



Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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Sycamore Park District Regular Board Meeting

December 19, 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: November 28, 2017
- Executive Session Minutes: November 28, 2017

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 19. Superintendent of Finance Monthly Report
- 23. Budget Report
- 40. Superintendent of Recreation Monthly Report
- 45. Superintendent of Golf Operations Monthly Report
- 48. Superintendent of Parks and Facilities Monthly Report
- 54. Executive Director Monthly Report

CORRESPONDENCE-

- 57. Michael Olson Letter to Curt Lang
- 58. Family Service Agency Letter

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

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

Board of Commissioners Meeting

December 19, 2017

PG 2

MONTHLY REPORT – KSRA – Julie Eggleston

OLD BUSINESS:

- 59. **Approve Travel: IPRA/IAPD Conference Attendance—Jackie (Roll Call)**
- Update on North Grove Crossing Park Dedication—Dan**
- 61. **Final Review and Approval of 2018 Capital Budget—Jackie (Roll Call)**
- 68. **Annexation Ordinance 08-2017: Adding 64.895 Acres of Prairie Business Park to the Park District—Dan (Roll Call)**
- 78. **Annexation Ordinance 09-2017: Adding a Parcel Previously Missed by the City of Sycamore for Annexation of Prairie Business Park – A Portion of Lot 32—Dan (Roll Call)**
- 89. **Dog Park Rules and Procedures—Lisa (Roll Call)**

NEW BUSINESS:

- 92. **Consider Next Year’s Meeting Times—Nettie**
- 94. **Consider Next Year’s Holidays - Nettie**
- 96. **Approve Job Descriptions for Positions—Jeff/Meghan (Roll Call)**
- 106. **Approve Community Center Operation Hours—Meghan**
- 110. **Approve Membership, Pass, and Daily Fees; Services and Terms; Operation Details at Community Center/Pathway—Meghan (Roll Call)**
- 123. **Review and Approve Aquatic Fees and Operation Details—Meghan (Roll Call)**
- 132. **Tax Levy: Ordinance 10-2017 AN ORDINANCE, Levying and Assessing Taxes for the SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, for the Year 2017 —Jackie (Roll Call)**
- 139. **Review Status of Legacy Campus Construction—Dan**
 - a. **Timeline**
 - b. **Contingency**
- 148. **Review and Approve Legacy Campus Landscape Budget/Quotes/Purchases—Dan (Roll Call)**
- 151. **Review and Approve Legacy Campus FF&E Budget/Quotes/Purchases—Dan (Roll Call)**
- 162. **Review of First Draft of FY2018 Budget—Jackie**

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, November 28, 2017**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, November 28, 2017.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroger, Schulz, Tucker, and Strack.**

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

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

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

Guests at the Board meeting were:

Antoinette Binder – Staff
Dave Phillips – Speer Financial

At this time, Director Gibble noted that Agenda Item #79 and #80 will be moved to after the Monthly Report.

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular Agenda and the Consent Agenda.
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.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the October 24, 2017 Regular Meeting Minutes and November 7, 2017 Public Hearing Minutes. Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday November 28, 2017
 P 2

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$798,658.19.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Correspondence –

- Hampshire High Girls Golf Team Thank You
- Sycamore History Museum Thank You

President Strack noted that we have a 25 year lease with the Natural History Museum. At some point in the future we need to talk about the building well in advance what the future of that building is as it relates to the Sycamore Park District and the Museum. Director Gible noted that when we start the long-range process this is on the list. There are a few key structures that are in our capital asset schedule that have long term implications for cost and upkeep. President Strack noted we need to give them years of notice.

Public Input – None

Positive Feedback –

- Antoinette Binder noted she heard good things about the IHSA golf this year at our course.

Monthly Report –Supt. of Golf Operations Kirk Lundbeck – He gave a handout on the additional in-house events he is adding in 2018 and then went over all of these events. President Strack noted the SAY Golf was switched over to the Recreation Department and he wondered how we can get more kids on the course. Supt. of Golf Ops. Lundbeck noted he would like to get back to doing the SAY Golf. He noted he had more Junior passholders when he did SAY golf. He would also like to talk to kids at the Jr. High and maybe do some clinics.

New Business

Accept Bid for Annual General Obligation Bond – Dave Phillips noted they received 4 bids and Resource Bank won the bid at 2.43%. He is recommending acceptance of the winning bid from Resource Bank and adopting the ordinance.

Motion

Commissioner Schulz moved to accept the bid of 2.43% from Resource Bank.
 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.

Minutes of the Regular Meeting of the Board of Commissioners
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Bond Ordinance 07-2017 – An Ordinance providing for the issue of approximately \$1,118,620 General Obligation Limited Tax Park Bonds, Series 2017B, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding bonds of the Park District, to refund certain outstanding bonds of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

Motion

Commissioner Schulz moved to approve Ordinance 07-2017 for General Obligation Bonds. 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.

Presentation of Splash Fountain and Community Pool Logo – Recreation Supervisor Sarah Elm Rex presented the logos and noted these are the final ones decided on by staff.

Old Business

Final Review: IGA with DeKalb County Forest Preserve District for Trail Project – Resolution 06-2017: A Resolution of the Sycamore Park District Board in Support of Entering into an Intergovernmental Agreement with the DeKalb County Forest Preserve District – Director Gibble recommends adoption of this resolution.

Motion

Commissioner Tucker moved to approve the IGA with the DeKalb County Forest Preserve and Resolution 06-2017. Commissioner Schulz seconded the Motion.

Roll Call

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

Ordinance/Resolution Project – Antoinette Binder went over the process that has taken place of getting all of our ordinances and resolutions in order and in a master file, along with a hard copy in binders. She also mentioned the process that will be implemented now to keep the order of the future ordinances and resolutions.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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P 4

Option of Cost Savings at Legacy Campus – Director Gible noted he asked for information from Farnsworth Group and Ringland Johnson on this. When the project was bid, DeKalb Mechanical got the bid for the two heating and cooling units on the roof of the building. At that time, amongst other bidders they made suggestions because Farnsworth sought cost savings. They suggested at the time to save \$45,000 by not installing the louvers on the units to mask them. We decided not to go that route and DeKalb Mechanical asked again on the louvers. At the time, John Sauder gave us the opinion that the louvers had to stay. Now that it has come up again, Michelle from Ringland talked to John Sauder to see if he would reconsider the louvers. John Sauder has said he would allow us to not put the louvers up, which would allow us to save \$45,000. Director Gible suggested saving half the amount and only put the louvers on the unit closest to the front of the building and most visible. These louvers are aesthetic only. At this time, 2 board members were ok with no louvers, and 2 wanted 1 louver on the west one or closest to front of the building. They decided to check with Commissioner Graves and go from there.

IPRA/IAPD Conference Attendance – Supt. of Finance Hienbuecher wanted to confirm with the Board who was attending conference.

New Business

Determine the Amount Estimated to be Raised by Taxation for the Year 2017 Tax Levy: Run Ad if 5% or greater – Supt. of Finance Hienbuecher noted this is the annual resolution that needs to be done. She recommends passing the resolution.

Resolution 05-2017 Estimate of Tax Levy -

Motion

Commissioner Schulz moved to approve Resolution 05-2017. Commissioner Tucker seconded the Motion.

Roll Call

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

First Review of Five Year Capital Plan – Supt. of Finance Hienbuecher noted this is just the first review and no action is necessary.

Minutes of the Regular Meeting of the Board of Commissioners
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Review and Adoption of Right-to-Know Policy – Director Gibble noted this is one of the items that PDRMA has asked us to add. He recommends approval as presented.

Motion

Commissioner Tucker moved to adopt the Right-to-Know Policy as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Approval of Resolution 08-2017 and Local Assurance Document for Trail Project – Director Gibble noted this is a mandatory component of the grant application, which will be hand delivered to Springfield on Friday. He is recommending approval of the resolution, which also authorizes the Board President to sign the local assurance document.

Motion

Commissioner Schulz moved to approve Resolution 08-2017. 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 4-0. Commissioner Graves was absent.

Review Land Acquisition at North Grove Crossing – Director Gibble noted he is providing this information to the Board tonight and at the December meeting he will ask for a motion or action. He has been informed that a developer has purchased the last group of lots for single family homes. There is some question about the platting of the property. We have an obligation to take the land and make into a park, but there are issues making it accessible. No one at the City can find the annexation agreement and we cannot find anything with the County. Our counsel says we cannot take ownership until we can be provided with a platted and stamped drawing signed by an engineer. President Strack noted our response will be that we will be open to taking the land once we obtain appropriate engineer specifications. Director Gibble wanted to let the Board know what has transpired and what we are asking for.

Award Bid for Dog Park Fencing – Director Gibble noted this came in lower in the landscape budget and recommends approving as presented.

Motion

Commissioner Tucker moved to award the bid to Northern Contracting in the amount of \$32,699.88. 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.

Minutes of the Regular Meeting of the Board of Commissioners
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P 6

Review of Modified Budget Timeline - - Director Gible noted we will be running a little later. If the board approves the fees, etc at the December meeting, we will then be able to finish.

Park Partner Awards- Recreation Supervisor Elm Rex gave suggestions to the board and asked for their input on the suggestions. She asked them to let her know and she will set it for a January presentation. The board gave their consensus on the chosen name.

Public Input - None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:34 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

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

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

The Board convened to Executive Session at 7:39 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gible. Commissioner Graves was absent.

Motion

The Board adjourned the Executive Session at 8:19 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 8:19 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 12/13/2017
 TIME: 10:47:24
 ID: AP450000.WOW
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 11/29/2017 TO 12/13/2017

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

ALL STAR SPORTS INSTRUCTION
 177253
 01 JUNIOR CONTRACTED INSTRUCTOR 205550026128 11/27/17 00002445 58581 12/01/17 1,470.00
 02 SKILLS CONTRACTED INSTRUCTOR 205550076128 00002445 00002445 1,272.00
 198.00

APPLE RIVER STATE BANK
 07112247-121517
 01 2009A INTEREST 601000156900 12/01/17 00000000 58605 12/11/17 66,462.40
 02 2009A PRINCIPAL 601000156901 00000000 00000000 1,462.40
 65,000.00

BANK THE BANK OF NEW YORK MELLON
 SYCAMORE15A-1017
 01 ALT BOND INT 701000156900 10/17/17 00000000 58596 12/06/17 319,973.96
 02 PRINCIPLE 701000156901 00000000 00000000 130,000.00
 168,461.46

CITY2 CITY OF SYCAMORE
 14205600/5650-1117
 01 WATER/SEWER-POOL 518100096704 11/30/17 00000000 58597 12/06/17 247.57
 247.57

CLASSC CLASS C SOLUTIONS GROUP
 1356568001
 01 NUTS-BOLTS-WASHERS-STOCK 101500076511 07/12/17 00000000 58580 11/29/17 153.04
 153.04

CMJ CMJ TECHNOLOGIES, INC.
 9995-NEW
 01 FIREWALL 701000207004 11/15/17 00000000 58609 12/11/17 8,691.00
 8,691.00

9996-NEW
 01 OFFICE 365-DEC 101000046206 11/15/17 00000000 58609 12/11/17 8,691.00
 02 OFFICE 365-DEC 201000046206 00000000 00000000 123.00
 03 PREMIER MGMT INSTALL 101000056304 00000000 00000000 250.00
 04 PREMIER MGMT INSTALL 201000056304 00000000 00000000 250.00

VENDOR TOTAL: 153.04

VENDOR TOTAL: 319,973.96

VENDOR TOTAL: 66,462.40

VENDOR TOTAL: 1,470.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/29/2017 TO 12/13/2017

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9996-NEW			11/15/17		58609	12/11/17	8,691.00	3,866.00
		05 MONTHLY SERVICES	101000056304		00000000				300.00
		06 MONTHLY SERVICES	201000056304		00000000				300.00
		07 TECH SERVICES PRE PAY	101000056304		00000000				1,260.00
		08 TECH SERVICES PRE PAY	201000056304		00000000				1,260.00
	CMJ02425-NEW			12/06/17		58606	12/11/17	8,298.14	8,298.14
		01 DEP EQUIP LEGACY CAMPUS	701000207004		00000000				8,298.14
	CMJ02593-NEW			12/05/17		58607	12/11/17	1,288.47	1,288.47
		01 DEP WORKSTATION REPLACE - 2	701000207004		00000000				1,288.47
COMMO	COMMONWEALTH EDISON								VENDOR TOTAL: 18,277.61
	120617			12/06/17		58610	12/12/17	219.08	219.08
		01 FOUNDERS PARK	101500096702		00000000				24.15
		02 BOYNTON PARK	101500096702		00000000				16.15
		03 KIWANIS PARK	101500096702		00000000				46.60
		04 EMIL CASSIER PARK	101500096702		00000000				21.63
		05 SYCAMORE LAKE	101500096702		00000000				38.25
		06 GOOD TYMES SHELTER	101500096702		00000000				50.68
		07 WETZEL PARK	101500096702		00000000				21.62
	1993059047-FINAL			11/16/17		58598	12/06/17	73.97	73.97
		01 LEGACY CAMPUS	101500096702		00000000				73.97
CSR	CSR BOBCAT EQUIPMENT CO.								VENDOR TOTAL: 293.05
	131340			11/24/17		58583	12/01/17	45.98	45.98
		01 SWITCH, BOBCAT	101500066402		00002452				45.98
DEKA	DEKALB LAWN & EQUIPMENT CO.								VENDOR TOTAL: 45.98
	53116			11/28/17		58584	12/01/17	219.11	219.11
		01 CHAINSAW PARTS AND BARS	101500066404		00002455				219.11
DEKA2	DEKALB IMPLEMENT CO.,								VENDOR TOTAL: 219.11
	92640			11/28/17		58585	12/01/17	77.90	77.90
		01 CHAIN SAW BARS	101500066404		00002454				77.90
									VENDOR TOTAL: 77.90

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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
JOHN	1337	02 FSA ADMN FEE NOV	201000106801	11/29/17	00000000	58599	12/06/17	88.00	44.00 22.00
								VENDOR TOTAL:	88.00
JOHN	37277	JOHNSON SEAT & CANVAS SHOP							
		01 REPAIRS-BB 1 BACKSTOP NETTING	202100066404	11/15/17	00000000	58586	12/01/17	860.00	860.00
								VENDOR TOTAL:	860.00
LOWE	903141	01 EQUIP. BOX PRIMER SPORTS	202100076500	11/22/17	00002444	58587	12/01/17	288.49	15.12
								VENDOR TOTAL:	288.49
LOWE	903277	01 ODOR CONTROL, RESTROOM	101000066401	11/14/17	00002440	58587	12/01/17	288.49	17.06
								VENDOR TOTAL:	288.49
LOWE	903450	01 PRIMER, PAINT, EQUIP HOLDERS S	202100066404	11/16/17	00002437	58587	12/01/17	288.49	41.58
								VENDOR TOTAL:	288.49
LOWE	903601	01 MEASURING TAPES, PRIMER SPORTS	202100066404	11/17/17	00002436	58587	12/01/17	288.49	68.35
								VENDOR TOTAL:	288.49
LOWE	903639	01 LANDSCAPE LOPPERS	202100076512	11/01/17	00002423	58587	12/01/17	288.49	57.92
								VENDOR TOTAL:	288.49
LOWE	903804	01 LANDSCAPE TIMBERS, SPIKES OLD M	101500066404	10/25/17	00002408	58587	12/01/17	288.49	53.73
								VENDOR TOTAL:	288.49
LOWE	903889	01 PAINT - SOCCER GOAL POSTS	202100076500	11/03/17	00002419	58587	12/01/17	288.49	34.73
								VENDOR TOTAL:	288.49
MENA	67896	01 CORDS, TIMER FOR XMAS LIGHTS	101500066404	11/27/17	00002450	58588	12/01/17	19.94	18.96
								VENDOR TOTAL:	18.96
MENA	67910	01 PLUG ADAPTER, XMAS LIGHTS	101500066404	11/27/17	00002451	58588	12/01/17	19.94	0.98
								VENDOR TOTAL:	0.98
NICOR	112917			11/29/17		58615	12/12/17	1,208.26	1,208.26
								VENDOR TOTAL:	1,208.26

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

112917
 01 MAINT BLDG 101500096703 11/29/17 00000000 58615 12/12/17 1,208.26 1,208.26
 02 MAINT BLDG 504100096703 00000000 360.91
 03 POOL 518100096703 00000000 185.31
 04 UPSTAIRS OFFICE 101000096703 00000000 40.71
 05 ADMINISTRATION 101000096703 00000000 72.86
 06 ADMINISTRATION 201000096703 00000000 72.86
 07 PRO SHOP 504000096703 00000000 31.22
 08 CLUBHOUSE 303000096703 00000000 31.22
 09 PUMP HOUSE 504100096703 00000000 52.26

REED IRRIGATION
 9-28-17 01 USED REPL IRRIGATION 504100076505 09/28/17 00000000 58600 12/06/17 170.00 170.00
 170.00
 REINDEERS, INC.
 1715034-00 01 RELAY - GREENS MOWER 504100066403 11/17/17 00002453 58589 12/01/17 14.51 14.51
 14.51
 RINGLAND RINGLAND-JOHNSON, INC
 216095-14R 01 CAMPUS PROJECT 711000036132 11/25/17 00000000 58601 12/06/17 832,437.00 832,437.00
 832,437.00

TIP TOP ROOFING
 5919 01 ROOF LEAK REPAIRS MUSEUM 202500056300 11/30/17 00002457 58590 12/01/17 1,795.00 1,795.00
 1,795.00
 TYRRELL TYRRELL WELL & PUMP INC
 E966-1-CORRECTED 01 ENTRY PARK WELL 321000076500 12/01/17 00000000 58608 12/11/17 5,412.19 5,412.19
 5,412.19

USGA USGA CLUB MEMBERSHIP
 2018 CLUB MEMBERSHIP 11/28/17 58591 12/01/17 110.00 110.00

VENDOR TOTAL: 5,412.19

5,412.19

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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

2018 CLUB MEMBERSHIP
 01 2018 USGA DUES 101000046204 11/28/17 00000000 58591 12/01/17 110.00 110.00

VISACA VISA CARDMEMBER SERVICE 110.00

VENDOR TOTAL: 110.00

110817
 01 GOLF MOWER RELAY CONTRACTS 504100066403 11/08/17 00000000 58593 12/01/17 3,850.92 3,850.92
 02 JEEP WIPERS/FLUID 101500066402 00000000 19.97 19.97
 03 WOLVES TIX 101000046213 00000000 55.50 55.50
 04 WOLVES TIX 201000046213 00000000 55.50 55.50
 05 AWARDS GALA 201000046207 00000000 775.00 775.00
 06 LISA-MGMT SCHOOL 201000001102 00000000 1,684.86 1,684.86
 07 ON-LINE CC FEES 201000056310 00000000 25.00 25.00
 08 COOKIES WITH SANTA 206095016216 00000000 395.34 395.34
 09 SARAH-SURVEY MONKEY 101000046204 00000000 180.00 180.00
 10 SARAH-SURVEY MONKEY 201000046204 00000000 180.00 180.00
 11 OFFICE SUPPLIES 101000046200 00000000 114.94 114.94
 12 OFFICE SUPPLIES 201000046200 00000000 114.95 114.95
 13 POSTAGE 201000046202 00000000 3.32 3.32
 14 POSTAGE 101000046202 00000000 3.33 3.33
 15 FOOD & SUPPLIES FOR MEETINGS 101000046212 00000000 58.43 58.43
 16 FOOD & SUPPLIES FOR MEETINGS 201000046212 00000000 58.43 58.43
 17 FACEBOOK/MARKETING 101200046214 00000000 30.72 30.72

WALM WALMART COMMUNITY/RFCSLIC VENDOR TOTAL: 3,850.92

111617
 01 EGGS 303000086610 11/16/17 00002394 58595 12/01/17 201.29 201.29
 02 BAGELS 303000086610 00002394 2.08 2.08
 03 ENGLISH MUFFINS 303000086610 00002394 5.80 5.80
 04 OLIVES 303000086636 00002394 2.28 2.28
 05 MARINARA SAUCE/ONIONS 303000086629 00002394 4.64 4.64
 06 CANDY 303000086624 00002417 4.24 4.24
 07 TOMATOES 303000086613 00002417 55.16 55.16
 08 CHILI POWDER 303000086629 00002417 5.96 5.96
 09 MISC FOOD 101000076500 00002417 6.46 6.46
 10 MISC FOOD 101000076500 00002417 16.38 16.38
 11 BEANS 303000086613 00002415 4.64 4.64
 12 CREAMER 303000086632 00002428 3.78 3.78
 13 APPLE CIDER 303000086632 00002428 8.96 8.96
 14 TOMATOES 303000086629 00002428 0.75 0.75
 15 COFFEE AND CREAMER 303000086632 00002427 22.42 22.42

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SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 11/29/2017 TO 12/13/2017

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
111617	16	TOMATOES AND LETTUCE	303000086629	11/16/17	00002427	58595	12/01/17	201.29	201.29

VENDOR TOTAL: 201.29
TOTAL --- ALL INVOICES: 1,262,409.66

Interim \$ 1,262,409.66
New \$ 88,871.59

Total \$ 1,351,281.25

Board

INVOICES DUE ON/BEFORE 12/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	19,764.81	3,013.58
CINTA	CINTAS CORPORATION #355	2,935.69	25.41
ECO	ECOWATER SYSTEMS, INC.	1,015.86	65.68
ENGIN	ENGINEERING RESOURCE ASSOC	100,605.20	5,653.30
GENOA	GENOA AREA CHAMBER OF COMMERCE	125.00	62.50
INDIANAP	INDIANA PARK & RECREATION ASSO		75.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	5,123.15	119.78
MENA	MENARDS - SYCAMORE	6,515.94	145.28
PDRMA	PDRMA	285,824.37	4,186.11
SOFT	SOFT WATER CITY	2,567.44	30.50
SPARKLE	SPARKLE JANITORIAL SERVICE	15,907.00	704.50
T0001356	GIBBLE, TERRI		217.07
WASTE	WASTE MANAGEMENT	4,126.68	59.26
	ADMINISTRATION		14,357.97
15	PARKS		
AIRGAS	AIRGAS USA LLC	503.90	24.74
BANN	BANNER UP SIGNS	1,344.00	123.00
CINTA	CINTAS CORPORATION #355	2,935.69	29.25
CINTA2	CINTAS CORP	1,216.88	77.45
CONS	CONSERV FS	24,707.16	1,858.49
MENA	MENARDS - SYCAMORE	6,515.94	18.96
PDRMA	PDRMA	285,824.37	779.69
SAF	SAFETY-KLEEN CORP.	1,252.68	229.70
SOFT	SOFT WATER CITY	2,567.44	49.75
WASTE	WASTE MANAGEMENT	4,126.68	9.30
	PARKS		3,200.33
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,935.69	21.87
ECO	ECOWATER SYSTEMS, INC.	1,015.86	65.67
GENOA	GENOA AREA CHAMBER OF COMMERCE	125.00	62.50
INDIANAP	INDIANA PARK & RECREATION ASSO		75.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	5,123.15	119.79
PDRMA	PDRMA	285,824.37	4,413.31
SPARKLE	SPARKLE JANITORIAL SERVICE	15,907.00	704.50
VISIONAR	VISIONARY WEBWORKS	1,350.00	2,221.77
	ADMINISTRATION		7,684.41

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 2 17

INVOICES DUE ON/BEFORE 12/21/2017

Board

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BANN	BANNER UP SIGNS	1,344.00	55.00
CONS	CONSERV FS	24,707.16	210.95
DUNT	DUNTEMAN TURF FARMS		248.40
PDRMA	PDRMA	285,824.37	5,937.62
WASTE	WASTE MANAGEMENT	4,126.68	35.27
	SPORTS COMPLEX MAINTENANCE		6,487.24
50	PROGRAMS - YOUTH		
ONEAG	ON EAGLES WINGS EQUINE CENTER	500.00	1,100.00
	PROGRAMS - YOUTH		1,100.00
65	BROCHURE		
SWIFT	JOHN S SWIFT COMPANY	9,116.80	4,378.00
	BROCHURE		4,378.00
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	82,629.85	48.69
	ADMINISTRATION		48.69
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
WASTE	WASTE MANAGEMENT	4,126.68	54.27
	CLUBHOUSE CONCESSIONS		54.27
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	100,605.20	3,541.25
FINN	FINNEY'S ELECTRIC	1,582.26	4,189.00

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/21/2017

Board

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
HOLIDAY	HOLDIDAY DESIGNS, INC.		3,891.78
	ADMINISTRATION		11,622.03
GOLF COURSE			
40	GOLF OPERATIONS		
CONS	CONSERV FS	24,707.16	496.90
PDRMA	PDRMA	285,824.37	1,968.42
	GOLF OPERATIONS		2,465.32
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	2,935.69	29.25
CONS	CONSERV FS	24,707.16	718.43
DEKA2	DEKALB IMPLEMENT CO.,	7,598.99	196.03
PDRMA	PDRMA	285,824.37	3,824.71
REIN	REINDERS, INC.	36,101.80	14.51
SOFT	SOFT WATER CITY	2,567.44	30.50
WASTE	WASTE MANAGEMENT	4,126.68	33.93
	GOLF MAINTENANCE		4,847.36
CAPITAL PROJECTS			
10	ADMINISTRATION		
CHAPM	CHAPMAN AND CUTLER	39,000.00	7,000.00
SWEDBERG	SWEDBERG & ASSOCIATES	475.00	616.67
	ADMINISTRATION		7,616.67
ACTION 2020			
10	ADMINISTRATION		
ECDESIGN	EC DESIGN		15,525.00
ENGIN	ENGINEERING RESOURCE ASSOC	100,605.20	9,391.39
SHAW	SHAW SUBURBAN MEDIA	3,222.20	92.91
	ADMINISTRATION		25,009.30
TOTAL ALL DEPARTMENTS			88,871.59

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: December 19, 2017

Administrative Initiatives (12/1/17 – 12/31/17)

- Attended scheduled Management Team and Board meetings.
- Continued to review cash flow and transferred funds as needed.
- Continued to work with CMJ Technologies on transition of technology services including phone installation.
- Review CMJ assessments of our computers and review replacement plan to ensure appropriate workstations are replaced.
- Trained with RingCentral on setting up of new phone system.
- Participated in PDRMA PATH 2018 Webinar.
- Participated in PDRMA PATH Essentials Webinar.
- Met with auditors to plan for audit of 2017 financials.
- Reviewed 2017 Flex Spending Accounts, notified staff if needed to spend down by year end.
- Worked with Sarah on process of receiving employment applications through the website.
- Trained on updates to AssetMAXX system, used by PDRMA to track assets.
- Continued to monitor new household accounts on Rectrac for residency.

