-15.5%	75,975.00	51,887.80	-14.6%
Swim Lessons	229.00	51.22	-77.6%	12,045.00	12,594.18	4.6%	12,067.00	10,579.34	19.0%
Total Revenues	3,846.00	475.16	-87.6%	64,469.00	56,900.48	-11.7% (1)	88,042.00	62,467.14	-8.9% (2,5)
Expenses									
Pool	368.00	1,460.78	297.0%	52,839.00	48,199.81	-8.8% (3)	52,983.00	44,403.38	8.5% (3)
Pool Maintenance	1,860.00	2,663.95	43.2%	23,755.00	25,641.04	7.9% (4)	27,200.00	39,646.98	-35.3% (5)
Swim Lessons	-	16.16	#DIV/0!	7,859.00	6,694.31	-14.8%	7,859.00	7,656.48	-12.6%
Total Expenses	2,228.00	4,140.89	85.9%	84,453.00	80,535.16	-4.6%	88,042.00	91,706.84	-12.2%
Total Fund Revenues	3,846.00	475.16	-87.6%	64,469.00	56,900.48	-11.7%	88,042.00	62,467.14	-8.9%
Total Fund Expenses	2,228.00	4,140.89	85.9%	84,453.00	80,535.16	-4.6%	88,042.00	91,706.84	-12.2%
Surplus (Deficit)	1,618.00	(3,665.73)	-326.6%	(19,984.00)	(23,634.68)	18.3%	-	(29,239.70)	-19.2%

(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 8.5% \$4,140 and higher than 2015 14.6% \$5,674.

(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 September 30, 2016

Debt Service (60)

<u>Department</u>	<u>September Budget</u>	<u>September 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	247,800.00	244,756.04	-1.2%	566,400.00	574,803.24	1.5%	590,000.00	570,950.85	0.7%
Total Revenues	247,800.00	244,756.04	-1.2%	566,400.00	574,803.24	1.5%	590,000.00	570,950.85	0.7%
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	247,800.00	244,756.04	-1.2%	566,400.00	574,803.24	1.5%	590,000.00	570,950.85	0.7%
Total Fund Expenses	-	-		16,869.00	16,868.75		585,020.00	18,168.75	-7.2%
Surplus (Deficit)	247,800.00	244,756.04	-1.2%	549,531.00	557,934.49	1.5%	4,980.00	552,782.10	0.9%

Capital Projects (70)

<u>Department</u>	<u>September Budget</u>	<u>September 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	1,707,826.81	-97.8% (2)
Total Revenues	-	-	#DIV/0!	42,900.00	38,349.55	-10.6%	577,900.00	1,707,826.81	-97.8%
Expenses									
Administration	27,000.00	16,619.20	-38.4%	410,191.00	309,904.18	-24.4%	608,303.00	1,997,845.10	-84.5% (2)
Total Expenses	27,000.00	16,619.20	-38.4%	410,191.00	309,904.18	-24.4%	608,303.00	1,997,845.10	-84.5%
Total Fund Revenues	-	-		42,900.00	38,349.55	-10.6%	577,900.00	1,707,826.81	-97.8%
Total Fund Expenses	27,000.00	16,619.20	-38.4%	410,191.00	309,904.18	-24.4%	608,303.00	1,997,845.10	-84.5%
Surplus (Deficit)	(27,000.00)	(16,619.20)	-38.4%	(367,291.00)	(271,554.63)	-26.1%	(30,403.00)	(290,018.29)	-6.4%

(1) DCCF Watershed Grant

(2) refunding of alternate bond in 2015

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2016

Action 2020 (71)

<u>Department</u>	<u>September Budget</u>	<u>September 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	11,655.00	-77.1%	803,268.00	563,005.31	-29.9%	956,268.00	-	#DIV/0!
Total Expenses	51,000.00	11,655.00	-77.1%	803,268.00	563,005.31	-29.9%	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	11,655.00	-77.1%	803,268.00	563,005.31	-29.9%	956,268.00	-	#DIV/0!
Surplus (Deficit)	(51,000.00)	(11,655.00)	-77.1%	(168,486.00)	71,782.16	-142.6%	509,514.00	-	#DIV/0!
Total Fund Revenues	1,422,002.00	1,425,604.33		4,601,445.00	4,631,200.77	0.6%	6,373,076.00	5,552,426.57	
Total Fund Expenses	437,999.00	333,319.07	-23.9%	4,007,033.00	3,571,503.01	-10.9%	6,582,431.00	4,225,241.34	
Surplus (Deficit)	984,003.00	1,092,285.26	11.0%	594,412.00	1,059,697.76	78.3%	(209,355.00)	1,327,185.23	

Sycamore Park District
Fund Balances

	1/1/2016	Revenues	Expenses	9/30/2016	9/30/2016 Cash balance
10 Corporate	623,417.61	1,234,982.52	956,598.78	901,801.35	906,164.32
20 Recreation	170,651.86	997,841.90	590,128.50	578,365.26	586,760.88
21 Donations	191,230.86	69,884.20	200,503.42	60,611.64	60,611.64
22 Special Recreation	113,256.88	149,400.31	86,155.30	176,501.89	176,501.89
23 Insurance	9,246.71	75,857.04	37,121.10	47,982.65	47,982.65
24 Audit	13,002.88	13,709.18	13,900.00	12,812.06	12,812.06
25 Paving & Lighting	21,854.17	77.38	-	21,931.55	21,931.55
26 Park Police	8,069.74	76.32	5,044.50	3,101.56	3,101.56
27 IMRF	649.10	88,143.32	84,581.17	4,211.25	4,211.25
28 Social Security	2,741.51	75,070.05	74,701.33	3,110.23	3,110.23
30 Concessions	36,049.99	145,604.73	129,545.55	52,109.17	49,618.28
32 Developer Contributions	152,339.53	22,927.00	-	175,266.53	175,266.53
60 Debt Service	26,365.79	574,803.24	16,868.75	584,300.28	584,300.28
70 Capital Projects	564,743.04	38,349.55	309,904.18	293,188.41	293,188.41
71 Action 2020	-	634,787.47	563,005.31	71,782.16	71,782.16
Total governmental fund balance	1,933,619.67	4,121,514.21	3,068,057.89	2,987,075.99	2,997,343.69
50 Golf Course Net Assets	180,879.87 <u>(228,350.52)</u> (47,470.65)	452,786.08	422,909.96	210,755.99 <u>(228,350.52)</u> (17,594.53)	(10,080.90)
51 Swimming Pool Net Assets	263,475.83 <u>(262,870.72)</u> 605.11	56,900.48	80,535.16	239,841.15 <u>(262,870.72)</u> (23,029.57)	(23,029.57)
Total proprietary funds	444,355.70	509,686.56	503,445.12	450,597.14	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(46,865.54)			(40,624.10)	
	1,886,754.13			2,946,451.89	2,964,233.22

Summary of depository accounts as of **10/21/2016**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,664.08	0.10	11.72
First Midwest Bank	1,372,718.86	0.13	580.83
Resource Bank	561,435.57	0.28	1121.02
IPDLAF	1,000,000.00		
**DCCF - Action 2020	164,698.38		
*DeKalb Co. Community Foundation	<u>15,283.48</u>		631.19
	3,129,800.37		

* 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 8/31/16.

** As of 8/31/16 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference	
1/1/2016	663,408	192,101	191,231	113,257	39,453	13,003	21,854	8,070	649	2,742	35,259	152,340	(650)	-	26,366	605,080	-	2,064,161	2,064,161	-	
January																					
Receipts																					
Replacement Taxes	6,268			-														6,268	6,170	98	
Shelters	350																	350	500	(150)	
User Fees		9,070									730		987	-				10,788	11,245	(457)	
Transfers	(444,000)																444,000	-	-		
Misc	16	636	1,055	2	0	0	1	0				4			1	106		1,821	44,032	(42,211)	
Expenses	(59,462)	(56,466)	-	(38,480)	(30,206)	-	-	-	-	-	(2,446)	-	(30,917)	(853)	-	(2,400)		(221,229)	(199,585)	(21,644)	
1/31/2016	166,580	145,341	192,286	74,779	9,247	13,003	21,855	8,070	649	2,742	33,543	152,344	(30,580)	(853)	26,366	602,786	444,000	1,862,158	1,926,523	(64,365)	
February																					
Receipts																					
Replacement Taxes	-																	150	500	(350)	
Shelters	150																	6,430	5,901	529	
User Fees		4,807									759		864	-				13,499	7,100	6,399	
Misc	6,026	3	205	2	0	0	1	0				5,248		1,858	1	155					
Expenses	(56,468)	(61,882)	(7,016)	-	-	-	-	-	-	-	(3,090)		(45,987)	(4,141)	-	(15,228)	(11,172)	(204,983)	(175,084)	(29,899)	
2/28/2016	116,288	88,270	185,474	74,781	9,247	13,004	21,855	8,070	649	2,742	31,212	157,592	(75,703)	(3,136)	26,367	587,714	432,828	1,677,254	1,764,940	(87,686)	
March																					
Receipts																					
Replacement Taxes	2,517																	2,517	1,760	757	
Shelters	725																	725	1,300	(575)	
User Fees		8,204									954		51,954	-		-		61,112	111,264	(50,152)	
Transfer			(185,682)														185,682	-			
Misc	478	1	300	2	0	0	1	0				4			1	151	5	943	150	793	
Expenses	(48,569)	(61,214)	-	-	(1,244)	-	-	-	-	-	(5,126)	-	(35,440)	(1,397)	-	(19,236)	(476,792)	(649,016)	(635,667)	(13,349)	
3/31/2016	71,438	35,261	92	74,783	8,004	13,004	21,856	8,070	649	2,742	27,041	157,596	(59,189)	(4,533)	26,368	568,629	141,724	1,093,535	1,243,747	(150,212)	
April																					
Receipts																					
Replacement Taxes	8,964																	8,964	10,780	(1,816)	
Shelters	2,001																	2,001	1,100	901	
User Fees		11,490									8,733		34,074	7,890				62,187	57,861	4,326	
Misc	17,770	619	3,300	-	-	-	-	-				4,427			-	-		26,116	18,141	7,975	
Expenses	(72,921)	(94,763)	-	(3,100)	-	(12,800)	-	(903)	-	-	(11,869)	-	(51,487)	(1,845)	-	(76,988)	(9,943)	(336,618)	(411,221)	74,603	
4/30/2016	27,253	(47,393)	3,392	71,683	8,004	204	21,856	7,168	649	2,742	23,904	162,023	(76,601)	1,512	26,368	491,641	131,781	856,185	920,408	(64,223)	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action	total	Projection	Difference	
																	2020				
May																					
Receipts																					
Taxes	118,340	85,957		15,772	8,008	1,447	8	8	9,305	7,925					60,682			307,452	297,120	10,332	
Transfers in/out	5,915	9,153							(9,954)	(10,667)	617		4,902	34				0	1	(1)	
Replacement Taxes	7,243																	7,243	8,880	(1,637)	
Shelters	1,425																	1,425	2,100	(675)	
User Fees	-	12,955									17,411	2,000	48,855	10,664				91,884	94,524	(2,640)	
Misc	6,175	370	25,550	-	-	-	-	-							-	-		32,095	8,700	23,395	
Expenses	(57,639)	(65,281)		(38,480)	(2,594)			(142)		(15,629)			(40,451)	(3,543)		(77,367)	(3,377)	(304,502)	(273,538)	(30,964)	
5/31/2016	108,711	(4,239)	28,942	48,975	13,418	1,651	21,864	7,034	-	-	26,303	164,023	(63,295)	8,666	87,050	414,274	128,404	991,782	1,058,195	(66,412)	
June																					
Receipts																					
Taxes	484,014	351,565		64,507	32,754	5,919	33	33	38,059	32,414					248,192			1,257,490	1,188,480	69,010	
transfers in/out	19,552	30,068							(38,059)	(32,414)	2,559		17,125	1,171				(0)	-	(0)	
Replacement Taxes	-																	-	-	-	
Shelters	2,520																	2,520	400	2,120	
User Fees	-	6,593									47,754	7,244	72,114	23,931				157,636	114,839	42,797	
Misc	670	1,719	5,800								-					-		8,189	6,125	2,064	
Expenses	(64,822)	(61,812)	-	-		(1,100)		(4,000)			(30,204)		(53,164)	(18,100)	(16,869)	(67,389)	(45,719)	(363,178)	(389,051)	25,873	
6/30/2016	550,645	323,894	34,742	113,482	46,172	6,470	21,897	3,067	-	-	46,412	171,267	(27,220)	15,668	318,373	346,885	82,685	2,054,439	1,978,988	75,451	
July																					
Receipts																					
Taxes	10,061	7,308		1,341	681	123	1	1	791	674					5,159			26,139	29,712	(3,573)	
transfers in/out	(203)	(468)							(791)	(674)	446		529	1,160				-	(3)	3	
Replacement Taxes	7,874																	7,874	7,300	574	
Shelters	825																	825	700	125	
User Fees	-	1,571									31,954	4,000	73,411	8,283				119,219	131,137	(11,918)	
Misc	974		300															1,274	16,632	(15,358)	
Expenses	(62,345)	(64,844)	(2,428)		(33,284)						(27,119)		(54,412)	(24,796)		(16,147)	(1,448)	(286,823)	(419,642)	132,819	
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	1,922,947	1,744,824	178,123	
August																					
Receipts																					
Taxes	31,226	22,681		4,162	2,113	382	2	2	2,455	2,091					16,012			81,126	89,136	(8,010)	
transfers in/out	724	1,358							(2,455)	(2,091)	315		1,375	775				-	-	-	
Replacement Taxes	917																	917	980	(63)	
Shelters	890																	890	300	590	
User Fees	-	18,330									20,418		60,995	3,576				103,318	149,614	(46,296)	
Misc	595	-	8,275															8,870	30,000	(21,130)	
Expenses	(59,111)	(60,871)	(277)	(1,278)							(21,563)		(57,831)	(24,030)		(20,931)	(2,900)	(248,791)	(339,894)	91,103	
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	1,869,276	1,674,960	194,316	

