

Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District Regular Board Meeting

March 28, 2017

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: February 28, 2017
- 8. Special Meeting: February 28, 2017
February 16, 2017

APPROVAL OF MONTHLY CLAIMS:

- 15. Claims Paid Since Board Meeting (Roll Call Vote)
- 25. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

- 30. Superintendent of Finance Monthly Report
- 33. Budget Report
- 47. Superintendent of Golf Operations Monthly Report
- 50. Superintendent of Parks and Facilities Monthly Report
- 56. Recreation Report
- 58. Executive Director Monthly Report

PUBLIC HEARING ON BUDGET AND APPROPRIATION ORDINANCE – Jackie

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

Board of Commissioners Meeting

March 28, 2017

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CORRESPONDENCE-

- 61. The Gracie Center - Thank You
- 50. KSRA – Thank You

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Steve Tritt

OLD BUSINESS:

- Setting Date for Study Session—Dan
- Progress on Trail Engineering and IDOT Grant--Dan
- 63. Amending Recreation Campus Purchasing and Authorization Authority to Match Purchasing Policy—Dan
- Open Meetings Training for Public Officials—Dan
- 65. Budget and Appropriation Ordinance Approval—Jackie
- 77. Final Review and Approval of Staff Structure for ACTION 2020—
Dan, Jeff, Jackie, Kirk
- 95. Annual Audit: First Review—Jackie
- 96. Quarterly Capital Funds Update—Jackie
- 98. Award Bid for Golf Course Sign Improvements—Dan

NEW BUSINESS:

- 100. Authorize Treasurer to Transfer Funds—Jackie
- 101. Approval of Superintendent of Recreation Position—Dan
- 108. Board Finding on Security and Alarm Systems—PLUS Approval of
Contract With Illini Security —Dan
- 116. Work Agreement for IDOT and Landscape Planning/Supervision at
Recreation Campus—Ted

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
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 February 28, 2017**

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 5:00 p.m. on Tuesday, February 28, 2017.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Tucker and Schulz.**
Commissioner Strack was absent. He arrived at 5:02 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: **Commissioners Strack. He arrived at 5:02 pm.**

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

Guests at the Board meeting were:

Mark Jeretinn, Speer Financial
Mark Bushnell, City of Sycamore
Katie Theriault, SMS Interact Club
Glenn Theriault, SMS Interact Club
Charlie Roots, SMS Interact Club
Heidi Gerdes, SMS Interact Club
Kate Peabody, SMS Interact Club
Kyle Huber, SMS Interact Club

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the January 24, 2017 Regular 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 5-0.

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Motion

Commissioner Schulz moved to approve the January 24, 2017 Executive Session Meeting Minutes but to remain confidential. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$225,446.66. Commissioner Graves seconded the Motion.

Roll Call

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

Correspondence –

- IAPD – Peter Murphy
- The Sycamore Chamber – RoseMarie Trembl

Public Input –

None

Positive Feedback – Program Supervisor Sarah Rex noted the Sycamore Middle School Interact Club is here tonight. The Club made a donation to Leaf a Legacy in 2016 which was matched in 2016. They are here tonight to tell us why they chose the Park District to donate to and the hard work they put into it. Heidi Gerdes noted she and Julie Scarlatta run the Interact Club at the Middle School. Then each student introduced themselves. Charlie Roots noted they chose the Sycamore Park District because it will benefit the community for any years to come. He noted they raised \$500 and they are excited to present to the Park today. Sarah then took a picture of all of them. President Strack noted we really appreciated their gift. It came from the heart and they worked hard for this. Julie Scarlatta noted their club provides a school service, a community service and also a global service which this year they are working on raising money for Polio.

Monthly Department Presentation – Mark Bushnell, the City Engineer with the City of Sycamore presented information on the Airport Road Bike Trail Project. He went over the approximate costs and details.

Setting Date for Study Session – No need at this time.

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Old Business

Executive Summary – Office Manager Jeanette Freeman noted the Board had the draft at last months meeting. This is the final one and recommending approval at this time.

Motion

Commissioner Schulz moved to approve the Executive Summary as presented.
 Commissioner Kroeger seconded the Motion.

Voice Vote

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

Bond Issue Recommendation – Director Gible noted he gave his recommendation in his staff recommendation. There was discussion on the different options presented. Mark Jeretinn from Spear Financial also gave information on the different options.

Motion

Commissioner Graves moved to approve issuing \$7 million in bonds in 2017 and follow by a \$5 million bond issue in 2018 Option 1. Commissioner Tucker seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. Commissioners Graves, Kroeger, Schulz, and Tucker voted Aye. President Strack voted Nay. Motion carried 4-1.

Progress on Trail Engineering and IDOT Grant – Director Gible noted he completed negotiations with ERA and we have submitted 12 pages of documents to IDOT. The contracts and documents are in the hands of IDOT. It will take 6 to 8 weeks for them to review. The project will probably be let in November or January.

Modification/Change to Capital Budget Items – Supt of Parks Donahoe noted that a few items came up during their winter work on equipment. He is asking that funds be allocated to different items than originally, but it will still be the same amount.

Motion

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

Roll Call

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

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New Business

Review and Update Purchasing Policy – Director Gibble noted he recommends approving as stated in his staff recommendation. He also noted that if the Board approves this, he will bring a modified recommendation on the Recreation Campus Project.

Motion

Commissioner Schulz moved to approve the updates to the Purchasing Policy as presented. Commissioner Kroeger seconded the Motion.

Roll Call

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

Draft Budget and Appropriation Ordinance – Supt. of Finance Hienbuecher noted this is a draft and said there is no action needed at this time. It will need to be approved at the March Board meeting.

Ordinance 02-2017: Annexation of Property on Airport Road- Director Gibble noted his comments will relate to this one and the next agenda item. Now that the City has filed, we now need to file also to bring it into the Park District. This is the legal step we have to take.

Motion

Commissioner Tucker moved to approve Ordinance 02-2017: Annexation of Property on Airport Road as presented. Commissioner Schulz seconded the Motion.

Roll Call

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

Ordinance 03-2017: Annexation of Property on Airport Road -

Motion

Commissioner Schulz moved to approve Ordinance 03-2017: Annexation of Property on Airport Road as presented. Commissioner Kroeger seconded the Motion.

Roll Call

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

First Review of Staff Time Task Analysis for Action 2020 -Director Gibble noted staff has worked on this since last October. This is not the final one version and in a month or so we should have a very definitive refinement of this one. We will come to the Board later with recommendations on staffing.

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Public Input –

- President Strack questioned what happened with the company for the Golf Irrigation System. Supt. of Parks Donahoe noted they sent out the RFQ to get information from companies that design irrigation system. We only received one and we were going to interview him. The company was told they would have to have an Illinois licensed engineer to sign off on things if we need to change structures of things. The company decided to back out. Director Gible noted we are reopening the RFQ process.
- President Strack asked if with our new Community Center we will have the ability to enhance the level of participation and what things might be done to do this. Program Supervisor Metcalf noted she has more teams for our Thursday night co-ed volleyball league then space for. Now that we will have a gym, she wants to expand our volleyball and also have basketball, along with pickle ball.
- Commissioner Graves suggested developing some type of officiating class to get kids to come out and get involved. They are very short officials for the High School sports.

Motion

The Board adjourned the Regular Session at 6:24 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, February 28, 2017**

Vice President Schulz called the meeting to order at 4:00 p.m.

Will the secretary please call the roll. Commissioners Graves, Kroeger, Schulz and Tucker were present. Commissioner Strack was absent.

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, Asst. Golf Course Supt. Steve Tritt, Concessions Manager Melissa Dobberstein, Office Assistant Antoinette Binder, and Recording Secretary Jeanette Freeman.

The groundbreaking ceremony for our Community Center and Recreation Campus was held at this time. The Board thanked all of our donors and noted this would not be possible without their help and the help of the community.

The Board along with some of our donors turned over the dirt for the official groundbreaking.

Motion

The Board adjourned the Special Meeting Regular Session at 4:22 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack 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
Thursday, February 16, 2017**

President Strack called the meeting to order at 6:01 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 6:01 p.m. on Thursday, February 16, 2017.

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 Kroeger, Schulz, Tucker, and Strack.**
Commissioner Graves was absent.

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

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

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, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:

Brent Johnson – Ringland-Johnson
Jessica Anderson – SK Excavating
Douglas Draeger – Farnsworth Group
Kelsey Ott – Ringland-Johnson
Chris Wood – Elliott & Wood
Ken Hesselbach – Ringland-Johnson
Michelle Dittbenner – Ringland-Johnson

**Regular Agenda Approval –
Motion**

Commissioner Schulz moved to approve the Regular 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 4-0. Commissioner Graves was absent.

Accept and Award Bids for Recreation Campus – President Strack shared the different options to approach the voting on the bids. The first method is the Omnibus Vote where the Board would vote for or approve all of these in one group. A second way is to separate specific line items and a third way is to vote on all of the bids independently. He is recommending voting on them as a group, but if there is a bid packet that someone wants removed to talk about we can do that and vote on all the remaining as a group.

Motion (Roll Call is further in the meeting Motion #1)

Commissioner Tucker moved to approve using the Omnibus Vote method.

Commissioner Schulz seconded the Motion.

Commissioner Kroeger asked staff if they had anything in the bids that they want to bring to the Board's attention. Director Gibble noted that the Board has in front of them the recommendation from our Construction Manager with a summary of all the bids. It tells the story that we made the decision to use a Construction Manager form of management of this project. Unless there are specific ones the Board has questions about they have the information needed to proceed. Commissioner Kroeger asked about the flooring in the gym and what product is being used. Supt. of Parks Donahoe noted they talked to several facilities. The product we like is called Teraflex and it has a multipurpose use and is easier to maintain. There is also a slight bit of cushion and we don't have to worry about scratching the floors if the gym is used for different functions. The architects recommended this also and there are limitations with wood floors. Program Supervisor Metcalf noted that Champaign Park District has the wood floor and they are not happy with it now.

President Strack noted that if further discussion is needed or wanted, specific bids can be pulled out.

Roll Call (Roll Call for Motion #1)

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

President Strack noted that we now have Bid packets **a** thru **y** that are listed on our agenda. These are specifically the bid packets we are looking to approve tonight. We can approve these all together or specific bids can be pulled out and have more discussion and they can be approved independently. He asked for a motion to approve items **a** thru **y** thru the Omnibus method and he needs a second. Then if somebody wants to pull something out there would be an amendment to pull that item out.

Motion (Roll Call is further in the meeting Motion #2)

Commissioner Schulz moved to approve items **a** thru **y**. Commissioner Tucker seconded the Motion.

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At this time, Chris Wood with Elliott & Wood noted he is curious what the bid results are and he was told by Ringland-Johnson that this was his opportunity to get the results. President Strack asked him if he was talking specifically about the item Elliott & Wood had bid on, and Chris Wood stated it was Site Work Bid Package #4. President Strack noted that as there is more discussion to come and he can speak to this matter when we get to that package, and that we could give him the bid results he wanted. The Board gave Chris Wood a copy of the bid results, and also to Jessica with SK Excavating who said she would like to have them, as well.

President Strack noted he would like to have a small discussion on each bid and questions can be asked as they get to the specific bid package. He asked if anyone wanted any bids pulled out. Commissioner Schulz noted she would like Bid Packet **m**. Flooring 17.1 pulled out.

Motion (Roll Call is further in the meeting Motion #3)

Commissioner Schulz made an amendment to have a discussion on Bid Packet **m**
Flooring 17.1. Commissioner Tucker seconded the Motion.

President Strack stated at this time that the main motion is to approve **a** thru **y** excluding **m**. Bid Packet **m** will be approved with a separate motion. At this time President Strack started going through each bid package to give the bid results.

Package #4.0, a. – Wagner Excavating

Chris Wood from Elliott & Wood noted they submitted a proposal for Bid Package #4 and he is here to observe the bid process. Wood said he was not sure the bid process that was used was the most transparent process that was available. Prior to the bid day, he asked representatives from Ringland-Johnson when the public advertisement for bid was made. He was told it was available on the NIBCA website. Wood noted the details of the bid on this website are reserved for members only. Johnson corrected that point indicating that it was simply a fee to afford contractors access to very detailed plans, and that the announcement was also on iSqFt, Dodge, etc. Wood noted he asked Ringland-Johnson officials and Sycamore Park District officials about the public bid opening. He noted he was told by Dan Gible that they would not be opened publicly and Director Gible noted he did not say that. Chris Wood noted he is not saying the process was illegal, he is simply stating he has a concern about the process. Brent Johnson stated that the Park District process is different from the IDOT bidding process that Wood is more familiar with, and the park district is allowed by the Illinois State statutes to retain the Construction Manager and permits them to bid the project. Chris Wood noted he is not saying anything illegal was done but that there are other methods that can be used that are more transparent. He also stated that Ringland-Johnson is a reputable company and the Construction Manager process is acceptable. His main concern was the part where the bids were not opened publicly. He has never seen the process done like this. President Strack stated that the goal of the Board is to be extremely transparent and has no desire to hide anything in this process. Strack further noted the extensive number of local contractors who participated in the bidding process.

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Package #5.0, b. Asphalt Paving – Royer

Package #6.0, c. Landscaping – Cooling Landscape

Package #7.0, d. Concrete– RJC

Package #8.0, e. Masonry – Burroak Masonry, Inc.

Package #9.0, f. – Miscellaneous Steel - Custom Iron Works

Package #10.0, g. – Steel Erection – Div 5

Package #11.0, h. – General Trades – Swedberg & Assoc.

Package #12.0, i. – Roofing, Flashing & Sheet Metal – Mcdermaid

Package #13.0, j. – Doors, Frames & Hardware (Material Only) – Doors, Inc.

**Package #14.0 & #15.0, k. - Curtain Wall, Aluminum Store Front, Glass & Glazing –
 Cardinal Glass of DeKalb**

Package #16.0, l. – Light Gauge Framing & Drywall – Swedberg & Assoc.

Package #18.0, n. – Acoustical Ceilings – Austad & Son, Inc.

Package #20.0, o. – Synthetic Athletic Flooring – Carpetland of Sycamore

Package #21.0, p. – Wood Athletic Flooring – Mr. Davids

Package #22.0, q. – Painting – John Bowne

Package #25.0, v. – Possible Other Packages – Elevators – Schindler Elevator Corp.

Package #26.0, r. – Gym Equipment – Sports Con

Package #27.0, s. – Fire Protection – Nelson

Package #28.0, t. – Plumbing – Joe Bero Plumbing

Package #29.0, u. – HVAC – DeKalb Mechanical

Package #30.0, v. – Electrical, Low Voltage, & Technology – Swedberg & Assoc.

Package w. -Other Indirect-Testing, Permit/Utility Fees, Utility Connect, Insurance/Bond

Package x. – Contingency – 3% of the total

Roll Call (Roll Call for Motion #3)

President Strack called for a roll call to approve the agenda amendment regarding pulling **Package #17.1 or m.** All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Roll Call (Roll Call for Motion #2)

President Strack called for a roll call to approve items **a thru y excluding m.** All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion (Motion #4)

Commissioner Schulz made a motion to approve Bid Packet 17.1 Flooring m. Commissioner Tucker seconded the Motion.

Commissioner Schulz wanted it on record why the bid was so much more than our estimate—in keeping with our effort to be transparent. The budget was at \$7,500 but the bid was at \$44,871 and wanted on record why the difference. Director Gible noted that this bid was for flooring in our office area and we forgot to include the flooring for the fitness room. There is a special type of rubber that is going to cover the floor in the fitness room that was added in.

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Roll Call (Roll Call for Motion #4)

President Strack called for a roll call to approve **Package #17.1, m – Benchmark**. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

At this time, Brent from Ringland-Johnson introduced Kelsey Ott, Ken Hesselbach, and Michelle Dittbenner and their positions with Ringland-Johnson.

There was consensus on the Board to have the groundbreaking ceremony on Tuesday, February 28 at 4:00 pm and the regular Board meeting following that at 5:00 pm on the same day.

Authorization to Construction Manager & Executive Director

Motion

Commissioner Schulz made a motion to approve authorizing the Construction Manager to move forward on this work and the Executive Director is authorized to sign the GMP Approval & Notice to Proceed. Commissioner Kroeger seconded the Motion.

Roll Call

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

Authorization for Executive Director on Change Orders

Motion

Commissioner Tucker made a motion to approve that within the current purchasing policy of the Sycamore Park District, the Executive Director is authorized to approve change orders and adjustments supported by funds designated with the contingency and allowances of this budget, as shown on the summary spreadsheet. Anything exceeding \$20,000 for a single change order or adjustment will be brought to the Board for approval, and may require quick scheduling of a Special Meeting. 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 Graves was absent.

Consider Contribution to Union-Virgil Ditch Clearing – Director Gibble noted this is work on clearing a lot of clutter to improve the flow of water. This is a good beginning. Mr. Hartmann made a request for the Park to contribute \$3,000 to this.

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Motion

Commissioner Schulz made a motion to contribute \$3,000 to the Union-Virgil Ditch Clearing. Commissioner Tucker seconded the Motion.

Roll Call

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

Motion

The Board adjourned the Regular Session at 7:10 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 03/22/2017
 TIME: 11:18:00
 ID: AP450000.WOW
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

FROM 03/01/2017 TO 03/22/2017

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
903608969		01 PINNACLE BALLS- DOZENS	501000001300	02/06/17	00001799	57523	03/10/17	3,072.82	1,514.88
		02 SHIPPING	501000001300		00001799				1,368.00
									146.88
903614220		01 LT WT BAG	501000001304	02/07/17	00001677	57507	03/03/17	782.48	595.08
		02 PLAYERS BAG	501000001304		00001677				405.00
		03 SHIPPING	501000001304		00000000				141.00
									49.08
903614225		01 PINNACLE LOGO BALLS	501000001300	02/07/17	00001802	57523	03/10/17	3,072.82	457.14
		02 DT LOGO BALLS	501000001300		00001802				216.00
		03 SHIPPING	501000001300		00001802				210.00
									31.14
903617846		01 917 FAIRWAY	501000001302	02/08/17	00001676	57523	03/10/17	3,072.82	944.80
		02 VOKEY WEDGE	501000001302		00001676				630.00
		04 SHIPPING	501000001302		00000000				300.00
									14.80
903623587		01 PLAYERS BAG	501000001304	02/10/17	00001677	57523	03/10/17	3,072.82	156.00
		02 SHIPPING	501000001304		00000000				141.00
									15.00
903683706		01 SPORTS & WEST COAST LEGACY	501000001301	02/25/17	00001625	57507	03/03/17	782.48	187.40
		02 SHIPPING	501000001301		00000000				180.00
									7.40
903720588		01 TRIAL SET BAGS	501000001304	03/06/17	00001840	57537	03/13/17	176.80	176.80
		02 SHIPPING	501000001304		00000000				160.00
									16.80
AFLAC	AFLAC								
599376		01 PREMIUM	101000002006	03/12/17	00000000	57547	03/17/17	689.25	689.25
									689.25
									689.25
ANCEL	ANCEL, GLINK - LAW OFFICES OF								
55109		01 CORPORATE	1010000036120	02/08/17	00000000	57508	03/03/17	1,014.67	1,014.67
		02 TAX EXEMPTIONS	1010000036120		00000000				872.17
									142.50
									1,014.67
									1,014.67

