



Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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Sycamore Park District

Regular Board Meeting

September 26, 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: August 22, 2017**

APPROVAL OF MONTHLY CLAIMS:

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

24. **Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

33. **Superintendent of Finance Monthly Report**

37. **Budget Report**

54. **Superintendent of Recreation Monthly Report**

60. **Superintendent of Golf Operations Monthly Report**

63. **Superintendent of Parks and Facilities Monthly Report**

70. **Executive Director Monthly Report**

“Sycamore Park District - we put the **MORE** in Sycamore”

“Sycamore Park District is an equal opportunity provider and employer”

CORRESPONDENCE-

- 73. Sycamore Library Staff
- 74. SPD and KSRA – Little Tumblers Program
- 76. Sycamore Chamber – Pumpkin Race

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Steve

OLD BUSINESS:

- 77. Quarterly Capital Funds Update—Jackie
- 79. Final Approval: Pt. Time Personnel Manual Review/Revisions—Dan
- 82. Resolution 03-2017: A RESOLUTION OF SUPPORT FOR THE SETTLEMENT NEGOTIATED BY THE DEKALB COUNTY STATE’S ATTORNEY AND SYCAMORE COMMUNITY UNIT SCHOOL DISTRICT #427 CONCERNING PROPERTY TAXES AND VARIOUS PARCELS OF REAL ESTATE OWNED BY AMERICAN NATIONAL BANK TRUST 2566
 - Update on Annexation Error—Dan
 - Construction Management Report – Ken
 - Begin Discussion with Board on Naming: Dan and Sarah
 - a. Recreation Campus
 - b. Community Center
 - c. Splashpad
 - Setting Date for October Study Session—Dan
 - Approval of Naming Community Center, Sprayground, Campus
 - Introduction of Branding Fitness Center, other
 - Pool Survey and Planning for Future of Pool
 - Beginning the Long-Range Planning Process for 2025
- 93. Recommendation for Disposal of Records—Jeanette

NEW BUSINESS:

- 126. Proposal to Pay Down IMRF—Jackie
- 129. Technology Recommendation—Jackie
- 175. Resolution Authorizing Use of NJPA--Jackie
- 182. Recommendation on Plowing/Park Closure—Dan
- 185. Approval of Updated Job Descriptions for Full-Time/IMRF Eligible Positions to Address Ergonomics Policy—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 22, 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 6:00 p.m. on Tuesday, July 18, 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 Kroeger, Schulz Tucker and Commissioner Strack. Commissioner Graves arrived at 6:19 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: **None – Commissioner Graves arrived at 6:19 pm.**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Meg Jourden-Messerich, Kirk Lundbeck, and Sarah Rex.

Guests at the Board meeting were:

Ken-Ringland Johnson Construction

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 4-0. Commissioner Graves was absent at this time.

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the July 18, 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 4-0. Commissioner Graves was absent at this time.

Motion

Commissioner Tucker moved to approve the June 27, 2017 and July 18, 2017 Executive Session Meeting Minutes and to remain confidential. Commissioner Schulz seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$736,319.34.
 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 at this time.

Correspondence –

- Sycamore Public Library
- Bethel Assembly

Public Input –

Director Gibble noted that he is considering sending a letter to our current list of donors to our Leaf A Legacy. The letter would ask them to ask someone they know to donate. He wanted to get the Board's ok on this before proceeding.

Positive Feedback –

- Commissioner Tucker noted her golf league wanted her to publicly thank Kirk. He has been a great help this year and gracious about their league doing mini shot guns.
- Commissioner Schulz noted she has a customer in his 60's that lives in Georgia and has a condo here. He told her our brochure was one of the best brochures he has ever seen and they travel the United States.

Monthly Report – Supt. of Recreation Meg Jourden-Messerich and Program Supervisor Sarah Rex –

Meg noted staff is starting to review membership package options and potential service fees for the amenities at the community center. In 2016 our intern pulled competitive pricing with our competitors in Sycamore. They are using this to develop their recommendations for fitness center only, fitness center and track, and other frontline options.

Sarah noted she is going to talk about how we are starting to mold the way we are going to share our information. She, Meg and Lisa are currently working on a possible name and brand and an image for the community center. She handed out information that they have compiled. They plan on having the final product at the September board meeting.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday August 22, 2017
P 3

Old Business

Renew IGA with DeKalb Park District- Resolution 02-2017 -

Motion

Commissioner Schulz moved to approve Resolution 02-2017. 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.

Resolution 03-2017 – Support for Development by Brian Grainger - Director Gibble noted this is a conversation about this information and an agreement where we stand on this. President Strack noted he understands the settlement agreement that Brain Grainger theoretically has with the School District gets them payment and all other taxing bodies involved get zero dollars on the disputed taxes. The County is hesitant to sign because they do not want to speak for the other taxing bodies. Director Gibble noted he has received a letter from the school. A mediation has been scheduled for 8-29 and our counsel will be there. He will be present along with the other taxing bodies. Director Gibble noted rather than a resolution he is hearing a consensus on the Board to move forward.

Update on Letter of Intent for Fitness- Director Gibble noted we are close on finalizing Letter of Intent with North Western. Supt. of Recreation Jourden-Messerich noted she and Mike Kolcota and her have met twice to go over the Letter of Intent. We are both on the same page w/modifications. Director Gibble noted the intent is to have the Letter of Intent by the September meeting.

Update on Golf Course Bridge Bidding Process – Director Gibble handed out a map of all the bridges that we had an assessment of their conditions. They then ranked them on how quickly they should be done. This will be going out to bid in the next 30 days.

Construction Management Report – Ken with Ringland Johnson gave a report on the status of the construction.

Setting Date for September Study Session – The date will be Wednesday 9-20 at 6:30 pm.

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 Sycamore Park District
 Tuesday August 22, 2017
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New Business

Sign concept for Airport Road/Old State Road Site – Director Gible noted the demo has started. Terry Hannon will be doing the landscaping. The sign will reflect cooperative effort between everyone. Program Supervisor Rex noted the City already has their welcome sign up.

First Review: Changes to Part-Time Personnel Manual – Director Gible noted this is the first review and asked for any changes or suggestions be emailed to him. He plans on bringing the recommendation to the September meeting.

Professional Services Agreement: Golf Course Irrigation - Supt. of Parks Donahoe noted there are some pretty complicated steps to get this done. So we want to hire a professional group to guide us through this process and they will also oversee the installation.

Motion

Commissioner Schulz moved to approve EC Design Group, LTD as Irrigation Consultant for \$39,350.00. 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.

Policy on Fees – Supt. of Finance Jourden-Messerich noted one of her first things that was addressed was looking at the current fee policies for the programs. Research was done with other districts and their fee policies.

Motion

Commissioner Tucker moved to approve the Recreation Program Fee Policy addressing user fees, non-resident differential, refund and transfer, administrative fee, and waitlist policy. 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.

Professional Services: Phase I Engineering-Old Mill park to Forest Preserve -

Motion

Commissioner Schulz moved to approve entering into this agreement with ERA in a fee-not-to-exceed amount of \$146,518.92. Commissioner Tucker seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
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Professional Services: Grant Writing and Coordination Old Mill to Forest Preserve -

Motion

Commissioner Schulz moved to approve this Agreement for Professional Services.
Commissioner Tucker seconded the Motion.

Roll Call

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

Public Input - None

Motion

The Board adjourned the Regular Session at 7:41 p.m. on a motion made by
Commissioner Tucker. The motion was seconded by Commissioner Schulz.

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

DATE: 09/20/2017
TIME: 10:30:55
ID: AP450000.WOW
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SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

Interim

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AADS MKT	AADS MARKETING & PRINTING								
	12144	01 FALL GOLF BARNABY COUPON	1012000046208	08/23/17	00002277	58259	09/07/17	275.00	275.00
								275.00	275.00
								VENDOR TOTAL:	275.00
ACUSHNET	ACUSHNET COMPANY								
	904650926	01 WINTERSOF GLOVES INV 904650926	501000001301	08/23/17	00002041	58260	09/07/17	479.26	149.09
		02 DISC/SHIP INV 904650926	501000001301		00002041				144.00
									5.09
								479.26	
								VENDOR TOTAL:	479.26
AIRGAS	AIRGAS USA LLC								
	9066148693	01 WELDING WIRE	101500066401	08/02/17	00000000	58261	09/07/17	232.29	47.29
									47.29
								232.29	
								VENDOR TOTAL:	479.26
	9066293969	01 WELDING TANKS GAS	101500066401	08/07/17	00000000	58261	09/07/17	232.29	22.62
									22.62
								232.29	
								VENDOR TOTAL:	232.29
	9946410021	01 WELDING TANK RENTAL	101500066401	07/31/17	00000000	58261	09/07/17	232.29	25.48
									25.48
								232.29	
								VENDOR TOTAL:	136.90
	9946949742	01 RENEW CYLINDER LEASE	101500066401	08/01/17	00000000	58261	09/07/17	232.29	136.90
									136.90
								232.29	
								VENDOR TOTAL:	232.29
ALLST	ALL STAR PRO GOLF								
	262049	01 PENCILS	504000076500	08/24/17	00000000	58262	09/07/17	295.43	295.43
									295.43
								295.43	
								VENDOR TOTAL:	295.43
ARTHUR	ARTHUR CLESEN, INC.								
	327598	01 GREEN FUNGICIDE, INSECTICIDE	504100076507	08/17/17	00002260	58263	09/07/17	2,872.40	789.40
									789.40
								2,872.40	
								VENDOR TOTAL:	2,883.00
	327622			08/18/17		58263	09/07/17	2,872.40	2,083.00

FROM 08/23/2017 TO 09/20/2017

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

327622 01 FAIRWAY, GREEN FUNGICIDE 504100076507 08/18/17 00002259 58263 09/07/17 2,872.40 2,083.00
 2,083.00

VENDOR TOTAL: 2,872.40

AT&T2 A T & T

0301118609001-080617 01 ADMIN 101000096700 08/06/17 00000000 58320 09/18/17 182.20 79.91
 02 ADMIN 201000096700 00000000 00000000 17.11
 03 ADMIN-FAX 101000096700 00000000 00000000 17.11
 04 ADMIN-FAX 201000096700 00000000 00000000 0.61
 05 PRO SHOP 504000096700 00000000 00000000 0.61
 06 MAINT BLDG 101500096700 00000000 00000000 2.38
 42.09

VENDOR TOTAL: 182.20

0301118609001-090617 01 ADMINISTRATION 101000096700 09/06/17 00000000 58320 09/18/17 182.20 102.29
 02 ADMINISTRATION 201000096700 00000000 00000000 15.73
 03 ADMIN - FAX 101000096700 00000000 00000000 15.74
 04 ADMIN - FAX 201000096700 00000000 00000000 1.01
 05 PRO SHOP 504000096700 00000000 00000000 1.01
 06 MAINT BLDG 101500096700 00000000 00000000 1.43
 07 CLUBHOUSE 303000096700 00000000 00000000 67.02
 0.35

VENDOR TOTAL: 182.20

BANN BANNER UP SIGNS

65084 01 DECALS FOR NEW DUMP TRUCK 101500066402 08/29/17 00002266 58264 09/07/17 399.00 110.00
 110.00
 65134 01 FIREWORKS BANNERS 101200046214 09/05/17 00002275 58264 09/07/17 399.00 289.00
 289.00

VENDOR TOTAL: 399.00

BATTERIE BATTERIES PLUS

297-274996 01 LIGHT BULB RECYCLE 202100076526 08/25/17 00002273 58265 09/07/17 124.64 124.64
 124.64

VENDOR TOTAL: 124.64

BURKE BURKE'S HAULING INC

4353 01 PARK TOP SOIL 101500076508 07/31/17 00000000 58266 09/07/17 30.00 30.00
 30.00

VENDOR TOTAL: 30.00

DATE: 09/20/2017
 TIME: 10:30:55
 ID: AP450000.WOW
 1

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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CINTA3	CINTAS FIRE PROTECTION								
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0F94015202	01	MUSEUM-REPAIR SPRINKLER SYS	202500056300	07/31/17	00000000	58269	09/07/17	950.00	735.00
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0F94016102	01	MUSEUM QUARTERLY SPRINKLE	202500056300	08/16/17	00002274	58269	09/07/17	950.00	215.00
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0F94016816	01	MUSEUM=ALARM REPAIR	202500056300	08/22/17	00000000	58311	09/15/17	356.00	356.00
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CITY	CITY OF SYCAMORE							VENDOR TOTAL:	1,306.00
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2018-FD-11	01	FIRE DEPT FEE-9-9-17	206095166216	09/11/17	00000000	58312	09/15/17	193.86	193.86
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CITY2	CITY OF SYCAMORE							VENDOR TOTAL:	193.86
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1271000000-0817	01	WATER - SEWER - MAINT	101500096704	08/31/17	00000000	58321	09/18/17	161.44	161.44
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COMCA	COMCAST							VENDOR TOTAL:	161.44
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081917	01	INTERNET	101000096706	08/19/17	00000000	58322	09/18/17	337.35	337.35
	02	INTERNET	201000096706		00000000			119.92	119.92
	03	CABLE	303000096705		00000000			48.75	48.75
	04	CABLE	504000096705		00000000			48.76	48.76

COMMO	COMMONWEALTH EDISON							VENDOR TOTAL:	337.35
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090717	01	FOUNDERS PARK	101500096702	09/07/17	00000000	58323	09/18/17	353.05	353.05
	02	BOYNTON PARK	101500096702		00000000			23.82	23.82
	03	KIWANIS PARK	101500096702		00000000			16.15	16.15
	04	EMIL CASSIER PARK	101500096702		00000000			82.05	82.05
	05	SYCAMORE LAKE	101500096702		00000000			21.62	21.62
	06	GOOD TYMES SHELTER	101500096702		00000000			28.36	28.36
	07	WETZEL PARK	101500096702		00000000			39.36	39.36
	08	AIRPORT ROAD PROPERTY	101500096702		00000000			21.30	21.30
								120.39	120.39

VENDOR TOTAL: 353.05

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT		
70010	01	MUSEUM-HVAC SERV & MAINT	202500056300	08/08/17	00000000	58272	09/07/17	1,025.29	1,025.29		
VENDOR TOTAL: 1,025.29											
DEKCTYBR	DEKALB COUNTY BROADCASTERS	17070782	01	JULY RADIO ADS	101200046209	08/28/17	00002263	58273	09/07/17	258.00	258.00
VENDOR TOTAL: 258.00											
DISCOVER	DISCOVER YOUR HOMETOWN	17630	01	FALL GOLF AD	101200046208	08/22/17	00002276	58274	09/07/17	170.00	170.00
VENDOR TOTAL: 170.00											
DOTY	DOTY & SON CONCRETE PRODUCTS	63787	01	CUSTOM BAG RACK 1ST TEE	504000076500	07/10/17	00000000	58275	09/07/17	1,007.00	800.00
VENDOR TOTAL: 1,007.00											
63900	01	SIGN POST CONCRETE BASE	101500066405	08/11/17	00000000	58275	09/07/17	1,007.00	207.00		
VENDOR TOTAL: 207.00											
ELLIOTT	ELLIOTT & WOOD INC	13324	01	GOLF COURSE SIGN	701000207008	06/27/17	00000000	58303	09/11/17	57,130.00	57,130.00
VENDOR TOTAL: 57,130.00											
EUCL	EUCLID BEVERAGE LFD.	W-332-2201	01	MILLER LITE	303000086634	08/31/17	00002278	58304	09/11/17	450.00	450.00
VENDOR TOTAL: 450.00											
		02	COORS LIGHT	303000086634	00002278				223.50		
		03	delivery charge	303000086634	00002278				3.00		
VENDOR TOTAL: 226.50											
FAIR	FAIRWAY CLUB MENS LEAGUE	MENS PAYOUT 2017	01	PAYOUT MONEY MEN'S LEAGUE 2017	504000046219	09/18/17	00000000	58324	09/18/17	2,930.00	2,930.00
VENDOR TOTAL: 2,930.00											
VENDOR TOTAL: 2,930.00											

FROM 08/23/2017 TO 09/20/2017

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

FAST EASTERN COMPANY
 ILCOR98175
 01 DRILL BITS 101500076512 08/15/17 00002228 58276 09/07/17 28.72 28.72

FENCE FENCE SALES OF SYCAMORE INC
 5307
 01 POOL FENCE POST REPAIRS 518100066410 08/11/17 00002257 58277 09/07/17 345.00 345.00

FRONTIER FRONTIER
 090717
 01 MAINT BLDG 101500096700 09/07/17 00000000 58325 09/18/17 902.42 902.42
 02 MAINT BLDG 504100096700 00000000 74.97
 03 POOL 518000096700 00000000 74.98
 04 ADMIN 101000096700 00000000 51.11
 05 ADMIN 201000096700 00000000 307.05
 06 PRO SHOP 504000096700 00000000 307.04
 87.27

GAME GAME TIME VENDOR TOTAL: 902.42

PJI-0066424
 01 SLIDE-TOP FOR PLAY STRUCTURE 101500066407 08/07/17 00000000 58278 09/07/17 1,700.94 1,700.94

GOR GORDON FOOD SERVICE INC. VENDOR TOTAL: 1,700.94

10283900
 01 RETURN - GATORADE 303000086631 08/30/17 00000000 58305 09/11/17 520.96 -19.88

179935112
 01 HAMBURGER BUNS 303000086613 08/18/17 00002284 58305 09/11/17 520.96 540.84
 02 BRATS 303000086615 00002284 28.75
 03 FRYER OIL 303000086617 00002284 134.60
 04 GATORADE G2 303000086631 00002284 39.52
 05 GATORADE 303000086631 00002284 19.69
 06 LARGE CUPS 303000076550 00002284 19.88
 07 PAPER TOWELS 303000076550 00002284 159.85
 08 BEER CUPS 303000076550 00002284 28.99
 09 NAPKINS 303000076550 00002284 57.84
 51.72

VENDOR TOTAL: 520.96

DATE: 09/20/2017
 TIME: 10:30:55
 ID: AP450000.WOW
 15

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
GRAI	GRAINGER								
	9527768171	01 STAINLESS BOLTS, NUTS RT 64 SN	101500066405	08/14/17	00002238	58279	09/07/17	230.82	119.84 119.84
	9528029359	01 RT 64 SIGN BOLTS, WASHERS	101500066405	08/15/17	00002237	58279	09/07/17	230.82	110.98 92.50 18.48
		02 HEX CAP SCREW	101500066405		00002237				
HAWK	HAWKINS INC								
	4122669	01 POOL CHEMICALS	518100076550	07/28/17	00000000	58280	09/07/17	90.00	90.00 90.00
HORN	HORNUNG'S PRO GOLF SALES INC.								
	420596	01 GRIP TAPE	501000001303	08/17/17	00002247	58281	09/07/17	50.26	50.26 36.00 3.06 11.20
		02 SHIPPING	501000001303		00002247				
		03 SHIPPING	501000001303		00000000				
JENLAR	JENLAR PRODUCTS INC								
	074302	01 GRILL CLEANING AEROSOL	303000076551	07/21/17	00000000	58282	09/07/17	153.06	153.06 153.06
KISH	KISHWAUKEE SPECIAL RECREATION								
	22	01 INCLUSION COMPANIONS	221000076500	08/23/17	00000000	58295	09/11/17	2,243.15	12.99 12.99
	7/28/2025	01 2017 CONTRIBUTION	221000116855	08/21/17	00000000	58295	09/11/17	2,243.15	2,230.16 2,230.16
LOWE	LOWE'S								
	903050	01 PARK PAINT & ROLLERS	101500076500	07/06/17	00000000	58283	09/07/17	128.25	27.97 27.97
	903206	01 PARK GARBAGE CANS	101500066404	07/07/17	00002138	58283	09/07/17	128.25	75.92 75.92
		VENDOR TOTAL:						2,243.15	

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	903511	01 PARK PAINT	101500076500	06/25/17	00002108	58283	09/07/17	128.25	24.36 24.36
									VENDOR TOTAL: 128.25
MAR		ARCH CHEM-MARINE BIOCHEM							
	9303077	01 OLD MILL POND TREATMENT	101500076504	08/08/17	00000000	58284	09/07/17	425.00	425.00 425.00
									VENDOR TOTAL: 425.00
MENA		MENARDS - SYCAMORE							
	59104	01 SHOP TOOLS -TAPE, SQUARES	101500076512	08/09/17	00002229	58285	09/07/17	272.85	47.37 47.37
	59652	01 TAPE MEASURER, WIRE CONNECTORS	504100076505	08/16/17	00002223	58285	09/07/17	272.85	46.05 46.05
	59666	01 SHOP TOOLS	101500076512	08/16/17	00002224	58285	09/07/17	272.85	30.05 30.05
	59812	01 SUMP PUMP AND HOSES	101500066400	08/18/17	00002262	58285	09/07/17	272.85	109.74 109.74
	59851	01 WASP SPRAY	101500066404	08/18/17	00002261	58285	09/07/17	272.85	17.12 9.64
		02 WASP SPRAY	101500066404		00002261				7.48
	60399	01 ELBOW - PLUMBING	101500076500	08/25/17	00002269	58285	09/07/17	272.85	2.58 2.58
	60429	01 FENCE POSTS - OLD MILL	101500066404	08/25/17	00002270	58285	09/07/17	272.85	19.94 19.94
	60609	01 SPORTS COMPLEX DECK OUTLETS	202100076526	08/28/17	00002265	58314	09/15/17	110.13	45.96 45.96
	60686	01 AIR HOSE AND FITTINGS - SHOP	101500066401	08/29/17	00002264	58314	09/15/17	110.13	64.17 64.17
									VENDOR TOTAL: 382.98
MIKESA		MIKE'S AUTO & TRUCK							
	071711	01 TRUCK SAFETY TEST INSPECTION	101500046210	07/31/17	00000000	58286	09/07/17	81.00	81.00 81.00
									VENDOR TOTAL: 81.00

FROM 08/23/2017 TO 09/20/2017

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

MR OUTHOUSE
 JULY 2017
 01 PORT-O-POTTIES - JULY GOLF 504100056309 07/31/17 00000000 58287 09/07/17 3,990.00 1,610.00
 02 PORT-O-POTTIES - JULY PARKS 101500056309 00000000 800.00 165.00
 03 PORT-O-POTTIES - JULY SPORTS 202100056309 00000000 645.00 645.00

JUNE 2017
 01 PORT-O-POTTIES - JUNE GOLF 504100056309 06/30/17 00000000 58287 09/07/17 3,990.00 2,380.00
 02 PORT-O-POTTIES - JUNE PARKS 101500056309 00000000 165.00 165.00
 03 PORT-O-POTTIES - JUNE SPORTS 202100056309 00000000 600.00 600.00

NICOR NICOR GAS
 083017
 01 MAINT BLDG 101500096703 08/30/17 00000000 58326 09/18/17 1,082.67 1,082.67
 02 MAINT BLDG 504100096703 00000000 87.67 87.67
 03 POOL 518100096703 00000000 744.02 744.02
 04 UPSTAIRS OFFICE 101000096703 00000000 28.51 28.51
 05 ADMIN 101000096703 00000000 37.21 37.21
 06 ADMIN 201000096703 00000000 37.20 37.20
 07 PRO SHOP 504000096703 00000000 15.94 15.94
 08 CLUBHOUSE 303000096703 00000000 15.94 15.94
 09 PUMP HOUSE 504100096703 00000000 28.51 28.51

PENDL PENDLTON TURF SUPPLY
 6729
 01 ROUGH GRASS SEED 101500076502 08/24/17 00002271 58288 09/07/17 117.50 117.50

PERFOR PERFORMANCE FOOD GROUP
 5380877
 01 RETURN-POPCORN 303300086621 07/07/17 00000000 58328 09/18/17 925.62 -21.41
 5390704
 01 RETURN-POPCORN 303300086621 07/10/17 00000000 58328 09/18/17 925.62 -79.56
 5445974
 01 GATORADE 303000086631 08/25/17 00002308 58328 09/18/17 925.62 530.47
 02 CHIPS 303000086622 00002308 121.30 164.08
 03 SHREDDED CHEESE 303000086629 00002308 45.21 45.21
 04 FRENCH FRIES 303000086617 00002308 19.51 19.51

VENDOR TOTAL: 1,082.67
 VENDOR TOTAL: 3,990.00
 VENDOR TOTAL: 1,082.67
 VENDOR TOTAL: 117.50
 VENDOR TOTAL: 925.62
 VENDOR TOTAL: 925.62
 VENDOR TOTAL: 925.62

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1700581-00	01 MOWER SERVICE MANUAL	101500066402	08/10/17	00002234	58291	09/07/17	768.56	58.71
		02 SHIPPING	101500066402		00000000				51.00
									7.71
	1702828-00	01 ROLLER KIT GREENS MOWER	504100066403	08/22/17	00002272	58291	09/07/17	768.56	99.19
		02 SHIPPING	504100066403		00000000				91.06
									8.13
									VENDOR TOTAL: 768.56
RINGLAND	RINGLAND-JOHNSON, INC								
	216095-11	01 CAMPUS PROJECT	711000036132	08/25/17	00000000	58296	09/11/17	530,304.00	530,304.00
									530,304.00
									VENDOR TOTAL: 530,304.00
SHAW	SHAW SUBURBAN MEDIA								
	081710027030	01 DIGITAL BLINDER	101200046209	08/31/17	00000000	58329	09/18/17	316.00	316.00
									316.00
									VENDOR TOTAL: 316.00
STAPLES	STAPLES ADVANTAGE								
	3350592333	01 INK	101000046200	08/26/17	00000000	58315	09/15/17	139.54	128.66
		02 INK	201000046200		00000000				7.35
		03 PAPER	101000046200		00000000				7.36
		04 PAPER	201000046200		00000000				37.04
		05 STAPLES-ENVELOPES	101000046200		00000000				37.03
		06 STAPLES-ENVELOPES	201000046200		00000000				19.94
									19.94
	3350592338	01 PAPER	201000046200	08/26/17	00000000	58315	09/15/17	139.54	10.88
		02 PAPER	101000046200		00000000				5.44
									5.44
									VENDOR TOTAL: 139.54
STEWART	STEWART & STEVENSON FDDA LLC								
	6605379	01 MOWER REBUILD PARTS	504100066403	07/29/17	00000000	58292	09/07/17	4,938.04	587.40
									587.40
									VENDOR TOTAL: 4,938.04
	6613622	01 9016 GOLF MOWER REBUILD PARTS	202100066403	08/15/17	00000000	58292	09/07/17	4,938.04	4,350.64
		02 9016 GOLF MOWER REBUILD PARTS	101500066403		00000000				300.00
		03 9016 GOLF MOWER REBUILD PARTS	504100066403		00000000				1,000.00
									3,050.64
									VENDOR TOTAL: 4,938.04

FROM 08/23/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SYCPK2		SYCAMORE PARK DISTRICT							
		MEETING FOOD							
		01 MEETING FOOD	1010000046212	09/20/17	00000000	58332	09/20/17	140.00	140.00
		02 MEETING FOOD	2010000046212		00000000			70.00	70.00
								VENDOR TOTAL:	140.00
T0000024		DOBBERSTEIN, MELISSA							
		REIMB 9-11-17							
		01 REIMB ALDI 8-28-17	303000086615	09/11/17	00000000	58308	09/11/17	127.38	127.38
		02 ALDI REIMB 8-28-17	303000086615		00000000			4.15	4.15
		03 REIMB CATERING DIANN - 8-15-17	1010000046213		00000000			58.84	58.84
		04 REIMB CATERING DIANN - 8-15-17	2010000046213		00000000			58.84	58.84
								VENDOR TOTAL:	127.38
T0001521		ANDERSON, PAUL							
		CLASS REFUND							
		01 CANCELLED CLASS REFUND	205660536218	09/13/17	00000000	58316	09/15/17	45.00	45.00
								VENDOR TOTAL:	45.00
T0001522		GIDASZEWSKI, LIZ							
		REFUND							
		01 CLASS REFUND	205660536218	09/13/17	00000000	58317	09/15/17	35.00	35.00
								VENDOR TOTAL:	35.00
T0001523		BECKLEY, CASEY							
		LEADER STIPEND							
		01 SUPERHERO CHALLENGE	206095146128	09/20/17	00000000	58333	09/20/17	325.00	325.00
								VENDOR TOTAL:	325.00

FROM 08/23/2017 TO 09/20/2017

VENDOR # INVOICE #
 080917

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
11 SLO RIDER CART ACTUATOR	504000066409	08/09/17	00000000	58299	09/11/17	3,414.90	3,414.90
12 GOLF COURSE SIGNAGE	504100076500		00000000				33.63
13 STAGE SYSTEMS POWER CABLE	206194006216		00000000				58.04
14 UNIFORMS	101200046215		00000000				304.95
15 OFFICE SUPPLIES	101000046200		00000000				173.80
16 OFFICE SUPPLIES	201000046200		00000000				26.23
17 BLOODY MARY MIX	303000086636		00000000				26.24
18 SHOP LIFT CHAINS	101500066402		00000000				54.00
19 GCSAA DUES - JEFF	101000046204		00000000				24.24
20 MUSEUM - CLEANER	202500076500		00000000				380.00
21 SPRAY GUN HANDLE	202100076500		00000000				38.97
22 FOOD/SUPPLIES FOR MEETINGS	101000046212		00000000				14.99
23 FOOD/SUPPLIES FOR MEETINGS	201000046212		00000000				334.70
24 FACEBOOK/MARKETING	101200046214		00000000				334.70
							14.44

VENDOR TOTAL: 3,414.90

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
01 BREAD	303000086612	08/18/17	00002255	58302	09/11/17	391.44	391.44
02 SNICKERS	303000086624		00002255				7.96
03 HOT DOG BUNS	303000086615		00002252				55.16
04 BREAD	303000086612		00002252				23.76
05 LETTUCE ONIONS	303000086629		00002252				9.00
06 BAGELS	303000086610		00002252				8.76
07 RED BULL	303000086631		00002252				7.70
08 OLIVES LIMES 2 LT POP	303000086636		00002252				37.46
09 TOMATO JUICE	303000086636		00002252				12.54
10 FIRST AID SUPPLIES	518000076513		00002218				12.70
11 JANITORIAL SUPPLIES	518000076510		00002218				6.92
12 HOT DOG BUNS	303000086615		00002174				14.29
13 CREAMER	303000086632		00002174				22.00
14 BLOODY MARY MIX	303000086636		00002174				3.78
15 HOT DOG BUNS	303000086615		00002254				3.44
16 BREAD CAKE WATERMELON	303500086640		00002254				12.32
17 BAGELS	303000086610		00002251				12.23
18 GARDENARA ITALIAN BEEF BUNS	303500086640		00002251				6.16
19 HORSERADISH WORCHESHIRE	303000086636		00002251				23.78
20 LETTUCE TOMATOES	303000086629		00002251				3.88
21 HOT DOG BUNS	303000086615		00002251				6.27
22 LINDY SP STAINLES STL CIN CARPE	303000076551		00002251				7.04
23 EGGS	303000086610		00002251				14.84
24 GRN BEANS FETTUCCINE NOODLES	303500086640		00002253				2.24
25 PLATES/ ANGEL FOOD	303500086640		00002204				4.88
26 COFFEE	303000086632		00002204				13.61

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/23/2017 TO 09/20/2017

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
081817				08/18/17		58302	09/11/17	391.44	391.44
		27 CREAMER	303000086632		00002204				3.78
		28 LETTUCE ONIONS	303000086629		00002204				6.26
		29 SUB BUNS	303000086612		00002204				3.76
		30 LIMES	303000086636		00002204				0.44
		31 HOT DOG BUNS	303000086615		00002204				10.56

VENDOR TOTAL: 391.44

WASTE WASTE MANAGEMENT

WASTE	WASTE MANAGEMENT	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
3539357-2011-3			08/28/17		58319	09/15/17	317.69	317.69
01	WASTE-ADMIN	101000056302		00000000				51.64
02	WASTE - CH	303000056302		00000000				51.65
03	WASTE - ADMIN	101000056302		00000000				5.00
04	WASTE - OLD SHOP	504100056302		00000000				33.93
05	WASTE - SC	202100056302		00000000				66.45
06	WASTE PARK	101500056302		00000000				66.46
07	WASTEPOOL-CREDIT	518100056302		00000000				-6.46
08	WASTE-PICNIC	101500056302		00000000				49.02

VENDOR TOTAL: 317.69
 TOTAL ---- ALL INVOICES: 632,690.74

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	138473617091	02 POOL	518100096702	09/07/17	00000000	58347	09/20/17	3,981.63	3,981.63
		03 MAINTENANCE	101500096702		00000000				696.05
		04 MAINTENANCE	504100096702		00000000				22.98
		05 PUMP HOUSE	504100096702		00000000				22.98
		06 CART BLDG	504000096702		00000000				1,254.96
		07 CLUBHOUSE	303000096702		00000000				42.34
		08 PROSHOP	504000096702		00000000				147.77
		09 ADMINISTRATION	101000096702		00000000				147.77
		10 ADMINISTRATION	201000096702		00000000				344.81
		11 ELECTRONIC SIGN	101000096702		00000000				344.80
		12 ELECTRONIC SIGN	201000096702		00000000				2.68
		13 SPORTS COMPLEX	202100096702		00000000				164.16
		14 MAINT BLDG	101500096702		00000000				324.65
		15 MAINT BLDG	504100096702		00000000				324.65
ECO	ECOWATER SYSTEMS, INC.							VENDOR TOTAL:	3,981.63
	130856-0817	01 SALT	101000056300	08/12/17	00000000	58348	09/20/17	238.65	56.45
		02 SALT	201000056300		00000000				28.22
									28.23
	130856-0917	01 HYDROGEN PERXO-SALT	101000056300	09/09/17	00000000	58348	09/20/17	238.65	182.20
		02 HYDROGEN PERXO-SALT	201000056300		00000000				91.10
									91.10
ENCAP	ENCAP, INC							VENDOR TOTAL:	238.65
	3446	01 EMILCASSIER	101500056308	08/29/17	00000000	58349	09/20/17	2,835.00	300.00
									300.00
	3450	01 OLD MILL DETENTION	101500056308	08/29/17	00000000	58349	09/20/17	2,835.00	1,000.00
									1,000.00
	3452	01 OLD MILL HERB/WEED	101500056308	08/30/17	00000000	58349	09/20/17	2,835.00	935.00
									935.00
	3453	01 OLD MILL RAIN GARDENT	101500056308	08/30/17	00000000	58349	09/20/17	2,835.00	600.00
									600.00
ENGIN	ENGINEERING RESOURCE ASSOC							VENDOR TOTAL:	2,835.00
	160910.08			08/29/17		58350	09/20/17	3,041.18	2,401.00

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FARNS	160910.08	01 GREAT WESTERN TRAIL EXT	321000076500	08/29/17	00000000	58350	09/20/17	3,041.18	2,401.00
	170307.04	01 ELECTRONIC SIGN	701000207008	08/29/17	00000000	58350	09/20/17	3,041.18	640.18
								VENDOR TOTAL:	3,041.18
FARNS	192991	01 CONSTRUCTION PHASE	711000036125	08/25/17	00000000	58351	09/20/17	13,275.34	13,275.34
								VENDOR TOTAL:	13,275.34
GROUPPL	1220	01 FSA ADMIN FEE	101000106801	07/14/17	00000000	58352	09/20/17	88.00	44.00
		02 FSA ADMIN FEE	201000106801		00000000				22.00
	1249	01 FSA ADMIN FEE	101000106801	08/18/17	00000000	58352	09/20/17	88.00	44.00
		02 FSA ADMIN FEE	201000106801		00000000				22.00
								VENDOR TOTAL:	88.00
HAWK	4139864	01 POOL CHEMICAL	518100076550	08/25/17	00000000	58353	09/20/17	90.00	90.00
								VENDOR TOTAL:	90.00
HOWARD	57394	01 FUEL COMPUTER REPAIRS	101500076515	09/19/17	00002314	58354	09/20/17	523.00	523.00
								VENDOR TOTAL:	523.00
INTEG	INV79161	01 COPIER/PRINTER ADMIN	101000056304	09/05/17	00000000	58355	09/20/17	213.05	145.84
		02 COPIER/PRINTER ADMIN	201000056304		00000000				72.92
	INV79162	01 COPIER/PRINTER	101000056304	09/05/17	00000000	58355	09/20/17	213.05	67.21
								VENDOR TOTAL:	33.60

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
IPRA	INV79162	02 COPIER/PRINTER	201000056304	09/05/17	00000000	58355	09/20/17	213.05	67.21 33.61
VENDOR TOTAL: 213.05									
IPRA	IPRA	01 PRO CONNECT	201000046207	09/06/17	00000000	58356	09/20/17	75.00	75.00
VENDOR TOTAL: 75.00									
LOWE	LOWE'S	01 CONCRETE CLEANER, MUSEUM	202500076500	07/26/17	00002195	58357	09/20/17	125.44	68.65
VENDOR TOTAL: 125.44									
LOWE	LOWE'S	01 BENCH WOOD-PARRIDGE	101500066404	08/15/17	00002225	58357	09/20/17	125.44	26.20
VENDOR TOTAL: 125.44									
LOWE	LOWE'S	01 TREATED BOARD	101500076500	08/16/17	00000000	58357	09/20/17	125.44	3.11
VENDOR TOTAL: 125.44									
LOWE	LOWE'S	01 CONCRETE CLEANER, MUSEUM	202500076500	07/26/17	00002196	58357	09/20/17	125.44	27.48
VENDOR TOTAL: 125.44									
MAR	ARCH CHEM-MARINE BIOCHEM	01 POND ALGAE CONTROL	101500076504	09/05/17	00000000	58358	09/20/17	315.00	315.00
VENDOR TOTAL: 315.00									
PDRMA	PDRMA	01 HEALTH INSURANCE PREMIUM	101000106801	09/20/17	00000000	58359	09/20/17	20,654.86	4,056.11
VENDOR TOTAL: 20,654.86									
PDRMA	PDRMA	02 HEALTH INSURANCE PREMIUM	101500106801	09/20/17	00000000	58359	09/20/17	20,654.86	767.34
VENDOR TOTAL: 20,654.86									
PDRMA	PDRMA	03 HEALTH INSURANCE PREMIUM	504100106801	09/20/17	00000000	58359	09/20/17	20,654.86	3,824.71
VENDOR TOTAL: 20,654.86									
PDRMA	PDRMA	04 HEALTH INSURANCE PREMIUM	504000106801	09/20/17	00000000	58359	09/20/17	20,654.86	1,968.42
VENDOR TOTAL: 20,654.86									
PDRMA	PDRMA	05 HEALTH INSURANCE PREMIUM	201000106801	09/20/17	00000000	58359	09/20/17	20,654.86	4,153.31
VENDOR TOTAL: 20,654.86									
PDRMA	PDRMA	06 HEALTH INSURANCE PREMIUM	202100106801	09/20/17	00000000	58359	09/20/17	20,654.86	5,884.97
VENDOR TOTAL: 20,654.86									
PLAYPARK	PLAY & PARK STRUCTURES	01 BOYNTON PARK-PLAY BUBBLE	101500066407	08/07/17	00000000	58360	09/20/17	233.98	233.98
VENDOR TOTAL: 233.98									

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
RALPHHEL	6888	01 WEED EATER LINE	101500066404	08/08/17	00000000	58361	09/20/17	124.96	124.96
									124.96
									VENDOR TOTAL:
									124.96
REIN	1704851	01 MOWER-PARTS	101500066403	09/06/17	00000000	58362	09/20/17	28.42	28.42
									28.42
									VENDOR TOTAL:
									28.42
SOFT	2652-0817	01 WATER-CUPS	518000076500	08/31/17	00000000	58363	09/20/17	146.75	146.75
		02 WATER	101000076500		00000000			18.50	18.50
		03 WATER	504000076500		00000000			13.50	13.50
		04 WATER	101500076500		00000000			54.00	54.00
								60.75	60.75
									VENDOR TOTAL:
									146.75
SPARKLE	905860	01 CLEANING-AUG - SOAP (2)	101000056303	08/31/17	00000000	58364	09/20/17	1,545.00	1,545.00
		02 CLEANING-AUG - SOAP (2)	201000056303		00000000			772.50	772.50
								772.50	772.50
									VENDOR TOTAL:
									1,545.00
SPE	LTD6/17-2	01 2017 LIMITED DISCLOSURE	101000036125	09/14/17	00000000	58365	09/20/17	150.00	150.00
									150.00
									VENDOR TOTAL:
									150.00
STATE	900173739	01 SHOP HAND CLEANER	101500076510	09/13/17	00000000	58366	09/20/17	129.56	129.56
									129.56
									VENDOR TOTAL:
									129.56
STEWART	6620758	01 ENGINE CONN ROD KIT	101500066403	08/29/17	00000000	58367	09/20/17	485.23	530.13
									530.13
									VENDOR TOTAL:
									129.56
	6621392			08/30/17		58367	09/20/17	485.23	-433.43

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

 ITEM AMT

6621392 01 CREDIT-PRODUCT RETURN 101500066403 08/30/17 00000000 58367 09/20/17 485.23 -433.43
 -433.43
 6622030 01 MOWER ENGINE PARTS 504100066403 08/31/17 00000000 58367 09/20/17 485.23 342.88
 342.88
 6624935 01 MOWER ENGINE PARTS 101500066403 09/07/17 00000000 58367 09/20/17 485.23 45.65
 45.65

SUNDOG SUN DOG TP

 VENDOR TOTAL: 485.23

CW39814 01 OFFICE 365 101000046206 09/01/17 00000000 58368 09/20/17 921.23 849.23
 123.75
 02 OFFICE 365 201000046206 00000000 00000000 123.75
 03 MONTHLY SERVICES 101000056304 00000000 00000000 300.87
 04 MONTHLY SERVICES 201000056304 00000000 00000000 300.86

CW39908 01 TECH SERVICES 101000056304 08/31/17 00000000 58368 09/20/17 921.23 72.00
 36.00
 02 TECH SERVICES 201000056304 00000000 00000000 36.00

SYCPK2 SYCAMORE PARK DISTRICT

 VENDOR TOTAL: 921.23

T0001523 BECKLEY, CASEY

 VENDOR TOTAL: 140.00

LEADER STIPEND 01 SUPERHERO CHALLENGE 206095146128 09/20/17 00000000 58333 09/20/17 325.00 325.00
 325.00
 WAGNER AGGREGATE, INC.