	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	477,313	346,698		63,614	32,300	5,837	32	32	37,532	31,966					244,756			1,240,080	1,247,904	(7,824)	
transfers in/out	15,633	26,213							(33,321)	(28,855)	2,553		17,303	475				(0)	1	(1)	
Replacement Taxes	-																	-	-	-	
Shelters	200																	200	250	(50)	
User Fees	-	30,090									13,489	-	43,216	-				86,795	95,007	(8,212)	
Misc	9,077	7,219	25,100															41,396	8,700	32,696	
Expenses	(79,129)	(72,419)	-	(4,818)	-	-	-	-	-	-	(17,286)	-	(67,447)	(4,141)	-	(16,619)	(11,655)	(273,514)	(368,099)	94,585	
9/30/2016	906,164	586,761	65,712	176,502	47,983	12,812	21,931	3,101	4,211	3,110	49,618	175,267	(10,081)	(23,030)	584,300	293,188	66,682	2,964,233	2,658,723	305,510	
October																					
Receipts																					
Replacement Taxes	7,340	-																7,340	7,340	-	
Shelters	100																	100	100	-	
User Fees	-	4,960									8,510	-	29,102	-				42,572	42,572	-	
Misc	-	632	-															632	632	-	
Bond Proceeds																		-	-	-	
Expenses	(54,909)	(64,429)	-	-	-	-	-	-	-	-	(9,740)	-	(42,327)	(1,448)	(486,282)	(32,500)	(51,000)	(742,635)	(742,635)	-	
10/31/2016	858,695	527,924	65,712	176,502	47,983	12,812	21,931	3,101	4,211	3,110	48,388	175,267	(23,306)	(24,478)	98,018	260,688	15,682	2,272,242	1,966,732	305,510	
November																					
Receipts																					
Taxes	45,800	33,000		6,120	3,080	560	4	4	3,520	3,160					23,600			118,848	118,848	-	
transfers in/out	1,255	2,855							(3,520)	(3,160)	215		1,606	157				(592)	(592)	-	
Replacement Taxes	-																	-	-	-	
Shelters	-																	-	-	-	
User Fees	-	9,005									2,425	-	9,196	-	-			20,626	20,626	-	
Misc	593	500	-															1,093	1,093	-	
Expenses	(47,060)	(60,917)	-	-	-	-	-	-	-	-	(3,832)	-	(33,875)	(523)	-	(1,800)	(51,000)	(199,007)	(199,007)	-	
11/30/2016	859,283	512,367	65,712	182,622	51,063	13,372	21,935	3,105	4,211	3,110	47,196	175,267	(46,379)	(24,844)	121,618	258,888	(35,318)	2,213,210	1,907,700	305,510	
December																					
Receipts																					
Taxes	-																	-	-	-	
transfer in/out		-																-	-	-	
Replacement Taxes	1,790																	1,790	1,790	-	
Shelters																		-	-	-	
User Fees		1,100									1,205	11,250	2,011	-				15,566	15,566	-	
transfers	(616,000)		(150,000)	(128,123)								(55,000)		23,416		55,000	831,000	(39,707)	(39,707)	-	
Bond Proceeds																480,000		480,000	480,000	-	
Misc	17,560	-	150,000															167,560	167,560	-	
Expenses	(53,828)	(251,568)	-	(33,283)	-	-	-	-	-	-	(2,758)	-	(38,367)	(1,618)	(81,869)	(163,812)	(51,000)	(678,103)	(678,103)	-	
12/31/2016	208,805	261,899	65,712	54,499	17,780	13,372	21,935	3,105	4,211	3,110	45,643	131,517	(82,735)	(3,046)	39,749	630,076	744,682	2,160,316	1,854,806	305,510	
change	(454,602)	69,798	(125,519)	(58,758)	(21,673)	369	81	(4,964)	3,562	369	10,384	(20,823)	(82,085)	(3,046)	13,383	24,996	744,682	96,155	(209,355)	305,510	

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 25, 2016

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

- Attended weekly Department Head meetings as scheduled.
- Developed October Golf Insight newsletter and update reader board outside the Proshop with general golf operation information.
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns. Many concerns from staff with the quality of services provided and stipulated on the contract.
- Attended Staff RETREAT at DeKalb Park District.
- Met with Critical Success factor groups as directed.
- Finalized PDRMA Loss Control Review Documentation project and meet with Jackie from PDRMA.
- Held IHSA Girls Regional Wednesday, October 5th.
- Attended Trail walk through the Great Western Trail railroad bed from the end of the trail to Old Mill Park.
- Coordinated with grounds crew staff for aeration of greens.
- Continued to promote fall golf rates with GolfNow.
- Held Pumpkin Scramble, the annual tournament in conjunction with the Sycamore Pumpkin Festival.

- Cleaned and detailed 10 golf carts for use during the Pumpkin Festival. 8 for the parade and 2 for the craft show.
- Continued fall golf promotion schedule with Sarah Rex with use of different marketing techniques including, eblasts, radio, website and Facebook promotions.
- Began development golf rate schedule for 2017.
- Completed Data Collection Project with Jeff Donahoe showing golf rates and fees as well as EAV's, population of communities, Avg home prices, number of private golf facilities in each area, Clubhouse size and when clubhouse was built.

Administrative Initiatives (11/1/16 – 11/30/16)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Develop November 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.
- Develop and distribute RFP's for cleaning services for 2017.
- Finalize cleaning contract for 2017 and produce staff recommendation.
- Meet with Critical Success factor groups as directed.
- Reduce part time pro shop staffing to 3 weekday afternoons and reduce pro shop staff usage for weekends. Eliminate Rangers and Cart staff for the remainder of the season.
- Continue to promote fall golf rates with GolfNow.

- Schedule Frozen Fingers Open for Saturday, November 19th, weather depending.
- Reduce staged cart fleet and prepare cart barn for winter storage.
- Continue to work with Harris Golf Cars to trade in a minimum of 10 golf carts, also to include ranger workhorse, and receive newer Yamaha golf carts in trade using allotted capital budget dollars requested.
- Continue fall golf promotion schedule with Sarah Rex with use of different marketing techniques including, eblasts, radio, website and Facebook promotions.
- Finalize golf rate schedule for 2017 and prepare staff recommendation.
- 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: October 25, 2016

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

Golf

- Fall temperatures are finally upon the area after several more spells of warm, humid weather. The turf has been doing well even though the humid days have caused some very late season dollar spot to develop on tees and fairways which will all end with the cooler temperatures.
- Staff continues with constant mowing and weed eating of the course during the past few weeks. The typical turf growth slow down seen during the fall 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, added soil to low areas, seeded old stump holes, and cleaned out landscape beds around the clubhouse.
- The greens were aerated and top dressed with sand during the week of October 11th. They have healed well and were putting nicely just a few days after the process.
- The greens, tees, and fairways have been fertilized.
- Mulching kits are being fixed to the mowers as leaf mulching season has begun.
- I have been collecting various estimates and ideas for improvements to the landscape beds around the clubhouse for next spring.

- We have also collected pricing on new facia, roofing, and doors for the garage and locker roof area on the south side of the clubhouse.
- I have been gathering information on irrigation architects and engineers as we begin the discussion of a new irrigation system installation.
- Collected information and pricing on capital expense items from the fixed asset and equipment replacement schedules.
- Staff has been repairing skunk and racoon digging damage as needed, this activity has pretty much stopped since the beginning of the month though.
- I had a professional company remove the large oak tree north of the tennis courts at the curve in the road across from 1 ladies tee. The tree had split and was in danger of causing damage and harm during a strong wind event. A large section of this tree fell on the road a couple of years ago.

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 until the second week of November.
- The fall Sycamore Girls Softball season just ended on the 15th. Sycamore Youth Football is using the outfield and lights of field 4 for a few practices until the end of the month.
- The replacement of the primary underground power lines between the Lions lights building transformer and the sports concession transformer is now complete. A four-inch pipe was bored between the two locations, and the new power lines were pulled thru the pipe by Finney Electric and then hooked into the transformers by High Voltage Power Inc. repair company.

Com Ed then inspected and tested the repair with all systems now working correctly.

- 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 have finally received qualified quotes this week to replace three roofs at the complex. The soccer shed, the small playground shelter, and the press box roof at field 1. The work should be done soon prior to winter.
- Have completed updating field prep charges for ball fields and soccer that have not been increased in 9 years. I will be presenting this information during the Park Board meeting.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings along with pool ADA upgrade meetings with staff and architects.
- Attended all staff retreat.
- Attended pool ADA architect meetings and bid opening.
- 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. They have also started removing the last dead ash trees along the south path at Merry Oaks Drive.

- I continue to work on the PDRMA Loss Control Review project along with staff. We have been adding to our files, trainings, and manuals as we work to add to our requirements. We will have our final points grading on October 21st of this month. I will present information about the process at the board meeting.
- The Midwest Museum fire sprinkler pipe project is 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 system test run from the Simplex fire box company will happen this week. Once approved, the removal/disposal of the anti-freeze that is currently inside the sprinkler pipes will take place and will be replaced with water.
- Worked with staff on capital equipment replacement schedule for 2017 and pricing of needed equipment and projects.
- Continue to work with Encap on maintaining of all natural areas.
- Had Lake Sycamore and Old Mill Pond stocked with a variety of fish. Most of which went into the lake.
- As we plan for the new community center, set up a tour of local school gyms to inspect flooring options and attended with staff.
- Registered Lisa Metcalf and Brent Horn to attend Maintenance Management School in early February.

Administrative Initiatives (11/1/16-11/30/16)

- 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 until the turf growth slows. Will continue to water and monitor newly planted trees, prep soccer fields, repair damaged electric stand at Wetzel Park, get bleachers removed at field 1, finish pruning along Merry Oaks walk path, continue dead tree removal at south Merry Oaks path.
- Golf course will continue consistent mowing and trimming until growth slows, winterize irrigation system on Nov. 8th., blowing and mulching leaves, sodding bare areas in play, pruning trees and shrubs, spraying for snow mold disease prior to the first snow fall, closing and roping the course once the weather fails.
- 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.

- Begin work on operating budget for all maintenance departments for 2017 season.
- Plan winter PDRMA trainings for myself and staff.
- Attend PDRMA annual meeting in Tinley Park with staff.
- Work with Williams Architects and awarded contractor as planning and work begins on the pool ADA upgrades.
- Work with contractors when paths added to Ovitz and Chief Black Partridge Parks.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: October 25, 2016

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

- Attended monthly Board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Final Lost Control Review meeting from PDRMA was held for all departments.
- Determined new fees for field rentals. – Lisa
- Attended meeting with local representatives vested in watershed management and maintenance to continue momentum from recent golf course project. – Sarah
- Held Green Drinks at Fatty's in DeKalb with Melissa Burlingame – NIU staff and chair of the university's Green Team (roughly 30 attended). – Sarah
- Developed winter/spring 2017 program catalog and sent to printer.
- Fall Adult Volleyball Leagues have started. There are 20 teams playing split between 3 different leagues. Games are played at the Sycamore Middle School. – Lisa
- Attended initial phone call from VSI to learn about all the steps needing to take before launching our new recreation software. – Lisa
- Organized and held Ghost Stories in the Park on October 22. – Sarah

- Attended a staff “retreat” in DeKalb to go over our goals and objectives.
- Visited gym floors to help get an idea of what to do in our Community Center.
- Attended PDRMA supervisor risk management training in Aurora. – Sarah

Administrative Initiatives (11/1/16 – 11/30/16)

- Will attend monthly Board meeting. – Sarah
- Will attend weekly Department Head meetings as scheduled.
- Attended PDRMA’s Risk Management Institute (RMI) on November 18.
- Attended the Hoop Shoot Free Throw Contest at the Sycamore High School.
– Lisa

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: October 25, 2016

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

- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Continued working with two possible new member agencies for KSRA.
- Continued work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continued coordinating Citizen Committee meetings, staff meetings, and meetings with Board regarding the CAMPUS project.
- Completed PDRMA Loss Control Review.
- Continued contacting potential donors for Leaf a Legacy.
- Finalized Personnel Policy.
- Continued work on annexation errors.
- Awarded Bid for Pool ADA work.

- Scheduled Study Session.
- Met with Developer of Property Adjacent to Old Mill Park.

Administrative Initiatives (11/1/16 – 11/30/16)

- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Meet with Construction Manager.
- Distribute Personnel Policy.
- Begin work on walks at Ovitz and Chief Black Partridge parks.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Work on Fundraising and Leaf a Legacy.
- Coordinate meetings with staff, Construction Manager, Citizen Committees, and Farnsworth Group.
- Supervise ADA Pool Work.
- Finalize ACTION 2020 Goals, Objectives, and Action Statements for Board Study Session.
- Begin work on details related to the Golf Course Irrigation Professional Services RFP.
- Continue work on Reston Ponds Park dedications.

25 Sept 16

Dear friends,

I really appreciate the beautiful floral display that the Sycamore Park Board sent to my hospital room.

As a long time resident of the Sycamore area, the park played a big part in my life. Keep up the good work.

Jeff Struck

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: KIM CASSENS
 Date of Event: 10/2/16
 Type of Event: BABY SHOWER 3-5 PM

1. How was your event? GREAT

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

3. How was the room rental fee? FAIR

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

4. How was your menu/meal/bartending? GREAT JOB - VERY NICE AND HELPFUL

5. How was the pricing? FAIR

6. Would you change anything? NO

7. Would you recommend the Clubhouse to a friend? YES

Why or Why not NICE ATMOSPHERE, REASONABLE, PLEASANT PEOPLE

8. How did you hear about us? JACKIE SCHWACK

9. Please note your overall experience. Everything ran smoothly all guest were happy.

Sycamore Ladies "Niners" Golf League
Sycamore Golf Club

September 29, 2016

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

Dear Kirk,

This letter is to express our appreciation for your customer service with our Ladies Nine Hole ("Niners") Golf League. The dedication and care that you and your staff consistently demonstrate is greatly appreciated!

Despite frequent weather challenges this year, you have always managed to keep the course playable and go beyond the call of duty to enable us to have our league time together.

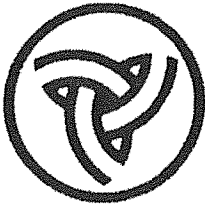
In closing, thank you again for making it an enjoyable 2016 season!

Sincerely,



Phyllis Mobile & Nancy Davis
Co-chairs of the
Ladies "Niners" Golf League

Cc: Sycamore Park District Board



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

October 13, 2016

Mr. Daniel Gibble
Director
940 East State Street
Sycamore, Illinois 60178

Dear Mr. Gibble:

The Illinois Department of Transportation is pleased to inform you that your project has been selected for Cycle 12 Illinois Transportation Enhancement Program (ITEP) funding for the Sycamore Park District – The Great Western Trail: Brickville Road to Main Street project, ITEP #341003. Congratulations on your successful application. The Department received 241 project applications requesting over \$261 million. The tremendous interest in this program made it very competitive.

The ITEP commitment for this project will not exceed \$632,600, pending a more detailed project review, specifically to determine eligible federal costs. Certain items are ineligible for federal reimbursement, such as contingency fees, routine maintenance and road work. The deadline for this award to be federally authorized is September 30, 2019 or funds will be rescinded.

Please contact Mr. Don Ernat, District Three Local Roads and Streets Engineer, by telephone at (815) 434-8426 immediately to discuss program requirements and preparation of any agreements and/or contracts. Projects within a Metropolitan Planning Organization (MPO) planning boundary are required to be listed in the local MPO's Transportation Improvement Program (TIP). Questions regarding the ITEP may be directed to Ms. Christy Davis in the Bureau of Programming at (217) 785-8492.

All ITEP grant recipients must be registered with the State of Illinois in order to comply with the Grant Accountability and Transparency Act (GATA) 30 ILCS 708. Please see the attached GATA Pre-Award Requirements document for further instructions on registration and requirements that must be met before ITEP funds can be used. You may also send inquiries to DOT.GATA@illinois.gov for further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Randall S. Blankenhorn".

Randall S. Blankenhorn
Secretary

**Grant Accountability and Transparency Act
Pre-Award Requirements**

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), grantee entities must complete the below requirements prior to receiving a Fiscal Year 2017 (FY17) grant award from the State of Illinois. This process went live for the State on Monday, June 27, 2016. Visit the *Grantee Links* tab on grants.illinois.gov to learn more.