- Continued communications with cleaning company for scheduling purposes.
- Performed criminal background check on any new hires as needed.
- Transferred cost of goods sold in concessions (catering).
- Continued to work with Meg, Sarah and vendors on furniture needs for office and public spaces.
- Submitted engineering billing to IDOT for reimbursement.
- Reviewed status of Encap contracts for the purpose of budgets.
- Updated concessions job descriptions to new format.
- Completed open enrollment for 2018 benefits including health insurance, dental insurance and flex spending accounts.
- Provided attorney with pictures and explanations for exempt property filing.
- Worked with First Midwest bank to increase interest rate.
- Sent out annual reminder letters for Leaf A Legacy pledges.
- Reviewed updated EAV estimate and updated Tax Levy Ordinance. To be filed with County after passing.
- Finalized registration and hotel reservations for 2018 IAPD/IPRA Conference. Wrote up travel approval request. Sent out table reservations for Awards Luncheon.
- Worked on consolidating 2017 Projections and 2018 FY Operating Budget. Restructured chart of accounts for new facilities.
- Completed paperwork for annual bond issue and refunding of 2009 GO Bond.
- Attended Pumpkin Festival Committee meeting.

- Finalized five-year capital budget.
- Catering/special events/room rentals: 5 rentals

Administrative Initiatives (1/1/18 – 1/31/18)

- Attend any scheduled “Action 2020” related meetings.
- Attend Management Team and Board meetings.
- Continue to work with staff to complete final draft of 2018 FY operating budget.
- Participate in Sycamore Park District Job Fair.
- Attend 2018 IAPD/IPRA Conference.
- Begin to work on documentation required for annual audit. Auditors come out for preliminary fieldwork.
- Complete annual employee value statements.
- Prepare initial draft of Budget & Appropriation Ordinance
- Staff to do inventory count on pro shop and concessions.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (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.
- Continue to review calculation of the 2017 Tax Levy and prepare Ordinance.
- Perform staff evaluations.
- Catering/special events/room rentals: 1 rental

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2017

Corporate Fund (10)

<u>Department</u>	<u>November Budget</u>	<u>November 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>	<u>Variance</u>
Revenues									
Administration	61,093.00	14,671.10	-76.0%	1,305,600.00	1,285,538.78	-1.5% (1)	1,307,454.00	1,284,821.61	0.1% (1)
Marketing	-	-		-	-	#DIV/0!	-	12,572.59	-100.0% (2)
Parks	456.00	784.37	72.0%	11,389.00	10,724.22	-5.8% (3)	11,389.00	8,929.91	20.1%
Total Revenues	61,549.00	15,455.47	-74.9%	1,316,989.00	1,296,263.00	-1.6%	1,318,843.00	1,306,324.11	-0.8%
Expenses									
Administration	31,961.00	31,448.77	-1.6%	456,091.00	394,960.30	-13.4% (4)	1,032,950.00	805,170.93	-50.9% (5)
Marketing	650.00	1,950.00	200.0%	43,175.00	28,288.51	-34.5% (6)	45,575.00	50,036.67	-43.5% (6)
Parks	15,503.00	16,069.85	3.7%	236,864.00	231,618.34	-2.2% (7)	250,225.00	213,535.39	8.5% (7,8)
Total Expenses	48,114.00	49,468.62	2.8%	736,130.00	654,867.15	-11.0%	1,328,750.00	1,068,742.99	-38.7%
Total Fund Revenues	61,549.00	15,455.47	-74.9%	1,316,989.00	1,296,263.00	-1.6%	1,318,843.00	1,306,324.11	-0.8%
Total Fund Expenses	48,114.00	49,468.62	2.8%	736,130.00	654,867.15	-11.0%	1,328,750.00	1,068,742.99	-38.7%
Surplus (Deficit)	13,435.00	(34,013.15)	-353.2%	580,859.00	641,395.85	10.4%	(9,907.00)	237,581.12	170.0%

(1) Final distribution for Real Estate Taxes normally in November, delayed until December. 2017 Replacement taxes greater than budget, 14.8% \$5,666 and 2016 7.2% \$2,943. 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 1% \$11,946 greater than budget and 4.4% \$51,149 greater than 2016.

(2) In 2016, revenue for Good Tymes Revival

(3) Allocation of levy for payroll taxes is less than budget due to actual pt wages below budget.

(4) Expenses below budget in Professional Services 58.4% \$61,642. Some of this is due to timing.

(5) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 expenses exceed 2016 by 9.4% \$33,789. Wages & taxes are greater by 21.8% \$43,893 in part due to 20% of Supt of Golf Operations salary is now in Corporate Fund and increase of Terri Gible's services. Training higher in 2017 due to new recreation software 244.8% \$10,334

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

(7) Wages and related taxes are below budget 20.3% \$22,706 and greater than 2016 7.2% \$6,014 primarily due to part-time staffing.

(8) Expenses in 2017 exceed 2016: Contracted services 21.1% \$7,244 and Materials and Supplies (seeding of previously farmed land) 16.7% \$5,693.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2017

Recreation Fund (20)

<u>Department</u>	<u>November Budget</u>	<u>November 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	35,284.00	3,112.85	-91.18%	882,081.00	850,910.94	-3.53% (3)	882,081.00	868,519.77	-2.0%
Sports Complex	2,950.00	267.00	-90.95%	44,995.00	38,738.51	-13.90% (1)	44,995.00	38,156.00	1.5% (1)
Sports Complex Maintenance	1,569.00	2,981.21	90.01%	39,216.00	35,996.99	-8.21% (3)	39,216.00	39,441.73	-8.7% (3)
Midwest Museum of Natural Hist	-	-		1,857.00	1,716.29	-7.58%	2,476.00	2,488.30	-31.0%
Programs-Youth	230.00	(116.99)	-150.87%	16,767.00	18,509.81	10.39% (2)	16,767.00	18,005.48	2.8% (2)
Programs-Teens	1.00	(94.00)	-9500.00%	1,320.00	-	-100.00% (2)	1,320.00	700.00	-100.0% (2)
Programs-Adult	379.00	-	-100.00%	4,961.00	1,462.56	-70.52% (2)	5,336.00	5,951.00	-75.4% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,492.34	-100.0% (2)
Programs-Leagues	7.00	38.56	450.86%	5,181.00	5,145.89	-0.68% (2)	5,181.00	4,869.36	5.7% (2)
Programs-Youth Athletics	110.00	(302.00)	-374.55%	24,425.00	26,586.50	8.85% (2)	24,425.00	26,891.00	-1.1% (2)
Programs-Fitness	333.00	83.90	-74.80%	9,341.00	8,031.87	-14.01% (2)	9,341.00	9,809.18	-18.1% (2)
Programs-Preschool	1.00	-	-100.00%	311.00	210.98	-32.16% (2)	311.00	669.58	-68.5% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	201.00	(36.55)	-118.18%	1,411.00	2,189.45	55.17% (2)	1,408.00	3,591.69	-39.0% (2)
Programs-Special Events	1.00	-	-100.00%	3,623.00	6,678.99	84.35% (2)	3,623.00	3,973.04	68.1% (2)
Programs-Concerts	-	-	#DIV/0!	8,000.00	4,900.00	-38.75%	8,000.00	5,770.00	-15.1%
Programs-Trips	-	-	#DIV/0!	-	1,445.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	4,050.00	-	-100.00%	8,550.00	4,650.00	-45.61%	8,850.00	7,850.00	-40.8%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Revenues	45,116.00	5,933.98	-86.85%	1,052,039.00	1,007,173.78	-4.26%	1,053,330.00	1,042,178.47	-3.4%

(1) 2017 includes \$5,460 for leaf a legacy donation. Payment for Fall AYSO received in December.

(2) Revenue from programs greater than budget by 4.34% \$2,921 and decreased 12.1%, \$9,692 (primarily due to MTO \$5,002) compared to 2016.

(3) Final distribution of Real Estate Taxes normally received and budgeted in November. Received in December.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2017

Expenses											
Administration	35,760.00	29,523.84	-17.44%	392,226.00	368,567.32	-6.03%	(1)	579,185.00	264,441.06	39.4%	(1)
Sports Complex	-	-	#DIV/0!	1,250.00	27.52	-97.80%		1,250.00	1,250.00	-97.8%	
Sports Complex Maintenance	27,295.00	29,930.97	9.66%	360,901.00	354,157.32	-1.87%		388,336.00	346,272.65	2.3%	
Midwest Museum of Natural Hist	313.00	230.95	-26.21%	5,883.00	17,472.63	197.00%	(2)	8,750.00	4,836.48	261.3%	(2)
Programs-Youth	307.00	1,663.51	441.86%	9,947.00	10,522.88	5.79%	(3)	11,897.00	11,031.14	-4.6%	(3)
Programs-Teens	-	-	#DIV/0!	1,050.00	25.00	-97.62%	(3)	1,050.00	560.00	-95.5%	(3)
Programs-Adult	356.00	-	-100.00%	2,774.00	646.52	-76.69%	(3)	3,330.00	3,403.18	-81.0%	(3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	10,088.57	-100.0%	(3)
Programs-Leagues	387.00	542.56	40.20%	2,728.00	2,402.89	-11.92%	(3)	2,891.00	3,675.53	-34.6%	(3)
Programs-Youth Athletics	-	-	#DIV/0!	14,335.00	20,710.25	44.47%	(3)	16,195.00	19,027.34	8.8%	(3)
Programs-Fitness	207.00	223.65	8.04%	3,729.00	3,464.81	-7.08%	(3)	4,025.00	4,998.33	-30.7%	(3)
Programs-Preschool	11.00	-	-100.00%	151.00	169.73	12.40%	(3)	151.00	594.41	-71.4%	(3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Dance	279.00	48.45	-82.63%	887.00	1,342.20	51.32%	(3)	968.00	3,096.11	-56.6%	(3)
Programs-Special Events	-	150.00	#DIV/0!	16,753.00	11,434.55	-31.75%	(3)	17,328.00	8,904.36	28.4%	(3)
Programs-Concerts	-	-	#DIV/0!	8,000.00	7,758.90	-3.01%		8,000.00	7,903.20	-1.8%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	7,150.00	1,447.84	-79.75%	21,500.00	14,037.79	-34.71%		21,500.00	14,284.58	-1.7%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	88.27	-100.0%	
Total Expenses	72,065.00	63,761.77	-11.52%	842,114.00	813,692.64	-3.38%		1,064,856.00	704,455.21	15.5%	
Total Fund Revenues	45,116.00	5,933.98	-86.85%	1,052,039.00	1,007,173.78	-4.26%		1,053,330.00	1,042,178.47	-3.4%	
Total Fund Expenses	72,065.00	63,761.77	-11.52%	842,114.00	813,692.64	-3.38%		1,064,856.00	704,455.21	15.5%	
Surplus (Deficit)	(26,949.00)	(57,827.79)	114.58%	209,925.00	193,481.14	-7.83%		(11,526.00)	337,723.26	-42.7%	

(1) 2017 below budget: contracted serviced 27.32% \$6,896. Compared to 2016, 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. And wages and related expenses greater 25.1% \$41,341 due to hiring of Supt of Recreation.

(2) Installed 2 new heat exchangers

(3) Expenses for programs are less than budget 1.3% \$683 and decreased 21.0%, \$13,708 (MTO \$10,089) compared to 2016.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2017

Donations (21)

<u>Department</u>	<u>November Budget</u>	<u>November 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	-	775.00	#DIV/0!	37,500.00	40,893.30	9.05%	200,000.00	114,031.17	-64.1%
Total Revenues	-	775.00	#DIV/0!	37,500.00	40,893.30	9.05%	200,000.00	114,031.17	-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	-	775.00	#DIV/0!	37,500.00	40,893.30	9.05%	200,000.00	114,031.17	-64.1%
Total Fund Expenses	-	-		-	-		300,000.00	200,503.42	-100.0%
Surplus (Deficit)	-	775.00	#DIV/0!	37,500.00	40,893.30	9.05%	(100,000.00)	(86,472.25)	-147.3%

Special Recreation (22)

<u>Department</u>	<u>November Budget</u>	<u>November 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	6,640.00	-	-100.00%	166,000.00	162,075.82	-2.36%	166,000.00	154,705.73	4.8%
Total Revenues	6,640.00	-	-100.00%	166,000.00	162,075.82	-2.36%	166,000.00	154,705.73	4.8%
Expenses									
Administration	3,320.00	1,607.65	-51.58%	263,350.00	282,744.55	7.36% (1)	263,350.00	97,823.09	189.0% (1)
Total Expenses	3,320.00	1,607.65	-51.58%	263,350.00	282,744.55	7.36%	263,350.00	97,823.09	189.0%
Total Fund Revenues	6,640.00	-	-100.00%	166,000.00	162,075.82	-2.36%	166,000.00	154,705.73	4.8%
Total Fund Expenses	3,320.00	1,607.65	-51.58%	263,350.00	282,744.55	7.36%	263,350.00	97,823.09	189.0%
Surplus (Deficit)	3,320.00	(1,607.65)	-148.42%	(97,350.00)	(120,668.73)	23.95%	(97,350.00)	56,882.64	-312.1%

(1) Pool ADA work in 2017

Sycamore Park District
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Insurance (23)

<u>Department</u>	<u>November Budget</u>	<u>November 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	2,760.00	-	-100.00%	69,000.00	66,902.31	-3.04%	69,000.00	78,522.15	-14.8%
Total Revenues	2,760.00	-	-100.00%	69,000.00	66,902.31	-3.04%	69,000.00	78,522.15	-14.8%
Expenses									
Administration	-	-	#DIV/0!	35,585.00	31,834.74	-10.54% (1)	68,670.00	37,121.10	-14.2% (1)
Total Expenses	-	-	#DIV/0!	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Total Fund Revenues	2,760.00	-	-100.00%	69,000.00	66,902.31	-3.04%	69,000.00	78,522.15	-14.8%
Total Fund Expenses	-	-	#DIV/0!	35,585.00	31,834.74	-10.54%	68,670.00	37,121.10	-14.2%
Surplus (Deficit)	2,760.00	-	-100.00%	33,415.00	35,067.57	4.95%	330.00	41,401.05	-15.3%

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

Audit (24)

<u>Department</u>	<u>November Budget</u>	<u>November 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	580.00	-	-100.00%	14,500.00	14,075.96	-2.92%	14,500.00	14,193.69	-0.8%
Total Revenues	580.00	-	-100.00%	14,500.00	14,075.96	-2.92%	14,500.00	14,193.69	-0.8%
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	580.00	-	-100.00%	14,500.00	14,075.96	-2.92%	14,500.00	14,193.69	-0.8%
Total Fund Expenses	-	-	#DIV/0!	14,200.00	14,200.00	0.00%	14,200.00	13,900.00	2.2%
Surplus (Deficit)	580.00	-	-100.00%	300.00	(124.04)	-141.35%	300.00	293.69	-142.2%

Sycamore Park District
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Paving & Lighting (25)

<u>Department</u>	<u>November Budget</u>	<u>November 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	4.00	-	-100.00%	140.00	153.13	9.38%	100.00	96.70	58.4%
Total Revenues	4.00	-		140.00	153.13		100.00	96.70	58.4%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	4.00	-	-100.00%	140.00	153.13	9.38%	100.00	96.70	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	4.00	-	-100.00%	140.00	153.13	9.38%	100.00	96.70	

Park Police (26)

<u>Department</u>	<u>November Budget</u>	<u>November 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	40.00	-	-100.00%	1,000.00	1,186.12	18.61%	1,000.00	81.46	1356.1%
Total Revenues	40.00	-		1,000.00	1,186.12		1,000.00	81.46	1356.1%
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	40.00	-	-100.00%	1,000.00	1,186.12	18.61%	1,000.00	81.46	1356.1%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	40.00	-	-100.00%	-	1,186.12	#DIV/0!	-	(4,963.04)	-123.9%

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>November Budget</u>	<u>November 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	3,320.00	-	-100.00%	83,000.00	80,389.11	-3.15%	83,000.00	91,206.08	-11.9%
Total Revenues	3,320.00	-	-100.00%	83,000.00	80,389.11	-3.15%	83,000.00	91,206.08	-11.9%
Expenses									
Administration	3,320.00	6,685.27	101.36%	88,000.00	76,150.55	-13.47% (1)	88,000.00	84,581.17	-10.0% (1)
Total Expenses	3,320.00	6,685.27	101.36%	88,000.00	76,150.55	-13.47%	88,000.00	84,581.17	-10.0%
Total Fund Revenues	3,320.00	-	-100.00%	83,000.00	80,389.11	-3.15%	83,000.00	91,206.08	-11.9%
Total Fund Expenses	3,320.00	6,685.27	101.36%	88,000.00	76,150.55	-13.47%	88,000.00	84,581.17	-10.0%
Surplus (Deficit)	-	(6,685.27)		(5,000.00)	4,238.56		(5,000.00)	6,624.91	

(1) I have made a change in how I allocate IMRF/SS tax levy. Rather than allocating the entire amount and then adjusting at year end if the levy is higher than actual, I only allocate based on ytd actual expenses.

Social Security (28)

<u>Department</u>	<u>November Budget</u>	<u>November 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	3,320.00	-	-100.00%	83,000.00	80,793.62	-2.66%	83,000.00	77,678.56	4.0%
Total Revenues	3,320.00	-	-100.00%	83,000.00	80,793.62	-2.66%	83,000.00	77,678.56	4.0%
Expenses									
Administration	3,320.00	6,062.56	82.61%	87,000.00	76,428.34	-12.15% (1)	87,000.00	74,701.33	2.3% (1)
Total Expenses	3,320.00	6,062.56	82.61%	87,000.00	76,428.34	-12.15%	87,000.00	74,701.33	2.3%
Total Fund Revenues	3,320.00	-	-100.00%	83,000.00	80,793.62	-2.66%	83,000.00	77,678.56	4.0%
Total Fund Expenses	3,320.00	6,062.56	82.61%	87,000.00	76,428.34	-12.15%	87,000.00	74,701.33	2.3%
Surplus (Deficit)	-	(6,062.56)		(4,000.00)	4,365.28		(4,000.00)	2,977.23	

(1) I have made a change in how I allocate IMRF/SS tax levy. Rather than allocating the entire amount and then adjusting at year end if the levy is higher than actual, I only allocate based on ytd actual expenses.

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>November Budget</u>	<u>November 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	1,420.00	1,285.83	-9.45%	78,065.00	71,571.99	-8.32% (1,6)	78,065.00	81,648.86	-12.3% (1,6)
Beverage Cart	13.00	-	-100.00%	14,287.00	11,235.12	-21.36% (4,6)	14,287.00	13,142.69	-14.5% (4,6)
Sports Complex Concessions	25.00	7.87	-68.52%	34,652.00	40,371.26	16.50% (2)	34,652.00	35,900.86	12.5% (2)
Pool Concessions	9.00	-	-100.00%	8,021.00	6,562.97	-18.18% (5)	8,021.00	8,267.42	-20.6% (5)
Catering	628.00	11.00	-98.25%	20,231.00	18,871.92	-6.72%	21,365.00	19,280.41	-2.1%
Total Revenues	2,095.00	1,304.70	-37.72%	155,256.00	148,613.26	-4.28%	156,390.00	158,240.24	-6.1%
Expenses									
Clubhouse Concessions	4,087.00	4,157.93	1.74%	88,190.00	77,909.89	-11.66% (1)	89,715.00	97,421.76	-20.0% (1,3)
Beverage Cart	-	43.00	#DIV/0!	9,862.00	7,604.21	-22.89% (4,6)	9,862.00	8,805.64	-13.6% (4,6)
Sports Complex Concessions	115.00	248.07	115.71%	25,842.00	30,430.43	17.76% (2)	25,962.00	22,985.80	32.4% (2)
Pool Concessions	-	-	#DIV/0!	7,131.00	5,880.22	-17.54% (5)	7,131.00	6,253.04	-6.0% (5)
Catering	407.00	311.66	-23.43%	8,382.00	6,797.00	-18.91%	8,840.00	7,333.60	-7.3%
Total Expenses	4,609.00	4,760.66	3.29%	139,407.00	128,621.75	-7.74%	141,510.00	142,799.84	-9.9%
Total Fund Revenues	2,095.00	1,304.70	-37.72%	155,256.00	148,613.26	-4.28%	156,390.00	158,240.24	-6.1%
Total Fund Expenses	4,609.00	4,760.66	3.29%	139,407.00	128,621.75	-7.74%	141,510.00	142,799.84	-9.9%
Surplus (Deficit)	(2,514.00)	(3,455.96)	37.47%	15,849.00	19,991.51	26.14%	14,880.00	15,440.40	29.5%

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

(2) Sports Complex Concessions opened earlier in 2017. Spring Soccer. Higher sales for Fall 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>November Budget</u>	<u>November 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	-	6,466.00	#DIV/0!	30,000.00	22,404.22	-25.32%	40,000.00	23,183.29	-3.4%
Total Revenues	-	6,466.00		30,000.00	22,404.22		40,000.00	23,183.29	-3.4%
Expenses									
Administration	-	-	#DIV/0!	100,000.00	105,304.32	5.30% (1)	100,000.00	1,000.00	10430.4% (1)
Total Expenses	-	-		100,000.00	105,304.32		100,000.00	1,000.00	10430.4%
Total Fund Revenues	-	6,466.00		30,000.00	22,404.22		40,000.00	23,183.29	-3.4%
Total Fund Expenses	-	-		100,000.00	105,304.32		100,000.00	1,000.00	10430.4%
Surplus (Deficit)	-	6,466.00		(70,000.00)	(82,900.10)		(60,000.00)	22,183.29	-473.7%

(1) 2017-corner property east town entrance

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>November Budget</u>	<u>November 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	11,179.00	6,968.13	-37.7%	490,620.00	430,792.11	-12.2%	(1) 505,117.00	463,719.37	-7.1%	(2)
Golf Maintenance	990.00	1,605.93	62.2%	24,748.00	18,756.64	-24.2%	24,748.00	23,330.44	-19.6%	
Total Revenues	12,169.00	8,574.06	-29.5%	515,368.00	449,548.75	-12.8%	529,865.00	487,049.81	-7.7%	
Expenses										
Golf Operations	13,756.00	10,986.33	-20.1%	215,885.00	207,604.47	-3.8%	(3) 228,848.00	231,759.67	-10.4%	(3)
Golf Maintenance	22,875.00	24,917.48	8.9%	282,231.00	258,895.56	-8.3%	(4) 300,994.00	271,241.76	-4.6%	(4)
Total Expenses	36,631.00	35,903.81	-2.0%	498,116.00	466,500.03	-6.3%	529,842.00	503,001.43	-7.3%	
Total Fund Revenues	12,169.00	8,574.06	-29.5%	515,368.00	449,548.75	-12.8%	529,865.00	487,049.81	-7.7%	
Total Fund Expenses	36,631.00	35,903.81	-2.0%	498,116.00	466,500.03	-6.3%	529,842.00	503,001.43	-7.3%	
Surplus (Deficit)	(24,462.00)	(27,329.75)	11.7%	17,252.00	(16,951.28)	-198.3%	23.00	(15,951.62)	6.3%	

(1) Daily Greens Fees -24.20% -\$47,040
Golf Events & Misc -18.86% -\$4,574
Carts -8.85% -\$10,178
Season passes +4.83% +\$4,439
Pro shop sales -2.37% -\$1,183

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

(2) Daily Greens Fees -12.76% -\$21,557
Golf Events & Misc -18.79% -\$4,554
Carts -8.07% -\$9,194
Season passes +8.82% +\$7,810
Pro shop sales -1.73 -\$857

July 2016 6 rain days

(3) Wages and related taxes are 3.5% \$4,193 less than budget. Compared to 2016 they are 9.8% \$12,396 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 11.4% \$18,610 compared to 2016 5.6% \$8,569. Balance due to timing.

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Swimming Pool (51)

<u>Department</u>	<u>November Budget</u>	<u>November 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	144.00	-	-100.0%	46,821.00	43,807.22	-6.4%	(3) 76,821.00	47,100.80	-7.0% (3)
Swim Lessons	19.00	-	-100.0%	13,262.00	12,463.24	-6.0%	13,262.00	12,594.18	-1.0%
Total Revenues	163.00	-	-100.0%	60,083.00	56,270.46	-6.3%	(1) 90,083.00	59,694.98	-5.7% (2)
Expenses									
Pool	46.00	131.31	185.5%	54,801.00	43,587.28	-20.5%	(3) 54,846.00	48,768.55	-10.6% (3)
Pool Maintenance	419.00	304.99	-27.2%	26,540.00	31,993.56	20.5%	(4) 28,350.00	28,957.09	10.5% (4)
Swim Lessons	-	-	#DIV/0!	6,882.00	6,588.30	-4.3%	6,882.00	6,694.31	-1.6%
Total Expenses	465.00	436.30	-6.2%	88,223.00	82,169.14	-6.9%	90,078.00	84,419.95	-2.7%
Total Fund Revenues	163.00	-	-100.0%	60,083.00	56,270.46	-6.3%	90,083.00	59,694.98	-5.7%
Total Fund Expenses	465.00	436.30	-6.2%	88,223.00	82,169.14	-6.9%	90,078.00	84,419.95	-2.7%
Surplus (Deficit)	(302.00)	(436.30)	44.5%	(28,140.00)	(25,898.68)	-8.0%	5.00	(24,724.97)	4.7%

- (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) +55.78% \$2,580
 Swim Lessons -6.61% -\$220
- (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) +44.9% \$2,233
 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.