 VENDOR TOTAL: 325.00

20619 01 AGLIME-BALLFIELDS 202100076533 08/26/17 00000000 58369 09/20/17 452.79 233.32
 233.32
 20707 01 AGLIME - BALL FIELDS 202100076533 09/02/17 00000000 58369 09/20/17 452.79 219.47
 219.47

VENDOR TOTAL: 452.79

DATE: 09/20/2017
 TIME: 15:05:04
 ID: AP450000.WOM
 32

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/20/2017 TO 09/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WILL2		WILLIAMS ARCHITECTS/AQUATICS							
	0017909								
	01	POOL ADA	221000036125	08/15/17	00000000	58370	09/20/17	102.68	102.68

TOTAL --- ALL INVOICES: 62,301.81

* New Invoices *
 - Is not in Dept
 Order in this Report
 like it usually is

Interim \$ 632,690.74
 * New \$ 62,301.81
 Total \$ 694,992.55

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: September 26, 2017

Administrative Initiatives (9/1/17 – 9/30/17)

- Attended scheduled Management Team and Board meetings.
- Attended September 20th Study Session.
- Continued to review cash flow and transferred funds as needed.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested. Reviewed proposals and follow up. Wrote final recommendation.
- Met with staff to discuss operation hours for new Community Center and support staff.
- Met with Meg, Lisa and Comcast Representative Bill Hamilton, regarding cable options for Community Center.
- Met with staff to review and discuss access control for the fitness center and track.
- Continued to monitor new household accounts on Rectrac for residency.
- Updated Julie Eggleston, KSRA on real estate tax receipts and pay balance due.
- Continued communications with cleaning company for scheduling purposes.

- Worked with Supt of Recreation and Executive Director to finalize Recreation Campus budget structure. Create new accounts as needed.
- Performed criminal background check on any new hires.
- Transferred cost of goods sold to concessions (sports, pool, cart and catering).
- Reviewed POS transactions for errors and corrected in order to post to accounting system.
- Participated in PDRMA Loss Control Review as needed.
- Reviewed IMRF NPO pay-off and calculate amount able to pay in 2017.
- Researched employee time reporting options. Met with representatives from Time Clock Plus and Harris (current accounting software company.)
- Assisted with Fireworks & Fun event.
- Met with staff to discuss FF&E for areas as assigned.
- Participated in PDRMA Determine Your Agency's 2018 Medical Plan Strategy webinar.
- Met with Sarah regarding creating an employee portal on our current website.
- Discussed options for annual G.O. Bond issuance.
- Submitted 2018 PDRMA Screening Date information.
- Participated in PDRMA PATH Essentials Webinar.
- Catering/special events/room rentals: 3 rentals, 3 golf outings, 2 Mens League Dinners

Administrative Initiatives (10/1/17 – 10/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Continue to research information for FF&E budget for Recreation Campus.
- Participate in PDRMA Health Open Enrollment Benefits Coordinator Workshop.
- Work with staff to complete first draft of 2017 year-end projection and 2018 FY operating and capital budgets.
- Updated the five-year capital budget to include items from the Equipment Replacement and Capital Asset schedules. Began the process of reviewing and revising the budget based upon need and financial limitations.
- Review health plan renewal information and make recommendation. Prepare for open enrollment.
- Complete IPRA Compensation Survey.
- Develop policy for Drivers Abstract.
- Provide staff with current financial statements for their review. Highlight areas of note.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold to concessions (sports, pool, cart and catering).
- 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.
- Begin work on updating equipment lifecycle spreadsheets.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Begin registration for the 2018 IAPD/IPRA Conference.
- Work with Speer Financial regarding annual G.O. Bond.
- Begin process for calculating the 2017 Tax Levy.
- Attend MSI User Meeting.
- Catering/special events/room rentals: IHSA Regional, 1 rental, Pumpkin Scramble

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Corporate Fund (10)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2016 YTD	
								Actual	Variance
Revenues									
Administration	38,571.00	35,824.30	-7.1%	718,583.00	762,435.85	6.1% (1)	1,307,454.00	729,915.71	4.5% (1)
Marketing	-	-		-	-	#DIV/0!	-	450.00	-100.0%
Parks	342.00	676.43	97.8%	6,150.00	7,330.59	19.2%	11,389.00	6,484.42	13.0%
Total Revenues	38,913.00	36,500.73	-6.2%	724,733.00	769,766.44	6.2%	1,318,843.00	736,850.13	4.5%
Expenses									
Administration	41,930.00	31,002.36	-26.1%	330,871.00	283,825.29	-14.2% (2)	1,032,950.00	252,105.91	12.6% (3)
Marketing	3,850.00	1,241.45	-67.8%	31,575.00	20,285.58	-35.8% (4)	45,575.00	26,190.23	-22.5% (4)
Parks	27,381.00	24,200.09	-11.6%	172,529.00	159,069.34	-7.8% (5)	250,225.00	157,307.70	1.1%
Total Expenses	73,161.00	56,443.90	-22.8%	534,975.00	463,180.21	-13.4%	1,328,750.00	435,603.84	6.3%
Total Fund Revenues	38,913.00	36,500.73	-6.2%	724,733.00	769,766.44	6.2%	1,318,843.00	736,850.13	4.5%
Total Fund Expenses	73,161.00	56,443.90	-22.8%	534,975.00	463,180.21	-13.4%	1,328,750.00	435,603.84	6.3%
Surplus (Deficit)	(34,248.00)	(19,943.17)	-41.8%	189,758.00	306,586.23	61.6%	(9,907.00)	301,246.29	1.8%

(1) 2017 Replacement taxes greater than budget, 22.6% \$7,132 and 2016 14.5% \$4,885. No farm income Airport Rd property in 2017 \$5,600 in 2016. Farm income reduced this year 50.1% \$11,737. Real estate tax receipts 2017 extension 5.08% greater than 2016, 2017 ytd 56.08% received compared to budget 54% +\$31,661 and greater than 2016 5.51% +\$35,480

(2) Expenses below budget: Professional Services 55.63% \$44,002, Contracted Services 34.06% \$6,653.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 expenses exceed 2016 by 12.6% \$31,719. Wages & taxes is greater by 20.79% \$29,473 in part due to 20% of Supt of Golf Operations salary is now in Corporate Fund. Training higher in 2017 due to new recreation software 244.8% \$10,334

(4) timing of advertising expenses and 2016 expenses for Good Tymes Revival

(5) Wages and related taxes are below budget 16.26% \$11,992 due to part-time staffing.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Recreation Fund (20)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	26,462.00	25,069.50	-5.26%	476,323.00	493,647.45	3.64% (4)	882,081.00	483,589.65	2.1% (4)
Sports Complex	15,945.00	22,640.00	41.99%	30,045.00	32,641.51	8.64% (1)	44,995.00	13,252.00	146.3% (1)
Sports Complex Maintenance	1,176.00	2,172.37	84.73%	21,176.00	24,630.72	16.31%	39,216.00	23,138.44	6.4%
Midwest Museum of Natural Hist	-	-		1,238.00	1,167.62	-5.68%	2,476.00	1,869.35	-37.5%
Programs-Youth	2,068.00	3,092.26	49.53%	11,270.00	13,561.65	20.33% (2)	16,767.00	12,601.03	7.6% (2)
Programs-Teens	-	-	#DIV/0!	1,315.00	-	-100.00% (2)	1,320.00	700.00	-100.0% (2)
Programs-Adult	59.00	195.00	230.51%	2,782.00	1,344.56	-51.67% (2)	5,336.00	4,274.15	-68.5% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,381.00	-100.0% (2)
Programs-Leagues	255.00	-	-100.00%	347.00	95.23	-72.56% (2)	5,181.00	618.47	-84.6% (2)
Programs-Youth Athletics	3,681.00	2,298.00	-37.57%	22,410.00	24,444.50	9.08% (2)	24,425.00	24,625.00	-0.7% (2)
Programs-Fitness	1,341.00	1,946.17	45.13%	7,793.00	7,022.90	-9.88% (2)	9,341.00	7,936.50	-11.5% (2)
Programs-Preschool	50.00	-	-100.00%	205.00	210.98	2.92% (2)	311.00	570.00	-63.0% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	201.00	482.31	139.96%	748.00	2,231.07	198.27% (2)	1,408.00	2,873.29	-22.4% (2)
Programs-Special Events	1.00	795.00	79400.00%	3,462.00	5,579.64	61.17% (2)	3,623.00	2,810.50	98.5% (2)
Programs-Concerts	1,100.00	-	-100.00%	8,000.00	4,900.00	-38.75%	8,000.00	3,570.00	37.3%
Programs-Trips	-	565.00	#DIV/0!	-	1,365.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	1,200.00	4,650.00	287.50% (3)	8,850.00	500.00	830.0% (3)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Revenues	52,339.00	59,255.61	13.22%	588,314.00	617,492.83	4.96%	1,053,330.00	588,309.38	5.0%

(1) 2017 includes \$4,935 for leaf a legacy donation. Timing, have not received Storm Dayz payment.

(2) Revenue from programs greater than budget by 10.97% \$5,524 and decreased 10.47%, \$6,534 (primarily due to MTO \$5,002) compared to 2016.

(3) timing

(4) Real estate tax receipts, ytd 56.08% received \$18,327, budgeted 54% and in 2016, received 55.85%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Expenses											
Administration	23,296.00	30,045.95	28.97%	269,876.00	268,686.58	-0.44%	579,185.00	186,475.28	44.1%	(1)	
Sports Complex	-	-	#DIV/0!	1,250.00	27.52	-97.80%	1,250.00	1,250.00	-97.8%		
Sports Complex Maintenance	30,973.00	30,447.66	-1.70%	265,682.00	254,143.07	-4.34%	(3)	388,336.00	254,839.00	-0.3%	
Midwest Museum of Natural Hist	672.00	-	-100.00%	4,945.00	14,425.29	191.71%	(2)	8,750.00	4,793.56	200.9%	(2)
Programs-Youth	623.00	569.90	-8.52%	6,430.00	6,197.27	-3.62%	(4)	11,897.00	7,339.44	-15.6%	(4)
Programs-Teens	-	-	#DIV/0!	1,050.00	-	-100.00%	(4)	1,050.00	560.00	-100.0%	(4)
Programs-Adult	130.00	-	-100.00%	1,654.00	574.52	-65.26%	(4)	3,330.00	2,128.73	-73.0%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	10,088.57	-100.0%	(4)
Programs-Leagues	-	-	#DIV/0!	2,180.00	1,690.23	-22.47%	(4)	2,891.00	2,129.36	-20.6%	(4)
Programs-Youth Athletics	-	560.00	#DIV/0!	11,565.00	16,522.25	42.86%	(4)	16,195.00	14,872.84	11.1%	(4)
Programs-Fitness	240.00	180.81	-24.66%	2,885.00	2,438.40	-15.48%	(4)	4,025.00	3,550.00	-31.3%	(4)
Programs-Preschool	-	-	#DIV/0!	75.00	169.73	126.31%	(4)	151.00	480.00	-64.6%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	-	117.07	#DIV/0!	409.00	1,140.33	178.81%	(4)	968.00	2,537.75	-55.1%	(4)
Programs-Special Events	1,000.00	6,110.00	511.00%	5,315.00	9,471.31	78.20%	(4)	17,328.00	8,381.55	13.0%	(4)
Programs-Concerts	-	-	#DIV/0!	8,000.00	7,453.95	-6.83%		8,000.00	7,903.20	-5.7%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Brochure	7,150.00	4,399.24	-38.47%	14,350.00	12,589.95	-12.27%	(3)	21,500.00	12,784.68	-1.5%	(3)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	88.27	-100.0%	
Total Expenses	64,084.00	72,430.63	13.02%	595,666.00	596,482.73	0.14%		1,064,856.00	520,202.23	14.7%	
Total Fund Revenues	52,339.00	59,255.61	13.22%	588,314.00	617,492.83	4.96%		1,053,330.00	588,309.38	5.0%	
Total Fund Expenses	64,084.00	72,430.63	13.02%	595,666.00	596,482.73	0.14%		1,064,856.00	520,202.23	14.7%	
Surplus (Deficit)	(11,745.00)	(13,175.02)	12.18%	(7,352.00)	21,010.10	-385.77%		(11,526.00)	68,107.15	-69.2%	

(1) 2017 Includes \$16,251 for RecTrac Annual Maint & \$45,400 for new slide in baby pool and painting of pool. Education higher due to Rectrac training.

(2) Installed 2 new heat exchangers

(3) Timing

(4) Expenses for programs are higher than budget 24.06% \$7,593 and decreased 24.8%, \$12,912 (MTO \$10,089) compared to 2016.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Donations (21)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	44,887.89	-64.1%
Total Revenues	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	44,887.89	-64.1%
Expenses									
Administration	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Total Fund Revenues	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	200,000.00	44,887.89	-64.1%
Total Fund Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Surplus (Deficit)	-	-	#DIV/0!	25,000.00	16,125.19	-35.50%	(100,000.00)	(155,615.53)	-110.4%

Special Recreation (22)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	4,980.00	4,460.31	-10.44%	89,640.00	93,910.88	4.76%	166,000.00	85,813.00	9.4%
Total Revenues	4,980.00	4,460.31	-10.44%	89,640.00	93,910.88	4.76%	166,000.00	85,813.00	9.4%
Expenses									
Administration	2,490.00	769.98	-69.08%	225,170.00	244,720.20	8.68% (1)	263,350.00	81,337.38	200.9% (1)
Total Expenses	2,490.00	769.98	-69.08%	225,170.00	244,720.20	8.68%	263,350.00	81,337.38	200.9%
Total Fund Revenues	4,980.00	4,460.31	-10.44%	89,640.00	93,910.88	4.76%	166,000.00	85,813.00	9.4%
Total Fund Expenses	2,490.00	769.98	-69.08%	225,170.00	244,720.20	8.68%	263,350.00	81,337.38	200.9%
Surplus (Deficit)	2,490.00	3,690.33	48.21%	(135,530.00)	(150,809.32)	11.27%	(97,350.00)	4,475.62	-3469.6%

(1) Pool ADA work in 2017

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Insurance (23)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	2,070.00	1,840.93	-11.07%	37,260.00	38,747.26	3.99%	69,000.00	43,560.32	-11.0%
Total Revenues	2,070.00	1,840.93	-11.07%	37,260.00	38,747.26	3.99%	69,000.00	43,560.32	-11.0%
Expenses									
Administration	-	-	#DIV/0!	34,335.00	31,834.74	-7.28% (1)	68,670.00	37,121.10	-14.2% (1)
Total Expenses	-	-	#DIV/0!	34,335.00	31,834.74	-7.28%	68,670.00	37,121.10	-14.2%
Total Fund Revenues	2,070.00	1,840.93	-11.07%	37,260.00	38,747.26	3.99%	69,000.00	43,560.32	-11.0%
Total Fund Expenses	-	-	#DIV/0!	34,335.00	31,834.74	-7.28%	68,670.00	37,121.10	-14.2%
Surplus (Deficit)	2,070.00	1,840.93	-11.07%	2,925.00	6,912.52	136.33%	330.00	6,439.22	7.4%

(1) Currently credit on unemployment due to recovery from prior year.

Audit (24)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	435.00	386.91	-11.06%	7,830.00	8,155.27	4.15%	14,500.00	7,873.55	3.6%
Total Revenues	435.00	386.91	-11.06%	7,830.00	8,155.27	4.15%	14,500.00	7,873.55	3.6%
Expenses									
Administration	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Total Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Total Fund Revenues	435.00	386.91	-11.06%	7,830.00	8,155.27	4.15%	14,500.00	7,873.55	3.6%
Total Fund Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Surplus (Deficit)	435.00	386.91	-11.06%	(6,370.00)	(6,044.73)	-5.11%	300.00	(6,026.45)	0.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

Paving & Lighting (25)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	3.00	2.21	-26.33%	94.00	96.31	2.46%	100.00	50.42	91.0%
Total Revenues	3.00	2.21		94.00	96.31		100.00	50.42	91.0%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	3.00	2.21	-26.33%	94.00	96.31	2.46%	100.00	50.42	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	3.00	2.21	-26.33%	94.00	96.31	2.46%	100.00	50.42	

Park Police (26)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	30.00	32.37	7.90%	540.00	687.53	27.32%	1,000.00	44.95	1429.5%
Total Revenues	30.00	32.37		540.00	687.53		1,000.00	44.95	1429.5%
Expenses									
Administration	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	-100.0%
Total Expenses	-	-		1,000.00	-		1,000.00	5,044.50	-100.0%
Total Fund Revenues	30.00	32.37	7.90%	540.00	687.53	27.32%	1,000.00	44.95	1429.5%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	30.00	32.37	7.90%	(460.00)	687.53	-249.46%	-	(4,999.55)	-113.8%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2017

IMRF (27)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	2,490.00	2,214.51	-11.06%	44,820.00	46,557.35	3.88%	83,000.00	50,611.02	-8.0%
Total Revenues	2,490.00	2,214.51	-11.06%	44,820.00	46,557.35	3.88%	83,000.00	50,611.02	-8.0%
Expenses									
Administration	2,490.00	5,506.31	121.14%	49,820.00	51,251.64	2.87%	88,000.00	51,260.12	0.0%
Total Expenses	2,490.00	5,506.31	121.14%	49,820.00	51,251.64	2.87%	88,000.00	51,260.12	0.0%
Total Fund Revenues	2,490.00	2,214.51	-11.06%	44,820.00	46,557.35	3.88%	83,000.00	50,611.02	-8.0%
Total Fund Expenses	2,490.00	5,506.31	121.14%	49,820.00	51,251.64	2.87%	88,000.00	51,260.12	0.0%
Surplus (Deficit)	-	(3,291.80)		(5,000.00)	(4,694.29)		(5,000.00)	(649.10)	

Social Security (28)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	2,490.00	2,225.65	-10.62%	44,820.00	46,791.62	4.40%	83,000.00	43,104.48	8.6%
Total Revenues	2,490.00	2,225.65	-10.62%	44,820.00	46,791.62	4.40%	83,000.00	43,104.48	8.6%
Expenses									
Administration	2,490.00	5,896.60	136.81%	48,820.00	50,864.64	4.19%	87,000.00	45,845.99	10.9%
Total Expenses	2,490.00	5,896.60	136.81%	48,820.00	50,864.64	4.19%	87,000.00	45,845.99	10.9%
Total Fund Revenues	2,490.00	2,225.65	-10.62%	44,820.00	46,791.62	4.40%	83,000.00	43,104.48	8.6%
Total Fund Expenses	2,490.00	5,896.60	136.81%	48,820.00	50,864.64	4.19%	87,000.00	45,845.99	10.9%
Surplus (Deficit)	-	(3,670.95)		(4,000.00)	(4,073.02)		(4,000.00)	(2,741.51)	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Clubhouse Concessions	14,410.00	12,985.39	-9.89%	58,401.00	52,022.66	-10.92% (1,6)	78,065.00	61,068.95	-14.8% (1,6)
Beverage Cart	2,910.00	3,171.84	9.00%	12,162.00	8,753.66	-28.02% (4,6)	14,287.00	11,457.56	-23.6% (4,6)
Sports Complex Concessions	841.00	688.50	-18.13%	33,428.00	37,554.59	12.34% (2)	34,652.00	34,801.55	7.9% (2)
Pool Concessions	1,022.00	879.40	-13.95%	7,917.00	6,552.23	-17.24% (5)	8,021.00	8,235.44	-20.4% (5)
Catering	2,496.00	1,069.72	-57.14%	14,443.00	13,491.74	-6.59%	21,365.00	13,874.72	-2.8%
Total Revenues	21,679.00	18,794.85	-13.30%	126,351.00	118,374.88	-6.31%	156,390.00	129,438.22	-8.5%
Expenses									
Clubhouse Concessions	12,351.00	7,883.09	-36.17%	64,833.00	57,709.10	-10.99% (1)	89,715.00	74,084.11	-22.1% (1,3)
Beverage Cart	2,109.00	1,983.12	-5.97%	8,180.00	5,431.43	-33.60% (4,6)	9,862.00	7,190.50	-24.5% (4,6)
Sports Complex Concessions	1,784.00	1,261.25	-29.30%	24,240.00	27,951.96	15.31% (2)	25,962.00	21,398.13	30.6% (2)
Pool Concessions	1,289.00	1,715.43	33.08%	6,923.00	5,846.53	-15.55% (5)	7,131.00	6,033.99	-3.1% (5)
Catering	1,456.00	820.01	-43.68%	5,869.00	4,747.79	-19.10%	8,840.00	4,544.98	4.5%
Total Expenses	18,989.00	13,662.90	-28.05%	110,045.00	101,686.81	-7.60%	141,510.00	113,251.71	-10.2%
Total Fund Revenues	21,679.00	18,794.85	-13.30%	126,351.00	118,374.88	-6.31%	156,390.00	129,438.22	-8.5%
Total Fund Expenses	18,989.00	13,662.90	-28.05%	110,045.00	101,686.81	-7.60%	141,510.00	113,251.71	-10.2%
Surplus (Deficit)	2,690.00	5,131.95	90.78%	16,306.00	16,688.07	2.34%	14,880.00	16,186.51	3.1%

(1) In 2017 concessions opened later due to hood installation.

(2) Sports Complex Concessions opened earlier in 2017. Spring Soccer

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

(4) Weather conditions delayed appearance of beverage cart for season

(5) Delayed pool opening, shorter season.

(6) Direct correlation to golf operation. July 2017 10 days of rain, 5 of them were in a row and only 9 holes open. July 2016, 6 days of rain fairly spaced out.

Sycamore Park District
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Developer Contributions (32)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	20,000.00	8,918.10	-55.41%	40,000.00	23,039.57	-61.3%
Total Revenues	-	-		20,000.00	8,918.10		40,000.00	23,039.57	-61.3%
Expenses									
Administration	-	3,313.91	#DIV/0!	100,000.00	102,903.32	2.90% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	3,313.91		100,000.00	102,903.32		100,000.00	-	#DIV/0!
Total Fund Revenues	-	-		20,000.00	8,918.10		40,000.00	23,039.57	-61.3%
Total Fund Expenses	-	3,313.91		100,000.00	102,903.32		100,000.00	-	#DIV/0!
Surplus (Deficit)	-	(3,313.91)		(80,000.00)	(93,985.22)		(60,000.00)	23,039.57	-507.9%

(1) 2017-corner property east town entrance

Sycamore Park District
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Period ended August 31, 2017

Golf Course (50)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Golf Operations	65,118.00	66,777.20	2.5%	402,380.00	353,271.10	-12.2% (1)	505,117.00	379,104.32	-6.8% (2)
Golf Maintenance	742.00	1,362.93	83.7%	13,364.00	12,306.68	-7.9%	24,748.00	13,538.32	-9.1%
Total Revenues	65,860.00	68,140.13	3.5%	415,744.00	365,577.78	-12.1%	529,865.00	392,642.64	-6.9%
Expenses									
Golf Operations	29,158.00	28,922.33	-0.8%	155,985.00	149,756.94	-4.0% (3)	228,848.00	166,681.44	-10.2% (3)
Golf Maintenance	29,109.00	26,742.06	-8.1%	197,726.00	171,989.07	-13.0% (4)	300,994.00	188,724.64	-8.9% (4)
Total Expenses	58,267.00	55,664.39	-4.5%	353,711.00	321,746.01	-9.0%	529,842.00	355,406.08	-9.5%
Total Fund Revenues	65,860.00	68,140.13	3.5%	415,744.00	365,577.78	-12.1%	529,865.00	392,642.64	-6.9%
Total Fund Expenses	58,267.00	55,664.39	-4.5%	353,711.00	321,746.01	-9.0%	529,842.00	355,406.08	-9.5%
Surplus (Deficit)	7,593.00	12,475.74	64.3%	62,033.00	43,831.77	-29.3%	23.00	37,236.56	17.7%

(1) Daily Greens Fees -27.62% -\$41,459
Golf Events & Misc -15.28% -\$3,400
Carts -7.95% -\$7,000
Season passes +4.7% +\$4,320
Pro shop sales -6.55% -\$2,763

July 2017 10 rain days of which 5 were in a row. 5 days 9 holes only.

(2) Daily Greens Fees -16.38% -\$21,224
Golf Events & Misc -15.14% -\$3,361
Carts -6.06% -\$5,229
Season passes +8.68% +\$7,690
Pro shop sales -5.4% -\$2,249

July 2016 6 rain days

(3) Wages and related taxes are 5.5% \$4,369 less than budget. Compared to 2016 they are 10.8% \$9,698 less primarily due to transfer of 20% of Supt of Golf Operations salary being moved to Corporate fund in 2017.

(4) In 2017 Golf Maintenance wages and related taxes are less due to a FT employee on workers comp and lower part time cost. Compared to budget 12.1% \$13,472 compared to 2016 6.6% \$6,901. Also Maint Mower/Utility in 2017 is less than budget 37.5% \$4,298 and less than 2016 29.0% \$2,919. Balance due to timing.

Sycamore Park District
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Period ended August 31, 2017

Swimming Pool (51)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>		
Revenues										
Pool	3,803.00	2,536.92	-33.3%	58,867.00	40,359.42	-31.4%	(3) 76,821.00	43,976.86	-8.2%	(3)
Swim Lessons	495.00	207.34	-58.1%	13,041.00	12,380.31	-5.1%	13,262.00	12,542.96	-1.3%	
Total Revenues	4,298.00	2,744.26	-36.2%	71,908.00	52,739.73	-26.7%	(1) 90,083.00	56,519.82	-6.7%	(2)
Expenses										
Pool	15,055.00	15,141.82	0.6%	53,443.00	42,140.92	-21.1%	(3) 54,846.00	46,965.21	-10.3%	(3)
Pool Maintenance	5,795.00	12,217.73	110.8%	21,981.00	27,553.58	25.4%	(4) 28,350.00	22,977.09	19.9%	(4)
Swim Lessons	244.00	2,674.99	996.3%	6,882.00	6,588.30	-4.3%	6,882.00	6,678.15	-1.3%	
Total Expenses	21,094.00	30,034.54	42.4%	82,306.00	76,282.80	-7.3%	90,078.00	76,620.45	-0.4%	
Total Fund Revenues	4,298.00	2,744.26	-36.2%	71,908.00	52,739.73	-26.7%	90,083.00	56,519.82	-6.7%	
Total Fund Expenses	21,094.00	30,034.54	42.4%	82,306.00	76,282.80	-7.3%	90,078.00	76,620.45	-0.4%	
Surplus (Deficit)	(16,796.00)	(27,290.28)	62.5%	(10,398.00)	(23,543.07)	126.4%	5.00	(20,100.63)	17.1%	

- (1) Daily Fees -19.05% \$3,182 shorter season
 Season passes -9.33% -\$2,109
 Misc income (includes oscar, pool rentals and middle school pool party) +83.76% \$1,780
 Swim Lessons -6.61% -\$845
- (2) Daily Fees -20.13% -\$3,407 shorter season
 Season passes -9.88% -\$2,246
 Misc income (includes oscar, pool rentals and middle school pool party) +71.84% \$1,633
 Swim Lessons -1.70% +\$207
- (3) Pool opened later. Reduced revenues and expenses.
- (4) Pool repairs were higher as a result of findings during testing.

Sycamore Park District
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Period ended August 31, 2017

Debt Service (60)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	17,820.00	15,873.03	-10.9%	320,760.00	333,801.66	4.1%	594,000.00	330,118.70	1.1%
Total Revenues	17,820.00	15,873.03	-10.9%	320,760.00	333,801.66	4.1%	594,000.00	330,118.70	1.1%
Expenses									
Administration	-	-	#DIV/0!	15,406.00	15,406.25	0.0%	591,443.00	16,868.75	-8.7%
Total Expenses	-	-		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Total Fund Revenues	17,820.00	15,873.03	-10.9%	320,760.00	333,801.66	4.1%	594,000.00	330,118.70	1.1%
Total Fund Expenses	-	-		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Surplus (Deficit)	17,820.00	15,873.03	-10.9%	305,354.00	318,395.41	4.3%	2,557.00	313,249.95	1.6%

Capital Projects (70)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1,132.39	#DIV/0!	490,000.00	38,711.73	-97.1%
Total Revenues	-	-	#DIV/0!	-	1,132.39	#DIV/0!	490,000.00	38,711.73	-97.1%
Expenses									
Administration	1,315.00	72,185.00	5389.4%	306,553.00	319,958.02	4.4%	641,775.00	293,284.98	9.1%
Total Expenses	1,315.00	72,185.00	5389.4%	306,553.00	319,958.02	4.4%	641,775.00	293,284.98	9.1%
Total Fund Revenues	-	-		-	1,132.39	#DIV/0!	490,000.00	38,711.73	-97.1%
Total Fund Expenses	1,315.00	72,185.00	5389.4%	306,553.00	319,958.02	4.4%	641,775.00	293,284.98	9.1%
Surplus (Deficit)	(1,315.00)	(72,185.00)	5389.4%	(306,553.00)	(318,825.63)	4.0%	(151,775.00)	(254,573.25)	25.2%

Sycamore Park District
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Action 2020 (71)

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	1,000.00	-	-100.0%	5,505,200.00	7,091,427.82	28.8%	6,462,500.00	634,882.77	1017.0%
Total Revenues	1,000.00	-	-100.0%	5,505,200.00	7,091,427.82	28.8%	6,462,500.00	634,882.77	1017.0%
Expenses									
Administration	600,000.00	472,570.00	-21.2%	3,720,000.00	2,685,574.91	-27.8%	4,840,000.00	551,350.31	387.1%
Total Expenses	600,000.00	472,570.00	-21.2%	3,720,000.00	2,685,574.91	-27.8%	4,840,000.00	551,350.31	387.1%
Total Fund Revenues	1,000.00	-		5,505,200.00	7,091,427.82	28.8%	6,462,500.00	634,882.77	1017.0%
Total Fund Expenses	600,000.00	472,570.00	-21.2%	3,720,000.00	2,685,574.91	-27.8%	4,840,000.00	551,350.31	387.1%
Surplus (Deficit)	(599,000.00)	(472,570.00)	-21.1%	1,785,200.00	4,405,852.91	146.8%	1,622,500.00	83,532.46	5174.4%
Total Fund Revenues	214,407.00	212,471.50		8,023,014.00	9,610,303.04	19.8%	11,351,611.00	3,206,458.59	
Total Fund Expenses	844,380.00	788,478.16	-6.6%	6,192,007.00	5,076,092.28	-18.0%	10,150,474.00	2,797,600.86	
Surplus (Deficit)	(629,973.00)	(576,006.66)	-8.6%	1,831,007.00	4,534,210.76	147.6%	1,201,137.00	408,857.73	

Sycamore Park District
Fund Balances

	1/1/2017	Revenues	Expenses	8/31/2017	8/31/2017 Cash balance
10 Corporate	186,577.65	769,766.44	463,180.21	493,163.88	500,498.10
20 Recreation	217,394.11	617,492.83	596,482.73	238,404.21	253,135.58
21 Donations	156,151.66	16,125.19	-	172,276.85	172,276.85
22 Special Recreation	161,363.10	93,910.88	244,720.20	10,553.78	10,553.78
23 Insurance	18,879.70	38,747.26	31,834.74	25,792.22	25,792.22
24 Audit	13,300.51	8,155.27	14,200.00	7,255.78	7,255.78
25 Paving & Lighting	21,957.37	96.31	-	22,053.68	22,053.68
26 Park Police	3,107.62	687.53	-	3,795.15	3,795.15
27 IMRF	4,694.29	46,557.35	51,251.64	-	-
28 Social Security	4,073.02	46,791.62	50,864.64	-	-
30 Concessions	36,390.96	118,374.88	101,686.81	53,079.03	49,288.58
32 Developer Contributions	115,423.79	8,918.10	102,903.32	21,438.57	21,438.57
60 Debt Service	36,301.63	333,801.66	15,406.25	354,697.04	354,697.04
70 Capital Projects	558,446.69	1,132.39	319,958.02	239,621.06	239,621.06
71 Action 2020	511,517.49	7,091,427.82	2,685,574.91	4,917,370.40	4,917,370.40
Total governmental fund balance	2,045,579.59	9,191,985.53	4,678,063.47	6,559,501.65	6,577,776.79
50 Golf Course	205,307.30	365,577.78	321,746.01	249,139.07	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(50,027.39)			(6,195.62)	4,966.98
51 Swimming Pool	246,957.09	52,739.73	76,282.80	223,414.02	
Net Assets	<u>(247,988.11)</u>			<u>(247,988.11)</u>	
	(1,031.02)			(24,574.09)	(24,574.09)
Total proprietary funds	452,264.39	418,317.51	398,028.81	472,553.09	
Net assets	<u>(503,322.80)</u>			<u>(503,322.80)</u>	
Proprietary funds minus net assets	(51,058.41)			(30,769.71)	
	1,994,521.18			6,528,731.94	6,558,169.68

Summary of depository accounts as of **9/20/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,678.45	0.10	10.43
First Midwest Bank	479,904.75	0.13	266.78
Resource Bank	381,518.16	0.37	1569.92
IPDLAF	6,850,979.80	0.91	3086.3
**DCCF - Action 2020	402,121.94		
*DeKalb Co. Community Foundation	<u>17,098.55</u>		1,583.80
	8,147,301.65		

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 8/31/17.