There are four (4) Grantee Pre-Award Requirements:

- 1. Grantee Registration**
- 2. Grantee Pre-Qualification**
- 3. Fiscal and Administrative Risk Assessment/Internal Control Questionnaire**
- 4. Programmatic Risk Assessment**

Please see below for details on completing each of the requirements.

1. Grantee Registration (Required one-time at the organization/entity level)

Please note: Entities with multiple departments, divisions, etc. (primarily affects Local Governments – Counties and Cities) should register and complete the ICQ based upon their fiscal and administrative responsibility and reporting structure. In general this will be at the highest level (i.e. County or City level). However if the various departments or divisions of a local government are *independent* in their fiscal and administrative responsibility and reporting structure (separate audited financial statements, single audit determination, etc.) then each department or division would be requested to register and complete the ICQ. The registrations can use the same FEIN but would require a unique DUNS numbers. In every case, the various departments or divisions will be responsible at the program level of the risk assessment profile (programmatic risk assessment).

All grantee entities must be registered with the State of Illinois. To complete the Grantee Registration,

- Go to the *Grantee Links* tab on grants.illinois.gov, or
- Click here to access the Grantee Registration form directly: <https://grants.illinois.gov/registration/>
- Complete all required fields
- Click 'Submit'
- Completion of the Grantee Registration triggers the remaining grantee pre-award requirements

2. Grantee Pre-Qualification (Required one-time at the organization/entity level; periodically validated)

All grantee entities must be qualified to do business with the State of Illinois. To be qualified for an FY17 grant award, an entity must:

- a) Have a current DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- b) Have a current SAM CAGE Code (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- c) Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search); and
- d) Be in Good Standing with the Illinois Secretary of State (click [HERE](#) to verify).

The pre-qualification status will be verified by a state agency after the Grantee Registration is submitted. If an entity has a pre-qualification issue, a state awarding agency will notify the entity. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities may remediate all other pre-qualification issues.

3. Fiscal & Administrative Risk Assessment/ICQ (Required annually at the organization/entity level)

All grantee entities must complete an Internal Controls Questionnaire (ICQ). The ICQ is completed once, annually. All state agencies will utilize the results of the ICQ. A link to the automated ICQ will be sent to the contact email address provided during the Grantee Registration process (#1).

4. Programmatic Risk Assessment (Required for each grant application)

All grantee entities must complete a Programmatic Risk Assessment for each grant application. The grant-specific Programmatic Risk Assessment is administered by the awarding agency. The programmatic risk assessment will be completed during the application process. Additional instructions will be forthcoming.

SYCAMORE HISTORY MUSEUM



1730 N. Main Street, P.O. Box 502, Sycamore, IL 60178
T. 815.895.5762 sycamorehistory.org

Enriching public knowledge of Sycamore for people of all ages.

October 13, 2016

Dan Gible
Sycamore Park District
940 E. State Street
Sycamore, IL 60178

Dear Dan,

On behalf of the Sycamore History Museum, I would like to personally thank you for helping us make our Victorian Tea Party a success. The event had about 70 people in attendance, and everyone had a wonderful time. It is through events like this that SHM is able to fund its award winning exhibits, diverse programs, and preserve our local history. We continue to grow and reach new audiences because of the community's support.

Your \$50 gift certificate and bag of Park District goodies were a big hit in the Silent Auction.

Thank you again for your support!
Sincerely,

Michelle
Michelle Donahoe
Executive Director

Thank you!

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: AWARD BID FOR ADA WORK AT POOL:
Recommend Approval

BACKGROUND INFORMATION: In the summer, the Board authorized professional service work to Williams Architects and Aquatics to put together a cost estimate and bid specifications for the work necessary to bring our pool into compliance with the Americans with Disabilities Act (ADA). That work was placed in YEAR 5 of our Five Year ADA Transition Plan. The plan was created after mandates made by the Department of Justice (DOJ) was authorized to enforce new standards for public places of recreation.

We found over 700 items, of which about 70 were at the pool. We left these items until the fifth year of our plan in hopes that DeKalb Park District might join us in building a joint facility and we would close our pool instead of spending that money on our aging facility.

At the time of the ADA Transition Plan, the estimate was just under \$100,000 for the work at the pool, but with the extent of the work for ADA, there is impact on non-ADA items that are mandated by public health that must also be completed in order to be authorized to do any of the work at the pool. A DOMINO EFFECT.

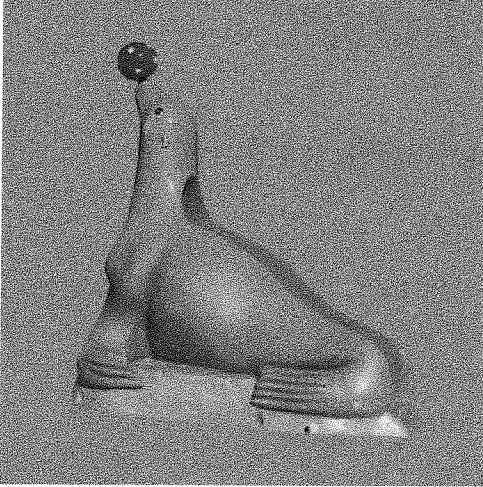
Therefore, Williams Architects and Aquatics estimated the cost to be closer to \$200,000 to \$225,000.

The work went out to bid several weeks ago, and bids were opened on the 18th. Ten contractors attended the preliminary bidders meeting. Five firms submitted bids:

Firm Name	Base Bid	Alt. 1	Alt. 2	Alt. 3	Alt. 4	TOTAL
Swedberg	\$176,430	\$16,000	\$26,600	\$10,700	\$19,900	\$249,630
Ringland-Johnson	\$181,000	\$17,400	\$21,000	\$12,000	\$21,600	\$253,000
LJ Morse	\$248,200	\$ 9,560	\$38,600	\$ 1,500	\$ 5,100	\$302,960
Sjostrom	\$163,000	\$ 6,100	\$24,500	\$11,250	\$20,900	\$225,750
Laub	\$232,900	\$ 9,500	\$24,500	\$ 8,200	\$14,900	\$290,000

ALTERNATE 1: Repaints the Entire inside of the locker room, including the ceilings instead of just repainting the walls torn up by the work that is in the Base Bid.

ALTERNATE 2: Replaces the current aging slide with a new one. Tears down the concrete slab the slide is currently on—which is no longer permitted by IDPH—and puts in a “Seal Slide” that “matches” the seals on the other part of the pool.



ALTERNATE 3: Strips off several coats of paint and repaints the hot tub. Some portions of the hot tub will be disturbed by the accessibility work, and refinishing will be necessary.

ALTERNATE 4: Completely strips off several coats of paint and repaints the baby/wading pool.

I believe that the BASE BID and, at minimum, Alternates 1 and 3 are directly tied to ADA matters. The low bidder for that combination is Sjostrom at **\$180,350**.

I believe that it will be awhile—if ever—until we build a joint pool facility with DeKalb Park District. Therefore, continued maintenance of this pool, within reason, is advisable. Alternates 2 and 4 are more like “maintenance” items. The current slide is nearing the end of its life, and the pedestal it sits on is worse. Periodic stripping of paint layers and new painting is essential—especially for older pools.

The lowest bidder with BASE BID and Alternates 1, 2, 3, and 4 is Sjostrom at **\$225,750**.

It is worthy to note that each bidder was required to include a \$10,000 contingency in their bids for “unforseeables”. It is likely we will find issues as we tear into this old facility, BUT if it is not used, the cost would be reduced by that \$10,000.

FISCAL IMPACT: See, above, AND:

If we do not transfer the \$75,000 shown in our ACTION 2020 cash flow from the Special Recreation Fund to the ACTION 2020 Fund, we would have the **\$180,350** needed for the ADA work.

I then suggest we take the remainder from the Recreation Fund balance to complete Alternates 2, and 4 at \$45,400

There will be some expense for construction supervision within the limits of the Executive Director to authorize and the funds from the General Fund.

STAFF RECOMMENDATION: I recommend approval of the BASE BID and all four alternates at a total of \$225,750, and the contract to Sjostrom of Rockford.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

**AGENDA ITEM: AMMENDMENT TO LICENSE AGREEMENT FOR SYCAMORE SPORTS COMPLEX TRAIL EXTENSION:
Recommend Approval**

BACKGROUND INFORMATION: At our August Regular Meeting the Board approved a License Agreement with the City of Sycamore for the Sports Complex extension of the trail. It has been reviewed by State and Federal Officials and they are requesting one, minor amendment.

Attached you will find that License Agreement with that one amendment highlighted.

FISCAL IMPACT: No cost to park district for trail construction. Long-term impact of maintenance will come with repairs, and snow removal.

STAFF RECOMMENDATION: I recommend the Board authorize the amendment to the License Agreement.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

LICENSE/MAINTENANCE AGREEMENT FOR WALKWAY

This License/Maintenance Agreement for Walkway (“Agreement”) is made this 23rd day of August, 2016.

WHEREAS, the Sycamore Park District (“Park District”), is the owner of certain real estate (“Park District Parcel”) depicted on the Drawing attached hereto as Exhibit “A”, made a part hereof, and commonly known as the Airport Road property, Sycamore, IL; and

WHEREAS, the City of Sycamore (“City”) wishes to establish, install, and maintain a pedestrian walkway and bike path (“Pathway”) for the use and benefit of the general public over the Park District Parcel in order to facilitate pedestrian and bicycle access from the Great Western trail to downtown Sycamore; and

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

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

1. License Granted.

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

2. Responsibility for Repairs to Pathway. The Park District agrees that it will maintain and repair the pathway as being under its jurisdiction and control on an ongoing basis. This responsibility will not, however, require the Park District to replace the same if, due to cracking, settling, freezing and thawing, the pathway

becomes unsafe for pedestrians to use and requires replacement – it being understood that the Park District would have the option to do so if it so desires.

3. **Right to Remove Walkway.** The City acknowledges and agrees that the Park District shall have the right to remove the pathway constructed pursuant to this agreement at any time and shall not have the obligation to replace the same. In the event the Park District does find it necessary to do so, the Park District agrees to notify the City and the City shall have the option to assume ownership of the pathway and thereafter assume responsibility for maintenance. Neither party shall modify or remove the pathway funded through Surface Transportation funding (STU) without approval of the Federal Highway Administration (FHWA).
4. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon any party except to the extent incorporated into this Agreement.
5. **Modification of this Agreement.** Any modification of this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
6. **Attorney's Fees.** In the event of any controversy, claim, or dispute to this Agreement or its breach, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees, and costs.
7. **Partial Invalidity.** The invalidity of any covenant, restriction, condition, limitation or any other provisions of this Easement, or of any part of the same, shall not impair or affect in any manner the validity, enforceability or effect the remainder of this Agreement.
8. **Indemnity during Construction of Walkway.** The City will indemnify and save harmless the Park District and its agents, employees, successors and assigns (collectively, the "Indemnified Parties") from any injury to persons or loss or damage to personal or real property which said Indemnified Parties may suffer, incur or sustain arising proximately from the actions of the City or its agents during the performance of work under this Agreement.
9. **Default and Remedy.**
 - 9.1. In General. Except as specifically provided otherwise in this Agreement, in the event of breach or defaulting of this Agreement, or any of its terms and provisions, the defaulting party, upon written notice from the other party, shall proceed immediately to cure or remedy such breach or default, and, in any event, cure such breach or default within thirty (30) days after receipt of such notice. In case such action is not taken or not diligently pursued within thirty (30) days, the aggrieved party may institute such proceedings as may be necessary or desirable

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

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

THE CITY OF SYCAMORE

By: _____
Brian Gregory, its City Manager

THE SYCAMORE PARK DISTRICT

By: _____
Daniel Gibble, its Executive Director

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF CAPITAL BUDGET: Discussion and Comment Only

BACKGROUND INFORMATION: Attached you will find a draft of the 2017-2021 Capital Funding Plan. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft. Staff was asked to review and update information based upon current needs and financial data. It is desirable to have a year-end balance of approximately \$400,000 for cash flow purposes, therefore there needs to be additional adjustments to decrease expenses \$20,687 in order to meet this goal.

While the primary focus is 2017, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2018 and forward will continue to evolve based upon needs, priorities and financial data.

FISCAL IMPACT: Total 2017 Budgeted Capital Expenditures (first review) = \$640,775.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. Adjustments will be made, and then be brought back to the Board for approval at November's meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	2017	2018	2019	2020	2021	
Funding	Balance forward (approximate)	530,088	379,313	(62,763)	(901,008)	(910,475)	
	Grant						
	Impact fees						
	General Obligation Bond	490,000	494,900	499,849	504,847	509,896	
	Funding available	1,020,088	874,213	437,086	(396,161)	(400,579)	
Administration	CONTINGENCY	16,899	30,000	30,000	30,000	30,000	
	bond issue costs	11,000	11,500	11,500	11,500	11,500	
	alternate bond payment	173,025	175,425	176,375	177,175	173,025	
	PC Replacement/upgrades	13,150	5,000	3,000	3,000	6,250	
	vermont systems	53,101					
	furniture		2,640			2,700	
	copier		5,600		6,100		
	server					24,000	
		Total Administration	267,175	230,165	220,875	227,775	247,475
	Concessions	Beverage cart	12,000	10,500	9,500		
range hood		17,000					
ice machine			5,500				
SC Conc - fixtures ?				37,950			
SC Conc - doors				2,300			
SC Conc - bathroom fixtures				28,750			
SC Conc - gutters/downspouts				2,070			
SC Conc - roof				7,245			
SC Conc - hvac				1,725			
		Total Concessions	29,000	16,000	89,540	-	-
Maintenance	tow behind leaf blower	8,000					
	small dump truck with snow plow	45,000					
	workhorse		7,400	7,800	8,400		
	large mower		72,000			74,500	

Sycamore Park District
Capital Funding Plan

Department	Item	2017	2018	2019	2020	2021
	fork lift attachment	2,500				
	enclosed trailer	8,000				
	blade sharpener	11,000				
	workhorse golf?		8,500			
	workman utility cart		17,800			18,100
	pickup		32,000		35,000	
	brush mower attachment		8,500			
	trim ditch mower			20,000		
	sprayer on workman			24,500		
	tractor			43,000		
	pave grass area in maintenance yard			10,000		
	skidsteer				29,500	
	large dump truck				43,000	
	jeep				31,500	
	sod cutter				2,900	
	bandsaw				4,000	
	table saw				3,500	
	generator					2,400
	field rake					16,000
	branch chipper					28,900
	Total Maintenance	74,500	146,200	105,300	157,800	139,900
Clubhouse	replace south wall	3,600				
	painting		6,616			
	carpet		12,000			
	siding/trim		83,734			
	flooring					45,060
	lighting					8,992
	Total Clubhouse	3,600	102,350	-	-	54,052
Golf Course	golf carts (10 each year)	30,000	30,000	30,000	30,000	30,000
	major bridge #15	130,000				
	pond fountains	5,500				
	ranger cart		6,750			