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Debt Service (60)

<u>Department</u>	<u>November Budget</u>	<u>November 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	23,760.00	-	-100.0%	594,000.00	576,752.60	-2.9%	594,000.00	594,945.04	-3.1%
Total Revenues	23,760.00	-	-100.0%	594,000.00	576,752.60	-2.9%	594,000.00	594,945.04	-3.1%
Expenses									
Administration	-	-	#DIV/0!	511,037.00	508,710.25	-0.5%	591,443.00	503,151.19	1.1%
Total Expenses	-	-		511,037.00	508,710.25		591,443.00	503,151.19	1.1%
Total Fund Revenues	23,760.00	-	-100.0%	594,000.00	576,752.60	-2.9%	594,000.00	594,945.04	-3.1%
Total Fund Expenses	-	-		511,037.00	508,710.25		591,443.00	503,151.19	1.1%
Surplus (Deficit)	23,760.00	-	-100.0%	82,963.00	68,042.35	-18.0%	2,557.00	91,793.85	-25.9%

Capital Projects (70)

<u>Department</u>	<u>November Budget</u>	<u>November 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!		1,389.93	#DIV/0!	490,000.00	38,878.07	-96.4%
Total Revenues	-	-	#DIV/0!	-	1,389.93	#DIV/0!	490,000.00	38,878.07	-96.4%
Expenses									
Administration	179,827.00	20,697.51	-88.5%	625,235.00	399,993.64	-36.0%	641,775.00	508,760.93	-21.4%
Total Expenses	179,827.00	20,697.51	-88.5%	625,235.00	399,993.64	-36.0%	641,775.00	508,760.93	-21.4%
Total Fund Revenues	-	-		-	1,389.93	#DIV/0!	490,000.00	38,878.07	-96.4%
Total Fund Expenses	179,827.00	20,697.51	-88.5%	625,235.00	399,993.64	-36.0%	641,775.00	508,760.93	-21.4%
Surplus (Deficit)	(179,827.00)	(20,697.51)	-88.5%	(625,235.00)	(398,603.71)	-36.2%	(151,775.00)	(469,882.86)	-15.2%

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Action 2020 (71)

<u>Department</u>	<u>November Budget</u>	<u>November 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	500.00	-	-100.0%	5,507,000.00	7,096,617.23	28.9%	6,462,500.00	634,927.62	1017.7%
Total Revenues	500.00	-	-100.0%	5,507,000.00	7,096,617.23	28.9%	6,462,500.00	634,927.62	1017.7%
Expenses									
Administration	200,000.00	717,851.77	258.9%	4,820,000.00	4,824,198.15	0.1%	4,840,000.00	607,936.96	693.5%
Total Expenses	200,000.00	717,851.77	258.9%	4,820,000.00	4,824,198.15	0.1%	4,840,000.00	607,936.96	693.5%
Total Fund Revenues	500.00	-		5,507,000.00	7,096,617.23	28.9%	6,462,500.00	634,927.62	1017.7%
Total Fund Expenses	200,000.00	717,851.77	258.9%	4,820,000.00	4,824,198.15	0.1%	4,840,000.00	607,936.96	693.5%
Surplus (Deficit)	(199,500.00)	(717,851.77)	259.8%	687,000.00	2,272,419.08	230.8%	1,622,500.00	26,990.66	8319.3%
Total Fund Revenues	162,016.00	38,509.21		9,684,875.00	11,101,502.60	14.6%	11,351,611.00	4,875,937.17	
Total Fund Expenses	551,671.00	907,235.92	64.5%	8,849,397.00	8,465,415.25	-4.3%	10,150,474.00	4,637,943.11	
Surplus (Deficit)	(389,655.00)	(868,726.71)	122.9%	835,478.00	2,636,087.35	215.5%	1,201,137.00	237,994.06	

Sycamore Park District
Fund Balances

	1/1/2017	Revenues	Expenses	11/30/2017	11/30/2017 Cash balance
10 Corporate	186,577.65	1,296,263.00	654,867.15	827,973.50	834,435.36
20 Recreation	217,394.11	1,007,173.78	813,692.64	410,875.25	425,592.62
21 Donations	156,151.66	40,893.30	-	197,044.96	197,044.96
22 Special Recreation	161,363.10	162,075.82	282,744.55	40,694.37	40,694.37
23 Insurance	18,879.70	66,902.31	31,834.74	53,947.27	53,947.27
24 Audit	13,300.51	14,075.96	14,200.00	13,176.47	13,176.47
25 Paving & Lighting	21,957.37	153.13	-	22,110.50	22,110.50
26 Park Police	3,107.62	1,186.12	-	4,293.74	4,293.74
27 IMRF	4,694.29	80,389.11	76,150.55	8,932.85	15,618.12
28 Social Security	4,073.02	80,793.62	76,428.34	8,438.30	14,500.86
30 Concessions	36,390.96	148,613.26	128,621.75	56,382.47	52,943.02
32 Developer Contributions	115,423.79	22,404.22	105,304.32	32,523.69	32,523.69
60 Debt Service	36,301.63	576,752.60	508,710.25	104,343.98	104,343.98
70 Capital Projects	558,446.69	1,389.93	399,993.64	159,842.98	159,842.98
71 Action 2020	511,517.49	7,096,617.23	4,824,198.15	2,783,936.57	2,783,936.57
Total governmental fund balance	2,045,579.59	10,595,683.39	7,916,746.08	4,724,516.90	4,755,004.51
50 Golf Course Net Assets	205,307.30 <u>(255,334.69)</u> (50,027.39)	449,548.75	466,500.03	188,356.02 <u>(255,334.69)</u> (66,978.67)	(53,589.49)
51 Swimming Pool Net Assets	246,957.09 <u>(247,988.11)</u> (1,031.02)	56,270.46	82,169.14	221,058.41 <u>(247,988.11)</u> (26,929.70)	(26,929.70)
Total proprietary funds	452,264.39	505,819.21	548,669.17	409,414.43	
Net assets	(503,322.80)			(503,322.80)	
Proprietary funds minus net assets	(51,058.41)			(93,908.37)	
	1,994,521.18			4,630,608.53	4,674,485.32

Summary of depository accounts as of **12/14/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,679.40	0.05	11.87
First Midwest Bank	1,419,129.65	0.13	407.98
Resource Bank	381,870.21	0.37	1921.97
IPDLAF	3,092,177.19	0.99	13774.28
**DCCF - Action 2020	416,104.14		
*DeKalb Co. Community Foundation	<u>17,575.10</u>		2,060.35
	5,342,535.69		

* 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 10/31/17.

** As of 10/31/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original			
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference		
1/1/2017	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					
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	1,778,768	(276,477)		
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	1,158,772	210,547		
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	277,460	863,847		

	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)	(8,221)	8,221
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	5,023,554	2,776,688
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				-	3,103	(3,103)
Replacement Taxes	-																	-	-	-
Shelters	1,370																	1,370	2,600	(1,230)
User Fees	-	4,735									42,483	1,399	70,507	23,397				142,522	161,728	(19,206)
Misc	275	1,471	2,706	3	7	1	3	0			-	3		-	44	44	801	5,358	15,444	(10,086)
Expenses	(87,898)	(94,052)	-	(38,304)	-	(2,000)	-	-	-	-	(22,163)	(4,568)	(54,279)	(12,113)	(15,406)	(31,421)	(933,742)	(1,295,947)	(871,846)	(424,101)
6/30/2017	552,646	321,742	172,382	20,990	55,205	6,746	22,054	3,753	8,762	11,481	49,620	25,781	(18,818)	12,417	333,797	334,891	6,102,400	8,015,850	5,556,823	2,459,027
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				-	78	(78)
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	1,096	69	121	2	5	2	5	1				3,694			77	71	1,232	6,374	10,450	(4,076)
Expenses	(58,253)	(70,330)	-	(15,549)	(31,835)						(37,686)	(3,314)	(54,509)	(21,382)	-	(23,041)	(711,659)	(1,027,558)	(994,183)	(33,375)
7/31/2017	517,355	265,549	172,503	6,868	23,964	6,871	22,059	3,764	3,292	3,671	43,990	26,161	(12,815)	1,973	338,945	311,921	5,391,973	7,128,046	4,731,191	2,396,854
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				-	232	(232)
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	468	2,675	134	3	8	2	7	1				2,805			112	76	1,549	7,841	18,045	(10,204)
Expenses	(56,123)	(72,996)	-	(770)	-	-	-	-	-	-	(13,840)	(3,314)	(52,521)	(30,285)	-	(72,185)	(472,570)	(774,604)	(839,400)	64,796
8/31/2017	497,908	252,153	172,638	10,561	25,813	7,261	22,069	3,798	-	(0)	48,880	25,652	2,344	(25,318)	354,930	239,812	4,920,953	6,559,453	4,100,568	2,458,885

	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	493,496	345,189		68,142	28,125	5,911	34	494	33,832	34,002					242,498			1,251,723	1,283,352	(31,629)
transfers in/out	6,779	10,797							(11,343)	(12,899)	1,073		5,421	171				0	3,260	(3,260)
Replacement Taxes	-																	-	-	-
Shelters	250																	250	275	(25)
User Fees	-	12,923		16	10	5	8	2			17,860	-	46,930	60				77,773	75,837	1,936
Misc	343	470	12,122									2,807			220	67	1,607	17,675	38,819	(21,144)
Expenses	(76,919)	(86,356)	-	(36,417)	-	-	-	-	-	-	(13,593)	(2,401)	(68,114)	(2,825)	-	(58,217)	(552,784)	(897,625)	(940,217)	42,592
9/30/2017	921,856	535,177	184,760	42,302	53,947	13,176	22,111	4,294	22,489	21,103	54,221	26,058	(13,418)	(27,912)	597,648	181,662	4,369,776	7,009,249	4,561,894	2,447,354
October																				
Receipts																				
Replacement Taxes	5,210	-																5,210	6,685	(1,475)
transfers in/out	3,991	6,158							(6,871)	(6,602)	483		2,841							
Shelters	50																	50	50	-
User Fees	-	8,480									9,910	-	21,716	3,300				43,406	36,897	6,509
Misc	183	255	11,510															11,948	900	11,048
Bond Proceeds																		-	-	-
Expenses	(63,581)	(66,635)	-	-	-	-	-	-	-	-	(8,215)	-	(36,590)	(1,881)	(493,304)	(1,121)	(867,988)	(1,539,316)	(1,095,782)	(443,534)
10/31/2017	867,709	483,435	196,270	42,302	53,947	13,176	22,111	4,294	15,618	14,501	56,399	26,058	(25,452)	(26,493)	104,344	180,540	3,501,788	5,530,546	3,510,644	2,019,902
November																				
Receipts																				
Taxes		-		-	-	-	-	-	-	-								-	122,224	(122,224)
transfers in/out		-																-	311	(311)
Replacement Taxes	-																	-	-	-
Shelters	-																	-	-	-
User Fees		(119)									1,326	6,466	6,499	94	-			14,267	13,669	598
Misc	11,830		775															12,605	19,172	(6,567)
Expenses	(48,722)	(63,879)		(1,608)	-	-	-	-	-	-	(5,161)	-	(37,216)	(531)	-	(20,698)	(717,852)	(895,666)	(545,031)	(350,635)
11/30/2017	830,816	419,437	197,045	40,694	53,947	13,176	22,111	4,294	15,618	14,501	52,565	32,524	(56,169)	(26,930)	104,344	159,843	2,783,937	4,661,752	3,120,989	1,540,763
December																				
Receipts																				
Taxes	-	-																-	-	-
transfer in/out		-												11,000	30,000			41,000	41,000	-
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	240,050	197,989	59,545	40,694	20,862	13,176	22,111	4,294	15,618	14,501	51,596	42,524	(73,398)	1,215	23,938	633,303	3,719,437	5,027,454	3,486,691	1,540,763
change	32,659	(47,536)	(96,607)	(126,441)	1,983	(124)	153	1,186	10,924	10,428	18,024	(76,034)	(73,399)	1,215	(12,364)	53,106	3,044,726	2,741,900	1,201,137	1,540,763

To: Board of Commissioners

From: Meg Jourden-Messerich

Subject: Monthly Report

Date: December 19, 2017

Administrative Initiatives (12/1/17 – 12/31/17)

- Attended monthly Board meeting. – Meg
- Attended weekly Management Team meetings as scheduled. – Meg, Sarah, Lisa, Hillary
- Held one-on-one meetings with Recreation Supervisors. – Meg
- Assisted Lisa Metcalf, Recreation Supervisor, with the revised OSCAR program number of visits and maximum attendance per visit per week recommendation at the Community Pool for the 2018 season. – Meg
- Prepared and shared for review a recommendation for accepting and accommodating KSRA program space requests at the new Community Center to Julie Eggleston, Executive Director of Kishwaukee Special Recreation Association. – Meg
- Along with Lisa Metcalf, Recreation Supervisor, met with Family Service Agency DeKalb County, Tynisha Clegg, Director of Operations and Erin Tamms, Development Director, to discuss current use of the Club House and future use and programming expansion opportunities for their Club 55 program. – Meg
- Interviewed by Kelcee Miller, Illinois State student majoring in Recreation Management, for an Independent Study project about leadership. – Meg
- Met with Jeff Donahoe, SOP, Lisa Metcalf, Recreation Supervisor, and Sales Representative with Cintas to review equipment needs, services, and fees for first aid and AED equipment at the Community Center. – Meg

- Acquired Capital Improvement equipment quotes for permanent signage, flooring replacement, and privacy canvas screens for the Community Pool – Meg
- Began drafting the Sycamore Park District Pathway Fitness Physical Fitness Facility Medical Emergency Plan required by IDPH. – Meg
- Prepared Staff Recommendations for the Community Center Membership, Pass, Daily Fee, Services and Terms and Aquatic Operation Season, Services, and Fees to be presented to the Board at the December Board Meeting. – Meg
- Follow up meetings held with National Business Furniture and Staples Business Advantage account executives, Jackie Hienbuecher, SOF and Sarah Rex, Marketing and Recreation Sup. on specifications for office and lobby furniture quotes received. – Meg
- Attended meeting with DeKalb Mechanical, Jeff Donahoe, SOP, and Bob Swedberg, Mechanic to review HVAC and Electrical System at the new Community Center. – Meg
- Assisted Sarah Elm, Marketing and Recreation Supervisor with drafting and finalizing park district job postings for current and new positions for the new park district Employment site. – Meg
- Met with Kirk Lundbeck, SOG, Sarah Rex, Marketing and Recreation Supervisor, Melissa Dobberstein, Concessions Manager, and Jeanette Freeman, Office Manager, to review current, discuss new, and begin to align and develop District rental guidelines, procedures, policies and fees. – Meg

Lisa Metcalf, Recreation Supervisor

- Attended a Pro Connect Service Project event: Feed My Starving Children, December 5, 2017.
- Created and sent proposal for review to CUSD #427 Superintendent and OSCAR Camp Coordinator, recommendation for OSCAR program maximum camper per visit and visits per week to the Community Pool and participation in park district organized programs for summer 2018.

- Finalized Community Pool Swim Lesson program schedule for 2018 season; increasing lesson offerings and adding specialty activities and programs at the pool throughout the summer.
- Continued to work on a mock schedule of programs at the New Community Center as applications started coming in for instructors.
- Coordinated annual Cookies with Santa event. The event was held at South Prairie School Friday, December 8 and Saturday, December 9. Staff along with support from the Sycamore Lions Club put on a wonderful event again this holiday season. Event participants enjoyed a cookie and hot coco, donated by the Sycamore Lions Club, a holiday craft, and visit with Santa Clause and Mrs. Clause. A total of 773 participants attended the event Friday and Saturday; 425 children and 348 adults. Making this the largest attendance recorded; total 669 (359 children and 310 adults) participants in 2016 and 528 (278 children and 250 adults) participants in 2015. The event was free for all that attended. Non-perishable food items and toys were also collected at the event for donation to the Food Pantry and Toys for Tots collection program.

Sarah Rex, Recreation & Marketing Supervisor

- Coordinated a committee to execute the transition of Park District Administration services and addresses to the Community Center.
- Represented the District at the Sycamore Chamber of Commerce Santa Walk and tree lights – of which the District is a sponsor.
- Lead the December 14 Green Drinks meetup.
- Implemented the new online employment opportunities notification and application system and trained staff on new submittal procedures.
- Worked with Terri Gibble and Sam and Tom Doty to finalize the generator enclosure design, specifications and contract.
- Worked with a recreation student volunteer to provide her with hands-on marketing experiences and a great benefit to the District.

- Submitted a grant request to Sycamore Charities request support of Leaf a Legacy, specifically, the Sports Complex.
- Attended Sycamore Rotary Club meeting as Dan's guest December 6.
- Continued service on the Kiwanis Craft Beer and Brat Fest Committee meeting.
- Along with Meg, Kirk, Nettie and Melissa, initiated an examination of reservation procedures throughout the District to streamline out language, provide consistency in policies communicated and provide good service through effective/efficient communication.

Hillary Allton, NIU Graduate Assistant

- Will continue working on Sycamore Park District Pathway Fitness orientation outline and manual for new and active members. – Hillary

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

- Will attend monthly Board meeting.
- Will continue to work on development of 2018 budget.
- Will attend weekly Management Team meetings as scheduled.
- Will coordinate and attend the District's Job Fair on January 13.
- Will attend the IPRA/IAPD Soaring to New Heights Conference.
- Will work with Kirk Lundbeck, SOG, Sarah Rex, Marketing Supervisor, Melissa Dobberstein, Concessions Manager, and Jeanette Freeman, Office Manager to prepare recommendation for District Rental Guidelines and Fees for Shelters, Club House, Community Center and Aquatic Facilities.
- Will begin to draft facility rules and regulations for Pathway Fitness, Track and Open Gym.

Lisa Metcalf, Recreation Supervisor

- Will attend Weekly Management Team Meetings.
- Will attend the IPRA/IAPD Soaring to New Heights Conference.
- Will attend Weekly Management Team Meetings.
- Will assist with the Sycamore Park District's Job Fair on January 13.
- Will attend second year of Maintenance Management School.
- Will coordinate with staff and Vermont Systems follow up trainings for RecTrac software and entry of new facilities, membership contracts and fees, rental contracts and fees, and point of sale for 2018.

Sarah Rex, Recreation & Marketing Supervisor

- Will attend the IPRA/IAPD Soaring to New Heights Conference.
- Will meet with reps to finalize and create timelines for the District's 2018 marketing plan.
- Will help coordinate and attend the District's Job Fair on January 13.
- Will work with Meg and Jeff to develop and finalize all signs for the Legacy Campus facilities.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 19, 2017

Administrative Initiatives (12/1/17 – 12/31/17)

- Attended weekly Management Team meetings as scheduled.
- Attended Rates and Rentals meetings for Legacy Campus.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed December Golf Insight newsletter and eblasts for Season Pass sale.
- Offered Pre-Season 2018 Golf Season Pass Sale and 25% off remaining merchandise sale.
- Continued to schedule meetings with sales representative for 2018 product line.
- Continued the development of league schedules for the 2018 golf season.
- Finalized closing of the 2017 golf season. Last day of golf Tuesday, December 5, 2017.
- Contacted all third-party marketers on golf course closing to end all tee sheet booking.
- Finalized the end of Sparkle Cleaners cleaning contract and sent letter of separation of service to Josh Kruis, owner of the Sparkle Cleaners.
- Met with GolfNow Plus Representatives to look at new POS and Tee Sheet possibilities.
- Reduced all Part-time staff to an as needed basis.

- Began development of “in-house” golf events for 2018.
- Continued to contact outing representatives for 2018 outing bookings.
- Prepared remaining 2006 and 2008 EZGO Golf Carts for trade-in and prepared for pick-up. 19 EZGO Carts picked up by Harris Golf Cars on Thursday, December 7, 2017
- Moved all remaining cart fleet to cart barn and cleaned and stored all push carts.

Administrative Initiatives (1/1/18 – 1/31/18)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop January Golf Insight newsletter.
- Attend Sycamore Park District Job Fair.
- Attend IPRA/IAPD Soaring to New Heights Conference.
- Begin to clean, touch up paint and change pro shop displays.
- Begin marketing of the Swing into Spring Pro Shop Sale.
- Develop Tee sheet templates for 2018 golf season.
- Continue to meet with sales representatives for 2018 pro shop product line.
- Meet with Golfnow representatives to increase marketing techniques for 2018 golf season.
- Continue to meet with golf outing representatives and continue to book 2018 golf outings.
- Update PDRMA golf cart maintenance sheet with new Yamaha golf cart fleet.

- Begin Golf Fitness Certification process to teach Golf Fitness Classes at Pathway Fitness.
- Begin to develop new revenue stream by selling ad space on reader board outside pro shop and tournament scoreboard.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: December 19, 2017

Administrative Initiatives (12/1/17-12/31/17)

Golf

- The 2017 season ended with the last day of golf being played on December 5th. Forecasted colder weather longer term and light snow chances prompted closing for the year. Over 200 players enjoyed the weather the last weekend of play on December 2nd and 3rd and we received many compliments late in the year on the quality of course conditions throughout the season.
- Preventative snow mold disease fungicides were sprayed on the greens, tees, and fairways during the last week of November.
- Staff performed the last mowing and leaf blowing/mulching of the season along with cutting down spent perennials, flowers, and grasses. Course equipment has been brought in including ball washers, flags, tee markers, signage, and 150 markers. Greens west of the river have been roped off and chains put on bridges to block east of the river access. A snow mobile trail will be placed along the road leading sleds thru the park behind the pool.
- Attended the kickoff meeting with the contractor and architect for installation of the new bridges which will begin this winter. The new box culverts will be placed at the current 18 men's tee creek crossing and at the 16 beginning fairway wide maintenance bridge replacing the older current bridges. This work will begin as soon as the contractor deems the ground frozen enough to begin.

- I have been meeting with golf product reps and placed a couple of early orders for 2018 as we receive some cost savings by doing so with payment terms not due until May.
- Armond Mattingly worked his last day on the course on November 30th after 19 plus years of service. We thank Armond for his hard work thru the years and the pride he took in his work and the golf course. He will be missed. We plan on replacing his full-time position with an IMRF eligible position filled by Aric Coleman who has worked on the course staff the past two years. The current IMRF position vacated by Sean Wood last spring will most likely be filled by Reed Kocher who has worked on our Park maintenance staff the past two years.

Sports

- With all sports completed, staff has been able to make in-field repairs on ball fields and added sod to the goal mouths on the soccer fields. Equipment boxes at the ball fields have been brought in for winter painting and their contents inventoried and checked for any needed replacements. Repairs have also been made to the field 1 backstop net and all batting cage nets have been taken down and stored for the winter. The portable pitching mound surfaces have been repaired which are used in some bullpens.
- Lisa and I have already had meetings with user groups for planning events in 2018 and have been receiving field reservation requests from outside groups.
- I have contacted the Sports Boosters about donating towards new bleachers for the high school field like the units at all the other fields. They already donated the dugouts and home run fence painting this year, so they will have to see if any money will be left mid-year after other sports receive their attention.

- The pool was winterized with all shower and bathroom lines cleared. The pool has also been filled with water and circulation pumps to deter winter freeze damage.
- All pool water heater boiler units have passed inspection by the State of Illinois and their new operating tags installed.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings. Also attended a construction meeting in Dan's place.
- Bob, Meg, Lisa, and I attended an initial electrical lighting meeting at the new building with Swedberg Electric. This was to show us just the basics of what electric boxes control what areas within the building and outdoor lights. We will continue to attend these meetings as the building nears completion to learn specific control options for all the new technology involved with the electric and HVAC systems.
- Have been taking regular tours of the building to see the constant changes. The splash pad work is done until warmer weather returns. In the time since the permit was approved, they were able to add concrete pads and put in the control systems, buried the 2000 gallon holding tank, pipe them together, layout and pipe the pad itself and add rock.
- Stran's Landscape has planted several trees near the community center and parking lot areas. The splash pad plantings will be completed next spring
- Worked with staff on job descriptions for custodial and other jobs related to the new building as a couple of these will come on board this winter.

- Attended meetings with staff on several rounds of budgeting for FF&E in the community center to fit within provided budget.
- Attended an intruder safety class thru PDRMA with Sarah dealing with active shooter and other safety issues for community buildings.
- Provided input on structuring all the new membership and pricing options for the community center, pool, and splash pad.
- Developed a maintenance management plan for the outside care of the whole Legacy Campus. This lists all tasks, final look after completed, materials, frequency of jobs, staff needed, and a budget for all these items to take care of the campus.
- The new entrance park on rt. 64 has now had the electric installed and water well work just about completed with a hand hydrant added. Once Com Ed confirms final connection, all will be final. Also, Weaver construction had built the short wall that will hold the new sign. They will need to wait for warmer weather to complete the stone work around the wall. We are currently building brackets in-house to fasten to the top of wall which will hold the almost completed sign.
- Park staff completed final turf mowing and leaf mulching. They have been bringing in all picnic tables and many garbage cans for winter refurbishing. A couple trees were removed and some pruned. Turf equipment is now being cleaned and organized for winter maintenance and snow plows inspected and added to several trucks for snow removal. Staff continues to check parks and paths regularly to remove tree debris after the many wind events recently experienced.
- Staff added the LED lit winter light features near the digital sign on rt. 64.

- The roofing on the garage and above the lockers on the south side of the clubhouse was completed this week along with some bad boards and the metal fascia just under the roof line.
- Have attended Capital budget planning meetings for the 2018 fiscal year and obtained additional need lists and pricing during the process.
- Have been working on 2018 operating budget planning for all maintenance budgets and working with Jackie to tweak these budgets.
- I have been gathering information and beginning the process related to having myself, Steve Tritt, and Brent Horn become Certified Prescribed Burn Managers. This will allow our in-house staff to perform burn downs of our many native plant areas at several locations every three years on average. Currently, Encap Inc. performs these burns as part of their management plans we contract with them. As these contracts run out, we will save money by taking care of these areas ourselves and this is a step needed to legally burn the areas. We must either complete on-line class work or attend a full three-day spring class to fulfill the education portion and then attend seven live burn participation events this spring and fall.
- We have added a sign at the entrance to the access road for the sports complex explaining that the road will be barricaded off after large snow events as it will not be plowed for cars, however, a 5 to 6-foot-wide path for walking will be cleared to the bridge.

Administrative Initiatives (1/1/18-1/31/18)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings along with tours during the final construction phase.

- Continue to work with architects and construction managers on the new building complex and attend site visits and trainings for HVAC and electric systems, etc.
- 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. We will also begin working with the Fire and Police departments on evacuation plans and required maps and info for each room in the community center.
- Meet with irrigation design firm to continue planning process for new system.
- Develop golf product application schedule for the season and material/cost lists.
- Finalize 2018 operating budget numbers for all maintenance departments and new building.
- Begin Capital budget purchasing for winter required projects.
- Work with ERA engineers and contractor on the installation of the two new bridges on the golf course creek.
- Staff will be plowing as needed and working on all maintenance equipment inside. Some of us, myself included, will be taking vacation around the holidays.
- Continue meetings with affiliate sports user groups and continue to field requests with Lisa for the spring season.
- Attend the IPRA State conference January 18-21.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: December 19, 2017

Administrative Initiatives (12/1/17 – 12/31/17)

- Finalized FF&E and Landscape Budgets and review with Board.
- Coordinated final work and install of Entry Park:
 - Park District/Forest Preserve District welcome sign.
 - Well and hand hydrant.
 - Power supply for well and future use.
- Continued supervision of Legacy Campus work.
- Developed first draft of bond issue scenarios.
- Completed Dog Park fence installation bid award.
- Put together timeline for next long-range planning process.
- Shave my head already!
- Submitted ITEP Grant for Segment 1 of GW Trail Sycamore Forest Preserve to Old Mill Park.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Presented correction to Board on Annexation Error.