VENDOR TOTAL: 1,014.67

VENDOR TOTAL: 689.25

VENDOR TOTAL: 4,032.10

VENDOR TOTAL: 176.80

VENDOR TOTAL: 3,072.82

VENDOR TOTAL: 156.00

VENDOR TOTAL: 782.48

VENDOR TOTAL: 176.80

VENDOR TOTAL: 689.25

VENDOR TOTAL: 1,014.67

DATE: 03/22/2017
 TIME: 11:18:00
 ID: AP450000.WOM
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BANN	BANNER UP SIGNS								
	63857	01 REC CAMPUS DRAWING BOARDS	101200046214	02/28/17	00001837	57524	03/10/17	240.00	240.00
									240.00
CARQ	CARQUEST AUTO PARTS								
	2454-341697	01 SPRAYER FILTER	504100066403	02/01/17	00001769	57541	03/13/17	762.16	1.75
	2454-341704	01 RETURN-FILTER HOSE	101500066402	02/01/17	00000000	57541	03/13/17	762.16	-33.29
	2454-341705	01 FUEL FILTERS	101500066402	02/01/17	00001767	57541	03/13/17	762.16	24.64
	2454-341717	01 HYDRAULIC FILTERS ROLLER	504100066403	02/01/17	00001770	57541	03/13/17	762.16	8.40
	2454-341739	01 FILTERS GREENS ROLLER	504100066402	02/01/17	00001780	57541	03/13/17	762.16	21.34
	2454-341838	01 SPARK PLUGS GOLF CARTS	504000066409	02/03/17	00001781	57541	03/13/17	762.16	84.02
		02 SCREW CAP GREENS ROLLER	504100066402		00001781				80.36
	2454-342016	01 HI TEMP GREASE	101500066403	02/06/17	00001779	57541	03/13/17	762.16	3.66
	2454-342064	01 GOLF CART AIR FILTERS	504000066409	02/07/17	00001783	57541	03/13/17	762.16	18.38
	2454-342078	01 SPRAYER FOAMER TUBING	504100066402	02/07/17	00001784	57541	03/13/17	762.16	182.00
	2454-342139	01 CART SPARK PLUGS	101500066403	02/08/17	00001787	57541	03/13/17	762.16	162.00
	2454-342155	01 BRAKE PADS AND ROTORS JEEP	101500066402	02/08/17	00001793	57541	03/13/17	762.16	5.80
	2454-342158	01 JEEP BRAKE CALIPEERS	101500066402	02/08/17	00001792	57541	03/13/17	762.16	86.10
	2454-342350			02/10/17		57541	03/13/17	762.16	77.58
									128.48
									128.48
									38.85

VENDOR TOTAL:

240.00

FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-342350	01 CART LUBES	101500066403	02/10/17	00001794	57541	03/13/17	762.16	38.85
	2454-342474	01 DEERE MOWER AIR/HYDRAULIC FILT	101500066403	02/13/17	00001795	57541	03/13/17	762.16	44.93
	2454-342477	01 DEERE MOWER OIL FILTER	101500066403	02/13/17	00001796	57541	03/13/17	762.16	1.12
	2454-342568	01 BATTERY TERMINALS	504000066409	02/14/17	00001818	57541	03/13/17	762.16	11.90
	2454-342578	01 MOWER BELT	101500066403	02/14/17	00001819	57541	03/13/17	762.16	9.78
	2454-342701	01 TOOL FOR GOLF CARTS	504000066409	02/16/17	00001820	57541	03/13/17	762.16	10.25
	2454-342719	01 TOOLS - SHOP	101500076512	02/16/17	00001821	57541	03/13/17	762.16	42.74
	2454-342730	01 AIR HOSE BUSHING1	101500066402	02/16/17	00001822	57541	03/13/17	762.16	3.74
	2454-342757	01 BATTERY RETURNS	101500066403	02/17/17	00001833	57541	03/13/17	762.16	-70.00
	2454-342999	01 CONCESSIONS CART FUEL FILTER	101500066402	02/21/17	00001813	57541	03/13/17	762.16	1.75
	2454-343000	01 CART AIR FILTER	101500066403	02/21/17	00001832	57541	03/13/17	762.16	5.53
	2454-343171	01 PUSH MOWER AIR FILTER	101500066403	02/23/17	00001807	57541	03/13/17	762.16	4.69
	2454-343394	01 SPARK PLUGS	101500066403	02/27/17	00001814	57541	03/13/17	762.16	20.80
	2454-343398	01 SPARK PLUGS	202100066403	02/27/17	00001815	57541	03/13/17	762.16	30.88

CENTURY CENTURY PRINT & GRAPHICS

355784IN

02/20/17

57509 03/03/17

185.00

185.00

VENDOR TOTAL:

762.16

FROM 03/01/2017 TO 03/22/2017

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

3557841IN 01 AP CHECKS 1010000046200 02/20/17 00000000 57509 03/03/17 185.00 185.00
 02 AP CHECKS 2010000046200 00000000 57509 03/03/17 92.50 92.50
 356061IN 01 P/R CHECKS 1010000046200 03/03/17 00000000 57525 03/10/17 185.00 185.00
 02 P/R CHECKS 2010000046200 00000000 57525 03/10/17 92.50 92.50

CITY2 CITY OF SYCAMORE
 1271000000-0217 01 WATER-SEWER - MAINT 1015000096704 02/28/17 00000000 57526 03/10/17 81.99 81.99

COMMO COMMONWEALTH EDISON
 031317 01 FOUNDERS PARK 1015000096702 03/13/17 00000000 57553 03/20/17 190.50 190.50
 02 BOYNTON PARK 1015000096702 00000000 57553 03/20/17 24.61 24.61
 03 KIWANIS PARK 1015000096702 00000000 57553 03/20/17 16.29 16.29
 04 EMIL CASSIERPARK 1015000096702 00000000 57553 03/20/17 39.56 39.56
 05 SYCAMORE LAKE 1015000096702 00000000 57553 03/20/17 21.83 21.83
 06 GOOD TYMES SHELTER 1015000096702 00000000 57553 03/20/17 29.71 29.71
 07 WETZEL PARK 1015000096702 00000000 57553 03/20/17 33.74 33.74
 24.76 24.76

DEKA2 DEKALB IMPLEMENT CO.,
 71224 01 JD MOWER 7010000207005 02/28/17 00000000 57519 03/07/17 4,400.00 4,400.00
 02 JD MOWER 1015000066403 00000000 57519 03/07/17 3,532.00 3,532.00
 03 JD MOWER 504100066403 00000000 57519 03/07/17 289.33 289.33
 04 JD MOWER 202100066403 00000000 57519 03/07/17 289.34 289.34

DISCOVER DISCOVER YOUR HOMETOWN
 16747 01 MAR/APR 1/4 PAGE AD 101200046208 02/17/17 00000000 57510 03/03/17 170.00 170.00
 170.00 170.00

DYNAMIC DYNAMIC BRANDS
 1074345 02/23/17 57511 03/03/17 1,072.05 411.40

VENDOR TOTAL: 4,400.00

VENDOR TOTAL: 170.00

VENDOR TOTAL: 170.00

VENDOR TOTAL: 170.00

VENDOR TOTAL: 170.00

DATE: 03/22/2017
 TIME: 11:18:00
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/01/2017 TO 03/22/2017

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

1074345
 01 BAG BOY QUAD XL PUSH CART 501000001306 02/23/17 00001811 57511 03/03/17 1,072.05 411.40
 02 COMPACT 3 PUSH CART 501000001306 00001811 00001811 270.00
 03 SHIPPING 501000001306 00000000 122.00
 19.40

1075222
 01 1-GOTCHA COUNTER DISPLAY 501000001306 02/24/17 00001811 57511 03/03/17 1,072.05 660.65
 02 BAG BOY UMBRELLA 501000001306 00001811 411.00
 03 SHIPPING 501000001306 00000000 216.00
 33.65

EPOCH EYEWEAR
 15531
 01 SUNGLASSES 501000001306 03/07/17 00001838 57548 03/17/17 84.00 84.00
 84.00
 VENDOR TOTAL: 1,072.05

FRONTIER FRONTIER
 030717
 01 ADMINISTRATION 101000096700 03/07/17 00000000 57554 03/20/17 695.97 695.97
 02 ADMINISTRATION 201000096700 00000000 304.74
 03 PRO SHOP 504000096700 00000000 304.73
 86.50
 VENDOR TOTAL: 695.97

HORN HORNUNG'S PRO GOLF SALES INC.
 405750
 01 GOLF PRIDE TOUR WRAP 2G 501000001303 03/08/17 00001839 57542 03/13/17 572.14 572.14
 02 SUPER STROKE PUTTER GRIP 501000001302 00001839 95.28
 03 WINN EXCEL STANDARD BLACK GRIP 501000001302 00001839 30.00
 04 WINN EXCEL OVERSIZE GRIP BLACK 501000001302 00001839 108.00
 05 WINN EXCEL LADIES GRIP BLACK 501000001302 00001839 148.08
 06 CHAMP FLY TEE REFILLS 501000001306 00001839 54.00
 07 SHIPPING 501000001306 00000000 132.00
 4.78
 VENDOR TOTAL: 572.14

HYVEE HY-VEE ACCOUNTS RECEIVABLE
 5840725071
 01 COOKIES FOR MEETING 101000046212 02/28/17 00000000 57555 03/20/17 11.97 11.97
 02 COOKIES FOR MEETING 201000046212 00000000 5.99
 5.98
 VENDOR TOTAL: 11.97

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ILLAG		ILLINOIS DEPT OF AGRICULTURE							
	2017 LISC			03/16/17	00000000	57549	03/17/17	20.00	20.00
	01	2017 SPRAY LISC ST	1010000046207					20.00	20.00
	2017 SPRAY LISC			03/02/17	00000000	57520	03/07/17	20.00	20.00
	01	JD 2017 SPRAY LISC	1010000046207					20.00	20.00
ILLITURF		ILLINOIS TURFGRASS FOUNDATION							
	02422			03/14/17	00000000	57543	03/14/17	125.00	125.00
	01	MEMBERSHIP RENEWAL	1010000046204					125.00	125.00
LOWE		LOWE'S							
	9533386			02/21/17	00001829	57512	03/03/17	154.04	132.24
	01	WOOD BOARDS	101500066407					94.86	94.86
	02	PAINT -PARKS	101500066407		00001829			37.38	37.38
	953807			02/06/17	00001777	57512	03/03/17	154.04	21.80
	01	SHOP TOOLS	101500076512					21.80	21.80
MENA		MENARDS - SYCAMORE							
	45309			02/27/17	00001823	57513	03/03/17	37.93	37.93
	01	PAINT - SPORTS	2021000076500					37.93	37.93
NIV		NIVEL PARTS & MANUFACTURING							
	72349702			02/23/17	00001817	57514	03/03/17	7.17	7.17
	01	CART AIR FILTER	101500066403					7.17	7.17
PDRMA		PDRMA							
	1488399406			03/02/17	00000000	57515	03/03/17	35.00	35.00
	01	AQUATICS RISK MGMT CLASS	518000046207					35.00	35.00
	1488566059			03/10/17	00000000	57527	03/10/17	35.00	35.00
	01	AQUATICS CLASS - DEREK	5180000046207					35.00	35.00
								VENDOR TOTAL:	70.00

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FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
REIN	REINDERS, INC.								
	1670452-BAL	01 FROM INV 1670452-FREIGHT	504100066403	01/25/17	00000000	57550	03/17/17	22.77	15.06
	1671421-BALANCE	01 FROM INV. 1671421-FREIGHT BAL	504100066403	02/02/17	00000000	57550	03/17/17	22.77	7.71
									7.71
									VENDOR TOTAL: 22.77
RINGLAND	RINGLAND-JOHNSON, INC								
	21095-3	01 PRE CONSTRUCTION WORK	711000036131	12/15/16	00000000	57516	03/03/17	2,450.00	2,450.00
									VENDOR TOTAL: 2,450.00
RONDO	RONDO ENTERPRISES, INC.								
	PO 1835	01 TRAILERS	701000207001	03/03/17	00001835	57506	03/03/17	8,379.23	8,379.23
									VENDOR TOTAL: 8,379.23
SHAW	SHAW SUBURBAN MEDIA								
	02171002703	01 TRAIL PHASE 2	711000046203	02/28/17	00000000	57556	03/20/17	105.60	105.60
		02 MEETING CHANGE	101000046203		00000000			36.60	36.60
									VENDOR TOTAL: 105.60
SWANK	SWANK MOTION PICTURES INC								
	B01420132	01 2017 MOVIES IN THE PARK	206095196210	03/02/17	00001836	57528	03/10/17	1,055.00	1,055.00
									VENDOR TOTAL: 1,055.00
SYCPK	SYCAMORE PARK DISTRICT								
	PC REIMB 3-10-17	01 CONFERENCE	101000046207	03/10/17	00000000	57529	03/10/17	454.31	454.31
		02 CONFERENCE	201000046207		00000000			82.50	82.50
		03 MAILINGS	101000046202		00000000			82.50	82.50
		04 MAILINGS	201000046202		00000000			3.85	3.85
		05 PHONE CORD	101000046200		00000000			3.86	3.86
		06 PHONE CORD	201000046200		00000000			1.80	1.80
		07 FOOD FOR MEETINGS	101000046212		00000000			1.80	1.80
		08 FOOD FOR MEETINGS	201000046212		00000000			52.00	52.00
		09 HOLIDAY PARTY	101000046213		00000000			15.00	15.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001304		PC REIMB 3-10-17		03/10/17		57529	03/10/17	454.31	454.31
		10 HOLIDAY PARTY	201000046213		00000000				15.00
		11 COUNTY COPIES	101000076500		00000000				20.00
		12 ANNEKATION FILING	101000076500		00000000				124.00
								VENDOR TOTAL:	454.31
T0001472		REIMBURSE 2-28-17		02/28/17		57517	03/03/17	26.75	26.75
		01 YOUTH PAINT NIGHT PIZZA REIMB	205010426216		00000000				26.75
								VENDOR TOTAL:	26.75
T0001473		REFUND		03/06/17		57521	03/07/17	43.00	43.00
		01 REFUND	205660506218		00000000				43.00
								VENDOR TOTAL:	43.00
T0001474		REFUND		03/10/17		57530	03/10/17	49.00	49.00
		01 CANCELLED CLASS REFUND	205660366218		00000000				49.00
								VENDOR TOTAL:	49.00
T0001475		REFUND		03/10/17		57531	03/10/17	39.00	39.00
		01 CANCELLED CLASS REFUND	205660366218		00000000				39.00
								VENDOR TOTAL:	39.00
T0001476		REFUND		03/10/17		57532	03/10/17	56.00	56.00
		01 CANCELLED CLASS REFUND	205230276218		00000000				56.00
								VENDOR TOTAL:	56.00
T0001477		REFUND		03/10/17		57533	03/10/17	39.00	39.00
		01 CANCELLED CLASS REFUND	205660536218		00000000				39.00
								VENDOR TOTAL:	39.00
T0001477		REFUND		03/08/17		57534	03/10/17	43.00	43.00
		01 CANCELLED CLASS REFUND	205660506218		00000000				43.00
								VENDOR TOTAL:	43.00

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FROM 03/01/2017 TO 03/22/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001478	SCHOEPP, MICHELLE								
	REFUND	01 CANCELLED CLASS REFUND	205770026218	03/13/17	00000000	57544	03/14/17	25.00	25.00
									25.00
									VENDOR TOTAL: 25.00
T0001479	JASZCZAK, JOE								
	REFUND	01 CANCELLED CLASS REFUND	205770036218	03/13/17	00000000	57545	03/14/17	25.00	25.00
									25.00
									VENDOR TOTAL: 25.00
T0001480	KLAUER, SAMANTHA								
	REFUND	01 CANCELLED CLASS REFUND	205770036218	03/13/17	00000000	57546	03/14/17	35.00	35.00
									35.00
									VENDOR TOTAL: 35.00
T0001481	REYNOLDS, ELISSA								
	REFUND	01 CLASS REFUND	205550026218	03/14/17	00000000	57551	03/17/17	57.00	57.00
									57.00
									VENDOR TOTAL: 57.00
TOOL	TOOL TIME RENTALS								
	53208	01 TENT FOR GROUND BREAKING CC	101200046214	03/04/17	00000000	57535	03/10/17	200.00	200.00
									200.00
									VENDOR TOTAL: 200.00
TOUR	TOUR EDGE GOLF MFG. INC.								
	IN-01131272-BAL								
	01 FRT - INV IN-01131272		501000001302	02/23/17	00000000	57552	03/17/17	16.00	16.00
									16.00
									VENDOR TOTAL: 16.00
UMBRELLA	UMBRELLA WATERPROOFING								
	1251	01 HOUSE WATERPROOFING	701000207008	03/03/17	00000000	57522	03/07/17	7,236.00	7,236.00
									7,236.00
									VENDOR TOTAL: 7,236.00
VERMONT	VERMONT SYSTEMS INC								
	53640	01 SCANNER-CAMERA	701000207004	01/24/17	00000000	57536	03/10/17	472.24	472.24
									472.24
									VENDOR TOTAL: 472.24

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 03/01/2017 TO 03/22/2017

VENDOR # INVOICE #
 WASTE WASTE MANAGEMENT

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3523670-2011-7							
01 REFUSE REMOVAL - ADM	101000056302	02/24/17	00000000	57518	03/03/17	179.26	179.26
02 REFUSE REMOVAL - CH	303000056302		00000000				51.84
03 REFUSE REMOVAL - ADM	101000056302		00000000				51.85
04 REFUSE REMOVAL - SC	202100056302		00000000				5.00
05 REFUSE REMOVAL - PARKS	101500056302		00000000				35.28

VENDOR TOTAL: 179.26
 TOTAL --- ALL INVOICES: 35,829.10

Interim \$ 35,829.10
New \$ 50,438.97
total \$ 86,268.07

DATE: 03/22/2017
 TIME: 15:34:37
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 03/23/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	4,509.62	2,682.50
AT&T2	A T & T	151.38	14.04
CINTA	CINTAS CORPORATION #355	368.04	33.36
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	171.71
GENOA	GENOA AREA CHAMBER OF COMMERCE		62.50
GROUPPL	GROUP PLAN SOLUTIONS	100.00	19.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	362.89	108.55
NICOR	NICOR GAS	4,101.04	150.97
PDRMA	PDRMA	72,754.62	4,054.97
PLUNKETT	PLUNKETT'S PEST CONTROL		84.00
SERVICE	SERVICEMASTER RESTORATION		150.00
SOFT	SOFT WATER CITY	539.30	20.25
SPARKLE	SPARKLE JANITORIAL SERVICE	2,818.00	704.50
SUNDOG	SUN DOG IT	1,695.93	412.84
UNUM	UNUM LIFE INSURANCE	465.54	41.63
VERMONT	VERMONT SYSTEMS INC	42,638.66	2,839.72
	ADMINISTRATION		11,550.54
12	MARKETING		
KAR	KAR-FRE FLOWERS	67.95	66.50
	MARKETING		66.50
15	PARKS		
AIRGAS	AIRGAS USA LLC	48.56	23.26
AT&T2	A T & T	151.38	49.96
CALIF	CALIFORNIA CONTRACTORS SUPP		79.60
CCP	CCP INDUSTRIES INC.		207.63
CINTA	CINTAS CORPORATION #355	368.04	38.36
CINTA2	CINTAS CORP	16.89	58.41
DEEGANS	DEEGANS GARAGE INC	34.50	181.50
DEKA3	DEKALB IRON & METAL CO.		68.95
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	448.61
ENCAP	ENCAP, INC		1,450.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	614.00	377.00
MENA	MENARDS - SYCAMORE	488.78	1.97
NICOR	NICOR GAS	4,101.04	647.52
PDRMA	PDRMA	72,754.62	582.47
SERVICE	SERVICEMASTER RESTORATION		1,575.00

INVOICES DUE ON/BEFORE 03/23/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
SIPES	SIPES & SONS		500.00
SOFT	SOFT WATER CITY	539.30	6.75
UNITREN	UNITED RENTALS (NORTH AMERICA)		303.90
UNUM	UNUM LIFE INSURANCE	465.54	7.22
	PARKS		6,608.11
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	151.38	14.04
BOCKY	BOCKYN, LLC	600.00	300.00
CINTA	CINTAS CORPORATION #355	368.04	18.64
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	171.71
GENOA	GENOA AREA CHAMBER OF COMMERCE		62.50
GROUPPL	GROUP PLAN SOLUTIONS	100.00	19.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	362.89	108.55
NICOR	NICOR GAS	4,101.04	99.10
PDRMA	PDRMA	72,754.62	4,137.86
PLUNKETT	PLUNKETT'S PEST CONTROL		84.00
SPARKLE	SPARKLE JANITORIAL SERVICE	2,818.00	704.50
SUNDOG	SUN DOG IT	1,695.93	412.85
UNUM	UNUM LIFE INSURANCE	465.54	50.88
VERMONT	VERMONT SYSTEMS INC	42,638.66	2,839.73
	ADMINISTRATION		9,023.36
21	SPORTS COMPLEX MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	220.10
MENA	MENARDS - SYCAMORE	488.78	93.68
PDRMA	PDRMA	72,754.62	5,329.11
SIPES	SIPES & SONS		500.00
UNUM	UNUM LIFE INSURANCE	465.54	76.32
	SPORTS COMPLEX MAINTENANCE		6,219.21
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	2,094.98	86.74
	MIDWEST MUSEUM OF NATURAL HIST		86.74