Sycamore Park District
Capital Funding Plan

Department	Item	2017	2018	2019	2020	2021
	fairway aerifier		18,000			
	greens roller		12,500			
	major bridge #15		140,000			
	cart barn - HVAC		4,480			
	cart barn - gutters/downspouts		2,240			
	cart barn - planters		2,912			
	golf outing pavilion			200,000		
	trap rake			13,000		
	fairway mower			54,000		
	rough mower			70,000		
	shelter 1: 8th tee - structure					9,440
	shelter 2: 4th tee - structure					1,180
	minor bridge: 17th tee					5,900
	minor bridge: 6th ladies tee					3,540
	Total Golf Course	165,500	216,882	367,000	30,000	50,060
Pool	pool basin paint	9,000				
	Total Pool	9,000	-	-	-	-
Community Center	fitness equipment		178,500			
	Total Community Center	-	178,500	-	-	-
Parks & grounds	blacktop under bleachers (fields 9-12)			10,000		
	Electronic sign	65,000				
	residence - basement drainage pump	8,500				
	concession garage - roof	3,500				
	concession garage - siding/trim/doors	10,000				
	concession garage - lockers	5,000				
	Lake Sycamore - fishing pier picnic table		2,289			
	baseball fields- plates/bases (behind pool)		2,725			

Sycamore Park District
Capital Funding Plan

Department	Item	2017	2018	2019	2020	2021
	baseball fields - infields (behind pool)		2,180			
	H.S. Field Dug out - fencing		2,725			
	soccer storage - roof		5,600			
	soccer storage - driveways		2,800			
	fields 1-4 irrigation		4,480			
	charley laing park - benches/amenities		3,920			
	residence - doors/windows		20,160			
	Brothers Park - benches/amenities			4,025		
	Kiwanis Park West - Playground/surfacing			17,250		
	Kiwanis Park West - Playground/sand lot area			1,150		
	Kiwanis Park West - Playground/equipment			97,750		
	Kiwanis Park West - Playground/benches/amenities			6,900		
	Old Shop-painting			896		
	Old Shop-lighting			2,800		
	Old Shop-hvac			16,800		
	Old Shop-electrical			12,320		
	Old Shop-gutters/downspouts			2,800		
	Old Shop-doors			7,840		
	old shed - roof			11,040		
	Maintenance Shop - painting			21,280		
	H.S. Field - aglime approach			345		
	SC - N. Water Fountain - roof			1,725		
	Olsen Shelter - roof			4,600		
	kessler shelter - roof			4,830		
	sports complex - parking paving			319,700		
	bb fields 5-8 bases and moundss			5,750		
	bb fields 9-12 bases and moundss			3,450		
	chief black partridge - signs			1,093		
	emil cassier - frantum - signs			1,035		
	steczo area - prairie restoration				9,680	
	founders - playground - edging on structure				1,200	
	founders - playground - benches/amenities				2,300	
	founders - trails - raised beds				250	
	lake sycamore - fishing pier - signage				1,500	
	kiwanis west - electric/light				1,150	

Sycamore Park District
Capital Funding Plan

Department	Item	2017	2018	2019	2020	2021
	kiwanis east - playground - surfacing				11,500	
	kiwanis east - raised beds				2,300	
	comm park - old fountain - roof				824	
	comm park - old fountain - posts/structure				4,600	
	comm park - old fountain - concrete base				1,150	
	lions shelter - roof				5,520	
	kiddie land playground - surfacing/border				2,530	
	kiddie land playground - paths/paving				44,840	
	sports complex - s. water fountain - roof				1,725	
	old mill - playground - benches/amenities				7,670	
	larson park - overlook - benches/ammenities					1,815
	larson park - brickvelle entrancee -fencing					275
	stezco area - interpretive signs					3,000
	lake sycamore - trails - signage					2,360
	lake sycamore - trails - raised beds					1,180
	lake sycamore - playgrounds - surfacing					17,700
	lake sycamore - fishing pier - anchors					8,850
	kiwanis west - trails - signage					1,210
	boyton park - trails - signage					2,420
	emil cassier - pond 2 - shoreline					5,900
	Total Parks & Grounds	92,000	46,879	555,379	98,739	44,710
	Total Capital Expenses	640,775	936,976	1,338,094	514,314	536,197
	Ending balance	379,313	(62,763)	(901,008)	(910,475)	(936,776)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: Sports Fields Preparation Fee Increase

BACKGROUND INFORMATION: The fees the Sycamore Park District charges our sport users groups for preparing the fields have not been adjusted for nine years. Since that time, the cost of labor and materials to maintain those fields has increased, so it is necessary to increase the fees the ball field and soccer field users are paying the Park District to better cover the costs for field preparations.

Generally, the cost to prepare a baseball or softball field per game will increase five or six dollars depending on the field size. This has been determined by collecting data on how much staff time it takes to drag, chalk, hand rake, mow, line paint, and trim each field along with administration time to organize the field use. Also, material costs are figured into the fee including chalk, infield mix, fuel used, port-o-pot rentals, fertilizer and herbicide applications, and new bases that are switched out as needed.

For the soccer fields, the fee will go up eight dollars per game played. The labor time needed to measure out the fields, mow/trim, mix/load the paint striper machine and to paint was determined along with material costs much like the ball fields. The labor time and materials for painting soccer fields is significantly more than baseball fields.

The attached chart shows the old fees and the new fees.

FISCAL IMPACT: Based on 2016 number of fields prepped, will increase revenue for field prep approximately \$6,500 per year.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to be 'D. Donahoe', written over the 'EXECUTIVE DIRECTOR REVIEW/APPROVAL:' line.

BOARD ACTION:

FIELD RENTAL FEES BASED UPON COST TO PREPARE FIELD

CURRENT RATES: Since 2008

<u>FIELDS</u>	<u>OLD FEES</u>
Field 1	\$58/game
Fields 2,3,5-8	\$20/game
Field 4	\$23/game
Fields 9-12	\$24/game
Fields 13-16	\$16/game
Soccer Fields	\$25/game
AYSO	\$12/player

PROPOSED RATES: Based Upon Current Cost Analysis

<u>FIELDS</u>	<u>2017 FEES</u>	<u>NET INCREASE</u>
Field 1	\$58/game	\$0
Fields 2,3,5-8	\$25/game	\$5
Field 4	\$30/game	\$7
Fields 9-12	\$30/game	\$6
Fields 13-16	\$18/game	\$2
Soccer Fields	\$33/game	\$8

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: TEMPORARY CONTRIBUTION RATES ON FIELD USE for Leaf a Legacy: Recommend Approval

BACKGROUND INFORMATION: We are planning to spend \$3,500,000 to make improvements to existing Sports Complex and to add a whole new Soccer Complex on 89 acres at South Airport Road. We have asked our Affiliate Sports Programs—the largest users of our fields—to step up and make a contribution to Leaf a Legacy. They have fairly asked why others won't pay. President Strack and Executive Director Gible have assured our major affiliates:

- AYSO
- SYB
- SGS

that fees for non-affiliates will be adjusted to have the same effect.

Superintendent of Parks and Facilities has shared with you the revised ACTUAL COST to prep/maintain our fields, and the Board was asked to approve those fees.

NOW, however, we are sharing with you the fee we will need to add to the actual cost as a CONTRIBUTION from those “smaller” users of our fields to have them equitably share in making these new fields possible. To do this, we are recommending the implementation of a \$15 per game field fee to our Non-Affiliate user groups over the next 5 years. This will be their contribution to our Leaf a Legacy as they will benefit from these improvements as well. After 5 years, this fee will go back to our regular rate based on preparation and maintenance. As you can see in the attachments, the breakdown is still very minimal for these groups.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval of the supplemental field fees for Leaf a Legacy.

PREPARED BY: Lisa Metcalf, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

Temporary Contribution Rates for Non-Affiliates

<u>FIELDS</u>	<u>Preparation/ Maintenance Cost</u>	<u>Leaf a Legacy Contribution Rate</u>
Field 1	\$58/game	\$73/game
Fields 2,3,5-8	\$25/game	\$40/game
Field 4	\$30/game	\$45/game
Fields 9-12	\$30/game	\$45/game
Fields 13-16	\$18/game	\$33/game
Soccer Fields	\$33/game	\$48/game

Since Affiliate Programs are making significant donations to Leaf a Legacy, all other teams who rent the fields will contribute \$15 per game in order to make a contribution towards \$3.5 million in improvements to the Sports Complex. After 5 years, this contribution rate goes away.

Examples of how it effects Non-Affiliate Leagues playing Yearly/Consistently

<u>Organizations Using Our Fields</u>	<u>Apx. # of Players</u>	<u>Number of Games in 2016</u>	<u>Prep/ Maint. Fee</u>	<u>Contribution Fee</u>	<u>Difference</u>	<u>Contr. Per Team</u>	<u>Contr. Per Player</u>
16" Mens	200 (16 teams)	Fields 13-16 = 64 Games	\$1,152	\$2,112	\$960	\$60	\$5
Church League	150-200 (9 teams)	Fields 9-12 = 61 Games	\$1,830	\$2,745	\$915	\$102	\$9
Women's	75 (6 teams)	Fields 9-12 = 48 Games	\$1,440	\$2,160	\$720	\$120	\$10
Sycamore/DeKalb Soccer League	150 (15 Teams)	Soccer Fields = 138 Games	\$4,554	\$6,624	\$2,070	\$138	\$13

What Affiliates Would Pay On New Rates If Not Contributing to Leaf a Legacy

<u>Affiliate</u>	<u>Games</u>	<u>Players</u>
SGS	104	210
SYB	208	434
AYSO	396	816

Affiliate	Amount Requested to Donate / Year	Fee Paid with Current Rate	Fee Paid if <u>NOT</u> Affiliate	Difference
SGS	\$2,000	\$2,104	\$4,154	\$2,050
SYB	\$4,000	\$4,062	\$8,137	\$4,075
AYSO	\$8,000	\$9,792	\$19,008	\$9,216

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ELECTRICITY RATES: Recommended Ratification

BACKGROUND INFORMATION: Public entities have the authority to bid a variety of work and services, and to award bids to the most qualified and low cost bidder. Utilities, given their “spot market” nature pose problems for the more standard, formal bidding process of construction projects, or professional services when attempting to capture a good price. Therefore, the Board must authorize the Executive Director, on behalf of the Board of Commissioners, to negotiate a contract. At the March 26, 2016 meeting the board did approve this authorization.

Our current contract with Dynegy expires in January 2017. The current 100% Renewable Rate per KWH = .06417.


I have had contact with 4 different brokers. They provided bids for both a standard rate and a 100% renewable rate from several suppliers. Rates were quoted first on Monday, October 17, to get a sense of where they are at now. Rates were refreshed on Thursday. After reviewing all of the rates, we will be renewing with Dynegy, for 36 months at a 100% Renewable Rate per KWH =.05518.

FISCAL IMPACT: It is estimated that our electric costs will decrease approximately \$4,400 as compared to our estimated level of use in FY 2016.

STAFF RECOMMENDATION: Recommend that the Board ratify the contract for a renewal of electricity rates with Dynegy Energy who had the lowest 100% Renewable Rate, .05518, for a term of three years.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION:



Electric rates

Supplier	Utility Management Group						Alfa Energy mc2	Vanguard Energy	
	constellation	dynegy	mc2	entrust	energy me	Engie		MidAmerican	
standard									
12	0.05294	0.04994	0.05403	0.0639	0.0606	0.05403	0.05791	0.0578	
24	0.05496	0.05214	0.05575	0.0657	0.0629	0.05575	0.05985	0.05962	
36	0.056	0.05333	0.05712	0.0668	0.0639	0.05712	0.06113	0.06049	
100% green									
12	0.05362	0.05164	0.05553			0.05603		0.05886	
24	0.05574	0.05392	0.05725			0.05775		0.06073	
36	0.05705	0.05518	0.05862			0.05912		0.06167	

Supplier	progressive energy group												
	source power	nordic	aep	direct	oasis	ambit	mc2	hudson	gdf suez	agera	public	us gas & el	eligo
standard													
12	0.05223	0.05464	0.06407	0.06225	0.0623	0.0633	0.05403	0.0583	0.06203	0.0623	0.06565	0.0618	0.05966
24	0.05392	0.05661	0.06762	0.06506	0.0642	0.0659	0.05575	0.0599	0.06557	0.0643	0.06873	0.0643	0.06071
36	0.05465	0.05721	0.06941	0.06634	0.0656	0.0669	0.05712	0.0606	0.06784	0.0659	0.07054	0	0.06083
100% green													
12	0.05823	0.05794	0.06657				0.05553			0.0646	0.06765		0.05949
24	0.05992	0.05961	0.07012				0.05725			0.0669	0.07073		0.06061
36	0.06065	0.06021	0.07191				0.05862			0.0683	0.07254		0.06076

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: October 25, 2016****STAFF RECOMMENDATION****AGENDA ITEM: REVISIONS IN INVESTMENT POLICY: Recommend Approval**

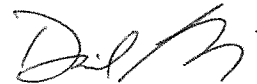
BACKGROUND INFORMATION: The last update to the District's Investment Policy was in 2008. PFM Asset Management LLC performed a review of the policy as a part of their investment advisory engagement. A red-line copy of changes was shared with legal counsel for their review. The attached Investment Policy contains the changes agreed upon by PFM, Ancel Glink, and staff.

FISCAL IMPACT: The Investment Policy itself has no fiscal impact on the District.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

INVESTMENT POLICY

A. Scope of Investment Policy

This investment policy applies to the investment activities of all funds of the Sycamore Park District. All Financial Assets shall be administered in accordance with the provisions of this policy. This policy is adopted in compliance with the Public Funds Investment Act (30 ILCS 235/1).

B. Objectives of Investment Policy

The Purpose of this policy is to establish investment guidelines for Park District officials who are responsible for the safekeeping of public funds.

Specific Objectives:

1. The District’s investment portfolio shall be managed in a manner that will avoid any transaction that might impair public confidence in the District. The standard for investments shall be made with good judgement and care, not for speculation but for investment, considering the probable safety of the principal as well as the probable income to be derived.
2. Safety of principal is the foremost objective of the Investment Policy of the Sycamore Park District. All investments shall be undertaken in a manner that seeks to insure the preservation of the principal. ~~To achieve this objective, the Park District shall invest primarily in institutions designated as Federally Insured, Licensed Institutions Permitted to Hold Public Funds.~~ Additionally, diversification may be required to ensure that all ~~investments in such institutions~~ bank deposits remain fully insured by the Federal Government ~~or collateralized.~~
3. The District’s investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements and pay obligations as they come due.
4. The investment portfolio should be designed with the objectives of obtaining the highest available return, consistent with the Safety of Principal, Liquidity of Funds, and other investment risk constraints, as set forth in this Investment Policy.

C. Responsibility of the Investment Program

Responsibility for the investment program will be delegated to the Executive Director and the Superintendent of Finance of the District ~~(the “Investment Officers”)~~. No person, unless authorized by the ~~Executive Director and/or the Superintendent of Finance~~ Investment Officers, shall have the authority to make investment transactions on behalf of the Sycamore Park District.

Commented [a1]: Restored.

Commented [MB2]: These items are addressed in the Authorized Investments and Investment Guideline sections.

Commented [JH3]: Final language as agreed by PFM & legal counsel.

The ~~Executive Director and the Superintendent of Finance~~ Investment Officers shall be responsible for all investment transactions undertaken, and furthermore, shall establish a system of internal controls designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees, and to regulate the activities in the portfolio.