** As of 8/31/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original Projection	Difference
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total		
1/1/2017	207,391	245,525	156,152	167,135	18,880	13,301	21,957	3,108	4,694	4,073	33,572	118,558	0	0	36,302	580,197	674,710	2,285,554	2,285,554	-
January																				
Receipts																				
Replacement Taxes	7,082			-														7,082	5,851	1,231
Shelters	50																	50	50	-
User Fees		7,231									200		86	-				7,517	38,865	(31,348)
Misc	261	5,246	3,199	72	8	6	10	1				53			16	255	227	9,355	1,200	8,155
Expenses	(56,729)	(65,928)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,622)	(739)	-	(6,783)	(163,693)	(325,596)	(256,753)	(68,843)
1/31/2017	158,055	192,075	159,350	162,554	18,888	13,306	21,967	3,109	4,694	4,073	33,323	118,611	(26,536)	(739)	36,318	573,669	511,245	1,983,963	2,074,767	(90,805)
February																				
Receipts																				
Replacement Taxes	-																	750	100	650
Shelters	750																	4,587	5,021	(434)
User Fees		3,627									250		710	-				2,885	500	2,385
Misc	590	428	1,257	27	9	7	11	2				53		-	18	252	231	2,885	500	2,385
Expenses	(52,502)	(85,350)	-	(108,267)	-	-	-	-	-	-	(1,570)	(94,222)	(31,055)	(3,682)	-	(66,438)	(46,807)	(489,893)	(301,620)	(188,273)
2/28/2017	106,893	110,779	160,607	54,314	18,897	13,313	21,978	3,111	4,694	4,073	32,002	24,442	(56,881)	(4,420)	36,336	507,484	464,669	1,502,291	1,816,199	(313,908)
March																				
Receipts																				
Replacement Taxes	4,549																	4,549	2,350	2,199
Shelters	900																	900	650	250
User Fees		4,622									523	-	54,716	-		-		59,861	58,511	1,350
Transfer			-															-	-	-
Misc	594	2,262	2,013	28	10	7	12	2				16			20	262	246	5,472	24,394	(18,922)
Expenses	(63,272)	(74,105)	-	(1,530)	-	-	-	-	-	-	(3,080)	4,905	(38,785)	(2,249)	-	(19,619)	(6,019)	(203,754)	(705,901)	502,147
3/31/2017	49,665	43,558	162,620	52,812	18,907	13,320	21,990	3,112	4,694	4,073	29,445	29,362	(40,950)	(6,669)	36,355	488,127	458,896	1,369,319	1,193,094	176,225
April																				
Receipts																				
Replacement Taxes	11,589																	11,589	8,368	3,221
Shelters	800																	800	1,850	(1,050)
User Fees		14,118									8,856	5,087	36,472	7,181				71,714	47,316	24,398
Bond Proceeds																	140,000	140,000		140,000
Misc	460	2,595	2,180	10	12	1	14	2				17		-	23	309	163	5,787	19,072	(13,285)
Expenses	(44,057)	(65,369)	-	(36,410)	-	(12,200)	-	-	-	-	(11,475)	(2,165)	(44,082)	(2,336)	-	(4,620)	(235,187)	(457,902)	(957,918)	500,016
4/30/2017	18,457	(5,097)	164,800	16,412	18,920	1,121	22,004	3,114	4,694	4,073	26,826	32,302	(48,560)	(1,825)	36,379	483,815	363,873	1,141,307	311,782	829,525

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference
May																				
Receipts																				
Taxes	99,449	69,582		13,732	5,668	1,191	7	100	6,818	6,852					48,868			252,265	305,560	(53,295)
Transfers in/out	7,287	10,100							(11,512)	(10,925)	497		4,494	60				(0)	(5,221)	5,221
Replacement Taxes	7,463																	7,463	6,761	702
Shelters	3,095																	3,095	1,350	1,745
User Fees	-	12,467									17,252	-	33,252	9,061				72,033	102,690	(30,657)
Bond Proceeds																	6,949,539	6,949,539	5,500,000	1,449,539
Misc	12,226	3,183	4,877	-	4	0	3	0				4		-	13	54	1,042	21,406	3,700	17,706
Expenses	(62,955)	(79,668)		(45,008)	-		-	-	-	-	(16,966)	(3,360)	(35,404)	(6,793)	-	(117,601)	(279,112)	(646,866)	(1,165,746)	518,880
5/31/2017	85,020	10,567	169,677	(14,864)	24,591	2,312	22,014	3,214	-	-	27,609	28,947	(46,218)	504	85,259	366,268	7,035,341	7,800,242	5,060,876	2,739,366
June																				
Receipts																				
Taxes	537,051	375,763		74,156	30,607	6,433	37	538	36,818	37,003					263,900			1,362,305	1,222,240	140,065
transfers in/out	16,829	23,258							(28,056)	(25,522)	1,690		11,171	630				-	15,103	(15,103)
Replacement Taxes	-																	-	-	-
Shelters	1,370																	1,370	2,600	(1,230)
User Fees	-	4,735									42,483		70,507	23,397				141,123	161,728	(20,605)
Misc	200	1,424	2,600								-			-		-		4,224	15,444	(11,220)
Expenses	(86,665)	(93,753)	-	(38,304)	-	(2,000)	-	-	-	(22,081)	(4,568)	(53,768)	(11,931)	(15,406)	(31,421)	(933,742)	(1,293,640)	(871,846)	(421,794)	
6/30/2017	553,805	321,994	172,277	20,988	55,198	6,745	22,051	3,752	8,762	11,481	49,702	24,378	(18,308)	12,599	333,753	334,847	6,101,599	8,015,624	5,606,145	2,409,479
July																				
Receipts																				
Taxes	10,320	7,220		1,425	588	124	1	10	707	711					5,071			26,177	30,556	(4,379)
transfers in/out	3,784	5,332							(6,178)	(8,521)	967		3,312	1,304				-	378	(378)
Replacement Taxes	7,632	-																7,632	7,350	282
Shelters	131																	131	800	(669)
User Fees	-	1,516									31,090	-	57,200	9,634				99,439	119,317	(19,878)
Misc	975	-	-									3,688						4,663	10,450	(5,787)
Expenses	(56,945)	(69,751)	-	(15,549)	(31,835)					-	(37,488)	(3,314)	(53,358)	(21,071)	-	(23,041)	(711,659)	(1,024,011)	(994,183)	(29,828)
7/31/2017	519,701	266,311	172,277	6,863	23,951	6,869	22,051	3,763	3,292	3,671	44,271	24,752	(11,154)	2,466	338,824	311,806	5,389,940	7,129,656	4,780,813	2,348,843
August																				
Receipts																				
Taxes	32,302	22,601		4,460	1,841	387	2	32	2,215	2,226					15,873			81,940	91,668	(9,728)
transfers in/out	2,603	4,678							(5,506)	(5,897)	572		2,453	1,097				-	1,132	(1,132)
Replacement Taxes	352																	352	856	(504)
Shelters	950																	950	650	300
User Fees	-	29,646									18,158	-	65,227	1,898				114,929	97,326	17,603
Misc	308	2,585	-															2,893	18,045	(15,152)
Expenses	(55,719)	(72,686)	-	(770)	-	-	-	-	-	-	(13,713)	(3,314)	(51,559)	(30,035)	-	(72,185)	(472,570)	(772,550)	(839,400)	66,850
8/31/2017	500,498	253,136	172,277	10,554	25,792	7,256	22,054	3,795	-	(0)	49,288	21,439	4,967	(24,574)	354,697	239,621	4,917,370	6,558,170	4,151,090	2,407,080

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference
September																				
Receipts																				
Taxes	503,580	355,320		69,720	28,980	6,090	42	420	34,860	34,860					249,480			1,283,352	1,283,352	-
transfers in/out	20,117	32,006							(34,860)	(34,860)	2,549		16,596	14,312				15,860	15,860	-
Replacement Taxes	-																	-	-	-
Shelters	275																	275	275	-
User Fees	-	12,932									14,150	-	46,255	2,500				75,837	75,837	-
Misc	-	15,619	12,500									10,000					700	38,819	38,819	-
Expenses	(84,894)	(104,191)	-	(34,860)	(1,250)	-	-	-	-	-	(15,900)	-	(69,853)	(3,729)	-	(125,540)	(500,000)	(940,217)	(940,217)	-
9/30/2017	939,576	564,822	184,777	45,414	53,522	13,346	22,096	4,215	-	-	50,087	31,439	(2,035)	(11,491)	604,177	114,081	4,418,070	7,032,096	4,625,016	2,407,080
October																				
Receipts																				
Replacement Taxes	6,685	-																6,685	6,685	-
Shelters	50																	50	50	-
User Fees	-	2,182									10,111	-	24,604	-				36,897	36,897	-
Misc	-	300	-														600	900	900	-
Bond Proceeds																		-	-	-
Expenses	(68,147)	(70,192)	-	-	-	-	-	-	-	-	(8,853)	-	(37,921)	(1,723)	(495,631)	(13,315)	(400,000)	(1,095,782)	(1,095,782)	-
10/31/2017	878,164	497,112	184,777	45,414	53,522	13,346	22,096	4,215	-	-	51,345	31,439	(15,352)	(13,214)	108,546	100,766	4,018,670	5,980,846	3,573,766	2,407,080
November																				
Receipts																				
Taxes	47,960	33,840		6,640	2,760	580	4	40	3,320	3,320					23,760			122,224	122,224	-
transfers in/out	1,917	3,049							(3,320)	(3,320)	242		1,580	1,363				1,511	1,511	-
Replacement Taxes	-																	-	-	-
Shelters	-																	-	-	-
User Fees	-	1,227									1,853	-	10,589	-	-			13,669	13,669	-
Misc	11,672	7,000	-														500	19,172	19,172	-
Expenses	(48,114)	(72,065)		(3,320)	-	-	-	-	-	-	(4,609)	-	(36,631)	(465)	-	(179,827)	(200,000)	(545,031)	(545,031)	-
11/30/2017	891,599	470,163	184,777	48,734	56,282	13,926	22,100	4,255	-	-	48,831	31,439	(39,814)	(12,316)	132,306	(79,061)	3,819,170	5,592,391	3,185,311	2,407,080
December																				
Receipts																				
Taxes	-	-																-	-	-
transfer in/out													11,000					11,000	11,000	-
Replacement Taxes	1,779																	1,779	1,779	-
Shelters																		-	-	-
User Fees		375									1,134	-	3,497	-				5,006	5,006	-
transfers	-	(151,000)	-	-								-	-				955,500	804,500	804,500	-
Bond Proceeds																490,000		490,000	490,000	-
Misc	75	919	162,500									10,000						173,494	173,494	-
Expenses	(592,620)	(71,742)	(300,000)	-	(33,085)	-	-	-	-	-	(2,103)	-	(31,726)	(1,855)	(80,406)	(16,540)	(20,000)	(1,150,077)	(1,150,077)	-
12/31/2017	300,833	248,715	47,277	48,734	23,197	13,926	22,100	4,255	-	-	47,862	41,439	(57,043)	(14,171)	51,900	394,399	4,754,670	5,928,093	3,521,013	2,407,080
change	93,442	3,190	(108,875)	(118,401)	4,318	625	142	1,148	(4,694)	(4,073)	14,291	(77,120)	(57,043)	(14,171)	15,598	(185,798)	4,079,960	3,642,539	1,202,175	2,440,364

To: Board of Commissioners
From: Meg Jourden-Messerich
Subject: Monthly Report
Date: September 26, 2017

Administrative Initiatives (9/1/17 – 9/30/17)

- Attended monthly Board meeting. – Meg
- Attended weekly Management Team meetings as scheduled. – Meg, Sarah, Lisa, Hillary (GA)
- Attended Branding Study Session Sept. 20. – Meg, Sarah, Lisa
- Assisted Fireworks and Fun September 9. – Meg, Lisa
- Proposed name for the Fitness Center, Value Statement, Core Values and Service Statement to the Board Sept. 20. – Meg, Sarah
- Held one-on-one meetings with Recreation Supervisors. - Meg
- Finalized Community Center Launch timeline and key tasks. - Meg
- Researched, collected and reviewing job descriptions for part-time Group Fitness Instructor, Personal Trainer, Customer Service Staff, and Custodian positions. – Meg
- Researched and collected Group Exercise/Fitness Instructor pay scale based on industry standards and going rates currently in the park and recreation field for a comparison chart to assist with the recommendation for revision in current position pay scale. - Meg
- Met with Life Fitness Sales Rep., toured and tested Life Fitness equipment (cardio, strength and sectorize) for ease of use, feel and care at Life Fitness headquarters Lincoln Park, IL. – Meg & Lisa

- Met with Direct Fitness Solutions Sales Rep., toured and tested Precor equipment (cardio, strength and sectorize) for ease of use, feel and care at La Grange Park District newly opened fitness center. – Meg
- Met with Jeff, Jackie, Kirk, Sarah and Lisa to discuss, develop, and come to agreement on proposed Community Center support staff (service desk, custodial staff, program staff) roles and building operation hours. Shared the Committee's proposal at Sept. 14 Management Meeting. - Meg
- Met with Jackie and Bill Hamilton, Comcast Sales Rep. to discuss cable package options for Community Center. - Meg
- Researched National Joint Powers Alliance as an opportunity to access competitively awarded nationally leveraged cooperative purchasing contracts and an alternative option for procurement of fitness center equipment.
- Met with Kirk, Jackie, and Lisa to review and discuss Access Control, identification system recommended for memberships, and equipment needed. – Meg
- Created and sent out and end of season Community Pool survey to 2017 pool pass holders. Survey results were collected through Sept. 15. - Meg
- Continued to work with Life Fitness, Direct Fitness Solutions and Midwest Commercial Fitness Sales Reps. in getting updated and finalized fitness center layout recommendation and cardio, strength, and sectorize equipment quotes. – Meg
- Worked with the Supt. of Finance to develop budget layout for the new community center, splash park, sled hill and dog park. – Meg
- Worked with Recreation Staff and Supt. of Finance to re-structure the form of the recreation budget and re-categorizing areas of the budget that align with the Recreation Program Fee Policy approved at August Board Meeting. – Meg

- Working with Vermont System sales department on collecting quotes for additional support and training in setting up facility management, membership management, access control and POS modules for new oncoming of Recreation Campus. -Meg
- Completed and updated inventory for group fitness equipment inventory; quantity and quality to assist with acquiring quotes for new Community Center FF&E. – Meg, Lisa, Hillary

Lisa Metcalf, Recreation Supervisor

- Partnered with Forge Athletics and Moose Athletics on new fall event The Superhero Challenge held Sept. 17. 119 participants grades preschool thru fifth competed in physical, mental and fun challenges. Sponsors included: Shakee Vitamins, the Suter Company and Turner & Sackett Law Office.
- Lisa
- Coordinated the start of Fall Programs and instructors. Sent schedule to South Prairie School. – Lisa
- Worked on list of programs we would like to see offered at the new facility.
- Lisa
- Met with Jeff to create a schedule of current field usage at the Sports Complex to assess and determine availability for High School Girls Softball to use. – Lisa
- Contacted PDRMA to seek help in determining Risk Management and Safety of the new building. – Lisa
- Attended IPRA ProConnect program meeting Sept. 20. – Lisa
- Attended the visit from PDRMA to finish our Loss Control Review. - Lisa
- Attended an Aquatic Round Table and Facility Section Meeting Sept. 27.
-Lisa

Sarah Rex, Recreation & Marketing Supervisor

- Attended IPRA Communications and Marketing Section's Fitness Center Marketing Huddle – Sarah
- Coordinated Fireworks and Fun, September 9. This year, staff combined Fireworks and Fun with Touch-a-Truck (normally held late September) into one big event at the Sports Complex. In all, the event was a success and staff look forward to building on and finetuning this format in the future. – Sarah
- Initiated staff password protected website development with Vermont Systems and will work with the Superintendent of Finance to develop content. Two sites, one for full-time and one for part-time, staff will be used to share useful information, forms and documents. – Sarah
- With approval from donors, finalized sign text and design at the recreation campus facilities for which naming rights have been granted. – Sarah
- Met with Terri Gible to discuss using the community center's generator enclosure to display a community tile mosaic. – Sarah
- Met with Watchfire representative to learn how to maintain the electronic message board at the golf course. – Sarah
- Coordinated a check presentation for the Kiwanis Club's first installment of their 5-year pledge to Leaf a Legacy. Proceeds of their annual Craft Beer and Brat Fest will be used to fulfill this pledge. This year's event raised \$12,000. – Sarah
- Attended first committee meeting of the 2018 Sycamore Kiwanis Craft Beer and Brat Fest. – Sarah
- Aided Executive Director in preparing a letter and pamphlet to Leaf a Legacy donors asking them to keep the conversation going and encouraging others to donate. – Sarah
- Developed the 2018 media campaign timeline that includes brochures, grand opening promotion and membership information. – Sarah

- Initiated Winter/Spring 2018 Brochure development process. – Sarah

Hillary Allton, NIU Graduate Assistant

- Researched park district group fitness class schedule and offerings, registration and membership fees. – Hillary (GA)
- Assembled mock group fitness program schedule with current program offerings and proposed new group fitness classes. – Hillary (GA)
- Assembled a list of recommended group fitness equipment for new facility and program offerings. – Hillary (GA)
- Acquiring quotes for group fitness FFE from SPIR, Power Fitness, and Perform Better group exercise equipment providers. – Hillary (GA)

Administrative Initiatives (10/1/17 – 10/0/17-10/31/17)

- Will attend monthly Board meeting. - Meg
- Will attend weekly Management Team meetings as scheduled. Meg, Sarah, Lisa, Hillary (GA)
- Will develop and present recommendation for the fitness center layout and equipment purchase. - Meg
- Will work with staff in researching and acquiring quotes for FFE areas as assigned. - Meg
- Continue to work with staff in development of a membership package and daily user fee proposal including fitness center, track, group exercise programs and open gym. - Meg
- Will review current group fitness instructor pay scale and compare with park district and fitness industry pay scales to see where we rest and submit recommendation for revision accordingly. – Meg

- Continue to learn Vermont System. Work with Jackie and Lisa in follow up with trainings and discussion of timeline for introduction and setting up of additional software modules. - Meg
- Begin working on 2018 budgets. – Meg, Lisa, Sarah
- Will coordinate the October 11 Green Drinks – Sarah
- Will lead Ghost Stories in the Park on October 12. – Sarah
- Will begin developing a look and brand for the fitness center and recreation campus. – Sarah, Meg

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 26, 2017

Administrative Initiatives (9/1/17 – 9/30/17)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Attended Board Study Session.
- Developed September Golf Insight newsletter and updated reader board outside the Pro shop.
- Continued monthly pro shop merchandise promotions.
- Coordinated the Corvette Show in conjunction with the Fireworks and Fun event.
- Concluded summer golf league schedules for both in house leagues. Corporate leagues and service club leagues.
- Concluded summer outing season with four large events. The Shriner's Scramble, 152 participants, Auto-Meter, 32 players, Knights of Columbus, 42 players and DeKalb Elks, 40 players
- Began Fall rates to attract more fall golf play.
- Finalized fall season staffing and reducing part-time payroll staffing hours.
- Began to contact outing representatives for 2018 outing bookings.

- Completed PDRMA audit of golf course risk management.
- Reduced golf course and pro shop hours of operation due to daylight restrictions. Moved golf course opening time to 7:00am, 7 days a week beginning Labor Day Weekend.
- Monitored and administrated high school golf team schedule including, Sycamore Boys and Burlington Central Boys and Girls.

Administrative Initiatives (10/1/17 – 10/31/17)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop October Golf Insight newsletter and update reader board outside the Pro shop.
- Continue monthly pro shop merchandise promotions.
- Begin sales representative meeting for 2018 product line.
- Monitor, administrate and serve as rules official for Boys and Girls IHSA Golf Regionals.
- Begin to develop league schedules for the 2018 golf season.
- Begin marketing promotion and accept entries for the Pumpkin Scramble.
- Develop and monitor GolfNow rates for fall rates and promotion.
- Reduce part-time cart staff to weekends only and reduce ranger part-time staff hours to 3 weekdays and weekend mornings only.
- Continue to contact outing representatives for 2018 outing bookings.

- Conclude Sycamore Boys and Burlington Central Boys and Girls golf team schedules.
- Begin trade in process for the remainder of our EZGO golf carts and begin to receive bids on replacement vehicles.
- Begin to develop 2018 golf rates and prepare staff recommendation for 2018 golf rates.
- Meet with Sarah Rex to develop a marketing plan for 2018 to include, regular play, outing promotion, league promotion and special events.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 26, 2017

Administrative Initiatives (9/1/17-9/30/17)

Golf

- July 21-23, we received 5” of rain, since then we have had 1.1” in eight weeks. The average for that time is seven to eight inches. We have been using the irrigation system almost every night to make up for the lack of rain, hand watering any hot spots with hoses on the greens, and watching the river level to make sure we have enough water to run all the irrigation heads each night. The new trees have also been watered regularly on the course.
- The repair areas from the July flood are filling in now with new grass. We are starting to mow these areas as they become strong enough and others are still blocked off to thicken.
- We have just started to see digging in the rough from racoons and skunks looking for grub worms. The main play areas are treated for grubs in July but not the whole course due to budget so we spot treat these areas as needed.
- Staff continues to mow main irrigated areas, weed eating, and trim mowing. They have also been spraying for turf disease on a regular basis, have cut out several tree stumps, pruned low hanging trees, cleaned out landscape beds, watered new trees, constantly checked and cleaned out or replaced bad irrigation heads, hand watered hot spots on greens, and fertilized greens, tees, and fairways.

- The digital sign is up and running. Staff built and installed a frame and the top signs then removed the older sign west of the new and removed the stones, then added soil and seeded.
- The new irrigation system design is underway. EC Design is currently working on a pipe and sprinkler system layout for our course. We will review this with them once completed then move on to the next steps which include the pumping station and water source components.
- Encap continues to treat weeds on the river bank and the area left of 5 green. They did mow down a section of the 5-green area to promote better germination of desired plant material and to eliminate invasive species but the lack of rain has slowed growth.

Sports

- AYSO soccer is now in mid-season with 12 regular and 5 mini fields being used for over 500 players. They practice during the week and play on Saturday mornings.
- Sycamore Girls' Softball has begun their fall season with several teams participating with practices during the week and games on Saturdays. We will also have some Sycamore boys' baseball teams using fields for practices and a few games as they participate in the Wasco fall baseball league.
- Adult softball leagues have completed their seasons and the adult Sunday soccer league has two weekends remaining on their schedule.
- I worked with Lisa on billing for user groups and have been meeting regularly with league staff on planning of field use and prep needs.

- I have also collected information with Lisa of all user group field use of our ball fields for future planning purposes.
- Staff continues to mow and trim soccer and ball fields as needed with the drought. All soccer goals have been placed and properly anchored for the season. Lines are painted weekly or biweekly as needed on soccer and still used ball fields. Ball fields are still dragged as needed for scheduled games. Staff has been pruning trees and shrubs, adding ag-lime to ball fields and leveled, added ag-lime to bullpen areas, keep the tennis courts blown off daily, and have repainted parking lines in various lots along with park staff.
- Staff also helped with the very successful Fireworks and Fun day. Tables and garbage cans were mowed, along with port-o-pots. Parking ropes were set up and a firework stay back circle painted around the entire perimeter. Clean up and put away the day after was also completed. I have received a lot of great feedback from those who attended the touch-a-truck, corvette show, bands, and fireworks show.
- The park and soccer fields area by the sports complex hosted four cross country meets in September between the Middle School and St. Mary's School.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress and meet with Ken of Ringland Johnson to get updates on the project.
- Have been attending staff planning meetings specific to opening the new building. I am researching equipment needs for maintenance and pricing along with several other areas in the building. Also writing maintenance plans for the building outside areas and planning for the custodial positions

to come soon with job descriptions and tasks as well as planning hours and budget for their time along with other staff.

- Working with Encap on planting timing of the dog park and north property areas which should begin any day. I sprayed both areas with weed control a couple of weeks ago. Will be coordinating with Encap, Stran's landscape and Cooling landscape as plantings and grass seeding soon take place and the subsequent care.
- Working with City of Sycamore, the Forest Preserve, and Tyrell Well Co. on preserving the city entrance gateway land site. The buildings are gone and dirt from the Airport Rd. trail addition was added and shaped under supervision from the Forest Preserve District for the landscaping portion of the project which will begin soon. The water well will have power and a hand hydrant added soon for a possible future water fountain.
- Also working with the City and Curran Paving as they have begun the new trail along Airport Rd. in the sports complex. They should be paving within a week or so.
- Helped with the organizing of the Superhero fun run in the park off Airport Rd. for kids on Sept. 17th. This program quickly grew to hosting well over 100 young runners and went very well with lots of positive feedback.
- Staff continues to mow, trim, clean all park areas as needed. The lack of rain has allowed us to skip some mowing and focus on other projects. Two more trees were removed recently next to the playground by the Good Tymes shelter with the stumps cut out and the areas seeded.
- The new trees from last spring are once again being watered regularly as the drought continues. Alanzis Landscape will be replacing the 17 trees that did not live during the first couple weeks of October.

- Staff has been addressing equipment repairs, added a new slide to the Airport Rd. Kiddie land Park, adding new certified mulch to several playground areas, and pruning back plant growth along our trails. They have also been concentrating on keeping the mulched play areas clean of weeds.
- Once the new trees are planted in the dog park by Encap, we will add water bags and keep them watered. We are also waiting for costs to consider Stran's to water these plants while they are watering the plants they install around the building.
- The 7-acre area between the soccer fields and the park that was farmland turned to grass continues to mature. We have sprayed and fertilized the area but the lack of rain has stopped growth.
- Continue 2017 PDRMA audit process and requirements. Continue to perform inspections, documentation of facilities and trainings. We will be having our PDRMA audits the last week of September. This allows a month to make corrections before the final grading date at the end of October.
- Working with Meg and Lisa on presented ideas for layout and equipment for the new workout facility at the Community Center and subsequent preventive maintenance plans.
- I am gathering pricing for the 2018 Capital project list for equipment and projects.

Administrative Initiatives (10/1/17-10/31/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.

- Continue to work with architects and construction managers on the new building complex and attend site visits, and will be involved in landscape installation.
- Continue with launch planning project with staff for the new building. Research equipment, gather info for budgets and hiring of new positions along with planning for maintenance procedures and operations.
- Meet with irrigation design firm to continue planning process for new system.
- Host PDRMA audit for all areas and perform corrections prior to end of October final grading date.
- Finalize Capital equipment and project list for 2018.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, mulching/weeding landscape beds, and mulching under playground equipment. Tree trimming and removal will continue in all areas. The remaining parking lot lines in need of more paint will be completed.
- Fall softball continues as will AYSO soccer seasons into fall and a few youth fall bball games. Meeting soon with our affiliates to plan for next season's tournament dates.
- The golf course staff will continue to work on keeping the turf healthy thru the current drought with diseases sprayed for as long as the temperatures stay high. Will host boys' and girls' high school regional meets at the beginning of October. Greens will be aerated the week after the regionals. Leaf mulching will begin later this month.
- Will oversee new roof and fascia on garage and locker cover roof on the south side of the clubhouse.

- Work with Alaniz tree company on planning of replacing dying trees from last year's plantings.
- Will finalize pool pump motor replacement options and pricing for next spring. Will also price any other possible pool replacement items for the deck or mechanical room.
- Will work with City and Forest Preserve District as our town entrance property at rt. 64 and Airport Rd. continues to develop.
- Will work with City as new trail installation is completed in sports complex along Airport Rd.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: September 26, 2017

Administrative Initiatives (9/1/17 – 9/31/17)

- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Managed change orders, color selections, design solution supervision on matters related to the Recreation Campus.
- Began Landscaping at Recreation Campus. Coordinated install of shelters and shade sails for the site.
- Troubleshoot VORTEX issues.
- Continued to troubleshoot steel issues.
- Began working on a framework for beginning Sycamore Park District's next long-range plan.
- Prepared and carried out a Study Session regarding naming of facilities that do not have a major donor. Also, to begin to finalize "branding" for the Fitness Facility.
- Began developing data regarding on-going pool costs for upkeep to hold future discussion on pool closure(s).
- Finalized golf course bidding for two small bridges. The bridges will be put out to bid in a few weeks, and the Board should award the work

at the October Study Session/Special Meeting, or the Regular Meeting.

- Finalized agreement with Health Provider.
- Continued work on Old Mill to Forest Preserve trail issues.
- Finalized Job Descriptions for Loss Control Review.
- Finalized Ergonomics Policy.
- Continued coordination of work for Entry Park.
- Met with new Chief of Police.
- Held two meetings with IDOT Officials in Ottawa.
- Finished sign project—Electronic Message Board

Administrative Initiatives (10/1/17 – 10/31/17)

- Seek out quotes for the sign at the entry park.
- Complete well work for entry park.
- Rectify IDPH issues.
- Complete Dog Park and North Prairie restoration at Recreation Campus.
- Complete First Draft of FF&E Budget for Recreation Campus.
- Complete LEP Plan for USDA.
- Complete Three Year Review of Ball Diamond Grant with USDA.
- Complete step-by-step plans to proceed with land acquisition for next trail project.
- Update AGENDA PLANNER through 2020.

- Re-Introduce Succession Planning.

- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - Chamber After Hours

- Continue work on CAMPUS Construction Supervision:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad

- Continue ordering OWNER REQUIRED equipment for Recreation Campus install.

- Keep on top of Annexation Error.

Thank you so much for allowing

Sycamore Library to use the

Good Thyme Sulfur for our staff

outing! We had a wonderful time

& have you all to thank ☺

Sycamore Library Staff

Jeanette Freeman

Subject: FW: Abbey Ross - Sycamore Park Gymnastics program

Please see all of the attached emails from Julie Eggleston with KSRA and Vicki Ross (the parent of a child that took our Little Tumblers class. Her child has Cerebral Palsy. When Vicki came into our office to register her child for the next session she had nothing but great things to say about the class and our instructor Derek along with the staff that KSRA provided for her child.

From: Julie Eggleston [<mailto:jeggleston@kishsra.org>]
Sent: Tuesday, August 29, 2017 2:00 PM
To: therossfamily92 <therossfamily92@comcast.net>
Cc: Stacy Veldhuizen <sveldhuizen@kishsra.org>; Lisa Metcalf <lisam@sycamoreparkdistrict.com>
Subject: RE: Abbey Ross - Sycamore Park Gymnastics program

Hi Vicki –

That is so great to hear! That made my day to hear that you had such a positive first experience and thank you for the input as to which level she is still at. I look forward to receiving the Inclusion request form so that we can get someone set up to assist her.

Looking forward to working with your family again to assist Abby in being the best that she can be!

Sincerely,

Julie Eggleston, CTRS, MS
Executive Director
Kishwaukee Special Recreation Association
1403 Sycamore Road
DeKalb, Illinois 60115

O: 779-777-7285, ext. 7284

Direct Line: 779-777-7284

F: 815.758.4081

C: 630.803.4130

E: jeggleston@kishsra.org

W: kishsra.org



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From: therossfamily92 [<mailto:therossfamily92@comcast.net>]
Sent: Tuesday, August 29, 2017 1:44 PM
To: Julie Eggleston
Subject: Abbey Ross - Sycamore Park Gymnastics program

Hi, Julie

Just wanted to let you know that I am about to drop off my paperwork for the Sept 19 gymnastics class (ages 4-6). Abbey had a FANTASTIC experience this summer and is anxious to repeat it. Derek spoke with me at the end of the course to tell me they had found another instructor since he was busy with school this fall. He also felt Abbey would still be perfect in the 4-6 age range. - I agree. And Abbey's gymnastic helper, Katrina (who we loved!) indicated possibly her sister might be available to help Abbey on this fall session...that would be great as well. I don't know if you got any feedback about Abbey, but she definitely needs a one on one helper for the course. That being said, this is a wonderful class for her physically! Could not be happier.

I am sure I will be hearing from you soon 😊

Thanks - Vicki Ross

Sent from my Sprint Samsung Galaxy S7.

Total Control Panel

[Login](#)

To: lislam@sycamoreparkdistrict.com [Remove](#) this sender from my allow list

From: jeggleston@kishsra.org

You received this message because the sender is on your allow list.



September 14, 2017

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

Dear Dan,

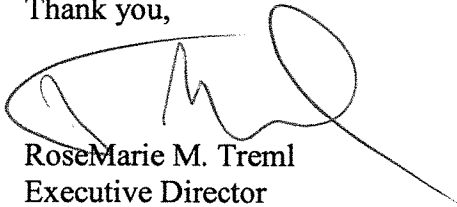
The Sycamore Chamber of Commerce is planning our 2017 Sycamore Pumpkin Festival 10K Road Race. The date of this year's event is Sunday, October 29, 2017. This is a great fundraiser for the Chamber and we could not pull it off without the help and cooperation with the many community organizations and businesses such as the Sycamore Park District.

I am writing to you today to request the use of the park and golf course on that day. As you are aware our race runs through the park off of Airport Road, past the Good Times Shelter, over the foot bridge, around the small baseball diamonds, back around the east side of the pool, past the flag pole and follows the road to the park's west side entrance for a finish. The race will again start at 9:05 a.m. this year and we anticipate being done and cleaned up by noon.

As with previous years, we will inspect the property to make certain it is clean prior to our departure.

I have also attached a copy of our insurance policy with the Park District as additional insured. Please feel free to contact me if you have any questions.

Thank you,



RoseMarie M. Trembl
Executive Director

Sycamore Chamber of Commerce

407 West State Street, Suite 10 Sycamore, IL 60178 Phone 815-895-3456 Fax 815-895-0125 www.sycamorechamber.com

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 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.

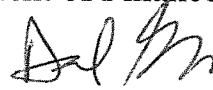
Attached is that report.

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	2017	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					
Brickville Rd 40 Acres		\$2,752				
Copier/Printer - Maintenance			\$2,675	\$11,473	\$11,473	
PC Replacement/Upgrades	\$13,150	\$6,590		\$6,560		December
Vermont Systems	\$53,101	\$42,732		\$10,369		December
Phone System	\$27,000				\$20,000	December
Beverage Cart	\$12,000		\$15,396		-\$3,396	completed
Range Hood	\$17,000		\$21,275		-\$4,275	completed
Small Dump Truck with snow plow	\$45,000		\$44,993		\$7	completed
enclosed trailer	\$8,000		\$8,379		-\$379	completed
blade sharpener	\$11,000		\$9,985		\$1,015	completed
Replace south wall at clubhouse	\$3,600		\$3,360		\$240	completed
Golf Carts (10)	\$30,000		\$28,850		\$1,150	completed
Golf Bridges	\$120,000	\$2,570				October
pond fountains	\$1,968		\$2,018		-\$50	completed
mower deck	\$3,532		\$3,532		\$0	completed
pool basin paint	\$9,000		\$8,727		\$273	completed
Electronic Sign (\$20,000 was carried over from 2016)	\$65,000	\$124,188			-\$39,188	completed
Residence - Basement Drainage Pump	\$8,500		\$7,236		\$1,264	completed
Concessions Garage - Siding/Trim/Doors/Roof	\$12,000			\$12,000		October
	\$456,750	\$178,831	\$156,426	\$40,402	-\$11,866	

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: FINAL APPROVAL OF REVISIONS to PART-TIME PERSONNEL POLICY: Recommend Approval

BACKGROUND INFORMATION: Last month, the Board was able to see a group of recommendations for changes to our Part-Time Personnel Manual. Part of our Loss Control Review with PDRMA calls for a review of our Personnel Manuals every three years. As most of you may recall, in 2013 a “new” full-time personnel policy was adopted by the Board of Commissioners. It was the first time it had been reviewed since 2003.

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

As part of our “risk assessment” we are scored on a number of matters, including the frequency with which we review and update our personnel policies. PDRMA recommends a minimum of every three years. THEREFORE, we reviewed it and approved the changes in 2016. Now the PART-TIME POLICIES are three years old and in need of review.

Attached you will find the manual marked with the recommended changes based upon review by our COUNSEL. I received a few minor changes which appear in the attached document. Rather than give you the whole manual, again, I am providing only page(s) with changes from what you saw last month.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board approve the changes shared last month, and the minor changes attached, hereto.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the oral warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation of an oral warning shall be placed in your personnel file.

Deleted: may

Written Warnings

Written warnings may be issued by your supervisor(s). Written warnings consist of a conference between you and the supervisor imposing the warning, and a written memorandum (to be placed in the employee's personnel file) expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the District's opinion does not warrant suspension or discharge.

You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written warning will be placed in your personnel file.

Suspension

A suspension is defined as temporarily relieving an employee from duties. The supervisor(s) imposing the suspension will under ordinary and usual circumstances meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension, which will be placed in the employee's personnel file. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

Deleted: Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Director.

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The duration of a suspension can range from one (1) to thirty (30) days without pay and shall be determined in the sole discretion of the Director. Unpaid suspensions of employees will be based on daily increments.

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You are generally required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice will be placed in your personnel file.

Dismissal

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: A RESOLUTION OF SUPPORT FOR THE SETTLEMENT NEGOTIATED BY THE DEKALB COUNTY STATE'S ATTORNEY AND SYCAMORE COMMUNITY UNIT SCHOOL DISTRICT #427 CONCERNING PROPERTY TAXES AND VARIOUS PARCELS OF REAL ESTATE OWNED BY AMERICAN NATIONAL BANK TRUST 2566: Recommend Approval

BACKGROUND INFORMATION: You will recall that on last month's agenda was a resolution to support CUSD#427's efforts to settle a tax dispute on land adjacent to Old Mill Park. At the meeting Ted handed out some information he had compiled on the matter (attached to this recommendation for your review). There was no resolution presented at that time as in the interim between the AGENDA coming out for that meeting and the actual meeting, I received additional information from the school district that I felt warranted waiting until the process further progressed.

Since that time, the following has occurred:

- At least one mediation was held.
- The County has sent a letter informing us of the process which I have previously shared with the Board.
- Our Counsel has reviewed the matter.
- I have had two, direct conversations with City Manager regarding this matter.
- None of the parties, other than the County (letter the Board has), that are involved in the mediation have contacted me.

It is important to be clear on a few matters:

1. We are not a party in this mediation, so in many ways we have no power or authority.
2. A Resolution binds us to nothing.
3. HOWEVER, if we adopt this Resolution the likely scenario is that a mediated solution will take away our ability to recover any taxes lost, AND

4. May still keep us open to having to REFUND some taxes, as there are some that are still awaiting a court or mediated solution.
5. Letting go of this tax obligation in **AMERICAN NATIONAL BANK TRUST 2566** poses the real possibility of setting a precedent for future situations where land owners have developers represent, on their behalf, and effort to forego back taxes.
6. I have now been told by the City Manager that he would have a difficult time recommending an abatement of their taxes in this matter due to the precedence it might set, and that it would, indirectly imply that the City has approved the development when, in fact, the planning process for the Old Mill - North development concept hasn't even begun.

All this information in consideration, I believe the best outcome is to support the CUSD#427 effort to settle this matter.

I personally believe that the **AMERICAN NATIONAL BANK TRUST 2566** is getting off pretty easy, and Mr. Grainger is doing them a great service for something they should have kept better control of.

FISCAL IMPACT: A possible loss of an estimated \$18,757.71

STAFF RECOMMENDATION: Staff recommends that the Board approve the Resolution 03-2017, attached hereto.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: August 22, 2017

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 03-2017: SUPPORT FOR OLD MILL PARK DEVELOPMENT BY BRIAN GRAINGER

BACKGROUND INFORMATION: Brian Grainger has addressed the Sycamore Park District Board of Directors on a couple of occasions regarding his efforts to purchase and develop the property just to the north of Old Mill Park. The Park District has approved, in concept, the swapping of a small parcel of land near the southeast corner of the development (currently owned by the Park District) in exchange for additional parking area for Old Mill Park along with other considerations.

The City of Sycamore has conceptually approved the development plan that has been put forth by Mr. Grainger. The Sycamore School District has reached conceptual agreement with Mr. Grainger on settlement of a long festering suit related to disputed real estate taxes on the property in question (see attached settlement agreement). Settlement of this lawsuit is the hinge pin that will allow Mr. Grainger to purchase the property and move development plans forward.

Bringing closure to the lawsuit requires formal sign off from DeKalb County on the negotiated settlement agreement regarding the disputed real estate taxes. The total amount of disputed real estate taxes is about \$250,000. Of this approximately \$150,000 is owed to the Sycamore School District. The negotiated settlement requires Mr. Grainger to pay the School District a total of \$112,500 over the next seven and half years (75% of the total or about \$15,000 per year).

Mr. Grainger's legal counsel contends that DeKalb County has the legal authority to settle this case as it relates to all other taxing bodies given the negotiated agreement with the Sycamore School District. They indicate there is legal precedent as the Sycamore School District's portion of the total real estate tax bill (61%) represents a majority of the total real estate tax bill. To date DeKalb County has not been willing to sign the negotiated settlement with the Sycamore School District as it would result in the other taxing bodies receiving \$0 of the disputed real estate taxes (see attached "Request Pursuant to Section 2-615" – circled area).

Property Tax Settlement

WHEREAS, Broad discretion is given to the State's Attorney when settling a tax objection case, and the State's Attorney is not required to further notify the taxing bodies of a proposed settlement agreement, or to seek their approval and has the final say in the settlement negotiations with the taxpayers.

WHEREAS, The State's Attorney, after consultation with the School Attorney and County Collector, concludes that the \$112,500 settlement herein payable to CUSD 427 is full and final settlement for all taxing bodies involved in the 2008, 2009, and 2010 claims and tax liabilities relating to the subject property.

NOW, THEREFORE, IT IS HEREBY AGREED by and among the Parties:

The recitals set forth above are incorporated as part of this Agreement.

1. This Agreement applies only to the Property and does not apply to any other property inside or outside of DeKalb County, and shall not have precedential weight beyond the Property's 2008, 2009 and 2010 assessments and property taxes.
2. Old Mill Park LLC through Member Brian Grainger agrees to pay CUSD 427 \$112,500 on or before December 30, 2024 for the Compromise and Settlement of all tax-related liabilities/claims for the subject property relating to tax years 2008, 2009, and 2010 to ensure clear title in order to finance and close on the purchase of the property by Old Mill Park LLC.
3. Upon closing of the purchase of the subject property, Old Mill Park LLC is assuming all property tax-related obligations relating to the property including all property tax liabilities and claims against the seller(s) and Heartland Bank and Trust ("HBT").
4. Payment of the \$112,500 is conditional upon the clear title closing of the sale of the subject property to Old Mill Park LLC or its designee.
5. This Agreement shall remain in full force and effect regardless of any closing date extension or contract dispute between Buyer and Seller. If Buyer elects not to purchase the subject property, this Agreement is no longer in effect.
6. Old Mill Park LLC agrees to secure \$112,500 in favor of CUSD 427 within the terms of the Development Agreement to be finalized with the City of Sycamore. Such terms in the Development Agreement are subject to the prior approval of CUSD 427.
7. Old Mill Park LLC agrees to execute a note in recordable form to be recorded in the land records of DeKalb County evidencing the \$112,500 security in favor of CUSD 427.
8. Brian Grainger personally and unconditionally guarantees punctual payment by Old Mill Park LLC as required by this Agreement. CUSD 427 signs this Agreement in consideration of Brian Grainger's willingness to guarantee payment to CUSD 427.
9. Old Mill Park LLC shall pay \$5,000, on execution and \$15,357.14 per year starting June 30, 2018 and each successive June 30 thereafter until the full payment has been made to the CUSD 427 in the amount of \$112,500.
10. No acceleration of payment term shall apply to this Agreement.
11. Old Mill Park LLC agrees to use its reasonable best efforts to expedite the final approvals and construction upon the subject property.

Page 2 of 3

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12. CUSD 427 agrees to make reasonable best efforts to timely secure the agreement of all taxing bodies or their representatives to this Compromise and Settlement Agreement and related declaratory relief.

13. This Compromise and Settlement Agreement releases all claims related to tax years 2008, 2009, and 2010, including all claims by and against the seller, Keven Dahl, his trusts, and HBT.

14. If Old Mill Park LLC determines that the closing date is postponed, this Agreement shall nevertheless remain in full force and effect at Buyer's discretion.

15. Old Mill Park LLC shall facilitate the timely dismissal of all pending litigation involving CUSD 427 and the subject property within thirty days of the execution of this Agreement.

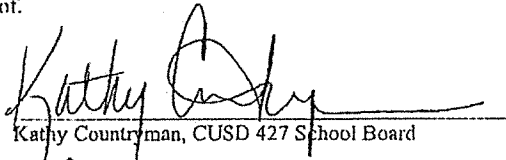
16. If a court of competent jurisdiction determines that any provision of this Agreement is void or enforceable, then said provision shall be ineffective to the extent of such prohibition or enforceability without invalidating the remaining provisions thereof.