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/23/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
50	PROGRAMS - YOUTH		
WALM	WALMART COMMUNITY/RFCSLLC	184.39	37.21
	PROGRAMS - YOUTH		37.21
60	PROGRAMS - SPECIAL EVENTS		
KAR	KAR-FRE FLOWERS	67.95	105.00
SWANK	SWANK MOTION PICTURES INC	1,055.00	50.00
	PROGRAMS - SPECIAL EVENTS		155.00
61	PROGRAMS - CONCERTS		
SERVICE	SERVICEMASTER RESTORATION		-1,100.00
	PROGRAMS - CONCERTS		-1,100.00
62	PROGRAMS - TRIPS		
GENOAPK	GENOA TOWNSHIP PARK DISTRICT		952.33
	PROGRAMS - TRIPS		952.33
SPECIAL RECREATION			
10	ADMINISTRATION		
WILL2	WILLIAMS ARCHITECTS/AQUATICS	7,204.88	1,529.82
	ADMINISTRATION		1,529.82
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	73.59
NICOR	NICOR GAS	4,101.04	42.47
	CLUBHOUSE CONCESSIONS		116.06

DATE: 03/22/2017
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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/23/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	47.44
	SPORTS COMPLEX CONCESSIONS		47.44
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
AESENVIR	AES ENVIRONMENTAL INC		800.00
	ADMINISTRATION		800.00
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	8,507.29	749.81
	ADMINISTRATION		749.81
40	GOLF OPERATIONS		
AT&T2	A T & T	151.38	1.71
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	479.65
GRAI	GRAINGER	515.77	43.45
NICOR	NICOR GAS	4,101.04	42.47
PDRMA	PDRMA	72,754.62	1,968.28
UNUM	UNUM LIFE INSURANCE	465.54	18.50
	GOLF OPERATIONS		2,554.06
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	368.04	38.32
COUR	COURSIGNS, INC.		194.18
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	458.72
GRAI	GRAINGER	515.77	5.25
MENA	MENARDS - SYCAMORE	488.78	12.45
NICOR	NICOR GAS	4,101.04	701.03
PDRMA	PDRMA	72,754.62	3,639.24
REIN	REINDERS, INC.	15,288.87	263.98
UNUM	UNUM LIFE INSURANCE	465.54	40.70
	GOLF MAINTENANCE		5,353.87

DATE: 03/22/2017
TIME: 15:34:38
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/23/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
T0001389	STENBERG, DEREK		115.00
	POOL		115.00
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	5,671.29	411.78
NICOR	NICOR GAS	4,101.04	312.13
STAND	STANDARD ROOFING COMPANY		1,340.00
	POOL MAINTENANCE		2,063.91
ACTION 2020			
10	ADMINISTRATION		
RINGLAND	RINGLAND-JOHNSON, INC	10,500.00	3,500.00
	ADMINISTRATION		3,500.00
	TOTAL ALL DEPARTMENTS		50,428.97

Int

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: March 28, 2017

Administrative Initiatives (3/1/17 – 3/31/17)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Continued to work on documentation required for annual audit and final fieldwork. Reviewed draft and prepared MD&A.
- Finalized Budget & Appropriation Ordinance. Published required notice of hearing and filed with County.
- Participate in third and final week of training on new recreation software, Rectrac. Continued to work with Rectrac software to determine if feasible to use as POS on beverage cart.
- Continued communication with PDRMA on workers comp claims.
- Continued to review cash flow and transferred funds as needed.
- Reviewed credit card processing options in order to select one that will work with Rectrac.
- Worked on allocating 2017 FY Operating Budget month by month.
- Met with vendors regarding technology needs for new campus.
- Participated in PDRMA PATH Essentials Webinar.
- Met with staff regarding Fireworks & Fun event.

- Participated in demonstrations of electronic sign products.
- Attended webinar training in Dixon regarding trail grant requirements.
- Participated in PDRMA PATH Webinar Tips & Tricks for navigating their new website.
- Attended Pumpkin Festival Committee meeting.
- Staff contacted state for review of records for possible disposal.
- Reviewed information on beverage carts to determine which unit to purchase.
- Reviewed and provided alternate staffing options for new community center.
- Reviewed quarterly unemployment reports.
- Catering/special events/room rentals: Pro Shop Sale (KSRA event and class were cancelled)

Administrative Initiatives (4/1/17 – 4/30/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Continue to allocate 2017 FY Operating Budget month by month. Enter into accounting software and set up cash flow spreadsheet.
- Finalize audit.
- Participate in bond rating call.
- Obtain quotes and finalize natural gas contract.
- Review Leaf a Legacy donations and prepare transfer to DCCF.

- Maintain communication as needed with PDRMA regarding workers comp claims.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Complete Prevailing Wage Survey.
- Continue to work with vendors regarding technology for new campus.
- Evaluate alternatives, including Rectrac, for automating sales on the beverage cart.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 1 class, 2 rentals, 3 KSRA events

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Corporate Fund (10)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	1,616.55	8,936.68	1,307,454.00	12,399.32	-27.9% (1)
Marketing			-		
Parks	-	-	11,389.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	1,616.55	8,936.68	1,318,843.00	12,399.32	-27.9%
Expenses					
Administration	34,565.54	60,634.26	1,032,950.00	498,025.21	-87.8% (2)
Marketing	1,750.36	2,745.36	45,575.00	5,728.46	-52.1% (3)
Parks	14,939.36	25,519.64	250,225.00	28,000.14	-8.9% (4)
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	51,255.26	88,899.26	1,328,750.00	531,753.81	-83.3%
Total Fund Revenues	1,616.55	8,936.68	1,318,843.00	12,399.32	-27.9%
Total Fund Expenses	51,255.26	88,899.26	1,328,750.00	531,753.81	-83.3%
Surplus (Deficit)	(49,638.71)	(79,962.58)	(9,907.00)	(519,354.49)	-84.6%

(1) 2017 Replacement taxes greater than 2016, 24.8% \$1,556. No farm income from Airport Rd property in 2017 \$5,600 in 2016.

(2) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 was higher than over budget 12.2% \$6,609 due to wages and related expenses 24.0% \$7,769.

(3) timing of advertising expenses and 2016 began to see expenses for Good Tymes Revival

(4) Primarily due to timing of maintenance expenses

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Recreation Fund (20)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	882,081.00	7.52	-100.0%
Sports Complex	-	-	44,995.00	87.00	-100.0%
Sports Complex Maintenance	-	-	39,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	2,476.00	631.45	-100.0%
Programs-Youth	245.00	3,845.28	16,767.00	4,269.00	-9.9% (1)
Programs-Teens	-	-	1,320.00	-	#DIV/0! (1)
Programs-Adult	60.00	741.00	5,336.00	1,629.00	-54.5% (1)
Programs-Family	-	-	-	1,787.00	-100.0% (1)
Programs-Leagues	-	-	5,181.00	-	#DIV/0! (1)
Programs-Youth Athletics	1,425.00	4,670.00	24,425.00	2,230.00	109.4% (1)
Programs-Fitness	119.00	2,700.00	9,341.00	2,738.00	-1.4% (1)
Programs-Preschool	25.00	145.00	-	545.00	-73.4% (1)
Programs-Senior	-	-	-	-	#DIV/0! (1)
Programs-Dance	78.00	680.00	1,408.00	920.00	-26.1% (1)
Programs-Special Events	1,763.00	3,097.00	3,623.00	2,026.00	52.9% (1)
Programs-Concerts	-	500.00	8,000.00	500.00	0.0%
Programs-Trips	-	-	-	-	#DIV/0! (1)
Brochure	-	4,650.00	8,850.00	200.00	2225.0% (2)
Weight Room	-	-	-	-	#DIV/0!
Community Center	-	-	-	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	3,715.00	21,028.28	1,053,019.00	17,569.97	19.7%

(1) Revenue from programs decreased 1.6%, \$266 compared to 2016.

(2) timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Expenses

Administration	47,390.30	66,003.87	579,185.00	43,868.76	50.5% (1)
Sports Complex	-	-	1,250.00	-	#DIV/0!
Sports Complex Maintenance	30,409.10	55,323.02	388,336.00	56,898.34	-2.8% (2)
Midwest Museum of Natural Hist	1,906.14	7,543.14	8,750.00	152.36	4850.9% (3)
Programs-Youth	459.69	1,119.50	11,897.00	731.71	53.0% (4)
Programs-Teens	-	-	1,050.00	-	#DIV/0! (4)
Programs-Adult	93.00	332.96	3,330.00	308.02	8.1% (4)
Programs-Family	-	-	-	3,918.64	-100.0% (4)
Programs-Leagues	850.57	1,173.52	2,891.00	1,257.39	-6.7% (4)
Programs-Youth Athletics	2,145.00	2,236.00	16,195.00	-	#DIV/0! (4)
Programs-Fitness	353.33	993.16	4,025.00	913.99	8.7% (4)
Programs-Preschool	36.31	36.31	-	90.00	-59.7% (4)
Programs-Senior	-	-	-	-	#DIV/0! (4)
Programs-Dance	52.50	351.27	968.00	299.14	17.4% (4)
Programs-Special Events	647.25	1,022.25	17,328.00	843.83	21.1% (4)
Programs-Concerts	-	-	8,000.00	200.00	-100.0%
Programs-Trips	-	-	-	-	#DIV/0! (4)
Brochure	-	-	21,500.00	-	#DIV/0!
Weight Room	-	-	-	-	#DIV/0!
Community Center	-	-	-	-	#DIV/0!
Total Expenses	84,343.19	136,135.00	1,064,705.00	109,482.18	24.3%
Total Fund Revenues	3,715.00	21,028.28	1,053,019.00	17,569.97	19.7%
Total Fund Expenses	84,343.19	136,135.00	1,064,705.00	109,482.18	24.3%
Surplus (Deficit)	(80,628.19)	(115,106.72)	(11,686.00)	(91,912.21)	25.2%

(1) 2017 Includes \$13,576.50 for RecTrac Annual Maintenance and \$5,850 for new slide in baby pool.

(2) Decrease in Education/Training from Maintenance Management School.

(3) Installed 2 new heat exchangers

(4) Expenses for programs decreased 13.1%, \$1,098 compared to 2016.

Donations (21)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	1,100.00	4,150.00	200,000.00	1,259.20	229.6%
Total Revenues	1,100.00	4,150.00	200,000.00	1,259.20	229.6%
Expenses					
Administration	-	-	300,000.00	7,015.89	-100.0%
Total Expenses	-	-	300,000.00	7,015.89	-100.0%
Total Fund Revenues	1,100.00	4,150.00	200,000.00	1,259.20	229.6%
Total Fund Expenses	-	-	300,000.00	7,015.89	-100.0%
Surplus (Deficit)	1,100.00	4,150.00	(100,000.00)	(5,756.69)	-172.1%

Special Recreation (22)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	166,000.00	3.95	-100.0%
Total Revenues	-	-	166,000.00	3.95	-100.0%
Expenses					
Administration	107,148.58	107,148.58	263,350.00	38,479.50	178.5% (1)
Total Expenses	107,148.58	107,148.58	263,350.00	38,479.50	178.5%
Total Fund Revenues	-	-	166,000.00	3.95	-100.0%
Total Fund Expenses	107,148.58	107,148.58	263,350.00	38,479.50	178.5%
Surplus (Deficit)	(107,148.58)	(107,148.58)	(97,350.00)	(38,475.55)	178.5%

(1) Pool ADA work in 2017

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 28, 2017

Insurance (23)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	69,000.00	0.49	-100.0%
Total Revenues	-	-	69,000.00	0.49	-100.0%
Expenses					
Administration	-	-	68,670.00	-	#DIV/0!
Total Expenses	-	-	68,670.00	-	#DIV/0!
Total Fund Revenues	-	-	69,000.00	0.49	-100.0%
Total Fund Expenses	-	-	68,670.00	-	#DIV/0!
Surplus (Deficit)	-	-	330.00	0.49	-100.0%

Audit (24)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	14,500.00	0.69	-100.0%
Total Revenues	-	-	14,500.00	0.69	-100.0%
Expenses					
Administration	-	-	14,200.00	-	#DIV/0!
Total Expenses	-	-	14,200.00	-	#DIV/0!
Total Fund Revenues	-	-	14,500.00	0.69	-100.0%
Total Fund Expenses	-	-	14,200.00	-	#DIV/0!
Surplus (Deficit)	-	-	300.00	0.69	-100.0%

Paving & Lighting (25)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	1.15	-100.0%
Total Revenues	-	-	100.00	1.15	-100.0%
Expenses					
Administration	-	- (1)	-	-	#DIV/0!
Total Expenses	-	-	-	-	#DIV/0!
Total Fund Revenues	-	-	100.00	1.15	
Total Fund Expenses	-	-	-	-	
Surplus (Deficit)	-	-	100.00	1.15	

Park Police (26)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	1,000.00	0.42	-100.0%
Total Revenues	-	-	1,000.00	0.42	-100.0%
Expenses					
Administration	-	-	1,000.00	-	#DIV/0!
Total Expenses	-	-	1,000.00	-	#DIV/0!
Total Fund Revenues	-	-	1,000.00	0.42	-100.0%
Total Fund Expenses	-	-	1,000.00	-	
Surplus (Deficit)	-	-	-	0.42	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 28, 2017

IMRF (27)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	83,000.00	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	83,000.00	-	#DIV/0!
Expenses					
Administration	-	-	88,000.00	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	88,000.00	-	#DIV/0!
Total Fund Revenues	-	-	83,000.00	-	#DIV/0!
Total Fund Expenses	-	-	88,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	(5,000.00)	-	

Social Security (28)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	83,000.00	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	83,000.00	-	#DIV/0!
Expenses					
Administration	-	-	87,000.00	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	87,000.00	-	#DIV/0!
Total Fund Revenues	-	-	83,000.00	-	#DIV/0!
Total Fund Expenses	-	-	87,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	(4,000.00)	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Concessions (30)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Clubhouse Concessions	-	-	78,065.00	2.76	-100.0%
Beverage Cart	-	-	14,287.00	-	#DIV/0!
Sports Complex Concessions	-	-	34,652.00	-	#DIV/0!
Pool Concessions	-	-	8,021.00	-	#DIV/0!
Catering	250.00	450.00	21,365.00	1,486.50	-69.7% (1)
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	250.00	450.00	156,390.00	1,489.26	-69.8%
Expenses					
Clubhouse Concessions	1,454.86	1,572.30	89,715.00	4,546.45	-65.4% (2)
Beverage Cart	-	-	9,862.00	-	#DIV/0!
Sports Complex Concessions	46.06	46.06	25,962.00	47.43	-2.9%
Pool Concessions	-	-	7,131.00	-	#DIV/0!
Catering	44.33	44.33	8,840.00	104.51	-57.6%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	1,545.25	1,662.69	141,510.00	4,698.39	-64.6%
Total Fund Revenues	250.00	450.00	156,390.00	1,489.26	-69.8%
Total Fund Expenses	1,545.25	1,662.69	141,510.00	4,698.39	-64.6%
Surplus (Deficit)	(1,295.25)	(1,212.69)	14,880.00	(3,209.13)	-62.2%

(1) Room Rental decreased in 2017

(2) Wages higher in 2016 due to excel training by Concessions Manager

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 28, 2017

Developer Contributions (32)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	40,000.00	5,252.19	-100.0%
Total Revenues	-	-	40,000.00	5,252.19	-100.0%
Expenses					
Administration	91,087.61	91,087.61	100,000.00	-	#DIV/0! (1)
Total Expenses	91,087.61	91,087.61	100,000.00	-	#DIV/0!
Total Fund Revenues	-	-	40,000.00	5,252.19	-100.0%
Total Fund Expenses	91,087.61	91,087.61	100,000.00	-	#DIV/0!
Surplus (Deficit)	(91,087.61)	(91,087.61)	(60,000.00)	5,252.19	-1834.3%

(1) 2017-corner property east town entrance

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 28, 2017

Golf Course (50)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Golf Operations	53.43	27,041.92	505,117.00	30,608.63	-11.7% (1)
Golf Maintenance	-	-	24,748.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	53.43	27,041.92	529,865.00	30,608.63	-11.7%
Expenses					
Golf Operations	13,216.92	20,162.74	228,848.00	20,110.12	0.3%
Golf Maintenance	13,422.58	23,713.46	300,994.00	33,584.97	-29.4% (2)
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	26,639.50	43,876.20	529,842.00	53,695.09	-18.3%
Total Fund Revenues	53.43	27,041.92	529,865.00	30,608.63	-11.7%
Total Fund Expenses	26,639.50	43,876.20	529,842.00	53,695.09	-18.3%
Surplus (Deficit)	(26,586.07)	(16,834.28)	23.00	(23,086.46)	-27.1%

(1) Season passes -6.53% -\$1,885

Pro shop sales -86.23% -\$434

(2) In 2017 Golf Maintenance FT is less due to an employee on workers comp 55.1% \$6,906.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Swimming Pool (51)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Pool	-	-	76,821.00	-	#DIV/0!
Swim Lessons	-	-	13,262.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Revenues	-	-	90,083.00	-	#DIV/0!
Expenses					
Pool	89.33	89.33	54,846.00	40.42	121.0%
Pool Maintenance	2,955.00	2,955.00	28,350.00	3,700.62	-20.1%
Swim Lessons	-	-	6,882.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Expenses	3,044.33	3,044.33	90,078.00	3,741.04	-18.6%
Total Fund Revenues	-	-	90,083.00	-	#DIV/0!
Total Fund Expenses	3,044.33	3,044.33	90,078.00	3,741.04	-18.6%
Surplus (Deficit)	(3,044.33)	(3,044.33)	5.00	(3,741.04)	-18.6%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 28, 2017

Debt Service (60)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	594,000.00	1.39	-100.0%
Total Revenues	-	-	594,000.00	1.39	-100.0%
Expenses					
Administration	-	-	591,443.00	-	#DIV/0!
Total Expenses	-	-	591,443.00	-	#DIV/0!
Total Fund Revenues	-	-	594,000.00	1.39	-100.0%
Total Fund Expenses	-	-	591,443.00	-	#DIV/0!
Surplus (Deficit)	-	-	2,557.00	1.39	-100.0%

Capital Projects (70)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	490,000.00	38,198.36	-100.0%
Total Revenues	-	-	490,000.00	38,198.36	-100.0%
Expenses					
Administration	51,470.00	51,470.00	641,775.00	15,227.68	238.0%
Total Expenses	51,470.00	51,470.00	641,775.00	15,227.68	238.0%
Total Fund Revenues	-	-	490,000.00	38,198.36	-100.0%
Total Fund Expenses	51,470.00	51,470.00	641,775.00	15,227.68	238.0%
Surplus (Deficit)	(51,470.00)	(51,470.00)	(151,775.00)	22,970.68	-324.1%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 28, 2017

Action 2020 (71)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues					
Administration	-	-	6,462,500.00	444,000.00	-100.0%
	<hr/>				
Total Revenues	-	-	6,462,500.00	444,000.00	-100.0%
Expenses					
Administration	46,806.86	47,306.86	4,840,000.00	11,172.40	323.4%
	<hr/>				
Total Expenses	46,806.86	47,306.86	4,840,000.00	11,172.40	323.4%
Total Fund Revenues	-	-	6,462,500.00	444,000.00	-100.0%
Total Fund Expenses	46,806.86	47,306.86	4,840,000.00	11,172.40	323.4%
Surplus (Deficit)	(46,806.86)	(47,306.86)	1,622,500.00	432,827.60	-110.9%
Total Fund Revenues	6,734.98	61,606.88	11,351,300.00	550,785.02	
Total Fund Expenses	463,340.58	570,630.53	10,150,323.00	775,265.98	
Surplus (Deficit)	(456,605.60)	(509,023.65)	1,200,977.00	(224,480.96)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2017	Revenues	Expenses	Unaudited 2/28/2017	2/28/2017 Cash balance
10 Corporate	189,725.40	8,936.68	88,899.26	109,762.82	107,229.29
20 Recreation	282,438.12	21,028.28	136,135.00	167,331.40	171,169.14
21 Donations	155,189.20	4,150.00	-	159,339.20	159,339.20
22 Special Recreation	162,481.85	-	107,148.58	55,333.27	54,214.52
23 Insurance	18,879.70	-	-	18,879.70	18,879.70
24 Audit	13,300.51	-	-	13,300.51	13,300.51
25 Paving & Lighting	21,957.37	-	-	21,957.37	21,957.37
26 Park Police	3,107.62	-	-	3,107.62	3,107.62
27 IMRF	4,694.29	-	-	4,694.29	4,694.29
28 Social Security	4,073.02	-	-	4,073.02	4,073.02
30 Concessions	50,625.05	450.00	1,662.69	49,412.36	46,829.22
32 Developer Contributions	118,558.09	-	91,087.61	27,470.48	24,336.18
60 Debt Service	36,301.63	-	-	36,301.63	36,301.63
70 Capital Projects	573,414.19	-	51,470.00	521,944.19	506,976.69
71 Action 2020	511,517.49	-	46,806.86	464,710.63	464,210.63
Total governmental fund balance	2,146,263.53	34,564.96	523,210.00	1,657,618.49	1,636,619.01
50 Golf Course Net Assets	130,055.45 <u>(228,350.52)</u> (98,295.07)	27,041.92	43,876.20	113,221.17 <u>(228,350.52)</u> (115,129.35)	(106,647.54)
51 Swimming Pool Net Assets	237,366.01 <u>(262,870.72)</u> (25,504.71)	-	3,044.33	234,321.68 <u>(262,870.72)</u> (28,549.04)	(29,531.35)
Total proprietary funds	367,421.46	27,041.92	46,920.53	347,542.85	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(123,799.78)			(143,678.39)	
	2,022,463.75			1,513,940.10	1,500,440.12

Summary of depository accounts as of **3/22/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,670.55	0.10	1.33
First Midwest Bank	54,220.64	0.13	60.9
Resource Bank	380,342.50	0.45	394.26
IPDLAF	1,002,122.87	0.63	1228.97
**DCCF - Action 2020	286,921.19		
*DeKalb Co. Community Foundation	<u>15,514.75</u>		862.46 2016
	1,754,792.50		

* 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 12/31/16.