D. Investment Selection Authorized Investments

While striving to achieve the objectives of this investment policy and limited by the Illinois Public Funds Investment Act (30 ILCS 235/1, et seq.) ~~State statutes~~, the Park District has approved the following for investment of public funds:

1. bonds, notes, certificate of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;
3. interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (201 ILCS 5/1 et seq.), provided ~~such a bank if federally insured that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation;~~
4. short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase at ~~one of the 3~~ highest classifications established by at least 2 standard rating services and which mature no later than ~~180-270~~ days ~~for from~~ the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations and (c) no more than one-third of the Park District's funds may be invested in short term obligations of corporations;
5. money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to the agreements to repurchase such obligations;

6. Illinois Trust, IPDLAF+ Class and Illinois TERM

~~6-7.~~ ~~an~~ Illinois Public Treasurer's Investment Pool, Illinois Funds, created and administered by the State Treasurer of Illinois; or

~~7-8.~~ other securities, as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), provided, however, that the ~~Chief~~ Investment Officers determines,

in writing, that such investments are consistent with the Park District's investment risk constraints, as set forth in the Investment Policy.

E. Investment Guidelines

It shall be the policy of the Park District to:

1. Maintain 100% of available funds in interest bearing securities whenever feasible.

~~Invest only in securities of the state or federal government or those which are guaranteed by the state or federal government, or secured by a means authorized by statute.~~

Commented [MB4]: Permitted investments are addressed in the previous section.

- ~~3-2.~~ Place such investments through local financial institutions whenever comparable opportunities arise.

F. Diversification of Funds

In the event that the amount of funds invested in ~~one of the securities~~ bank deposits described in the "Authorized Investment" section of this Policy exceeds the Federal Insurance limit, the excess funds shall be moved to another federally insured institution, or, the excess funds shall be collateralized as provided hereafter.

G. Collateral Requirements

No collateral shall be required for investments in Federally Insured, Licensed Institutions Permitted to Hold Public Funds, provided that such investments shall not exceed the Federal Insurance limit. Such investments shall be collateralized by securities or mortgages in an amount equal to at least market value of the amount of funds deposited exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer. The ~~Chief~~ Investment Officer~~s~~ shall monitor the adequacy of collateralization monthly, and shall require monthly reports with market values of pledged securities for all applicable financial institutions.

H. Internal Controls

The ~~Chief~~ Investment Officer~~s~~ shall be responsible for establishing and maintaining a system of internal controls, which shall be documented in writing and made available for public inspection along with this Investment Policy at the administrative offices of the Park District. Such a system shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by authorized investment personnel of the Park District.

I. Performance Measures

The District's portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills, the state investment pool, or the average rate of Federal funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

Commented [JH5]: Language as agreed upon by PFM and legal counsel.

Performance Measures

The Superintendent of Finance shall, at reasonable intervals, assess the performance of the Park District Investment program in compliance with established industry reporting standards. Such reporting standards should include those sanctioned by the Association of Investment Management Research (AIMR) in accordance with Generally Accepted Account Principles (GAAP).

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Commented [a6]: Why should this be removed? What is the rationale for this change?

J. Periodic Quarterly Performance Reviews & Reports

The Superintendent of Finance Investment Officers shall, at reasonable intervals least quarterly, perform periodic reviews of the investment portfolio, its effectiveness in meeting the Park District's needs for safety, liquidity, rate of return, and diversification, and its general performance.

K. Quarterly Reports

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The Superintendent of Finance Investment Officers shall compile quarterly written reports of investment activities including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.

L. Investment Advisors

The Executive Director and the Superintendent of Finance Investment Officers may engage investment advisors, money managers and/or financial institutions at their discretion, and only after approval of the Board of Park Commissioners. All such advisors, managers and/or institutions shall be given a copy of this Policy and shall be required to comply with this policy and the Public Funds Investment Act (30 ILCS 235/1).

M. Conflicts of Interest

All board members, staff, and employees in policy making positions shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could in any way impair their ability to make impartial investment decisions. Such individuals shall disclose to the Executive Director Investment Officers of the Park District and any financial interests in financial institutions that are used by the Park District. They shall further disclose any personal investments that are in any way

related to the proposed investments of the Park District. They shall strive to avoid even the appearance of impropriety.

N. Compliance with Public Funds Investment Act

This Investment Policy is specifically written with the intention of complying with the Illinois Public Funds Investment Act (30 ILCS 235/1, *et seq.*). It has been written to incorporate all requirements of the Act, and shall be interpreted to comply with the Act. If it is found that any provision of this policy conflicts with the Act, the Act shall be interpreted to control.

Adopted by the Sycamore Park District Board on October XX, 2016.

[4828-2623-9546, v. 1](#)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: HEALTH INSURANCE RECOMMENDATION FOR 2017: Recommend Approval

BACKGROUND INFORMATION: We are coming up on our third year with PDRMA. The rates for the medical insurance are remaining the same for 2017. Life insurance, also with PDRMA, is increasing slightly, approximately \$360 per year. This is the second year in a row of having an increase of less than 1%!

The threshold for health care expenses will increase by the CPI of .7%. That makes the 2017 threshold \$260,729.42. Keeping all of our health care programs, medical, dental, life and disability, the same, the total estimated cost is \$255,324.

PDRMA has asked agencies to select their plan by October 28. Open enrollment will run from October 31 – November 30. I am recommending the District remain with the PPO with a \$2,000 deductible for single coverage and \$4,000 deductible for family. -

FISCAL IMPACT: Annual employee insurance coverage expense for 2017 is estimated at \$255,324.

STAFF RECOMMENDATION: Recommend approval of PDRMA PPO with \$2,000 deductible for single coverage and \$4,000 deductible for family and keep all other health coverage the same.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: LAND ACQUISITION POLICY: Recommend Approval

BACKGROUND INFORMATION: Before we move forward and face future land acquisition possibilities, it is essential that the Board of Commissioners adopt a policy regarding Land Acquisition that jibes with the expectations of our Liability Insurance carrier's expectations.

If we do not follow this policy, our carrier will not insure the land we acquire which would put us at high risk. The policy will, in addition, help with management as the process assures we will not find any "surprises" later on that will cost the district other large costs besides the risk of lack of liability coverage.

Therefore, I am attaching a "Land Acquisition Policy" for your consideration.

FISCAL IMPACT: None

STAFF RECOMMENDATION: I recommend approval.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Land Acquisition Policy

PURPOSE

The purpose of this policy is to prescribe District requirements, functions, procedures and responsibilities regarding determinations of the risk of exposing the District to liability for hazardous substances or other environmental cleanup costs and damages associated with the acquisition of any real property. The requirements, functions and procedures prescribed are intended to ensure that the District determines, prior to real property acquisition, the likelihood of the presence and extent of hazardous substance-related and other environmental liability associated with real property. Such determinations must be a consideration in any decision to acquire real property and to establish the total actual or potential cost of or resulting from the acquisition.

SCOPE

The responsibilities and requirements shall apply to any proposed District acquisition of real property to which District liability for hazardous substances or other environmental remediation or damages can attach.

LAND ACQUISITION ENVIRONMENTAL REVIEW GUIDELINES

Minimize the potential liability of the District by acquiring real property that is not contaminated unless directed by the Board of Commissioners.

Identify potential hazardous substance-related threats to fish and wildlife and their habitats and other environmental problems prior to real property acquisition.

Remediate any identified hazardous substance or develop remediation plan for identified hazardous substances related to proposed property acquisition prior to closing.

Definitions:

“Environmental Site Assessment” means an analysis of an environmental site, prior to acquisition of real property, to determine the potential of, and extent of liability for hazardous substances or other environmental remediation or injury.

“Hazardous Substances” means all CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) listed substances [see 42 USC 9601(14)], petroleum products or their derivatives (including aviation fuel and motor oil).

“Other Environmental Problems” means problems associated with environmental contamination, whether or not involving hazardous substances.

“Real Property” means any land or an interest therein, and all buildings, structures and improvements affixed to the land.

“Real Property Acquisition” means the acquisition of real property, for any period of time, through discretionary acts or when required by law, whether by way of condemnation, donation, escheat, right-of- entry, escrow, exchange, lapses, purchase, revocation, or transfer.

“Release” means any release [see 42 USC 9601(22)], discharge [see 33 USC 1321(a)(2)], or threatened discharge of a hazardous substance into the air, soil, sediment, groundwater, surface water, or any structures located on the real property.

“Remediation” means meeting the requirements and standards of applicable Federal and state laws applicable to hazardous substance management or cleanup.

“Remediation or Other Cleanup Costs” means the actual or potential costs to the Department or the Service for remediation or other environmental cleanup, or other damages or costs associated with hazardous substance contamination of real property.

“Requirements” Environmental site assessments must be completed to satisfy the detailed planning and pre-acquisition requirements.

“Planning Overview Surveys” During the planning process, an "overview" survey or Phase I Environmental Survey is completed when a new parcel or property is proposed for acquisition. The purpose of an "overview" survey is to identify actual or potential hazardous substances or other environmental problems within the area proposed.

“Acquisition Surveys and Analysis” Before the District acquires any real property, the District shall:

- a. Complete a Phase I Environmental Survey to ascertain the likelihood of the presence and extent of hazardous substances or other environmental problems associated with such property and any remediation or other cleanup costs.
- b. Weigh the environmental and/or public benefits relative to the total cost of the acquisition including (a) fair market value, (b) actual or potential remediation or other environmental cleanup costs, and (c) any known or reasonably estimated monetary damages that could be associated with the acquisition.
- c. Inform the appropriate committees of the total cost(s) as determined above for any acquisition of contaminated property.

ENVIRONMENTAL SITE ASSESSMENTS

1. **Phase I Environmental Survey** must be completed for all acquisitions. The Phase I Environmental Survey is used to determine whether there are any potential hazardous substance or other environmental problems and whether a Phase II Survey is needed.
2. **Phase II Environmental Survey** may be necessary when Phase I Survey identifies potential hazardous substance. Phase II Environmental Survey will include sampling to determine whether there is a presence or absence of hazardous substances in the potential sites identified in the Phase I survey. If the proposed acquisition continues on past this point, a Phase III environmental survey will be required.
3. **Phase III Environmental Survey** is required when the District determines that a hazardous substance is present. Additional sampling and research is necessary to determine the extent of any hazardous substance and the actual or potential cost for remediation.

ASSESSMENT STANDARDS AND CONDITIONS

1. **Minimum Standards:** The Phase I environmental study should recognize existing

environmental conditions and include information that is reasonably ascertainable. It must be complete in terms of technical accuracy and comprehensiveness.

2. **Qualifications of Personnel:** Environmental site assessments must be conducted by qualified individuals.
3. **Environmental Surveys** must be completed by an Environmental Contaminants Specialist or contractor approved by the Forest Preserve District.
4. **Time Limit:** The Environmental Site Assessment Level I Survey should be completed within one year prior to the real property acquisition
5. **Land acquisition budget requests** should include the costs for pre-acquisition surveys.
6. **Pre-acquisition environmental site assessments** are pre-acquisition costs and may be charged to the Land Acquisition Fund.
7. **Remediation or other cleanup costs** are post-acquisition costs and are not chargeable to these accounts.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

**AGENDA ITEM: CONSIDERATION OF LAND SWAP and
EASEMENTS AT OLD MILL PARK: Discussion Only**

BACKGROUND INFORMATION: Behind this memo are two color graphics of the plans for a development on the property just north of Old Mill Park, and adjoining Mt. Hunger Road. I think, in general, the idea has great possibilities, and we should work with the City of Sycamore and Brian Grainger to make that work.

That being said, we can't approve anything specific this evening. Brian Grainger dropped off these drawings, and spoke to me on the phone. He wants to request easements and swap land. He is a positive supporter of trails, and would like to work with us on trail connections, power supply and water supply for Old Mill Park. I think this is a positive opportunity.

HOWEVER, I shared with him, the following:

- A. A land swap requires, by State Statute, several things must occur:
 - a. A stand alone survey with legal description of the two parcels to be traded.
 - b. A verification of the acreage of each parcel.
 - c. Two independent appraisal of the current value of each parcel.
 - d. THEN, if the parcels traded are of equal value, OR the parcel we receive is of greater value we can legally complete the trade.
 - e. An Ordinance would then have to be completed.
 - f. The legal title process would have to take place.
 - g. PLUS, all of this must be done at "NO ADDITIONAL COST TO THE DISTRICT".
- B. Easements will require:
 - a. Surveys of the area in which the easements are being requested.
 - b. A legal description of those easements.
 - c. An ordinance approving the easement by our Board.
 - d. Some estimation of the value of providing those easements.

Brian Grainger has also indicated he would like to discuss some trade of impact fees for the provision of:

- Trail connections.
- Provision of water supply to Old Mill Park.
- Provision of electrical supply to Old Mill Park.

I believe all of these have viability.

That being said, until some of the preliminary, on-the ground work is complete, we can't take any very specific action.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: I recommend the Board authorize the Executive Director to negotiate these matters and bring recommendations to the Board at the appropriate points. At this time, I seek your comment and input, and general consensus on "willingness" to consider some or all of these options as details are worked out by the Executive Director.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SITE DATA

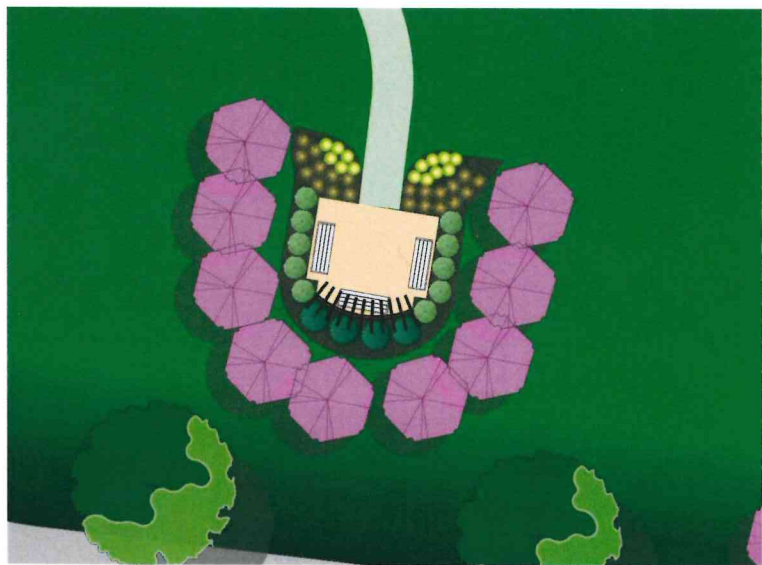
8.59 GROSS ACRES

12 LUXURY CONDO BUILDINGS

48 TOTAL UNITS



PARK FEATURE DETAIL



OLD MILL PARK
by Grainger

Luxury Grainger Built Condos

CONCEPT PLAN



SCALE: 1" = 50' JUNE 21, 2016



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 25, 2016**STAFF RECOMMENDATION****AGENDA ITEM: POLICY ON BLOOD BORN PATHOGENS and COMMUNICABLE DISEASES: Recommend Approval**

BACKGROUND INFORMATION: As part of our on-going effort to come into compliance with risk management standards, and to improve the overall safety of our organization serving the public and our staff, I am presenting for your review and approval an overarching policy related to blood born pathogens and communicable diseases.