17. The execution of this Agreement has been authorized by the proper corporate authorities of the Taxpayer. Old Mill LLC agrees that it is the person liable for the Property's 2008, 2009 and 2010 taxes.

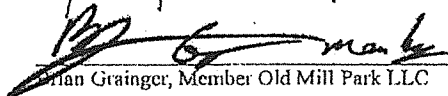
18. This Agreement shall bind and inure to the benefit of the Parties hereto, as well as their respective successors and assigns.

19. This Agreement contains the complete and entire agreement of the Parties and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral, which may have related in any way to the subject matter hereof.

Accepted for CUSD 427:


Kathy Countryman, CUSD 427 School Board

Accepted for Old Mill Park LLC:


Brian Grainger, Member Old Mill Park LLC

Accepted on behalf of all taxing bodies involved in the 2008, 2009, 2010 property tax related liabilities and claims.

Sarah Gallagher-Chani for State Attorney, Richard Amato

Accepted as County Collector

County Collector

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supported by affidavit.” 735 ILCS 5/2-619. If no counter-affidavit is filed, the allegations of the supporting affidavit must be taken as true. People ex rel. De Cola v. United States Fidelity & Guaranty Co., 306 Ill. App. 518, 523 (1st Dist. 1940). In considering a 2-619 motion, the court “must construe the pleadings and supporting documents in the light most favorable to the nonmoving party.” Czarobski, 227 Ill. 2d at 369. In response to a 2-619(a)(9) motion, “[t]he plaintiff must establish that the defense is unfounded or requires the resolution of an essential element of material fact before it is proven.” 735 ILCS 5/2-619(c); Kedzie & 103rd Currency Exch. v. Hodge, 156 Ill. 2d 112, 116 (1993).

B. REQUEST PURSUANT TO SECTION 2-615 (FAILURE TO STATE A CAUSE OF ACTION)

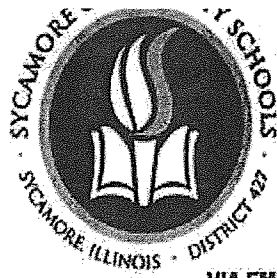
The Court cannot approve the compromise and settlement agreement attached to the Petition (the “Agreement”) because not all of the parties named in the Agreement have agreed to its terms and/or executed the document. In other words, it is clear from the fact of the Petition and its exhibits that no such agreement has been reached by the necessary parties. The purported Agreement described in and attached to the Petition proposes to settle the pending litigation involving Respondent Dahl’s unpaid property taxes at the expense of all taxing bodies other than the school district. The State’s Attorney is clearly a necessary party to the Agreement as he is identified in its opening paragraph as entering into the Agreement. See Petition, at Exhibit F-1 (“Sycamore Community Unit School District 427 (‘CUSD 427’), DeKalb County Collector, *DeKalb County State’s*

Attorney on behalf of all taxing bodies, *** enter into this agreement ...”) (emphasis added). As the signature page to the purported Agreement shows, the States Attorney has not signed the Agreement. See Petition, at Exhibit F-3. Accordingly, the entire Petition is based upon the fallacy that all necessary parties to the Agreement have actually agreed to its terms.

In addition, Respondent Dahl is not identified as a party to the Agreement, even though the purported Agreement described in and attached to the Petition proposes to settle the pending litigation involving Respondent Dahl’s PTAB appeals and issues in the Circuit Court regarding Dahl’s unpaid real estate taxes. As such, it is not apparent that the Agreement would do anything to resolve the pending PTAB appeals and the pending Circuit Court case.

Obviously, the terms of the Agreement have been reached between Petitioner and the school district without the approval of the State’s Attorney or the County Collector. Further, the Agreement negotiated and approved only by the Petitioner and the school district – if enforced – would be at the expense of all taxing bodies besides the school district. Specifically, the school district would receive \$112,500 while the other taxing bodies would receive absolutely nothing.

The Court cannot approve an agreement where one does not exist. Accordingly, the Petitioner’s request that the Court approve the Agreement is inappropriate and the matter should be dismissed.



August 15, 2017

VIA EMAIL ONLY

Mr. Rick Amato
 State's Attorney
 133 W. State Street
 Sycamore, IL 60178
ramate@dekalbcounty.org

Mr. Chris Sherer
 Giffin Winning Cohen & Bodewes, P.C.
 One West Old State Capital Plaza, Suite 600
 P.O. Box, 2117
 Springfield, IL 62701
cscherer@giffinwinning.com

Administration Offices
 245 West Exchange Street
 Sycamore, Illinois 60178

syc427.org

Kathy Countryman, Ed.S.
 Superintendent
 815-899-8103
 fax: 815-899-8110

Nicole Stuckert
 CFO/CSIKO
 815-899-8100
 fax: 815-899-8119

Kristine Webster, Ed.D.
 Director of Curriculum
 815-899-8244
 fax: 815-899-8127

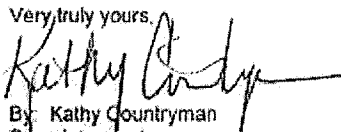
Lynn Reilly
 Director of Special
 Education
 815-899-8117
 fax: 815-899-8127

Re: **SETTLEMENT AGREEMENT WITH
 BRIAN GRAINGER AND OLD MILL PARK LLC**

Dear Mr. Scherer and Mr. Amato:

I am writing on behalf of Sycamore CUSD #427 ("School District") to ask once again that the County accept the Settlement Agreement executed by the School District and Brian Grainger/Old Mill Park, LLC regarding the property tax dispute concerning the vacant land owned by Keven Dahl. The settlement agreement with Mr. Grainger will resolve more than a decade of litigation regarding this property. Notwithstanding monies owed as the result of the most recent PTAB decisions, the 2009 PTAB decision is currently on remand from the appellate court. If the PTAB changes its decision on remand, the School District and other taxing bodies who are part of the settlement agreement could be required to pay additional refunds. In contrast, accepting the settlement now will place the taxing districts in the advantageous position of exiting this case as winners without having to pay more refunds. Regardless of the outcome, we believe that failure to settle will result in further appeals, litigation, legal fees and time. The settlement agreement therefore avoids potential negative outcomes while ending this case in a manner that establishes favorable precedent for the taxing bodies and all Illinois taxing districts in general. Furthermore, the settlement provides an opportunity to develop for good use a troubled property that, for years, has failed to provide any meaningful benefit to its owners or the community through property tax revenues or otherwise.

The School District has taken the lead on this case, and incurred the expense of trial and two appellate court review proceedings. The School District knows as well as anybody about the considerable time, expense and frustration that has resulted from the proceedings. However, after putting emotion and personal frustrations aside, we know that resolving this matter through the settlement agreement will result in the best, most efficient outcome for all parties. We hope the County will agree.

Very truly yours,

 By: Kathy Countryman
 Superintendent
 Sycamore SD No. #427

cc: Michael Coghlan
 Scott L. Ginsburg

"The settlement provides an opportunity to develop for good use a troubled property that, for years, has failed to provide any meaningful benefit to its owners or the community through property tax revenues or otherwise," her email reads.

RESOLUTION NO. 03-2017

**A RESOLUTION OF SUPPORT FOR THE SETTLEMENT
NEGOTIATED BY THE DEKALB COUNTY STATE'S ATTORNEY
AND SYCAMORE COMMUNITY UNIT SCHOOL DISTRICT #427
CONCERNING PROPERTY TAXES AND VARIOUS PARCELS OF REAL ESTATE
OWNED BY
AMERICAN NATIONAL BANK TRUST 2566**

WHEREAS, the Sycamore Park District is an Illinois unit of local government organized and operating pursuant to the Illinois Park Code ("Code"); and

WHEREAS, the Sycamore Park District is aware of a proposed settlement of various tax claims and liabilities negotiated by the DeKalb County State's Attorney and Sycamore Community Unit School District #427 concerning various parcels owned by American National Bank Trust #427 in the matter: *Old Mill Park, LLC v. Amercian National Bank Trust, et al.*, No. 17-MR-266 (the "Litigation"); and

WHEREAS, the Park District is among the units of local government involved with the tax matters and is therefore represented by the State's Attorney's office; and

WHEREAS, the Park District desires to formally express its support for the settlement negotiated by the State's Attorney and the School District; and

WHEREAS, the Park District finds that the settlement will increase the likelihood of a successful development of the subject parcels in accord with the City's plan for development and City ordinances; and

WHEREAS, the Park District supports the development concepts presented by Old Mill, LLC for the parcels and the Park District further acknowledges that the proposed development concept will need easements from the Park District and an exchange of certain parcels of real estate, along with relief from setback requirements; and

WHEREAS, the Park District finds that further expenditures of time, money and effort will not produce a more satisfactory outcome than that proposed by the settlement; and

WHEREAS, the Park District does not desire to undertake any further expense in this matter and does not wish to incur any costs or make any payments for or as the result of any mediation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO: The Sycamore Park District formally supports the proposed settlement negotiated by the DeKalb County State’s Attorney and Sycamore CUSD #427.

SECTION THREE: SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: CONFLICT. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law and the provisions of the City Code amended herein shall be reprinted with the changes.

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this ____ day of _____, 2017 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

Secretary

{Seal}

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: Records Disposal for the Sycamore Park District

BACKGROUND INFORMATION: A few years back, the State of Illinois adopted legislation that changes the way we keep, AND MORE IMPORTANTLY HOW WE DISPOSE OF RECORDS. Some time ago, Jackie and I started going through all of our old records. Antoinette and I then finished the task by submitting our list to the Office of the Secretary of State, Local Records Commission for authorization to dispose of these records. We have now heard back from the State on this, and have to file with the State an Application for Authority to Dispose of Local Records based on the States recommendations. Once we receive this back, we then can dispose of our older records as approved. Director Gible has touched base with Counsel on this and they are fine with what the State has recommended in keeping and disposing. This process has never been done, so there is a large volume of records that will be disposed of. I have attached pictures of some of the records that we will be disposing of along with the list of our records that the State recommends for disposal. The State gave their recommendations, but this is a guideline. If the Board would like us to keep certain records longer, we can also do that. After this first disposal, we can then do this on a yearly basis so it should not be as daunting of a task. Some records go back to 1930, but not on everything. Please let us know if any questions on any of this, or any other recommendations on the retention of any of these records.

FISCAL IMPACT: At this point, I anticipate minimal cost to the District. Our contact in the Illinois State Records Unit has provided us with contact information of companies that will destroy our documents free of charge. We need to take our documents to destroy and can watch the process.

STAFF RECOMMENDATION: I recommend the Board giving us authorization to dispose of our records as listed on the Application for Authority to Dispose of Local Records.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "Dilip Kumar", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" line.

BOARD ACTION:

Handwritten notes in red ink, possibly dates or initials.

9/5-5/96

9/5-12/95

-9/95

9/95-6/95

9/95-12/94

9/95-12/94

9/95-12/94

9/95-5/95

9/95-4/95

9/95-4/95

4/30/91

9/95-12/94

9/95-9/96

9/95-5/95

GL 1/96-11/95

GL 9/95-12/95

GL May 95-Aug 95

GL 1/95-4-95

GL 5/94-12/94

GL 11/93-4/94

GL 5/93-10/93

GL 10/92-4/93

GL 5/92-9/92
GL 7/92-1/92
GL MAY 91-DEC 91
GL 11/90-4/91
GL NOV-OCT 89
GL 89 CLOSING

AR 7/96-10/96

AR 1/96-6/96

AR 7/95-12/95

AR 6/95-12/95

AR 5-94
AR 12-94
AR 1/93-4/93
AR 7/92-8/92
RECEIPTS 1/8/92
RECEIPTS 1/8/92
AR 10/90
89-APR 90

STORAGE DRAWER 2006 01654
 Books
 Pay Roll
 JAN-DEC

2008 General Ledger
 CONTENTS: Pay roll books +
 BOX NO.:
 LOCATION:
 DESTROY DATE: / /



STORAGE DRAWER 01652
 CONTENTS: [unclear]
 BOX NO.:
 LOCATION:
 DESTROY DATE: / /

STORAGE DRAWER 01653
 CONTENTS: [unclear]
 BOX NO.:
 LOCATION:
 DESTROY DATE: / /

Universal
 1994
 From/De/De
 APR 1995
 Thru/Asa/Avant
 Destroy/Destruir/Détruire
 85120
 Bills & Receipts
 Contents/Contiens/Contenus

Universal
 May 1995
 From/De/De
 Dec 1995
 Thru/Asa/Avant
 Destroy/Destruir/Détruire
 85120
 Bills & Receipts
 Contents/Contiens/Contenus

Universal
 Recreation
 Commission
 Files
 85120

STORAGE DRAWER 01653
 RECEIVABLES
 1997
 2

Fellowes

STORAGE BOX
 LETTER/LEGAL SIZE
 01651
 PR
 1957-1980's

Fiscal Year
 1997-1998

1997 1 Golf/Pool
 Memberships
 BANKERS BOX



2009 Payables-Files
CONTENTS:
BOX NO.: P THRU
LOCATION:
DESTROY DATE: 11
Legacy Part No. LOP-10066

STORAGE DRAWER 01653
Bills / AP
Vendors / Pricer
1997

STORAGE DRAWER 01654

STORAGE DRAWER 01653
0-7

STORAGE DRAWER 01653
Perma Products

STORAGE DRAWER 01653
Perma Products

Accounts Receivable
Jan 1 - July 31
Receipts
Perma Products

2009 Cash Receipts
CONTENTS:
BOX NO.: JAN THRU JULY
LOCATION:
DESTROY DATE:
Perma Products



Office Depot
ECONOSTOR
703

Freedom Records Management, Inc.
Free your Space - Free your Time
Free your Mind from Worry
Committed to Complete Customer Satisfaction
Locally Owned and Operated

Clubhouse Rentals
BANKERS BOX
R-Kline 724

BANKERS BOX

Annual Financial + Audit Reports
1967-2015
BANKERS BOX

STORAGE 2006-2009
DRAWER 2010-2011
Pool Scholarships
Pool Passes/memberships
1967-2015
POOL
BANKERS BOX

Bonds 1984 to present
BONDS

STORAGE Box
JURF 01651
1961-2015
-stmts
-pmts
BANKERS BOX

JOURNAL ENTRIES 1999-2015
ST DR
54
BANKERS BOX

STORAGE Box
Tax Returns 1967-1991
01651
BANKERS BOX

W2/Wage Rpt. 2006-2010
BANKERS BOX
ECONOSTOR 703

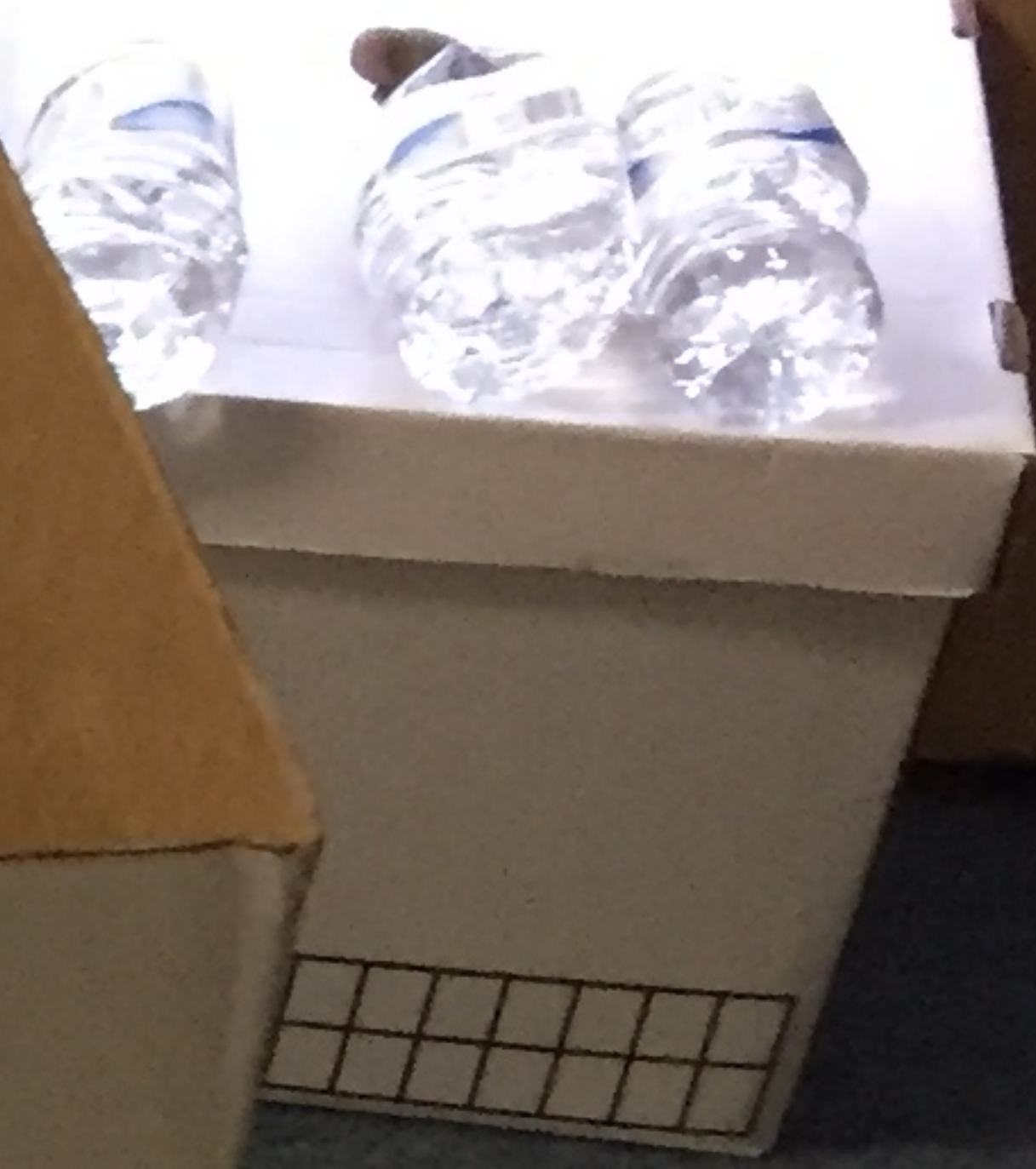
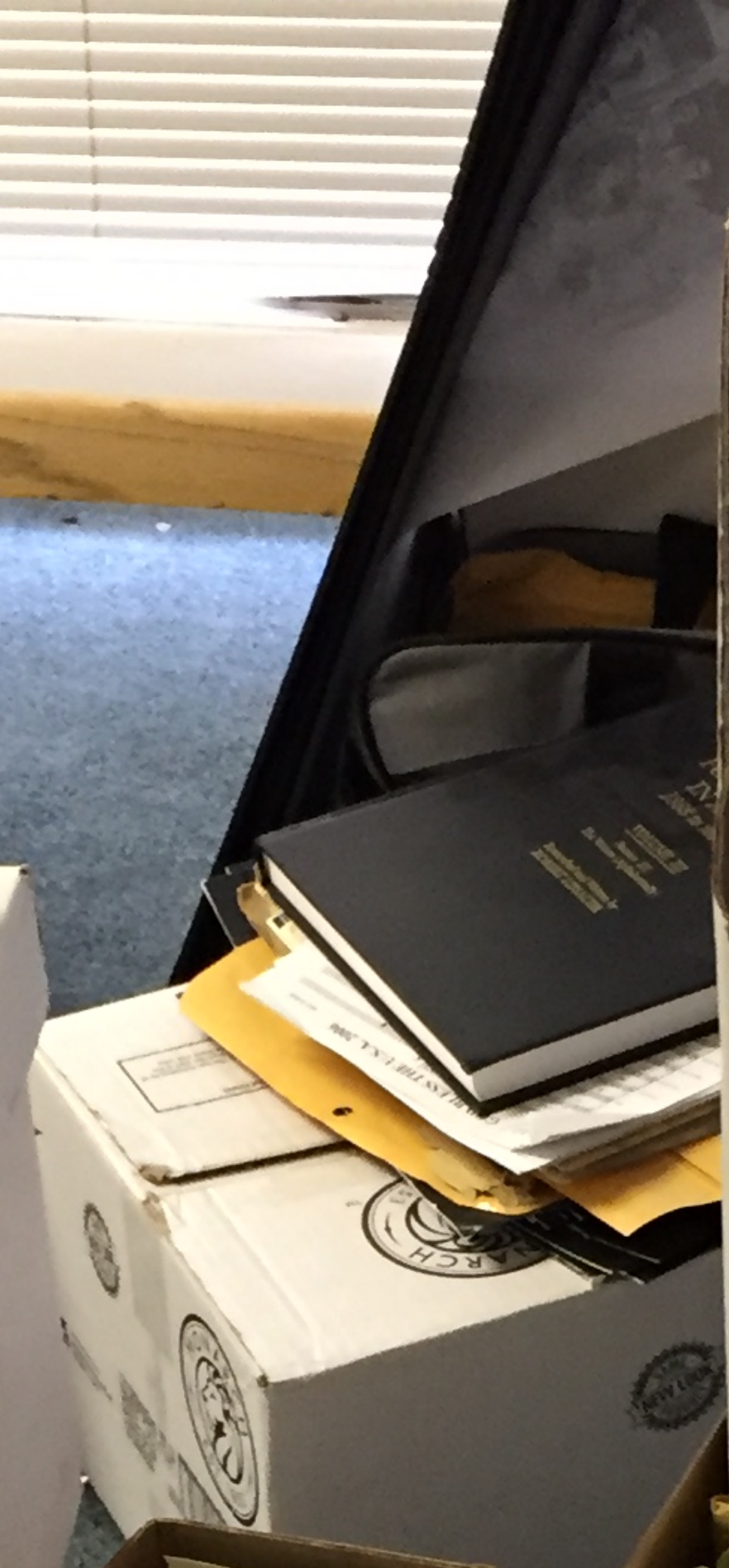
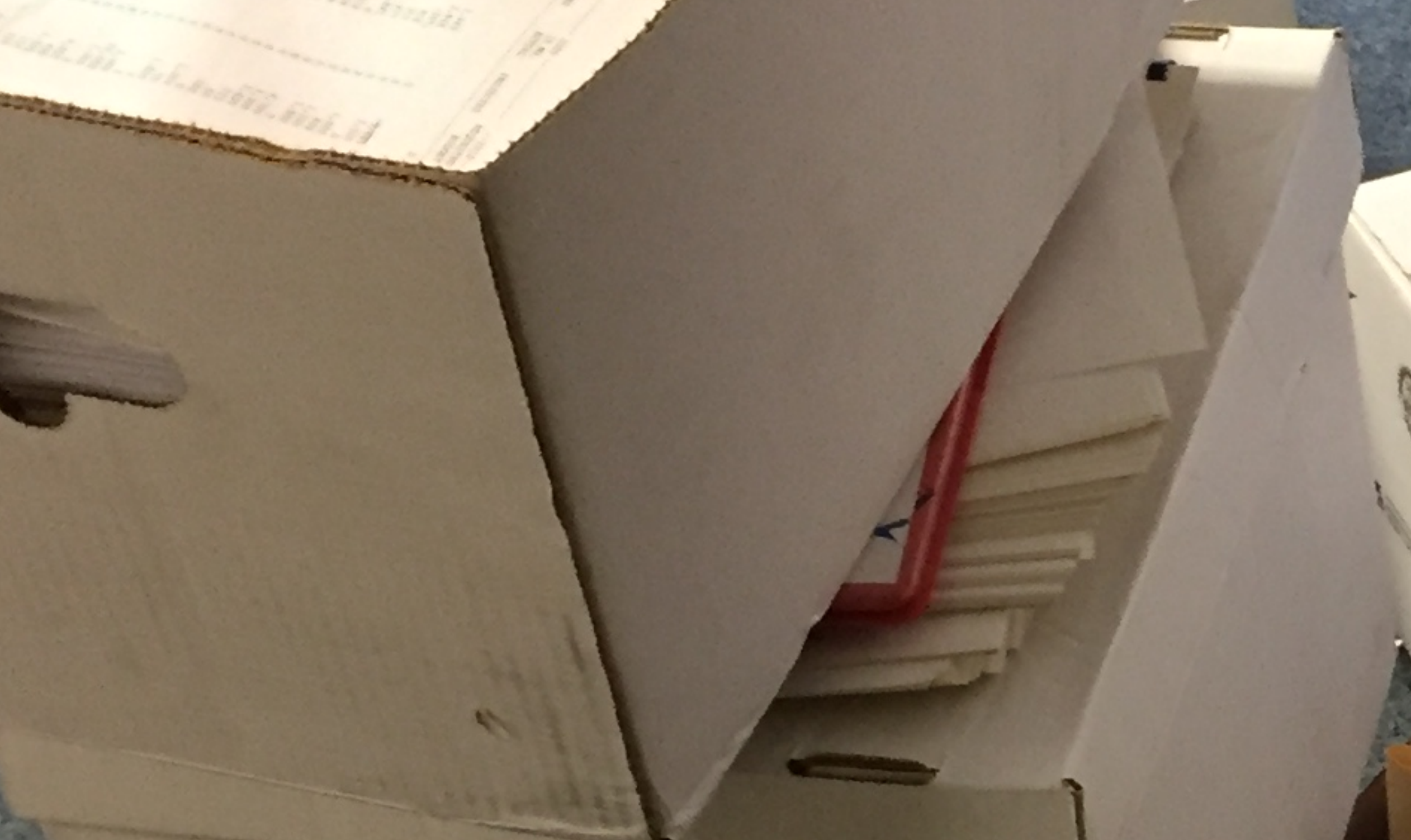
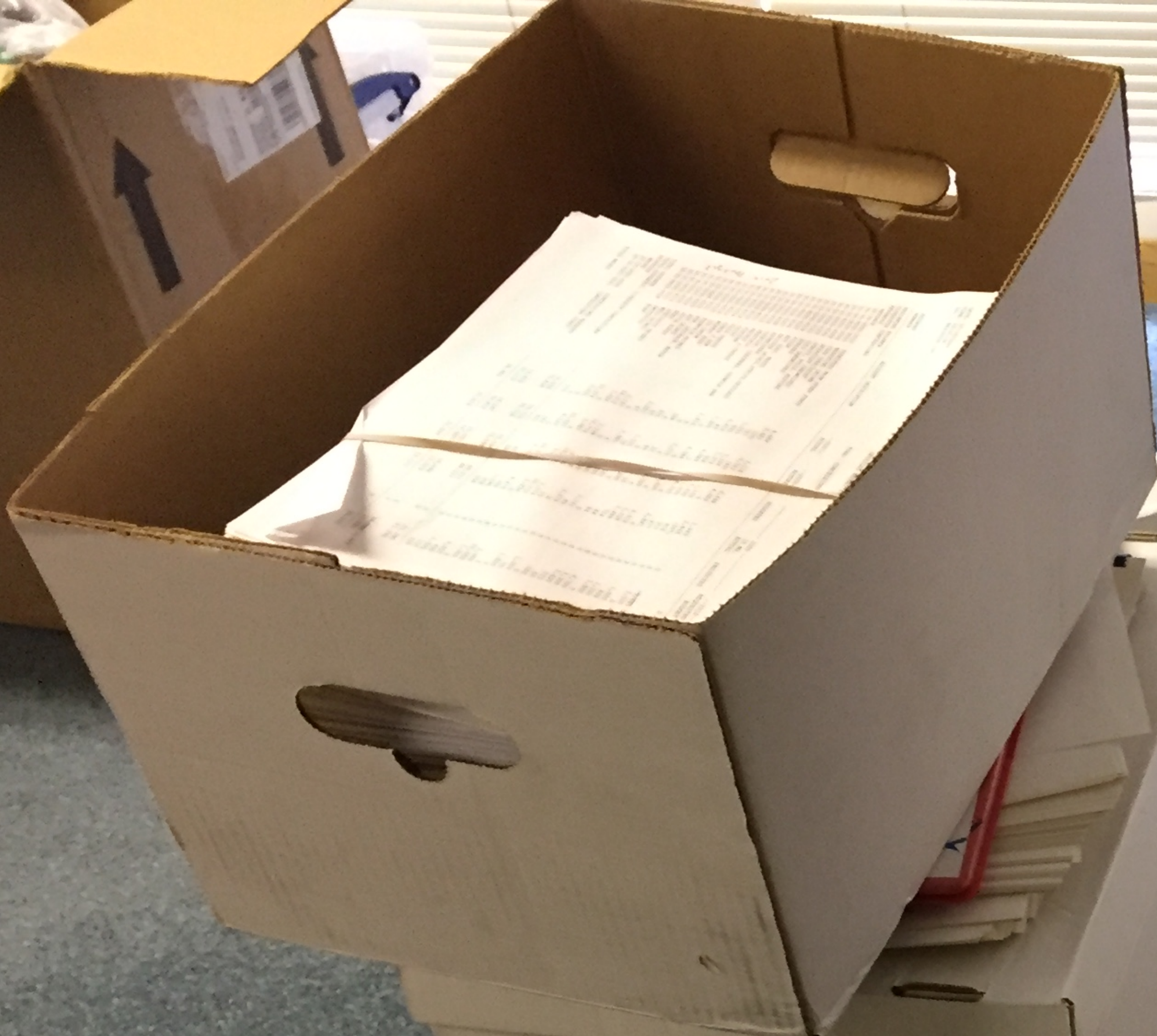
Payroll Taxes 92-97
BANKERS BOX
R-Kline 724

STC DR
PR TAXES 1998-2015
Box 2 of 2
54
BANKERS BOX

1999 + 2005
Gen Ledger Year End
BANKERS BOX
ECONOSTOR 703

Medical Reimbursements
1999-2007
BANKERS BOX

Yellow sticky notes on the floor.



STORAGE BOX LETTER/LEGAL SIZE
01651

CONTENTS
 DUTTON MEMORIAL
 HARRIS
 CHALLAND
 LORAN

DESTROY DATE

BANKERS BOX
 ECONOSTOR
703

BANKERS BOX
 ECONOSTOR
703

- Workers Comp 92
 - Accident Rpts 92
 - New H. Re Rpts 92
 - unemploy. claim 92
 - Form/Flood Rpts 76-01

- Resumes
 96
 - Golf list
 - Bank 2010
 - Total mems
 2001
 - cont Publ
 41-2011

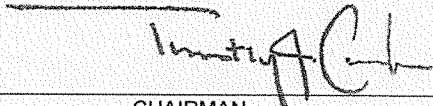
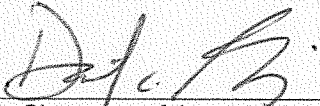

STORAGE BOX LETTER/LEGAL SIZE
01651

1985-1986
 Bank
 Post
 RC

FELLOWES
 45% RECYCLED MATERIAL

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

COUNTY DeKalb	CITY Sycamore	ZIP 60178	LOCAL RECORDS COMMISSION APPROVAL  CHAIRMAN
AGENCY Sycamore Park District			
ADDRESS 940 E. State Street			
PHONE 815-895-3365			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p>  Signature of Agency Head			 DIRECTOR, STATE ARCHIVES August 1, 2017 DATE
		06/15/2017 Date	
Daniel Gibble Executive Director			

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY. THIS APPLICATION SUPERSEDES APPLICATION

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

COUNTY DeKalb	CITY Sycamore	ZIP 60178	LOCAL RECORDS COMMISSION APPROVAL
AGENCY Sycamore Park District			
ADDRESS 940 E. State Street			
PHONE (815) 895-3365			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p> <p><i>Daniel Gibble, Executive Director</i> <i>June 15, 2017</i> Signature of Agency Head Date</p>			
			<i>Timothy J. Carlson</i> CHAIRMAN
			<i>David Joens</i> DIRECTOR, STATE ARCHIVES
			<i>August 1, 2017</i> DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION THIRTY (30) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

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THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Margaret Cross Norton Building
 Springfield, IL 62756
 217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: _____

COUNTY: _____

FROM: _____
(Agency Division)

ADDRESS: _____
(Street, P.O. Box)

(City, ZIP Code)

CONTACT TELEPHONE: (_____) _____

CONTACT EMAIL: _____

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

_____ Date

_____ Signature _____ Date

Print name and title on line above

Prepared by: _____

(Signature required only if records have been microfilmed or digitized)

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 Margaret Cross Norton Building
 Springfield, IL 62756
 217-782-7075

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ADDRESS: _____
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 Date

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Prepared by: _____

(Signature required only if records have been microfilmed or digitized)

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 104 17:179
Page 2 of 23

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
1.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ACCOUNTS PAYABLE AND RECEIVABLE</u></p> <p>Dates: 1986- Volume: 151 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the following:</p> <ol style="list-style-type: none">1. Bills2. Receipts3. Check copies4. Reimbursements5. Journal binders, etc. <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
3.	<p><u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u></p> <p>Dates: 1997- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

105
Application No. 17:179
Page 3 of 23

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
4.	<p data-bbox="358 384 1317 411"><u>APPLICATIONS FOR USAGE OF PARK DISTRICT FACILITIES</u></p> <p data-bbox="358 457 1032 594">Dates: 1991- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 636 1040 663">These rentals are for the following:</p> <ul data-bbox="407 674 643 772" style="list-style-type: none">1. Clubhouse2. Shelter3. Pool, etc. <p data-bbox="358 821 1487 877">Recommendation: Retain for two (2) years after completion of terms of usage, then dispose of.</p>
5.	<p data-bbox="358 926 570 953"><u>ASSET LISTS</u></p> <p data-bbox="358 999 1032 1136">Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1178 1487 1234">Recommendation: Retain for seven (7) years, then dispose of.</p>
6.	<p data-bbox="358 1283 894 1310"><u>AUDIO RECORDINGS OF MEETINGS</u></p> <p data-bbox="358 1356 1032 1493">Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1535 1463 1713">Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

106
Application No. 17:179
Page 4 of 23

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
7.	<p data-bbox="358 384 607 405"><u>AUDIT REPORTS</u></p> <p data-bbox="358 453 1029 594">Dates: 1967- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 636 1382 699">Recommendation: Retain one copy of each audit report permanently.</p>
8.	<p data-bbox="358 741 683 762"><u>BACKGROUND CHECKS</u></p> <p data-bbox="358 814 1008 955">Dates: 2003- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="358 997 1479 1493">Recommendation: Retain Criminal Background Check Records of hired employees and contractors for five (5) years after termination of employment or termination of contract, then dispose of. Retain Criminal Background Check Records of persons accepted as volunteers by local government agencies for five (5) years after date of last service, then dispose of. Retain Criminal Background Check Records on persons not hired or accepted as a volunteer for two (2) years, then dispose of.</p>

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9.	<p data-bbox="362 380 649 411"><u>BANKING RECORDS</u></p> <p data-bbox="362 453 1036 590">Dates: 1984- Volume: 12 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="362 632 1214 663">This record series consists of the following:</p> <ol data-bbox="410 667 760 804" style="list-style-type: none">1. Cancelled checks2. Deposit slips3. Credit cards4. Statements, etc. <p data-bbox="362 852 1487 913">Recommendation: Retain for seven (7) years, then dispose of.</p>
10.	<p data-bbox="362 957 1008 989"><u>BIDS, SPECIFICATIONS AND PROPOSALS</u></p> <p data-bbox="362 1031 1036 1167">Dates: 1990- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1209 1487 1388">Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.</p>
11.	<p data-bbox="362 1430 1463 1461"><u>BLUEPRINTS AND PLANS OF PARK DISTRICT FACILITIES AND PARKS</u></p> <p data-bbox="362 1503 1036 1640">Dates: 1974- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1682 1487 1745">Recommendation: Retain permanently or one (1) year after sale of property.</p>

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12.	<p data-bbox="358 384 591 411"><u>BOND RECORDS</u></p> <p data-bbox="358 457 1013 596">Dates: 1970- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="358 638 1463 993">Recommendation: Retain bond records transcripts, resolutions and certifications permanently. Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of. Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.</p>
13.	<p data-bbox="358 1035 834 1062"><u>CERTIFICATES OF INSURANCE</u></p> <p data-bbox="358 1104 1013 1243">Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="358 1285 1487 1388">Recommendation: Retain for three (3) years following cancellation or expiration, then dispose of.</p>
14.	<p data-bbox="358 1432 1446 1497"><u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, ETC.</u></p> <p data-bbox="358 1539 1029 1677">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1719 1471 1751">Recommendation: Retain for one (1) year, then dispose of.</p>

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15.	<p data-bbox="362 384 1122 407"><u>CERTIFICATE OF STATUS OF EXEMPT PROPERTY</u></p> <p data-bbox="362 453 1032 590">Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 636 1487 699">Recommendation: Retain for two (2) years after expiration, then dispose of.</p>
16.	<p data-bbox="362 743 1102 766"><u>CHEMICAL AND PESTICIDE APPLICATION LOGS</u></p> <p data-bbox="362 812 1032 949">Dates: 1997- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 995 1487 1058">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
17.	<p data-bbox="362 1102 1349 1165"><u>CONSTRUCTION RECORDS (FOR PARKS, FACILITIES AND BALL FIELDS)</u></p> <p data-bbox="362 1211 1032 1348">Dates: 1983- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1394 1487 1528">Recommendation: Retain <u>construction plans, drawings, and specifications</u> permanently. Retain <u>other records</u> for ten (10) years following completion of project, then dispose of.</p>

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18.	<p data-bbox="363 380 992 411"><u>CONTRACTS, LEASES, AND AGREEMENTS</u></p> <p data-bbox="363 453 1036 590">Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="363 632 1484 768">Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
19.	<p data-bbox="363 814 743 846"><u>DAILY OPERATING LOGS</u></p> <p data-bbox="363 888 1036 1024">Dates: (1983 - 1996) Volume: 1 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p data-bbox="363 1066 1484 1129">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
20.	<p data-bbox="363 1176 914 1207"><u>DEFERRED COMPENSATION RECORDS</u></p> <p data-bbox="363 1249 1036 1386">Dates: 1993- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="363 1428 1484 1598">Recommendation: Retain for seven (7) years contribution statements, then dispose of. Retain plan records after cancellation/withdrawal from program for ten (10) years, then dispose of.</p>
21.	<p data-bbox="363 1644 760 1675"><u>DISASTER/CRISIS PLANS</u></p> <p data-bbox="363 1717 1036 1854">Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="363 1896 1146 1923">Recommendation: Retain until superseded.</p>

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22.	<p data-bbox="358 420 662 443"><u>ELECTION RECORDS</u></p> <p data-bbox="358 489 1029 630">Dates: 1987- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 674 1477 699">Recommendation: Retain for one (1) year, then dispose of.</p>
23.	<p data-bbox="358 743 699 766"><u>EMPLOYEE HANDBOOKS</u></p> <p data-bbox="358 812 1029 953">Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 997 1052 1022">Recommendation: Retain permanently.</p>
24.	<p data-bbox="358 1066 792 1089"><u>EMPLOYMENT APPLICATIONS</u></p> <p data-bbox="358 1136 1029 1276">Dates: 1996- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1320 1477 1564">Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.</p>
25.	<p data-bbox="358 1608 1174 1631"><u>F.E.M.A. AND I.E.M.A. FLOOD RELATED RECORDS</u></p> <p data-bbox="358 1677 1029 1818">Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1862 1477 1919">Recommendation: Retain for three (3) years, then dispose of.</p>

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26.	<p data-bbox="362 417 1295 443"><u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u></p> <p data-bbox="362 489 1032 625">Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 667 1484 806">Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>
27.	<p data-bbox="362 848 854 873"><u>GOLF CART SIGN IN/OUT LOGS</u></p> <p data-bbox="362 919 1032 1056">Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1098 1484 1167">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
28.	<p data-bbox="362 1209 605 1234"><u>GRANT RECORDS</u></p> <p data-bbox="362 1281 1032 1417">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1459 1484 1560">Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>

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29.	<p data-bbox="358 380 1159 411"><u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u></p> <p data-bbox="358 453 1029 590">Dates: 1961- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 632 1463 1024">Recommendation: Retain <u>Designation of Beneficiary forms</u> until superseded or until terminated employees seventy-eighth (78th) birthday, (whichever occurs first) then dispose of. If employee has not retired by age seventy-eight (78), retain designation of beneficiary forms for ten (10) years after termination of employment, then dispose of. Retain all <u>other records</u> in this record series for seven (7) years, then dispose of.</p>
30.	<p data-bbox="358 1066 662 1098"><u>INCIDENT REPORTS</u></p> <p data-bbox="358 1140 1029 1276">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1318 1463 1381">Recommendation: Retain for three (3) years, then dispose of.</p>