- Began supervision of work on Bridges 3 & 6 on Golf Course.
- Presented final job descriptions to Board for approval.
- Addressed hiring matters related to the Superintendent of Recreation.
- Presented an update of Legacy Campus to Sycamore Rotary Club.
- Held meetings with NW Medicine regarding operating procedures for our partnership at Pathway Fitness.
- Served on CUSD#427 Financial Advisory Committee.
- Attended Annual TIF Meeting.
- Began the annual employee evaluation and review process.
- Finished Landscaping at Recreation Campus for this season. Sled Hill earliest opening = December 2018—more likely December 2019. Dog Park earliest opening April 2019. More will be done in Spring 2018.
- Acquired new Mini-Van to replace the Jeep Liberty. It will arrive sometime in February.
- Assisted with ITEP Grant Application.
- Oversee Launch Timeline.

Administrative Initiatives (1/1/18 – 11/31/18)

- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Manage change orders, color selections, design solution supervision on matters related to the Legacy Campus.
- Troubleshoot VORTEX and City of Sycamore issues.

- Distribute framework for beginning Sycamore Park District's next long-range plan.
- Distribute alternatives for Bond Issue in 2018.
- Continue work on Old Mill to Forest Preserve trail issues.
- Finalize Sign work for Entry Park.
- Review and approved FY 2018 Budget
- Attend IAPD/IPRA State Conference.
- Conduct interviews for new Superintendent of Recreation.

Dear Curt Lang,

My name is Michael Olson

I think that this should be a law for the sycamore pool district on the 4 of July that it should be open 10:00-6:30.p.m so they can spend time at the pool and celebrate their family time together and have fun and make them come back again and you get more money. Plus the money should drop down to 10¢.

Dan

I received this Nov 20, 2017

I thought you may like to see it.

I have no idea of pool hours,
Also there was no return address!

CURT



Family Service Agency

Strengthening Individuals & Families

November 28, 2017

Acting Executive Director/
Director of Operations
Tynisha Clegg

Development Director
Sarah Slavenas

Community Programs Director
Erin Tamms

Clinical Director
Laura Brønke MA, LCPC

Director of Children's Advocacy Center
Holly Peifer

Senior Activity Centers Program Manager
Diana King

DeKalb
330 Grove Street
DeKalb, IL 60115
Phone: (815) 758-4718
Fax: (815) 758-6219
M-F 9:30am-4:30pm

Genoa
400 E. 2nd Street
Genoa, IL 60135
M, W, Th 9:30am-2:30pm

Malta
115 S. 3rd Street
Malta, IL 60150
M, W, F 9:00am-3:00pm

Sycamore
940 E. State Street
Sycamore, IL 60178
T, 5050Th 9:00am-2:00pm

Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Sycamore Park District:

Thank you for your generous donation to Family Service Agency of DeKalb County's Senior Services Pie Auction fundraiser. Your contribution aided in a successful event. Each donation we receive is important to us and makes a difference. It is because of support from people like you in the community that we are able to offer the services and programs that we do across DeKalb County.

Your donation helps Seniors live an independent, safe life with dignity by participating in social and physical activities at five senior centers throughout the county. .

With that said, always remember that your donation is deeply appreciated by all of us at FSA and those we serve.

Below is a summary of your donation(s):

<u>Donation Date</u>	<u>Amount</u>	<u>Payment</u>
11/1/2017	\$0.00	Goods

Hand of golf with cart for 4.

Warmest regards,

Diana King
Senior Services Director

Family Service Agency is a 501(c)3 non-profit organization, Tax ID # 36-2360012. No goods or services were received in connection with your contribution. Please retain this letter for your tax records and consult with your tax adviser regarding the deductibility of your contribution.

Family Service Agency exists to strengthen people and communities through healing, mentoring, and social engagement.

Core Purpose

Core Values

• Make a Positive Difference • Operate with Integrity • Be Compassionate

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: APPROVE TRAVEL TO IPRA/IAPD CONFERENCE:
Recommend approval

BACKGROUND INFORMATION: The District's policy on business expenses requires prior approval by the Board at an open meeting for travel, meal and lodging expenses incurred by 1) any member of the Board and 2) in excess of \$500 for any employees of the District.

The IAPD/IPRA Conference will be held Thursday, January 18, 2018 – Sunday, January 21, 2018. The following members of the board will be attending:

- Daryl Graves (2 nights)
- Ted Strack (1 night)

The following staff will be attending:

- Melissa Dobberstein (3 nights)
- Jeff Donahoe (3 nights)
- Daniel Gible (3 nights)
- Jackie Hienbuecher (2 nights)
- Kirk Lundbeck (3 nights)
- Meghan Jourden-Messerich (2 nights)
- Lisa Metcalf (3 nights)
- Sarah Rex (2 nights)
- Steve Tritt (3 nights)

Expense covered include:

- Transportation to and from conference (ex. Mileage reimbursement, train fare). Car pooling is encouraged.
- Parking – For those who drive in, parking will be charged by the hotel at which you stay.
- Hotel – the conference rate is \$121 per night plus taxes.

- Meals – limited to the current U.S. General Services Administration regulations. Per day is \$74, first and last day \$55.50. With Friday's lunch being provided, the limit for Friday would be reduced to \$56.

FISCAL IMPACT: The maximum cost for hotel and food based upon number of nights stay: 1 night (\$235); 2 nights (\$451); 3 nights (\$667). Total maximum cost for hotel and food \$6,041. Cost of transportation and parking will depend on decisions made by attendees.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW AND APPROVE 5 YEAR CAPITAL BUDGET PLAN: Recommend Approval

BACKGROUND INFORMATION: Attached you will find the final draft of the 2018-2022 Capital Funding Plan. The following highlights the changes made from the last draft submitted to the board:

- Balance Forward increased \$151,000
 - Bridges 3 & 6 – \$120,000 work delayed until 2018
 - Phone system – \$15,370 The savings from the purchase system were earmarked to assist in paying technology needs for new facilities.
 - Balance due to savings on 2017 capital purchases.
- Funding increased \$40,000
 - This is budgeted to be transferred from the Development Fund to pay for a pavilion at Ovitz Park
- Expenses increased \$184,270
 - Administration:
 - Carried over from 2017 \$15,370 from the phone purchase to assist in paying technology needs for new facilities.
 - Concessions:
 - Rounded up line items previously included.
 - Golf Course:
 - Carried over from 2017 \$120,000 for bridges 3 & 6.
 - Pool:
 - Added flooring in guard room \$2,500
 - Updated signage \$1,500
 - Mesh privacy screening \$4,500
 - Parks & Grounds:
 - Added Ovitz Park pavilion \$40,000 (funds to pay for this addition budgeted to come from Development Fund)

FISCAL IMPACT: Total 2018 Budgeted Capital Revenue = \$538,000, Total 2018 Budgeted Capital Expenditures = \$685,745.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. If there are no objections, recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "D. G. Smith", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" label.

BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
Funding	Balance forward (approximate)	505,000	357,255	(478,806)	(627,358)	(628,959)
	Development Fund	40,000				
	General Obligation Bond	498,000	502,980	508,010	513,090	518,221
	Funding available	1,043,000	860,235	29,204	(114,268)	(110,739)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	11,500	11,500
	alternate bond payment	175,425	176,375	177,175	172,825	177,750
	PC Replacement/upgrades	11,050		7,570	11,644	7,100
	New technology needs/carryover from 2017	15,370				
	copier			6,100		
	server			24,000		
	lateral files (2)					2,700
	Total Administration	243,345	217,875	256,345	225,969	229,050
Concessions	Beverage cart		10,500	9,500		
	ice machine (clubhouse)		5,500			
	freezer (recently rebuilt)		4,500			
	refrigerator	1,600				
	grease trap	7,300				
	island	4,000				
	SC Conc - fixtures ?		37,950			
	SC Conc - doors		2,300			
	SC Conc - bathroom fixtures		28,750			
	SC Conc - gutters/downspouts		2,070			
	SC Conc - roof		7,245			
	SC Conc - hvac		1,725			
Total Concessions	12,900	100,540	9,500	-	-	
Maintenance	workhorse		15,200	8,400		18,000
	large mower - Jacobsen		72,000		74,500	
	workman utility cart		21,000		18,100	
	pickup	34,000		35,000		
	brush mower attachment		8,500			
	trim ditch mower		20,000			

Sycamore Park District
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	sprayer on workman tractor		24,500			
	maintenance shop painting		43,000			
	pave grass area in maintenance yard		21,280			
	skidsteer		10,000	29,500		
	large dump truck			43,000		
	jeep replacement vehicle	21,000				
	sod cutter	4,200				
	bandsaw			4,000		
	table saw			3,500		
	generator				2,400	2,500
	field rake				16,000	
	branch chipper				28,900	
	bobcat sweeper/debris brush					5,200
	small equipment trailer					4,200
	air compressor					3,900
	maintenance shop power gate					13,310
	Total Maintenance	59,200	235,480	123,400	139,900	47,110
Clubhouse	painting		6,616			
	hvac		28,196			
	carpet		13,000			
	siding/trim		83,734			
	flooring				45,060	
	lighting				8,992	
	Total Clubhouse	-	131,546	-	54,052	-
Golf Course	golf carts	28,500	30,000		30,000	30,000
	bridge 3 and bridge 6	120,000				
	pond fountains	3,400				
	ranger cart		6,750			7,000
	fairway aerifier		18,000			
	greens roller		12,500			
	major bridge #15	150,000				
	cart barn - HVAC		4,480			
	cart barn - gutters/downspouts		2,240			
	cart barn - planters		2,912			
	workhorse		8,500			

Sycamore Park District
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	trap rake		13,000			
	fairway mower			54,000		
	rough mower			70,000		
	shelter 1: 8th tee - structure				9,440	
	shelter 2: 4th tee - structure				1,180	
	minor bridge: 17th tee				5,900	
	minor bridge: 6th ladies tee				3,540	
	trim mower					18,000
	greensmower 3250 greens					32,000
	shuttle cart					12,000
	minor bridge #16/#17 fairway					3,630
	cart paths - aggregate					6,050
	Total Golf Course	301,900	98,382	124,000	50,060	108,680
Pool	flooring in guard room	2,500				
	signage	1,500				
	mesh screen	4,500				
	guard chair	1,300				
	Pool shade umbrellas	3,600				
	New motor for pump	7,500				
	Total Pool	20,900	-	-	-	-
Community Center						
	Total Community Center	-	-	-	-	-
Parks & grounds	Ovitz Park pavilion	40,000				
	blacktop under bleachers (fields 9-12)		10,000			
	founders park - playground - equipment (15)			44,800		
	founders park - playground - benches/amenities			2,240		
	founders park - trails - signage			1,064		
	founders park - trails - raised beds			224		
	Lake Sycamore - fishing pier picnic table		2,289			
	baseball fields- plates/bases (behind pool)		2,725			
	baseball fields - infields (behind pool)		2,180			
	H.S. Field Dug out - fencing		2,725			
	soccer storage - driveways		2,800			

Sycamore Park District
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	fields 1-4 irrigation		4,480			
	charley laing park - benches/amenities		3,920			
	residence - doors/windows	7,500				
	Brothers Park - benches/amenities		4,025			
	Kiwanis Park West - Playground/surfacing		17,250			
	Kiwanis Park West - Playground/sand lot area		1,150			
	Kiwanis Park West - Playground/equipment (20)		97,750			
	Kiwanis Park West - Playground/benches/amenities		6,900			
	Old Shop-painting		896			
	Old Shop-lighting		2,800			
	Old Shop-hvac		16,800			
	Old Shop-electrical		12,320			
	Old Shop-gutters/downspouts		2,800			
	Old Shop-doors		7,840			
	old shed - roof		11,040			
	H.S. Field - aglime approach		345			
	SC - N. Water Fountain - roof		1,725			
	Olsen Shelter - roof		4,600			
	kessler shelter - roof		4,830			
	sports complex - parking paving		319,700			
	bb fields 5-8 bases and moundss		5,750			
	bb fields 9-12 bases and moundss		3,450			
	chief black partridge - signs		1,093			
	emil cassier - frantum - signs		1,035			
	steczo area - prairie restoration			9,680		
	lake sycamore - fishing pier - signage			1,500		
	kiwanis west - electric/light			1,150		
	kiwanis east - playground - surfacing			11,500		
	kiwanis east - raised beds			2,300		
	comm park - old fountain - roof			824		
	comm park - old fountain - posts/structure			4,600		
	comm park - old fountain - concrete base			1,150		
	lions shelter - roof			5,520		
	kiddie land playground - surfacing/border			2,530		
	kiddie land playground - paths/paving			44,840		
	sports complex - s. water fountain - roof			1,725		
	old mill - playground - benches/amenities			7,670		
	larson park - overlook - benches/ammenities				1,815	
	larson park - brickvelle entrancee -fencing				275	
	steczo area - interpretive signs				3,000	

Sycamore Park District
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022
	lake sycamore - trails - signage				2,360	
	lake sycamore - trails - raised beds				1,180	
	lake sycamore - playgrounds - surfacing				17,700	
	lake sycamore - fishing pier - anchors				8,850	
	kiwanis west - trails - signage				1,210	
	boyton park - trails - signage				2,420	
	emil cassier - pond 2 - shoreline				5,900	
	larson park - playground - surfacing					22,320
	larson park - playground - equipment					93,000
	larson park - playground - stonework					6,200
	larson park - playground - benches/ammenities					2,480
	wetzel park - shelter - picnic tables					2,541
	brothers park - trails - raised beds					744
	kiwanis east - shelter - picnic tables					5,082
	kiwanis east - playground - benches/amenities					9,075
	charley laing park - playground - surfacing					14,520
	charley laing park - trails - signage					1,150
	Total Parks & Grounds	47,500	555,218	143,317	44,710	157,112
	Total Capital Expenses	685,745	1,339,041	656,562	514,691	541,952
	Ending balance	357,255	(478,806)	(627,358)	(628,959)	(652,691)

STATE OF ILLINOIS }
 }
 } SS
COUNTY OF DEKALB }

SECRETARY'S CERTIFICATE

I, Daniel Gibble, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

ORDINANCE NO. 08-2017

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the 19th day of December, 2017.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this 19th day of December, 2017.

Daniel Gibble
Secretary to the Board of Commissioners
SYCAMORE PARK DISTRICT

SEAL

Prepared By

James D. Rock, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061

ORDINANCE NO. **08-2017**

AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT

WHEREAS, the President and Board of Trustees of the City of Sycamore in Ordinance No. 2006.31, adopted September 5, 2006, and attached hereto as Attachment 1, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous or nearly coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION I: That the Territory, legally described in Attachment 2, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Attachment 3.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this 19th Day of December, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

TED STRACK, PRESIDENT

ATTEST:

DANIEL GIBBLE
SECRETARY

ATTACHMENT 1

CITY OF SYCAMORE

DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2006.31

"AN ORDINANCE OF ANNEXATION OF A 64.895 - ACRE PARCEL APPROXIMATELY 0.40 MILES WEST OF SOMONAUK STREET AND ADJACENT TO THE SOUTHEAST BOUNDARY OF THE SYCAMORE PRAIRIE BUSINESS PARK IN THE CITY OF SYCAMORE, ILLINOIS."

FILED FOR RECORD
DEKALB COUNTY, IL.

06 SEP 27 AM 10:34

Sharon L. Holmes
DEKALB COUNTY RECORDER

Plat Cabinet 9
Slide 200-c

IDEAL ANNEXATION
(64.895-acre parcel adjacent to southeast boundary of Sycamore Prairie Business Park)

ANNEXATION

Prepared by : Candy Smith
City Clerk
308 W. State Street
Sycamore IL 60178

2006 018039
1

ORDINANCE NO. 2006.31

**AN ORDINANCE OF ANNEXATION OF A 64.895-ACRE PARCEL APPROXIMATELY
0.40 MILES WEST OF SOMONAUK STREET AND ADJACENT TO THE SOUTHEAST
BOUNDARY OF THE SYCAMORE PRAIRIE BUSINESS PARK IN THE CITY OF
SYCAMORE, ILLINOIS.**

NOW THEREFORE, BE IT ORDAINED by the City Council for the City of Sycamore as follows:

WHEREAS, the City of Sycamore has determined that it is in the best interest of the City that it annex certain territory legally described on attached Exhibit "A;" and

WHEREAS, Ideal Industries has petitioned the City for annexation of said property; and

WHEREAS, legal notices regarding the intention of the City to annex said territory to all public bodies required received said notice and the property owners have been sent notice to their common addresses; and

WHEREAS, a regular meeting of the Sycamore Plan Commission was held and the Sycamore Plan Commission recommended 10 in favor and 0 against annexation of said property into the City;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Sycamore, Illinois as follows:

1. That the findings of fact and the recommendation of the Plan Commission with regard to a Petition for the approval of the Annexation of the 64.895-acre property located 0.40 miles West of Somonauk Street and adjacent to the Southeast boundary of the Sycamore Prairie Business Park, in form identical to Exhibit A, which is attached hereto and incorporated herein by this reference, in the City of Sycamore, be approved.
2. That the property legally described on attached Exhibit "A", being indicated on an accurate map of the annexed territory, which is appended to or made a part of this Ordinance, is hereby annexed to the City of Sycamore, Illinois.
3. That the City Clerk is hereby directed to record with the Recorder and to file with the County Clerk, a certified copy of this Ordinance,

together with the accurate map of the territory annexed appended to said Ordinance.

- 4. That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 5th day of September, 2006.

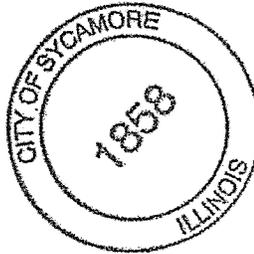
Ayes: 9

Nays: 0

Abstain: 0

APPROVED: September 5, 2006.

Ken Mundy
MAYOR - Ken Mundy



ATTEST:

Candy Smith
CITY CLERK - Candy Smith

ATTACHMENT 2

LEGAL DESCRIPTION

PART OF SECTION 5 AND PART OF SECTION 6 ALL IN TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE WEST HALF OF THE SOUTHWEST CORNER OF SAID SECTION 5; THENCE SOUTH 89 DEGREES 20 MINUTES 09 SECONDS WEST, A DISTANCE OF 1325.50 FEET TO THE SOUTHWEST CORNER OF SAID SECTION 5; THENCE SOUTH 89 DEGREES 23 MINUTES 30 SECONDS WEST ALONG THE SOUTH LINE OF SAID SECTION 6, A DISTANCE OF 1327.87 FEET TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 6; THENCE NORTH 0 DEGREES 02 MINUTES 11 SECONDS WEST ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 6, A DISTANCE OF 678.75 FEET TO THE SOUTH LINE OF SYCAMORE PRAIRIE BUSINESS PARK UNIT NO. 3; THENCE NORTH 89 DEGREES 57 MINUTES 50 SECONDS EAST ALONG SAID SOUTH LINE, A DISTANCE OF 945 FEET TO THE SOUTHEAST CORNER OF SAID SYCAMORE PRAIRIE BUSINESS PARK UNIT NO. 3; THENCE SOUTH 0 DEGREES 02 MINUTES 10 SECONDS EAST, A DISTANCE OF 44.04 FEET; THENCE NORTHEASTERLY ALONG A CURVE WHOSE CENTER BEARS TO THE NORTHWEST AND WHOSE RADIUS IS 1383.00 FEET (THE CHORD OF SAID CURVE BEARS NORTH 41 DEGREES 22 MINUTES 13 SECONDS EAST, A CHORD DISTANCE OF 1603.89 FEET; THENCE NORTH 89 DEGREES 17 MINUTES 42 SECONDS EAST, A DISTANCE OF 644.57 FEET TO THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 5; THENCE SOUTH 0 DEGREES 07 MINUTES 38 SECONDS EAST, A DISTANCE OF 1817.42 FEET TO THE POINT OF BEGINNING, CONTAINING 2,826,823 SQUARE FEET (64.895 ACRES) MORE OR LESS.

ATTACHMENT 3

MAP OF ANNEXATION

(ATTACH MAP)

4832-4211-5380, v. I

STATE OF ILLINOIS }
 }
 } SS
COUNTY OF DEKALB }

SECRETARY'S CERTIFICATE

I, Daniel Gibble, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

ORDINANCE NO. 09-2017

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the 19th day of December, 2017.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this 19th day of December, 2017.

Daniel Gibble
Secretary to the Board of Commissioners
SYCAMORE PARK DISTRICT

SEAL

Prepared By

James D. Rock, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061

ORDINANCE NO. 09-2017

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

WHEREAS, the Mayor and City Council of the City of Sycamore in Ordinance No. 2017.05, adopted July 17, 2017 and attached hereto as Attachment 1, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous or nearly coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Attachment 2, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Attachment 3.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this 19th Day of December, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

TED STRACK, PRESIDENT

ATTEST:

DANIEL GIBBLE, SECRETARY

SEAL

ATTACHMENT 1**CITY OF SYCAMORE****DEKALB COUNTY, ILLINOIS****ORDINANCE NO. 2017.05**

“AN ORDINANCE CONCERNING A PLAN COMMISSION RECOMMENDATION TO ANNEX TO THE CITY OF SYCAMORE, ILLINOIS, AND APPROVE A REZONING CLASSIFICATION OF A PORTION OF LOT 32 IN THE SYCAMORE PRAIRIE BUSINESS PARK (PINS 09-06-476-007 AND 09-06-476-009)”

ORDINANCE NO. 2017.05**AN ORDINANCE CONCERNING A PLAN COMMISSION RECOMMENDATION TO ANNEX TO THE CITY OF SYCAMORE, ILLINOIS, AND APPROVE A REZONING CLASSIFICATION OF A PORTION OF LOT 32 IN THE SYCAMORE PRAIRIE BUSINESS PARK (PINS 09-06-476-007 AND 09-06-476-009)**

NOW THEREFORE, BE IT ORDAINED by the City Council for the City of Sycamore as follows:

WHEREAS, the City of Sycamore has determined that it is in the best interest of the City that it approve the Annexation of certain territory legally described on attached Exhibit "A"; and

WHEREAS, Guadalupe Associates, Inc. has petitioned the City for annexation and change of zoning of said property; and

WHEREAS, legal notices regarding the intention of the City to annex said territory to all public bodies required received said notice and the property owners have been sent notice to their common addresses; and

WHEREAS, a regular meeting of the Sycamore Plan Commission was held on July 10, 2017, and the Sycamore Plan Commission recommended 10 in favor and 0 abstained to approve the proposed M-2 Heavy Manufacturing zoning of said property in the City.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Sycamore, Illinois as follows:

1. That the recommendation of the Plan Commission with regard to a Petition for the approval of the Annexation of the property legally described on the attached Exhibit "A," which is attached hereto and incorporated herein by this reference, in the City of Sycamore, be approved.
2. That said property is hereby re-zoned to M-2 Heavy Manufacturing.
3. That the property legally described on the attached Exhibit "A," being indicated on an accurate map of the annexed territory, which is appended to or made a part of this Ordinance, is hereby annexed to the City of Sycamore, Illinois.

COPY



2017009425

DOUGLAS J. JOHNSON
RECORDER - DEKALB COUNTY, IL

RECORDED: 9/25/2017 02:48 PM

REC FEE: 56.00

PAGES: 5

Plat Cabinet 10
Slide 162-C

ANNEX TO THE CITY OF SYCAMORE, ILLINOIS, AND APPROVE REZONING
CLASSIFICATION OF A PORTION OF LOT 32, IN THE SYCAMORE
PRAIRIE BUSINESS PARK (PINS 09-06-476-007 and 09-06-476-009)

Prepared by & Return to:

Mary Kalk
City Clerk
308 W. State Street
Sycamore, IL 60178

CERTIFICATION

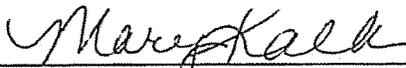
I, Mary Kalk, do hereby certify that I am the duly elected, qualified and acting City Clerk of the City of Sycamore, County of DeKalb and State of Illinois, and that I am keeper of the records, ordinances and other proceedings of said city: and I further certify that the above and foregoing is a true and correct copy of

ORDINANCE NO. 2017.05

AN ORDINANCE CONCERNING A PLAN COMMISSION RECOMMENDATION TO ANNEX TO THE CITY OF SYCAMORE, ILLINOIS, AND APPROVE A REZONING CLASSIFICATION OF A PORTION OF LOT 32 IN THE SYCAMORE PRAIRIE BUSINESS PARK (PINS 09-06-476-007 AND 09-06-476-009)

As approved and adopted by the City Council at a regular meeting of the City Council of the City of Sycamore, held on the 17th day of July, 2017 which meeting was held in the Council Chambers located in the Sycamore Center at 308 W. State Street in the City of Sycamore, Illinois.

Witness my hand and seal this 18th Day of July, 2017.



Mary Kalk, City Clerk



- 4. That the City Clerk is hereby directed to record with the Recorder and to file with the County Clerk, a certified copy of this Ordinance, together with the accurate map of the territory affected by this Ordinance.
- 5. That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

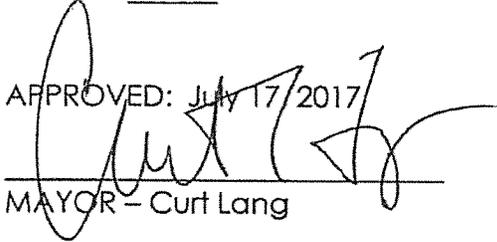
Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 17th day of July, 2017.

Ayes: 6

Nays: 0

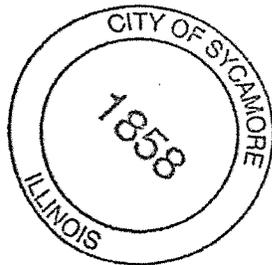
Abstain: 0

APPROVED: July 17, 2017


MAYOR - Curt Lang

ATTEST:


CITY CLERK - Mary Kalk



MAP OF TERRITORY HEREBY ANNEXED TO THE CITY OF SYCAMORE, ILLINOIS.