This policy will guide our staff in addressing very real health issues, and create an organized method and approach to this area of health safety.

FISCAL IMPACT: None

STAFF RECOMMENDATION: I recommend approval.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

POLICY ON BLOOD BORN PATHOGENS and COMMUNICABLE DISEASE

SYCAMORE PARK DISTRICT's policy on blood born pathogens and communicable disease is designed to create a safe, inclusive working environment in which staff can safely and respectfully address key health concerns.

Introduction

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the park district to the public or the dignity of the people it serves. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

Participation in Programs by Infected Persons

General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
 - a. The nature of the risk (how the diseases are transmitted);
 - b. The duration of the risk (how long is the carrier infectious);
 - c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;

- d. The probabilities that the diseases will be transmitted and will cause varying degrees of harm;
 - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate PD personnel and, in case of a minor, the minor's parents or legal guardian(s), PD's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Director will make the final decision after consideration of the review team's recommendation.
 3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
 4. If the Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Director.
 5. If the Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the PD's refund policy.

Children/Mentally Challenged

The participation of known infected children and persons who are mentally challenged will be assessed as set forth above, with the following additional considerations. Infected children and mentally challenged persons who display such behavior as biting or who lack control of their body secretions, which increases risk of transmission of the

virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections associated with HIV or HBV infected child or mentally challenged person, under these conditions.

Even with the incorporation of additional precautions and safety measures, children and mentally challenged persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, assessment of a child's as well as a mentally challenged person's participation should be performed regularly by the review team.

Privacy Considerations

- A. The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the PD who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or PD personnel other than personnel specifically designated by the Director of the PD). The legal ramifications to the employee involved and the PD of a breach of confidentiality should be clearly explained to employees.

- B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the PD may not advise the public or program participants or their parents of the participation in its programs or the employment by the PD of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the PD may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the PD may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with PD's legal counsel.

- C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in PD programs should be directed to a single spokesperson, such as the Director of the PD. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the PD believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the PD has received and is receiving expert medical and legal advice on this matter.

AGENCY COMPLIANCE SECTION

Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Blood born Pathogens Standard (29 CFR 1910.1030), that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written blood born pathogens control program. Blood born Pathogens are biological agents which may be present in human blood and can cause diseases.

Scope

This standard covers all employees who could be "reasonably anticipated as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan Acts" such as assisting a co-worker with a nose bleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than in tact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures, and HIV or Hepatitis B (HBV) containing culture medium or other solutions. This can include blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Exposure Control Plan

One of the primary elements of OSHA/IDOL's blood born pathogens standard, it is a requirement that employers prepare a written exposure control plan. The exposure control plan requires employers to identify in writing tasks and procedures as well as job classifications where occupational exposure to blood occurs- without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and available to IDOL upon request. Plans must be formally reviewed and updated at least annually or more often if necessary to accommodate workplace changes and afford equal protection for potential exposures.

Central to the written exposure control plan is the exposure determination. Exposure determination is a task to identify employees who may have exposure to blood and blood by-products. To accomplish this, you need to look at the various work classifications at your agency and determine the nature of possible exposure to blood. In completing the exposure determination, you need only consider the normal and customary job duties of workers in each job classification. The **Sample Exposure Control Plan**, located in Appendix 2, of this guide is for use in completing the exposure determination for your agency.

Most employees will have no anticipated exposure to blood and blood by-products. For this group of employees a general understanding of your blood born pathogens exposure control plan is needed. They should be trained in emergency response procedures and in the location and general use of personal protective equipment. They should also be aware of the steps you will take in the event of an exposure incident. Please note: according to the Illinois Department of Labor, PD, SRA, or FPD's are not required to provide to their employees the pre-exposure Hepatitis B vaccination series.

A second class of employees may have some potential for exposure to blood or blood by-products, when performing secondary or "collateral" duties (i.e., first aid, cleanup) of their job within the park or recreation setting. These personnel include but are not limited to:

- Health Club Supervisors
- Lifeguards
- Recreation Specialists (Special Recreation Agencies)
- Licensed Day Care Workers
- Day Camp Program Leaders

- Custodians
- Coaches for Contact Sports

These employees may require a more comprehensive understanding of your blood born pathogens exposure control program. These employees should be provided information on the availability of Hepatitis B vaccinations.

The Agency's policy regarding the use of personal protective equipment and post-exposure evaluation procedures in potential exposure incidents must be explicit with these employees. They need to be thoroughly familiar with personal protective equipment use and other aspects of your exposure control program. Training for these workers is as extensive as that provided to the class where all employees have a high likelihood of exposure.

Methods of Compliance

The standard also requires the practice of "Universal Precautions" or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags, and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Hepatitis B Vaccination

Vaccinations must be made available to all employees with occupational exposure to blood:

- Within ten working days of assignment
- At no cost
- At a reasonable time and place
- Under the supervision of licensed physicians/licensed health care professionals
- According to the latest recommendations of the US Public Health Service (USPHS)

Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to

receive the vaccine at no cost to the employee. The declination form may be found in Appendix 1 of this guide. Should booster doses later be recommended by the USPHS, employees must be offered them.

Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with blood or other potentially infectious materials, the PD shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
- Prompt testing of the source material or individual's blood, (with his or her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
- Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling
- Evaluation of reported illnesses.

The PD will provide the healthcare professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations. The PD will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

- A description of the employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- Results of the source material or individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the PD responsibility to maintain.

The PD will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination. In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information: 1.) The employee has been informed of the results of the evaluation; and 2.) The employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Appendix 1**Hepatitis B Vaccination Declination Form****SYCAMORE PARK DISTRICT****HEPATITIS B PRE-EXPOSURE VACCINATION DECLINATION FORM**

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature

Print Name: _____

Social Security Number:

Date: _____

Appendix 2**Sample Exposure Control Plan**

Agency Name: _____

Date of Preparation: _____

In accordance with the OSHA Blood born Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Blood born Pathogens Standard, 29 CFR 1910.1030.

B. Exposure Determination

OSHA/IDOL requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. An occupational exposure is defined in CFR 1910.1030(b) as a “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.” At this facility the following job classifications are in this category:

List job classifications

In addition, OSHA/IDOL requires a listing of job classifications where some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure also are required to be listed in order to clearly understand which employees are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows (or place in appendix):

Job Classification	Task/Procedure

C. Implementation Schedule and Methodology

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be employed: (List controls, such as gloves, etc.)

The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA/IDOL requires that these facilities be readily accessible after exposure. (If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.

_____ (List name of position/person, e.g. supervisors) shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

They shall also ensure that if employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as soon as feasible following contact.

2. Contaminated Equipment/Area

_____ (Insert name of position/person) is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

3. Personal Protective Equipment (PPE)

PPE Provision

_____ (Insert name of position/person) is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.

4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

General

Recreation agencies should understand that the requirement of providing the pre-exposure Hepatitis B vaccine and vaccination series to its employees is voluntary. According to OSHA/IDOL, most PD, SRA, and FPD employees are not considered to have an occupational exposure hazard because these employees generally are not designated as being *responsible* for rendering medical assistance as part of their jobs. Also, according to OSHA/IDOL, the mere fact that "CPR or first aid training is provided to employees does not invoke coverage by this Standard." With this in mind, the PD, SRA, or FPD may decide to make available the Hepatitis B vaccine and vaccination series to all employees who may have occupational exposure and **must** conduct post-exposure follow-up to employees who have had an exposure incident.

The (insert position/person) _____ shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

- A) Made available at no cost to the employee;
- B) Made available to the employee at a reasonable time and place;
- C) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- D) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

_____ (insert name of position/person) is in charge of the Hepatitis B vaccination program. (Where appropriate: We contract with _____ to provide this service.)

Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons. Training should include information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to (list who has responsibility for investigation of exposure incidents): _____

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- A) Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- B) Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
- C) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the (insert name of position/person) _____ shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- D) If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- E) Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- A) After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
- B) The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed by (insert name of clinic, physician, and department).

Information Provided to the Health Care Professional(s)

The (insert employer) _____ shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A) A statement that the employee has been informed of the results of the evaluation; and
- B) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

5. Information and Training

_____ (Insert name of position/person) is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A) A copy of the standard and an explanation of its contents;
- B) A discussion of the epidemiology and symptoms of blood borne diseases;
- C) An explanation of the modes of transmission of blood borne pathogens;
- D) An explanation of the _____ (insert Agency name) Blood born Pathogen Exposure Control Plan (this program) and how to obtain a copy;
- E) The recognition of tasks that may involve exposure;
- F) An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment (PPE);
- G) Information on the types, proper use, location, removal, handing, decontamination and disposal of PPEs;
- H) An explanation of the basis of selection of PPEs;
- I) Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
- J) Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- L) Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on blood born pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

Appendix 3 and 4 are provided to assist with the training process.

6. Recordkeeping

Medical Records

_____ (insert name of position/person) is responsible for maintaining medical records (indicated below). These records will be kept (insert location).

(If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure that your contract language includes provisions for recordkeeping that are consistent with the requirements of 1910.20)

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

- A) The employees name and Social Security number
- B) His or her hepatitis B vaccination record, including any declination form signed by the employee
- C) A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are **not** and shall not be required to provide the employer signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the employer may obtain medical records pertaining to medical care and treatment rendered the employee prior to the date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

Training Records

_____ (Insert name of position/person) is responsible for maintaining the following training records. These records will be kept (insert location) _____.

Training records must be maintained for three years from the date of training. The following information will be documented:

- A) The dates of the training sessions;
- B) An outline describing the material presented;
- C) The names and qualifications of persons conducting the training; and
- D) The names and job titles of all persons attending the training sessions.

Availability

All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020.

All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

7. Evaluation and Review

_____ (Insert name of position/person) is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

8. Dates

All provisions required by this standard will be implemented by: _____
(inset date for implementation of the provisions of this standard).

9. Outside Contractors

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

Appendix 3

TRAINING GUIDELINES

A. General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The PD will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the PD. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.

9. Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (MSDS) should be maintained for each disinfectant.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Cleaning Up Blood or Other Body Fluid Spills

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap, and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of same.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

C. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.

8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

D. Laundry

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
6. If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using for clean linen.

E. Diapering

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bag should be removed once per day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with child's name, secured and sent home at the end of the day.
6. Cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.

10. Report abnormal conditions (blood, etc.) to administration so that parents and Health Professionals can be properly notified.

F. Cleaning of Equipment

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

G. Use of Microshield or Respirators for CPR

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the PD under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

H. First Aid Training

Unless first aid is specific to a job description (i.e. Park Police, lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
3. Instructors should explain sanitary manikin practice. Each student should be provided their own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.

4. Manikin Practice:

- a. Manikins should be sanitized prior to the practice session.
- b. New disposable head bags, airways, etc. should be inserted.
- c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
- d. Always rinse the items in clean water after disinfection and allow to dry before storing.
- e. Instructor trainees should be encouraged to immediately clean manikins following a First Aid/CPR class they may teach.
- f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

Appendix 4

COMMUNICABLE DISEASES-BLOOD BORN

Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include “fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).”¹

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

¹ CDC.gov-National Center for Infectious Diseases-Hepatitis A-faqa

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during deliver (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, two percent to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."²

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

Hepatitis C

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

² CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peginterferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. As HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis include:

- fever,
- sore throat,
- headache,
- muscle aches and joint pain,
- enlarged lymph nodes in the neck, armpits and groin,
- skin rash,
- abdominal cramps, nausea or vomiting, and/or
- diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- preventing or controlling opportunistic diseases; and
- maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- what the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- where you and your family can get the emotional, social and financial support you need.

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per micro liter of blood;
- develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Men who have sex with men (homosexual men);
- people who inject illegal drugs (IV drug users);
- people who have multiple heterosexual partners, especially if one or both partners inject illegal drugs.

Impetigo

“Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth”.³

Sounds or symptoms include:

- Round, crusted oozing spots on skin;
- Spots grow larger day by day;
- Spots appear on hands, face, and parts of the skin not covered by clothes;
- Spots are typically tan or yellowish brown crust (honey-colored) in form; and
- Are very itchy

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.
5. Avoid contact with babies.
6. Lightly cover the affected area to avoid incidental contact with others.

³ *AMA Health Insight, Kids Health at the AMA—Infections & Immunizations, November 21, 2000.*

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 25, 2016

STAFF RECOMMENDATION

AGENDA ITEM: FINAL REVIEW and APPROVAL OF UPDATED PERSONNEL POLICY: Recommend Approval

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.

Last month you received those recommended updates, AND two of you provided some recommendations, as well. I have integrated most of these changes, and have attached you will find the pages of personnel policies that our Counsel recommends making changes to—not the entire manual—along with your input integrated.

Now it is time to make one last review of these, and if there are no further questions or recommendations, approve them as presented.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval.

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 ISSUES****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.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker”
- “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

The SYCAMORE PARK DISTRICT will fully support every employee planning a transition. In order to optimize this support, it is advantageous for an employee to notify the Park District at least sixty (60) days prior to the planned transition so that we 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 not everyone may be fully educated or knowledgeable about what an employee may need during the transition time. The employee should be prepared to assist with information on how the Park District can best help them.

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. The Park District will only share information which the employee has authorized it to share.

Personnel Documentation

In order to ensure compliance with federal and state tax, social security, insurance and pension laws, 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

It is respectful and consistent with the law to address employees 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.

4825-3931-9097, v. 1

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.

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.~~

Introductory Period

During the first six months of employment with SYCAMORE PARK DISTRICT (the "Probationary Introductory Period"), all full-time employees are classified as Introductory Probationary 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. ~~Part Time Personnel are employees at will and shall be paid through the payroll program, with deductions as required by law.~~

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. ~~Seasonal personnel are employees at will and shall be paid through the payroll program, with deductions as required by law.~~

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.

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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:

4838-5285-6889, v. 1

1-2 POLICY ON INDEPENDENT CONTRACTORS

Independent Contractors are not employees of the Park District but serve pursuant to an agreement with ~~at the will of~~ 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 endorsed by the independent contractors and SYCAMORE PARK DISTRICT. ~~Contracts must be signed each calendar year. Guidelines to assist in determining whether a worker qualifies to be classified as an independent contractor will be available through the Executive Director. Independent contractors may be paid on a time and material basis or on a percentage of fee basis. Pay for time and material and percentage of gross program revenue may vary from program to program, based on recommendations made by the Executive Director.~~

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:

1-4 POLICY ON HOURS ON DUTY

It is the policy of the SYCAMORE PARK DISTRICT to arrange employee work schedules as necessary to accommodate the requirements of SYCAMORE PARK DISTRICT's operations and the needs of SYCAMORE PARK DISTRICT's users. Therefore, it is the normal practice of SYCAMORE PARK DISTRICT to have staff available as necessary and appropriate from Monday through Sunday.

Work schedules are established by the Executive Director based on the needs of SYCAMORE PARK DISTRICT. The number of working hours that will be scheduled is subject to the financial and staffing requirements of SYCAMORE PARK DISTRICT and employees are not guaranteed any specific number of hours per day or week. At SYCAMORE PARK DISTRICT's discretion employee work schedules can be changed.