** As of 12/31/16 per DCCF.

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: March 28, 2017

Administrative Initiatives (3/1/17 – 3/31/17)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Developed March Golf Insight newsletter, promoting Swing into Spring Sale.
- Met with Critical Success factor groups as directed.
- Attended PDRMA “Supervisors Role in Managing Risks in Parks and Recreation” Seminar.
- Hold Swing into Spring Sale, Friday, March 3 through Sunday, March 5th.
 - 1.) Sold 56 Resident passes for a total of \$23,761.00.
 - 2.) Sold 5 Non-Resident passes for a total of \$3090.50.
 - 3.) Sold \$4,984.02 on pro shop merchandise.

Total Season Pass Sales including December 2016 Season Pass Promotion.

- 1.) Sold a total of 119 Resident passes for a total of \$50,733.65.
 - 2.) Sold a total of 11 Non-Resident passes for a total of \$5,732.00.
 - 3.) Sold a total of \$8,556.01 in pro shop merchandise.
- Opened golf course on Friday, March 24th for the 2017 golf season.
 - Contacted all third-party affiliates with information concerning the opening of the golf course for the 2017 season.

- Finalized league rosters for 2017 and develop the weekly pairing schedule
- Continued to promote outings to fill in gaps in the tournament schedule.
- Developed Friday night “Nine and Wine” promotion with food and beverage department for non Outing Fridays in May, June, July and August.
- Finalized preparations for use of carts on the course.
- Finalized monthly pro shop merchandise promotion schedule with Sarah Rex.
- Continued to promote Season Pass sales through March and April.
- Continued to sell tee sponsorship signs.
- Sent eblast with special Titleist Pro-V1 Golf imprint promotion.
- Sent eblast concerning golf course opening to most recent database including newest season pass holder list.
- Finalized Saturday and Sunday Permanent Tee Time schedule.

Administrative Initiatives (4/1/17 – 4/30/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Develop April Golf Insight newsletter and update reader board outside the Pro shop.
- Meet with Critical Success factor groups as directed.
- Begin monthly pro shop merchandise promotions.
- Finalize tee sign sponsorships.

- Monitor all third-party affiliates with tee time availability and contact them weekly on course conditions and special promotions.
- Develop and distribute league rosters for 2017 and finalize the weekly pairing schedule
- Continue to promote outings to fill in gaps in the tournament schedule.
- Finalize early season staff schedule.
- Begin monitoring riding cart usage by implementing rotation schedule.
- Continue to promote Season Pass sales through March and April.
- Finalize golf outing brochure with Sarah Rex and distribute by April 1.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: March 28, 2017

Administrative Initiatives (3/1/17-3/31/17)

Golf

- The 1.5 inches of snow this month were the first since December 16th. Winter seems to have missed us for the most part this year as temperatures averaging in the 50s are in the long-term forecast. Due to these conditions, we will be able to open the golf course for play on March 24th.
- We are pleased with the condition of the golf course. Without significant snow or ice cover from winter, we are seeing very little disease or ice damage to the turf. Green-up of the grass is increasing every day and forecasted rains and moderate temperatures will greatly increase the color during the next few weeks.
- Staff has completed most of the winter maintenance on all the carts and equipment. Some remaining items will be serviced during frost delayed mornings. Staff has also been preparing the course for opening by clearing all winter tree debris, blowing off greens and tees, taking down ropes and placing ball washers, rakes, tee markers, and directional signs on the course. Staff has also taken time to trim the entire 13 fairway fence line and prune some winter damaged hanging limbs on trees. The clubhouse landscape beds have also been trimmed and cleaned out.
- Turf product pricing and scheduling has been completed along with general delivery dates during the season. Orders are placed during the season as weather and conditions dictate.

- The RFQ process for the golf course irrigation project was reopened and we now have two new design firms which have indicated they will submit information by the April 27th deadline. We have invited both firms to visit the course before then if they like to see the layout of our current system. Once we receive all RFQ packets, the irrigation committee will review them and interview the firms that seem qualified.
- Long time golf course employee Sean Wood has accepted a second assistant golf pro position at St. Charles Country Club. Sean's last day will be March 23rd. We would like to thank Sean for his years of service at the course and wish him luck in his new position.
- Steve Tritt and I took and passed State required pesticide spray license renewal exams.

Sports

- The first High School games started on March 21st on field 1. Lack of a frost line in the soil have allowed the infield surfaces to remain relatively firm and playable.
- Lisa and I have been working with user groups for this seasons field requests and events as groups have been reserving fields and events.
- Sycamore youth baseball and Sycamore softball teams along with their travel teams will begin practicing at the end of this month or the beginning of April.
- Staff is working on the ball fields as weather allows. Adding infield mix as needed, leveling fields, removing grass clumps and reshaping the infield/outfield edges are being completed. Batting cage and the field 1 backstop nets are also being put back into place.

- AYSO soccer and the Sunday adult league will begin in early April. Staff is currently measuring and layout the various field sizes required for this spring.

Parks

- I attended staff, board, study session, and Action 20/20 related committee and architect meetings.
- Attended staff planning meetings for Action 20/20 projects along with helping plan the ground-breaking ceremony for the community center.
- Attended pool ADA architect meetings and site visits.
- Staff has begun to clean parks and several trails from winter tree debris. They have also replaced the entire wood border surrounding the Founders Park playground area. They are finishing equipment and cart repairs and working on adding shelving and hangers to the new enclosed trailer.
- Pool ADA and renovation work continues. We continue to work with Williams architects and Sjostrom Construction daily as the project proceeds. The project is going well as the warm weather has allowed some work with poured concrete to be completed ahead of schedule in the showers and other areas. A few bathroom sink pipes have been moved and a loose seam on the roof was repaired. Some old wood under the fascia will also be replaced which was discovered during demolition. Painting of the interior is next when temperatures warm a bit. The interior of the pool and hot tub painting will take place in late April or early May.
- Continue 2017 PDRMA audit process. Continue to perform inspections, documentation of facilities. Working on all staff program for annual required training of various safety and procedure topics.

- Collected pricing and purchased various items from the Capital Budget. These include a new enclosed trailer used for parks maintenance along with a smaller open trailer for stage and other equipment hauling. A new dump truck will also soon be ordered as we deal with the State procurement process.
- Worked with all full-time staff on future staffing plans for new facilities along with maintenance of new grounds areas once up and running.
- Working on this years' seasonal staffing for all areas and discussing return dates with those returning from last season.
- Planned weed-n-feed applications with Tru-Green for select park and the sport field areas.
- Worked with Dan and Sarah on new signage that will be needed for the Rt. 64 digital sign and all the new community center facilities.
- The kitchen exhaust hood replacement project is occurring this week at the clubhouse. Weaver Construction and DeKalb Mechanical are working to remove our outdated and undersized unit and replace it with a larger, modern system that can safely remove all the gas cooking exhaust.
- Organized all inspections and repairs of fire and sprinkler systems at our facilities and the museum.
- Met with staff from State energy program for an audit of our facilities. We will receive some free update items from the program like room sensor switches and led exit signs that will save energy for our buildings. I also met with energy auditors to begin collecting info on how other programs thru the State, and soon ComEd, will help pay for some cost when changing of older light fixtures to more efficient units. We can then budget for these changes in the coming years.

Administrative Initiatives (4/1/17-4/30/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings now that the project has begun.
- Attend pool ADA meetings and aid contractor as work continues. Will be ordering paint for our staff to clean, paint main pool in early May.
- Work with committee to interview and obtain professional services for irrigation system replacement. Host interested firms in a field visit of the current irrigation configuration.
- Staff will complete any needed equipment repair, perform spring clean-up of all park areas. Mowing of all areas will begin soon and repair and trimming projects will be performed as needed.
- The golf course mowing, seed head and weed spraying, pruning, landscape bed maintenance and irrigation system start-up and repairs will take place along with seeding and sodding of bare areas and bunker repairs.
- Will take Certified Pool Operators training and exam with Lisa in early April.
- Will continue ordering of Capital Budget purchases and projects.
- Perform PDRMA related trainings for staff and perform with staff spring inspections of our facilities and play/park areas.
- Will continue to speak to other districts with sled hills, dog parks, splash pads to aid in planning process for our facilities.

- Modify the rough draft of future budgets and planning for new facilities.
- Continue work on the energy audit for the district.
- Work with Lisa and all ballfield user groups as they schedule and reserve fields and tournaments. Produce staff field prep sheets as user group schedules are obtained. Help staff and users groups organize planned tournaments and eliminate field use conflicts.
- Work with soccer groups as games begin.
- Contact seasonal staff from last year and begin to talk to new applicants about this year's staffing needs. Staff will begin mowing of all areas soon along with turning on water systems and cleaning of shelters once the freeze chances are gone.
- Plan Park Pride Day projects for the early May event.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: March 28, 2017

Administrative Initiatives (3/1/17 – 3/31/17)

- Attended monthly Board meeting.
- Attended weekly Department Head meetings as scheduled.
- Coordinated the start of 2nd sessions for spring programs. – Lisa
- Attended an Aquatic's Webinar to learn about new policy's from PDRMA. – Lisa
- Attended Vermont Systems 3rd and final training trip.
- Secured sponsorships for the Summer Concert Series and Movies in the Park. – Sarah
- Attended an IPRA Aquatics Spring Roundtable in Bartlett. – Lisa
- The Summer Brochure was finalized and sent to the printer.
- Met with representatives to arrange radio and web advertising for the 2017 season – Sarah
- Hosted Green Drinks at Blumen Gardens with presenter Tom Robbins, local nature photographer (34 in attendance) – Sarah
- Attended Sycamore Chamber of Commerce member's benefits orientation – Sarah
- Attended the Community Expo at Sycamore High School. – Sarah

Administrative Initiatives (4/1/17 – 4/30/17)

- Will attend monthly Board meeting. – Lisa
- Will attend weekly Department Head meetings as scheduled.
- Will launch new registration software and informational campaign on April 1 summer registration begins April 24.
- Will attend a training to renew my CPO, Certified Pool Operator. – Lisa
- Will hold Green Drinks on April 12 at the Forge with presenter, Lynette Spencer of Adventure Works. – Sarah
- Will coordinate and lead the Family Flashlight Egg Hunt. – Lisa
- Will coordinate and lead Breakfast with the Bunny. – Sarah
- Will attend an Aquatics Risk Management Day at Fox Valley Park District. – Lisa

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: March 28, 2017

Administrative Initiatives (3/1/17 – 3/31/17)

- Coordinated the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Met with Construction Manager.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Worked on Fundraising and Leaf a Legacy.
- Supervised ADA Pool Work.
- Restarted selection process for Golf Course Irrigation Professional Services.
- DID NOT get my head shaved.
- Coordinated meeting with SYB regarding Wetzel Park.
- Attended Plan Commission and City Council meetings regarding Plats for Airport Road.
- Held Bid Opening for Golf Course Sign Improvements.
- Coordinated Asbestos removal at Old State and Airport Road location.

- Coordinated meetings with two (2) Technology companies to assess our current systems and new systems for Recreation Campus and present plans and budgets for the same.
- Attended Chamber Ribbon Cutting at Swedberg and Associates.
- Worked on staffing plan.
- Attended PDRMA Training.
- Held meetings with several healthcare providers.

Administrative Initiatives (4/1/17 – 4/30/17)

- Finalize Part-Time Personnel Policy notes before sending to Counsel for review.
- 945,000
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Continue work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continue contacting potential donors for Leaf a Legacy.
- Continue supervision of Outdoor Pool construction.
- Hold meetings with IDOT in Ottawa. Begin review of first draft of trail study for Sycamore Forest Preserve to Old Mill Park.

- Begin work on Route 64 Lighted Sign.
- Meet with Concert Promoter.
- Attend IPRA Focus Group session at Oregon Park District.
- Participate in Rating Call from Standard & Poors.
- Begin Review of Fitness Equipment proposals.
- Attend HOA Meetings.
- Coordinate demolition for the Airport Road/Old State location with City of Sycamore and DCFPD.
- Begin ordering OWNER REQUIRED equipment for Recreation Campus install.
- Begin to prepare Recreation Campus landscaping for bid.



The Gracie Center Donation Receipt – Please retain for your records.

February 28, 2017

The Gracie Center
PO Box 277
Kingston, IL 60145

We acknowledge, with thanks, the receipt of the Golf 4some with cart at Sycamore Golf Course, which you have so generously contributed to The Gracie Center's Annual Signature Event- CASINO NIGHT (www.thegraciecenter.org).

Donor: Sycamore Park District
940 E. State St, Sycamore, IL 60178

Donation value: \$ 150

The Gracie Center is recognized as a nonprofit organization by the IRS. IRS Code: Section 501(c)(3)

Tax Identification Number: 45-4543296

Sincerely,

A handwritten signature in black ink that reads "Deanna Thornton". The signature is written in a cursive, flowing style.

Deanna Thornton
The Gracie Center
info@thegraciecenter.org

February 17, 2017

Mr. Kirk Lundbeck
Sycamore Park District
940 East State Street
Sycamore, IL 60178

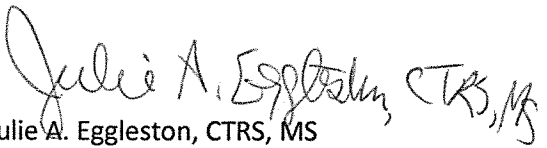
Dear Mr. Kirk Lundbeck,

I wanted to send a huge THANK YOU to you for your efforts in assisting in the fundraiser "**Spring Forward for Accessibility**" on March 10, 2017. Your donation of 4-18 Hole Rounds of golf with riding carts will be utilized for the silent auction that will occur during the fundraiser evening. Kishwaukee Special Recreation Association is a nonprofit organization registered with the state of Illinois. Your donation, estimated at a value of \$188.00 is partially tax deductible and our organization's EIN# is 36-3860530. Please forward this letter to your tax preparer to utilize for your tax purposes.

The families that benefit from the scholarships through the KSRA have been helped with scholarships, sponsorships, and finding resources for their families to thrive and participate within the Recreation Therapy programs that we provide. These families have individuals with different abilities so in addition to the regular bills that a family has, they have the additional therapy and doctor bills as well to deal with. These families are always humble with any assistance that they do receive and assist the organization in other ways – such as volunteering their time with projects, assisting in fundraisers, etc. to try to give back. Your donation will directly assist those families who are approved with scholarships to attend the important programs that the KSRA offers.

Thank you again for helping the wonderful organizations in the area and do not hesitate to contact me if you have any questions about the Kishwaukee Special Recreation Association and its mission to serve families in the area and assist them in exploring Recreation Therapy.

Sincerely,


Julie A. Eggleston, CTRS, MS
KSRA Executive Director



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Special Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AMMEND RECREATION CAMPUS PURCHASING and AUTHORIZATION AUTHORITY TO MATCH DISTRICT PURCHASING POLICY

BACKGROUND INFORMATION: Last month we reached a major threshold at which the Board approved bid packages for the Recreation Campus. At that meeting, the Board Approved the following:

- 1:** The Executive Director, our Counsel, our A/E Team, and our Construction Manager all recommend approval of the twenty-three bid packages: 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 16.0, 17.1, 18.0, 20.0, 21.0, 22.0, 25.0, 26.0, 27.0, 28.0, 29.0, 30.0 and “Other Indirect Work” plus Liability Insurances and Payment/Performance Bonds. The **TOTAL AMOUNT AWARDED is \$5,375,390.00**
- 2:** That the Construction Manager is authorized to move forward on this work, and the Executive Director is authorized to sign the GMP Approval & Notice to Proceed.
- 3:** That within the current purchasing policy of the Sycamore Park District, the Executive Director is authorized to approve change orders and adjustments supported by funds designated within the contingency and allowances of this budget, as shown on the summary spreadsheet. Anything exceeding \$20,000 for a single change order or adjustment will be brought to the Board for approval, and may require quick scheduling of a Special Meeting.

HOWEVER, since that time the Board has adopted a new Purchasing Policy driven by changes in State of Illinois Law. Therefore, I am bringing #3, **above**, back for revision to fit with that new Purchasing Policy.

FISCAL IMPACT: None

STAFF RECOMMENDATION:

That the Board modify #3, on the prior page, to read as follows:

That within the current purchasing policy of the Sycamore Park District, the Executive Director is authorized to approve change orders and adjustments supported by funds designated within the contingency and allowances of this budget, as shown on the summary spreadsheet. Anything exceeding \$24,999 for a single change order or adjustment will be brought to the Board for approval, and may require quick scheduling of a Special Meeting.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:
Recommended Approval**

BACKGROUND INFORMATION: The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in tentative form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects approximately a 15% increase over the working budget. This process and the 15% "buffer" is part of a larger process, as mandated by law. The ordinance has been available, now, for 30 days, and we are able to act upon it at this meeting.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ordinance 04-2017.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**ORDINANCE NO. 04-2017
BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2017 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2017.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

Section I. It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 28th day of March, 2017 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 have heretofore been performed.

Section II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31st) day of December, 2017.