DESCRIPTION OF PROPERTY HEREBY ANNEXED:

THAT PART OF LOTS 32 AND 33 IN SYCAMORE PRAIRIE BUSINESS PARK-UNIT NO. 8 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 32; THENCE SOUTHERLY ALONG THE WESTERLY LINE OF SAID LOTS 32 AND 33, A DISTANCE OF 244.04 FEET TO THE EXISTING SYCAMORE CORPORATE LIMITS PER DOCUMENT #2006018039; THENCE EASTERLY AND NORTHEASTERLY ALONG SAID SYCAMORE CORPORATE LIMITS TO THE EAST LINE OF ASTER ROAD; THENCE NORTHERLY, ALONG SAID EAST LINE OF ASTER ROAD, 101.34 FEET TO THE EASTERLY EXTENSION OF THE NORTH LINE OF SAID LOT 32; THENCE WESTERLY, ALONG SAID EASTERLY EXTENSION AND NORTH LINE TO THE POINT OF BEGINNING.

Parcel Number (PIN): 09-06-476-007 & 09-06-476-009

PRAIRIE DRIVE

SCALE 1"=100'



Lot 31

SYCAMORE PRAIRIE

ASTER ROAD

PARK 8

PRAIRIE COMMONS CONDO
REPLAT OF
SYCAMORE PRAIRIE BUSINESS PARK
UNIT NO. 3

P.O.B. 365.76'
N 89°57'19"E

Lot 32

Area Annexed
Contains: 1.53 Acres

BUSINESS UNIT

101.34'
N 00°02'11"E

Rad=1383.00'
Arc=393.94'

Lot 33

ROAD

LEGEND
Boundary of property hereby annexed
Indicates existing corporate limits

STATE OF ILLINOIS)
COUNTY OF DEKALB)SS

THIS IS TO CERTIFY THAT I, SHAWN R. VANKAMPEN, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2710 HAVE PREPARED THE ATTACHED PLAT FOR ANNEXATION PURPOSES AND THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID ANNEXATION. ALL DISTANCES SHOWN IN FEET AND DECIMALS THEREOF.

DATED AT DEKALB, ILLINOIS THIS 19TH DAY OF JUNE, 2017.



EXHIBIT "A"

FOR: FOSTER & BUICK
(JESSICA MAGANA)
JOB NO. WES 14084

Shawn R. Vankampen
SHAWN R. VANKAMPEN
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2710
LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2018

Prepared by:
W.E. Hanna Surveyors
508 Pine Street
DeKalb, Illinois 60115
(815) 756-2189
Fax 748-2532
info@hannasurveyors.com
License # 184007413

ATTACHMENT 2**LEGAL DESCRIPTION**

THAT PART OF LOTS 32 AND 33 IN SYCAMORE PRAIRIE BUSINESS PARK – UNIT NO. 8 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 32; THENCE SOUTHERLY ALONG THE WESTERLY LINE OF SAID LOTS 32 AND 33, A DISTANCE OF 244.04 FEET TO THE EXISTING SYCAMORE CORPORATE LIMITS PER DOCUMENT #2006018039; THENCE EASTERLY AND NORTHEASTERLY ALONG SAID SYCAMORE CORPORATE LIMITS TO THE EAST LINE OF ASTER ROAD; THENCE NORTHERLY, ALONG SAID EAST LINE OF ASTER ROAD, 101.34 FEET TO THE EASTERLY EXTENSION OF THE NORTH LINE OF SAID LOT 32; THENCE WESTERLY, ALONG SAID EASTERLY EXTENSION AND NORTH LINE TO THE POINT OF BEGINNING.

PINs 09-06-476-007 & 09-06-476-009

ATTACHMENT 3

MAP OF ANNEXATION

(ATTACH MAP)

4810-9790-7542, v. 1

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: Brian Bemis Family Dog Park Rules - Updated:
Recommend Approval**

BACKGROUND INFORMATION: Earlier this year, the Brian Bemis Family Dog Park Rules and Regulations, that the Dog Park Committee created, were approved by the board. As staff started moving forward with creating the final document, some changes were made from a management standpoint. The layout was re-arranged, verbiage has been revised, the rules and regulations were combined into one document, and two rules were changed:

1. Original rule stated, "Do not bring toys into the park as dog fights may result."
Changed to, "Be prepared to socialize and share retrieval toys, frisbees and ball with other park visitors."
2. Original rule stated, "All dogs must be spayed or neutered."
Changed under the heading, Leave the Following at Home - "Female dogs while in heat."

The new document is attached for review. The two rule changes are highlighted in yellow.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Staff recommends approval of the two changes of Brian Bemis Family Dog Park Rules.

PREPARED BY: Lisa Metcalf, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Sycamore Park District Brian Bemis Family Dog Park Rules

Park Hours: Sunrise to Sunset

To ensure all owners/guardians and dogs have a safe and enjoyable experience:

Follow the Admittance Policy

- **Brian Bemis Family Dog Park Members**
 - Properly display BBFDP membership tags on your dog's collar while visiting the park.
 - To obtain a dog park membership, all dogs must provide proof of up-to-date rabies vaccination.
 - Owners and guardians of dogs residing in the City of Sycamore, must register their dog(s) with the City and properly display registration tag(s).
- **Daily Pass Users**
 - Purchase a day pass in the Community Center or inside the park at the self-pay station.
 - Be prepared to show receipt for daily use and proof of up-to-date rabies vaccination.
- Maintain a ratio of up to two dogs per person.
- Children under the age of 10 are not permitted in the dog park.
- Enter and exit the park during open hours through the double gate only. Climbing on or over the fence is prohibited.
- Use of the park for conducting professional training classes without park district approval is prohibited.

Be a Responsible and Courteous Park User

- Enter with caution if other dogs are present within the park and be aware of unattended dogs near the gate when entering/exiting.
- Avoid lingering near the entrance gate when other park users are present.
- Remain in the dog park with your dog(s), keeping them within sight and under control at all times.
- Keep yours and other's dogs healthy by
 - staying up-to-date on rabies vaccinations, year-round distemper, parvovirus, heartworm prevention treatment and flea prevention treatment.
 - cleaning up after your dog(s). Please help by picking up orphan poops to keep the park clean. Pet waste bags and proper waste receptacles are located near the Dog Park entrance.

- Carry your dog's leash at all times
 - Dogs must keep leashes on until you have both passed through the double-gated entrance. Reattach his/her leash before exiting the park.
 - Reattach your leash upon the first sign of aggression. Owners are legally responsible for their dogs and any injuries or damage caused by their dogs.
- Discourage Inappropriate dog behavior
 - If your dog's barking, mounting, nipping, etc. becomes excessive remove your him/her from the park.
 - Discourage digging and fill any holes made by your dog(s).
- Be prepared to socialize and share retrieval toys, frisbees and balls with other park visitors.

Leave the Following at Home

- Aggressive dogs
- Female Dogs while in heat
- Choke or prong collars
- Swimming pools or other water holding items
- Animals other than dogs
- Dog food, long lasting chew toys, bones and training treats
- Owner/guardian food, beverages and alcohol
- Glass containers
- Bicycles, skateboards, roller skates or blades, or any motorized devices except wheelchairs
- Devices that use an explosive force to propel a retrievable object

The Sycamore Park District Brian Bemis Family Dog Park is a smoke-free park.

The Sycamore Park District has the right to refuse the use of and revoke Brian Bemis Family Dog Park Annual or Daily Pass without refund for Dog(s) or dog owners/guardians displaying aggression or intimidating behavior toward other dogs or humans.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES AND TIMES FOR 2018: Recommend Adoption

BACKGROUND INFORMATION: Each year the Open Meetings Act calls for adoption and promotion of the Regular Meeting Dates and Times of the Sycamore Park District Board of Commissioners.

Attached you will find the recommended dates and times. Upon approval, the Recording Secretary will make these available to the local median and they will be posted on our website.

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Board of Commissioners
Meeting Schedule for 2018

Tuesday, January 30, 2018	6:00 p.m.
Tuesday, February 27, 2018	6:00 p.m.
Tuesday, March 27, 2018	6:00 p.m.
Tuesday, April 24, 2018	6:00 p.m.
Tuesday, May 22, 2018	6:00 p.m.
Tuesday, June 26, 2018	6:00 p.m.
Tuesday, July 24, 2018	6:00 p.m.
Tuesday, August 28, 2018	6:00 p.m.
Tuesday, September 25, 2018	6:00 p.m.
Tuesday, October 23, 2018	6:00 p.m.
Tuesday, November 27, 2018	6:00 p.m.
Tuesday, December 18, 2018	6:00 p.m.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF STAFF HOLIDAYS FOR 2018:
Recommend Adoption**

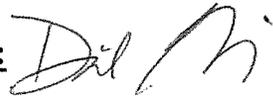
BACKGROUND INFORMATION:

Attached you will find the recommended Holidays as they are stated in our Personnel Manual.

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

HOLIDAYS – 2018

Monday, January 1 – New Year’s Day

Tuesday, January 2 – New Year’s Eve Observed

Monday, January 15 – Martin Luther King Day

Monday, February 19 – President’s Day

Monday, May 28 – Memorial Day

Wednesday, July 4 – Independence Day

Monday, September 3 – Labor Day

Monday, October 8 – Columbus Day OR

**Monday, November 12 – Veterans Day
Observed
(floating)**

Thursday, November 22 – Thanksgiving Day

Friday, November 23 – Day after Thanksgiving

Monday, December 24 – Christmas Eve

Tuesday, December 25 – Christmas Day

Monday, December 31 – New Years Eve

2019 HOLIDAY

Tuesday, January 1 – New Year’s Day

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: New Custodian and Customer Service Specialist Job Descriptions and Wages: Recommend Approval

BACKGROUND INFORMATION: The addition of the Legacy Campus requires additional staffing to help run and maintain the facilities. The following positions were approved previously by the Board in the Action 20/20 staffing plan. The full-time custodial position is responsible for recommending and maintaining cleaning standards, needs, and supplies for the Community Center and other District facilities, program equipment set up and take down, and supervision of part-time custodial staff. The two IMRF Customer Service Specialist positions are responsible for providing direct customer service, greeting and welcoming customers in person, as well as on the phone; providing high quality customer assistance; responding to inquiries as well as assisting with registration needs; and assisting with supervision, training, and scheduling of part-time customer service staff.

The detailed descriptions are attached to this recommendation.

The custodial position is full-time with an approved annual pay from the approved staffing plan of \$35,000 up to \$40,976 dependent on qualifications and years of experience. Full-time benefits include the IMRF retirement program, health and dental insurance coverage for employee only, group life insurance, disability insurance, and free use of facilities and most programs for employee and family.

The two IMRF eligible Customer Service Specialist positions are hourly positions with a starting rate of pay of \$12.00 per hour. IMRF part-time position benefits include the retirement program, and accruing 24 hours of vacation time and 24 hours of sick time per fiscal year after they have reached the required IMRF threshold for hours worked. This position also has the option to purchase the Park District health, dental, and disability

insurance at their own expense. Free use of facilities and program benefits are the same for IMRF positions as they are for full-time employees.

FISCAL IMPACT: \$45,184 annually for two IMRF eligible part-time Customer Service positions which includes District benefit expenses. The full-time Custodial position range with health and all other District benefit/payroll expenses included is \$51,500 to \$58,476. All of these will be budgeted in the FY2018 budget that the Board will review/approve early in 2018.

STAFF RECOMMENDATION: Approval of job descriptions

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities;
Meghan Jourden-Messerich, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Job Title: Customer Service Specialist – IMRF Eligible
 Department: Recreation
 Reports To: Recreation and Marketing Supervisor
 Prepared By: **Superintendent of Recreation**
 Prepared Date: **November 2017**
 Approved By: **BOC**
 Approved Date: December **2017**

Summary

Under the supervision of the Recreation and Marketing Supervisor with indirect supervision from the Superintendent of Finance & Business Services and Superintendent of Recreation Services, the Customer Service Specialist –IMRF Eligible—is responsible for providing direct customer service, greeting and welcoming customers in person as well as on the phone; provides high quality customer assistance; support to answer questions; respond to inquiries as well as assist with registration needs; and assists with supervision, training and scheduling of part-time customer service specialist staff. The Customer Service Specialist possesses a naturally friendly, enthusiastic, and patient disposition.

Essential Duties and Responsibilities

- Greet all visitors who come to the Community Center and provide assistance.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
- Ability to work independently.
- Assist with training, supervising, scheduling, and evaluation part-time and seasonal customer service staff.
- Assist with schedule and supervise conditions of facilities; such as set ups and breakdowns of facility equipment.
- Responsible for the collection and security of all recreation revenues.
- Responsible for program and membership registration, rental reservations, facility tour and program requests, including the accurate handling of fees.
- Operate various office machines such as copier, fax, telephone, postage meter, computer and printer as needed.
- Promptly answer phone calls and voicemails and either answer the question or direct calls to the appropriate District employee.
- Maintain a working knowledge of the registration, rental and POS system and the daily duties of that system including a cash drawer, cash daily sheets, processing income and deposits.
- Assist with maintaining of inventory of office supplies and equipment; distributes supplies and equipment, assists with ordering supplies and equipment for facilities and its programs.
- Conduct guided tours of Pathway Fitness and Community Center rental areas.
- Anticipate needs for successful operation of Community Center including, opening, closing and assist with light daily maintenance.
- Cultivate and uphold the park district mission and disseminate accurate information.
- Handle citizens' concerns by recording and forwarding complaints on to the appropriate department and maintain records with responses when available.
- Contact the proper maintenance personnel to repair the building or equipment when necessary.
- Keep a systematic file of records, reports, and correspondence as directed.
- Follow the Sycamore Park District policies, procedures, and guidelines.

- Continue education through trainings and workshops on new issues, trends, software, and procedures related to the field.
- Maintain current training and acuity with RecTrac in all facets of the operation.
- Maintain positive public relations.
- Attend meetings and in-service trainings as required.
- Perform other related duties and/or special projects as assigned.

Safety and Risk Management

- Maintains a working knowledge of all general agency and department-specific safety rules.
- 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.
- Uses material handling equipment or staff assistance when lifting and/or moving objects **50 pounds or heavier**.
- Uses gait belts, lifts or staff assistance whenever possible to reduce injury exposures when transferring, moving or lifting patrons.
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Uses protective gloves, masks and other personal protective equipment to prevent exposure to pathogens.
- Provides a department-specific safety orientation for new employees that include job instruction and ergonomic training.
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.

Supervisory Responsibilities

Assist direct supervisor with the supervision, scheduling, and training of Customer Service Specialist part time and seasonal positions. Maintain schedule of coverage for the front desk, and fill with substitutes or self to assure coverage as directed.

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 have ability 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

Must be 18 years of age; High School diploma or GED required with some college preferred. One year of clerical or general office experience. Basic knowledge of general office procedures. Basic knowledge of customer service standards. Good knowledge of pertinent safety precautions. Ability to respond to inquiries and requests received from the general public. Ability to maintain self-control and composure in difficult situations.

Language Skills

Excellent verbal communication skills. Ability to speak effectively before groups of customers or employees. Ability to follow directions and communicate verbally and in writing. Ability to read and understand materials printed in English.

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; registration processing systems word processing software and the Internet. Basic knowledge of Microsoft Office Suite, included Word and Excel, required.

Certificates, Licenses, Registrations

Must be certified in CPR/AED and First Aid or ability to become certified.

Physical Demands

The physical demands described here are representative of those that 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 occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to **30** pounds. The employee will assist patrons in moving, transferring and vehicle loading. The employee may occasionally need to perform physical patron-restraint techniques. Specific vision abilities required by this job include close vision, distance vision, color 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 various outside weather conditions including hot temperatures, humidity and cold. The noise level in the work environment is usually moderate.

SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Park District Buildings Custodian**
 Department: **Parks & Facilities**
 Reports To: **Fleet Mechanic and Facilities Foreman**
 Prepared By: **Superintendent of Parks and Facilities**
 Prepared Date: **November 2017**
 Approved By: **BOC**
 Approved Date: **December 2017**

Summary

The Buildings Custodian keeps all Sycamore Park District buildings and facilities clean, safe, and orderly by performing custodial work while performing other specialized duties as assigned. Responsible for performing the essential duties and 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 custodian must be able to work independently or with other staff as required to complete required tasks. Reporting to the Park District Fleet Mechanic and Facilities Foreman and coordinating with the Superintendent of Recreation, the Custodian is responsible for the efficient cleaning of all facilities that the Park District owns, operates, and maintains. There will be seasonal and part-time cleaning staff under the guidance of the Park District Building's Custodian.

Essential Duties and Responsibilities include the following. Other duties as assigned.

- Cleans snow, ice, and debris from entrance walk and lot of Community Center as needed in conjunction with park maintenance staff.
- Cleans lobbies, wash rooms, offices, meeting rooms, gym floor, walking track, common rooms, windows, bleacher areas, fitness facility, and other as assigned in community center.
- Maintains fitness facility specialized equipment, attends sanctioned equipment manufacturer trainings/seminars/clinics/workshops to keep current on proper care of same.
- Cleans other facilities on a schedule including the golf course clubhouse, maintenance facility, WPA shelter. Includes wash rooms, carpets, common rooms, windows, other as assigned.
- Cleans and performs basic maintenance on fitness equipment.
- Sweeps, mops, floor scrubs, vacuums, all floor areas.
- Empties trash containers consistently.
- Maintains building, performs minor repair and maintenance tasks such as HVAC filter changes, plumbing, electrical, minor carpentry as needed.
- Notifies supervisor regarding the need for repairs and coordinates for contractor repair projects.
- Perform needed programming or special event set up alone or in conjunction with other custodial or Park District Staff.
- Operates and maintains mechanical floor scrubber and other custodial equipment. Operates Park District trucks and turf vehicles on occasion which can include snow plowing.
- Performs basic written inspections of building mechanical systems.
- Provides written cleaning schedules and plans for all buildings and sees to their timely completion.
- Orders needed cleaning chemicals, paper products, soap, etc within budget and helps develop

annual operating budget per District purchasing policies.

- Hires and supervises part-time staff to work as needed to keep facilities clean all week.
- Available to work additional and varied hours upon request.
- Perform other related duties and/or special projects as assigned.
- Maintains a strong customer-service orientation and represents the Sycamore Park District in a positive way at all times.

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

Part-time, non-IMRF, custodial position

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. Job hours may vary based on facility needs and programming.
- 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

A minimum of a High school diploma or general education degree (GED) and one year of related custodial experience and/or training preferred. General knowledge of HVAC, electrical, plumbing, carpentry repairs preferred. Candidate must also possess a valid State of Illinois Driver' License. Must be in good physical condition and have sufficient strength to perform manual labor as 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.

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 occasionally lift and/or

move up to 50 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.

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT COMMUNITY CENTER OPERATION HOURS RECOMMENDATION

BACKGROUND INFORMATION: The goal of the Community Center Operation Hours Committee is to identify and recommend operation hours for the new Community Center that meet and support customer service, facility supervision, facility and program safety, and program staff support with program/services scheduled past service desk hours.

The Committee reviewed and considered the following in preparing the recommendation for building hours of the Community Center:

1) Sycamore Park District recreation program and league schedule history:

Projected Community Center Program Schedule**

	Monday - Friday	Saturday	Sunday
Winter/Spring	6am-9pm*	8am-6pm	10am-5pm
Summer	6am-9pm	8am-6pm	10am-5pm
Fall	6am-9pm*	8am-6pm	10am-5pm

** Projected hours were established using the facility usage schedule of programs that ran for 2015 winter/spring, summer and fall seasons at the former Community Center located at 138 Fair St., Sycamore.

- Pathway Fitness and Track Membership hours available 24 hours a day, seven days a week.
- Daily, Pre-Pay Card and Pass holder hours available during Building Hours only
- Rentals, Special Events and Leagues extending past Service/Community Center Building Hours are responsible for scheduled Recreation Attendant to assist with management of rental, event, or league. Superintendent of Recreation/Director approval may be required for extended programming.

- Monday, Wednesday & Thursdays: SPD Volleyball League. One hour games beginning at 6pm. Allow 5-10 minute transition between games.

2) Operation hours of other recreation services and facilities located on Legacy Campus Community Center staff will support; customer service, collection of fees for use of fee base amenities, and monitoring safe use of services.

Recreation Campus Services Supported by Community Center Staff

- Splash Fountain: Membership and daily usage pass sales available for purchase during scheduled Community Center Building Hours.
- Northwestern Medicine Sled Hill
 - Free amenity
 - If hill is posted as Closed, sledding is prohibited. Sled Hill closures include, but are not limited to weather/surface conditions
 - ADA access available during scheduled Community Center building hours only
- Brian Bemis Family Dog Park
 - Membership and daily usage pass sales available for purchase during scheduled Community Center Building Hours and scheduled operation hours at the Sycamore City Building
 - Daily usage fees accepted at Dog Park in the collection box during regularly scheduled and closed Community Center building hours

3) Research of local park district operation hours of like services and amenities.

Recommended Community Center Hours of Operation

- Service Desk and Program Hours: 92 hours per week
- Pathway Fitness and Track: Members; 168 hours per week, Non-Members; 92 hours per week

Community Center Building Hours	Community Center Service Desk Hours	Pathway Fitness & Track Member Hours
Monday – Friday: 6am – 9pm	Monday – Friday: 6am – 9pm	Monday – Sunday: 12am – 11:59pm
Saturday: 8am – 6pm	Saturday: 8am – 6pm	
Sunday: 10am – 5pm	Sunday: 10am – 5pm	

- Shortened Hours: Christmas Eve and New Year’s Eve: 7am-1pm
- Holiday Closings: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Community Center Staff Schedule/Expectations:

- Community Center Custodial Staff:
Role: To ensure clean and sanitary conditions of facility and the set-up and break-down of facility equipment. Custodial staff duties extend to all District facilities, with at least one staff person generally present at the Community Center between 8am/9am to close. Extended hours for scheduled District league play and rentals.
- Program Staff: during scheduled programs
Role: Responsible for planning, organizing, and implementing daily program activities.
- Service Staff: see Service Hours above. Extended hours for scheduled rentals.
Role: Greet and direct visitors in person and on the phone while answering park district amenities, facility and program questions honestly and accurately. Register participants for programs and the collection and security of all recreation registration revenues. Assist with building walk thrus and basic facility cleanliness and care.

STAFF RECOMMENDATION: Staff recommend approval of Sycamore Park District Community Center hours of operation:

- Building:
 - Monday – Friday, 6am–9pm, Saturday, 8am-6pm, and Sunday 10am-5pm
 - Shortened Hours: Christmas Eve and New Year’s Eve: 7am-1pm

- Holiday Closings: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- Pathway Fitness: 24 hours per day, seven days per week for active Pathway Fitness and Track Members only.

FISCAL IMPACT: The fiscal impact of these hours and of the other policies/procedures adopted at the December 19, 2017 Regular Meeting will be reflected in the new Operating Budget which will be presented to the Board in January of 2018. Our goal, on this front, is to stay within the funds previously approved by the Board for Action 2020, AND perhaps improve on that by generating new revenue from operations.

PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: MEMBERSHIP, PASS, and DAILY FEES; SERVICES and TERMS; OPERATION DETAILS at COMMUNITY CENTER/PATHWAY FITNESS: Recommended Approval

BACKGROUND INFORMATION:

As the opening of the Community Center approaches, staff reviewed fitness services and fees offered at the old Community Center located on Fair Street, researched local competitors and park districts with like services to assist with the development and recommendation for service age requirements, joining and user terms, benefits of the different Membership, Pass, Pre-pay Card, and Daily Admittance use options, and payment types and fees for amenities at the new Community Center on Airport Road; Pathway Fitness, Track, and Open Gym.

Throughout the process staff continued to ensure to have joining options for all ages to engage and participate in at the new Community Center. Keeping the vision and mission of the new Community Center as a family friendly and inclusive facility.

Attached is a comprehensive outline with recommendations for Pathway Fitness, Track, and Open Gym:

- Service Age Requirements
- Joining and User Terms
- Membership Benefits and Terms
- Payment Types and Fees

Pathway Fitness

The mission of Pathway Fitness is to provide a healthy lifestyle that meets each individual user's unique needs and fitness goals. Different membership, pass, pre-pay card, and daily admittance use options provide a

variety of paths to assist in creating a package that best meets the customer's needs. 24-hour or scheduled building hour only access to the Pathway Fitness (fitness center), track, and scheduled open gym times are available for age 14+. Specialty terms of use are noted for ages 14-15 and 18+ for Membership, Pass, Pre-pay Card, and Daily Admittance use options as recommended by

- Professional Healthcare staff at Northwestern Medicine
- Park District Risk Management Agency, PDRMA

To assist in the development of membership and pass types, fees, and joining and user terms staff researched:

- Park Districts of like size and services offered: DeKalb, Genoa, Geneva, St. Charles, Carol Stream, and Bartlett
- Local facilities: Sycamore Elite Fitness, Anytime Fitness, Charter Fitness, Fitzworkz, and Kishwaukee YMCA
- Old Community Center Fitness Center hours, services, equipment and fees

Membership and Pass options outlined in the attached recommendation are competitive and aligned with local competition and park districts with like services. It is also felt that the increase proposed in the PASS type fee compared to the old Community Center Fitness Center Membership is comparable and justified with the increase of hours of operation, footprint, equipment, amenities and services Pathway Fitness will offer.

- Pathway Fitness has 24-hour and building hour only (92-hours per week) package options. The old Community Center operated 91.5 hours per week.
- Increased footprint: 738 square feet of more cardio and strength equipment (Pathway Fitness: 2,400+ sq. ft., former Fitness Center: 1,662 sq. ft.).
- Increase cardiovascular equipment with individual embedded viewing screens; added one treadmill, two ellipticals, one adaptive motion trainer, one bike, and one rower.
- PASS option includes: Pathway Fitness Pass; use of the fitness center, track (new), and scheduled open gym (new) during scheduled building hours (92-hours per week).
- Additional services added include fitness assessments and quarterly health and wellness education seminars performed by Northwestern Medicine, new member orientations by a Park District certified

Personal Trainer, Personal Training packages, and discount on select group fitness classes.