Full-time personnel are required to work a schedule that fulfills the objective of SYCAMORE PARK DISTRICT and job duty in which they are assigned. Due to the nature of their jobs, it may be necessary to work in excess of forty (40) hours per week. It is understood that this additional time may be after regular business hours during the weekday, as well as on weekends and holidays. As a result of this arrangement, full-time personnel may, on occasion, deviate from the regular office hours, if approved, in advance, by the Executive Director.

Salaried personnel must may keep a record of hours worked. All hourly employees must maintain SYCAMORE PARK DISTRICT standard form time cards and submit them to their supervisor five days before payroll dates.

Commented [M1]: A recent change in the Illinois Wage Payment and Collection Act requires exempt employees to now also maintain a record of their hours worked.

Adopted on:

Revised on:

4819-7774-0345, v. 1

1-5 POLICY ON EMPLOYMENT AND VACANT POSITIONS

Employment will be based upon the selection and recommendations of the Executive Director, as defined in the job descriptions.

SYCAMORE PARK DISTRICT attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion.

Position Vacancies: SYCAMORE PARK DISTRICT will attempt to post full-time position vacancies on SYCAMORE PARK DISTRICT facility bulletin boards. Part-time and short-term openings are usually not posted, but a list of these positions, if available, may be obtained from the Executive Director at the Sycamore Park District Administration Office. SYCAMORE PARK DISTRICT may also recruit applicants for position vacancies from outside of the organization.

Transfer and Promotion: Employees interested in a particular opening should apply, in writing, to the Executive Director. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by SYCAMORE PARK DISTRICT in its sole discretion. Whenever, in the sole discretion of SYCAMORE PARK DISTRICT, there are two equally qualified candidates, of which their educational background, experience, skills, ability to perform the essential duties of the job with or without accommodation, attitude and suitability for the job closely match, preference may be given to the SYCAMORE PARK DISTRICT employee over a non-employee candidate. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Advertisement: All full-time personnel position openings must be advertised in a newspaper of general circulation in the city of Sycamore. Part time and seasonal jobs should be advertised in a local newspaper at the discretion of the Executive Director.

The Application Process: All full-time, part time, and seasonal personnel candidates must submit a standard application to the Sycamore Park District. A resume may accompany it, if desired or required. All application forms will be retained by the Sycamore Park District Administration Office.

False or Misleading Information: The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The Interview Process: Candidates who are considered primary candidates must be interviewed by the position's immediate supervisor or other park district designee prior to employment.

The Selection Process: The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position.

Notification of Acceptance or Rejection: The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position. A copy of the offer letter, signed by the hiring supervisor, will be sent to the Administration Office for inclusion in the employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and SYCAMORE PARK DISTRICT. Candidates interviewed should be notified in writing regarding the outcome of the interview by the interviewer.

Minimum Standard for Employment: All new employees are subject to certain minimal standards for employment. Within three business days of the date employment begins, SYCAMORE PARK DISTRICT employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish SYCAMORE PARK DISTRICT proof of citizenship or right to work by completing the Federal Form 1-9 and providing appropriate supporting documentation within the first three days of employment. Employees must possess a valid driver's license appropriate for any vehicle which may be operated in the course of performing job duties. Employees must be physically and mentally fit to perform assigned job duties.

Drivers License Abstract: Although employees are not generally required to have a drivers license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a SYCAMORE PARK DISTRICT vehicle in the course of his normal duties will be required to have a valid drivers license with proper classification for the vehicle (s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, SYCAMORE PARK DISTRICT will request a drivers license abstract review from the Illinois Secretary of State's office.

Introductory Probation-Period: Every individual selected for a full-time or part-time position with SYCAMORE PARK DISTRICT must successfully complete an introductory probationary period. For full-time employees the term of (6) months will serve as this introductory probationary period. The term for all others, including employees who are transferred or promoted, will be three (3) months. Introductory Probationary employees, like all other employees, at at-will and may be terminated with our without cause, without further recourse, except for such recourse as is contained in the grievance procedures set forth herein. Successful completion of the introductory

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probationary period does not guarantee continued employment for any specific period of time or otherwise create and employment contract between the employee and SYCAMORE PARK DISTRICT.

Violations of the Law: Police citations, summons to appear in court, or tickets for violations of the law issued to employees during the course of their duties as a SYCAMORE PARK DISTRICT employee are the responsibility of the employee.

SYCAMORE PARK DISTRICT shall not compensate an employee for expenses related to the citation, a summons or ticket, unless the Board or Executive Directors determines that the citation, summons or ticket occurred within the scope of the employee's employment with SYCAMORE PARK DISTRICT. The fact that a citation, summons or ticket was given to an employee within the scope of the employee's employment with SYCAMORE PARK DISTRICT, however, will not immunize the employee from appropriate discipline, as dictated by the facts and circumstances.

Outside Work: All employees will be allowed to secure employment outside of SYCAMORE PARK DISTRICT provided it does not conflict with duties associated with SYCAMORE PARK DISTRICT employment. Employees shall not accept employment outside the Park District without first obtaining written permission from the Executive Director, and the Executive Director shall not accept employment outside SYCAMORE PARK DISTRICT without first obtaining written permission from the Park District Board, of which permission shall not be unreasonably withheld and provided such employment does not interfere with the discharge of their duties with SYCAMORE PARK DISTRICT.

From time to time, SYCAMORE PARK DISTRICT employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to SYCAMORE PARK DISTRICT must be given priority. Employees are hired and continue in the SYCAMORE PARK DISTRICT's employ with the understanding that SYCAMORE PARK DISTRICT is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of SYCAMORE PARK DISTRICT is strictly prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using SYCAMORE PARK DISTRICT vehicles, equipment or other SYCAMORE PARK DISTRICT property. No employee shall receive pay other than SYCAMORE PARK DISTRICT pay, for performing services while on duty.

Adopted on:
Revised on:

4836-4497-6185, v. 1

1-7 POLICY ON CRIMINAL BACKGROUND INVESTIGATIONS

SYCAMORE PARK DISTRICT is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for SYCAMORE PARK DISTRICT. Disqualification of applicants because of such convictions has been legislatively determined to be job-related and consistent with business necessity. Convictions for offenses other than those enumerated in subsection (c) of the statute will not automatically disqualify the applicant from consideration, but rather, the conviction (s) will be considered in relationship to the specific job and/or job function. Applicants are not required to disclose sealed or expunged records or corrections.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons necessary to the decision process.

The applicant or prospective employee may be hired by SYCAMORE PARK DISTRICT as an introductory ~~probationary~~ employee, contingent upon the results of the investigation and pending the completion of a criminal background investigation. Consent to a background investigation by SYCAMORE PARK DISTRICT or its designated representative shall be a condition of employment.

~~SYCAMORE PARK DISTRICT shall incur no liability as a result of refusing employment or terminating the employment of a probationary employee for whom a criminal background investigation reveals the conduct designated above.~~

Adopted on:

Revised on:

1-16 WORK SCHEDULES

Meal and Break Periods:

All employees are entitled to two (2) fifteen (15) minute paid breaks each 8 hour workday. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your supervisor. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times,

If you work longer than four (4) hours, you will be given an unpaid meal period. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Severe Weather and Emergency Conditions:

In the event of severe weather conditions or other emergencies, the Executive Director or your supervisor may decide to close Sycamore Park District for the whole or portion remaining of the day. As such, you will be notified as soon as possible by your supervisor.

Hourly/Non-Exempt Employees:

In this case, an hourly employee will not be paid during the closure unless they choose to use accrued vacation/paid leave. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave.

If your supervisor asks that you remain at work to complete assigned work duties after Sycamore Park District has closed because of severe weather conditions or another emergency, you will be paid at time and one half after 40 hours.

Any employee who was on a previously approved leave day during a declared emergency may be required to come back to work. If so, the employee shall not be charged leave for the emergency period.

Exempt Employees:

~~As salaried employees, exempt employees will be paid for full or partial day closures. In this case, an employee will be paid during the closure if they must work at any time on the day(s) of that closure. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave.~~

Commented [M1]: The current policy could result in destroying the exempt status of the employee

2-2 POLICY ON RECORDING OF HOURS WORKED

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Work time is computed to the nearest quarter of an hour (15) minutes per week. All employees who work more than six consecutive hours receive an unpaid meal period. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible to maintain your own work time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against SYCAMORE PARK DISTRICT rules and is grounds for disciplinary action, up to and including dismissal.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

Exempt employees must also record their hours worked and are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance. Each supervisor and the Executive Director are responsible for the verification of the hours of those employees under their supervision and charge.

Your paycheck may not be given to anyone other than you without written consent.

In the event of a lost paycheck, the Superintendent of Finance must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and SYCAMORE PARK DISTRICT identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to SYCAMORE PARK DISTRICT within 24 hours of the time that it is demanded.

Adopted on:

4810-3841-3113, v. 1

2-7 POLICY ON BUSINESS EXPENSES

~~SYCAMORE PARK DISTRICT may reimburse employees for necessary and reasonable expenses incurred while on SYCAMORE PARK DISTRICT business. This shall include reimbursement, at the IRS established rate, for an employee's use of his or her personal vehicle for park district business. In order to qualify for reimbursement of business expenses, an employee must request prior approval from his or her supervisor for expenses and provide proof of the expenses incurred on official SYCAMORE PARK DISTRICT business through the submission of receipts and/or other documentation SYCAMORE PARK DISTRICT may require. Reimbursement for business expenses exceeding more than \$500 requires written approval from the Executive Director prior to the expenses being incurred.~~

Policy Governing Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

A. Purpose.

The Board of Commissioners of the Sycamore Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

D. Categories of Expenses.

1. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

2. **Personal Automobiles** –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement

for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.

7. Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. Accompanied Travel – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals, and transportation.
10. Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.
11. Entertainment Expenses - No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. Expenses for Members of the Board of Commissioners. Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
2. Expenses for Officials or Employees Other than Members of the Board of Trustees. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of five-hundred dollars (\$500.00) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

Sycamore Park District

TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Finance Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

3-6 POLICY ON SMOKE-FREE WORKPLACE

~~In the interest of promoting health and safety, SYCAMORE PARK DISTRICT has enacted a smoke-free policy which applies to all SYCAMORE PARK DISTRICT facilities and vehicles, all SYCAMORE PARK DISTRICT employees, all patrons, and vendors who visit SYCAMORE PARK DISTRICT facilities. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, or other similar items. Each supervisor is responsible for enforcing the smoke-free policy in his/her respective area/facility. An employee's disregard for the smoke-free policy may subject the offending employee to appropriate discipline as provided herein.~~

The Smoke Free Illinois Law (410 ILCS 82) prohibits smoking in all public places and places of employment. In addition, smoking is prohibited within 15 feet of entrances/exits, windows that open and ventilation intakes. No one may smoke in any vehicle owned, leased or operated by the Park District. This law is also enforced by the Illinois Dept. of Public Health, the Lake County Health Dept., and local law enforcement including the Gurnee Police.

Furthermore, the use of any tobacco product is prohibited on or within twenty-five feet of any Gurnee Park District playground, sports field, shelter or structure and at any Sycamore Park District outdoor special event.

An employee who violates this policy, will be subject to disciplinary action up to and including dismissal.

Adopted on:

Revised on:

4824-9619-6153, v. 1

3-9 POLICY ON WEAPONS IN THE WORKPLACE

~~SYCAMORE PARK DISTRICT strictly prohibits and does not tolerate weapons at any SYCAMORE PARK DISTRICT facility, on any SYCAMORE PARK DISTRICT property, or at any SYCAMORE PARK DISTRICT sponsored event. Necessary signage to notify the public of this prohibition will be posted as required or allowed by statute.~~

~~Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager or supervisor.~~

~~Employees who violate this policy may be subject to disciplinary action, up to and including dismissal.~~

~~If you know of an employee possessing a weapon, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.~~

~~If neither of these alternatives is satisfactory to you, then you can report the situation by following the grievance procedures as outlined in the personnel manual. The Park District strives to maintain a safe workplace environment for its employees and visitors and therefore it is the policy of the Park District that the possession of weapons and/or concealed carry by Park District employees is prohibited at all times while on or in Park District property or while engaged in work for or business with the Park District, as provided in this section.~~

Concealed Carry Prohibited

All property controlled by the Park District is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in or on any property controlled by the Park District is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

Weapons Prohibited

Except as specifically provided herein, no Park District employee except duly authorized law enforcement personnel, may wear, carry, store, transport, or otherwise possess a weapon at any time while on or in Park District property, whether on duty or off duty, or while performing any duties for on behalf of the Park District, whether on, in or off Park District property.

Except as specifically provided herein, no Park District employee may use a privately owned vehicle for Park District business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Park District property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Park District. Park District property also includes every Park District-owned or leased vehicle.

Inspections

Park District representatives may inspect or search any workplace area or any Park District property at any time for the presence of a weapon.

Violations

Any violation of this policy by a Park District employee will subject the employee to severe discipline, up to and including termination and/or arrest.

Any Park District employee who sees or perceives a violation of this policy must report that violation to his supervisor or the Park District Supervisor. No Park District employee should take any action that will risk his safety or the safety of others.

Public Safety and Concealed Carry Act exceptions

Nothing in this policy prohibits an employee, non-employee invitee or visitor on Park District property from possessing or using a weapon as an occupational requirement of a public safety position, including the position of police officer, or work assignment, or as authorized by applicable federal or state law.

Also, nothing in this policy prohibits an employee possessing a valid license under the Firearm Concealed Carry Act, 430 ILCS 66/1, et seq., from carrying a concealed firearm and/or ammunition on or about his person within a vehicle into a Park District parking area, provided that, before the employee leaves the parked vehicle, the firearm and ammunition are stored and concealed within the locked vehicle, or locked container within the vehicle, out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a Park District parking area only for the limited purpose of storing a firearm within or retrieving a firearm from the vehicle's trunk, provided that the licensee ensures that the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm and/or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other enclosing container.

Adopted on:

Revised on:

4825-9875-9993, v. 1

3-17 POLICY ON ALCOHOL AND DRUG ABUSE

Purpose: SYCAMORE PARK DISTRICT has implemented a Policy on Alcohol and Drug Abuse in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency, Since SYCAMORE PARK DISTRICT employees operate, supervise and maintain facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, SYCAMORE PARK DISTRICT wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the SYCAMORE PARK DISTRICT's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, SYCAMORE PARK DISTRICT has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of SYCAMORE PARK DISTRICT's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all full-time employees and employees in safety sensitive positions as defined by SYCAMORE PARK DISTRICT will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

Adopted: 7/4;

Acts Prohibited: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, cannabis or alcohol, is prohibited on SYCAMORE PARK DISTRICT Property or while acting on behalf of SYCAMORE PARK DISTRICT except when lawful dispensation and use of alcohol occurs at SYCAMORE PARK DISTRICT facilities licensed for such purposes or when use of alcohol occurs at social functions being attended as a duty of the employee's position in which the employee is not affected by a blood alcohol content of .04 or above. In all instances, employees are prohibited from using or being under the influence of medical cannabis while on duty.