I. CORPORATE FUND

Salaries, Wages and Taxes	\$ 423,482
Professional and Contracted Services	\$ 188,445
Administrative Supplies and Expenses	\$ 103,870
Repairs and Maintenance	\$ 87,458
Utilities	\$ 28,252
Insurance	\$ 69,805
Operating Transfer to other fund	<u>\$ 626,750</u>
Total Estimated Expenditures	\$ 1,528,062

CORPORATE FUND SUMMARY

Fund Balance January 1, 2017	\$ 186,578
Estimated 2016 Property Taxes & Interest	\$ 1,378,850
Estimated transfer of IMRF/SS tax levy	\$ 55,084
Estimated 2017 Corporate Replacement	\$ 46,000
Miscellaneous revenue	<u>\$ 36,736</u>
Total Estimated Available Revenues	\$ 1,703,248
Total Estimated Expenditures	<u>\$ 1,528,062</u>
Estimated Fund Balance December 31, 2017	\$ 175,186

II. RECREATION FUND

Salaries, Wages and Taxes	\$ 609,706
Professional and Contracted Services	\$ 80,517
Supplies	\$ 157,823
Repairs and Maintenance	\$ 44,793
Utilities	\$ 16,012
Insurance	\$ 141,450
Operating Transfer to other fund	<u>\$ 173,650</u>
Total Estimated Expenditures	\$ 1,223,951

RECREATION FUND SUMMARY

Fund Balance January 1, 2017	\$ 217,393
Estimated 2016 Property Taxes & Interest	\$ 972,900
Estimated transfer of IMRF/SS tax levy	\$ 87,449
League & Sports Fees	\$ 51,744
Programs/Events	\$ 79,858
Miscellaneous revenue	<u>\$ 19,377</u>
Total Estimated Available Revenues	\$ 1,428,721
Total Estimated Expenditures	<u>\$ 1,223,951</u>
Estimated Fund Balance December 31, 2017	\$ 204,770

III. RESTRICTED CONTRIBUTIONS

Expenses	\$ 345,000
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RESTRICTED CONTRIBUTIONS SUMMARY

Fund Balance January 1, 2017	\$ 136,152
Donations	\$ 57,500
Operating Transfer from DCCF	<u>\$ 172,500</u>
Total Estimated Available Revenues	\$ 366,152
Total Estimated Expenditures	<u>\$ 345,000</u>
Estimated Fund Balance December 31, 2017	\$ 21,152

IV. SPECIAL RECREATION FUND

Expenses	\$ 302,853
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SPECIAL RECREATION FUND SUMMARY

Fund Balance January 1, 2017	\$ 161,363
Estimated 2016 Property Taxes & Interest	<u>\$ 190,900</u>
Total Estimated Available Revenues	\$ 352,263
Total Estimated Expenditures	<u>\$ 302,853</u>
Estimated Fund Balance December 31, 2017	\$ 49,410

V. IMRF FUND

Expenses	\$ 101,200
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IMRF FUND SUMMARY

Fund Balance January 1, 2017	\$ 4,694
Estimated 2016 Property Taxes & Interest	<u>\$ 96,506</u>
Total Estimated Available Revenues	\$ 101,200
Total Estimated Expenditures	<u>\$ 101,200</u>
Estimated Fund Balance December 31, 2017	\$ -

VI. SOCIAL SECURITY FUND

Expenses	\$ 100,050
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SOCIAL SECURITY FUND SUMMARY

Fund Balance January 1, 2017	\$ 4,073
Estimated 2016 Property Taxes & Interest	<u>\$ 95,977</u>
Total Estimated Available Revenues	\$ 100,050
Total Estimated Expenditures	<u>\$ 100,050</u>
Estimated Fund Balance December 31, 2017	\$ -

VII. LIABILITY TORT FUND

Expenses	\$ 78,971
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LIABILITY TORT FUND SUMMARY

Fund Balance January 1, 2017	\$ 18,879
Estimated 2016 Property Taxes & Interest	<u>\$ 79,350</u>
Total Estimated Available Revenues	\$ 98,229
Total Estimated Expenditures	<u>\$ 78,971</u>
Estimated Fund Balance December 31, 2017	\$ 19,258

VIII. AUDIT FUND

Expenses	\$ 16,330
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AUDIT FUND SUMMARY

Fund Balance January 1, 2017	\$ 13,301
Estimated 2016 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$ 29,976
Total Estimated Expenditures	<u>\$ 16,330</u>
Estimated Fund Balance December 31, 2017	\$ 13,646

IX. PAVING & LIGHTING FUND

Expenses	\$ 1,000
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PAVING & LIGHTING FUND SUMMARY

Fund Balance January 1, 2017	\$ 21,957
Estimated 2016 Property Taxes & Interest	<u>\$ 1,000</u>
Total Estimated Available Revenues	\$ 22,957
Total Estimated Expenditures	<u>\$ 1,000</u>
Estimated Fund Balance December 31, 2017	\$ 22,957

X. POLICE FUND

Expenses	\$ 1,150
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POLICE FUND SUMMARY

Fund Balance January 1, 2017	\$ 3,108
Estimated 2016 Property Taxes & Interest	<u>\$ 1,150</u>
Total Estimated Available Revenues	\$ 4,258
Total Estimated Expenditures	<u>\$ 1,150</u>
Estimated Fund Balance December 31, 2017	\$ 3,108

XI. DEVELOPMENT CONTRIBUTION FUND

Expenses	\$ 115,000
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DEVELOPMENT CONTRIBUTION FUND SUMMARY

Fund Balance January 1, 2017	\$ 115,424
Development Contributions	\$ 46,000
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 161,424
Total Estimated Expenditures	<u>\$ 115,000</u>
Estimated Fund Balance December 31, 2017	\$ 46,424

XII. GOLF COURSE FUND

Salaries, Wages and Taxes	\$ 343,670
Professional and Contracted Services	\$ 20,528
Supplies	\$ 44,562
Repairs and Maintenance	\$ 78,028
Utilities	\$ 34,281
Insurance	\$ 83,995
Misc.	\$ 4,255
Total Estimated Expenditures	\$ 609,319

GOLF FUND SUMMARY

Net Position, January 1, 2017	\$ 205,307
Estimated transfer of IMRF/SS tax levy	\$ 58,093
Daily Fees	\$ 223,560
Season Passes	\$ 105,742
Carts	\$ 132,250
Golf Events & Programs	\$ 27,888
Miscellaneous	\$ 345
Pro Shop Sales	\$ 61,467
Total Estimated Available Revenues	\$ 814,652
Total Estimated Expenditures	\$ 609,319
Estimated Net Position, December 31, 2017	\$ 205,333

XIII. SWIMMING POOL FUND

Salaries, Wages and Taxes	\$ 65,984
Supplies	\$ 4,370
Repairs and Maintenance	\$ 12,248
Utilities	\$ 20,987
Total Estimated Expenditures	\$ 103,589

POOL FUND SUMMARY

Net Position, January 1, 2017	\$ 246,957
Estimated transfer of IMRF/SS tax levy	\$ 4,689
Operating Transfer from other fund	\$ 34,500
Daily Fees	\$ 19,205
Season Passes	\$ 25,185
Special Events & Programs	\$ 5,319
Lessons	<u>\$ 14,697</u>
Total Estimated Available Revenues	\$ 350,552
Total Estimated Expenditures	<u>\$ 103,589</u>
Estimated Net Position, December 31, 2017	\$ 246,963

XIV. CONCESSIONS

Salaries, Wages and Taxes	\$ 66,838
Supplies	\$ 76,739
Repairs and Maintenance	\$ 1,610
Utilities	\$ 4,744
Misc.	<u>\$ 12,805</u>
Total Estimated Expenditures	\$ 162,736

CONCESSIONS FUND SUMMARY

Fund Balance January 1, 2017	\$ 36,392
Estimated transfer of IMRF/SS tax levy	\$ 6,980
Sports Complex	\$ 39,129
Clubhouse	\$ 83,145
Beverage Cart	\$ 16,043
Catering	\$ 24,437
Pool	\$ 8,964
Marketing Fund	<u>\$ 1,150</u>
Total Estimated Available Revenues	\$ 216,240
Total Estimated Expenditures	<u>\$ 162,736</u>
Estimated Fund Balance December 31, 2017	\$ 53,504

XV. BOND AND INTEREST FUND

Interest	\$ 46,935
Principal	<u>\$ 633,225</u>
Total Expenses	\$ 680,160

BOND AND INTEREST FUND SUMMARY

Fund Balance January 1, 2017	\$ 36,302
Estimated 2016 Property Taxes & Interest	\$ 683,100
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 719,402
Total Estimated Expenditures	<u>\$ 680,160</u>
Estimated Fund Balance December 31, 2016	\$ 39,242

XVI. CAPITAL FUND

Maintenance Equipment	\$ 73,600
Buildings & Structures	\$ 4,140
Equipment/Furnishings	\$ 126,672
Golf Course	\$ 178,825
Swimming Pool	\$ 10,350
Action 20/20	\$ 5,566,000
Parks & Grounds	\$ 98,325
Concessions	\$ 33,350
Miscellaneous	<u>\$ 212,779</u>
Total Estimated Expenditures	\$ 6,304,041

CAPITAL FUND SUMMARY

Fund Balance January 1, 2017	\$ 1,069,964
Bond Proceeds	\$ 6,888,500
Operating Transfer from other fund	\$ 1,098,250
Miscellaneous revenue	<u>\$ 8,625</u>
Total Estimated Available Revenues	\$ 9,065,339
Total Estimated Expenditures	<u>\$ 6,304,041</u>
Estimated Fund Balance December 31, 2017	\$ 2,761,298

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2017 and ending December 31, 2017 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2017 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section III. The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$ 2,328,130
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 11,539,274
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 10,326,762
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 3,540,642
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,516,408

Section IV. The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

Section V. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this _____ day of _____, 2017.

President

ATTEST:

Secretary

State of Illinois)
) SS
 County of DeKalb)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 04-2017 entitled "An Ordinance adopting the combined Annual Budget and Appropriation of funds for the Sycamore Park District, DeKalb County, Illinois, for the fiscal year beginning on the first day (1st) of January, 2017 and ending on the thirty-first (31st) day of December, 2017" enacted by the Board at a March 28, 2017, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 28th day of March, 2017.

Secretary, Board of Park Commissioners
 Daniel Gibble

(SEAL)

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: FINAL REVIEW and APPROVAL of STAFF STRUCTURE for ACTION 2020: Recommended Approval

BACKGROUND INFORMATION: In 2014 the Board reviewed and expressed approval for a staff structure to support VISION 20/20. That approach was used to help determine an allocation of a specific amount of dollars--\$350,000 to be exact—of “new funds” should the referendum be successful toward assuring quality staffing and care for the facilities outlined in VISION 20/20. Now that we are closer to the time of opening these facilities, and know more accurately the scale and functional components of these facilities, it is time to review and approve the final structure.

Be sure you look back at the information the Board has been provided. ATTACHED you will find:

- The Time/Task Analysis provided you at last month’s meeting.
- The Initial Staff Structure used for VISION 20/20
- Estimated Operating Expenses and Revenues for Recreation Campus.
- ACTION 2020 Spreadsheet showing annual allocation of funds for staffing (labor) and overhead.

THESE ITEMS will give you the context for our proposal presented at this meeting for your approval.

I feel it is essential, here, to share with the Board some key factors they need to keep in mind when considering this proposal that I have learned from serving at three park districts that have undergone organizational growth in a short period of time:

1. When organizations undergo growth, some programs and facilities will expand/bloom/grow, and others will not.
2. Growth requires some flexibility for a period of time to allow for ebs and flows in work and responsibilities.
3. Mid-stream changes must be possible based upon on-the-ground experience over time.
4. Structures EVOLVE before the SETTLE DOWN.

That being said, the Executive Director will use this proposal as a guide, and the overall BUDGET AS MANDATORY as these recommendations are initiated. Furthermore, we need to leave a little room for error. This is a START, not an END. Therefore, I am leaving roughly a 10% CONTINGENCY or BUFFER between the funds we have available, and the funds proposed for the positions.

IN SUMMARY: SOURCES of FUNDS FOR LABOR/OVERHEAD

Net Proceeds from Operation are =	\$ 25,160
Funds from Savings on Contractual Cleaning =	\$ 18,000
Funds from Existing Positions =	\$ 30,900
Funds Spent on ENCAP Maintenance =	\$ 18,000
Funds from ACTION 2020 are =	<u>\$350,000</u>
TOTAL FUNDS AVAILABLE FOR OVERHEAD =	\$442,060

PROPOSED STAFF STRUCTURE: SEE ATTACHED PROPOSAL IMMEDIATELY AFTER THIS PAGE.

FISCAL IMPACT: See Attached Chart

STAFF RECOMMENDATION: We recommend approval of this staff structure and the budget to support it.

PREPARED BY: Daniel Gible, Executive Director
 Jeff Donahoe, Superintendent of Parks and Facilities
 Kirk Lundbeck, Superintendent of Golf Services
 Jackie Hienbuecher, Superintendent of Finance &
 Support Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RECREAITON CAMPUS	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
big mower	1	1	1 per week	30 weeks (APR-OCT)	30	30
trim mower	1	2	1 per week	30 weeks (APR-OCT)	30	60
weed eating	2	2	1 per week	30 weeks (APR-OCT)	30	120
garbage	2	0.5	2 per week	30 weeks (APR-OCT)	60	60
plow snow	1	1	15 per year	1 annual basis	30	30
salt/blow paths/shovel	1	1	30 per year	1 annual basis	30	30
inspect lights	1	2	1 per year	1 annual basis	1	2
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4

COMMUNITY CENTER	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
maintain building exterior						
HVAC	1	2	1 per month	12 months	12	24

DOG PARK	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
replace bags	1	0.5	2 per month	12 months	24	12
maintain natural areas	2	2	3 per year	1 annual basis	3	12
sodding/seeding	1	1	3 per year	1 annual basis	3	3
rock additions	2	2	1 per year	1 annual basis	1	4
maintain shelter	1	0.25	2 per week	30 weeks (APR-OCT)	60	15
mowing - riding	1	0.5	1 per week	31 weeks (APR-OCT)	31	15.5
garbage/dispose of waste	1	0.5	1 most days	300 year round	300	150

SPLASHPAD	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
landscaping/pruning/weeding	1	0.5	1 per week	18 weeks (JUN-SEP)	18	9
trim mower	1	0.5	1 per week	18 weeks (JUN-SEP)	18	9
cleaning/removing debris	1	0.5	1 per day	126 weeks (JUN-SEP)	126	63
clean surface material	1	1	2 per month	4 months (JUN-SEP)	8	8
winterizing	3	8	1 per year	1 annual basis	1	24
startup	3	8	1 per year	1 annual basis	1	24
maintain shade structures	2	2	2 per year	1 annual basis	2	8
check mechanics/chemicals	1	0.5	2 per day	126 weeks (JUN-SEP)	252	126

SLED HILL	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
mowing - included w/rec camp	1	0.5	1 per week	30 weeks (APR-OCT)	30	0
fire pit maintenance	1	1	3 per year	1 annual basis	3	3
keep steps clear of snow/ice	1	0.25	25 per year	20 weeks(DEC-MAR)	25	6.25
overseed	1	2	2 per year	1 annual basis	2	4
snow removal	1	0.5	30 per year	1 annual basis	30	15

total grounds maintenance	696
total mechanical	174
total manhours	870

SPORTS COMPLEX - BASEBALL	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
trim mower	1	2	1 per week	30 weeks (APR-OCT)	30	60
weed eating	1	2	1 per week	30 weeks (APR-OCT)	30	60
blow leaves	1	1	4 per year	1 annually	4	4
roundup fence line	1	3	2 per year	1 annual basis	2	6
mulching	1	2	2 per year	1 annual basis	2	4
weed and feed	1	2	2 per year	1 annual basis	2	4
over-seed	1	2	3 per year	1 annual basis	3	6
sodding	2	2	2 per year	1 annual basis	2	8
tree maintenance	2	2	2 per year	1 annual basis	2	8
landscaping/planters	2	2	4 per year	1 annual basis	4	16
maintain retention areas	1	2	1 per year	1 annual basis	1	2
maintain plumbing	1	1	2 per year	1 annual basis	2	2
general/restrooms/shelter cleaning	1	1	1 per day	210 days (APR-OCT)	210	210
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4
lighting and electrical	1	2	1 per year	1 annual basis	1	2
paint foul lines	1	1	1 per week	30 weeks (APR-OCT)	30	30
lay foul lines	2	1	1 per year	1 annual basis	1	2
inspect bleachers/fences/backstops	1	2	1 per month	7 months (APR-OCT)	7	14
garbage	1	6	1 per week	30 weeks (APR-OCT)	30	180
shelter repairs	1	2	2 per year	1 annual basis	2	4
fence repairs	2	2	2 per year	1 annual basis	2	8
playground inspections	1	0.5	1 per month	12 yearround	12	6
drag fields	1	2	100 per year	1 annual basis	100	200
add aglime	2	3	2 per year	1 annual basis	2	12
edging lip	3	4	2 per year	1 annual basis	2	24
chalk fields	2	1	100 per year	1 annual basis	100	200

total grounds maintenance manhours	858
total custodial hours	210
total building tech hours	8
total manhours	1076

SPORTS COMPLEX - SOCCER	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
big mower	1	4	1 per week	30 weeks (APR-OCT)	30	120
trim mower	1	1.5	1 per week	30 weeks (APR-OCT)	30	45
weed eating	1	2	1 per week	30 weeks (APR-OCT)	30	60
blow leaves	1	1	4 per year	1 annual basis	4	4
roundup fence line	1	1	2 per year	1 annual basis	2	2
mulching	1	2	2 per year	1 annual basis	2	4
weed and feed	1	2	2 per year	1 annual basis	2	4
over-seed	1	2	3 per year	1 annual basis	3	6
sodding	2	3	3 per year	1 annual basis	3	18
rolling	1	2.5	3 per year	1 annual basis	3	7.5
aerating	1	5	2 per year	1 annual basis	2	10
tree maintenance	2	2	2 per year	1 annual basis	2	8
landscaping & planters	2	2	4 per year	1 annual basis	4	16
maintain retention areas	2	1	1 per year	1 annual basis	1	2
maintain septic	1	1	2 per year	1 annual basis	2	2
maintain plumbing	1	1	2 per year	1 annual basis	2	2
general/restrooms/shelter cleaning	1	1	1 per day	210 days (APR-OCT)	210	210
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4
lighting/electrical	1	2	1 per year	1 annual basis	1	2
paint field lines	1	6	1 per week	25 weeks (APR-JUN/AUG-OCT)	25	150
inspect fences/nets					0	0
garbage	2	2	2 per week	30 weeks (APR-OCT)	60	240
shelter repairs	1	2	2 per year	1 annual basis	2	4
playground inspections	1	0.5	1 per month	12 yearround	12	6
layout fields	2	16	1 per year	1 annual basis	1	32

total grounds maintenance hours	738
total custodial hours	210
total building tech hours	11
total manhours	959

RECREATION	HOURS	FREQUENCY	SCALE	MH
Hire, Train, Supervise Instructors	17	per week	52 weeks	884
Recreation's LCR and PDRMA implementation	10	per month	12 months	120
Manage Volunteers	100		1	100
New Program Development	16	per week	12 weeks	192
Program Planning and Facilitation	15	per week	52 weeks	780
Manage Leagues	6	per week	52 weeks	312
Manage/Supervise Open Gym	4	per day	360 days	1440
Develop Programming Content for Brochure	8	per week	12 weeks	96
Support Front Desk Operations	10	per week	52 weeks	520
				4,444.00

FACILITY MANAGEMENT	HOURS	FREQUENCY	SCALE	MH
Hire, Train, Supervise NIU Graduate Assistants	5	per week	52 weeks	260
Coordinate with Medical Affiliate	4	per month	12 months	48
Setup and Take Down Room and Gym Setups	3	per day	360 days	1080
Monitor Building and Campus	3	per day	365 days	1095
Community Center's LCR and PDRMA implementation	10	per month	12 months	120
Cleanups, Repairs, Maintenance as needed: spills, small repairs, shoveling, straightening up, etc.	3	per week	52 weeks	156
Hire, Train, Supervise, Support Front Desk Staff	20	per week	52 weeks	1040
Hire, Train, Supervise Custodial Staff	5	per week	52 weeks	260
Take Incoming Reservations for Fields, Shelters, Community Center Rentals	3	per week	52 weeks	156
Create and Enforce Policies and Procedures	1	per month	12 months	12
Supervise/Provide Assistance to Community Center Rentals	8	per week	52 weeks	416
Communicate with Members and Participants: Emails and Phone Calls about Closings,	3	per week	52 weeks	156
Review Overnight Building Surveillance and Usage	0.5	per day	365 days	182.5
Attend front desk: answer visitor's questions, phone calls, process registrations (in-person and mail in), manage memberships while building is open (117 hours/week)	117	per week	52 weeks	6084
				11,065.50

MARKETING AND COMMUNICATIONS	HOURS	FREQUENCY	SCALE	MH
Maintain Programming Info on Website, RecTrac Splashpage and Social Media	3	per week	52 weeks	156
Develop and Distribute Promotional Pieces for Programs and Events: press releases, posters, pamphlets, web graphics, eblasts	7	per week	52 weeks	364
Manage Program and Event Sponsorships	4	per month	12 months	48
Maintain Rec Campus Info on Website and Social Media	3	per week	52 weeks	156
Develop and Distribute Informational Pieces for Facility Users: Indoor and Outdoor Signs, Digital Screen, Notices, etc.	3	per week	52 weeks	156
Coordinate Advertising for Fitness Area and Dog Park Memberships: Radio and Print Ads	8	per month	12 months	96
Develop Rec Campus Content for Brochure	8	per week	12 weeks	96
Facilitate Internal Communication	2	per week	52 weeks	104
				1,176.00

Full-Time	annual	weekly
Recreation Staff I	2,080	40
Recreation Staff II	2,080	40
Facility Manager	2,080	40
Custodial/Maintenance	2,080	40
TOTAL	8,320	

Part-Time IMRF	annual	weekly
Front Desk Supervisor I	1,248	24
Front Desk Supervisor II	1,248	24
Custodial/Maintenance I	2,000	
TOTAL	4,496	