To give the Board a sense of how our proposed fees compare to our prior facility, the chart, below, shows rates for similar time access between the two—old and new:

PASS Types – Annual	Old Fitness Center (Res./Non-Res.)	Pathway Fitness (Res./Non-Res.)
Adult – Individual	\$125/\$188	\$216/\$324
Adult – Additional Household Memb.	N/A	\$108/\$162
Senior – Individual	\$100/\$150	\$173/\$260
Senior – Additional Household Memb.	N/A	\$86/\$129
Youth – Individual	\$47/\$71	N/A
Youth – Additional Household Memb.	N/A	N/A

Track

Walk or run year-round on the new indoor track. Different membership, pass, and daily admittance use options provide 24-hour or scheduled building hour only access, (92-hours per week). This amenity is included in the Pathway Membership, Pathway Fitness Pass, Track Membership, Track Pass, and Daily admittance use option for ages 10+. Specialty terms of use are noted for age 10-11 and 18+ for membership and pass types.

To assist in the development of membership and pass types, fees, and joining and user terms staff researched:

- Park Districts of like size and services offered: DeKalb, Geneva, Carol Stream, and Bartlett
- Local recreation facilities: Kishwaukee YMCA

Membership and Pass options and fees outlined in the attached recommendation are competitive and aligned with park districts with like services. Staff feel confident the fees proposed are reasonable for terms and timeframe services that will be provided.

Open Gym

Shoot some hoops, fit in a pick-up game, try a new sport activity, meet up with friends, make new friends, or bring your little ones to release their wiggles and giggles with some playtime fun during scheduled Open Gym. Different pre-pay card and daily admittance use options provide scheduled building hour only access (92-hours per week). This service is included in the Pathway Membership, Pathway Fitness Pass, Open Gym Pre-pay Card, and Daily Admittance use options for all ages. Specialty terms of use are noted for all age 9 and 18+ for membership and pass types.

To assist in the development of membership and pass types, fees, and joining and user terms staff researched:

- Park Districts of like size or services offered: DeKalb, Geneva, St. Charles, Carol Stream, and Bartlett
- Local facilities: Kishwaukee YMCA

Membership and Pass options and fees outlined in the attached recommendation are competitive and aligned with park districts with like services. Staff feel confident the fees proposed are reasonable for terms and timeframe services that will be provided.

STAFF RECOMMENDATION: PLEASE REFER TO THE ATACHED DETAILS: Staff request approval of the Membership, Pass, Daily Fees; Services and Terms; Operation Details at the Community Center: Pathway Fitness, Track, and Open Gym effective January 2018.

FISCAL IMPACT: The total cost is as follows:

With the proposed fee model outlined for Pathway Fitness, Track, and Open Gym, a generated gross revenue of \$111,686 was proposed in the first draft of the 2018 budget. Projected gross revenue is subject to change with the final Board approval of the 2018 Operating Budget.

PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation, Kirk Lundbeck, Superintendent of Golf, Lisa Metcalf, Recreation Supervisor, Sarah Rex, Marketing and Recreation Supervisor, and Hillary Allton, SPD Graduate Assistant.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



**Membership, Pass, and Daily
Fees; Services and Terms, Operation Details at Community Center/Pathway Fitness**

Service Age Requirement

Service	Age 18+	Age 14-17	Age 10+	Age 9 & under
Membership (24-hour Access)				
Pathway Fitness	X			
Track	X			
Pass Type (Operating Hours Only)				
Pathway Fitness	X	X		
Track	X	X	X	
Open Gym	X	X	X	X
Daily Rate (Operating Hours Only)				
Fitness Center	X	X		
Track	X	X	X	
Open Gym	X	X	X	X

Users must abide by park district rules, regulations and policy and abide by Illinois State Curfew Act.

Joining and User Terms

Daily Fee

Include accessibility of use to specified service during building hours only. Minimum age requirement, varies and abide by terms of use noted in grid above and in terms below.

Pre-Pay Card

Include accessibility of use to specified service during building hours only. Pre-paid use of service for specific number of uses. Minimum age requirement, varies.

Open Gym Pre-Pay Card: Open gym hours are determined and scheduled by park district. Children age 9 and under must be accompanied by an individual 16+ to be able to participate in open gym. Both participants must pay the open gym fee.

Pathway Fitness Pre-Pay Card: Minimum/Maximum age requirement 14+ years Old. Access to Fitness Center and Track during building hours only. Age 14-15 are required to complete the Teen Fitness program prior to use of Pathway Fitness – fee base. Review of facility rules and regulations

- Introduction of use of cardio and strength equipment
- Instruction on the fundamentals of weight training, strength training, aerobic training, and overall fitness training and conditioning

- Instruction on proper technique, education on various muscle groups
Max 10 Teen Daily Users at one time

Pass Types

Include accessibility of use to specified service during building hours only. Minimum age requirement, varies.

Pathway Fitness: Age 14+. Age 14-15 with completion of Teen Fitness program required prior to use of Pathway Fitness – fee base

Track Pass: Age 10+. Children age 10-11 must be accompanied by individual 16+ to be able to use the track

Open Gym Pass: Open gym hours are determined and scheduled by the park district. Children age 9 and under must be accompanied by an individual 16+ to be able to participant in open gym. Both participants must pay the open gym fee.

FREE Open Gym

- Pathway Fitness members play for free! Play basketball, volleyball, or pickleball during open gym hours, all included in your Pathway Fitness Membership.
- Youth Open Gym
 - FREE open gym for resident youth on CUSD #427 Snow Days
 - FREE open gym one designated day of the week the month of July (NRPA Park & Rec Month Initiative)

Membership Types

Include accessibility of use to specified service 24 hours per day, 7 days a week. Minimum age requirement, 18 years old.

Pathway Fitness Membership, includes:

- 24-hour access to fitness center and track
- Scheduled open gym
- Fitness Center Orientation conducted by Park District fitness staff member
- Fitness Assessment by Northwestern Medicine
- Added Incentive:
 - 20% discount on select group exercise programs
 - One free Personal Training Consultation following Fitness Assessment

Track Membership, includes:

- 24-hours access to indoor track

Future Opportunities - District Wide Membership Option

- Buy passes all at once and receive a discount on supporting the district as a whole
- All District Membership – Annual
 - Includes: Golf, Community Pool, Splash Fountain, and Pathway Fitness

Payment Types & Fees

Daily Usage Fee	Age	Payment Type	Resident	Non-Resident
Pathway Fitness & Track	Age 16+	Pay in Full – Daily	\$9	\$14
Track	Age 10+	Pay in Full – Daily	\$2	\$3
Open Gym	Age 17 & under	Pay in Full – Daily	\$3	\$6

- Fee is non-refundable
- Fee is per person
- Non-Resident rate is 150% of resident rate

Pre-Pay Card	Age	Payment Type	Resident	Non-Resident
Pathway Fitness	Age 14+	Pay in Full – 12 visits	\$89	\$134
Open Gym	Age 17 & under	Pay in Full – 5 visits	\$12	\$18

Pathway Fitness

- Daily Rate: $\$9.00 \times 12 = \108
- Two free admittance with Pre-pay Card

Open Gym

- Daily Rate: $\$3.00 \times 5 = \15
- One free admittance with Pre-pay Card

Terms:

- Payment due in full at the time of purchase
- Card is non-refundable
- Pre-pay Card may be used for admittance of non-pass holder with the holder present and age requirements and terms of use met for guest user
- Card expires one year from date of purchase
- Non-Resident rate is 150% of resident rate

Pass Benefits

Passes valid during Community Center regularly scheduled building hours only. Pass expires one year from date of purchase.

Pass holders will have 75 hours less than 24-hour access per week members; 20% of operating hours.

Pathway Fitness Pass Benefits:

- Scheduled open gym
- Fitness Center Orientation conducted by Park District fitness staff member
- Fitness Assessment by Northwestern Medicine
- Added Incentive:
 - 20% discount on select group exercise programs
 - One free Personal Training Consultation following Fitness Assessment

Pass – Pathway Fitness	Age	Payment Type	Resident	Non-Resident
Individual	Age 14-61	Annually paid in full	\$216	\$324
Additional Household Member (per person)	Age 62+	Annually paid in full	\$108	\$162
Senior	Age 62+	Annually paid in full	\$173	\$260
Additional Household Member (per person)	Age 62+	Annually paid in full	\$86	\$129

Pass – Pathway Fitness	Age	Payment Type	Resident	Non-Resident
Individual	Age 14-61	Monthly EFT/12 mo.	\$20/\$240	\$30/\$360
Additional Household Member (per person)	Age 62+	Monthly EFT/12 mo.	\$10/\$120	\$15/\$180
Senior	Age 62+	Monthly EFT/12 mo.	\$16/\$192	\$24/\$288
Additional Household Member (per person)	Age 62+	Monthly EFT/12 mo.	\$8/\$96	\$12/\$144

- Pathway Fitness Pass is factored using 20% of Pathway Fitness Membership rate
- Pay in Full rate reflects an 10% savings from Electronic Funds Transfer (EFT) monthly option
- EFT monthly payment reflects an 10% increase from EFT monthly option
- Additional Household Member rate is 50% of Individual rate
- 62+ membership is 20% less than the Individual Member age 16-61 resident rate
- Non-resident rate is 150% of resident

Terms:

- Additional household member must reside at the same residence as Individual Member to receive the reduce membership rate. The “Individual” and “Additional Member” fee structure applies to all memberships and/or passes purchased by a household. Once the membership or pass of the greatest value is purchased, all others residing in that household will receive the “Additional Household Member” rate for their membership or pass.
- The highest rate will be issued for the first member in the household with applicable additional household member rate applied accordingly. i.e.: two or more individuals reside in the same household, one is age 62 or older and the second 61 or younger. The main member on the account will be the younger of the two.
- Membership/Pass Freeze Requests
 - No Membership/Pass Freeze fee
 - Request will be accepted for Medical or Military Leave. Written note from doctor may be required for Medical Freeze requests.
 - Approval of freeze may be accommodated for up to three (3) months two (2) times per year
 - Request must be submitted in writing a minimum of 10 days prior to timeframe requested
- Membership/Pass Cancellation Requests
 - Annual Paid in full
 - No cancellation fees
 - Remain active unless cancelled by holder
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation
 - Annual with Monthly EFT/12 mo.
 - No cancellation fees
 - No refund issued first three months of activation
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation

Pass	Age	Payment Type	Resident	Non-Resident
Track	Age 10+	Annual – Pay in Full	\$59	\$89
Open Gym	All Ages	Annual – Pay in Full	\$48	\$72

Track

- Track Pass is factored using 20% of Track Membership rate
Pass holders will have 75 hours less than 24-hour access per week Members; 20% of operating hours
- Savings off Daily rate after approximately 27 uses of pass
- Non-resident rate is 150% of resident
- The “Individual” and “Additional Member” fee structure applies to all memberships and/or passes purchased by a household. Once the membership or

pass of the greatest value is purchased, all others residing in that household will receive the “Additional Household Member” rate for their membership or pass.

- Track Gym Membership/Pass Cancellation Requests
 - No cancellation fees
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation

Open Gym

- Factored using 66.5% of daily rate, \$1.00
- Estimated 4 Open Gyms attended per month * 12 months = 48 open gyms
- Annual savings, \$96, estimated 32 open gyms
- Non-resident rate is 150% of resident
- The “Individual” and “Additional Member” fee structure applies to all memberships and/or passes purchased by a household. Once the membership or pass of the greatest value is purchased, all others residing in that household will receive the “Additional Household Member” rate for their membership or pass.
- Open Gym Membership/Pass Cancellation Requests
 - No cancellation fees
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation

Member Benefits

Memberships are valid 24 hours per day, 7 days per week. Memberships are valid one year from the date of purchase.

Pathway Fitness Membership Benefits:

- Scheduled open gym
- Fitness Center Orientation conducted by Park District fitness staff member
- Fitness Assessment by Northwestern Medicine
- Added Incentive:
 - 20% discount on select group exercise programs
 - One free Personal Training Consultation following Fitness Assessment

Pathway Fitness Membership	Age	Payment Type	Resident	Non-Resident
Individual Member	Age 18-61	Annual – Pay in Full	\$270	\$405
Additional Household Member (per person)	Age 18-61	Annual – Pay in Full	\$135	\$203
Senior (per person)	Age 62+	Annual – Pay in Full	\$216	\$324
Additional Household Member (per person)	Age 62+	Annual – Pay in Full	\$108	\$162

Pathway Fitness Membership	Age	Payment Type	Resident	Non-Resident
Individual Member	Age 18-61	Annual – EFT mo.	\$25/\$300	\$38/\$456
Additional Household Member (per person)	Age 18-61	Annual – EFT mo.	\$12/\$144	\$18/\$216
Senior (per person)	Age 62+	Annual – EFT mo.	\$20/\$240	\$30/\$360
Additional Household Member (per person)	Age 62+	Annual – EFT mo.	\$10/\$120	\$15/\$180

- Additional Household Member rate is 50% of Individual rate
- Pay in Full rate reflects an 10% savings from Electronic Funds Transfer (EFT) monthly option
- EFT monthly payment reflects an 10% increase from EFT monthly option
- 62+ membership is 20% less than the Individual Member age 16-61 resident rate

Terms:

- Additional household member must reside at the same residence as Individual Member to receive the reduce membership rate. The “Individual” and “Additional Member” fee structure applies to all memberships and/or passes purchased by a household. Once the membership or pass of the greatest value is purchased, all others residing in that household will receive the “Additional Household Member” rate for their membership or pass.
- The highest rate will be issued for the first member in the household with applicable additional household member rate applied accordingly. i.e.: two or

more individuals reside in the same household, one is age 62 or older and the second 61 or younger. The main member on the account will be the younger of the two.

- Membership/Pass Freeze Requests
 - No Membership/Pass Freeze fee
 - Request will be accepted for Medical or Military Leave. Written note from doctor may be required for Medical Freeze requests.
 - Approval of freeze may be accommodated for up to three (3) months two (2) times per year
 - Request must be submitted in writing a minimum of 10 days prior to timeframe requested
- Membership/Pass Cancellation Requests
 - Annual Paid in full
 - No cancellation fees
 - Remain active unless cancelled by holder
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation
 - Annual with Monthly EFT/12 mo.
 - No cancellation fees
 - No refund issued first three months of activation
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation

Track Membership	Age	Payment Type	Resident	Non-Resident
Individual (per person)	Age 18+	Annual – Pay in Full	\$75	\$113

- Track Membership is factored using 74% of Daily rate, \$0.52
- Estimated use of pass, three times per week, \$1.56 per week * 48 weeks
- Savings off Daily rate after approximately 37 uses of pass
- Non-resident rate is 150% of resident
- The “Individual” and “Additional Member” fee structure applies to all memberships and/or passes purchased by a household. Once the membership or pass of the greatest value is purchased, all others residing in that household will receive the “Additional Household Member” rate for their membership or pass.

Terms:

- Membership valid one year from the date of purchase
- Membership valid 24 hours per day, 7 days per week
- Annual – paid in full
- Membership Freeze
 - Request must be submitted in writing a minimum of 10 days prior to the next billing date

- EFT monthly Membership/Pass freeze date must start and end on EFT pay draft days

Membership/Pass Freeze Requests

- No Membership/Pass Freeze fee
- Request will be accepted for Medical or Military Leave. Written note from doctor may be required for Medical Freeze requests.
- Approval of freeze may be accommodated for up to three (3) months two (2) times per year
- Request must be submitted in writing a minimum of 10 days prior to timeframe requested
- Membership/Pass Cancellation Requests
 - Annual Paid in full
 - No cancellation fees
 - Remain active unless cancelled by holder
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation
 - Annual with Monthly EFT/12 mo.
 - No cancellation fees
 - No refund issued first three months of activation
 - Written notice is required
 - Refund issued for the number of full months remaining at time of cancellation

Corporate Membership Rate

- Align Pathway Fitness Membership with current district practice
- No corporate rates for Pass, Pre-Pay Card and Daily rates

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AQUATIC FEES AND OPERATION DETAILS: **Recommended Approval**

BACKGROUND INFORMATION: As aquatic facilities grow at the Sycamore Park District with the oncoming of Splash Fountain, staff reviewed the current Community Pool daily fees, pass fees and services. Staff researched other district splashpad fee structures, and like districts with comparable aquatic amenities to assist with the recommendations for:

- Aquatic season—open and close dates
- Hours of operation
- Facility minimum opening temperature
- Aquatic pass types
- Fees: daily admission, rental, group outing, and birthday party packages
- And terms/policies for the same.

Staff have felt for several years that a “re-look” at fees/policies for our existing pool was necessary, but we decided to wait to the opening of the splashpad (Splash Fountain) to use it as a natural moment of change, and to afford the ability to “package” items with an eye toward revenue management, cost sharing, and shared supervision. To do this, staff worked on gathering a significant amount of information:

Splashpads researched include:

- Free Parks: Prairie Point (Oswego), Phillips Park (Aurora), Moore Park (Geneva), Hawks Hollow (Geneva), Festival Park (Elgin), Hudson Corner (Woodridge), Fountain Square (Elk Grove), Dragonfly Landing (Lisle) Sunny Hill (Streamwood), Leiseberg Park and Blue Heron Park (Bartlett), Doty Park (Belvidere), Volunteer Park and Boucher Park (Romeoville), Sunset Park (Lake in the Hill), Village Green (Plainfield), and McCaslin Park (Carol Stream)

- Fee Base Parks: Maryknoll (Glen Ellyn), Ty Warner (Westmont), Cantigny Park (Wheaton), Otter Cove Aquatic Park (St. Charles), and Mundelein Park (Mundelein)

Aquatic facilities with pool and splashpad amenities include:

- Hopkins Pool, DeKalb Park District
- Otter Cove Aquatic Park, St. Charles Park District
- Cypress Cove, Woodridge Park District

Attached is a comprehensive outline with our recommendations for:

- Operating Season for the Community Pool and Splash Fountain
- Daily Admittance fee structure revision for the Community Pool
- Daily Admittance fee structure for Splash Fountain
- An inclusive aquatic fee structure that provides access to both the Community Pool and Splash Fountain

Daily Admission and Aquatic Pass Fees

Daily Admissions

Staff recommend a revision to the daily admittance rates for the Community Pool. Pool Capacity is based on bather load, not age of user. The age of a patron does not change pool capacity. Also with the addition of Splash Fountain, simplifying the rate structure may assist with the ease of staff in promotion of users to visit both facilities in the same day.

Aquatic Passes

The Community Pool has an operating season of 74 days. An additional 54 days will be added to the aquatic season with the oncoming of Splash Fountain. Increasing the aquatic season to 128 days. To be clear: The Community Pool will still have a shorter season than Splash Fountain.

We believe that the best structure, moving forward is to:

1. Have an All Access Aquatic Pass, combined with
2. A NEW “Pre-Pay Card”, that can be used for those who just want to access SPLASH FOUNTAIN, but it still can be used at the Community Pool, for those who still just wish to use that facility!

The pass fee structure proposed for the All Access Aquatic Pass was calculated by beginning to work toward the 40% contribution to overhead—

or markup (the fee policy previously approved by the Board) and, using the pass fee structure that currently exists (2017 Rates) for the Community Pool. This resulted in a \$50 increase of the individual resident rate (2017) at the pool, or from \$69 up to \$119. Staff felt this was high in comparison to local competition and an unrealistic increase in just one year even with the added services of Splash Fountain. Therefore, the fee proposed reflects only a \$20 increase of the current individual pass fee, with no change to the additional household pass markup. The recommended pass fee also keeps the District aligned with other local aquatic facilities.

Park District	Sycamore Park District <small>(res/non-res)</small>	DeKalb Park District <small>(res/non-res)</small>	Genoa Park District <small>(res/non-res)</small>
First Pass Holder Rate	\$89/\$134	\$61/\$88	\$73/\$124

Rates and structure of membership options vary for each additional household number.

The new Pre-pay Card, presented in the attachment to this Staff Recommendation, is an alternative option for users who may want to use just the Splashpad, or that are undecided about purchasing an All Access Pass. Furthermore, it is an alternative option for families that have a family member that may not reap the full advantage of a season pass, or an increased affordable option for families to invite out of town guests to enjoy the aquatic amenities together during the season. Details for this “new” option are in the attachments.

STAFF RECOMMENDATION: PLEASE REFER TO THE ATTACHED DETAILS: Staff requests approval of operating season and hours for the Community Pool and Splash Fountain, Aquatic All Access Pass, Pre-Pay Card, and Daily Admission Fee for the Community Pool and Splash Fountain effective the 2018 season.

FISCAL IMPACT: The total cost is as follows:

Pending Board final approval of the 2018 Budget, with the new proposed daily and pass fee model, the aquatic operation is projected to generate an additional \$11,006 in gross revenue, (2017: \$33,780, 2018: \$44,786) for the 2018 season.

PREPARED BY: Meg Jourden-Messerich, Superintendent of Recreation,
Kirk Lundbeck, Superintendent of Golf, Lisa Metcalf, Recreation
Supervisor, Sarah Rex, Marketing and Recreation Supervisor, and Hillary
Allton, Park District Graduate Assistant

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Sycamore Park District
Aquatic Season of Operation and Fees Recommendation

Daily Admittance Fees

Community Pool

Recommend alignment of Age 4-17 and Age 18+ daily admission rates. Pool Capacity is based on bather load, not age of user. The age of a patron does not change pool capacity.

Age	2017 Daily Admission		2018 Admission Rate	
	Res	Non-Res	Res.	Non-Res
Age 3 & Under	Free	Free	Free	Free
Age 4-17	\$5.25	\$7.75	\$5	\$8
Age 18-61	\$6.50	\$9.75	\$5	\$8
Age 62+ (age revised 2018 season) ^Y	\$1.50	\$2.50	\$5	\$8
Late Swim (M-F, 6-8pm)	\$2.75	\$4	\$3	\$5

Splash Fountain

Age	Res	Non-Res
6 mo. & under	Free	Free
Age 7 mo. & up	\$2	\$4

Maximum of three children under the age of 18 per paying adult age 18+. All persons entering must pay—unless they are the age which has no fee. Adult supervision must be provided, on-site, paying, and within the fenced enclosure of Splash Fountain.

Season Pass Options

Sycamore Park District Aquatic All Access Pass

- Admittance to Community Pool during regularly scheduled season Open Swim and Late Swim

- Admittance into Splash Fountain during regularly scheduled season hours
- Season Passes are non-refundable
- Season Passes valid for the season in which purchased
- Early Bird, 10% discount off regular pass rate March and April
- Regular Pass rate May – July
- New: End of Season Pass, 54% of regular season rate August 1 – end of season

Sycamore Park District Aquatic All Access 15 visit Pre-pay Card

- Admittance to Community Pool during regularly scheduled season Open Swim and Late Swim
- Admittance into Splash Fountain during regularly scheduled season hours
- Pre-pay Card is non-refundable
- Pre-pay Card may be used for admittance of non-pass holder with the holder present
- Early Bird discount and half-price rates not available
- Each entry and re-entry are one use of the 15 pre-paid visits
- A single pre-paid visit will be used per person per facility. A single pre-paid visit is not valid for admittance to Community Pool and Splashpad. Entry to each counts as one visit—even on the same day.

Recommended Pass Rates

Sycamore Park District Aquatic All Fun Access Pass

Early Bird Rate Season Pass	2017 Comm. Pool Pass Rate		2018 All Aquatic Access Pass	
	Res	Non-Res	Res.	Non-Res
Individual	\$62	\$93	\$80	\$120
Additional Household Member	\$32	\$48	\$32	\$48
Age 62+	\$29	\$44	\$37	\$56

Regular Rate Season Pass	2017 Comm. Pool Pass Rate		2018 All Aquatic Access Pass	
	Res	Non-Res	Res.	Non-Res
Individual	\$69	\$103	\$89	\$134
Additional Household Member	\$36	\$57	\$36	\$54
Age 62+	\$32	\$48	\$42	\$63

NEW 2018: End of Season Pass	2018 All Aquatic Access Pass	
	Res.	Non-Res
Individual	\$41	\$62
Additional Household Member	\$21	\$32
Age 62+	\$32	\$48

Early Bird rate is 10% of the Regular Season rate rounded to the nearest dollar. End of Season rate is 54% of the Regular Season rate rounded to the nearest dollar.

Regular Season Rate Equation

- 2017 operative season for the Community Pool was 74 days. An additional 54 days is being added to the aquatic season with opening of Splash Fountain.
- Increase Pool Pass fee was calculated by
74 days in a season, divided by resident pass rate = daily rate for pass holders
128 days in a season (74+54), multiply by resident daily pass rate = new Resident Pass Rate
128 days in a season (Community Pool plus difference for Splash Fountain season), multiply by resident daily pass rate (\$0.23 less than 2017 season actual daily rate per pass fee, \$0.93/\$0.49/ \$0.43) = new Resident Pass Rate

- With the past Season Pass fee model, a price break to the paying the daily admission rate was see with 10+ uses of the pass. The new Season Pass fee model reflects a savings with 12+ uses.

Sycamore Park District Aquatic All Fun Access 15 Pre-pay Card

This pass is like a “cash card”, but it deducts the same amount whether you enter the Splashpad or the Community Pool: \$5

However, the customer just knows they can use it at either site, and affords them an option to purchasing an ALL ACCESS Pass, or just paying daily admission.

Pre-pay pass per visit rate is \$5; \$4 allocated to Community Pool, \$1 allocated to Splash Fountain

Recommended Pre-Pay Card Fees:

	RES/NR <small>(res/non-res)</small>	15 Pre-Pay Visit Pass <small>(res/non-res)</small>
Daily Admission – Community Pool	\$5/\$8	\$75/\$113
Daily Admission – Splash Fountain	\$2/\$4	

Season and Operation Hours for Each Facility Defined

SPLASH FOUNTAIN

The recommended season for Splash Fountain is from Saturday Memorial Day Weekend to the last Sunday in September.

Monday – Friday	Regular Season: 10am-8pm September: 12pm-6pm
Saturday	Regular Season: 10am-6pm September: 12pm-6pm
Sunday	Regular Season: 10am-5pm September: 12pm-5pm
Memorial Day	12pm-5pm
4 th of July	12pm-5pm
Labor Day	12pm-5pm
Total hours of operation per week	Regular Season: 65 hours September: 41 hours

Last admittance 30 minutes prior to close.

Minimum Temperature: The splashpad is operated using a timer system to control when water is filtered through the pipes at pre-determined time each day during the operating season and length of time for interactive features to work when activated by a facility user. The interactive features are controlled by a sensor/play on/off switch to turn on. No external minimum temperature posted.