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31.	<p data-bbox="362 380 573 407"><u>INSPECTIONS</u></p> <p data-bbox="362 453 1032 590">Dates: 2009- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 632 1117 659">These inspections are for the following:</p> <ol data-bbox="407 667 873 877" style="list-style-type: none">1. Fire extinguishers2. Fire alarms3. A.E.D.'s4. Elevators5. Pool/health department6. Vehicles, etc. <p data-bbox="362 919 1474 982">Recommendation: Retain for five (5) years, then dispose of.</p>
32.	<p data-bbox="362 1031 911 1058"><u>INSURANCE POLICIES AND CLAIMS</u></p> <p data-bbox="362 1104 1032 1241">Dates: 1978- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="362 1283 1442 1633">Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.</p>

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33.	<p data-bbox="358 373 1027 405"><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p data-bbox="358 447 1027 590">Dates: 2004- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 625 1479 730">Recommendation: Retain for five (5) years following completion of terms of agreement, then dispose of.</p>
34.	<p data-bbox="358 772 813 804"><u>INVENTORIES OF EQUIPMENT</u></p> <p data-bbox="358 846 1027 989">Dates: 2013- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1024 1365 1129">Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
35.	<p data-bbox="358 1171 659 1203"><u>JOB DESCRIPTIONS</u></p> <p data-bbox="358 1245 1027 1388">Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1423 1471 1493">Recommendation: Retain for five (5) years following update or supersedence, then dispose of.</p>
36.	<p data-bbox="358 1535 927 1566"><u>LEAF A LEGACY DONATION RECORDS</u></p> <p data-bbox="358 1608 1027 1751">Dates: 2016- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1787 1471 1850">Recommendation: Retain for seven (7) years, then dispose of.</p>

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37.	<p><u>LEDGERS, JOURNALS AND REGISTERS</u></p> <p>Dates: 1989- Volume: 10½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These ledgers, journals and registers are for the following:</p> <ol style="list-style-type: none">1. General2. Accounts payable3. Accounts receivable4. Disbursements5. Receipts, etc. <p>Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
38.	<p><u>LIQUOR LICENSES</u></p> <p>Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration, then dispose of.</p>
39.	<p><u>LOSS CONTROL EFFICIENCY AND INSURANCE RATINGS FROM P.D.E.R.M.A.</u></p> <p>Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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40.	<p><u>MASTER PLANS</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
41.	<p><u>MEMBERSHIP RECORDS</u></p> <p>Dates: 1991- Volume: 5½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after cancellation or expiration, then dispose of.</p>
42.	<p><u>MEMORIAL FUND RECORDS</u></p> <p>Dates: 1970- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
43.	<p><u>MINUTES AND AGENDAS AND BOARD PACKETS (INCLUDES BUDGETS)</u></p> <p>Dates: 1941- Volume: 11 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. If packet contains <u>original material</u> referred to in the minutes, retain permanently. If packet contains <u>copies</u> <u>only</u>, retain for one (1) year, then dispose of.</p>

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44.	<p><u>MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u></p> <p>Dates: 1981- Volume: 3 ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
45.	<p><u>NEW HIRE REPORTS</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
46.	<p><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING AND OPEN MEETINGS ACT CERTIFICATES OF COURSE COMPLETION</u></p> <p>Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p>

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47.	<p data-bbox="358 375 854 403"><u>ORDINANCES AND RESOLUTIONS</u></p> <p data-bbox="358 449 1032 590">Dates: 1930- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 630 1463 766">Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>
48.	<p data-bbox="358 810 967 837"><u>PARKS MAINTENANCE REPAIR RECORDS</u></p> <p data-bbox="358 884 1032 1024">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1064 1463 1125">Recommendation: Retain for two (2) years, then dispose of.</p>

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49.	<p data-bbox="362 380 646 405"><u>PAYROLL RECORDS</u></p> <p data-bbox="362 453 1032 590">Dates: 1954- Volume: 36 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="362 632 1214 657">This record series consists of the following:</p> <ol data-bbox="410 667 889 842" style="list-style-type: none">1. Check copies2. Check journals3. Month end reports4. Wage reports5. I.M.R.F. payments, etc. <p data-bbox="362 884 1468 1199">Recommendation: Retain year end payroll report for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain for ten (10) years after termination of employment, then dispose of.</p> <p data-bbox="695 1251 1468 1493">If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p> <p data-bbox="695 1535 1468 1598">Retain all other records for seven (7) years, then dispose of.</p>

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50.	<p data-bbox="362 380 646 405"><u>PERSONNEL FILES</u></p> <p data-bbox="362 449 1013 590">Dates: 1987- Volume: 10 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="362 632 1450 804">Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.</p> <p data-bbox="695 848 1450 1020">If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.</p> <p data-bbox="695 1064 1450 1194">Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p> <p data-bbox="695 1239 1450 1493">If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>
51.	<p data-bbox="354 1530 927 1556"><u>POOL CHEMICAL APPLICATION LOGS</u></p> <p data-bbox="354 1600 1024 1740">Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="354 1782 1468 1850">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>

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52.	<p data-bbox="358 380 1008 405"><u>PROGRAM RECORDS AND FITNESS CENTER</u></p> <p data-bbox="358 453 1032 590">Dates: 1993- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 632 1479 806">Recommendation: Retain for three (3) years, then dispose of. Consider keeping waivers where juveniles are involved in an accident for one (1) year after attaining legal age.</p>
53.	<p data-bbox="358 848 1365 911"><u>PROPERTY RECORDS OF THE PARK DISTRICT (DEEDS, TITLES, ETC.)</u></p> <p data-bbox="358 957 1032 1094">Dates: 1970- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1136 1479 1205">Recommendation: Retain permanently or one (1) year after sale of property.</p>
54.	<p data-bbox="358 1247 1024 1272"><u>PROPERTY TAX EXEMPTION CERTIFICATES</u></p> <p data-bbox="358 1318 1032 1455">Dates: 1986- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1497 1479 1562">Recommendation: Retain for two (2) years after expiration, then dispose of.</p>
55.	<p data-bbox="358 1604 854 1629"><u>QUESTIONNAIRES AND SURVEYS</u></p> <p data-bbox="358 1675 1032 1812">Dates: 2008- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1854 1479 1915">Recommendation: Retain for one (1) year, then dispose of.</p>

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56.	<p data-bbox="358 415 703 441"><u>REFERENDUM RECORDS</u></p> <p data-bbox="358 485 1029 625">Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 667 1463 804">Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
57.	<p data-bbox="358 846 1005 871"><u>SCHOLARSHIP/FINANCIAL AIDE RECORDS</u></p> <p data-bbox="358 915 1029 1056">Dates: 2006- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1098 1463 1161">Recommendation: Retain for seven (7) years, then dispose of.</p>
58.	<p data-bbox="358 1203 1344 1272"><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u></p> <p data-bbox="358 1314 1029 1455">Dates: 1967- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="358 1497 1463 1707">Recommendation: Retain <u>W-4's</u> for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all <u>other tax forms</u> within this series for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
59.	<u>STATE AND FEDERAL SALES TAX RETURNS, AND REVENUES, ETC.</u> Dates: 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
60.	<u>TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY, SWIPE RECORDS, SIGN IN/OUT, ETC.)</u> Dates: 1986- Volume: 11 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of provided the information has been transferred to the employee's work history.
61.	<u>UNEMPLOYMENT CLAIMS</u> Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

125
Application No. 17:179
Page 23 of 23

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
62.	<u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u> Dates: 1990- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain three (3) years after date of hire, or one (1) year following termination of employment, whichever is later, then dispose of.
63.	<u>VEHICLE AND EQUIPMENT MAINTENANCE RECORDS</u> Dates: 2012- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
64.	<u>WELL RECORDS (WATER SAMPLES, INSPECTIONS, ETC.)</u> Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten (10) years, then dispose of.
65.	<u>WORKER'S COMPENSATION RECORDS</u> Dates: 1995- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years after settlement of claim, then dispose of.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: PROPOSAL TO PAY DOWN IMRF NPO: Recommend approval

BACKGROUND INFORMATION: In 2010 and 2011, IMRF offered employers a phase-in rate for its IMRF contribution. I elected the phase-in rate, given the financial situation of the district at the time. The following spreadsheet shows the ARC rate and the phase-in rate along with the actual dollars involved. The second spreadsheet shows the net pension liability to IMRF including the accrual of interest. A total of \$1,567 in interest has been accumulated through 2017 resulting in a balance due of \$15,107 if paid during the calendar year. In addition to the accrued interest, IMRF adds a percentage to the Employer's Contribution Rate intended to go towards paying off this shortage.

In the 2015 Management Letter issued by our auditors, they recommended the district budget the additional payments required to pay this liability amount as soon as deemed possible. This amount can be paid from the IMRF fund. I project that there will be approximately \$5,592 remaining in the fund at year end 2017. This will leave \$9,515 which could be paid from the Corporate Fund. If left unpaid, interest will continue to accumulate.

I am working with a representative at IMRF, to determine what the future savings would be by paying this off. As of Friday noon, I had not received the data requested. As soon as I do, I will forward it on.

FISCAL IMPACT: If paid in full in 2017 cost of \$15,107.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



Employer Name: Sycamore Park Dist Plan: Regular
 Fiscal Year End: December
 Can the employer directly levy property taxes? Yes Employer uses 30 Year Amortization

Calendar Year Rates						
	2010	2011	2012	2013	2014	2015
ARC Rate	11.26%	11.44%				
Selected Rate	10.05%	11.06%				0.00%

Reported Wages						
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015
January	62,764.11	60,072.29				
February	63,414.90	61,096.79				
March	64,287.60	60,486.13				
April	64,677.27	60,961.08				
May	66,917.72	62,434.84				
June	68,083.29	69,834.75				
July	103,801.75	102,042.72				
August	66,015.31	65,422.04				
September	65,534.56	60,438.89				
October	65,697.38	58,585.66				
November	64,904.02	57,258.11				
December	92,130.87	85,784.36				
Wages December and before	-	-	-	-	-	-
Wages after December	848,228.78	804,417.66	-	-	-	-
* Total Wages	848,228.78	804,417.66	-	-	-	-

ARC contributions	95,510.56	92,025.38	-	-	-	-
Contributions from Selected Rate	85,246.99	88,968.59	-	-	-	-
Additional Employer contributions						
Actual Contributions	85,246.99	88,968.59	-	-	-	-

Calculation of Pension Costs Regular Plan
 Financial Statement Preparer - Sycamore Park Dist

Fiscal Year	ARC (2)	Interest on Net Pension Obligation (3)	Adjustment (4)	Amort. Factor (5)	Annual Pension Cost (6)	Actual Contributions (7)	Change in Net Pension Obligation (8)	Net Pension Obligation Balance (9)
(1)	(a)	(b)	(c)	(d)	(2+3-4)	(e)	(6-7)	(f)
2010	95,511				95,511	85,247	10,264	10,264
2011	92,025	770	550	18.7	92,245	88,969	3,277	13,540
2012	0	1,016	726	18.7	290	0	290	13,830
2013	0	1,037	741	18.7	296	0	296	14,126
2014	0	1,059	773	18.3	286	0	286	14,412
2015	0	1,081	805	17.9	276	0	276	14,688
2016	0	1,102	884	16.6	218	0	218	14,906
2017	0	1,118	917	16.3	201	0	201	15,107

2017 is for employers that have a fiscal year starting after January 2016

- (a) "Annual Required Contribution" per IMRF data
- (b) Net Pension Obligation Balance at beginning of period times investment return assumption, currently 7.5%
- (c) Net Pension Obligation Balance at beginning of period divided by amortization factor, currently based on either 30 or 10 years, 7.5% discount factor and 4% salary inflation
- (d) 30 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 18.65311
 29 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 18.28370
 28 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 17.90185
 27 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 16.61298
 26 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 16.25305
 25 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 15.87921
 10 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 8.349554
- (e) Actual IMRF contributions per employer records
- (f) Beginning of Year Balance plus Change in Net Pension Obligation

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: TECHNOLOGY RECOMMENDATION: Recommend approval

BACKGROUND INFORMATION: One of several key components of the Recreation Campus is all matters related to technology, which spins off into phone systems, and access systems for our fitness operation, as well. Under state law, technology is one area of contractual services that is not held to the more formal bidding process. It is considered a “professional service” and proposals can be sought for this work. The Executive Director asked me to coordinate this process, and my meetings with Sundog and CMJ began in March 2017. As both are local, and local service is key to prompt resolution of technology issues, we felt these two firms were best suited to provide proposals. They were both asked to quote by July 15th the following:

- Low voltage wiring for data/communications on the Recreation Campus
- Low voltage install for keyless access to fitness/track operations 24/7
- A new phone system district-wide
- Extending fiber from the maintenance building to the new community center
- New coax pulled up Airport Road to Community Center where the server will be relocated to an environmentally controlled room
- Equipment needed to install server at community center and to connect the network district wide
- Wireless access throughout the community center and on the sled hill and splashpad
- New workstations needed at community center
- Ongoing maintenance costs

Follow up meetings and numerous emails have followed to fine tune both quotes.

I am including the detailed quotes with this recommendation, however this table is meant to somewhat summarize the information:

	<u>Sundog</u>	<u>CMJ</u>	
Experience	Sundog has been our provider for technology for as long as I have been there. They have had a lot of experience with large projects such as ours.	CMJ has very knowledgeable staff. They were able to provide two references that were similar in scope to our project. Also noted CMJ has had some experience with Vermont Systems (our recreation software) with Rochelle Park District.	
Equipment (fiber connection, server)	\$6,930.25	\$7,954.93	Sundog
Wireless Access Points (WAP)	\$4,249.43 Proposes install more WAP inside the building (14) driving the cost up.	\$2,539.89 Plans to install 9 WAP inside however, wiring to be done so that able to install additional 5 if found to be needed and an additional outdoor WAP should be added. That would add approx. \$1,080 for adjusted total of \$3,619.89	CMJ
Workstations	\$7,978.02	\$5,993.88	CMJ
Fiber Install	\$14,792.21 Contracting with DeKalb Fiber Optic who they already have a relationship with.	\$21,136 Contracting with Custom Underground, the vendor that installed fiber between Clubhouse and Maintenance	Sundog
Low Voltage	\$42,123	\$39,200	For both Swedberg will be contracted. Minor difference in wiring. CMJ will increase slightly by adding outside WAP.

Phone System	Has their own phone system. Total initial cost is \$4,460. Monthly cost is \$424.88 They are offering free installation as a long time client discount (\$1,500). Could lease phones so only \$50 upfront. Monthly cost \$704.88	Offered 2 options: Cadillac: RingCentral: initial cost \$6,837.72 Monthly cost \$1,105.72 Chevy: Mitel: initial cost \$1,709.67 (free monthly rental) Monthly cost \$709.67	Sundog In all, phone systems are very similar. It is about the options. Sundog's phone seems very robust. They would maintain and lower monthly cost.
Continued Maintenance	Quoted TotalCARE \$2,103.50 per month unlimited tech services on covered equipment. If basic maintenance \$926.50 per month with \$120 per hour for tech services to handle any problems	\$955 per month Prepay 24 hours labor \$2,520 (\$105 per hour)	Sundog's TotalCare has a lot of other features that could be beneficial

I feel that both vendors could do the job and do it well. Sundog appears to have the advantage for a number of reasons:

- They are already very familiar with our systems.
- They know our quirks and have been our service provider for many years.
- They seem to have more experience with systems of our scale.
- It appears that their solution excluding ongoing maintenance is approximately \$5,250 less than CMJ's solution.

Nonetheless, both the Executive Director and myself have felt, on occasion, that responsive to our concerns are slow, and sometimes incomplete. Some solutions have raised problems even though we had clearly explained the issues that needed to be addressed. As Sundog is "bigger", the service does not seem as personal.

In the case of CMJ, our experience with the business has been minimal, however I have had experience with the owner, Chad Jewett. In the past, Chad has provided service for us as a technician for TBC (now Sundog) and found that his service to be of high quality. He was the individual I would specifically request as I knew that I could rely on his knowledge and dependability to manage any technology issue that I might face.

Weighing all these factors was difficult. My recommendation at this time is to choose Sundog. At this critical time in our organization's life, the familiarity that Sundog brings to our existing operation we believe will prevent more hiccups. However, I am open to hearing the board's views and recommendations.

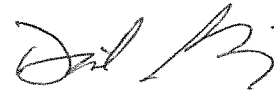
FISCAL IMPACT: Sundog: Initial cost excluding phone system \$80,632.91. This will come out of the Action 2020 fund. The Phone System was budgeted for in 2017 Capital at \$27,000. Initial cost if purchased is \$4,450. The monthly fee for phones \$424.88 would replace our Frontier/AT&T bills which average approximately \$950.00. Finally, the Continued Maintenance, recommending TotalCare, would be expensed \$2103.50 per month and split between the Corporate and Recreation Funds. We would use the "savings" on the phone system (\$27,000 in the budget, less the \$4450 actual quote= \$22,550) to defray the cost of the other technology costs. Therefore, the remaining \$58,082.91 will be paid by the FF&E Budget for the Recreation Campus which is \$300,000.

STAFF RECOMMENDATION: Recommend approval of having Sundog provide our technology needs.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:





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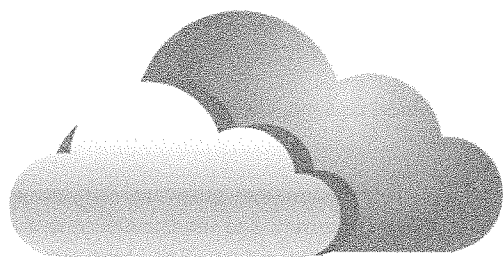
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A QUOTE HAS BEEN PREPARED FOR YOU

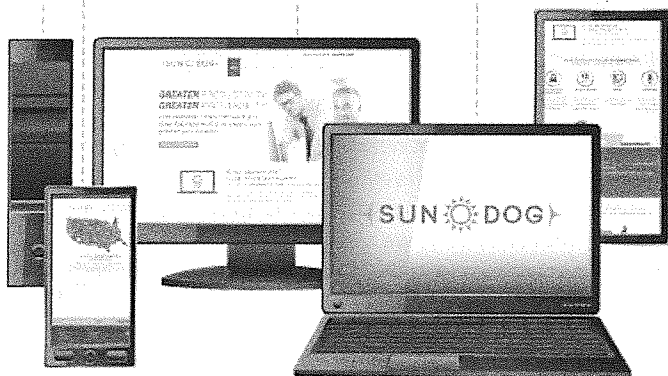
Community Center IT

PREPARED FOR: Sycamore Park District

PREPARED BY: Cohen Barnes

QUOTE #: 008160 V3

DATE: Sep 14, 2017





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Thursday, September 14, 2017

Sycamore Park District
 Jackie Hienbuecher
 940 East State Street
 Sycamore, IL 60178
 jackieh@sycamoreparkdistrict.com

Dear Jackie,

As promised, here is our proposal for the Community Center. Proposals for a District wide phone system replacement and IT support are separate. Please see the documents located at the end of this proposal for wireless maps and answers to previous questions.

Over the course of the last few months, we have had conversations with Illini Securiry, Swedberg Electric, Vermont Systems, Ringland-Johnson Construction, DeKalb Fiber Optic, Kirby Cable, Comcast, and Custom Underground.

It is our recommendation that the Community Center be the central location for the District's technology since generator support will be there increasing the up time of systems. Our recommendation is to relocated the server, Comcast internet, and the firewall centrally locating everything. In the server room, we will be providing a new rack as we discussed to facilitate a faster transition as we move equipment from the Main Office to the Community Center. The rack will house the server, firewall, battery backup, and other equipment as needed from other vendors. Also in the server room, we are proposing installing Managed Power of Ethernet Cisco Switches to allow for prioritization of network traffic, power phones, Access Points, and future camera's. With the amount of technology in use at this new facility and the amount of people connecting to it in a variety of ways, the need to control and shape the traffic becomes more important for reliability and troubleshooting issues as they arise.

In my discussions with Bill Hamilton from Comcast, their ability to cost effectively bring their connectivity to Airport Road has changed greatly since we discussed this possibility 2-3 years ago. The recommendation would be to bring their internet and TV broadcast signal to the community center while continuing TV service at the main office. We can further discuss this option, but they do have a lead time of 60 days we need to stay cognizant of. Let's setup a conference call with Bill soon Jackie to discuss what they have to offer and pricing based on District need at the Community Center and Main Office going forward.

During our analysis of the drawings regarding network cabling, we assessed the need for an additional network runs and the relocation of a couple existing runs to provide adequate phone placement and wireless coverage. After meeting with you and Dan and identifying these changes with you two, we worked with Dan Hager from Swedberg Electric at our office marking up the drawings and specifying cable counts, location of terminations, and how the cable hand off would happen. Working with Swedberg, we also discussed power needs of the server room and what generator coverage would be optimal based on our conversations with you and Dan. Swedberg Electric's proposal will be a pass through proposal.

Our wireless solution is a centrally managed solution that will be configured for secure internal access to internal resources by staff, and a guest network for access by residents and guests of the facility. Additional sub networks can be created as well based on need. The guest network will be controlled to only consume a specific amount of overall bandwidth to ensure adequate bandwidth for district needs and quality of phone calls, but still allow residents to enjoy WIFI during their visits. The wireless network will be integrated into existing technology at the Main Office allowing staff a seamless experience when moving from location to location without having separate wireless networks to connect to. In the field house area, we are installing 4 high density Access Points to ensure adequate capacity during events where larger groups of spectators could be attaching to wireless while in attendance. We also included one on the sled hill to accommodate for larger crowds during events. These are the same Access Points we use in school district classrooms to provide coverage for 1:1.

Our SundogVOICE phone proposal is attached separately. This is the same system you tested when we placed a demo phone at your office



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for testing purposes last year. SundogVOICE is a true Voice over IP solution. Meaning, the phones plug into the same port as a computer and use your Internet connection for connectivity. There are no traditional phone lines required to power this system greatly reducing your existing phone bill offsetting the monthly cost of the solution. There is no equipment to purchase as well making our solution future proof. As methods of communication continuously change, locking into an existing system or handset limits desired flexibility to adjust to new communication trends going forward. There is no long term commitment and no restriction on counts. Phones can be added or subtracted as District needs change. Imagine Jackie moving from your office now to the new community center and when you plug in your phone, your extension will ring. Then add features like text notification of voicemails, voicemail to email, Auto Attendants, and the list goes on and on. I hope to get the opportunity to review with you again.

Our proposal includes the pricing for directional boring and installation of fiber optic cabling as a pass through direct from DeKalb Fiber Optic. As we did when fiber was originally run from the Main Office to the Maintenance Office, we will work with their teams to ensure proper connectivity to the existing network.

We have always gained great pride in our service to the Sycamore Park District. Many of our staff use the District facilities and we enjoy knowing we help contribute to your success. We appreciate the opportunity to continue to work with you on this project and expand the capabilities of the Sycamore Park District.

Once you have had a chance to review, please give me a call and we can setup a time to discuss and review any questions that have come up.

Cohen Barnes
President/CEO
DeKalb






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Product	Price	Qty	Ext. Price
Cisco Switch  <ul style="list-style-type: none"> • SG300-52P PoE Switch <ul style="list-style-type: none"> ○ The 300 Series supports the advanced security management capabilities and network features needed to support business-class data, voice, security, and wireless services. Features include quality of service, Layer 3 static routing, and IPv6. ○ Numerous security capabilities, such as advanced threat defense, time-based ACLs and 802.1X, and many others, give you confidence that you have the protection you need. ○ Optimize power usage for efficiency without compromising performance. ○ All Cisco 300 Series switches are protected for the life of the product by the Cisco Limited Lifetime Hardware Warranty, with next-business-day advance replacement where available. 	\$1,385.73	2	\$2,771.46
Cisco SFP  <ul style="list-style-type: none"> • Modules required for Fiber Optic connectivity 	\$384.09	2	\$768.18
APC NetShelter AV Enclosure  <ul style="list-style-type: none"> • Half-height rack for enclose of server and 3rd Party vendor equipment as we discussed 	\$1,295.29	1	\$1,295.29
APC Battery Backup - UPS  <ul style="list-style-type: none"> • APC Battery Backup to provide power to the PoE switches, server, and 3rd Party vendor equipment located in the rack 	\$1,424.07	1	\$1,424.07
Patch Cables  <ul style="list-style-type: none"> • 7' Patch cables from the punchdowns to the switches 	\$8.95	75	\$671.25
Subtotal:			\$6,930.25

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Services	Price	Qty	Ext. Price
Labor <ul style="list-style-type: none"> • Project Management for Fiber and Low Voltage Vendors Coordination • Server Move and Switch Installation • Access Point Configuration • Installation of 6 new computers 	\$120.00	38	\$4,560.00
Subtotal:			\$4,560.00

Wireless	Price	Qty	Ext. Price
Ubiquiti UniFi UAP-PRO <ul style="list-style-type: none"> • Indoor/Outdoor • 2.4GHz Radio Rate - 450Mbps • 5 GHz Radio Rate - 1300Mbps • Range 400 ft • Ceiling or Wall Mount • PoE Compatible 	\$156.71	9	\$1,410.39
Ubiquiti UniFi AC HD Indoor/Outdoor 2.4GHz Radio Rate - 800Mbps 5 GHz Radio Rate - 1733Mbps Range 400 ft Ceiling or Wall Mount PoE Compatible	\$354.88	8	\$2,839.04
Subtotal:			\$4,249.43

New Computers	Price	Qty	Ext. Price
Dell OptiPlex 5050 <ul style="list-style-type: none"> • Intel i5 Processor • 8GB RAM • 256GB Solid State Drive • Windows 10 Professional • DVD ROM • 3 Year Warranty 	\$1,129.23	6	\$6,775.38

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


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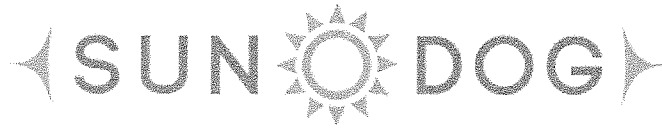
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New Computers		Price	Qty	Ext. Price
Dell 22" Monitor		\$146.33	6	\$877.98
Workstation UPS/Surge Protector		\$52.04	6	\$312.24
7' Patch Cable CAT5e		\$2.07	6	\$12.42
Subtotal:				\$7,978.02

Fiber Installation		Price	Qty	Ext. Price
DeKalb Fiber Optic- Turn-key installation including fiber and terminations. <ul style="list-style-type: none"> • Bore adjacent to the Maintenance Building on the west side • Then diagonal avoiding the private property at the well house • Then across Airport Rd to the Community Center • Recommendation to register fiber route to JULIE through DeKalb Fiber Optic or another entity like the City of Sycamore. No matter which route is chosen, the Sycamore Park District fiber should be registered with JULIE to prevent and accidental cut of their fiber from any digging or plowing along Airport Rd by other entities in the future. Cost of JULIE through DFO is \$1,200 annually with 3% annual increase. Multiyear contracts available to protect pricing. 		\$14,792.21	1	\$14,792.21
Subtotal:				\$14,792.21



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Low Voltage Wiring Quote	Price	Qty	Ext. Price
<p>Swedberg Electric Low Voltage Wiring Quote</p> <ul style="list-style-type: none"> • Provide and install Cat6 cabling from MDF to designated drops as per drawings • Provide and install Cat6 modular keystones. • Install fourteen (15) WAP's <ul style="list-style-type: none"> ○ WAP's provided by Sundog • Provide and Install cabling for (two) door access controls <p>Provide and install cable supports as necessaryProvide and install head-end equipment in MDP</p> <ul style="list-style-type: none"> • Furnish and install a wall mounted rack • Furnish and install patch panels • Furnish and install cable management <p>Furnish and install coax and ethernet for the (five) locations as shown back to the IT closet.</p> <ul style="list-style-type: none"> • Terminate, test and label the coax cables. • Terminate, test and label the Cat6 cables. • No specs were provided for Voice/Data or TV <p>This price does not include:</p> <ul style="list-style-type: none"> • Bonding • Overtime • Any additional insurance beyond normal coverage • Allowances of any kind • Permits • Switches, patch cables, etc. <p>Swedberg Electric will provide wiring according to standard from the wall jack to the server closet terminating connection on a punch down panel mounted on an open telco rack with cable management. Sundog will provide patch cables from the punch downs to our switches.</p> <p>Illini Security is running their own cabling</p>	<p>\$42,123.00</p>	<p>1</p>	<p>\$42,123.00</p>
Subtotal:			\$42,123.00



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Community Center IT

Quote Information:

Quote #: 008160
 Version: 3
 Delivered: 09/14/2017
 Expires: 10/31/2017

Prepared for:

Sycamore Park District
 940 East State Street
 Sycamore, IL 60178
 Jackie Hienbuecher
 jackieh@sycamoreparkdistrict.com
 (815) 895-3365

Prepared by:



DeKalb
 Cohen Barnes
 815.991.2402
 cohenb@sundogit.com

Quote Summary		Amount
Product		\$6,930.25
Services		\$4,560.00
Wireless		\$4,249.43
New Computers		\$7,978.02
Fiber Installation		\$14,792.21
Low Voltage Wiring Quote		\$42,123.00
Total		\$80,632.91

Payment Options	Periods	Payments	Amount
Term Options			
Net 15	Payment	One-Time	1
			\$80,632.91

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. SundogIT, Inc. (Sundog) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, Sundog requires all quotes to be signed and returned. SUNDOG REQUIRES PREPAYMENT OF ALL NON LABOR ITEMS. Labor will be invoiced in phases or at the completion of the project. All invoices are due 15 days after invoice date. SUNDOG RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING ANY ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. Sundog shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

CONFIDENTIAL: The information contained in this document is confidential and/or proprietary information intended only for the use of the individual or entity(s) named. Copying or distribution of this document in total or in part to a third party, other than those third parties that work directly for Sundog or the Client must be approved by Sundog and the Client.



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A QUOTE HAS BEEN PREPARED FOR YOU

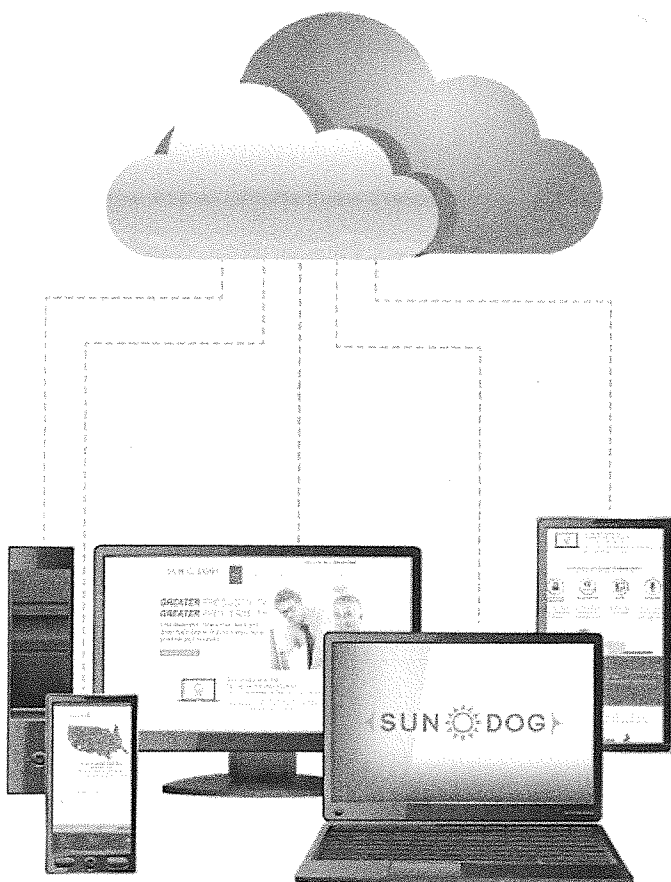
SundogVOICE Phone System

PREPARED FOR: Sycamore Park District

PREPARED BY: Cohen Barnes

QUOTE #: 007623 V2

DATE: Sep 14, 2017





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Thursday, September 14, 2017

Sycamore Park District
 Jackie Hienbuecher
 940 East State Street
 Sycamore, IL 60178
 jackieh@sycamoreparkdistrict.com

Dear Jackie,

Thank you for the opportunity to propose our next generation SundogVOICE Phone System. Jackie, when you get closer to making a decision, we can quote this out with you buying the phone to lower your monthly costs too, but for now, this a great budgetary figure for you to work with.

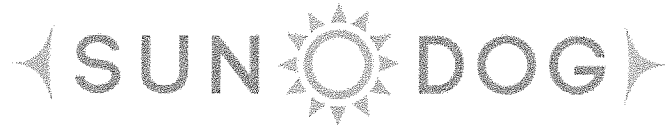
Here are some highlights we especially like to call attention to.

- SundogVOICE comes with unlimited support. That's right! Whether you want to change someone's email address or you want to design a new Auto Attendant, just have us do it for you! At no additional charge.
- SundogVOICE comes with unlimited calling. Yep! Call as much as you want in the Continental US and Canada and your bill still will not change.
- SundogVOICE comes with Direct Inward Dial (DID) numbers for every Desk Phone, so you have your own private number you can give out selectively.
- SundogVOICE phones can be unplugged and plugged in anywhere with an Internet Connection and the phone will ring and make calls! On your own, you can move a phone from one office to another and the phone will just work. You could even take it home and your extension will ring there, but let's not get carried away! Finally, no more costly Adds/Moves from your current phone system provider.

And right now there is no setup fee and the phones are just included with the service. Super simple. Very reliable. A great team behind the technology! All for one fixed monthly fee!

If you have any additional questions, be sure to reach out to us.

Cohen Barnes
 President/CEO
 DeKalb



YOUR STRATEGIC IT PARTNER



815.991.2400



www.sundogit.com



sales@SundogIT.com

Monthly Service	Recurring	Qty	Ext. Recurring
SundogVOICE Desk Phone	\$20.00	19	\$380.00
SundogVOICE Desk Phone Extension		19	
<ul style="list-style-type: none"> One (1) extension associated with one physical phone or softphone. All standard Hosted PBX features included. 			
SundogVOICE Phone Number		19	
<ul style="list-style-type: none"> Local Phone Number and additional DID numbers 			
SundogVOICE Unlimited Call Path		19	
<ul style="list-style-type: none"> Includes unlimited domestic (US and Can) termination (out-bound), unlimited inbound (non toll-free) calling according to Terms of Service. 			
SundogVOICE Area Phone	\$3.99	9	\$35.91
SundogVOICE Area Phone Extension		9	
<ul style="list-style-type: none"> One (1) extension associated with one Area Phone. All standard Hosted PBX features included excluding a mailbox. 			
*** Applicable Telecommunications Taxes will be included on invoices and determined on Invoice creation ***			
SundogVOICE E911	\$2.99	3	\$8.97
Monthly E911 Service Fee per physical address per Terms of Service.			
Recurring Subtotal:			\$424.88

Installation	Price	Qty	Ext. Price
SundogVOICE Installation	\$1,500.00	1	\$1,500.00
Setup, Install, and Training of SundogVOICE System			
Long Time Client discount	\$1,500.00	-1	(\$1,500.00)
Setup, Install, and Training of SundogVOICE System			

One Time Fees	Price	Qty	Ext. Price
SundogVOICE Local Number Port	\$25.00	1	\$25.00
Fee per local telephone number ported.			

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
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One-Time Fees	Price	Qty	Ext. Price
SundogVOICE Directory Listing Setup of main Company Number in the national 411 system. Additional listings may include additional one time and monthly charges	\$25.00	1	\$25.00
SundogVOICE Handset <ul style="list-style-type: none"> • 24 Extension Sidecar • Digital Display • HD Quality • PoE Support 	\$157.50	28	\$4,410.00
Subtotal:			\$4,460.00



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SundogVOICE Phone System

Quote Information:

Quote #: 007623
 Version: 2
 Delivered: 09/14/2017
 Expires: 10/31/2017

Prepared for:

Sycamore Park District
 940 East State Street
 Sycamore, IL 60178
 Jackie Hienbuecher
 jackieh@sycamoreparkdistrict.com
 (815) 895-3365

Prepared by:



DeKalb
 Cohen Barnes
 815.991.2402
 cohenb@sundogit.com

Quote Summary		Amount
One Time Fees		\$4,460.00
Total		\$4,460.00

Recurring Expenses Summary		Amount
Monthly Service		\$424.88
Recurring Total		\$424.88

Payment Options	Periods	Payments	Amount
Term Options			
ACH	Recurring Payments	Monthly	36
	Payment	One-Time	1
			\$424.88
			\$4,460.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

PAYMENT: Will be processed via ACH only on the 1st of the month. Prior to order processing, ACH approval form must be completed and submitted for processing.

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. SundogIT, Inc. (Sundog) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, Sundog requires all quotes to be signed and returned. Sundog shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement. Acceptance of this Proposal includes acceptance of the SundogIT and SundogVOICE Terms and Conditions listed on our website.

CONFIDENTIAL: The information contained in this document is confidential and/or proprietary information intended only for the use of the individual or entity(s) named. Copying or distribution of this document in total or in part to a third party, other than those third parties that work directly for Sundog or the Client must be approved by Sundog and the Client.



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Signature

Date

Sundog VOICE

The Future is here.
Are you ready?

The communications industry is undergoing unprecedented technological innovation. Cloud software continues to flip the industry on its head, enabling explosive growth through a business model that allows companies like yours to utilize high-value software and services like Hosted PBX and VoIP, SIP Trunking, Unified Communications, and much more.

Who is Sundog?

Through our unique, consulting-led methodology, Sundog delivers more than simple answers to IT problems. We move business forward through an understanding of each solution and for the client as a whole. Whether a challenge with an end-user device, developing a plan for outsourcing support, implementing feature rich Voice solutions, or managing the day-to-day security for your environment, Sundog methodology delivers measured success to your business. Our clients begin to develop trust and confidence that we are an invaluable asset to their business.

What Makes Sundog the Clear Choice?

Simplicity. Future-proofed. That's what you get from us right out of the box. Our support for our clients is second to none, and our experienced support team endlessly strives to enable your success, evolving as your needs do in order to facilitate a truly future-proof solution that improves your business now, and maintains its success for years to come. With diverse knowledge of the cloud communications industry, we're able to provide our clients with the exceptional people, proven processes, and innovative technology they need, while eliminating the complexity of traditional communication solutions.

Features & Benefits



Hosted PBX and VoIP

You want reliable, high-quality phone systems that simply work. And with your business in a constant state of change, sometimes simple suffers. But today, transforming your phone system is simple regardless of your business—whether you have 5 employees or 500.

- Dissolve costs of traditional phone closets
- Full PBX capabilities utilizing easy interface
- Low monthly phone bills (including VoIP services)
- Future-proof your phone systems



Virtual Auto Attendant & Mobile VoIP

Get unlimited auto attendants, extensions, and mailboxes—all configured to meet your exact requirements. You will be able to utilize an unlimited combination of IP desk phones and softphones, while seamlessly integrating your call flow with your wireless technologies.



Personal Flexibility

Our reliable, feature-rich hosted phone services adjust as you need them to. We make it easy for our clients to deploy the communication apps and solutions that your business needs, creating an in-office experience right at your fingertips, wherever you are on whichever device you choose. Commonly used features include: full call center capabilities, listen live, find me, follow me and more.

Greater productivity. Greater profitability. Sundog can get you there.

When you're on the cutting
edge of communication,
**YOUR BUSINESS
CAN ONLY
BENEFIT.**



Products & Services



Mobility Mastered

Mobility is paramount in today's business world. Keep your company connected with a wide array of mobile features—from simultaneous ring to remote call control, to help you conduct business anywhere through any device.



Supportive Staff

We are here to support your business at every level with our always-available, personable support team. We'll help you with your specific needs and concerns, while giving you personalized client support you won't find anywhere else.



Client Tested

Our products and services are client tested, and approved—we've enabled countless businesses to improve their communication channels easily, and effectively, to transform their business into a competitive powerhouse. With a full range of front and back-office features, you can rest easy knowing your business is taken care of, now and for the future.