Part-Time <1,000 hours	annual	weekly
Front Desk Staff I	936	18
Front Desk Staff II	936	18
Front Desk Staff III	936	18
Front Desk Staff IV	936	18
Front Desk Staff V	936	18
Front Desk Staff VI	936	18
Front Desk Staff VII	702	13.5
Marketing Manager	936	18
Custodial/Maintenance I	936	18
Custodial/Maintenance II	936	18
Custodial/Maintenance III	936	18
Building Attendant I	936	18
Building Attendant II	936	18
Building Attendant III	936	18
TOTAL	12,870	

TOTAL STAFFING PLAN HOURS	25,686
TOTAL MANHOURS	24,909

CUSTODIAL/MAINTENANCE		HOURS	FREQUENCY	MH
Office Area: - offices, galley, reception, vending				
Vacuum carpets in office/reception area	.25 hr	Bi-Weekly		26
Clean windows and doors	.25 hr	Weekly		13
Clean front desk and workstation area	.25 hr	Daily		91.25
Ordering supplies: office, bathroom, equipment, etc	1 hr	Weekly		52
Clean floors - dust/mop in galley and vending areas	.5 hr	Daily		182.5
Clean appliances, counters, tables, vending machines, sink, etc. in the galley and vending area	1 hr	Daily		365
Fitness Center				
Dust & sanitize fitness equipment	.25 hr	Daily		91.25
Preventative maint. (Lubricating) on equipment	.25 hr	Daily		91.25
Clean, windows, mirrors, and doors	1.5 hrs	Daily		547.5
Clean floors - dust/mop	.5 hr	Daily		182.5
Gym				
Placement and safety inspection of bleachers	.25 hr	Weekly		13
Dust/mop floor	1 hr	Daily		365
Machine wash floor	2 hrs	Weekly		104
Clean windows	2 hrs	Monthly		24
Clean doors	1 hr	Weekly		52
Track maintenance/repair	1 hr	Monthly		12
Dust/mop track	.75 hr	Daily		273.75
Machine wash track	1 hr	Weekly		52
Classrooms and Dance Studio				
Clean windows	1.5 hrs	Monthly		18
Clean floors - dust/mop	1.5 hrs	Daily		547.5
Clean mirrors and doors	1.5 hrs	Daily		547.5
Clean sink and counters	.5 hr	Daily		182.5
Clean tables and chairs	.5 hr	Daily		182.5
Bathroom (5)				
Clean sinks, toilets, counters	1.5 hrs	Daily		547.5
Clean, mirrors, windows and doors	1.5 hrs	Daily		547.5
Clean floors - dust/mop	1 hr	Daily		365
Fill soap and towel dispensers	.5 hr	Daily		182.5
Open Areas: stairway, vestibule, lobby/hall, upstairs hall				
Vacuum vestibule/front entrance	.25 hr	Daily		91.25
Dust/mop floors: stairs and the areas listed above	2 hrs	Daily		730
Maintain wet floor	1 hr	Daily Jun-Sept 14 wks		98
Clean elevator	.5 hr	Daily		182.5
Clean windows and doors - front entrance	1 hr	Daily		365
Conference Rooms (2)				
Clean floors - dust/mop	1 hr	Weekly		52
Clean tables and chairs	.5 hr	Weekly		26
Clean doors	.25 hr	Weekly		13
Mechanical Rooms (2) & Custodian Room				
Maintain mechanicals and H-Vac	1 hr	Monthly		12
Clean floors - dust/mop	1 hr	Monthly		12
Clean doors	.5 hr	Monthly		6

Miscellaneous throughout building				
Garbage pick up	.5 hr	Daily	182.5	
Recycling pick up	.5 hr	Bi-Weekly	52	
Safety Check: railings, exercise equipment, etc.	1 hr	Daily	365	
Checking emergency equipment	.25 hr	Weekly	13	
Changing lights	1 hr	Monthly	12	
Equipment maintenance	1 hr	Monthly	12	
Floor drain maintenance	2 hrs	Monthly	24	
Clean out of storage rooms with dust/mop of floor	2 hrs	Annual	2	
general/restrooms/shelter cleaning at Sports Complexes	1.5	daily 210 days (APR-OCT)	315	8,224

SYCAMORE PARK DISTRICT
 UPDATED: August 2015
 Board of Commissioners

AGENDA ITEM: PROPOSAL FOR ORGANIZATIONAL STRUCTURE FOR VISION 20/20: Recommend Consensus

BACKGROUND INFORMATION: The Board has asked for caution, thought and concern on how we staff Sycamore Park District moving forward. As a result, Board President Ted Strack requested a plan for staffing that reflects the budget and timeline already established for Vision 20/20.

To that end, this is a DRAFT for your consideration and discussion. Key Factors are effecting this proposal from a broad perspective:

- A. Our referendum succeeded!!!!
- B. Our alternate bond issue cleared the 30 day petition period and the Board approved the ordinance.
- C. Our current lease for the community center expires in the middle of 2015.
- D. A new community center will not be open for a few years, at best.

I was Assistant Superintendent of Recreation at Wheaton Park District when its referendum passed and the district went through a very similar growth pattern. Similarly, I went through the same growth in Urbana when we passed a referendum. The Board's concern and my experience paint a clear picture that now is the time to plan for our future organizational structure.

I believe the following issues must drive organizational change in the coming years:

1. Five, key, new or expanded recreation facilities will demand:
 - a. Additional park maintenance staff on the front lines.
 - b. More and different recreation staff.
 - c. A new look at custodial care.
 - d. Deep understanding by staff of what it takes to plan for and manage these types of facilities in the design development phases of the work, AND after they are opened.
2. Larger budgets, capital expenditures, and extensive work from and interaction with professional services (architects, engineers, etc.) will create additional workload for:

- a. Business functions
- b. Communication/marketing
- c. Support structures (grant applications, grant administration, inter-governmental communication)
- d. All Superintendents

Additionally, it will be necessary for Superintendents to begin to work in different ways. Key changes in approach will be needed in terms of:

- Staffing with more part-time/seasonal staff, **THUS**
- Moving to a more supervisory heavy role, **AND**
- Setting of Clear Objectives, **ALONG WITH**
- Improved Training for Front-Line Staff, **BUT ALSO**
- Training current full-time staff to be better **LEADERS** to those seasonal and part-time staff

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: To meet these pressing matters, we must phase in the changes as circumstances drive the change. When facilities and improvements are added/made/changed/lost, we will take our actions. Therefore, I would make the following recommendations:

First Half of 2015

- A. That we not enter into any extension of our Community Center lease.
- B. That we bank the savings from lease payments to aid in future Bond Payments.
- C. That we eliminate the Superintendent of Recreation position.
- D. That we keep the current Recreation Supervisor position.
- E. That we create an additional Recreation Supervisor position.
- F. That the Executive Director serve, in the interim, as the supervisor of the two Recreation Supervisor positions.

Second Half of 2015

No changes.

First Half of 2016

No changes.

Second Half of 2016

- A. Bring on one additional full-time parks maintenance worker: \$30,000 pay and all benefits/ss,imrf,fed/state taxes (modifying a current p.t. IMRF Eligible Position to f.t. year-round position).
- B. Bring on an “Assistant Director/Recreation Staff” as Part of Succession Planning, with duties yet to be determined. \$75,000 pay and all benefits/ss,imrf,fed/state taxes.

First Half of 2017

No changes.

Second Half of 2017

- A. Bring on Custodian or Expand Contractual Cleaning: \$50,000 pay and all benefits/ss,imrf,fed/state taxes.
- B. Bring on Full-time Marketing Staff Person: \$50,000 pay and all benefits/ss,imrf,fed/state taxes. BUT, subtract \$20,000 in current joint position savings.
- C. Bring on one additional full-time parks employee as “Assistant” to Superintendent of Parks and Facilities as Part of Succession Planning: \$55,000 pay and all benefits/ss,imrf,fed/state taxes.
- D. Bring On Additional Seasonal, non-IMRF eligible maintenance workers and front desk staff at Community Center: \$40,000

NET GAINS:

Parks: 3 full-time

 2 short seasonal – May to October

Recreation: 1 and ½ full-time

Administration: 1 Full-time Marketing Person

 2 year-round part-time Office

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

COMMUNITY CENTER OPERATING BUDGET

REVENUES

Walking Track Passes	
525 @ \$12	\$6,300
Fitness Passes	
275 @ \$19 @ 12	\$62,700
Gym Passes	
175 @ \$10	\$1,750
TOTAL REVENUES	\$70,750

EXPENSES

Equipment/Bldg. Repair	\$1,500
Service Contracts	\$9,500
Maint./Custodial Supplies	\$9,500
Sanitary/Water	\$4,500
Gas/Electric	\$31,000
Telecomm/Alarms	\$4,100
TOTAL EXPENSES	\$60,100
NET REVENUES	\$10,650

Sled Hill Operating Budget

REVENUES

Concession Sales	\$3,500
Total Revenues	\$3,500

EXPENSES

Labor: Maintenance	\$0	750
Labor: Concession	\$1,200	
Fuel	\$50	
Maintenance Supplies	\$250	
Grounds Supplies	\$715	
Electricity	\$1,100	

Total Expenses \$3,315

NET REVENUE \$185

**DOG PARK OPERATING
BUDGET**

REVENUES

PASS Sales	
350 @ \$15/each	\$5,250
Daily Fees	\$950

Total Revenues \$6,200

EXPENSES

Labor: Maintenance	\$0
Poop Bags	\$600
Cleaning Supplies	\$150
Grounds Supplies	\$850
Electricity	\$250
Fuel	\$60

Total Expenses \$1,910

NET REVENUE \$4,290

**SPLASHPAD OPERATING
BUDGET**

REVENUES

Entry Fees:

Daily	\$15,600
Pass	\$2,400

Total Revenues \$18,000

EXPENSES

Attendants	\$0
Labor	\$0
Pool Chemicals	\$900
Fuel	\$50
Grounds Supplies	\$100
Mechanical Parts	\$1,200
Electricity	\$4,800
Water/Sewer	\$1,200

Total Expenses \$8,250

NET REVENUE **\$9,750**

NET **\$24,875**

OPTION 1: \$7 Million in 2017 and \$5 Million in 2018 - Horizontal Split and REVISED PROJECT TIMING

<u>REVENUE SOURCE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Current Sources/EAV Growth	\$140,000	\$130,000	\$120,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Grant Dollars - Trails	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Dollars - Sports Complex	\$0	\$0	\$0	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$54,000	\$18,612	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735
Cash from Prior Year	\$200,000	\$860,500	\$950,612	\$1,660,270	\$4,020,368	\$2,309,320	\$1,481,777	\$1,271,824	\$965,391	\$658,318	\$351,605	\$131,292	\$95,069	\$57,009	\$57,009
Fundraising Dollars	\$35,000	\$0	\$300,000	\$200,000	\$200,000	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$7,000,000	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$0	\$0	\$15,000	\$30,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000	\$287,000	\$287,000	\$287,000	\$287,000
Interest	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Lease Payment Savings/Fair St.	\$35,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
New Sources	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000
Total Cash Sources	\$1,109,000	\$1,724,112	\$9,183,847	\$8,108,505	\$5,448,603	\$3,342,555	\$2,415,012	\$2,105,059	\$1,798,626	\$1,491,553	\$1,269,840	\$1,236,527	\$1,200,304	\$1,162,244	
EXPENSES	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Land Purchase Repayment	\$13,500	\$463,500	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park and Open Space Projects:	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$120,000	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPORTS COMPLEX:															
Professional Fees	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,000,000	\$2,000,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLF IRRIGATION:															
Professional Fees	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Focused Site:															
Professional Fees	\$0	\$280,000	\$160,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SLED HILL:															
Construction	\$0	\$0	\$212,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPLASHPAD:															
Construction	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DOG PARK:															
Construction	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER:															
Site Development	\$0	\$0	\$851,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping/FF&E	\$0	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$5,200,000	\$758,864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Dollars:	\$0	\$30,000	\$50,000	\$175,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Bond Repayment: **	\$0	\$0	\$175,196	\$294,273	\$789,283	\$790,778	\$793,188	\$789,668	\$790,308	\$789,948	\$788,548	\$791,458	\$793,295	\$788,805	\$788,805
Total Expenses	\$248,500	\$773,500	\$7,523,577	\$4,088,137	\$3,139,283	\$1,860,778	\$1,143,188	\$1,139,668	\$1,140,308	\$1,139,948	\$1,138,548	\$1,141,458	\$1,143,295	\$1,138,805	\$1,138,805
NET	\$860,500	\$950,612	\$1,660,270	\$4,020,368	\$2,309,320	\$1,481,777	\$1,271,824	\$965,391	\$658,318	\$351,605	\$131,292	\$95,069	\$57,009	\$23,439	

LABOR/POSITIONS ADDED

(Includes Costs for Soc.Sec., Medicaid/Medicare, IMRF, and FT Benefits Based Upon Position Type)

Position	Added Cost	2017 Total	2018 Total	2019 Total	2020 Total	Comments
FT Superintendent Of Recreation	\$76,000	43,000*	76,000**	76,000	76,000	Manages Comm. Ctr./Fitness, Or Aquatics
Non-IMRF PT for Sports Complex @\$12/hr (12.92) 1,600 hrs – 2 people	\$20,500			20,500	20,500	Reports to Bounie/Tyler
IMRF Eligible For Comm. Ctr. And Other @\$12/hr. (\$14.12) 1,100 hrs – 1 person	\$15,500		12,000*	15,500**	15,500	Reports to Brent
FT Parks Maint. Worker—Natural Areas Mgmt	\$41,000			41,000	41,000	Jeff Supervises
FT Rec. Specialist	\$46,000		40,000*	46,000**	46,000	Reports to Mkt Development Coordinator and Jackie Supervises Concession Role
IMRF Eligible Customer Service Specialists @\$12/hr. (\$14.12) 3,200 hrs – 2 people	\$45,000		33,000*	45,000**	45,000	Reports to Supt. of Finance & Support Services
Non-IMRF PT for Customer Service @\$10/hr (10.77) 2,400 hrs	\$26,000		19,500*	26,000**	26,000	Reports to Customer Service Specialists
FT Rec. Specialist	\$46,000			46,000	46,000	Reports to Supt. of Rec.

Position	Added Cost	2017 Total	2018 Total	2019 Total	2020 Total	Comments
FT Custodian (2,080 hrs @ (19.70))	\$41,000		41,000	41,000	41,000	Reports to Mechanic/ Building Foreman
Non-IMRF PT for Seasonal/Weekend Cleaning Specialist @\$12/hr (12.92) 1,000 hrs	\$13,000		11,500*	13,000**	13,000	Reports to FT Custodian
PT Golf Staff: 15 days @ 18 hrs/day@ \$18/hr	\$5,000	5,000	5,000	5,000	5,000	Current Pro Takes Add'l Day Off- Memorial Day to Labor Day
Graduate Assist. (2) Fitness	\$20,00	7,000*	20,000**	20,000	20,000	Supervised by Supt. of Rec.
TOTAL	\$395,000	\$55,000	\$258,000	\$395,000	\$395,000	
Available	\$442,060	\$50,000	\$249,060	\$442,060	\$442,060	
SHORTFALL/ CONTINGENCY	\$47,060	\$(5,000)	\$(8,940)	\$47,060	\$47,060	

*Partial Year: This position would start somewhere within the fiscal year, not on January 1.

**Full Year: This fiscal year would be the first year in which the position serves full 12 months.

Additional Funds: Contingency

Unforeseen Supplies, Equipment, Utilities

Additional Support Staff

Accounting Assistant

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: FIRST REVIEW: Information Only—No Action

BACKGROUND INFORMATION: This is to provide you with the first draft of the Sycamore Park District’s audit report. Please review carefully and forward any questions or concerns to me as soon as possible. You will notice that some information is still needed to complete the document. Everything should be finalized within the next month. Primarily we are waiting on data from IMRF. Lauterbach and Amen will present the final audit report at the May Board Meeting.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Review and offer feedback.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

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

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

Attached is that report.

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

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



PROJECT	2016	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$16,899					
PC Replacement/Upgrades	\$13,150					December
Vermont Systems	\$53,101		\$23,092	\$30,009		April
Phone System	\$27,000					December
Beverage Cart	\$12,000					May
Range Hood	\$17,000					April
Small Dump Truck with snow plow enclosed trailer	\$45,000					July
blade sharpener	\$8,000		\$8,379		-\$379	completed
Replace south wall at clubhouse	\$8,000		\$9,985		-\$1,985	completed
Golf Carts (10)	\$3,600					April
Golf Bridges	\$30,000		\$28,850		\$1,150	completed
pond fountains	\$120,000					October
mower deck	\$1,968					March
pool basin paint	\$3,532		\$3,532		\$0	completed
Electronic Sign	\$9,000					May
Residence - Basement Drainage Pump	\$65,000					July
Concessions Garage - Siding/Trim/Doors/Roof	\$8,500		\$7,236		\$1,264	completed
	\$12,000					October
	\$453,750	\$0	\$81,074	\$30,009	\$50	

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AWARD BID FOR GOLF COURSE SIGN IMPROVEMENTS: Recommend Approval

BACKGROUND INFORMATION: With an overall effort to improve our image, and communicate more professionally with our citizens/residents/customers—rooted in an emphasis by our Citizens’ Advisory Committee 4 years ago on extending our marketing efforts—we have come a long way. Some of the steps we have taken with HIGH IMPACT are:

- Scaling up the quality and caliber of our brochure and other communication tools—fliers, newsletters, postcards, etc.
- Greatly increasing our Social Media exposure.
- Expanding our presence in the Daily Chronicle.
- Standardizing our “look” on logo, apparel, and other printed displays, ads and signs.
- Beginning to work on our overall “SIGN PROGRAM”.

Now we are ready to take an important step toward “capturing” the huge level of traffic that flows by our gateway park to reach our residents and so many more customers through the use of a non-static messaging system.

We have been working on this sign project for over a year now. With delays due to unclear components of the sign ordinance and pro bono engineering work making this a more drawn out process, we have finally reached the point of authorizing the final bid to complete our Electronic Message Board along State Street. It will replace the existing static sign currently along that same route. An initial cost estimate of \$75,000 has grown due to some of the rules we have had to follow to get us here, but we believe we have a beautiful sign that integrates modern messaging with the traditional image of Sycamore Park.

We will salvage old stone from the original columns at the east entrance to the park that had to come down when the State widened the bridge there, and use our wood engraved signs above and below the electronic message board,

as well as some landscaping adjacent to the sign to make this merge of contemporary and historical.

The last piece of the work to be approved is the footings, pulling the power (boring) under State Route 64 and creating a meter/electrical service for the sign adjacent to its location, and creating the support structure for the stone columns that won't be seen once Weaver completes the stone laying work.

We put this work out to bid in February and received two bidders—Weaver and Elliott & Wood. The low bidder was Elliott & Wood at \$65,000.

FISCAL IMPACT: \$65,000 for this core piece of the project. Work previously approved by the Executive Director includes:

- \$ 9,500 for Weaver Construction to do the Stone Laying
- \$24,822 for Watchfire Signs—the electronic message boards (2) and their installation after Elliot & Woods' work is complete.

STAFF RECOMMENDATION: I recommend the Board approve the low bid from Elliot & Wood for sign construction in the amount of \$65,000.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TREASURER TO TRANSFER FUNDS FOR GOLF COURSE AND POOL NEGATIVE CASH AMOUNTS: Recommend Approval

BACKGROUND INFORMATION:

For the year ended December 31, 2016, the negative cash in the Pool Fund was \$25,111. This amount is being transferred from the Recreation Fund.

Funds were transferred from the Recreation Fund and the Concessions Fund to the Golf Fund in the amount of \$36,000 and \$14,111 respectively. This eliminates the current year negative cash for the Golf Fund.

The Board now needs to finalize these actions by their authorization. These adjustments are already reflected in the draft audit.

FISCAL IMPACT: Reduces funds available in the Recreation and Concessions Fund to conduct other activities in the district. Eliminates the negative cash in the Swimming Pool and Golf Course Funds.

STAFF RECOMMENDATION: Staff recommends that the Board approve the transfer of funds from both the Recreation and Concessions Funds to the golf course and pool budgets to eliminate their deficits.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL of SUPERINTENDENT of RECREATION POSITION: Recommended Approval

BACKGROUND INFORMATION: No matter if the overall staffing plan was approved previous to this at our meeting, I am asking for Board Authorization to create the Superintendent of Recreation position and post it for application.