COMMUNITY POOL

The recommended season for the Community Pool is from the first Saturday of June to day prior to CUSD #427 first day of school

*Monday – Friday	12pm-5pm and 6pm-8pm
Saturday	12pm-5pm
Sunday	12pm-5pm
4 th of July	12pm-5pm
Total hours of operation per week	45 hours

*Swim Lessons scheduled Monday-Friday 5pm-6pm. Lessons cancelled by the park district will be made up on Friday.

Minimum Temperature: Open Swim: 70 degrees Fahrenheit. Swim Lessons: 65 degrees Fahrenheit (new 2018).

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 10-2017:
Recommend approval

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 05-2017 that indicated the estimated amount to be collected in 2018. The most current EAV estimate received from the county is only slightly different than the one on which the resolution was based. I did make some minor adjustments to the numbers in the resolution. After completing the first draft of the 2018 Operating Budget, I found I needed to reduce the IMRF levy and increase the Social Security levy. I reduced the Recreation levy by \$6,000 to balance the levy.

Included is a copy of the ordinance, as well as the additional required documentation: Certification of Minutes and Certificate of Compliance with the Illinois Truth in Taxation Law.

FISCAL IMPACT: The amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$2,600,300 for 2017. My estimate of what the District will actually receive if there is no change in the EAV, is approximately \$2,574,000 which is an increase of approximately \$97,000 over what was collected in the current fiscal year—or approximately a 3.92% increase, primarily due to new construction.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 10-2017 entitled "An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2017" enacted by the Board at its December 19, 2017, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 19th day of December, 2017.

Secretary, Board of Park Commissioners
Daniel Gibble

(SEAL)

**IN THE OFFICE OF THE COUNTY CLERK
DEKALB COUNTY, ILLINOIS**

**CERTIFICATE OF COMPLIANCE
WITH THE ILLINOIS TRUTH IN TAXATION LAW
35 ILCS 200/18-55 THROUGH 200/18-100**

SYCAMORE PARK DISTRICT

I, Ted Strack, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the Sycamore Park District for the fiscal year beginning on the 1st day of January, 2018 and ending on the 31st day of December, 2018.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law. The notice and hearing requirements of Sections 18-60 through 18-85 of the Truth-in-Taxation Law are inapplicable.

WITNESS my signature this 19th day of December, 2017.

President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME
this ____ day of _____, 20__.

Notary Public

Ordinance No. 10-2017
2017 TAX LEVY ORDINANCE
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the
SYCAMORE PARK DISTRICT, DEKALB COUNTY,
ILLINOIS, for the Year 2017.

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the regular meeting on November 28, 2017; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 4.99% increase over the 2016 extension of the corporate or special purpose taxes that were levied or abated.

BE IT ORDAINED by the Board of Commissioners of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois, that:

Section 1. Pursuant to the authority vested in this Board of Commissioners by Article 5 of the Park District Code, and all laws supplemental thereto, the Commissioners of the Sycamore Park District, in meeting duly assembled, do hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the calendar year beginning January 1, 2018, upon all taxable property subject to taxation within the Sycamore Park District, at its full fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, the following amounts for the particular objects and purposes herein below specified.

Section 2. For all general corporate purposes, as provided in Section 5-1 of the Park District Code (70ILCS 1205/5-1), and pursuant to the authority granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows and for the following uses and purposes:

General Corporate Fund	\$1,252,000.00
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and said amounts are hereby levied.

Section 3. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2 of the Park District Code, (70 ILCS 1205/5-2), and pursuant to the authority granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

Recreation	\$483,000.00
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and such amount is hereby levied.

Section 4. In addition to the aforementioned taxes and for the purpose of paying the contribution of the Sycamore Park District to the Kishwaukee Special Recreation Association, a joint recreational program for the handicapped, as provided in Section 5-8 of the Park District Code (70 ILCS 1205/5-8), the amount necessary to be raised by taxation is as follows:

Joint Recreation Programs for Handicapped	\$182,000.00
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and such amount is hereby levied.

Section 5. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District to the Illinois Municipal Retirement Fund, as provided in Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2018 and necessary to be raised by taxation is as follows:

Illinois Municipal Retirement Fund	\$91,000.00
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and such amount is hereby levied.

Section 6. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District's portion of the tax under the Social Security Insurance Program, as provided in Section 21-110 of the Illinois Pension Code (40 ILCS 5/21-110), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2018 and necessary to be raised by taxation is as follows:

Federal Social Security Insurance Program	\$99,000.00
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and such amount is hereby levied.

Section 7. In addition to the aforementioned taxes and for the purpose of paying the cost of auditing expense as provided is section 9 of "An Act in relation to audits of the accounts of certain governmental units and to repeal an Act therein named," approved May 10, 1967, as amended (50 ILCS 310-709), the amount necessary to be raised by taxation is as follows:

Audit Expenses	\$15,000.00
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and such amount is hereby levied.

Section 8. In addition to the aforementioned taxes and for the purpose of paying the cost of insurance, administrative expenses, claims services and risk management directly attributable to loss prevention and loss reduction, all to protect the District and its employees from liability under the Local Governmental and Governmental Tort Immunity Act, and to protect the District under the Workers' Compensation Act and the Occupational Diseases Act, all as provided in Section 9-107 of the Local Governmental and Governmental Employee Tort Immunity Act (745 ILCS 10/9-107), the amount necessary to be raised by taxation is as follows:

Tort, Workers' Compensation and Occupational Diseases Ins.	\$72,000.00
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and such amount is hereby levied.

Section 9. In addition to the aforementioned taxes and for the purpose of establishing a paving and lighting fund to construct, maintain and light streets and roadways within the parks and playgrounds maintained by the District, as provided in Section 5-6 of The Park District Code (70 ILCS 1205/5-6), the amount necessary to be raised by taxation is as follows:

Paving and Lighting Fund	\$150.00
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and such amount is hereby levied.

Section 10. In addition to the aforementioned taxes and for the purpose of organizing and maintaining a police system within the parks and playgrounds maintained by the District as provided in Section 5-9 of The Park District Code (70 ILCS 105/5-6), the amount necessary to be raised by taxation is as follows:

Park Police System	\$150.00
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and such amount is hereby levied.

Section 11. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2b of the Park District Code, (70 ILCS 1205/5-2b), the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

Recreation Program Fund	\$406,000.00
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and such amount is hereby levied.

Section 12. The Secretary of the Sycamore Park District shall file with the County Clerk of the County of Dekalb, State of Illinois, a certified copy of this Ordinance and the County Clerk shall ascertain the rate per centum, which, upon the total value of all property subject to taxation within the District, at its full, fair cash values as the same is assessed and equalized by the Department of Revenue of the State of Illinois for the calendar year beginning January 1, 2018, will produce the net amounts hereby levied and ordered certified, and she shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

Section 13. This Ordinance shall be in full force and effect from and after its passage.

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2018, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

PASSED by the Board of Commissioners of the Sycamore Park District this 19th day of December, A.D., 2017.

Ted Strack
President

(Park Seal)

Attest:

Daniel Gibble
Secretary

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW STATUS of LEGACY CAMPUS
CONSTRUCTION TIMELINE and CONTINGENCY: Informational Only**

BACKGROUND INFORMATION: At last month's Regular Meeting, President Strack asked some questions of Commissioner Kroeger regarding the contingency in the budget and the budget overall.

That questioning made me realize that we had not had any reports from Ringland-Johnson (RJC) since they re-structured their supervision of our project. Therefore, this memo is intended to update the Board on:

- Construction Timeline for the Legacy Campus
- Contingency Status for the Legacy Campus
- Overall Budget Status Summary

TIMELINE

Attached to this memo is the latest timeline received from RJC on December 1, 2017. Another will be made available on December 15, 2017—which is too late to include in this Board Packet, however I plan to bring copies of that timeline with me to our meeting on December 19th to hand out.

- The current timeline shows “Substantial Completion” of January 31, 2018.
- Punch List allowance of time is two weeks after that, OR
- Final Completion of Mid-February.

Depending on how you look at it, this is 4 to 6 weeks later than the first timelines we were receiving at the time of ground-breaking. Delays in the completion and delivery of the concrete panels, significant steel production errors, and delays in excavating are the main contributors to this extension of the time.

RJC shows Grand Opening of March 7, 2018.

Staff will need time to:

- Place \$300,000 +/- of equipment
- Train on complicated electrical and mechanical systems
- Train service staff
- Clean and Decorate

Therefore, we have scheduled GRAND OPENING for April 14, 2017. There will be some special “Sneak Peaks” for:

- Donors
- Officials
- Special Groups

.....that will take place prior to the 14th as time permits.

I remain concerned that the January 31, 2018 “substantial completion” date is too optimistic. However, even if it is, we still have some remaining “buffer” in staff’s schedule before the April 14, 2018 Grand Opening. Therefore, I do not feel we need to change that.

CONTINGENCY

Attached is the most recent “Construction Contingency Fund Proposal Log”. This log, provided by RJC, has marks on it by Jeff and I from our recent meeting with RJC. It summarizes how monies have been spent, so far, on matters related to the construction that were unforeseen. That is what a “contingency” exists for. However, there are a few items that Commissioner Kroeger and I will explain at our December 19 meeting that we feel should not be absorbed by SPD and the Contingency Budget.

In summary, for now, the Contingency Budget that the Board of Commissioners approved as part of the overall budget for the project was \$210,594.

Spent so far in Contingency \$97,662 has been spent.

This leaves \$112,932 remaining in Contingency with a theoretical 54 days remaining on the project.

OVERALL BUDGET SUMMARY

The Contingency does not show the entire budget picture, however. Along the way, several matters have come up that have compelled me to approve “Change Orders”. These are defined by RJC as “owner driven” choices to change/delete/expand/contract/modify the project. A recent example is the Louvers for the Roof HVAC Units, which ultimately had us deleting the Louvers at the “back” of the building—the easternmost unit—and saving us \$22,500 out of a possible \$45,000.

Examples of Change Orders I have approved are:

- Flagpole Addition.
- Addition of Shade Structures at Splashpad.
- Custom Coloring Cost Markups to Fit Design/Color Scheme for site and building.
- Concrete and PreCast Concrete Upcharges Due to Early Bidding.
- Adding doors/openings, walls, lighting, electrical, and ductwork for NW Medicine Space.
- Sports Equipment that we thought was in the contract, but was not.
- Slop Sinks and a Washer/Dryer hookup that we thought were in, but were not.
- Electrical for Cardio Equipment in Fitness Room.
- Adding Mirrors to walls in Fitness Room

Some deletions, that reduced our budget cost included:

- Eliminating some walls in office spaces to create a more “open office” concept.
- The Louvers.
- Modifying the sink layout in the bathrooms

Funds for some of these are in the Landscape Budget, the FF&E Budget, or donors have specifically given funds to Leaf a Legacy for them. Others were choices made by me due to:

- Outright oversight by me/staff in the design development process leading to specification.
- Oversight by Farnsworth Group and Not Caught in Plan Review by City of Sycamore.
- Changes driven by information that came later (i.e., Power Supply for Fitness Room based upon final equipment layout and equipment approved

by Board, Alternate Office Buildout after looking at equipment available and staffing structure, etc.).

- Large gifts for donated services/naming rights.

Thus far, the adds/deletes NET an “add” to the project cost of \$146,966. Of that, dollars from other budgets (not the Legacy Campus budget) will pay for \$20,340. Additionally, the savings of \$22,500 for the Louvers will reduce the \$146,966 down to \$122,466. THEREFORE, the additional costs added to the project is currently a NET of +\$102,126.

FISCAL IMPACT: Currently, if nothing else changes, the sum of these details is that our Legacy Campus Budget is \$10,806 under budget.

STAFF RECOMMENDATION: This item is informational. Staff will entertain questions.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

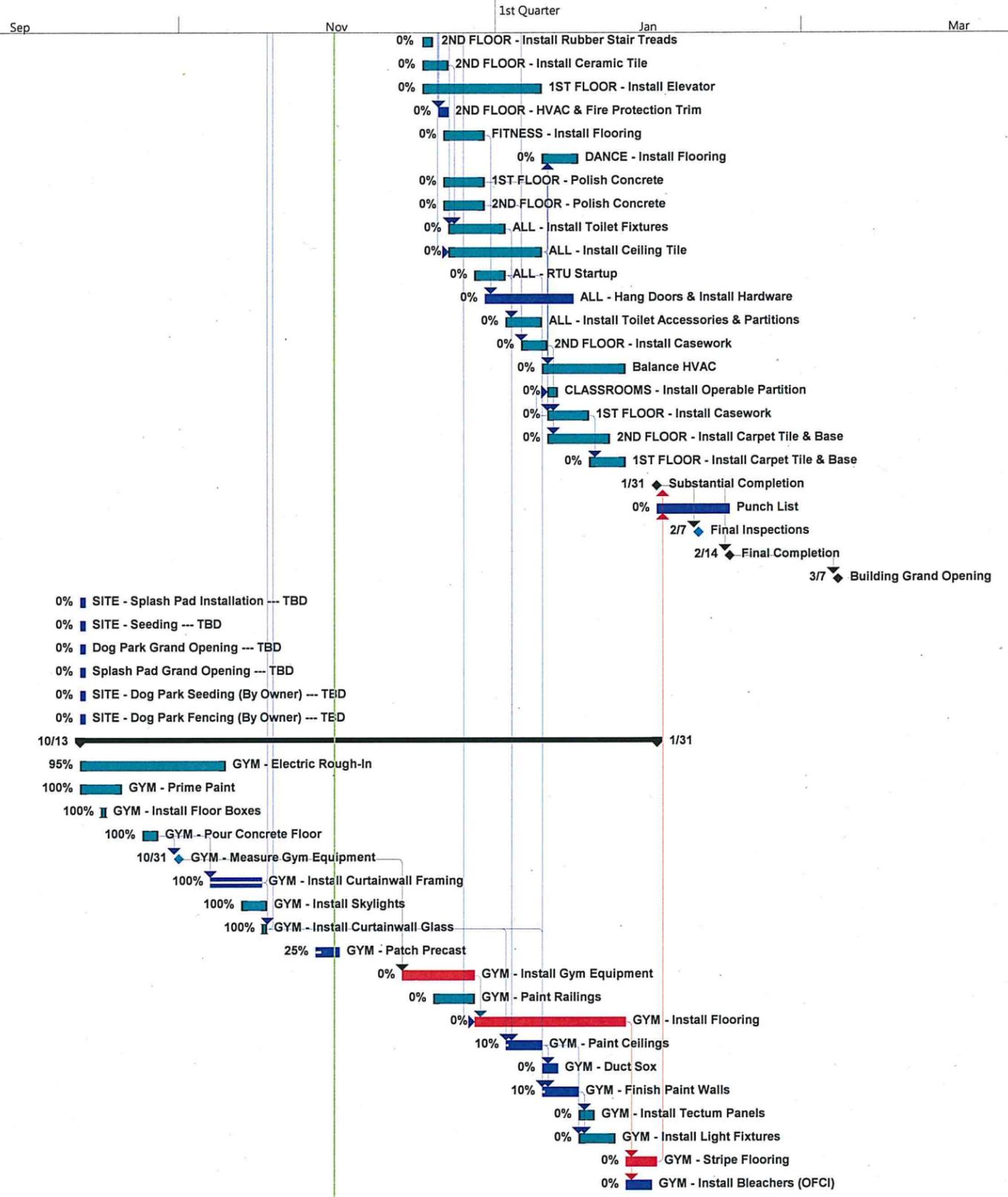
Sycamore Park District
Community Center Campus Project
Project Construction Schedule

ID	Task Name	Duration	Start	Finish	
1	Construction	100.88 days?	Fri 10/13/17	Wed 3/7/18	
24	OFFICE - Electric Rough-Ins	10 days	Fri 10/13/17	Thu 10/26/17	100% OFFICE - Electric Rough-Ins
25	SITE - Backfill Curbs	9 days	Fri 10/13/17	Wed 10/25/17	99% SITE - Backfill Curbs
26	SITE - Build Sled Hill	6 days	Fri 10/13/17	Fri 10/20/17	100% SITE - Build Sled Hill
67	SITE - General Site Grading & Detention Pond	11 days	Fri 10/13/17	Fri 10/27/17	100% SITE - General Site Grading & Detention Pond
68	ALL - Roofing	6 days	Fri 10/13/17	Fri 10/20/17	100% ALL - Roofing
36	ALL - Fire Protection Rough-In	10 days	Mon 10/16/17	Fri 10/27/17	100% ALL - Fire Protection Rough-In
15	2ND FLOOR - Pour Concrete Floor	1 day	Tue 10/17/17	Tue 10/17/17	100% 2ND FLOOR - Pour Concrete Floor
12	2ND FLOOR - Frame Walls & Soffits	14 days	Tue 10/17/17	Mon 11/6/17	100% 2ND FLOOR - Frame Walls & Soffits
9	FITNESS - Install Floor Boxes	3 days	Wed 10/18/17	Fri 10/20/17	100% FITNESS - Install Floor Boxes
27	CORRIDOR - Pour Concrete Floor	1 day	Wed 10/18/17	Wed 10/18/17	100% CORRIDOR - Pour Concrete Floor
54	1ST FLOOR - Frame Walls, Soffits, & Ceilings	21 days	Wed 10/18/17	Wed 11/15/17	100% 1ST FLOOR - Frame Walls, Soffits, & Ceilings
56	ALL - Prime Paint (Precast & Drywall)	32 days	Wed 10/18/17	Fri 12/1/17	75% ALL - Prime Paint (Precast & Drywall)
69	RESTROOMS - HVAC Rough-In	3 days	Wed 10/18/17	Fri 10/20/17	100% RESTROOMS - HVAC Rough-In
55	1ST FLOOR - Install Drywall	25 days	Wed 10/18/17	Tue 11/21/17	100% 1ST FLOOR - Install Drywall
63	Set RTU's	0 days	Wed 10/18/17	Wed 10/18/17	10/18 Set RTU's
13	2ND FLOOR - Electric & Plumbing Rough-Ins	11 days	Fri 10/20/17	Tue 11/7/17	100% 2ND FLOOR - Electric & Plumbing Rough-Ins
70	CORRIDOR - Install Kalwall Skylights	5 days	Fri 10/20/17	Fri 10/27/17	100% CORRIDOR - Install Kalwall Skylights
71	CLASSROOMS - HVAC Rough-In	1 day	Fri 10/20/17	Mon 10/23/17	100% CLASSROOMS - HVAC Rough-In
28	FITNESS - Pour Concrete Floor	1 day	Mon 10/23/17	Tue 10/24/17	100% FITNESS - Pour Concrete Floor
72	GALLERY - HVAC Rough-In	3 days	Mon 10/23/17	Thu 10/26/17	100% GALLERY - HVAC Rough-In
29	FITNESS - Pour Curtainwall Sill	1 day	Tue 10/24/17	Wed 10/25/17	100% FITNESS - Pour Curtainwall Sill
65	SITE - Landscaping/Plantings (By Owner)	10 days	Wed 10/25/17	Tue 11/7/17	75% SITE - Landscaping/Plantings (By Owner)
14	2ND FLOOR - Install Drywall	10 days	Wed 10/25/17	Thu 11/9/17	100% 2ND FLOOR - Install Drywall
30	FITNESS - Install Curtainwall	1 day	Wed 10/25/17	Thu 10/26/17	100% FITNESS - Install Curtainwall
74	CORRIDOR - HVAC Rough-In	6 days	Mon 10/30/17	Tue 11/7/17	99% CORRIDOR - HVAC Rough-In
75	2ND FLOOR - HVAC Rough-In	6 days	Mon 10/30/17	Fri 11/10/17	99% 2ND FLOOR - HVAC Rough-In
76	SITE - Asphalt Paving	3 days	Wed 11/1/17	Fri 11/3/17	100% SITE - Asphalt Paving
73	FITNESS - HVAC Rough-In	1 day	Fri 11/3/17	Fri 11/3/17	100% FITNESS - HVAC Rough-In
6	2ND FLOOR - Install Stairs/Railings	1 day	Mon 11/6/17	Mon 11/6/17	100% 2ND FLOOR - Install Stairs/Railings
23	Install Switchgear, Secondary Wiring, & Main Power	10 days	Tue 11/7/17	Mon 11/20/17	100% Install Switchgear, Secondary Wiring, & Main Power
7	2ND FLOOR - Pour Concrete Stairs	1 day	Tue 11/7/17	Wed 11/8/17	100% 2ND FLOOR - Pour Concrete Stairs
52	1ST FLOOR - Install Stair S1 Curtainwall	2 days	Tue 11/7/17	Thu 11/9/17	100% 1ST FLOOR - Install Stair S1 Curtainwall
31	SITE - Install Canopy	3 days	Mon 11/13/17	Wed 11/15/17	100% SITE - Install Canopy
18	SITE - Parking Lot Lighting	1 day	Tue 11/14/17	Tue 11/14/17	100% SITE - Parking Lot Lighting
59	SITE - Splash Pad Excavation & Stone	5 days	Wed 11/15/17	Tue 11/21/17	70% SITE - Splash Pad Excavation & Stone
60	Gas Service	3 days	Fri 11/17/17	Tue 11/21/17	100% Gas Service
22	ALL - Building Enclosure	0 days	Fri 11/17/17	Fri 11/17/17	11/17 ALL - Building Enclosure
16	1ST FLOOR - Drywall Finishing	7 days	Mon 11/20/17	Fri 12/1/17	55% 1ST FLOOR - Drywall Finishing
46	SITE - Install Exterior Signage	5 days	Tue 11/21/17	Tue 11/28/17	100% SITE - Install Exterior Signage
20	2ND FLOOR - Drywall Finishing	9 days	Mon 11/27/17	Fri 12/8/17	0% 2ND FLOOR - Drywall Finishing
53	1ST FLOOR - Finish Paint	11 days	Tue 11/28/17	Wed 12/13/17	10% 1ST FLOOR - Finish Paint
11	SITE - Install Dog Park Shelters	3 days	Mon 12/4/17	Wed 12/6/17	99% SITE - Install Dog Park Shelters
19	ALL - Low Voltage (Owner)	20 days	Mon 12/4/17	Tue 1/2/18	0% ALL - Low Voltage (Owner)
45	1ST FLOOR - Install Ceramic Tile	11 days	Thu 12/7/17	Thu 12/21/17	0% 1ST FLOOR - Install Ceramic Tile
17	2ND FLOOR - Finish Paint	5 days	Fri 12/8/17	Fri 12/15/17	0% 2ND FLOOR - Finish Paint
35	1ST FLOOR - Install Ceiling Grid	2 days	Mon 12/11/17	Wed 12/13/17	0% 1ST FLOOR - Install Ceiling Grid
34	2ND FLOOR - Install Ceiling Grid	2 days	Thu 12/14/17	Mon 12/18/17	0% 2ND FLOOR - Install Ceiling Grid
37	1ST FLOOR - HVAC & Fire Protection Trim	3 days	Thu 12/14/17	Tue 12/19/17	0% 1ST FLOOR - HVAC & Fire Protection Trim
51	ALL - Install Light Fixtures	5 days	Thu 12/14/17	Thu 12/21/17	0% ALL - Install Light Fixtures
80	ALL - Install Miscellenous Carpentry Items	5 days	Fri 12/15/17	Fri 12/22/17	0% ALL - Install Miscellenous Carpentry Items

Sycamore Park District
Community Center Campus Project
Project Construction Schedule



ID	Task Name	Duration	Start	Finish
8	2ND FLOOR - Install Rubber Stair Treads	2 days	Mon 12/18/17	Tue 12/19/17
47	2ND FLOOR - Install Ceramic Tile	5 days	Mon 12/18/17	Fri 12/22/17
48	1ST FLOOR - Install Elevator	15 days	Mon 12/18/17	Tue 1/9/18
50	2ND FLOOR - HVAC & Fire Protection Trim	2 days	Wed 12/20/17	Fri 12/22/17
32	FITNESS - Install Flooring	5 days	Fri 12/22/17	Fri 12/29/17
33	DANCE - Install Flooring	5 days	Tue 1/9/18	Tue 1/16/18
40	1ST FLOOR - Polish Concrete	5 days	Fri 12/22/17	Fri 12/29/17
41	2ND FLOOR - Polish Concrete	5 days	Fri 12/22/17	Fri 12/29/17
57	ALL - Install Toilet Fixtures	5 days	Fri 12/22/17	Tue 1/2/18
58	ALL - Install Ceiling Tile	10 days	Fri 12/22/17	Tue 1/9/18
21	ALL - RTU Startup	3 days	Thu 12/28/17	Tue 1/2/18
38	ALL - Hang Doors & Install Hardware	10 days	Fri 12/29/17	Mon 1/15/18
39	ALL - Install Toilet Accessories & Partitions	5 days	Tue 1/2/18	Tue 1/9/18
44	2ND FLOOR - Install Casework	3 days	Fri 1/5/18	Wed 1/10/18
3	Balance HVAC	12 days	Tue 1/9/18	Thu 1/25/18
10	CLASSROOMS - Install Operable Partition	2 days	Wed 1/10/18	Fri 1/12/18
43	1ST FLOOR - Install Casework	6 days	Wed 1/10/18	Thu 1/18/18
49	2ND FLOOR - Install Carpet Tile & Base	8 days	Wed 1/10/18	Mon 1/22/18
42	1ST FLOOR - Install Carpet Tile & Base	5 days	Thu 1/18/18	Thu 1/25/18
2	Substantial Completion	0 days	Wed 1/31/18	Wed 1/31/18
4	Punch List	10 days	Wed 1/31/18	Wed 2/14/18
77	Final Inspections	0 days	Thu 2/8/18	Thu 2/8/18
5	Final Completion	0 days	Wed 2/14/18	Wed 2/14/18
64	Building Grand Opening	0 days	Wed 3/7/18	Wed 3/7/18
61	SITE - Splash Pad Installation --- TBD			
62	SITE - Seeding --- TBD			
66	Dog Park Grand Opening --- TBD			
78	Splash Pad Grand Opening --- TBD			
79	SITE - Dog Park Seeding (By Owner) --- TBD			
81	SITE - Dog Park Fencing (By Owner) --- TBD			
82	GYM	75.88 days	Fri 10/13/17	Wed 1/31/18
83	GYM - Electric Rough-In	20 days	Fri 10/13/17	Thu 11/9/17
84	GYM - Prime Paint	6 days	Fri 10/13/17	Fri 10/20/17
86	GYM - Install Floor Boxes	1 day	Tue 10/17/17	Tue 10/17/17
87	GYM - Pour Concrete Floor	3 days	Wed 10/25/17	Fri 10/27/17
88	GYM - Measure Gym Equipment	0 days	Tue 10/31/17	Tue 10/31/17
90	GYM - Install Curtainwall Framing	8 days	Tue 11/7/17	Thu 11/16/17
85	GYM - Install Skylights	5 days	Mon 11/13/17	Fri 11/17/17
89	GYM - Install Curtainwall Glass	1 day	Thu 11/16/17	Fri 11/17/17
92	GYM - Patch Precast	5 days	Mon 11/27/17	Fri 12/1/17
99	GYM - Install Gym Equipment	9 days	Wed 12/13/17	Wed 12/27/17
94	GYM - Paint Railings	5 days	Wed 12/20/17	Wed 12/27/17
97	GYM - Install Flooring	20 days	Wed 12/27/17	Thu 1/25/18
96	GYM - Paint Ceilings	5 days	Tue 1/2/18	Tue 1/9/18
93	GYM - Duct Sox	3 days	Tue 1/9/18	Fri 1/12/18
95	GYM - Finish Paint Walls	5 days	Tue 1/9/18	Tue 1/16/18
91	GYM - Install Tectum Panels	3 days	Tue 1/16/18	Fri 1/19/18
98	GYM - Install Light Fixtures	5 days	Tue 1/16/18	Tue 1/23/18
100	GYM - Stripe Flooring	4 days	Thu 1/25/18	Wed 1/31/18
101	GYM - Install Bleachers (OFCl)	3 days	Thu 1/25/18	Tue 1/30/18
102				