Definitions: For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol
2. "Cannabis", including medical cannabis, is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Executive Director of SYCAMORE PARK DISTRICT.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT Property also includes property used by SYCAMORE PARK DISTRICT, patrons while on SYCAMORE PARK DISTRICT sponsored events, or field trips or property of others when presence thereon by a SYCAMORE PARK DISTRICT employee is related to employment with SYCAMORE PARK DISTRICT.
7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.
8. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Alcohol and Drug Abuse Policy of SYCAMORE PARK DISTRICT.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.

13. S.A.P. —Substance Abuse Professional

14. "Under the Influence" means that the employee is affected by a blood alcohol content of .04 and above or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion and/or a scientifically valid test.

Voluntary Treatment: It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. SYCAMORE PARK DISTRICT will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of SYCAMORE PARK DISTRICT's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating SYCAMORE PARK DISTRICT's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet SYCAMORE PARK DISTRICT'S policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with SYCAMORE PARK DISTRICT management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Superintendent of Finance for details. SYCAMORE PARK DISTRICT management **will** attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

Screening and Testing: SYCAMORE PARK DISTRICT may require employees to be screened or tested on a random basis ([safety sensitive employees only](#)), or may require any employee to be screened or tested following a work place accident [where it is reasonably believed that alcohol or drug use may have been a factor in the accident involving a possible violation of safety rules](#), during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by SYCAMORE PARK DISTRICT at SYCAMORE PARK DISTRICT's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each SYCAMORE PARK DISTRICT employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee.

Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by SYCAMORE PARK DISTRICT, in its sole discretion, under the circumstances.

Screening and Testing Procedures:

Random Testing

a. Safety sensitive E employees will be placed in a pool from which random selections for testing will be made. SYCAMORE PARK DISTRICT may choose to test entirely from its own pool of employees or it may choose to join a Consortium. Random testing will be for both alcohol and controlled substances.

b. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

c. Selection for testing will be performed on a sufficiently random basis. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

d. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

Reasonable Suspicion Testing

a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact their department head (or equally trained supervisor) who will also observe the employee. If both supervisors are in agreement, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

c. When a reasonable suspicion determination has been made, the employee must immediately stop work.

e. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. If not already on record, the employee will be asked to review and sign a Consent/Refusal Form. The employee may be asked to sign a second consent form from the testing facility.

f. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

g. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. SYCAMORE PARK DISTRICT will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, it may not be in a SYCAMORE PARK DISTRICT vehicle, and the local Police Department will be called and notified.

h. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

i. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

Post Accident Testing

a. If an employee is injured on the job, and/or drivers of a SYCAMORE PARK DISTRICT vehicles/equipment are involved in an accident they may will be tested for both alcohol and controlled substances if a reasonable belief exists that alcohol or drug use was a factor in the accident.

b. The driver/injured employee will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.

c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.

d. If an injury or accident occurs or a driving accident takes place, alcohol/substance testing will be performed within two hours. A written record must be submitted to file explaining why testing could not be performed within two hours if such is the case.

Follow-up Testing During and After an Employee's Participation in Counseling/Rehab Program

a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.

b. The Superintendent of Finance will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Superintendent of Finance will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years.**

c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**

d. Employee is responsible for all costs associated with follow-up testing.

Required Training: All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required. All employees will sign a receipt that they attended the training. The receipt will be kept in SYCAMORE PARK DISTRICT records.

Treatment: If the medical facility recommends treatment, SYCAMORE PARK DISTRICT may, depending on the circumstances as determined in the sole discretion of SYCAMORE PARK DISTRICT, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to SYCAMORE PARK DISTRICT and the employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. SYCAMORE PARK DISTRICT may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by SYCAMORE PARK DISTRICT, which may include, but is not limited to, future alcohol and/or drug testing.

Use of Legal Drugs: Any employee who operates a vehicle, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by SYCAMORE PARK DISTRICT in a confidential manner and will be disclosed only to persons who need to know.

The employee's immediate supervisor, after conferring with the department head or Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

Notice of Convictions: Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal.

Discipline/Penalties for Violation:

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on SYCAMORE PARK DISTRICT property or while acting on behalf of SYCAMORE PARK DISTRICT (except when lawful dispensation and use of alcohol occurs at SYCAMORE PARK DISTRICT facilities licensed for such purposes or when use of alcohol occurs at social functions being attended as a duty of the employee's position in which the employee is not affected by a blood alcohol content of .04 or above.), is convicted of a drug related crime, causes financial or physical damage to SYCAMORE PARK DISTRICT property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of SYCAMORE PARK DISTRICT's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by SYCAMORE PARK DISTRICT in its sole discretion, SYCAMORE PARK DISTRICT may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by SYCAMORE PARK DISTRICT and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by SYCAMORE PARK DISTRICT. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, SYCAMORE PARK DISTRICT will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of SYCAMORE PARK DISTRICT; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Pre-Employment Screening: As a final prerequisite in SYCAMORE PARK DISTRICT's employment selection procedure, persons otherwise offered a full-time, labor intensive position with SYCAMORE PARK DISTRICT will be required to undertake a physical examination which may include a drug and alcohol screening test.

Inspections: In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by SYCAMORE PARK DISTRICT and which an employee is permitted to use during employment with SYCAMORE PARK DISTRICT, are and remain the property of SYCAMORE PARK DISTRICT. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by SYCAMORE PARK DISTRICT.

2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

Records: SYCAMORE PARK DISTRICT will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. SYCAMORE PARK DISTRICT will not disclose these records to persons outside the DISTRICT without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

**CONSENT TO DRUG AND/OR ALCOHOL
SCREENING OR TESTING**

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Sycamore Park District at SYCAMORE PARK DISTRICT's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a SYCAMORE PARK DISTRICT official or a designated representative.

I hereby further consent to SYCAMORE PARK DISTRICT's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with SYCAMORE PARK DISTRICT's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by SYCAMORE PARK DISTRICT regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading and understanding SYCAMORE PARK DISTRICT's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to SYCAMORE PARK DISTRICT the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

Employee Name:

(Print)

Employee Signature: _____

Date:

Witness Signature: _____

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.
- ~~Being convicted of a felony involving crimes of moral turpitude by the authorities (local, state, or federal)~~
- 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.

Commented [mk1]: Given the new guidelines from the EEOC, it's advisable to avoid this as a general rule and leave it to a case by case analysis although I agree with the idea that it is difficult to conceive of a situation where an employee who is convicted of a felony under these circumstances would be eligible to remain employed.

- 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: 7130/13

Revised on:

3-21 POLICY AND PROCEDURE FOR GRIEVANCES

~~Employees must sign the "Acknowledgement of Agreement" for this policy to maintain employment at the Sycamore Park District.~~ 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:

~~Acknowledgment of Agreement with
Sycamore Park District Grievance Procedure Policy~~

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

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~~Employee Name (printed) _____ Date _____~~

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~~Employee Signature _____~~

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~~Supervisor Signature _____~~

~~Date _____~~

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

POLICY 3-25 PAYROLL

Compensation Philosophy

It is Sycamore Park District's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance and district financial conditions and in compliance with all applicable statutory requirements.

Sycamore Park District applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly. If an error has been made it will be corrected the next payroll cycle.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one, and one-half (1 1/2) times your regular hourly wage for approved hours worked ~~over eight (8) hours a day, or~~ over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty-(40) hour workweek.

All overtime must be approved in advance by your supervisor.

Work Performed on District Holidays

Full-time "non-exempt" employees, those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act, who work on a district holiday are considered to have worked overtime on that day and will be paid overtime for hours worked, regardless of the number of hours worked during that same work week.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Sycamore Park District acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. In addition, it may be possible for you to authorize Sycamore Park District to make additional deductions from your paycheck, such as for Christmas Clubs, credit union loan payments, or payroll savings plans. This benefit is available to all employees. Contact the Administrative Office for details and the necessary authorization forms.

Approved On:

3-26 BLOGGING AND SOCIAL MEDIA POLICY

The SYCAMORE PARK DISTRICT recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs and wikis. However, an employee's use of social media can pose risks to the SYCAMORE PARK DISTRICT's confidential and proprietary information and reputation, and can jeopardize the SYCAMORE PARK DISTRICT's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employee's job performance, and to ensure the SYCAMORE PARK DISTRICT's IT resources and communication systems are used only for appropriate business purposes, the SYCAMORE PARK DISTRICT expects its employees to adhere to the following guidelines with respect to social media.

- Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the SYCAMORE PARK DISTRICT. Only those employees officially designated to speak on behalf of the SYCAMORE PARK DISTRICT have the authorization to speak on behalf of the agency. If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with your supervisor.
- You are personally responsible for what you communicate in social media and should be sensitive to the fact that what you post might be available to be read by the masses to include the SYCAMORE PARK DISTRICT, future employers, and social acquaintances.
- If you disclose your affiliation with the SYCAMORE PARK DISTRICT, it is recommended that you also include a disclaimer that your views do not represent those of the SYCAMORE PARK DISTRICT. For example consider such language as "the views in this posting are mine alone and do not represent the views of my employer".
- If you communicate about work of the SYCAMORE PARK DISTRICT in general, you should disclose your connection to and role at the SYCAMORE PARK DISTRICT, but be sure to reiterate that your views do not represent those of the SYCAMORE PARK DISTRICT. Use good judgment about what you post and remember that anything you say can reflect on the SYCAMORE PARK DISTRICT. Always strive to be accurate in your communications about the SYCAMORE PARK DISTRICT and remember that your statements have the potential to result in liability for yourself and the SYCAMORE PARK DISTRICT.

- ~~Since your posting, blog or other posting is in a public space, be respectful to the SYCAMORE PARK DISTRICT, our employees, our patrons, partners and affiliates and others.~~ Refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable, inflammatory or counterproductive to morale or teamwork.
- Be careful to avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors) to any third party regardless of whether or not that third party has disclosed information to us.
- Do not use the SYCAMORE PARK DISTRICT logo or other SYCAMORE PARK DISTRICT material on your site without prior permission from your supervisor.
- When using the SYCAMORE PARK DISTRICT computers you are subject to policy 5-6, Information System Policies and Procedures.
- Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the SYCAMORE PARK DISTRICT protected intranet environment should not be used for internal communications to fellow employees.
- Recognize that both during working hours and not-working hours, you are an ambassador of the SYCAMORE PARK DISTRICT. You are expected to conduct yourself at all times in the best interest of the SYCAMORE PARK DISTRICT. If your views negatively impact the reputation or the integrity of the SYCAMORE PARK DISTRICT, hurt staff morale, or create friction among staff, you may be disciplined, up to and including termination.
- Lastly, use your best judgment. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

• Exception to Restriction on Employee Communications. Nothing in this Policy shall be construed to prohibit employees from using communications systems (whether Park District-owned or personal) to engage in protected, concerted activities during non-working time (i.e., during authorized break or meal periods). In this regard, it is important to understand that protected, concerted activities generally do not include such communications as threats, harassment in violation of law or Park District policy, communications involving illegal activity, political activity in violation of law or Park District policy, personal commercial ventures, and other communications that are both prohibited by Park District policy and not protected by applicable laws relating to the legal right of employees to engage in protected, concerted activities. 3-26(b)

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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; holidays are recognized by Sycamore Park District as paid holidays:~~

- New Year's Day
- Martin Luther King 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.

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You Employees may take time off to observe your their religious holidays in lieu of one of the holidays on the list, above 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 ~~Please schedule the time off in advance with your supervisor and submit to the Executive Director listing the religious holiday you wish to take off, and the holiday, above, that will be waived~~ the Executive Director.

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~~All national holidays are scheduled on the day designated by common business practice.~~

In order to qualify for holiday pay, you 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 your an employee's scheduled vacation, you are eligible for the the employee will receive holiday pay for that day and it will not count as a vacation day. You are not eligible to receive holiday pay when you are on an Employees on unpaid leave of absences are not eligible to receive holiday pay.

~~When a holiday falls during an employee's vacation, said holiday will not be charged against the vacation time. 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.~~

Full-time, ~~e~~-Exempt employees who are *required* to work on holidays will receive an ~~e~~Equivalent amount of ~~complimentary-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; ~~except for~~Equivalent, compensated time for hours worked on Christmas Eve, Christmas Day, and New Year's Eve—~~in which case the time~~ must be taken by January 31 of the ~~next following~~ year.

Adopted on: 7/30/13

Revised on: ~~January 21, 2014~~

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4-4 POLICY ON BEREAVEMENT LEAVE

Upon request, regular, full-time employees may be granted up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the an employee's immediate family member. An immediate family is defined as an employee's mother, father, sister, brother, wife, husband, child, grandchild, grandmother, grandfather, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, or daughter-in-law and children for who he/she is the legal guardian.

If more than three (3) working days are requested, or if time-off is desired upon the deaths of persons other than those listed hereabove, thsuch e-granted time may be charged as vacation leave or personal leave.

~~This paid leave is only available Funeral leave pay will only be made to employees for actual time spent away from work for the a funeral or its arrangements. For example, if the a family death occurs at a time when the employee is work is not scheduled to work, that employee is not eligible for bereavement pay, payment will not be made. Furthermore, if a holiday or part of your an employee's vacation day occurs on coincides with any of the days of absence bereavement leave, you that employee may not receive holiday or vacation pay in addition to paid funeral bereavement leave.~~

Adopted on:

Revised on:

4-5 POLICY ON JURY DUTY LEAVE

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It is your civic duty as a citizen to report for jury duty whenever called. If you an employee is are called for jury duty, he or she you must notify their your supervisor within forty-eight (48) hours of receipt of the jury summons.

Sycamore Park District will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Sycamore Park District will pay 100% of your 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. Upon completion of your service, any compensation received from the county, or courts for your service must be "signed over" to the Sycamore Park District.

However, On in the event of a any day or half-day in which you the employee is are not required to serve, that employee you will be expected to return to work.

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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. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Adopted on: Revised

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4-9 POLICY ON MILITARY LEAVE

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An employee who is a member of the United States ~~Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves~~ Armed Forces will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

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~~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.~~

~~An employee~~ 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 ~~except in cases of~~ 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.

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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. ~~the employee is also eligible for leave with pay, for not more than ten (10) working days, to take part in annual encampments or training cruises. The employee's pay in this case is not offset by his or her military pay. Also under this statute, during leaves for basic training, for up to sixty (60) days of special or advanced training or duty required by the United States Armed Forces, the employee shall receive his regular compensation minus the amount of his or her base pay for military activities.~~

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.

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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.

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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.

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During a military leave ~~of less than 31~~ 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: 7/43

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Policy 4-16 Health/Wellness Sick Leave

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~~Only Regular Full-time employees are eligible to accrue~~ may be granted health/wellness sick leave, which starts accruing on his or her hire date. IMRF ~~Eligible positions employees may also~~ accrue this leave at 25% of the terms defined below. ~~For Regular, Full-time Employees, the Health/wellness leave hours begin accruing on your hire date.~~ IMRF ~~Eligible positions employees only~~ begin accruing their Health/Wellness sick Leave at the first full pay period following the point at which that employee at the pay period after he or she hits the IMRF hours ~~threshold during their his or her~~ first year of service.

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

~~You may use your leave~~ Sick leave should not be used in units of ~~no~~ 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. ~~Leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling.~~ 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.

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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 Health/Wellness 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.

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