With the opening of the new center just 10 months +/- away, a growing list of programming and marketing efforts being accomplished by our current two (2) Recreation Supervisors, and my workload on the Recreation Campus project and related impacts of that expansion keeping me very busy, we need to list and fill this position. These are the selfish reasons.

More importantly, time must be taken—it can't happen overnight—to plan for and address the following with current staff, the Board, and the E.D. :

- Setting Rules, Fees, and Final Management Structure to our Fitness Facility.
- Setting Rules, Fees, and Final Management Structure to our Track.
- Setting Rules, Fees, and Final Management Structure to our Splashpad.
- Setting Rules, Fees, and Final Management Structure to our Sled Hill.
- Setting Rules, Fees, and Final Management Structure to our Dog Park.
- Developing job descriptions, hiring, training and preparing for “opening” of all of the above.
- Setting Fee Policy with the Board.
- Plan for, bring on line, and initiate the Keyfob/Swipe Card System for pool and fitness operations.

- Work with the Supt. of Finance to put the money handling and registration systems in sync and train new staff to work within that system.
- Planning and Preparing for our future expanded programming overall.
- Develop a working rapport with existing staff.
- If one of the existing staff is hired to Superintendent they must then fill their position and get that person up to speed.
- Help during the construction process with the Recreation Campus in making final decisions for layout and infrastructure/equipment to service all programs and fitness/track operations.

As outlined in the prior agenda item on staffing, the position would be listed to pay between \$45,000 and \$65,000 with benefits.

FISCAL IMPACT: Assuming the person hired is hired in at the middle of the aforementioned range, the total cost would be \$55,000 for salary plus \$20,268 for all benefits. If the person is hired in June, the remainder of the fiscal year would cost \$43,906. There is \$50,000 allocated in the 2017 ACTION 2020 Fund for this matter.

STAFF RECOMMENDATION: Recommend the formal approval of this position and its recommended pay range of \$45,000 to \$65,000.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**SYCAMORE PARK DISTRICT
JOB DESCRIPTION
RECREATION SUPERINTENDENT**

Job Title: **Recreation Superintendent**

Reports To: **Executive Director**

Prepared By: **Executive Director**

Prepared Date: **February 2017**

Approved By: **BOC**

Approved Date: **March 28, 2017**

Summary

The Recreation Superintendent plans, promotes, organizes and directs an ongoing comprehensive recreation program for youth, teens, adults, senior citizens and the entire community. The superintendent develops short- and long-range plans as part of a comprehensive recreation program strategy, and has oversight of the district's Recreation Campus and Aquatic Facilities. This position has a high degree of independence to supervise and direct the activities of subordinates performing recreation programming and customer service tasks. A strong knowledge and experience with Aquatics and Fitness are a must. This position also coordinates with other departments/divisions, citizen groups and outside agencies in the development of recreational programs and events. The successful Superintendent of Recreation will be a dynamic, outgoing individual who interacts positively, enthusiastically, and pro-actively with residents and customers. They must be comfortable doing presentations, communicating clearly and directly with customers and staff, and be active in the community. High Energy is a must!

Essential Duties and Responsibilities

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates department activities with other departments and agencies as needed.
- Participates in the development and implementation of goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures.
- Plans, organizes, coordinates and directs the planning, development and implementation of recreational, cultural, athletic, special events and youth programs.
- Understands recreational activities applicable to a demographically and culturally diverse community.
- Plans and coordinates multiple projects simultaneously.
- Manages and monitors budgets.

- Evaluates effectiveness of recreation areas, facilities and services.
- Directs the operations of a community center, splashpad, traditional pool, and fitness operations along with other agency recreational facilities as called for.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
- Directs, supervises, evaluates and schedules assigned personnel and supervisory staff.
- Selects, supervises, trains, motivates and evaluates subordinates.
- Participates in the development and administration of the Recreation Department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
- Serves on the Board of Kiswaukee Special Recreation Association (KSRA), and works with the Special Recreation Association to facilitate the integration of persons with disabilities into agency recreational programs.
- Oversees the Recreation Coordinator who develops program brochures, website and various promotional materials for all programs and events as needed.
- Encourages the Recreation Coordinator who manages marketing to assure district wide promotional efforts for all departments and services.
- Performs public relations functions between the agency, community and various civic agencies and groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
- Responds to and resolves citizen inquiries and complaints.

Safety and Risk Management

- Acts quickly and calmly in emergency situations.
- Maintains a working knowledge of all general agency and department-specific safety rules.
- Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Provides material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier** as necessary.
- Provides a department-specific safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- Holds employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Attends safety program and in-service education meetings.

- Makes specific budget allocations for the purchase of safety equipment, safety services and safety training.
- Provides information and resources needed for PDRMA Loss Control Program Review meetings.

Supervisory Responsibilities

Manages subordinate coordinators, supervisors and staff to carry out the overall agency mission direction and implementation of a comprehensive community recreation program. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own

interests; and support everyone's efforts to succeed.

- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in Parks and Recreation or Closely Related Field required. Master's degree preferred in Management/Administration/Business/Marketing or related field. A minimum of five years continuous work experience as a Recreation Programmer is also required. Focused experience in programming/management of one or both of the following will be of advantage to the applicant:

- Aquatics
- Fitness Center

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondences and procedure manuals. Ability to present information effectively and respond to questions from groups of managers, clients, customers and the general public. Spanish Speaking ability is an asset.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software.

Certificates, Licenses, Registrations

Professional Certification (CPRP) by the National Recreation and Park Association.

CPR/AED Certifications

Aquatic Certifications

Fitness Certifications

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: BOARD FINDING on SECURITY and ALARM SYSTEMS—PLUS APPROVAL OF CONTRACT WITH ILLINI SECURITY: Recommended Approval

BACKGROUND INFORMATION: As we prepare to put key projects in the pipeline for the Recreation Campus project that are the responsibility of Sycamore Park District and NOT our construction manager, we need to “secure” our Theft/Alarm/Visual Security System for the Campus Site.

To do that, the Board needs to authorize the agreement with Illini Security.

Attached, you will find a graphic of their plan, and two quotes for the different parts of the system.

Illini Security is our current provider of MONITORING, but they have also done our repairs and upkeep on our Club House, Maintenance Building, Community Center. Their local service has been outstanding. To lose this institutional knowledge and local service, and/or to split this by having our new systems potentially managed by another provider would be disruptive to our safety and security.

THEREFORE, to approve this work by Illini Security you should:

- “FIND” that due to the nature of the service and the particular factual context I have outlined, above, that this work is not adaptable to bidding and therefore the bidding requirement is waived.
- THEN, approve the amount.

FISCAL IMPACT: This cost will be paid from our FF&E budget. A total cost of \$27,900

STAFF RECOMMENDATION: Recommend the Board take TWO (2) separate motions/actions:

- **Motion 1:** That the Sycamore Park District Board of Commissioners FINDS that due to the nature of the service and the particular factual context of the district's security systems, that this work is not adaptable to bidding and therefore the bidding requirement is waived for that application only, and for this one time.
- **Motion 2:** The Board authorizes the Executive Director to enter into the two attached agreements with Illini Security for a total of \$27,900 to service the Recreation Campus, and the funds will come from the project's FF&E budget.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



RESIDENTIAL ■ COMMERCIAL

810 Albert Avenue ■ Sycamore, Illinois 60178-1602 ■ www.alarm-u.com
815/895-2476 ■ Fax 815/895-9154 ■ 800/728-9179 ■ E-mail: illini@alarm-u.com

February 24, 2017

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

815/895-3365
815/739-4276

Re: Sports Complex
435 Airport Road, Sycamore

CCTV System

When considering a CCTV system, it is important to consider having the coverage that you require with good quality cameras. If there is an event that takes place, you surely want to be able to retrieve the needed information. We have installed CCTV in multiple local facilities that have these high quality cameras. We use 3 megapixel color cameras with true day/night vision with appropriate lenses to accomplish the field of vision that you need to capture.

We are quoting IP cameras that can be networked in your facility by your IT person for viewing on your computer monitors. The networking by your IT person will be at your expense. As long as there is high speed internet at the premise and off premise, such as laptop, lpad, Iphone, off premise viewing can be accomplished.

110V A/C outlet to be provided by your electrician at your expense where we require.

GROUND LEVEL

- Camera #1: Near front entrance on outside
- Camera #2: Inside main entryway pointing at door entry
- Camera #3: By reception desk covering stairs and fitness and weight room entry
- Camera #4: Inside fitness and weight room #117
- Camera #5: Outside fitness and weight room pointing in westerly direction
- Camera #6: Outside fitness and weight room pointing in southerly direction
- Camera #7: Outside by door #124B
- Camera #8: Outside classroom #124 pointing in southerly direction
- Camera #9: Outside classroom #124 pointing in easterly direction
- Camera #10: Outside classroom #128 pointing in northerly direction
- Camera #11: Outside garage overhead door #107B pointing in northerly direction

OK
We Mean to Alarm-U

Sycamore Park District

Page 2

February 24, 2017

SECOND FLOOR

- Camera #12: Outside mechanical room #204 pointing in westerly direction
- Camera #13: Top of stairs S1 in the south corner covering stairs and corridor #200
- Camera #14: Outside northeast corner of track pointing north
- Camera #15: Northwest corner covering inside track
- Camera #16: North outside corner pointing north
- Camera #17: North outside corner of track pointing west
- Camera #18: Inside camera by mechanical room #204 covering part of track
- Camera #19: Inside camera by mechanical room #204 covering south part of track
#202

. 32-Channel NVR

. Color monitor – In IP room. Additional monitors can be added at additional cost.

. Mounting hardware

Complete Installation to Own: \$18,950

Included: All wire, wiring, fasteners, conduit, fittings, straps, connectors, devices, mounts, termination and testing.

Terms: 50% initial investment upon signing of Security Service Agreement; 50% balance upon completion of installation.

Warranty: One year. **Not under warranty:** Any damage caused by lightning strikes or power surges, fire, flood or water leaks, vandalism, abuse, misuse, or any act of God.

Installation: To be coordinated. This quotation is based on prevailing wage.

Note: If there are areas that you deem necessary to have better video coverage, additional cameras can be added up to 32 total cameras. It is suggested that during the construction phase you have the electrician on the job bury a 1" ID rigid pipe for future low voltage wiring for access control or additional cameras at the dog park or gate. Also, a pipe for a 110 outlet approximately half-way between the building and the dog park gate for future use.



Gene R. Deisz

Approved and accepted by: _____ Date: _____



RESIDENTIAL ■ COMMERCIAL

810 Albert Avenue ■ Sycamore, Illinois 60178-1602 ■ www.alarm-u.com
815/895-2476 ■ Fax 815/895-9154 ■ 800/728-9179 ■ E-mail: illini@alarm-u.com

February 24, 2017

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

815/895-3365
815/739-4276

Re: Sports Complex
435 Airport Road, Sycamore

Security System

- . Contact all doors
 - .. Double doors (2) – Front #100
 - .. Double doors (2) – Gym to outside-SW
 - .. Double doors (2) – Mechanical storage #119A
 - .. Single door (1) – Corridor #123B
 - .. Single door (1) – Classroom #124B
 - .. Single door (1) – Classroom #127B
 - .. Single door (1) – Corridor #116B
 - .. Double doors (2) – Gym #107E
 - .. Double doors (2) – Gym #107D
 - .. Single door (1) – Gym #107C
 - .. Overhead door (1) – Gym #107B
 - .. Single door (1) – Galley to offices #115A
- . One (1) panic button – At front reception desk #110
- . One (1) master control with backup battery
- . One (1) cellular communicator
- . One (1) LCD keypad
- . Two (2) zone expanders
- . One (1) receiver
- . One (1) ceiling PIR motion detector – Office #112
- . One (1) PIR motion detector – In corridor between doors #116A & B and 123B
- . One (1) internal speaker

Complete Installation to Own: \$8,590

OKed

We Mean to Alarm-U

Sycamore Park District

Page 2

February 24, 2017

Terms: 50% initial investment upon signing of Security Service Agreement; 50% balance upon completion of installation.

Warranty: One year. **Not under warranty:** Any damage caused by lightning strikes or power surges, fire, flood or water leaks, vandalism, abuse, misuse, or any act of God.

Installation: To be coordinated. This quotation is based on prevailing wage.

Monitoring: 24-Hour U/L central station monitoring with supervised daily test payable quarterly in advance @ \$195.

Annual inspect and testing of system: \$350 plus any parts needed to maintain system and labor to install, if any.

Suggested option: Suggest signage be put on doors indicating alarm will sound and dispatch take place after hours. This would be responsibility and expense of park district.



Gene R. Deisz

Approved and accepted by: _____ Date: _____

PLAN GENERAL NOTES

- A. SEE A2.1 FOR PARTITION TYPES. ALL INTERIOR PARTITIONS ARE TYPE 1 UNLESS OTHERWISE NOTED OR SHOWN.
- B. ALL DIMENSIONS ARE TO FACE OF STUD, CMU AND/OR CONCRETE UNLESS NOTED OTHERWISE.
- C. ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESURE TREATED.
- D. USE GYP BOARD TYPE "MR" AT ALL WET LOCATIONS. STOP BOARD AT "N" ABOVE FLOOR LINE.
- E. SEE LIFE SAFETY PLANS FOR LOCATION OF RATED PARTITIONS AND SEPARATION INFORMATION.
- F. INSTALL ALL DOORS WITH MINIMUM 18 INCHES CLEAR FROM INSIDE FACE OF LATCH SIDE OF JAMB TO FINISH FACE OF WALL ON PULL SIDE OF DOOR, AND MINIMUM 12 ON OPPOSITE SIDE.
- G. IT IS THE RESPONSIBILITY OF EACH CONTRACTOR TO PROVIDE COMPLETE WORKING SYSTEMS FOR ALL NEW ELEMENTS.
- H. ALL CONTRACTORS SHALL PROVIDE NEW, UNMATERIALIZED UNLESS OTHERWISE SPECIFIED.
- I. STORE MATERIALS IN SUCH A MANNER AS NOT TO OVERSTRESS, OVERLOAD, OR OTHERWISE PUT AN UNSAFE LOAD ON ANY STRUCTURE DURING CONSTRUCTION.
- J. INSTALL ALL WORK IN ACCORDANCE WITH CURRENT APPLICABLE CODES, PUBLISHED STANDARDS, AND ACCEPTABLE CONSTRUCTION STANDARDS.
- K. ALL NEW WORK SHALL BE PLUMB AND LEVEL UNLESS OTHERWISE NOTED.
- L. ALL FIRE RESISTANT CONSTRUCTION SHALL EXTEND TO STRUCTURE ABOVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXTENDING PARTITIONS AROUND EQUIPMENT CABINETS AND OTHER ITEMS WHICH PENETRATE THESE PARTITIONS, AND SHALL BE RESPONSIBLE FOR FINISHING ALL WOOD IN PARTITIONS ABOVE CEILING, IN ORDER TO MAINTAIN DESIGNATED FIRE RESISTANCE.
- M. DISSIPILAR FLOOR MATERIALS SHALL MEET UNDER CENTER OF DOOR LEAF.
- N. EACH CONTRACTOR SHALL COORDINATE THEIR WORK WITH ALL OTHER TRADES.
- O. DO NOT SCALE DRAWINGS TO DETERMINE DIMENSIONS. IF A REQUIRED DIMENSION IS NOT INDICATED, CONTACT THE ARCHITECT FOR DETERMINATION.
- P. DETAILS ARE GENERALLY TYPICAL AND ARE NOT TO BE CONSIDERED AS LIMITED TO THOSE AREAS SPECIFICALLY INDICATED. REVIEW ANY QUESTIONS OR CONFLICTING INFORMATION WITH THE ARCHITECT PRIOR TO INSTALLATION.
- Q. THE CONTRACTOR SHALL NOT CUT STRUCTURAL MEMBERS ELEMENTS IN A MANNER RESULTING IN A REDUCTION OF LOAD CAPACITY OR LOAD/DEFLECTION RATIO.
- R. REFER TO STRUCTURAL DRAWINGS FOR FRAMING INFORMATION AND FRAMING DIMENSIONS.
- S. HINGE SIDE OF DOOR JAMBS TO BE LOCATED 4" FROM NEAREST WALL INTERSECTION UNLESS OTHERWISE NOTED.
- T. ALL APPLIANCES ARE TO BE PROVIDED AND INSTALLED BY GENERAL CONTRACTOR, UNLESS OTHERWISE NOTED OR SHOWN. VERIFY ALL APPLIANCE DIMENSIONS PRIOR TO FINAL MILLWORK CONSTRUCTION.
- U. FURNITURE IS SHOWN FOR REFERENCE ONLY AND IS NOT IN CONTRACT.
- V. EXISTING CONDITION INFORMATION SHOWN WITHIN THE PROJECT AREA IS BASED ON FIELD OBSERVATION AND EXISTING DRAWINGS DOCUMENTATION. ALL EXISTING CONDITION INFORMATION SHOWN OUTSIDE THE PROJECT AREA IS PROVIDED FOR REFERENCE ONLY AND HAS NOT BEEN FIELD VERIFIED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING ANY NEW WORK AND SHALL BRING AND DISCREPANCIES TO THE ATTENTION OF THE ARCHITECT/ENGINEER PRIOR TO DEMOLITION AND CONSTRUCTION.
- X. PROVIDE TEMPORARY BRACING OF EQUIPMENT, MATERIALS OR OTHER DEVICES AS REQUIRED DURING AND AFTER DEMOLITION UNTIL NEW CONSTRUCTION IS COMPLETE.