How to Switch

Interested in switching to Sundog? Call 815.991.2400 to receive a customized quote detailing the benefits of utilizing our innovative products and services. When you're ready, we will install your new phone system with ZERO downtime, so you can get back to business.

The staff at SundogVOICE were great! From start to finish they did an excellent job understanding our needs and designing a voice system that performed exactly as we needed it to. The transition from our old system to our fabulous new system was seamless to our users and more importantly our clients. As a company that relies heavily on client communication our phone system is a critical part of our business and we cannot afford to miss a single call or have bad quality. The new system is clear, easy to use and extremely versatile to our needs. Thanks to all the great staff at Sundog for their incredible service."

— Kenny Rounds, Braver Technology Solutions



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Greater productivity. Greater profitability. Sundog can get you there.



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GREATER PRODUCTIVITY. GREATER PROFITABILITY



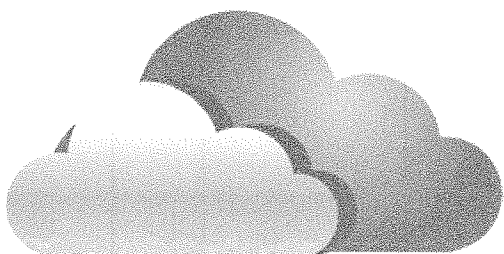
815.991.2402



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cohenb@sundogit.com



A QUOTE HAS BEEN PREPARED FOR YOU

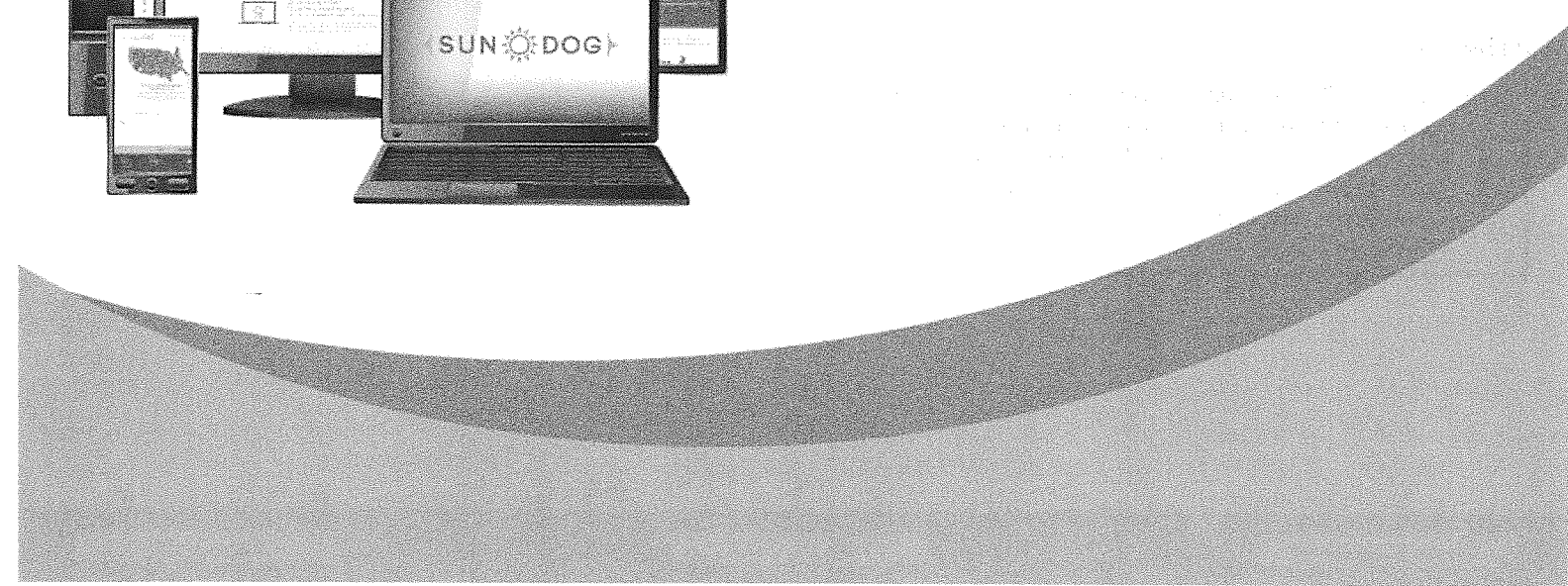
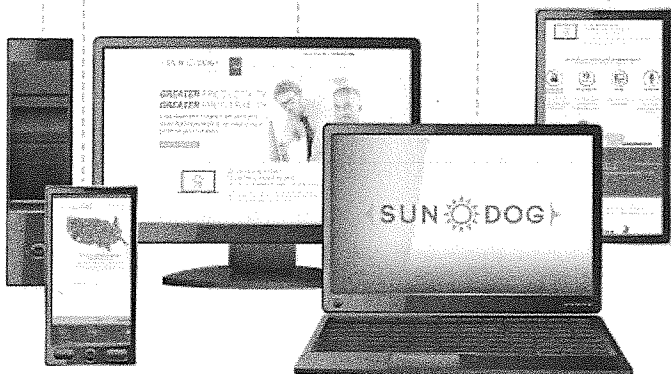
TotalCARE

PREPARED FOR: Sycamore Park District

PREPARED BY: Cohen Barnes

QUOTE #: 008268 V1

DATE: Sep 14, 2017





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TotalCARE	Recurring	Qty	Ext. Recurring
TotalCARE	\$2,023.50	1	\$2,023.50
<p>TotalCARE</p> <p>Sundog will provide for IT Support for your network at a fixed price</p> <ul style="list-style-type: none"> • Complete end user support • Complete support for management and maintenance of the server(s) • Annual Training for Staff on Agreed Topic • Provide and support an image based backup system (w/offsite replication) • Complete support and monitoring for listed PC's/Workstations/Laptops** • Secure remote access to internal resources • Additional services listed below <p>TotalCARE includes all the items below for one monthly fee in order to budget IT costs more effectively and empower Sundog to provide all necessary support to ensure adequate measures are implemented and up time of network resources is maximized!</p> <p>Only new items are not included. Things like new services you add to the network, new workstations, or new technology. Since these items are one off occurrences, they are quoted out at a fixed fee. But everything else is included. From a user not being able to print to restoring from backup in an emergency.</p> <p>The monthly support fee is a combination of fixed costs plus user count, device count (PC's, Servers, etc.), and licensing count (as applicable). Should these counts change, Sundog reserves the right to adjust the monthly support fee.</p>		19	
<p>ServerCARE</p> <ul style="list-style-type: none"> • ServerCARE is a complete solution that is a reliable and affordable approach to keeping your covered servers in the "ready" state. We accomplish this by keeping all your servers patched with the latest fixes for Microsoft Operating Systems, ongoing monitoring of Antivirus definitions, disk space usage, and backups, as well as, scheduled maintenance and more. 		1	



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TotalCARE	Recurring	Qty	Ext. Recurring
SundogFIREWALL <ul style="list-style-type: none"> • Dell SonicWall Firewall • Upgrade to next generation appliance included • Internet Fail-over (Dual Internet connections required) • Remote Monitoring of Appliance via GMS • 24x7 Support • Full Security Subscription <ul style="list-style-type: none"> ○ Intrusion Prevention Service ○ Gateway Antivirus Protection ○ Gateway Antispyware Protection 		1	
SundogBACKUP for Servers <ul style="list-style-type: none"> • Image based backup solution for rapid disaster recovery • All support included - Fixed fee • Backup target included • Hourly backups preventing entire day's loss of data - some exclusions apply due to software design • Two (2) TB of offsite storage in duplicate hardened data centers • Software version always in current state 		1	
SundogDNS <ul style="list-style-type: none"> • Cloud-delivered network security and Web filtering that protects any device, anywhere • Helps prevent users from accidentally accessing malicious data 		19	
SundogWIRELESS <ul style="list-style-type: none"> • Access Point Included • Centrally Managed • SSID - Private Network • SSID - Public Network with Bandwidth Throttling • Wall Mountable • Ceiling Mountable 		17	
SundogPATCHING <ul style="list-style-type: none"> • Microsoft Patching performed on a regular and controlled basis • SundogREMOTE Included • Hardware and Software Inventory Available on Demand 		19	
SundogAV Antivirus <ul style="list-style-type: none"> • SundogAV Antivirus for Workstations and Servers 		20	

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TotalCARE	Recurring	Qty	Ext. Recurring
Office 365 Business Premium <ul style="list-style-type: none"> • Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices, plus 50 GB mailbox storage with Exchange Online • 1 TB of personal storage for each user with OneDrive for Business • Sites to share documents and information with SharePoint Online • Instant messaging, presence and online meetings with Skype for Business • Microsoft Office 2016 		25	
SundogREMOTE <ul style="list-style-type: none"> • SundogREMOTE allows you to remote control your office computers from anywhere. Perfect for working from home or troubleshooting user issues remotely. 		19	
Recurring Subtotal:			\$2,023.50



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TotalCARE

Quote Information:

Quote #: 008268
 Version: 1
 Delivered: 09/14/2017
 Expires: 09/30/2017

Prepared for:

Sycamore Park District
 940 East State Street
 Sycamore, IL 60178
 Jackie Hienbuecher
 jackieh@sycamoreparkdistrict.com
 (815) 895-3365

Prepared by:



DeKalb
 Cohen Barnes
 815.991.2402
 cohenb@sundogit.com

Recurring Expenses Summary		Amount
TotalCARE		\$2,023.50
Recurring Total		\$2,023.50

Payment Options	Periods	Payments	Amount
Term Options			
Net 15	Recurring Payments	Monthly	1
			\$2,023.50

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

DISCLAIMER: Labor is an estimate. Quotes expire after 15 days. Credit card orders over \$1,000 will be subject to a 4% processing fee. Prices may fluctuate 5% over or under the quoted price due to product availability and cost fluctuations. SundogIT, Inc. (Sundog) reserves the right to substitute equivalent or greater components as deemed necessary.

TERMS AND CONDITIONS OF SALE: In order to proceed with the order, Sundog requires all quotes to be signed and returned. SUNDOG REQUIRES PREPAYMENT OF ALL NON LABOR ITEMS. Labor will be invoiced in phases or at the completion of the project. All invoices are due 15 days after invoice date. SUNDOG RESERVES THE RIGHT TO REQUIRE PAYMENT IN FULL PRIOR TO PLACING ANY ORDER. Invoices not paid within 15 days of invoice date are subject to finance charges. Sundog shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor incidental or consequential merchantability or fitness of purpose, or damages related to this agreement.

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Signature _____

Date _____



TotalCARE

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SERVICE BRIEF

TotalCARE

Proactive maintenance and security updates for your IT environment. All at a set monthly price!

All-you-can eat help desk support.

Employees are human. Shouldn't their IT support be human too?

Your staff's time is best spent working for your organization, not managing IT issues. We make it simple by offering fast and reliable support for your staff, as well as proactive management and maintenance for your workstations and servers. Now your staff do not need to worry about racking up bills whenever they need support.

The Sundog TotalCARE Platform

Remote monitoring, maintenance, reporting, and cost effective support.

Sundog's TotalCARE provides comprehensive preventative maintenance services remotely for your network. This solution is comprised of a desktop/laptop/server agent within the Sundog platform with all of the intelligence built-in to conduct day-to-day preventive maintenance services, a bundled managed Anti-Virus Package, and remote access.

Included in TotalCARE:

- SundogAV
- SundogFIREWALL
- SundogBACKUP
- SundogDNS
- SundogREMOTE
- ServerCARE

Combining these services into one powerful Layered Security Suite creates a highly stable and secure network for your

organization. Plus, it empowers your staff by giving them direct access to our unlimited phone and remote support. Our Flat Rate resolves the issue of having to wait for approval to increase IT support costs.

With TotalCARE, we can also generate detailed inventory reports and configurations related to all the preventive maintenance activities conducted through the Sundog Network Operations Center (NOC). We track serial numbers, license expirations, warranties, vendor information, detailed service responses and much more. The platform comes with a built-in scripting engine that is used to deploy software applications remotely and automatically.

"Secure your Network and Data with Sundog TotalCARE"

Unlimited On-Site Support

Unlimited On-Site Support is exactly as it sounds like; when an issue cannot be resolved remotely, a technician will arrive on site with the tools and resources to resolve the issue at hand. This would be the case for hardware issues, issues involving a lack of connectivity to the network or Internet, and anything else that requires a physical set of hands on site. This ensures that we only go on-site when it is necessary, keeping our costs to you low.

Features

- Phone and remote support for your staff
- Flat rate IT that is easy to budget!
- Sundog's Layered Security Suite
- Remote access tool for accessing office computers while away
- Workstation/server maintenance and security updates

Benefits

- Issues are resolved faster when your staff can contact support without the fear of costing the company money
- Experienced help desk can answer questions for common productivity suites, such as Microsoft Office
- Troubleshooting and maintenance is done remotely to save you money
- Give your staff the freedom to get their problems resolved and questions answered so that they can get more done!

Let us care for your network!

Call today! 815.991.2400

SUNDOG

444 East Hillcrest Drive Suite 350 DeKalb, IL 60115

223 South Winnebago Street Rockford, IL 61102

Phone: 815.991.2400

www.sundogit.com | sales@sundogit.com



ServerCARE



YOUR STRATEGIC IT PARTNER

SERVICE BRIEF

ServerCARE

Proactive maintenance and security updates for your Servers. All at a set monthly price!



All-you-can eat server support.

Your servers are the core of your network. They hold your most sensitive data, they provide security to your network with Microsoft Active Directory Services and/or they drive the applications your organization runs on. Your business depends on your servers being secure and available 24/7. Sundog's ServerCARE takes care of your servers, and it doesn't matter how long it takes to keep them running or to get them back and operational. Our time spent is included in the fixed monthly price.

The Sundog ServerCARE Platform

Remote monitoring, maintenance, reporting, and cost effective support.

Sundog's ServerCARE provides comprehensive preventative maintenance services remotely for your servers. This solution is comprised of a server agent within the Sundog platform with all of the intelligence built-in to conduct day-to-day preventative maintenance services, a bundled managed Anti-Virus Package, and remote access.

Included in ServerCARE:

- SundogAV
- SundogBACKUP
- SundogDNS

Combining these services into one powerful Layered Security Suite creates a highly stable and secure server environment for your organization.

With ServerCARE, we can also generate detailed inventory reports and configurations related to the servers and all the preventive maintenance activities conducted through the Sundog Network Operations Center (NOC). We track serial number, license expirations, warranty, vendor information, detailed service responses and much more. The platform comes with a built-in scripting engine to provide 24/7 proactive maintenance.

"Secure your Server and your Data with Sundog ServerCARE"

Unlimited On-Site Server Support

Unlimited On-Site Support is exactly as it sounds like; when an issue cannot be resolved remotely, a technician will arrive on site with the tools and resources to resolve the issue at hand. This would be the case for hardware issues, issues involving a lack of connectivity to the network or Internet, and anything else that requires a physical set of hands on site. This ensures that we only go on-site when it is necessary, keeping our costs to you low.

Features

- Flat rate Server Support that is easy to budget!
- Layered Security Suite Services
- Remote access tool for accessing server computers while away
- Proactive Server maintenance and security updates/patching
- Monitoring of server hardware and software services

Benefits

- Regular patching of your server environment keeps known exploits at bay enhancing the security of your network
- Offsite Backup increases the protection of your data regardless of theft or natural disaster. Data is stored out of state and secure
- Most Troubleshooting and maintenance is done remotely and programmatically to keep costs down.

Let us care for your network!

Call today! 815.991.2400

SUNDOG

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SundogFIREWALL



YOUR STRATEGIC IT PARTNER

Firewall BRIEF

SundogFIREWALL

Build a wall around your network and protect your business from potential threats with Sundog's Firewall-as-a-Service!



What is Firewall-as-a-Service?

A powerful network security solution!

Firewall-as-a-Service (FWaaS) combines the features of traditional firewalls, intrusion prevention and content filtering all in a single powerful security solution. FWaaS is composed of three products:

- **A Dell SonicWALL firewall device.** We offer a variety of devices that can be matched to fit your business, whether you have one employee or hundreds!
- **Comprehensive Gateway Security.** This all-in-one network protection combines anti-virus, anti-spyware, content filtering, firmware updates and support.
- **Global Management System.** This will allow Sundog to be proactive in keeping your firewall up to date via monitoring and remote install of updates. It will also let Sundog create reports of bandwidth usage, content filtering, application usage and internet drops among others.

All three of these security products are bundled into a package with one low monthly cost! There is not an expensive upfront investment for hardware. And even better, as new updates become available or new hardware comes out, Sundog can upgrade you at no cost.

What Can SundogFIREWALL do to Help My Business?

Remote monitoring, maintenance, reporting,

and cost effective support.

- **It can block threats before they enter your network!** Viruses, spyware, worms, Trojans, key loggers are just some of the ways that hackers will try to access your data.

"Always have the latest security services, definitions, threat protection and warranty"

- **It will keep your network productive!** SundogFIREWALL will make sure that your business prioritizes the bandwidth it needs with content and application management tools.
- **It will provide secure access for mobile users.** SundogFIREWALL can allow employees to have a secure, remote VPN portal when they need to be away from the office.
- **It will help your network from becoming bogged down.** SundogFIREWALL devices were designed to scan for all potential threats that exist as efficiently as possible.

Engineer Approved!

- The same Engineers at Sundog that you already trust have created SundogFIREWALL!
- Sundog has a long-standing relationship with Dell and SonicWALL. We use SonicWALL devices in our own offices!
- Dell and SonicWALL are proven names in the IT industry.

Designed for Any Type of Organization!

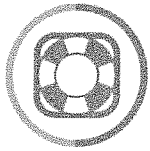
- Any businesses
- Remote Sites
- Branch Offices
- Small Offices
- Secure Remote Employee Access
- Education
- Non-Profit

Let us make your network more secure!

Call today! 815.991.2400

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SundogBACKUP

BACKUP BRIEF

SundogBACKUP

Protect your data with SundogBACKUP so you can minimize both data loss and downtime and get back to business.



Minimize downtime with SundogBACKUP.

Servers fail. Disasters happen.

Businesses run critical applications on servers. Unfortunately, everyday disasters can bring down servers and critical applications, including email, databases, and line of business applications. When these servers go down, business grinds to a halt. The cost of downtime varies depending on the industry – but in all cases, it is significant.

While everyday disasters interrupt daily operations, site-wide disasters can wreak havoc on a business. Fires, floods, tornadoes, earthquakes, and other natural disasters can completely wipe out a location, along with its computing infrastructure. Therefore, it is imperative that businesses adopt a backup and disaster recovery (BDR) solution that includes off-site backup to the cloud.

Quickly restore your data with SundogBACKUP

An image-based backup and disaster service.

SundogBACKUP captures snapshots of a server, including its data, operating system, applications, and configurations and backs up those images to the Cloud. Businesses that deploy SundogBACKUP have multiple recovery options in the event of a server failure or site-wide disaster, including recovery in the Cloud

by virtualizing your servers and accessing them over your Internet connection.

“Can your organization afford any form of downtime?”

SundogBACKUP pairs the most advanced backup software offered by StorageCraft, ShadowProtect, with the massive cloud storage and recovery capabilities of our datacenters in the Cloud.

SundogBACKUP is a cost-effective solution, offering 2 TB or more of bundled cloud storage per server license and single server deployment options.

Finally, SundogBACKUP has flexible deployment options. Businesses can backup to an on-site BDR appliance with backup to the Cloud or backup directly to the Cloud. In either scenario, businesses leverage the reliability and performance of the Cloud with a single solution, while minimizing the risk and cost of downtime.

How are we different?

- Perform hourly backups to avoid an entire days’ worth of data entry becoming lost.
- When worst case scenarios hit, you have the ability to “spin up” your servers in the cloud to access your data directly from our datacenter.
- Backup system completely automated and monitored.

Features

- Image-based backup and cloud backup, providing total server protection.
- Multiple recovery options, minimizing downtime.
- Generous cloud storage and flexible deployment, reducing costs.
- Comprehensive reporting and integrations, reducing administrative burden.
- Compliant data centers and military grade security, exceeding industry standards.

See how we can protect your data!

Call today! 815.991.2400

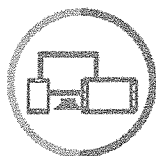
SUNDOG IT

444 East Hillcrest Drive Suite 350 DeKalb, IL 60115

223 South Winnebago Street Rockford, IL 61102

Phone: 815.991.2400

www.sundogit.com | sales@sundogit.com



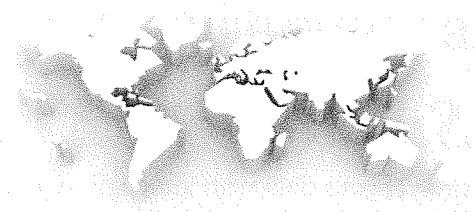
SundogDNS

YOUR STRATEGIC IT PARTNER

CONTENT FILTERING AND DNS BRIEF

SundogDNS

Enterprise-Grade threat protection like no other. A Cisco Systems OpenDNS solution.



Cloud Delivered Content Filtering

Network security and Web filtering that protects any device, anywhere.

SundogDNS not only blocks malware, botnets, and phishing over any port, protocol or app, but also detects and contains advances attacks before they can cause damage. It uses big-data analytics and machine learning to automate protection against both known and unknown threats. SundogDNS stays always up-to-date with no hardware to install, no software to maintain, and no admin intervention required.

Great For Multi-Location Based Organizations or with Mobile Workers

Apply consistent network security and acceptable use policies everywhere based on your needs.

Centralized location-based policy configuration per network, device or user reduces administrative burdens. And customizable block lists and pages with flexible bypass options enable you to tailor policies to your requirements. Optionally, filter up to 60 content categories to maintain compliance.

“SundogDNS protects devices anywhere and stays always up-to-date with no hardware to install, no software to maintain and no admin intervention required”

Security Threats Keep Evolving

Security for the way the world works today.

The move to cloud applications and mobile users results in erosion on the network perimeter.

Cybercriminals, nation states, and hacktivists are sharing infrastructure and code to state advanced targeted attacks designed to manipulate or steal data.

SundogDNS, driven by Cisco's OpenDNS, provides security against Internet threats, advanced attacks, and security breaches.

Features

- Easily block inappropriate material by restricting access to major categories.
- Reporting available
- Optional locally installed agent for username based identification in logs
-

Benefits

- Even mobile users can be protected with our low profile agent installed.
- Protect your staff from accidentally accessing and viewing inappropriate material.
- Traditional Antivirus software stops viruses from accessing the local computer after the virus has already been opened or run. SundogDNS adds another level of security to prevent malicious software before it even enters your network by blocking it at the source.

Let us care for your network!

Call today! 815.991.2400

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SundogWIRELESS



YOUR STRATEGIC IT PARTNER

WIRELESS ACCESS BRIEF

SundogWIRELESS

Wireless connectivity delivered with performance, security and control needed in today's business environments.



Save Money and Time

Scalable Enterprise Wi-Fi Management for any budget.

Unlike traditional enterprise Wi-Fi systems that use a hardware controller, SundogWIRELESS comes bundled with a non-dedicated software controller located in our datacenter bringing the flexibility of the cloud to your wireless network.

A Powerful Solution

SundogWIRELESS access points support the latest wireless protocols offering simultaneous Dual-Bands supporting 2.4GHz and 5GHz.

"SundogWIRELESS can give employees and vendors a separate wireless network just for them. Plus, you can restrict how much bandwidth they can use ensuring bandwidth is there for normal operations"

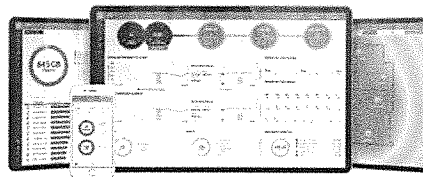
Multi-location Support

With SundogWIRELESS, different locations can be synchronized offering identical SSID's and password allowing mobile users to hop from location to location without having to configure their mobile devices for each location. Plus, any changes required are performed from our centrally managed console for quick changes across geographies.

Guest Portal and Hotspot Support

Now you can offer a guest network securely

Ever wished when clients or vendors needed access you didn't have to give them your SSID password? Want to keep their devices off your internal network? With SundogFIREWALL, we created a system to allow a guest network that either does or does not require a separate password and restricts access only to the internet protecting your internal resources from guest devices.



Create your own Employee Only access

Now you can give your staff access to the internet for all their devices and keep them off the internal network. And you can restrict the amount of bandwidth they consume protecting your internal network and your organization by ensuring bandwidth is there when you need it for normal operations.

Features

- Secure Guest Access via separate SSID
- Consistent Deploy across sites
- Affordable technology without losing features
- Wireless controller hosted in the cloud in our datacenter for quick and easy management
- PoE Support eliminated the need for power at the AP location

Benefits

- Mobile users hopping from location to location only need one SSID and password regardless of location.
- Guest network available for employees and vendors with ability to restrict amount of bandwidth available and restrict them from accessing internal resources.
- Stay current with the latest Access Points.

Let us care for your network!

Call today! 815.991.2400

SUNDOG

444 East Hillcrest Drive Suite 350 DeKalb, IL 60115

223 South Winnebago Street Rockford, IL 61102

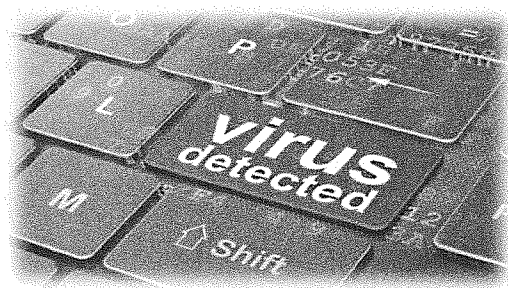
Phone: 815.991.2400

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SundogAV

YOUR STRATEGIC IT PARTNER



ANTIVIRUS BRIEF

SundogAV

Optimized for speed while providing the best endpoint threat protection – effectively proving that speed and security do go together

Security. Simplicity. Speed.

The most advanced AV solution available.

SundogAV Leading Features:

- Advanced Active Protection
- Removable device control and encryption
- Powerful antivirus for PCs and Macs
- Low CPU and memory usage
- Integrated patch management
- Mobile Device Management
- Cloud-enabled malicious URL blocking
- Email security and anti-phishing
- Firewall protection

Comprehensive Malware Defense

Keep your users safe!

Mission #1 for your endpoint security solution is stopping malware. SundogAV accomplishes this through next-generation scanning technology, always-on Advanced Active Protection, heuristics, signatures and other sophisticated detection methods.

Integrated patch management ensures third-party PC software is up-to-date and protected against exploit kits.

Cloud-enabled malicious URL blocking stops users from visiting malicious or compromised websites serving malware.

Anti-phishing and email security keeps inboxes safe from malicious attachments and phishing links.

Mobile Device Management secures Android devices from mobile malware and provides the ability to locate, lock and wipe lost Android and iOS devices.

Advanced Active Protection leverages the latest technology to go beyond traditional techniques and detect new and emerging threats.

Device control manages data entering and leaving your users physical ports and device types with enforceable encryption rules

“SundogAV is much more than just an Antivirus Software”

Easy Management Save you Time

Easy to deploy and manage, SundogAV frees you to focus your time and resources on more strategic projects that move your business forward and not worrying about AV protection.

Incompatible software removal ensures smooth deployment of VIPRE by automatically removing conflicting products.

SundogAV roaming service helps you secure and centrally manage computers that leave the network or are located in remote offices via a cloud-based service using secure HTTPS protocols.

Unprotected computer identification alerts you to any machines accessing your network without endpoint protection, helping you stop infections before they spread to file servers and systems.

Features

- Removable Device Encryption
- Small Footprint on the Machine
- Malicious URL Blocking
- Email Security
- Powerful Antivirus
- Anti-phishing

Benefits

- Centrally monitored and managed via Sundog
- Protection that expands beyond just viruses
- Mobile Device Agent
- Centrally managed and monitored increasing driving increase reliability

Let us care for your network!

Call today! 815.991.2400

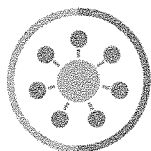
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SundogREMOTE

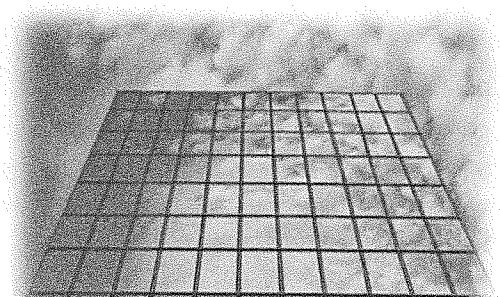


YOUR STRATEGIC IT PARTNER

REMOTE ACCESS BRIEF

SundogREMOTE

Securely connect to office resources from anywhere and at any time!



Remote Access Simplified

Finally, an easy way to access the office when away!

Imagine having the ability to access any office computer from anywhere in the world. With the SundogREMOTE agent installed on your office computers, access to them is as simple as going to

www.sundogremote.com

log in, and you are all set!

SundogREMOTE is Secure Enough Even for the Medical Field

Compliance with HIPAA to protect patient information is an absolute must when using a remote support solution in a healthcare setting. Hosted remote support solutions often utilize servers located off-site, sometimes in a completely different country. With the amount of sensitive information that the healthcare industry handles each day, is a hosted solution acceptable for keeping patients' information secure? Yes, with SundogREMOTE, all sessions are encrypted using PKI and AES to protect sensitive data, and SSL can be configured for the web portal.

Our granular security can establish a tiered system of access for employees. For added security, automatic video recording of sessions can be enabled as needed to ensure that sensitive information is being handled correctly.

What Devices does SundogREMOTE Run On?

All of them! OK, maybe not all. But it is a lot.

Your staff can run SundogREMOTE on Windows, Mac, or Linux systems.

“Freedom to work wherever and whenever”

More Than Just Remote Control

Secure and Simple.

- Access to unattended machines
- AES-256 Encryption is used for all data passed between systems
- Role-based security allows computers to be organized and grouped according to security roles giving certain users access to only certain systems
- Simple user interface
- Every session is logged for auditing purposes.

Features

- Access your computer no matter where you are
- Secure access via latest encryption protocols
- Log when staff remotely access machines
- Windows or MAC, it doesn't matter

Benefits

- No need to have someone on the other end to grant access
- Ability to have users “walk” you through what they are seeing when away.
- Troubleshoot staff computer issues when you want from where you want

Let us care for your network!

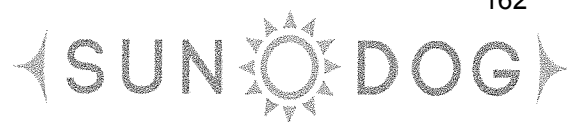
Call today! 815.991.2400

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223 South Winnebago Street Rockford, IL 61102
Phone: 815.991.2400
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References



YOUR STRATEGIC IT PARTNER

Sundog REFERENCES

Sundog prides itself on building trusting, worry free relationships with our clients. Listed below is a sample of businesses that we continue to work with. Please feel free to reach out to any of them to see how Sundog has helped their business grow.



IT Services

The Suter Co
258 May St
Sycamore, IL 60178
Tim Suter
815.895.9186

DeKalb Chamber of Commerce
164 E. Lincoln Hwy
DeKalb, IL 60115
Matt Duffy
815.756.6306

Hiawatha School District
410 South First St.
Kirkland, IL 60146
Karen Keneway
815.522.3335

Pinkston Tadd
407 Industrial Dr.
DeKalb, IL 60115
Gary Tadd
815.756.9700

IT Services

Voluntary Action Center
1606 Bethany Road
Sycamore, IL 60178
Ellen Rogers
815.758.3932

Siepert and Co.
2380 Bethany Road
Sycamore, IL 60178
815.787.6797

DeKalb Mechanical
339 Wurlitzer Dr.
DeKalb, IL 60115
Mike Sneed
815.756.6528

MBC Aerosol
860 Commerce Dr.
South Elgin, IL 60177
Vaughn Ehrhardt
847.214.8843

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Call today! 815.991.2400

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223 South Winnebago Street Rockford, IL 61102

Phone: 815.991.2400

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A proposal for:

Sycamore Park District

New Community Center and IT Services



CMJ Technologies, Inc.
435 Borden Ave.
Sycamore, IL 60178
815-899-2468

Sycamore Park District

New Community Center and IT Services

CMJ Technologies, Inc. (CMJ) is a Sycamore, IL based IT services company which was founded by its president, Chad Jewett, in 2007. Over the last decade, CMJ has grown to house over 35 years of technology experience and expertise, but it remains family-owned and community-focused. Our primary goal is to provide friendly service while empowering through technology the local businesses, non-profits, and government entities we are lucky enough to call our customers. We are honored to be a part of a project which will be such an exciting addition to our community.

On March 10, 2017, representatives from Sycamore Park District and CMJ met to discuss needs pertaining to Sycamore Park District's current data systems and the planning process for the new Community Center. The following proposal is a result of this meeting and subsequent conversations. Included you will find descriptions and quotes for low-voltage wiring of the new Community Center, a voice over IP (VoIP) telephone system, fiber optic installation necessary to connect sites, network infrastructure installation and configuration including relocation of current IT assets, installation and setup of new computers, and finally on-going support and maintenance. In this document, I will guide you through each of these parts, explaining how they fit sequentially into the whole.

During our initial conversation, a need for network wiring of the new Community Center was established. CMJ Technologies has worked with a local Union contractor to provide this quote. As you can see, this will accomplish wiring of all data connections called out in the architect's drawings. This wiring will be terminated at jacks and at a panel in the IT closet. It will service all computers, two patron barcode door entry points which tie into RecTrac, VoIP phones, and wireless access points. This quote also covers the physical mounting of indoor and outdoor wireless access points. This installation should occur during construction in a similar timeframe as electrical wiring, thus it is listed first. One caveat identified for this task is that the patron door barcode access appears to be on double doors, and compatibility for this has not yet been verified.

Next, you will find quotes for two cloud VoIP phone system options, which will replace that currently in use by Sycamore Park District. These quotes are through our top two providers and differ in features at their base levels. One can be considered "all-inclusive" with features like intraoffice chat, web meetings, a dedicated account manager, and a mobile app which allows you to use your work extension from anywhere all built in to the price. The other is "a la carte," where you will receive a more basic set of features. All current telephone numbers will be carried over. CMJ recommends performing this migration prior to moving IT infrastructure into new building and has quoted labor to implement the new service. Doing so will allow users to simply unplug and move their already-functioning phone to their new office location, and it will be plug-and-play. It is for this reason that this quote is presented second.

Thirdly, you will find a quote for connecting the new Community Center with other Park District sites via fiber optic cabling. This quote includes boring a tunnel and placing conduit between the Community Center and existing maintenance building. Also included is running fiber optic cables through the conduit and terminating on either end. Considerations have been taken in this process to allow the

Community Center IT room to become the central hub of the network. CMJ recommends this project be executed and in place prior to internal network infrastructure installation and configuration which you will find next.

Once the new Community Center is built and connectivity is established between sites, the installation and configuration of network infrastructure can be performed. This consists of mounting all network hardware and battery backup unit in the server rack within the IT room, patching in all network runs, bringing live the connection between sites, configuring wireless access points, and testing all functionality. This test will ensure preparation for moving users to the new site and will need to occur prior to that date. All troubleshooting will occur at this time to ensure a smooth transition and limit downtime. A caveat identified for this portion pertains to Comcast (main internet) and Frontier (failover internet) connections. At present, neither internet company is able to provide cost or availability to the new building. This will not stop forward movement, as internet can remain in its current location if fiber connectivity is completed as planned. However, the ideal configuration down the road will be to have service installed on-premise in main site.

At this point in the project, all connectivity between sites and within the new location will be live and tested. We will be ready to execute the move of servers and selected employee workstations and telephones. Downtime will be necessary during the disconnection, relocation, and reinstallation of the server and its accessories. For this reason, it is recommended that Sycamore Park District expect one full day of downtime. All efforts will be made to minimize this. Sycamore Park District will be responsible for disconnecting and moving employee workstations and telephones. CMJ will disconnect and move the server and accessories and will assist where needed to reconnect user computers and phones at the new location.

Six new PCs have been requested. In the quotes section of this proposal, you will find pricing and labor to fulfill this request. This will be straightforward with all prior steps completed, as the computers are additions and not replacements. Please note that stock on PCs and accessories is always changing and the quoted pricing may not be current when the time comes to order. Hardware can either be ordered up-front or CMJ will provide an updated quote for comparable items at that time.

The final item discussed during the initial meeting between Sycamore Park District and CMJ is on-going computer and network support services. At CMJ, our goal is to ensure that these systems are available, functional and fast in order to meet the needs of your employees and patrons. Our primary tool used to accomplish this is CMJ Premier Management. This tool resides on every server and computer used within your organization. It provides real-time health monitoring and alerts that allow us to keep a finger on the pulse of your network at all times. It automatically installs patches for Windows and other necessary software, ensuring your computers are up-to-date. It is bundled with a trusted antivirus solution as well as a secondary preventative tool which blocks access to known-malicious internet sites before someone can get to them, keeping your computers secure. Premier Management allows for remote support of your servers and workstations, improving response time and reducing the amount of time it takes for a problem to be corrected. It also gives us the ability to run reports on all of these pieces and more.

As mentioned previously, CMJ's staff backs Premier Management with over 35 years of experience. Acquiring support is as easy as contacting us via email or telephone. CMJ Technologies offers support time in pre-paid blocks. For Sycamore Park District, we have quoted an initial block of 24 hours. As

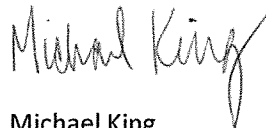
support requests are closed, they are deducted from these blocks in 15 minute increments for remote work and one hour increments onsite. These blocks of time are discounted from our standard hourly rate and never expire.

CMJ Technologies also provides and monitors on-premise and offsite backup. This valuable service ensures availability of data in any event. From accidental deletion to a disaster scenario, our services provide protection of your server and its data in entirety. In the attached quote for on-going support and services, you will find a line item for this service.

Finally, CMJ Technologies partners with Microsoft to provide Office 365 services including business-class email and Office suite applications. We have quoted 25 seats of Office 365 Business Premium. It is important for me to mention that this includes your current 19 seats and an additional 6. There will be no data loss associated with the transition, and it will be seamless to users. CMJ will simply assume the management of licenses. We have quoted monthly pricing for the time being, but please note that discounts are available with annual payment.

I understand there is a fair amount enclosed in this proposal to be unpacked. Please do not hesitate to contact us with any questions, and know that Chad and I are always willing to sit down with you to discuss. I hope that this proposal is an expression of the thoroughness we will bring to the table in a relationship between Sycamore Park District and CMJ Technologies. We sincerely thank you for the opportunity to present this to you, and we look forward to working with you.

Highest regards,



Michael King
Service Director
CMJ Technologies, Inc.