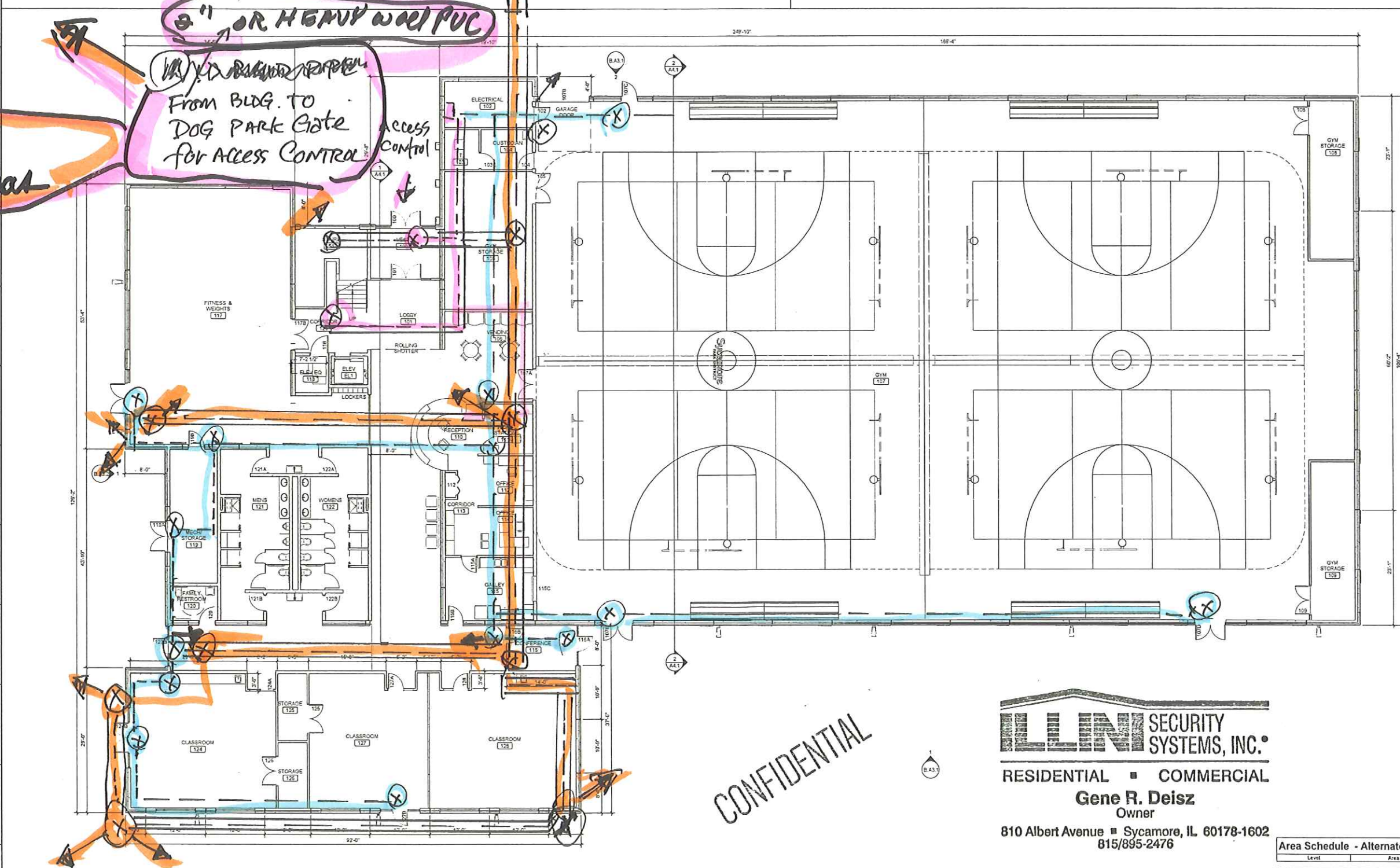
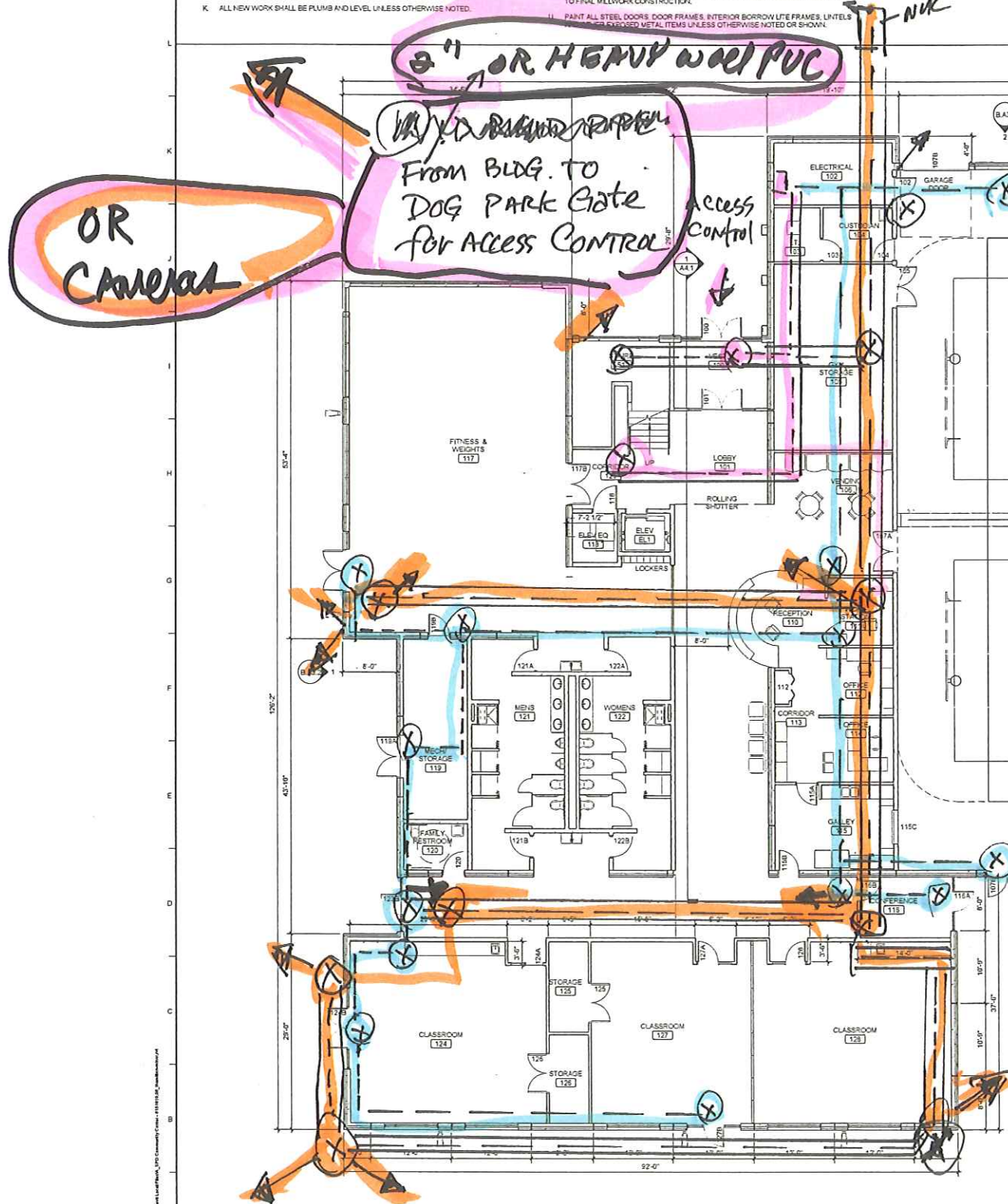
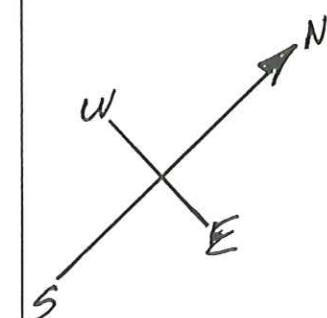
PLAN KEYNOTES (BY DIVISION)

- Security System — 3/4" ID EMT — SS MASTER
- Access Control — 3/4" ID EMT — AC Master
- CCTV — CASE — NVR
- ⊗ = Box 1960

Farnsworth GROUP
 7707 N. KNOWLIE AVENUE, SUITE 100
 FORT LAUDERDALE, FLORIDA 33314
 (954) 687-9889 / info@f-w.com

www.f-w.com
 Engineers | Architects | Surveyors | Scientists

DATE DESCRIPTION



CONFIDENTIAL

LS SECURITY SYSTEMS, INC.
 RESIDENTIAL ■ COMMERCIAL
Gene R. Deisz
 Owner
 810 Albert Avenue ■ Sycamore, IL 60178-1602
 815/895-2476

Area Schedule - Alternate (GSF)

Level	Area
FIRST FLOOR	28,340 SF
SECOND FLOOR	9,355 SF

DESIGN DEVELOPMENT
 NOT FOR CONSTRUCTION



PROJECT:
 Sycamore Park District
Community Center

AIRPORT ROAD
 SYCAMORE, IL

DATE: 11/15/16
 DESIGN/DRAWN: ESA/THM
 REVIEWED: DRD

FIRST FLOOR -
 ALTERNATE

B.A1.1

PROJECT NO.: 0151010.1

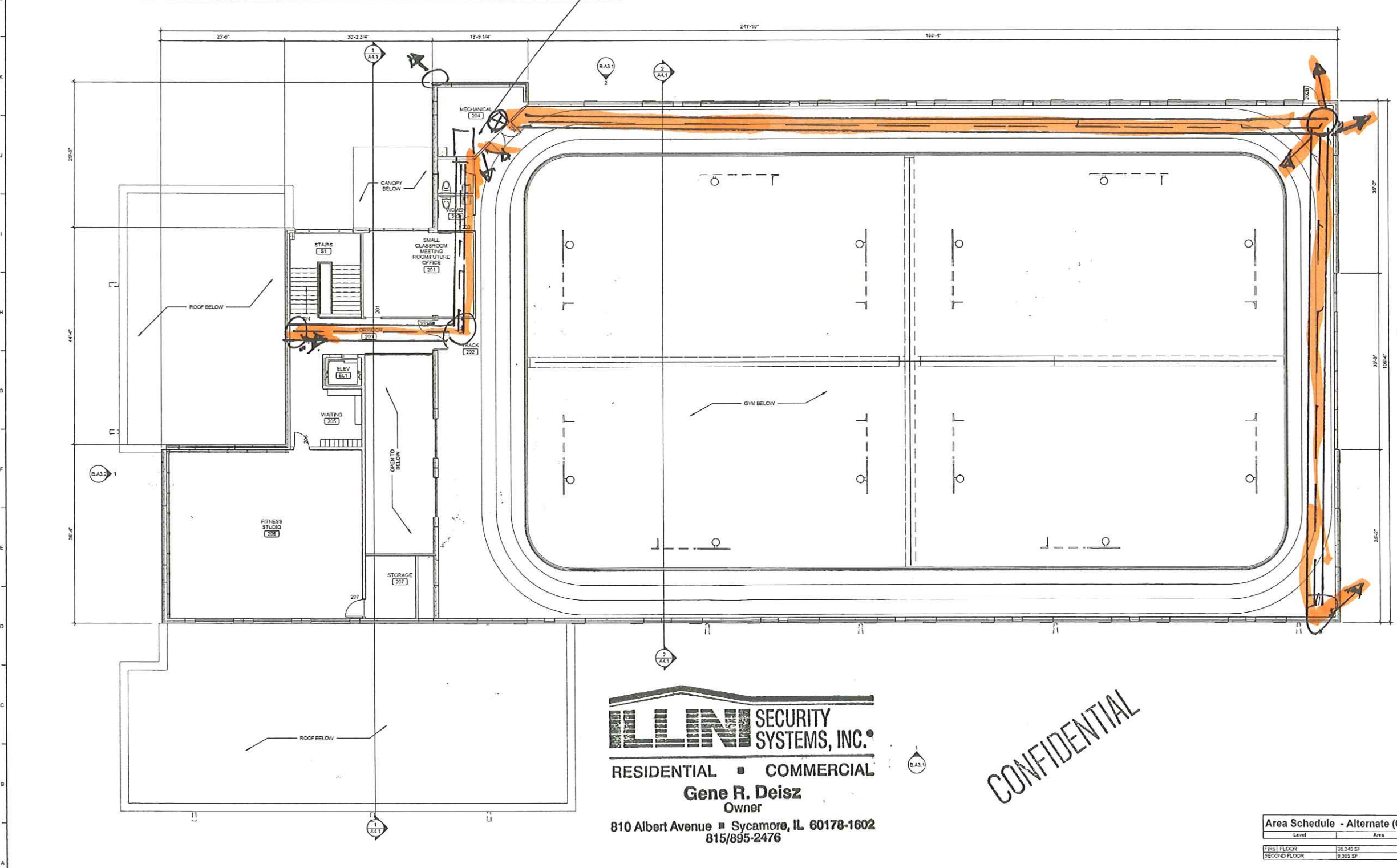
First Floor Plan
 Scale: 1/8" = 1'-0"

PLAN GENERAL NOTES

- A. SEE A7.1 FOR PARTITION TYPES. ALL INTERIOR PARTITIONS ARE TYPE 1 UNLESS OTHERWISE NOTED OR SHOWN.
- B. ALL DIMENSIONS ARE TO FACE OF STUD, CMU AND/OR CONCRETE UNLESS NOTED OTHERWISE.
- C. ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED.
- D. USE GYP BOARD TYPE "MRY" AT ALL WET LOCATIONS. STOP BOARD AT 1/2" ABOVE FLOOR LINE.
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- F. INSTALL ALL DOORS WITH MINIMUM 18 INCHES CLEAR FROM INSIDE FACE OF LATCH SIDE OF JAMB TO FINISH FACE OF WALL ON PULL SIDE OF DOOR, AND MINIMUM 12" ON OPPOSITE SIDE.
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- H. ALL CONTRACTORS SHALL PROVIDE NEW, UN-DAMAGED MATERIALS UNLESS OTHERWISE SPECIFIED.
- I. STORE MATERIALS IN SUCH A MANNER AS NOT TO OVERSTRESS, OVERLOAD, OR OTHERWISE PUT AN UNSAFE LOAD ON ANY STRUCTURE DURING CONSTRUCTION.
- J. INSTALL ALL WORK IN ACCORDANCE WITH CURRENT APPLICABLE CODES, PUBLISHED STANDARDS, AND ACCEPTABLE CONSTRUCTION STANDARDS.
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- O. DO NOT SCALE DRAWINGS TO DETERMINE DIMENSIONS. IF A REQUIRED DIMENSION IS NOT INDICATED, CONTACT THE ARCHITECT FOR DETERMINATION.
- P. DETAILS ARE GENERALLY TYPICAL AND ARE NOT TO BE CONSIDERED AS LIMITED TO THOSE AREAS SPECIFICALLY INDICATED. REVIEW ANY QUESTIONS OR CONFLICTING INFORMATION WITH THE ARCHITECT PRIOR TO INSTALLATION.
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- R. REFER TO STRUCTURAL DRAWINGS FOR FRAMING INFORMATION AND FRAMING DIMENSIONS.
- S. HINGE SIDE OF DOOR JAMBS TO BE LOCATED 4" FROM NEAREST WALL INTERSECTION UNLESS OTHERWISE NOTED.
- T. ALL APPLIANCES ARE TO BE PROVIDED AND INSTALLED BY GENERAL CONTRACTOR, UNLESS OTHERWISE NOTED OR SHOWN. VERIFY ALL APPLIANCE DIMENSIONS PRIOR TO FINAL MILLWORK CONSTRUCTION.
- U. PAINT ALL STEEL DOORS, DOOR FRAMES, INTERIOR BORROW LITE FRAMES, LINTELS AND OTHER EXPOSED METAL ITEMS UNLESS OTHERWISE NOTED OR SHOWN.
- V. FURNITURE IS SHOWN FOR REFERENCE ONLY AND IS NOT IN CONTRACT.
- W. EXISTING CONDITION INFORMATION SHOWN WITHIN THE PROJECT AREA IS BASED ON FIELD OBSERVATION AND EXISTING DRAWING DOCUMENTATION. ALL EXISTING CONDITION INFORMATION SHOWN OUTSIDE THE PROJECT AREA IS PROVIDED FOR REFERENCE ONLY AND HAS NOT BEEN FIELD VERIFIED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING ANY NEW WORK AND SHALL BRING ANY DISCREPANCIES TO THE ATTENTION OF THE ARCHITECT/ENGINEER PRIOR TO DEMOLITION AND CONSTRUCTION.
- X. PROVIDE TEMPORARY BRACING OF EQUIPMENT, MATERIALS OR OTHER DEVICES AS REQUIRED DURING AND AFTER DEMOLITION UNTIL NEW CONSTRUCTION IS COMPLETE.

PLAN KEYNOTES (BY DIVISION)

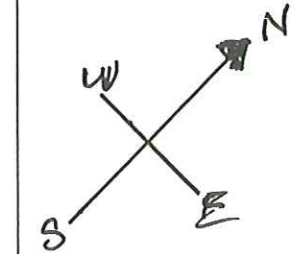
Splice Box CCTV



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DATE: _____ DESCRIPTION: _____



DESIGN DEVELOPMENT
 NOT FOR CONSTRUCTION



PROJECT: Sycamore Park District
 Community Center

AIRPORT ROAD
 SYCAMORE, IL

DATE: 11/15/16
 DESIGN/DRAWN: ES/ATHM
 REVIEWED: ORD

SHEET TITLE:
SECOND FLOOR - ALTERNATE

Area Schedule - Alternate (GSF)

Level	Area
FIRST FLOOR	28,340 SF
SECOND FLOOR	8,355 SF

B.A1.2

PROJECT NO.: 0151010.01

LLN SECURITY SYSTEMS, INC.
 RESIDENTIAL ■ COMMERCIAL
 Gene R. Deisz
 Owner
 810 Albert Avenue ■ Sycamore, IL 60178-1602
 815/895-2476

CONFIDENTIAL

Second Floor Plan
 Scale: 1/8" = 1'-0"

Area Schedule - Alternate (GSF)

Level	Area
FIRST FLOOR	28,340 SF
SECOND FLOOR	8,355 SF



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PROFESSIONAL SERVICES: Recommended Approval

BACKGROUND INFORMATION: As we begin to “move forward” with our Recreation Campus Project we now need to have Landscape work on the Recreation Campus that requires planning, coordination with ENCAP who is donating the Dog Park Landscaping, and coordination with Ringland-Johnson, as well as bidding and supervision. The landscape work IS NOT a part of Ringland-Johnson or Farmsworth Group’s scope of work, and our budget for landscaping is a stand-alone budget for that work. Therefore, we really need someone to do that work, and current staff are way too busy to carry that out successfully.

Attached, you will find a recommended work agreement with Terri Gible to manage that work, AND to babysit the documentation process for land acquisition and easements on the next segment of the IDOT trail grant work, as well. For the IDOT Work, she will need to manage some items over the current year, AND before we submit our construction grant we need to do 2 things COMPLETELY:

- A. Nail down all the land matters.
- B. Finish Phase I Engineering across that land.

This agreement focuses Terri Gible’s work on those matters related to “A”, working with you myself and ERA to communicate/coordinate with IDOT on finishing these acquisitions in a timely and appropriate fashion.

The Board can see the proposal, attached, for details.

We have money in the budget for ACTION 2020 for Professional Services for these type of projects that are SPD’s responsibility.

FISCAL IMPACT: The total of the two requested Professional Services would be about \$13,650.


STAFF RECOMMENDATION: Recommend the formal approval of this Agreement for Professional Services.

PREPARED BY: Ted Strack, President of the Board

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Approved 

SYCAMORE PARK DISTRICT

CONTRACT WORK PROPOSAL

For

Terri S. Gibble

IDOT Trail Work Preparation for Forest Preserve to Old Mill Park

Recreation Campus: Landscape Planning, Contracting, Supervision and
Coordination for the

SUBSTANTIAL COMPLETION

December 2017

SYCAMORE PARK DISTRICT

I. BACKGROUND AND SCOPE OF SERVICES

Base Work Agreement

IDOT

To begin framing a successful grant application for our next phase of Trail Work—from the new Forest Preserve to Old Mill Park—several key factors must be nailed down to avoid complications that will weaken the grant, itself:

- Land acquisition—working with Commissioner Strack and Engineering Resource Associates.
- Land easements—working with Commissioner Strack and Engineering Resource Associates.
- Finalizing route maps and displays of the land sites for easements and acquisitions.
- Coordinating documentation with IDOT to meet their requirements for land acquisition.
- Coordination with DeKalb County Forest Preserve District Executive Director on documentation of support for IDOT and from the Forest Preserve District Board.

This work will require:

- Map making
- Presentations
- Report filing with IDOT, SPD and DKFPD
- Communication with City, Forest Preserve District, School District, Property Owners, Engineers, IDOT, and DeKalb County.
- Records collection for preparation to write Grant Application in 2018.

Recreation Campus

Landscape work on the Recreation Campus will require planning, coordination with ENCAP and Ringland-Johnson, bidding and supervision. The landscape work IS NOT a part of Ringland-Johnson or Farmsworth Group's scope of work, and our budget is a stand-alone budget for that work.

Specifically, this contract work proposal will require:

- Review and modification of the existing land scape plan for the entire Recreation Campus except the Dog Park.

- Coordinate with ENCAP, and approve their design for the Dog Park on behalf of the Sycamore Park District.
- Coordinate with Ringland-Johnson on their seeding work for the entire site, including:
 - Sled Hill
 - Dog Park
 - Detention areas
 - And Non-developed areas of the site.
- Creating bid specifications for all SPD landscaping on the campus.
- Put the project out to bid.
- Award bid on behalf of SPD with Board approval.
- Supervise the successful contractor(s).
- Coordinate contractor(s) with Ringland-Johnson to avoid conflicts
- See to completion of the SPD landscape work.

II. SCHEDULE

- March 2017: Begin Work.
- Completion: December 31, 2017

III. WORK EXPECTATIONS and DETAILS

A. Day-to-Day:

For day-to-day functions regarding background information, access to documents and files, response to functional questions, supply of working materials, equipment, and records, you should report to Jeff Donahoe and Jackie Hienbuecher. They can help with access to much of the background material.

B. Progress:

You should keep your immediate Supervisor, Ted Strack, apprised on a monthly basis of your progress.

C. Compensation:

Base Work-

For this work you will be paid \$650 a pay period beginning with the second full pay period in March 2017 through all of December 2017.

All copying and documentation fees necessary to complete this work will be defrayed by the Sycamore Park District, and your workplace will be in the Parks Maintenance Building at 435 Airport Road in Sycamore.

Additionally, the professional fees for A/E services related to this project will be handled by the normal process used by the Sycamore Park District, and there shall be no legal obligation between you and those other professional services. They will work under your direction and you will be protected by the Sycamore Park District for purposes of employment and liability. This is a contractual, non-IMRF Eligible arrangement.

Any time for meetings with engineers, presentations to public groups, or meetings with IDOT will be reimbursed at time and materials, with time billed at \$24/hour, and 35 cents per mile.

The Sycamore Park District, and Terri S. Gible agree to the terms as outlined in this Proposal.

Terri S. Gible

**Ted Strack, President Board of
Commissioners**

Date

Date