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

167

QUOTE
 CMJQ2425
 Aug 9, 2017

Quoted To:

Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date: 08/31/2017

Description	Unit Price	Qty	Ext. Price
<input type="checkbox"/> Tripp Lite 42U Rack Enclosure Server Cabinet Doors & Sides	\$879.99	1	\$879.99
<input type="checkbox"/> Tripp Lite Rack Enclosure Cabinet Heavy Duty Fixed Shelf	\$99.99	1	\$99.99
<input type="checkbox"/> Standard Universal Rack Cabinet Shelf	\$49.99	1	\$49.99
<input type="checkbox"/> APC Smart-UPS X 2000VA Rack/Tower LCD	\$1,375.00	1	\$1,375.00
<input type="checkbox"/> Cisco 52 Port Layer 2 - PoE Switch with Stacking Cable	\$1,749.99	2	\$3,499.98
<input type="checkbox"/> Cisco Fiber Transceiver Module	\$749.99	2	\$1,499.98
<input type="checkbox"/> 2 FT Cat6 Patch Cable	\$3.50	100	\$350.00
<input type="checkbox"/> Ubiquiti UniFi AC Outdoor Access Point	\$229.99	2	\$459.98
<input type="checkbox"/> Ubiquiti UniFi AC Pro Access Point	\$169.99	7	\$1,189.93
<input type="checkbox"/> Ubiquiti UniFi AC HD Access Point	\$375.00	2	\$750.00
<input type="checkbox"/> In-line Ethernet Surge & Lightning Protector for Outdoor Access Point	\$69.99	2	\$139.98
<input type="checkbox"/> Freight shipping for server rack	\$200.00	1	\$200.00
<input type="checkbox"/> Project Labor - - Network infrastructure installation and configuration - Relocation of current server and accessories	\$3,500.00	1	\$3,500.00

Subtotal	\$13,994.82
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$13,994.82
Deposit Required	\$6,997.41



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

168
QUOTE
 CMJQ2456
 Aug 9, 2017

Quoted To:

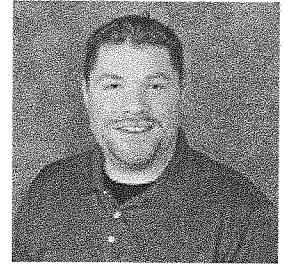
Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date:

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
<input checked="" type="checkbox"/> Low-Voltage Wiring Installation - Provide and install Cat6 cabling from MDF to designated drops as per drawings - Provide/install and test termination jacks - Install ten (10) wireless access points - Provide and install cable supports as necessary - Install head-end equipment in MDP - All head-end equipment provided by others - No specs were provided for Voice/Data - Provide and install rough-ins for Vermont Systems - Provide and install Cat6 cabling for Vermont Systems - Install qScan Reader devices for Vermont Systems - Provide and install Cat6 cabling to accommodate potential future access point locations - Provide and install coax cabling and terminations to the eight (8) drops on the plan	\$39,200.00	1	\$39,200.00
<input type="checkbox"/> This price does not include: - Bonding - Overtime - Any additional insurance beyond normal coverage - Allowances of any kind - Permits - All head-end equipment, patch cords - Programming			

Subtotal	\$39,200.00
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$39,200.00

Please contact me if I can be of further assistance.



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

169
QUOTE
 CMJQ2457
 Aug 9, 2017

Quoted To:

Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net

815-899-2468



Quote Expiration Date:

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
Building to Building Fiber Optic Installation - Bore and place 1000' of subduct - Place 2 hand holes for storage and locating purposes - Place 1300' of 12 strand fiber and splice at each end - One (1) core drill of current maintenance building - Materials as discussed included	\$22,000.00	1	\$22,000.00
Discount to use existing conduit from Community Center to Airport Road	-\$800.00		-\$800.00

- This price does not include:
- Any rock bore or frost rate required
 - Permits

Subtotal	\$21,200.00
Tax	-\$64.00
Shipping	\$0.00
Grand Total	\$21,136.00

Please contact me if I can be of further assistance.



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

170
QUOTE
 CMJQ2393
 Aug 10, 2017

Quoted To:

Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date: 08/31/2017

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
<input type="checkbox"/> Lenovo ThinkCentre Desktop Computer - Intel Core i5 2.70 GHz - 8GB RAM - 256GB Solid State Hard Drive - 6x Total USB Ports - Windows 10 Pro 64-bit	\$729.00	6	\$4,374.00
<input type="checkbox"/> LG 22" Monitor - 1920 x 1080 - DisplayPort - DVI - VGA - USB - Speakers	\$179.99	6	\$1,079.94
<input type="checkbox"/> APC Back-UPS 550 Desktop UPS	\$89.99	6	\$539.94
<input type="checkbox"/> New Computer Prep (Run security updates, Uninstall unnecessary programs, Run manufacturer updates)	\$99.99	6	\$599.94
<input type="checkbox"/> Labor - Delivery and set up on six new computers at new Community Center	\$1,500.00		\$1,500.00

Subtotal	\$8,093.82
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$8,093.82
Deposit Required	\$4,046.91

Please contact me if I can be of further assistance.



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171
QUOTE
 CMJQ2454
 Aug 7, 2017

Quoted To:

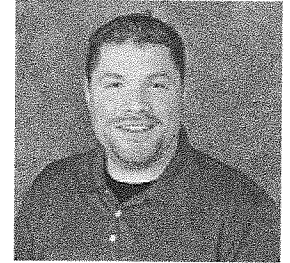
Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date: 08/31/2017

Description	Unit Price	Qty	Ext. Price
RingCentral - VOIP Solution			
<input type="checkbox"/> Polycom VVX311 Desk Phone	\$169.00	28	\$4,732.00
<input type="checkbox"/> Office Premium 20-99 line	\$34.99	28	\$979.72 <i>(First Monthly Payment)</i> <i>\$979.72 billed Monthly</i>
<input type="checkbox"/> E911 Fee (DigitalLine Unlimited)	\$1.00	28	\$28.00 <i>(First Monthly Payment)</i> <i>\$28.00 billed Monthly</i>
<input type="checkbox"/> Cost Recovery Fee (DigitalLine Unlimited)	\$3.50	28	\$98.00 <i>(First Monthly Payment)</i> <i>\$98.00 billed Monthly</i>
<input type="checkbox"/> Labor - Delivery and physical setup of phones. Assist with Cloud PBX configuration to customer specification. Testing.	\$1,000.00	1	\$1,000.00

All pricing included herein is budgetary until the provider accepts a signed contract from the customer and/or a site survey is completed to verify services. Pricing is only valid for 30 days after the date the estimate was created. Price does not include taxes, regulatory, and other surcharges.

	Subtotal	\$6,837.72
Your investment in addition to the Grand Total: \$1105.72 Billed Monthly	Tax	\$0.00
	Shipping	\$0.00
	Grand Total	\$6,837.72

NOTE: In the event of a hardware failure, replacement of faulty equipment will go through the proper warranty/RMA process. All labor performed by CMJ in the evaluation and replacement of failing equipment under manufacturer warranty shall be billed at the standard hourly rate.



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

172
QUOTE
 CMJQ2455
 Aug 7, 2017

Quoted To:

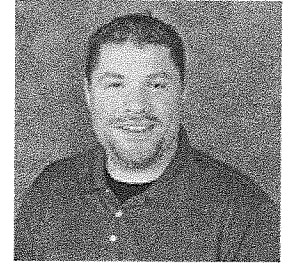
Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date: 08/31/2017

Description	Unit Price	Qty	Ext. Price
Mitel - VOIP Solution			
<input type="checkbox"/> Mitel 5320 IP Phone with Power Brick (Monthly Rental FREE w/ Promotion)	\$6.63	28	\$185.64
<input type="checkbox"/> Promotional Discount			-\$185.64
<input type="checkbox"/> Premier User Seat Package with Direct Dial Numbers	\$24.99	28	\$699.72 <i>(First Monthly Payment) \$699.72 billed Monthly</i>
<input type="checkbox"/> Caller ID Name and Number	\$4.95	1	\$4.95 <i>(First Monthly Payment) \$4.95 billed Monthly</i>
<input type="checkbox"/> E-911	\$5.00	1	\$5.00 <i>(First Monthly Payment) \$5.00 billed Monthly</i>
<input type="checkbox"/> Provider Install Charges	\$1,375.00	1	\$1,375.00
<input type="checkbox"/> Promotional Discount			-\$1,375.00
<input type="checkbox"/> Labor - Delivery and physical setup of phones. Assist with Cloud PBX configuration to customer specification. Testing.	\$1,000.00	1	\$1,000.00

All pricing included herein is budgetary until the provider accepts a signed contract from the customer and/or a site survey is completed to verify services. Pricing is only valid for 30 days after the date the estimate was created. Price does not include taxes, regulatory, and other surcharges.

	Subtotal	\$1,709.67
Your investment in addition to the Grand Total: \$709.67 Billed Monthly	Tax	\$0.00
	Shipping	\$0.00
	Grand Total	\$1,709.67

NOTE: In the event of a hardware failure, replacement of faulty equipment will go through the proper warranty/RMA process. All labor performed by CMJ in the evaluation and replacement of failing equipment under manufacturer warranty shall be billed at the standard hourly rate.



435 Borden Ave, PO Box 115, Sycamore, IL 60178
 t. 815-899-2468 f. 815-524-2559

173
QUOTE
 CMJQ2431
 Aug 14, 2017

Quoted To:

Sycamore Park District
 Jackie Hienbuecher
 940 E. State St.
 Sycamore, IL 60178

Phone 815-895-3365

Prepared By:

Chad Jewett

chad@cmjtech.net
 815-899-2468



Quote Expiration Date: 09/14/2017

Description	Unit Price	Qty	Ext. Price
CMJ Premier Workstation Management - Monthly Per Workstation*	\$20.00	19	\$380.00
			(First Monthly Payment) \$380.00 billed Monthly
CMJ Premier Server Management - Monthly Per Server*	\$100.00	1	\$100.00
			(First Monthly Payment) \$100.00 billed Monthly

- Remote monitoring and alerts for servers and workstations, including hardware health and critical events.
- Remote access to your computers, servers, and network equipment.
- Prompt response to detected issues and incidents.
- IT Asset tracking and reporting.
- Computer and Server OS patch monitoring and maintenance.
- Approved third-party software patch monitoring and maintenance.
- Computer and Server antivirus software and updates.
- Security scanning of internet activity.
- Server data backup monitoring.
- Server battery backup monitoring (where possible).

* Price is subject to change based on the number of devices and requires purchase of pre-paid block hours. Fee includes monitoring and automated services listed above. Support and services beyond those described will be deducted from pre-paid hours.

12 Month Term and Service Agreement Required.

Premier Management - One Time Installation Fee	\$500.00	1	\$500.00
Office 365 Business Premium - Monthly	\$15.00	25	\$375.00
- Business-class email, calendar, and contacts with a 50 GB inbox			
- Office 2016 apps for your PC and Mac (Word, Excel, Powerpoint, Outlook & Publisher)			
- Additional Premium users will be billed at \$15.00 each per month			
			(First Monthly Payment) \$375.00 billed Monthly

Discounted pricing available with annual payment.

ShadowProtect Server & Cloud Backup - Monthly	\$100.00	1	\$100.00
- Includes manufacturer software updates and support.			
- 1 TB Offsite Storage Per Server (Image Based).			
			(First Monthly Payment) \$100.00 billed Monthly

12 Month Term Required

Description	Unit Price	Qty	Ext. Price
Pre-paid block of 24 hours labor **	\$2,520.00	1	\$2,520.00

** Prepaid hours do NOT expire and may be utilized for service, maintenance or training at customer's discretion. Prepaid block time is non-refundable. A complete report of usage will be furnished through customer portal online. A minimum of one hour will be deducted for work completed onsite. Work performed remotely is deducted in quarter hour increments. When the amount of hours remaining reaches a set threshold, four hours, you will be automatically notified and given the option to purchase another block of time. If during the term of the contract, the total hours exceed the contract maximum and additional block time is not purchased, you will be billed for the excess time at the standard hourly rate of \$115.00 per hour.

Subtotal	\$3,975.00
Your investment in addition to the Grand Total: \$955.00 Billed Monthly	Tax \$0.00
	Shipping \$0.00
	Grand Total \$3,975.00
	Deposit Required \$3,975.00

NOTE: In the event of a hardware failure, replacement of faulty equipment will go through the proper warranty/RMA process. All labor performed by CMJ in the evaluation and replacement of failing equipment under manufacturer warranty shall be billed at the standard hourly rate.

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: September 26, 2017****STAFF RECOMMENDATION****AGENDA ITEM: RESOLUTION 04-2017 AUTHORIZING USE OF NJPA:
Recommend approval**

BACKGROUND INFORMATION: The National Joint Powers Alliance (NJPA) is a group organized for the purpose of leveraging the power of joint purchasing and conducting competitive bids. By purchasing through the NJPA it eliminates the requirement of the District to bid on purchases that we normally would have to under the law, those purchases in excess of \$25,000.

Attached you will find Resolution 03-2017 which approves entering into the agreement that allows the District to make purchases through the NJPA. The Joint Exercise of Powers Agreement is also attached.

FISCAL IMPACT: There is no fee for joining the NJPA.

STAFF RECOMMENDATION: Recommend approval of Resolution 03-2017.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



**SYCAMORE PARK DISTRICT
SYCAMORE, ILLINOIS**

RESOLUTION 04-2017

A RESOLUTION TO APPROVE A JOINT PURCHASING AGREEMENT

WHEREAS, the Sycamore Park District (the "District") is an Illinois unit of local government organized and operating under the Illinois Park District Code and all laws supplemental thereto, including the Government Joint Purchasing Act, 30 ILCS 525/1, et seq. (the "Act");

WHEREAS, the District is defined as a "governmental unit" under the Act;

WHEREAS, the Act provides that any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units under any agreement of governmental units;

WHEREAS, the National Joint Powers Alliance ("NJPA") is a consortium of governmental units organized for the purpose of leveraging the power of joint purchasing and conducting competitive solicitations for the purpose of identifying the lowest responsible contract for a variety of commodities relevant to the District;

WHEREAS, the Board of Park Commissioners finds it in the best interest of the District to join the NJPA by executing the Joint Exercise of Powers Agreement, an intergovernmental agreement of governmental units for the purpose of conducting joint purchasing as permitted by the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Sycamore Park District, Sycamore, Illinois, as follows:

Section 1. Recitals. The Board finds the foregoing recitals to be true, complete and accurate and incorporate them the same as fully set forth herein for the purpose of establishing the authority and purpose of approving the Joint Exercise of Powers Agreement.

Section 2. Agreement. The Board hereby approves the Joint Exercise of Powers Agreement, a copy of which is attached hereto as Exhibit A and incorporated as though fully set forth herein. The Board further approves and delegates to the Executive Director the authority to sign the Joint Exercise of Powers Agreement and to deliver such additional documents or perform such related actions which are reasonably necessary to confirm the District's membership in the NJPA. All actions heretofore taken which are consistent with the purpose of this Resolution are ratified and affirmed the same as though expressly approved hereby.

Section 3. Severability. In the event any action approved by this resolution is found to be invalid or ineffective, such finding shall not affect the enforcement or application of all other provisions or actions described herein to the fullest extent permitted by law.

SO RESOLVED this _____ Day of _____, 2017.

AYES:

NAYS:

ABSENT:

APPROVED:

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

EXHIBIT A
Joint Exercise of Powers Agreement

4811-2852-8718, v. 1

**NATIONAL JOINT POWERS ALLIANCE®
JOINT POWERS AGREEMENT**

This Agreement, made effective on the date hereof, is between the National Joint Powers Alliance® (hereinafter referred to as “NJPA”) and _____ (hereinafter referred to as “Governmental Unit”).

Recitals

NJPA is a Service Cooperative whose creation was authorized by Minn. Stat. § 123A.21; and

NJPA is a political subdivision and government unit of the state of Minnesota. Minn. Stat. § 471.59 authorizes NJPA to enter into agreements with other governmental units in the United States and Canada to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

Governmental Unit asserts it is authorized by its statutes to utilize contracts competitively solicited by another governmental unit; and

Governmental Unit and NJPA desire to enter into a “Joint Exercise of Powers Agreement” for the purpose of Governmental Unit accessing available contracts for goods and services from NJPA Awarded Vendors.

NJPA and the Governmental Unit hereby agree as follows:

Agreement

1. NJPA will make its contracts for goods and services and/or other NJPA services available to the Governmental Unit. The Governmental Unit will be a Participating Member.
2. The Governmental Unit may utilize the contracts or services procured or offered through NJPA to purchase supplies, equipment, materials and services.
3. The Parties to this Agreement will adhere to any and all applicable laws pertaining to the procurement of goods and services as they pertain to the laws of their state or nation.
4. This Agreement will become effective on the date hereof and shall remain in effect until canceled by either party upon thirty (30) days’ written notice to the other party.
5. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Governmental Unit will be responsible for all aspects of its purchase, including ordering its goods and services, inspecting and accepting the goods and services, and paying the Vendor who will have directly billed the Governmental Unit placing the order.
6. Both Parties to this Agreement agree to strict accountability of all public funds disbursed in connection with this joint exercise of powers as required by each party’s respective laws.
7. To purchase goods and services from NJPA contracts, the Governmental Unit must enter into a purchase order or other subsequent agreement in accordance with the terms and conditions of NJPA contracts and any requirements applicable to the Governmental Unit’s governing body. The Governmental Unit must send purchase orders directly to the applicable Vendor and will make payments directly to the Vendor in accordance with its established procedures and terms of the NJPA contract. The Governmental Unit will not use the goods available under NJPA contracts for purposes of resale.

- 8. Pursuant to Minn. Stat. § 471.59, Subd. 5, if applicable, the Parties shall provide for the disposition of any property acquired as the result of such joint or cooperative exercise of powers, and the return of any surplus moneys in proportion to contributions of the several contracting parties after the purpose of the Agreement has been completed.
- 9. There shall be no financial remunerations by the Governmental Unit to NJPA for the use of NJPA procurements, contracts or agreements or the payment of any fees to NJPA.
- 10. Both Parties to this Agreement acknowledge their individual responsibility to gain ratification of this agreement through their governing body as required by law.
- 11. The NJPA contracts utilized by the Governmental Unit through this Agreement were procured or will be procured through the Uniform Municipal Contracting law, Minn. Stat. § 471.345.

The Parties have executed this Agreement effective the date hereof.

Governmental Unit

National Joint Powers Alliance®

By _____
AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Its _____
TITLE

TITLE

DATE

DATE

GOVERNMENTAL UNIT INFORMATION

Indicate an address to which correspondence may be delivered.

Name* _____

Address* _____

City, State, ZIP code* _____

Employer Identification Number _____

Contact person* _____

Title* _____

E-mail* _____

Phone* _____

Website _____

ORGANIZATION TYPE*

- K-12 (Public or non-profit)
- Government or municipality (Specify: _____)
- Higher education (Public or non-profit)
- Other (Specify: _____)

REFERRED BY

- Advertisement _____
- Current NJPA member _____
- Vendor representative _____
- Trade show _____
- NJPA website _____
- Other _____

Return completed agreement to
 National Joint Powers Alliance ®
 202 12th Street NE
 Staples, MN 56479

Duff Erholtz
 Phone 218-894-5490
 Fax 218-894-3045
 E-mail duff.erholtz@njpacoop.org

**Denotes required information*

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: RECOMMENDATION on PLOWING/PARK CLOSURE: Recommend Approval

BACKGROUND INFORMATION: As we begin to plan for “LAUNCH” of our new facilities, one of the matters discussed for maintenance is the matter of plowing:

- New Parking Lots
- New Trails
- New Driveways

This will require more person hours, and add wear and tear to plowing equipment.

Addressing these matters can take place in two ways:

- Adding more staff and replacing equipment more frequently as it wears out. OR,
- Seeking efficiencies.

To the latter approach, staff has consistently plowed both sides of the river for Community Park and the Sports Complex. At the same time, the Sports Complex does not get much motor vehicle traffic during the winter while taking a lot of time to complete.

Next winter (2018-2019), our new facilities—which will require additional plowing—will open for the first time. Therefore, I am recommending that this winter (2017-2018) we experiment with not plowing the Sports Complex from the point shown on the attached aerial photograph inward. We would still plow on the west side of the river, so hardy folks could still enter the back of the Sports Complex from that side if they wished. Additionally, the parking lot by the Maintenance Building would be plowed and made available to folks who wanted to walk into the park. If the roads are clear in winter, we would keep the barricades down, HOWEVER, if

there is impending snow, or after snow falls—and until it melts off completely of its own accord—barricades would go up at the point shown on the attached aerial photograph. A sign directing folks to our maintenance lot and telling them the lot on the west side is plowed would be displayed for informational purposes. If this works for this winter, we would look at a cleaner, nicer, more durable solution for closing off the park (For Example: Like the gate at the east entrance to the golf course) at the point shown on the attachment, which could also be used when the park must be closed/secured for flooding or other safety issues.

Currently, it takes 1.25 person hours after each snowfall (average snowfall) to plow this area. It also requires the use of the following equipment:

- One Ton Truck
- John Deere Snowblower

Jeff Donahoe has estimated that to plow the new Recreation Campus parking lot and walks after each snowfall will take about 2.25 person hours, and would require the following equipment:

- One Ton Truck
- John Deere Snowblower
- Shovel

This approach will be used for one fiscal year, at which time staff will assess its functionality, and continue/modify/discontinue based upon this year's experience. If this approach proves successful, we would then invest in a gate or other control method for this point in the road entering the park.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board approve the changes shared last month, and the minor changes attached, hereto.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

No LONGER
Plowed

Barriade

COMPASS GIS Map

Community Online Map Property And Search Site

GeoMedia WebMap Pub x
gis.dekalbcounty.org/COMPASS/



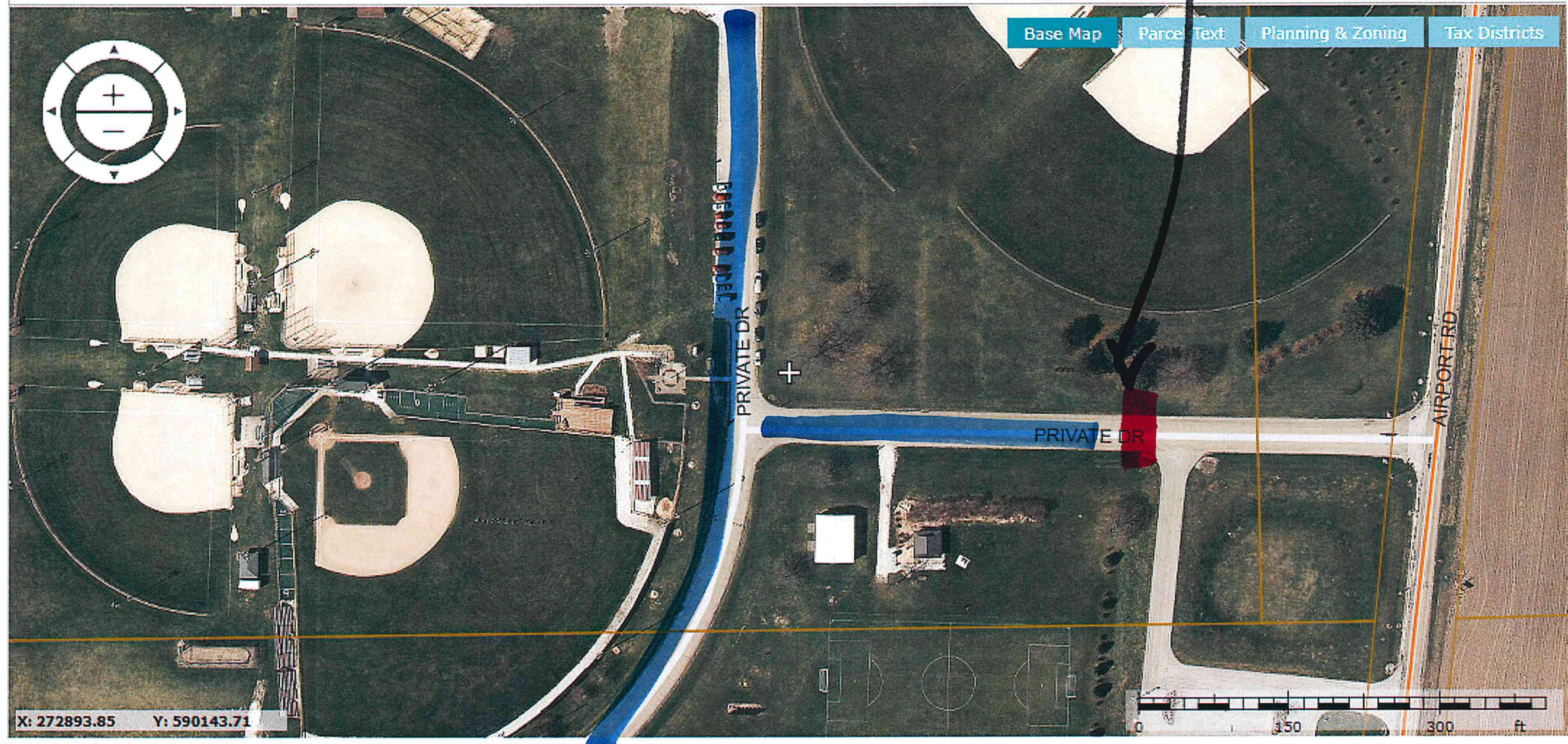
Map navigation toolbar with icons for Home, Layers, Full Screen, Print, Log Out, and Search.

Map Content

Categories

- Aerials
- Base Map
- Census Blocks
- Enterprise Zone
- Fiber
- Political Areas
- Sex Offender Info
- Soils
- Topography

Settings



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 26, 2017

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL of UPDATED JOB DESCRIPTIONS for FULL-TIME/IMRF ELIGIBLE POSITIONS to ADDRESS ERGONOMICS POLICY: Recommend Approval

BACKGROUND INFORMATION: In June of 1986, the Board adopted an Ergonomics Policy as part of our risk management process. The policy is attached, along with Superintendent of Finance and Business Services, Jackie Hienbuecher's Staff Recommendation (also attached).

You will see in that recommendation it referenced that our next step would be:

“to conduct ergonomic job task assessments to identify any potential ergonomic injury hazards and implement measures to prevent future injury.”

Earlier this year, with the help of a training guide and support materials from PDRMA, our Intern conducted at least two job observations of every full-time and IMRF eligible position, and, with the assistance of a scoring rubric established key ergonomic demands on each of these positions.

More recently, I reviewed these assessments, and integrated environmental, physical, and safety matters into each job description to reflect the demands of each position.

In order to put these in place, it is the Board's authority to approve job descriptions. Therefore, those modified job descriptions are attached for your approval.

After the Board's approval, we will take the next step, which is to outline for each position, some expected physical behaviors, exercises, and education to

make them aware of these ergonomic factors in their work so that they can enact those towards reducing on-the-job injury, stress, or wear and tear.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board approve the attached job descriptions.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Superintendent of Park & Facility Services**
 Reports To: **Executive Director**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **October 2017**

Summary

Reporting to the Executive Director the Superintendent of Park & Facility Services is responsible for staffing parks and sports complex as well as golf course with qualified staff, the efficient maintenance and development of golf, parks and facilities, preparation and oversight of an annual budget, and complete analysis of park administrative practices and procedures, as well as all golf course maintenance.

Essential Duties and Responsibilities

- **Staff park department with qualified employees.**
 - A. Recruit and select qualified part staff.
 - B. Negotiate wages and contracts consistent with board policy.
 - C. Regulate, direct, supervise and evaluate staff to ensure efficient maintenance and safely run operations.
 - D. Continually document in-service training including proper operation of power and motorized equipment maintenance.
 - E. Complete safety education training of all assigned personnel in proper use of equipment.
- **Efficiently maintain and develop parks, properties, facilities, and golf course operations.**
 - A. Maintain an active knowledge of all equipment.
 - B. Oversee the maintenance of the Club House/Administration, Pool, Museum and Community Center buildings.
 - C. Work with Assistant Superintendent of Golf for maintenance of all buildings, equipment and grounds at the course.
 - D. Work with Parks and Sports Staff for maintenance of all grounds, buildings, structures and equipment in parks of the district.
 - E. Establish and maintain cooperative planning and working relationships with other local governmental agencies, local community agencies, and service organizations resulting in projects to improve the Park District.
 - F. Plan and organize projects related to assigned areas.
 - G. Assist with land acquisition and development of new parks and sports field lands.
 - H. Prepare and revise, as completed on a monthly basis, an ongoing list of tasks and projects for repair, renovation, or upgrade for all properties the department is responsible for.
 - I. Work with Superintendent of Recreation in coordinating necessary facilities and supplies for programs.
 - J. Act as the Safety Coordinator for the district.
- **Assist in preparation of annual budget and administer expenditures of funds on parks and golf operations in compliance with internal controls.**
 - A. Authorize and control the purchasing of equipment and supplies needed for park and facility maintenance.
 - B. Recommend appropriate capital projects to the Executive Director.

- C. Perform all billing account information for all department expenditures.
 - D. Complete bi-weekly payroll.
 - E. Work within budget requirements when implementing projects.
- **Analyze park administrative practices and procedures, record keeping systems, forms and personnel requirements.**
 - A. Maintain complete and accurate records of department activities and services.
 - B. Develop a detailed maintenance log system for key park and golf components.
 - C. Prepare and issue monthly board reports and special reports as needed.
 - D. Attend regular monthly meetings and special meetings as needed.
 - E. Answer citizen complaints and inquiries.
 - F. Provide safety education training to all assigned personnel in proper use and application of equipment.
- **Maintain an overall atmosphere and management structure that emphasizes safety.**
 - A. Acts as the District's Safety Coordinator.
 - B. Maintains a working knowledge of all OSHA, general agency and department-specific safety rules.
 - C. Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
 - D. Enforces safety disciplinary policies and procedures.
 - E. Provides material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier**.
 - F. Provides a department-specific safety orientation for all new employees that include job instruction, safety and ergonomic training.
 - G. Holds employees and supervisors accountable for promptly reporting work-related, property damage or patron injuries.
 - H. Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.
 - I. Attends safety program and in-service education meetings.
 - J. Makes specific budget allocations for the purchase of safety equipment, safety services and safety training.
 - K. Reviews and updates safety inspection criteria. Develops a departmental inspection report summary for agency safety committee meetings.
 - L. Prepares information needed for PDRMA Loss Control Program Review meetings.
 - M. Actively practices the CORE 6.
- **Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:**
 - A. Safety goggles/glasses.
 - B. Earplugs, ear covers.
 - C. Appropriate work boot.
 - D. Protective gloves.
 - E. Helmets.
 - F. Fall protection equipment
 - G. Respirators.

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 seasonal and full time staff to carry out the overall agency mission direction and implementation of a group of quality parks and facilities. 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. This position directly supervises the Assistant Superintendent of Golf, the Mechanic/Buildings Foreman, and the Park District Maintenance Staff.

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. The Superintendent of Parks and Facilities is responsible for the operation of and safety in all aspects of the golf course, parks, sport fields, and building maintenance and supervises all personnel and activities at assigned facilities/areas. The Superintendent of Parks should have the ability to communicate and interact effectively and cooperatively with fellow department heads, motivate subordinates, delegate the work and tasks the department is responsible for and provide a favorable image to the public and prioritize multiple and changing responsibilities. Must possess a current State of Illinois Dept. of Agriculture Pesticide Applicators License and re-test as required to maintain license. Extensive knowledge, experience, and training in turf management issues as related to golf course operations is essential. Training and education in horticulture is desirable.

Education and/or Experience

Bachelor's degree from an accredited college or university with a major in park management or similar discipline preferred, with a minimum of three years full-time supervisory experience. An associates degree or high school graduate with a minimum of seven years full time experience in a related field or discipline will be accepted. Candidate must also possess a valid State of Illinois Drivers License (Class D).

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

All necessary certifications/licenses for the application of chemicals/herbicides/pesticides called for in parks and golf courses. Completion of all PDRMA required training to perform as the Sycamore Park District's Safety Coordinator. Candidate must also possess a valid State of Illinois Drivers License (Class D).

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 frequently required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Occasionally, heavier items must be moved/handled up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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 JOB DESCRIPTION

Job Title: **Assistant Superintendent of Golf Maintenance**
 Reports To: **Superintendent of Park & Facility Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

The Assistant Superintendent of Golf Maintenance is a salaried employee whose work schedule and hours will vary from week to week. Work pace varies depending on the task required. This position has responsibility for planning, supervising, and carrying out the day to day maintenance and care of the Sycamore Park District Golf Course, and will call for the ability to delegate some work and tasks.

Essential Duties and Responsibilities

- Maintain communication channels between Superintendent of Parks and Facilities, and all golf course maintenance staff for general and specific information.
- Coach, counsel and develop staff under the supervision of the Assistant Superintendent of Golf Maintenance.
- Participate with the Superintendent in coordination and implementation of all maintenance activities and projects for golf course operations.
- Supervise and instruct maintenance crew on all phases of golf course maintenance after consulting with Superintendent of Parks and Facilities.
- Participate in the planning, scheduling and control of the maintenance and repair of the Park District equipment, machinery and vehicles. Must have ability to direct staff in proper and safe use of all equipment.
- Possess necessary licenses to operate equipment and application of required chemicals used by the Department. Be knowledgeable of the application and reactions for fertilizers, pesticides, herbicides, seeding and sodding practices.
- Must be able to recognize any turf injury be it disease or other and report immediately to Superintendent of Park & Facility Services.
- Assist Golf Course Superintendent in keeping accurate inventory of all chemicals, equipment and golf course accessories.
- Must be willing and able to perform any maintenance activity necessary. These may include but are not limited to: all mowing functions, cup setting, trap raking, hand raking, pesticide applications, fertilizer applications, irrigation repair and maintenance, topdressing, over seeding, aerating, tree and shrub planting, flower bed maintenance.
- Assist all employees of the Park District when needed to complete a given task.
- Must report any equipment failure or problem to mechanic and Superintendent.
- Work with the Superintendent of Park & Facility Services to plan the yearly budget for the maintenance of golf course.

- Oversee the mowing of the golf course on a daily basis, along with the application of fertilizers, herbicides, pesticides and other chemicals to maintain high quality golf course playing conditions.
- Working with the Superintendent of Parks and Facilities, maintain records regarding regular mowing, chemical application and maintenance landscape materials.
- Maintain golf course irrigation system and pumping station in optimal performance.
- Actively practices the CORE 6.
- Perform all other duties as assigned by the Golf Course Superintendent.

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.
- Provides information and resources needed for PDRMA Loss Control Program Review meetings.

Supervisory Responsibilities

Manages subordinate seasonal and full time staff to carry out the overall agency mission direction and implementation of a quality care program for the Golf Course. 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. This position directly supervises the Golf Course Foreman and seasonal staff at the golf course.

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. The position is responsible for the operation of and safety in all aspects of the golf course, and building maintenance and supervises all personnel and activities at assigned facilities/areas. The position should have the ability to communicate and interact effectively and cooperatively with peers, supervisors and their subordinates, delegate the work and tasks the department is responsible for and provide a favorable image to the public and prioritize multiple and changing responsibilities

Education and/or Experience

Must have a minimum of an Associate's Degree in turf management or related field. Must possess a current State of Illinois Dept. of Agriculture Pesticide Applicators License and re-test as required to maintain license. Extensive knowledge, experience, and training in turf management issues as related to golf course operations is essential. Training and education in horticulture is desirable.

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

All necessary certifications/licenses for the application of chemicals/herbicides/pesticides called for in parks and golf courses. Completion of all PDRMA required training to perform as the Sycamore Park District's Safety Coordinator. Candidate must also possess a valid State of Illinois Drivers License (Class D).

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 frequently required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Occasionally, heavier items must be moved/handled up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

The position of Assistant Superintendent of Golf Maintenance may perform duties in the medium work level (lifting 75-100 lbs.) frequently.

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 JOB DESCRIPTION

Job Title: **Golf Course Maintenance Foreman**
 Department: **Parks & Facilities**
 Reports To: **Assistant Superintendent of Golf Maintenance**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

Under the direction of the Assistant Superintendent of Golf Maintenance, performs responsible supervisory work in directing the activities of golf course maintenance personnel engaged in the development and maintenance of the Park District golf course. Maintain and keep golf course and equipment in required condition. Recommend equipment and manpower needs. Perform machine or manual work as required. Recommend plans or ideas to superior on changes, including alterations or additions to golf course facilities. Have ability and knowledge to carry out Assistant Superintendent of Golf Maintenance responsibilities in their absence.

Essential Duties and Responsibilities

- Mow rough, fairway and related turf areas.
- Operate hand or power mower to cut turf on green and tee areas.
- Maintain and operate hose and sprinkler systems at designated points on course to irrigate turf.
- Operate tractors, Gators, golf carts and related non-licensed equipment to maintain golf course grounds.
- Dig and rake ground to prepare new greens and grades, clean traps and repair cart paths and roadbeds.
- Plant, trim and spray trees and shrubs.
- Apply prescribed amounts of fertilizer, insecticide and fungicide if certified and directed by groundskeeper.
- As a working foreman, maintain communication channels between Assistant Superintendent of Golf Maintenance and all maintenance staff for general and specific information.
- Participate in coordination and implementation of all service activities and special projects for the golf course operation.
- Receive work order assignments and assist in the establishment of priorities. Keep Superintendent and Assistant Superintendent informed of significant conditions or trends requiring his involvement.
- Participate in directing or implementing in service instruction and training programs in work methods, equipment operations, department procedures.
- Participate in the planning, scheduling and control of the maintenance and repair of the Park District equipment, machinery, and vehicles, and direct staff in preventive maintenance, repair of such equipment used by District, and have ability to direct staff in proper and safe usage.
- Actively practices the CORE 6.

- Possess necessary licenses to operate equipment and application of required chemicals used by the department. Be knowledgeable of the application and reactions for fertilizer, pesticides, seeding and sodding practices.
- Recognition for preventative and immediate treatment for turf diseases.
- Meet unexpected situations with sound and thoughtful judgment.
- Assist in keeping accurate inventory control of all products, machinery and parts necessary.
- Perform other related duties as requested or assigned by the Superintendent of Golf, or the Assistant Superintendent of Golf.

Safety and Risk Management

- Maintain a working knowledge of all general agency and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater**.
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.
- Practice safety measures and CORE 6.

Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Supervisory Responsibilities

This job calls for supervision and direction of part-time/seasonal staff as directed by the Assistant Superintendent of Golf Maintenance.

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, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- 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.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.

- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 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.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- 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 listed below 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

High school diploma or general education degree (GED) preferred; one-to-three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills

Ability to add and subtract.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

The physical demands described here are representative of those an employee must meet 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 frequently required to walk. The employee is occasionally required to stand, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee must lift and/or move up to 50 pounds, and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

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 frequently exposed to outside weather conditions and to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Fleet Mechanic and Facilities Foreman**
 Department: **Parks & Facilities**
 Reports To: **Superintendent of Park & Facility Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

The Fleet Mechanic and Facilities Foreman is responsible for the maintenance and repair of automobiles, light and heavy trucks, buses, tractors, mowers, golf course equipment and carts, and other maintenance and grounds equipment. Responsible for performing the essential functions as outlined in this description, the position is a full time employee who works at a variable work pace, depending on the task required. The mechanic must be able to work independently. Reporting to the Superintendent of Parks & Facility Services the Fleet Mechanic and Facilities Foreman is responsible for the efficient maintenance on equipment, properties, and facilities that the Park District owns, operates, and maintains.

Essential Duties and Responsibilities

- **Efficiently maintains equipment, facilities, and properties.**
 - A. Maintain an active knowledge of all equipment.
 - B. Maintain all buildings and structures that Sycamore Park District owns and operates.
 - C. Maintain all the equipment throughout all the departments within Sycamore Park District.
 - D. Plan and organize any maintenance projects related to assigned areas or tasks.
 - E. Assist with new plans of structures/facilities and remodeling of structures/facilities. Assist in the purchase of new equipment related to assigned areas.
 - F. Keep department heads updated on tasks or repairs that are being done in assigned areas.
 - G. Work with all departments and personal to complete any projects that may be required.
- **Essential functions of the Mechanic work include, but are not limited to**
 - A. Detects, determines the cause(s) of mechanical, electrical, and hydraulic problems, corrects the cause(s) of the problems, and performs related repairs as necessary.
 - B. Lifts, pulls, and holds mechanical parts and tools, both large and small.
 - C. Performs preventive maintenance as recommended by manufacturers.
 - D. Operates power tools while maintaining, fabricating, and repairing equipment.
 - E. Operates heavy and light equipment.
 - F. Performs welding, acetylene burning, brazing, and soldering as required.
 - G. Keeps work area neat and organized as necessary for efficient job performance.
 - H. Orders and picks up supplies and parts related to maintenance.
 - I. Performs manual labor for extended periods of time under some unfavorable weather conditions frequently lifting and carrying objects up to 100 pounds.
- **Essential functions of the Facilities Foreman work include, but are not limited to**
 - A. Constructs and repairs structural woodwork and equipment; works from blueprints, drawings, or oral instructions.
 - B. Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim; uses carpenter's hand tools and power tools.

- C. Installs glass in windows, doors, and partitions; replaces damaged ceiling tile, floor tile, and sheet plastic wall coverings.
- D. Prepares and paints walls and woodwork or performs other types of refinish; installs or repairs carpet; performs custodial duties as required.
- E. Assists as directed in the operation and maintenance of mechanical systems, such as: plumbing, heating, ventilating, air conditioning, automatic temperature control, electrical, irrigation, pool filtration, etc.
- F. May perform preventive maintenance on sports equipment, treadmills, weight machines, concessions equipment, refrigerators, freezers, etc.

Safety and Risk Management

- Maintains a working knowledge of all general agency and department-specific safety rules.
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier.
- Reports any work-related injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.
- Actively practices the CORE 6.

Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- 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.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 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.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.
- 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

A minimum of a high school diploma, GED, or Certificate in Small Engine Repair preferred. Must have or be willing to become a Certified Pool Operator. Must have a general knowledge of HVAC, electrical, and plumbing repairs. Candidate must also possess a valid State of Illinois Drivers License (Class D). Must be in good physical condition and have sufficient strength to perform manual labor when required.

Language Skills

Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small-group situations effectively to customers, clients and other employees of the organization.

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 apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations.

Computer Skills

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

Certificates, Licenses, Registrations

ASE Certification desirable.

Other Qualifications

- Must possess a valid Commercial Driver's License (CDL) – if servicing CDL vehicles – and other drivers' license classes based on the heaviest vehicles being serviced.
- Must be able to work beyond regularly scheduled hours when necessary.

Physical Demands

The physical demands described here are representative of those the employee must meet 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 stand and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50pounds—occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

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 exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and vibration.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Parks Maintenance Worker - Sports**
 Department: **Parks and Facilities**
 Reports To: **Superintendent of Park & Facility Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

Parks Maintenance Worker-Sports is responsible for performing a variety of park labor duties to maintain and/or repair park properties and equipment. Parks Maintenance workers are responsible for performing the duties outlined in this job description. Parks Maintenance workers work solely or in groups. They are full-time employees and seasonally work with part-time employees. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required. Workers must work safely and professionally around general population/park patrons in public areas. Parks/Sports Complex maintenance personal are responsible for all maintenance and care of all the facilities the Park District has, with the exception to the golf course.

Parks/Sports Complex maintenance personal are responsible for performing the essential functions as outlined in this job description with a focus on sports fields and sports support features/facilities. Parks/Sports Complex maintenance personal are paid hourly, and work a schedule that will vary throughout the year (40 hours per week normally).

Essential Duties and Responsibilities

- Perform all job tasks within the rules and guidelines of the agency's safety program.
- Maintain on a relatively independent basis, park grounds, playgrounds, parkways, flowerbeds, historical sites, ball fields, roads, bridges, shelters, swimming pool, buildings,
- Clear brush, trim trees, landscape park areas, operate mowers and trimmers, repair and install playground equipment, pick up paper and trash, install signs, painting, etc., to keep parks and sports complex areas clean and well maintained.
- Operate most or all of the standard power equipment such as hand mowers, leaf blowers, and other small motor-driven equipment as necessary. Operate most or all of the more difficult or specialized pieces of power equipment to include the trucks, tractors, mowers, general maintenance vehicles, etc., on a relatively independent basis to provide services to Park District departmental areas.
- Perform preventive and moderately difficult maintenance repairs on those pieces of equipment operated.
- Provide work guidance and direction to lower level Park/Sports Complex maintenance personal as required or instructed by Superintendent through foreman.
- Assume the responsibility of superior, if instructed in his absence; assisting and direct work as required.
- Complete safety education training of all assigned personnel in proper use of equipment.
- Regulate, direct, supervise and evaluate staff under their supervision (mainly seasonal staff) to ensure efficient maintenance and safely run operations.
- Under the direction of the Superintendent of Park and Facility Services plan and organize projects and work related to assigned areas.

- Prepare and revise as completed, on a monthly basis, an ongoing list of tasks and projects for repair, renovation, or upgrade for all, park, recreation, and district grounds, buildings and facilities.
- Work cooperatively within the parks sports and golf staff to share personnel (f.t. and p.t.) to accomplish all work.
- Perform other duties as required or assigned.
- Reports any repairs needed to equipment, buildings, roads, playground equipment, etc., to Superintendent of Parks or Foreman.
- Actively practices the CORE 6.

MARGINAL FUNTIONS

- Assists all Park District employees when instructed or needed.
- Assists with operations and maintenance at assigned facilities when instructed or needed.

Safety and Risk Management

- Maintain a working knowledge of all general agency and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater**.
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.

Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Supervisory Responsibilities

This job has no regular supervisory responsibilities, however, at times some seasonal employees may be under the guidance of this position.

Competencies

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

- Safety and Security – Use good safety awareness and 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, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- 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.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive

feedback.

- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 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.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

Must be a minimum of 18 years of age. Working towards or have a High School diploma or equivalent. Possess a valid Illinois State Drives License (Class D).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak Spanish desirable.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

- Maintain a valid Illinois state driver's license and the ability to pass a defensive driving course as required.
- Operator's or Applicator's Pesticide License as necessary.
- Playground and pool maintenance certifications as required.

Physical Demands

The physical demands described here are representative of those an employee must meet 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 stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. Work pace varies depending on the task required.

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 regularly exposed to outside weather conditions and frequently exposed to moving mechanical parts. The employee is occasionally exposed to gasoline, oils and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of higher level noise, hearing protection is required.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Parks Maintenance Worker - Parks**
 Department: **Parks and Facilities**
 Reports To: **Superintendent of Park & Facility Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

Parks Maintenance Workers responsible for performing a variety of park labor duties to maintain and/or repair park properties and equipment. Parks Maintenance workers are responsible for performing the duties outlined in this job description. Parks Maintenance workers work solely or with some seasonal support. They are full-time employees and seasonally work with part-time employees. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required. Workers must work safely and professionally around general population/park patrons in public areas. Parks/Sports Complex maintenance personnel are responsible for all maintenance and care of all the parks/facilities the Park District has, with the exception to the golf course and the sports complex.

Parks maintenance personnel are paid hourly, and work a schedule that will vary throughout the year (40 hours per week normally). Under the direction of the Superintendent of Park & Facility Services, the Park Maintenance Worker is responsible for maintaining all parks, playgrounds, amenities, turf and landscape areas, along with aiding in equipment maintenance. Also, this position will supervise seasonal/part-time/imrf eligible park maintenance personnel and activities as assigned.

Essential Duties and Responsibilities

- Perform all job tasks within the rules and guidelines of the agency's safety program.
- Maintain on a relatively independent basis, park grounds, playgrounds, parkways, flowerbeds, historical sites, ball fields, roads, bridges, shelters, swimming pool, buildings,
- Clear brush, trim trees, landscape park areas, operate mowers and trimmers, repair and install playground equipment, pick up paper and trash, install signs, painting, etc., to keep parks and sports complex areas clean and well maintained.
- Operate most or all of the standard power equipment such as hand mowers, leaf blowers, and other small motor-driven equipment as necessary. Operate most or all of the more difficult or specialized pieces of power equipment to include the trucks, tractors, mowers, general maintenance vehicles, etc., on a relatively independent basis to provide services to Park District departmental areas.
- Perform preventive and moderately difficult maintenance repairs on those pieces of equipment operated.
- Provide work guidance and direction to lower level Park/Sports Complex maintenance personnel as required or instructed by Superintendent through foreman.
- Assume the responsibility of superior, if instructed in his absence; assisting and direct work as required.
- Complete safety education training of all assigned personnel in proper use of equipment.
- Regulate, direct, supervise and evaluate staff under their supervision (mainly seasonal staff) to ensure efficient maintenance and safely run operations.
- Under the direction of the Superintendent of Park and Facility Services plan and organize projects and work related to assigned areas.

- Prepare and revise as completed, on a monthly basis, an ongoing list of tasks and projects for repair, renovation, or upgrade for all, park, recreation, and district grounds, buildings and facilities.
- Work cooperatively within the parks sports and golf staff to share personnel (f.t. and p.t.) to accomplish all work.
- Perform other duties as required or assigned.
- Reports any repairs needed to equipment, buildings, roads, playground equipment, etc., to Superintendent of Parks or Foreman.
- Actively practices the CORE 6.
- Operate agency pick-up truck or other vehicle(s) as assigned.
- Operate a variety of mowing equipment on agency green space/natural areas.
- Perform turf maintenance – fertilize, seed/sod, weed control.
- Plant, trim, remove trees and shrubs.
- Inspect and document inspections for playgrounds, do repairs of play equipment, repair surfacing and other amenities in and near play areas, remove trash.
- Repair and paint benches, picnic tables, roads, walks, trails, buildings and maintenance equipment.
- Perform general repairs/construction related to buildings, roofs, electrical, plumbing, carpentry.
- Perform all job tasks within the rules and guidelines of the agency's safety program.
- Attend education/safety training as required.
- Other duties as assigned.

MARGINAL FUNTIONS

- Assists all Park District employees when instructed or needed.
- Assists with operations and maintenance at assigned facilities when instructed or needed.

Safety and Risk Management

- Maintain a working knowledge of all general agency and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater.**
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.
- Actively practice CORE 6.

Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Supervisory Responsibilities

This job supervises seasonal/part-time/imrf eligible personnel, at times.

Competencies

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

- Safety and Security – Use good safety awareness and 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, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- 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.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 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.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description 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

High school diploma with some college preferred. Minimum five years experience in park operations and maintenance. Must have completed classroom training for playground equipment and surfacing maintenance. Possess a valid Illinois State Drives License (Class D).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak Spanish desirable.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Maintain a valid Illinois state driver's license and the ability to pass a defensive driving course as required. Playground certifications: Either possesses a Certified Playground Safety Inspector (CPSI) certificate or a Park District Risk Management Agency (PDRMA) playground maintenance class completion certificate. Possess or able to obtain Operator's Illinois State Pesticide License.

Physical Demands

The physical demands described here are representative of those an employee must meet 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 stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. Work pace varies depending on the task required.

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 regularly exposed to outside weather conditions and frequently exposed to moving mechanical parts. The employee is occasionally exposed to gasoline, oils and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of higher level noise, hearing protection is required.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Park Maintenance Laborer – IMRF Eligible**
 Department: **Park & Facilities**
 Reports To: **Superintendent of Park & Facility Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

Under the direction of the Maintenance Worker - Parks, the Laborer is responsible for aiding in maintaining all parks, playgrounds, amenities, turf and landscape areas, along with aiding in equipment maintenance.

Essential Duties and Responsibilities

- Operate agency pick-up truck or other vehicle(s) as assigned. May involve driving truck and attached enclosed or open trailers.
- Operate a variety of mowing equipment on agency green space/natural areas.
- Aid in performing basic equipment maintenance both preventive and repair.
- Perform turf maintenance – mowing, weed eating, sodding, seeding and blanketing.
- Plant, trim, mulch, water, and remove trees and shrubs.
- Perform general playground and park area inspections along with other amenities in and near play areas, remove trash from cans and grounds, remove graffiti from structures.
- Aid installation of planting beds, weeding and watering of planting beds.
- Maintain natural grass and plant areas which includes trimming and weeding of areas.
- Help prepare baseball fields for games and tournaments as needed during the week and select weekends along with performing occasional sports field ground maintenance as required.
- Clean and maintain park rental shelters
- Aid in pool grounds maintenance or pool repair maintenance as required.
- Aid in maintaining tennis courts and surrounding grounds.
- Perform all job tasks within the rules and guidelines of the agency's safety program.
- Attend staff education/safety training as required.
- Actively practice the CORE 6
- Other duties as assigned

Safety and Risk Management

- Maintain a working knowledge of all general agency and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater.**
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.

Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- 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.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 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.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- 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 listed in this job description 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

High school diploma with some college preferred. Experience in parks or related maintenance preferred.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills

Ability to add and subtract.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

The physical demands described here are representative of those an employee must meet 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 frequently required to walk. The employee is occasionally required to stand, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 50 pounds—occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

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 frequently exposed to outside weather conditions and frequently to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Superintendent of Recreation Services**
 Reports To: **Executive Director**
 Prepared By: **Executive Director**
 Prepared Date: **February 2017**
 Approved By: **BOC**
 Approved Date: **March 28, 2017**

Summary

The Superintendent of Recreation Services 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. 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 Kishwaukee 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.
- Actively practices the CORE 6.

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 one or both of the following will be of advantage to the applicant: Aquatics or Fitness Center programming/management.

Professional Certification (CPRP) by the National Recreation and Park Association or the ability to obtain certification within 6 months of hire is preferred.

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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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 JOB DESCRIPTION

Job Title: **Recreation Supervisor**
 Reports To: **Superintendent of Recreation Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **October 2017**

Summary

Under the direction of the Superintendent of Recreation Services, the Recreation Supervisor plans, provides direction and supervision for, and is responsible to organize and plan district recreational programs as specified. Areas of focus are aquatics and fitness, along with general programming and events. The position manages all aspects of the community pool and sprayground, and supervises all personnel and details of their assigned areas. This position closely works with the Superintendent of Finance and Customer Service on managing the district's Software that services recreation.

Essential Duties and Responsibilities

- **Assist with the staffing of recreation department**
 - A. Help recruit, recommend, select, train, supervise, and evaluate employees
 - B. Help negotiate wages and contracts consistent with board policy
 - C. Help coach, counsel, and develop part-time employees as needed, including the community center, pool, sprayground, and recreation program employees.
 - D. Assist in the operation and safety of all recreation services.
- **Manage all aspects of the Community Pool and Sprayground, except concessions and pool chemical system**
 - A. Hire and train all lifeguards and staff necessary for aquatic facilities
 - B. Be up to date with all Red Cross rules and regulations and train staff accordingly
 - C. Manage and review all financial receipts and records for the pool operation
 - D. Be responsible for the day to day operation of the pool, employees, and programs that are pool related
 - E. Assist the Superintendent of Recreation and Park District in planning the future operation of the pool
- **Assist in the preparation of the recreation budget**
 - A. Recommend expenditures of department funds in accordance with budget outline provided by the executive director
 - B. Assist in the development of revenue sources for the annual budget in accordance with the budget provided by the Executive Director
 - C. Recommend the rate of pay for all part-time, seasonal and contractual employees as required by the executive director
 - D. Help monitor budgetary revenues and expenditures and be responsible for the performance of the recreation department budget
- **Assist in the scheduling of the Community Center and Sports Complex**
 - A. Program and oversee areas including but not limited to: Preschool age movement fitness, adult special interest, special events, teens, seniors, and the Mom's Time Out program. Other program areas may be assigned as directed by the Superintendent of Recreation.
 - B. Communicate and coordinate use of the scheduling of the community center and sports complex with Superintendent of Parks and Executive Director

- **Assist in the preparation of reports and department records**
 - A. Maintain records of department activities, class rosters, services, personnel and property.
 - B. Coordinates training, updates, troubleshooting and other matters related to the district's software that services recreation.
 - C. Provide content for the Superintendent of Recreation's monthly board report
 - D. Submit records, reports, and documentation necessary to assist Superintendent of Recreation and the Executive Director
- **Assist in the development of the marketing program for the recreation department**
 - A. Help prepare all district promotional literature, including brochures and flyers.
 - B. Help develop and revise the annual marketing plan for departmental services.
- **Maintain good working relationship with other agencies and organizations**
 - A. Cooperate and build positive working relationships with governmental bodies.
 - B. Cooperate and build positive working relationships with patrons and vendors of district.
 - C. Assist the Recreation Superintendent in working with school district, community agencies and other groups.
- **Assist in departmental administrative duties**
 - A. Adhere to all district policies, manuals and practices.
 - B. Performs all other duties as assigned by the Recreation Superintendent.
 - C. Help assure a safe and healthy environment for employees and users.

Safety and Risk Management

- Acts quickly and calmly in emergency situations.
- Focuses on PDRMA guidance that is specific to aquatic operations, and assists the Safety Coordinator with the Loss Control Review
- The Recreation Supervisor is responsible for safe and well organized swim programs and aquatic facilities
- Maintain a working knowledge of all general agency and department-specific safety rules.
- Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
- Enforce safety disciplinary policies and procedures.
- Provide material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier** as necessary.
- Provide a department-specific safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- Hold employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Complete incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Attend safety program and in-service education meetings.
- Make recommendations regarding specific budget allocations for the purchase of safety equipment, safety services and safety training.
- Provide information and resources needed for PDRMA Loss Control Program Review meetings.
- Actively practices the CORE 6.

Supervisory Responsibilities

Manages and Supervises the Seasonal and Part-time Program and Aquatic Facility personnel to carry out the overall agency mission direction and implementation of a group of quality *Moments of Truth*. 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. Candidate should possess the knowledge of how to supervise and coordinate the use of available resources to effectively program and schedule events, activities, classes, clinics and other forms of recreational pursuits at district parks/property, and facilities in the community. Candidate must possess the ability to build and maintain positive relationships within the community.

Proficiency is required in: Microsoft Word, Publisher, Excel, PowerPoint, Adobe Illustrator, Photoshop, Dreamweaver, Adobe InDesign, Constant Contact, Mail Chimp, Facebook, Pinterest, Twitter, YouTube and Content Management System for Website Maintenance.

Education and/or Experience

Bachelor's degree from an accredited college or university with a major in Recreation Programming (or a closely related degree) A minimum of three years of related full-time experience is also required. Must be familiar with and help to complete daily reports, payroll, scheduling and operational reports, and thus have strong written communication skills: Grammar, Spelling, Format, Structure, Clarity, Message. Individual must possess strong organizational skills: Calendar, Scheduling, Timeliness, Promptness, Detail, Follow-through. This person should possess the understanding of recreation programming from program creation through evaluation. The individual should have a gregarious personality, and an ease with public presentations and interaction with the public.

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

The Recreation Supervisor is responsible to assist in the operation and safety of all recreation services, including its aquatic facilities. They must have a current AMRC W.S.I., AMRC Lifeguard Instructor Certification; current CPR for the Professional Rescuer, Adult/Child/Infant AED & First Aid Certifications. Candidate must be proficient in swimming and safety skills; able to teach group and private swim lessons; must help complete daily chemical reports, payroll, scheduling and operational reports; individual must possess strong organizational, budgetary, computer and communication skills; ability to train swim instructors and lifeguards on a recurrent basis and train staff yearly in CPR skills. Certified Parks and Recreation Professional Certification preferred.

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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand

prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy. Work will require being in a climate of higher temperatures—occasionally surpassing 100 degrees Fahrenheit and high humidity. The individual may need to respond quickly and accurately. They may be exposed to pool chemicals and slippery floors. The Recreation Supervisor must resolve differences and problems that arise with patrons and employees. The worker may also have to work under stressful situations when first aid or CPR are required.

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.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Recreation and Marketing Supervisor**
 Reports To: **Executive Director and Superintendent of Recreation**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **October 2017**

Summary

Under the direction of the Executive Director for Marketing, and the Superintendent of Recreation for Programming, the Recreation and Marketing Supervisor provides direction, supervision and leadership of the district's image (marketing) as well as its community programming and customer service. This includes oversight of part-time personnel, organizing and planning district community/special events/programs as assigned. s of the district's communication/advertising/promotion, and supervise all personnel and activities as assigned.

Essential Duties and Responsibilities

- **Plan, Develop, Implement, Supervise and Evaluate Recreation Programs**
 - A. Maintain current programming as assigned.
 - B. Oversee special events as assigned.
 - C. Continuously seek new programming opportunities.
 - D. Act as a liaison to other agencies where cooperative programming occurs.
 - E. Evaluate programming on a regular basis and make decisions about program status based upon those evaluations.
 - F. Work cooperatively with the other Recreation Supervisor on balancing and coordinating recreation programming work load and assignments.
 - G. Assist in the operation and safety of all recreation services.
- **Manage the development and on-going role of marketing and promotion of the district**
 - A. Help prepare all district promotional literature, including brochures, flyers, programs, pamphlets
 - B. Manage content and "look" of the district's website and social media.
 - C. Help develop and revise the annual marketing plan for district services.
 - D. Act as the final check point for all promotion and media for the district.
 - E. Work cooperatively with the Superintendent of Golf Operations on a marketing campaign and develop/oversee production of all literature, brochures, advertising, flyers, etc.
 - F. Work cooperatively with all other staff on developing and carrying out the district's marketing campaign and develop/oversee production of all literature, brochures, advertising, flyers, etc.
- **Assist with the staffing of recreation department**
 - A. Recruit, recommend, select, train, supervise, and evaluate part-time/seasonal employees.
 - B. Help negotiate wages and contracts consistent with board policy.
 - C. Help coach, counsel, and develop part-time employees as needed, including the program areas assigned.
- **Assist in the preparation of the recreation budget**
 - A. Recommend expenditures of department funds in accordance with budget outline provided by the Executive Director.
 - B. Assist in the development of revenue sources for the annual budget in accordance with the budget provided by the Executive Director
 - C. Recommend the rate of pay for all part-time, seasonal and contractual employees as required by the Executive Director

- D. Help monitor budgetary revenues and expenditures and be responsible for the performance of the recreation department budget under program areas and duties assigned.
- **Coordinate Customer Service**
 - A. Hire and Train personnel to manage *Moments of Truth*.
 - B. Oversee the systems and processes that provide information to, and serve our customers over the phone, and in-person.
 - C. Supervise customer service personnel.
- **Assist in the preparation of reports and department records**
 - A. Maintain records of department activities, class rosters, services, personnel and property.
 - B. Provide content to the Superintendent of Recreation for the monthly board report
 - C. Submit records, reports, and documentation necessary to assist Superintendent of Recreation and the Executive Director
- **Maintain good working relationship with other agencies and organizations**
 - A. Cooperate and build positive working relationships with governmental bodies.
 - B. Cooperate and build positive working relationships with patrons and vendors of district.
 - C. Assist the Executive Director in working with school district, community agencies and other groups.
- **Assist in departmental administrative duties**
 - A. Adhere to all district policies, manuals and practices.
 - B. Perform other duties as assigned by the Executive Director.
 - C. Help assure a safe and healthy environment for employees and users.

Safety and Risk Management

- Acts quickly and calmly in emergency situations.
- Maintain a working knowledge of all general agency and department-specific safety rules.
- Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
- Enforce safety disciplinary policies and procedures.
- Provide material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier** as necessary.
- Provide a department-specific safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- Hold employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Complete incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Attend safety program and in-service education meetings.
- Actively practices the CORE 6.
- Provide information and resources needed for PDRMA Loss Control Program Review meetings.

Supervisory Responsibilities

Manages and Supervises the IMRF Eligible and Part-time Program and Customer Service personnel to carry out the overall agency mission direction and implementation of a group of quality *Moments of Truth*. 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. Candidate should possess the knowledge of how to supervise and coordinate the use of available resources to effectively program and schedule events, activities, classes, clinics and other forms of recreational pursuits at district parks/property, and facilities in the community. Candidate must possess the ability to build and maintain positive relationships within the community.

Proficiency is required in: Microsoft Word, Publisher, Excel, PowerPoint, Adobe Illustrator, Photoshop, Dreamweaver, Adobe InDesign, Constant Contact, Mail Chimp, Facebook, Pinterest, Twitter, YouTube and Content Management System for Website Maintenance.

Education and/or Experience

Bachelor's degree from an accredited college or university with a major in Recreation or Marketing. Master's degree is preferable. A minimum of three years of full-time experience in parks, recreation, or marketing is expected. Must be familiar with and help to complete daily reports, payroll, scheduling and operational reports, and thus have strong written communication skills: Grammar, Spelling, Format, Structure, Clarity, Message. Individual must possess strong organizational skills: Calendar, Scheduling, Timeliness, Promptness, Detail, Follow-through. This person should possess the understanding of

marketing, public relations, special events and recreation programming. With that comes a need for a gregarious personality, and an ease with public presentations and interaction with the public.

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

CPRP Preferred. ARC or Alternate Certification in First Aid, CPR, and AED.

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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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. Work will occasionally require being in a climate of higher temperatures—occasionally surpassing 100 degrees Fahrenheit and high humidity. The individual may need to respond quickly and accurately.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Superintendent of Golf Services**
 Reports To: **Executive Director**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **October 2017**

Summary

Reporting to the Executive Director, the Golf Operations director is responsible for planning, organizing directing, staffing, coordinating and budgeting of golf operations at the Sycamore Golf Course, including the generation of revenues, management of expenditures, and close communication with the Superintendent of Park & Facility Services regarding course maintenance functions. Management of and accountability for the sale of merchandise and management of pro shop are active duties, as well.

Essential Duties and Responsibilities

- **Staff the golf course with qualified employees**
 - A. Recruit, recommend, select train, supervise and evaluate employees
 - B. Negotiate wages and contracts consistent with board policy.
 - C. Coach, counsel, and develop all full-time and part-time employees as needed.
- **Prepare golf course budget**
 - A. Recommend expenditures of department funds in accordance with the budget provided by the executive director.
 - B. Assist in the development of revenue sources for the annual budget in accordance with the budget provided by the executive director.
 - C. Recommend the rate of pay for all full-time, part-time, seasonal, and contractual employees as required by the executive director.
 - D. Monitor budgeted revenues and expenditures and be responsible for the performance of the golf course/pro shop budget.
 - E. After developing annual marketing plan for golf course services and reviewing with the Recreation Supervisor/Marketing, budget accordingly.
- **Oversee operations and scheduling of the Golf Course**
 - A. Communicate with golf league representatives to set schedules.
 - B. Communicate and coordinate use and scheduling of the golf course for outings and special events.
 - C. Oversee the sale of merchandise within the pro-shop, including the purchase of inventory.
 - D. Coordinate the pro-shop at the golf course.
 - E. Oversee the management of golf carts and golf cart rentals.
- **Assist the Superintendent of Park & Facility Services with the maintenance of the golf course**
 - A. Work with the Superintendent of Park & Facility Services to develop a golf course maintenance and capital improvement budget.
 - B. Review golf course maintenance expenditures before they are finalized for the annual operating budget.
 - C. In cooperation with the Superintendent of Park & Facility Services Develop short and long range plans for improving the course.

- **Assist the marketing program for the golf course**
 - F. Assist the Recreation Supervisor/Marketing by submitting materials for publication in district promotional literature and flyers.
 - G. Develop and revise an annual marketing plan for golf course services for review and approval by the Recreation Supervisor/Marketing
- **Maintain good working relationships with other agencies and organizations**
 - A. Cooperation with governmental bodies, service clubs and other potential golf course customers.
 - B. Cooperate with patrons and vendors of the district.
- **Perform departmental administrative duties**
 - A. Adhere to all district policies, manuals and practices
 - B. Adhere to all duties assigned by the executive director.
 - C. Attend park district board meetings as directed by the executive director.

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.
- Actively practices the CORE 6.
- Provides information and resources needed for PDRMA Loss Control Program Review meetings.

Supervisory Responsibilities

Manages subordinate seasonal staff to carry out the overall agency mission direction and implementation of a group of quality golf activities, uses, programs, and pro shop services. 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 golf course management or related field and four years supervisory experience preferred, with a minimum of eight years experience at a comparable facility.

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

PGA Certification. Candidate must also possess a valid State of Illinois Drivers License (Class D).

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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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 JOB DESCRIPTION

Job Title: **Superintendent of Finance & Business Services**
 Reports To: **Executive Director**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **October2017**

Summary

Reporting to the Executive Director, the Superintendent of Finance is responsible for the development of the annual budget, to maintain the financial records of the district, to produce financial reports, and to oversee the general office operations of the administrative center. This oversight aims at creating safe, clear and simple processes for positions that handle money. Further, it places emphasis on training front-line staff to be customer oriented and friendly.

Essential Duties and Responsibilities

- **Assist in the development of the annual budget**
 - A. Assist the executive director in gathering information in order to project revenues and expenditures
 - B. Review and revise account numbers, group and funds
 - C. Prepare budget drafts and submit to the executive director for revisions
 - D. Help assure a safe and healthy environment for employees and users.
- **Oversee the district accounting functions**
 - A. Oversee accounts payable, payroll and cash receipt functions
 - B. Maintain park district chart of accounts
 - C. Assist office manager in reviewing daily deposits from all departments, verifying accuracy and preparing for courier service.
 - D. Prepare all monthly financial reports including treasurer's report, monthly journals, etc. and will prepare all account transfers to meet expense and investment requirement
 - E. Produce and publish the Annual Treasurer's Report.
 - F. Produce the Comprehensive Annual Financial Report.
 - G. Prepare and submit sales tax reports in compliance with city ordinances and state laws
 - H. Review and code various administrative bills for payment
 - I. Assist all departments with cash management, payroll and personnel procedures and policies.
 - J. Be responsible for filing all required documents with the County, such as tax levy, budget ordinance, etc. under the direction of the Executive Director
 - K. Oversee all bond issues and debt service from previous bond issues
 - L. Work closely with finance consultants, bond counsel, and executive director on all new bond and debt issues.
- **Oversee the district payroll functions**
 - A. Be responsible for payroll related functions including IMRF, tax filing, W-2s and criminal background checks.
 - B. Administers all employee benefit programs, such as health and dental insurance, IMRF, health insurance reimbursement, etc. and assist in employee insurance claims and reports.
 - C. Responsible for the orientation of new full-time employees in regards to benefits and related procedures.
 - D. Performs all Park District unemployment claims and records.

- **Supervise the park district office functions**
 - A. Maintain complete and accurate records of department activities, services, personnel and property. Prepares and issues regular and special reports as needed and as requested
 - B. Maintain a good working relationship with other community agencies, governmental bodies, patrons and vendors of the district. Files all documents regarding workman compensation claims.
 - C. Maintains database for pool season pass holders
 - D. Prepare monthly board report and attend Park Board meetings
 - E. Performs all other duties as assigned by the Executive Director
 - F. Effectively and courteously respond to park district patron questions and inquiries both on the telephone and in person in the Administrative office.
- **Supervise the park district concessions operations**
 - A. Prepare annual operating budget for entire concessions operation.
 - B. Set up and monitor inventory controls.
 - C. Work closely with Superintendent of Golf Operations in regards to clubhouse concessions.
 - D. Determine appropriate hours of operation and staffing for all concessions facilities.
 - E. Ensure appropriate markup on goods sold.
 - F. Monitor to revenues and expenses in order to stay within budget; offer explanation for any unexpected variances.
 - G. Assure that IDPH Standards are abided by within the operation.

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.
- Actively practices the CORE 6.
- 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 and Supervises the Full-time Office Manager and seasonal staff to carry out the overall agency mission direction and implementation of a group of quality accounting practices and services serving vendors and customers. 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

Graduate of a college or university with a minimum of a Bachelor's degree in accounting, finance or related field. A minimum of five years experience in the business field or an equivalent combination of education and experience. Advanced certification by an applicable professional association is desirable.

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. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

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

CPA, IDPH Food Handlers License. Candidate must also possess a valid State of Illinois Drivers License (Class D).

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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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 JOB DESCRIPTION

Job Title: **Office Manager**
 Department: **Administration**
 Reports To: **Superintendent of Finance & Business Services**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

The Office Manager executes administrative and clerical functions of local governmental park and recreation agency by exercising good judgment and by possessing secretarial and clerical skills along with the personal disposition required of people to work well with the public and other employees. Furthermore, they are responsible for the management of the administrative office, including receiving the public, registration, assisting the superintendent of finance & customer service in the collection of financial records, including accounts receivable and payable. Additionally, the Office Manager serves as the Executive Secretary for the Executive Director of the Sycamore Park District.

Essential Duties and Responsibilities

- **Assist with cash and accounts receivable**
 - A. Review daily deposits from departments, verifying accuracy and prepare for courier.
 - B. Prepare deposits for the administration office as needed.
 - C. Enter all deposits into the accounting system.
 - D. Prepare invoices as needed (catering, DCCB, etc.)
 - E. Maintain extra cash bank.
- **Assist with accounts payable**
 - A. Open all bills and prepare voucher sheets for department heads.
 - B. Prepare administrative vouchers for payment.
 - C. Insure regularly scheduled payments are processed on a timely basis (i.e. community center lease, payroll).
 - D. Audit vouchers for accuracy and proper documentation.
 - E. Process all vouchers for payment; assemble and mail checks after board approval.
 - F. Handle inquiries from vendors.
 - G. Maintain accurate and orderly files for paid invoices.
 - H. Update master vendor list with any additions and/or changes.
 - I. Coordinate vendor credits.
 - J. Monitors vendors for independent contractors. Maintain W-9 file.
 - K. Liaison with Waste Management: coordinates pick-ups, deliveries, special events, reviews billing for accuracy, etc.
- **Assist with payroll**
 - A. Maintain time sheets in excel.
 - B. Distribute time sheets to department heads.
 - C. Update personnel in accounting software.
 - D. Process payroll and related payments for deferred compensation, payroll taxes, IMRF and any court-ordered wage garnishments.
 - E. Provide Superintendent of Finance with information in order to prepare payroll tax deposit and necessary fund transfer. Serve as backup to perform these functions in the absence of the Superintendent of Finance.
 - F. Perform month end closing.

- **Manage human resources for the district**
 - A. Provide new employees with appropriate forms, assist in completion as needed, and verify accuracy and completeness.
 - B. Coordinate and administer the District's benefits program including health, dental, disability, and life insurance plans, as well as deferred compensation and COBRA.
 - C. Maintain personnel files in accordance with legal requirements. Assure that files are complete and up-to-date.
 - D. Develop, monitor and evaluate legally compliant District administrative policies and procedures.
 - E. Process and maintain orderly system of all claims for worker's compensation, property damage, employment practice, and general liability.
 - F. Monitor that Department of Labor posters are up-to-date and in compliance.
 - G. Conduct background checks on employees and volunteers.
 - H. Prepare and submit the Illinois newly hired employee report on a timely basis.
 - I. Maintain benefit time (vacation, sick, holiday, and comp time) records for all full time staff.
- **Provide secretarial services**
 - A. Attend and take minutes at board meetings, staff meetings and any special meetings (Strategic Plan, Citizen Advisory Committee, etc.). Type minutes and distribute appropriately.
 - B. Attend and take minutes of Executive Sessions as Recording Secretary.
 - C. Understand and accept the necessity of maintaining Strict Confidentiality of all records and information discussed in Executive Session.
 - D. Distribute mail.
 - E. Prepare board packets.
 - F. Maintain Ordinances and Resolutions file.
 - G. Maintain rental records of Park District shelters. Assist patrons with their reservations. Provide the Superintendent of Parks and Facilities with a monthly calendar of scheduled rentals. Prepare reservation sheets to post at shelters. Return deposits.
 - H. Maintain rental records of the Clubhouse and coordinate with Concessions Manager. Assist patrons with their reservations. Provide the Superintendent of Parks and Facilities, Golf Operations, and Finance with a monthly calendar of scheduled rentals.
 - I. Coordinate and maintain boardroom usage. Provide the Superintendent of Parks and Facilities, Golf Operations, and Finance with a monthly calendar of scheduled usage.
 - J. Maintain calendar for stage usage.
 - K. Coordinate meeting dates.
 - L. Plan and coordinate functions such as: Annual luncheon, employee luncheon and other employee functions and anything else that would come up.
 - M. Effectively and courteously respond to park district patron questions and inquiries both on the telephone and in person.
 - N. Recommend and implement various office procedures for efficiency and effective service.
 - O. Maintain rental records for park district non-sports facilities.
 - P. Maintain all files – A/R, A/P, employee, gift certificates, etc.
 - Q. Organize mailings as needed.
 - R. Performs all other duties as assigned by the Superintendent of Finance and Executive Director.
- **Actively Practice the CORE 6**

Supervisory Responsibilities

This job has no direct supervisory responsibilities.

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 notify 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

A high school diploma is required with an associate degree preferred, with a minimum of seven years comparable work experience

Required Knowledge

Ability to provide a wide range of administrative services, including point of sale public relations, bookkeeping, operation of computer software and the ability to work with a variety of staff and board members in a variety of settings.

Language Skills

Excellent verbal and written communication skills. Ability to write routine reports and correspondences. Ability to speak effectively before groups of customers or employees of organization.

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 apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations. Ability to maintain a high degree of confidentiality.

Computer Skills

To perform this job successfully, an individual should have knowledge of database software; computer software; registration processing systems and word-processing software. Proficient knowledge of Microsoft Office Suite, including Word and Excel, required.

Other Skills and Abilities

- Reliable, organized and possess multi-tasking abilities
- Excellent verbal and written communication skills.
- Two years of prior experience including typing, computer work and public contact.
- Accounting or bookkeeping skills are advantageous.

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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

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 regularly exposed to noise levels associated with a traditional office environment.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Concessions Manager – IMRF Eligible**
 Department: **Administration**
 Reports To: **Superintendent of Finance & Customer Service**
 Prepared By: **Executive Director**
 Prepared Date: **September 2017**
 Approved By: **BOC**
 Approved Date: **September 2017**

Summary

The concessions manager reports to the Superintendent of Finance & Business Services, and is responsible for the concessions operations at the swimming pool, sports complex and golf course. Primary responsibilities include serving the public, receiving revenues, purchasing supplies, stocking and managing supplies, hiring and managing staff, and marketing, with the ultimate goal of generating a profit at each site.

Essential Duties and Responsibilities

- **Manage the golf course concessions**
 - A. Work in close concert with the golf operations director to develop a product line that meets the needs of golf course patrons and level of service and professionalism for all clubhouse concession staff.
 - B. Receive, record, and deposit golf course concessions revenues.
 - C. Work with vendors to purchase golf course concessions supplies at competitive prices.
 - D. Stock and manage the golf course concessions supplies inventory.
 - E. Hire, coach, discipline and manage the golf course concessions staff.
 - F. Work with the golf operations director to meet the needs of any special event or outing in addition to coordinate dates and requests for private rentals with the Office manager.
 - G. Generate a profit for golf course concessions services.
 - H. Responsible for keeping clubhouse and kitchen areas clean and organized.
 - I. Develop marketing ideas to generate additional revenue.
- **Manage the swimming pool concessions**
 - A. Work with the swimming pool manager to develop a product line that meets the needs of the swimming pool patrons.
 - B. Receive, record, and deposit swimming pool concessions revenues.
 - C. Work with vendors to purchase the swimming pool concessions supplies at competitive prices.
 - D. Stock and manage the swimming pool concessions supplies inventory.
 - E. Hire, coach, discipline and manage the swimming pool concessions staff.
 - F. Work with the swimming pool manager to meet the needs of any special event or pool rental.
 - G. Generate a profit for swimming pool concessions services.
 - H. Responsible for keeping pool concession area clean and organized.
- **Manage the Sports Complex concessions**
 - A. Develop a product line that meets the needs of the sports complex patrons at the sports complex.
 - B. Receive, record, and deposit sports complex revenues.
 - C. Work with vendors to purchase the sports complex supplies at competitive prices.
 - D. Stock and manage the sports complex concessions supplies inventory.
 - E. Hire, coach, discipline and manage the sports complex concessions staff.

- F. Work with various community groups and organizations to meet the needs of any athletic event or tournament.
 - G. Generate a profit for sports complex concessions services.
 - H. Responsible for keeping the sports complex concessions area clean and organized.
- **Actively Practice the CORE 6**

Supervisory Responsibilities

This job directly supervises seasonal and part-time concession workers.

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 notify 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

A high school diploma is required with an associate degree preferred, with a minimum of two years comparable work experience. Must possess a State of Illinois Department of Public Health Food Service License, and a Valid Tips training certificate.

Required Knowledge

Ability to provide a wide range of administrative services, including point of sale public relations, bookkeeping, operation of computer software and the ability to work with a variety of staff and board members in a variety of settings. An understanding of the food and beverage business, an understanding of just-in-time purchasing and inventory management, an understanding of staff management, and an ability to work with a variety of members of the public and staff members in a variety of settings.

Language Skills

Excellent verbal and written communication skills. Ability to write routine reports and correspondences. Ability to speak effectively before groups of customers or employees of organization.

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 apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations. Ability to maintain a high degree of confidentiality.

Computer Skills

To perform this job successfully, an individual should have knowledge of database software; computer software; word-processing software. Proficient knowledge of Microsoft Office Suite, including Word and Excel, required.

Other Skills and Abilities

- Reliable, organized and possess multi-tasking abilities
- Excellent verbal and written communication skills.

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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds on a regular basis. 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 regularly exposed to noise levels associated with a traditional office environment.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 28, 2016

STAFF RECOMMENDATION

AGENDA ITEM: ERGONOMICS POLICY: Recommended Approval

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

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

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Recommend approval of Ergonomics Policy

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Sycamore Park District Ergonomics Policy

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

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

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

Notice of Ergonomic Policy Receipt

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

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

Employee: _____

Date: _____