CONSTRUCTION CONTINGENCY FUND PROPOSAL LOG

Sycamore Park District - Campus Projects
RJC Job #216-095

RJC OCF #	Description	Originator	Applicable Reference #	Submitted Date	Approximate New Items	Pending	Verbally Approved	Approved OCF Amount	Status (Rev., Void, App., Ref. & Date)	Subs & Suppliers Cost Itemization	Comments	Cost Code (80-XXX)	Closed
1	ASI 02 - Beam & Bearing Plates	Farmsworth Group	ASI 02	05/01/17				\$500	Approved 06/22/17	Custom Iron Works \$500	N/A	N/A	C
2	Rolling Grille 110 Modified Jamb	Farmsworth Group	RFI 00013	06/30/17				\$1,422	Approved 07/21/17	Swedberg & Associates \$1,422	N/A	N/A	C
3	Sectional Door 107B Operator	Farmsworth Group	083613-1-0	05/01/17				\$0	Voided 06/29/17	Swedberg & Associates \$2,860	N/A	N/A	C
3R1	Sectional Door 107B Operator & Track	Farmsworth Group	083613-1-0	07/20/17				\$3,228	Approved 06/30/17	Swedberg & Associates \$3,228	N/A	N/A	C
3R2	Sectional Door 107B Operator & Track Credit	Swedberg & Associates	COP 3R1	07/28/17				(\$368)	Approved 08/03/17	Swedberg & Associates (\$368)	Cost included in 3R1	N/A	C
3R3	Sectional Door 107B Custom Color Credit	Swedberg & Associates	083613-2-0 COP 3R1	08/11/17				(\$748)	Approved 08/11/17	Swedberg & Associates (\$748)	Cost included in 3R1	N/A	C
4	Remove Stained Concrete From Painters Scope	RJC	N/A	05/23/17				(\$8,520)	Approved 05/23/17	Bowme Painting (\$8,520)	N/A	N/A	C
5	Remove Integral Colored Concrete From Restrooms	Sycamore PD	N/A	06/19/17				\$0	Voided 07/25/17	RJC (\$135), Arrow (\$6,098)	Area outside Restrooms is not included	N/A	C
6	Move Generator to Roof	Sycamore PD	N/A	N/A				\$0	Voided 05/16/17	Custom Iron Works \$, Division 5 Metals \$, Macdermaid Roofing \$, DeKaib Mechanical \$4,500, Swedberg Electric \$	SPD will develop a fencing detail to hide unit	N/A	C
7	Splash Pad Color Hardener	Sycamore PD	N/A	05/24/17				\$3,053	Approved 05/24/17	RJC \$3,053	N/A	03-500	C
8	Electrical Engineering	RJC	N/A	05/17/17				\$9,000	Approved 05/17/17	Swedberg Electric \$9,000	N/A	N/A	C
9	Course Brick	RJC	N/A	06/12/17				\$5,528	Approved 06/21/17	Burrok Masonry \$5,528; Architectural Metals \$0	Extra weld plate is no cost change	N/A	C
10	Cut Panel 30 Down	RJC	N/A	N/A				\$0	Voided 08/14/17	Dukane Precast \$4,576	Backcharge to RJC Concrete	N/A	C
11	Order (12) Pantone Color Chips	Sycamore PD	05/15/17 Email	05/17/17				\$252	Approved 05/17/17	RJC \$252	N/A	80-002	C
11R1	Order (12) Pantone Color Chips Credit	RJC	N/A	05/19/17				(\$36)	Approved 05/19/17	RJC (\$36)	N/A	80-002	C
12	Buy-Out Savings	RJC	N/A	05/23/17				(\$2,553)	Approved 05/23/17	RJC (\$2,553)	N/A	N/A	C
13	Building Pad Undercutting	TSC	N/A	N/A				\$0	Voided 08/10/17	Wagner Excavating \$32,110	Owner COP	N/A	C
14	Helical Anchors in Lieu of Deadman	Dukane Precast	N/A	08/12/17				\$6,330	Approved 06/21/17	Dukane Precast \$6,330	N/A	N/A	C
15	Parking Lot Undercutting	TSC	06/01/17 Report	06/06/17				\$14,900	Approved 06/06/17	Wagner Excavating \$14,900	Remaining balance after allowance	N/A	C
16	Enlarging Ditch for Joist Deliveries	RJC	N/A	N/A				\$0	Voided	Wagner Excavating \$0	Work not required	N/A	C
17	Dog Park Dirt Work	RJC	N/A	N/A				\$0	Voided 06/27/17	Wagner Excavating \$0	N/A	N/A	C
18	Landscaping Restoration for Utility Work	RJC	N/A	N/A				\$0	Voided 06/27/17	Cooling Land Concepts \$2,934	Included in Base Bid work	N/A	C
19	Panel 7 Foundation Wall	RJC	N/A	06/22/17				\$3,044	Approved 07/25/17	RJC \$3,044	N/A	N/A	C
20	800A Service Credit	Swedberg Electric	N/A	07/21/17				(\$11,352)	Approved 07/25/17	Swedberg Electric (\$11,352)	N/A	N/A	C

R/C #	Description	Originator	Applicable Reference #	Submitted Date	Approximate New Items	Pending	Verbally Approved	Approved OCF Amount	Status (Rev. Date)	Subs & Suppliers Cost Itemization	Comments	Cost Code (80-XXX)	Closed
20R1	800A Service Credit Revision	Sycamore PD	N/A	08/31/17				\$11,352	Approved 09/01/17	Swedberg Electric \$11,352	Keep 1200A service	N/A	C
21	RTU's Beams	Custom Iron Works	S2.2	08/10/17				\$7,495	Approved 09/01/17	Custom Iron Works \$7,495	Not detailed in plans	N/A	C
22	(22) 5x5 Angles	RJC	N/A	07/25/17				\$5,895	Approved 08/09/17	Custom Iron Works \$5,895	N/A	N/A	C
23	(12) Additional Angles	RJC	N/A	08/23/17				\$5,855	Approved 08/31/17	Custom Iron Works \$3,355; Division 5 Metals \$1,500; RJC \$1,000	N/A	N/A	C
24	Parapet Nailer	Swedberg & Associates	Z/A2.2	08/10/17				\$1,053	Approved 08/11/17	Swedberg & Associates \$1,053	N/A	N/A	C
25	Column Supports Bearing Plates	RJC	08/08/17 Email	08/23/17				\$1,240	Approved 08/31/17	Custom Iron Works \$1,240	N/A	N/A	C
26	Precast Pockets Insulation	RJC	N/A	09/07/17				\$2,016	Approved 09/11/17	Swedberg & Associates \$2,016	Not detailed in plans	N/A	C
27	Masonry Retaining Wall Cap	Burroak Masonry	RFI 00051	09/29/17				\$1,313	Approved 10/18/17	McDermaid Roofing \$1,313	Not detailed in plans	N/A	C
28	Operable Partition Support Holes	Swedberg & Associates	N/A	08/23/17				\$484	Approved 08/31/17	Swedberg & Associates \$484	N/A	N/A	C
29	Splash Pad Electric Grounding	Vortex Midwest	Splash Pad Shop Drawings	09/07/17				\$2,196	Approved 09/11/17	Swedberg Electric \$2,196	N/A	N/A	C
30	Extra Angle Work (after 07/22/17)	Division 5 Metals	N/A	09/08/17				\$5,890	Approved 09/11/17	Division 5 Metals \$5,890; RJC \$300	N/A	N/A	C
31	Building Unsuitable Soils	Sycamore PD	TSC Reports	09/08/17				\$32,110	Approved 09/11/17	Wagner Excavating \$32,110	N/A	N/A	C
32	Signage Allowance	Sycamore PD	N/A	09/12/17				(\$14,833)	Approved 09/12/17	RJC (\$14,833)	N/A	N/A	C
33	Curtainwall Bar Joists	RJC	09/01/17 & 09/05/17 Emails	10/19/17				\$1,005	Approved 10/18/17	Custom Iron Works \$735; Division 5 Metals \$270	N/A	N/A	C
34	Roof Tapered Insulation	RJC	N/A	09/26/17				\$1,318	Approved 09/26/17	McDermaid Roofing \$1,318	N/A	N/A	C
35	Permit & Utility Use Allowance	Sycamore PD	N/A					(\$23,145)	RJC (\$23,145)	On-Going	On-Going	N/A	C
36	Testing Allowance	Sycamore PD	N/A					(\$1,611)	RJC (\$1,611)	On-Going	On-Going	N/A	C
37	Cast-In-Place Concrete Sills <i>5' x 4'</i>	RJC	7/A7.2 & 8/A7.2	11/21/17		\$1,520			RJC \$1,520	T&M	T&M	N/A	C
38	Change Kaiwall Bulkhead	Swedberg & Associates	N/A	10/19/17				\$4,649	Approved 10/18/17	Swedberg & Associates \$4,649	N/A	N/A	C
39	Column Line 5 Window Flashing	RJC	N/A			\$0			McDermaid Roofing \$	T&M	T&M	N/A	C
40	Restroom Access Panels	RJC	N/A	10/30/17				\$409	Approved 10/30/17	Swedberg & Associates \$409	Not detailed in plans	N/A	C
40R	Additional Restroom Access Panels	City of Sycamore	N/A	11/21/17		\$1,342			Swedberg & Associates \$1,342	Required by City of Sycamore	Required by City of Sycamore	N/A	C
41	Sectional Door 107B Size	Swedberg & Associates	N/A	10/27/17				\$250	Approved 10/30/17	Swedberg & Associates \$250	N/A	N/A	C
42	Additional Heavy-Duty Asphalt	Sycamore PD	N/A	11/03/17				\$3,525	Approved 11/03/17	Curran Contracting \$3,525	N/A	N/A	C
43	Additional Angles	RJC	OCF-33	11/03/17				\$760	Approved 11/03/17	Custom Iron Works \$760	N/A	N/A	C
44	Classroom Temporary Enclosures	RJC	N/A	11/03/17				\$0	Rejected 11/03/17	Swedberg & Associates \$936	To be included in RJC G.R.	N/A	C
45	Electrical 102 Temporary Door	RJC	N/A	11/03/17				\$0	Rejected 11/03/17	Swedberg & Associates \$267	To be included in RJC G.R.	N/A	C
46	Gas Line Boring	RJC	N/A	11/03/17		\$4,003			Swedberg Electric \$4,003			N/A	C

RFI #	Description	Originator	Applicable Reference #	Submitted Date	Approximate New Items	Pending	Verbally Approved	Approved OCF Amount	Status (Rev. Void, App., Rel. & Date)	Subs & Suppliers Cost Itemization	Comments	Cost Code (80-XXX)	Closed
47	Exterior Stairs Masonry	Farmsworth Group	N/A	11/03/17	\$1,796					RJC 5921; Injection & Waterproofing \$875	T&M	80-013	
48	Increase Water Meter & RPZ	Farmsworth Group	RFI 62					\$0	Rejected 11/07/17	Joe Beno Plumbing \$3,745	F.G. to verify with City of Sycamore on sizes	N/A	C
48R1	Increase Water Meter & RPZ	Farmsworth Group	RFI 62		\$3,275					Joe Beno Plumbing \$3,275			
49	Lobby 101 Bulkhead	City of Sycamore	RFI 67		\$0					Swedberg & Associates \$	T&M		
50	Plumbing Inspection Work	City of Sycamore	N/A		\$662					Joe Beno Plumbing \$662			
51	Generator Gas Piping	DeKalb Mechanical	N/A					\$0	Voided 11/28/17	DeKalb Mechanical \$	N/A	N/A	C
52	RTU Screens	DeKalb Mechanical	N/A		\$0					DeKalb Mechanical (\$)			
53	Door Opening 202E Hardware	Farmsworth Group	RFP 07		\$753					Swedberg & Associates \$287; Doors Inc. \$485			
54													
55													
56													
57													
58													
					(\$18,270)								
					\$5,865								
					APPROVED CHANGES \$0								
					APPROVED CHANGES \$97,662								
					CONSTRUCTION CONTINGENCY AMOUNT \$210,594								
					REMAINING CONSTRUCTION CONTINGENCY AMOUNT \$112,932								

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW and APPROVE LEGACY CAMPUS
LANDSCAPE BUDGET: Recommend Approval**

BACKGROUND INFORMATION: As part of our “finishing” of the Legacy Campus, the Board allocated \$300,000 in the ACTION 2020 Budget for Landscaping. Some landscaping items are in the construction contract:

- Seeding the entire site (except the Dog Park)
- Fencing for the Splashpad
- All of the “stone” used as landscape and dog park features.

However, most other items were left for the stand-alone Landscaping Budget for the Executive Director to manage, and, where necessary to bid for Board Approval. The Board has already approved:

- Fencing contract for the Dog Park
- Landscape Material, Installation, and Watering for all the trees, shrubs, grasses, etc. on the non-dog park portion of the Legacy Campus.

Additionally, the Board will recall that ENCAP has donated plant material, seeding, and labor—valued just below \$50,000—for the Dog turf, tall grass, shrubs and trees.

In the attached budget, you will see the items mentioned, above, except for the seeding, stone, and splashpad fencing—which is in Ringland-Johnson’s contract.

Staff now feels that we have finalized all landscape expenses for the Legacy Campus, and presents the attached budget for Board review. The Executive Director is authorized to expend funds for this work that is under \$25,000 for a particular item or group (contract) of items. Nonetheless, the Executive Director would like to use this presentation to:

- Keep you up to date on the progress of the landscape/budget.
- Get public support for the overall expenditures.

FISCAL IMPACT: This budget represents a cost of \$225,000. There is \$300,000 allocated in the ACTION 2020 Budget for Landscaping—the work in the budget presented with this recommendation.

STAFF RECOMMENDATION: Recommend the Board vote to approve the overall Landscape Budget of \$225,000, as presented.

PREPARED BY: Daniel Gibble, Executive Director

A handwritten signature in black ink, appearing to read 'Dan Gibble', is positioned to the right of the 'PREPARED BY' text.

BOARD ACTION:

Landscape Budget

	<u>Cost</u>	<u>Donated Amount Beyond Cost</u>	<u>Contractor</u>
Tallgrass Prairie - North Campus Install	\$6,142.50		ENCAP
Tallgrass Prairie - North Campus 3yr Maint.	\$21,900.00		ENCAP
Dog Park - South Campus Install Donated	0	47,603.50	ENCAP
Dog Park - South Campus 3yr Maintenance	\$16,750.00		ENCAP
Community Center - Center Campus Install	\$56,819.00		Stran's
Community Center - Center Campus Watering	\$2,400.00		Stran's
Dog Park - Shelters (2) Purchase	\$14,217.00		NuToys
Sprayground - Shade Sails (3) Purchase	\$16,208.50		Carolina Designs/Apollo
Sprayground - Shade Sails (3) Install	\$4,829.00		RJC
Exterior Signs - Sarah Rex - Purchase	\$12,214.00		Sycamore Signs
Dog Park - Fence	\$33,000.00		Northern Contracting
Site - Other	\$6,000.00	10,000.00	Doty
Flag Pole - Purchase	\$4,221.80		Carrot Top
Flag Pole - Install	\$2,240.00		RJC
Generator Enclosure	\$19,000.00		Doty
Sub Total	\$215,941.80		
Contingency	\$9,058.20		
GRAND TOTAL	\$225,000.00		

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW and APPROVE LEGACY CAMPUS FURNITURE, FIXTURES and EQUIPMENT (FF&E)
BUDGET/QUOTES/PURCHASES: Recommend Approval**

BACKGROUND INFORMATION: As part of our “finishing” of the Legacy Campus, the Board allocated \$300,000 in the ACTION 2020 Budget for FF&E.

As you saw when you approved the LANDSCAPE BUDGET—we came in UNDER budget for that component by \$75,000. Not surprisingly, the FF&E came in a little higher. At several points over the last few years I had pointed out that this would likely occur.

FF&E generally pays for furniture that is not permanent. For example, desks and chairs for offices, or tables and chairs for classrooms are paid for from FF&E. However, built in benches, cubbies, coat racks, or countertops are in the construction budget as they are more permanent “furniture”. FF&E also pays for Fixtures such as toilet paper/paper towel dispensers, vending machines, refrigerators/microwaves, etc., while Equipment runs the gamut from racks to hold other equipment to shelving for storage, and tile cleaning machines or lifts.

The Board has already approved:

- Technology at around \$62,000
- Fitness Equipment at around \$145,000

Besides the aforementioned bids approved by the Board, the Executive Director charged the Management Team to break up into groups and RESEARCH, LIST, “COST”, and PRIORIZE the remaining FF&E items for the Legacy Campus.

The teams were as follows (numbers shown are reference to the room # assigned by the architects on their plans):

Gym (107): Lisa, Meghan, Jeff
Gym Storage North (108, 109): Lisa, Meghan, Steve
Gym Storage South (105): Lisa, Meghan, Steve
Various Support Spaces (102, 104, 119): Jeff, Meghan
Vending (106): Jackie, Melissa, Sarah
Lobby and Vestibule (100, 101): Lisa, Meghan, Sarah

Fitness & Weights (117): Meghan, Lisa, Jeff
 Men's Women's and Family (120, 121, 122, 203, 211): Jeff, Sarah, Meghan
 Elevator and Stairwell: Jeff
 Multipurpose Classrooms (124, 127, 128): Lisa, Sarah, Meghan
 Storage (125): Lisa, Sarah, Meghan, Steve
 Galley and Conference Room (115, 116): Sarah, Melissa, Jackie
 Office/Reception (110, 112, 113, 114, 201): Meghan, Jackie
 Outdoor Education Classroom Patio: Sarah, Meghan
 Front Patio by Sled Hill w/Firepit: Melissa, Jackie, Meghan, Sarah
 Group Exercise/Waiting Area (205, 206): Lisa, Meghan, Sarah, Jeff
 Storage/Mechanical (204, 207): Jeff, Steve, Meghan, Lisa
 Splashpad: Jeff, Lisa, Meghan
 Dog Park: Jeff, Lisa, Meghan
 Sled Hill: Jeff, Meghan, Sarah
 General Grounds including Walks, Parking Lots, Landscaping: Jeff, Meghan

These smaller teams were then asked, amongst other things, to:

1. Determine what equipment will be needed for each room.
2. Determine which existing equipment could still be used.
3. Meet back as a group and evaluate the "GROSS" list, and determine where:
 - a. Duplication occurred.
 - b. Where existing items would be used (desks, chairs, sports equipment, etc.)
 - c. If duplication existed, determine if "one" of that item would suffice for both rooms' usage.
 - d. Finalize a list and enter it into a spreadsheet that the Executive Director provided the team.
4. With an emphasis placed on the TEAM to get at least one quote for each item from a LOCAL VENDOR, the Executive Director—guided by the district's purchasing policy—THEN had the Management Team gather the following information on the items:
 - a. If the total cost for the item is less than \$5,000, but more than \$999":
 - i. At least two informal quotes from two different vendors for the item.
 - ii. Cut sheets with technical specifications of that item—one for each vendor's item
 - iii. Quote should include ALL COSTS, itemized (qty., description of item, total cost for item, shipping, no tax, and other incidentals: set-up, warranties, etc.)
 - iv. Contact information on who provided the quote—name, title, company name, phone, email.
 - v. Instructions on how to order the item.
 - vi. Find out how much lead-time from order date to delivery, and provide that to me.
 - b. If the total cost for the item is more than \$4,999.99, but less than \$25,000.00:
 - i. At least two WRITTEN, FORMAL quotes from two different vendors for the item.
 - ii. Cut sheets with technical specifications of that item—one for each vendor's item
 - iii. Quote should include ALL COSTS, itemized (qty., description of item, total cost for item, shipping, no tax, and other incidentals: set-up, warranties, etc.)
 - iv. Contact information on who provided the quote—name, title, company name, phone, email.
 - v. Instructions on how to order the item.
 - vi. Find out how much lead-time from order date to delivery, and provide that to me.
 - c. If \$25,000 or more, we will have to bid the item. In that case:
 - i. Provide me with the Cut Sheets for the specific product you like the most.
 - ii. Give me a ballpark estimate of the total cost for the item.
 - iii. Give me a list of at least three other vendors' names, websites, phone, and emails of companies that sell similar items.
 - iv. Find out how much lead-time from order date to delivery. Provide me that information

Attached are the final spreadsheets for your perusal of every item.

These items, along with the Technology Equipment and the Fitness Equipment, exceed the overall FF&E Budget by \$108,413.66 (using the low quotes)— However, the Landscape Budget has \$75,000 unallocated, and I suggest that it be applied to the FF&E Budget, which would mean a shortfall of only \$33,413.66. We would like to leave a “CONTINGENCY” of \$10,000, so that means a NET SHORTFALL for FF&E of \$43,413.66.

That remaining amount is prioritized for CUT by the Management Team, and that list is attached to this memo, as well. Should more funds become available, later, the Executive Director will bring those back for approval by the Board. Until then, those items would not be purchased.

FISCAL IMPACT: This FF&E budget, as presented, represents a cost of \$408,413.66 with \$300,000 budgeted by the Board (PLEASE SEE THE THIRD ATTACHEMENT, WHICH SUMMARIZES THE BUDGET). However, since there is \$300,000 allocated in the ACTION 2020 Budget for Landscaping and only \$225,000 needed, the other \$75,000 should be used for FF&E. This commits \$375,000 to that \$408,413.66. The remainder—\$43,413.66—will not be purchased, for now. This will also allow a \$10,000 contingency in case items experience cost increases between now and their order date. Items on the prioritized cut list will be brought back to the Board by the Executive Director for consideration if/when additional funds are available, or when any remaining balance from the CONTINGENCY is known.

STAFF RECOMMENDATION: Recommend the Board approve the low quote and/or bid for every item, as presented, in total not to exceed \$375,000.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

Item Description-Variou Support Spaces	QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL	TOTAL	Shipping & Other \$	Shipping & Other \$	GRAND TOTAL	GRAND TOTAL
		<u>Low Quote</u>	<u>High Quote</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>
Sprockets	0	\$0.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Push Brooms	4	\$14.99	\$16.00	\$59.96	\$64.00	\$0.00	\$0.00	\$59.96	\$64.00
Wet Floor Caution Signs	9	\$12.58	\$12.70	\$113.22	\$114.30	\$0.00	\$0.00	\$113.22	\$114.30
Wet Mop Buckets/Strainer	4	\$59.97	\$59.98	\$239.88	\$239.92	\$0.00	\$0.00	\$239.88	\$239.92
Wet Mops	4	\$15.99	\$16.99	\$63.96	\$67.96	\$0.00	\$0.00	\$63.96	\$67.96
Dry Mop - 60" wide push type	1	\$46.00	\$60.00	\$46.00	\$60.00	\$0.00	\$13.45	\$46.00	\$73.45
Dry Mop - 24" wide push type	2	\$24.97	\$24.98	\$49.94	\$49.96	\$0.00	\$0.00	\$49.94	\$49.96
Vacuum Cleaner - Hoover Upright Bagless C1660900	1	\$171.49	\$200.00	\$171.49	\$200.00	\$0.00	\$11.95	\$171.49	\$211.95
55 G Plastic Garbage Can On Wheels	2	\$116.34	\$116.52	\$232.68	\$233.04	\$0.00	\$0.00	\$232.68	\$233.04
Corn Broom	2	\$13.98	\$15.04	\$27.96	\$30.08	\$0.00	\$0.00	\$27.96	\$30.08
Janitorial Cart	1	\$129.97	\$183.25	\$129.97	\$183.25	\$0.00	\$0.00	\$129.97	\$183.25
Tilt Wheeled Garbage/ Recycle Cart	1	\$252.95	\$491.00	\$252.95	\$430.00	\$94.47	\$0.00	\$347.42	\$430.00
Janitorial Cabinet	1	\$225.95	\$239.20	\$225.95	\$239.20	\$75.00	\$0.00	\$239.20	\$300.95
Shelving Unit 72" (H) x 24" (D) x 48" (W)	3	\$79.98	\$99.98	\$239.94	\$299.94	\$0.00	\$0.00	\$239.94	\$299.94
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
								\$1,961.62	\$2,298.80

Item Description-Vending	QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL	TOTAL	Shipping & Other \$	Shipping & Other \$	GRAND TOTAL	GRAND TOTAL
		<u>Low Quote</u>	<u>High Quote</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>
Sprockets	0	\$0.97	\$1.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vending Machines	1	\$3,500.00	\$3,998.00	\$3,500.00	\$3,998.00	\$331.00	\$0.00	\$3,831.00	\$3,998.00
Pepsi vending machines	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
airpot	2	\$15.00	\$45.00	\$30.00	\$90.00	\$0.00	\$0.00	\$45.00	\$90.00
airpot stands	1	\$62.00	\$129.00	\$62.00	\$129.00			\$62.00	\$129.00
Coffee Kiosk Servers	1	\$143.98	\$151.98	\$143.98	\$151.98	\$22.76	\$27.04	\$166.74	\$179.02
Coffee Kiosk	1	\$557.00	\$758.00	\$557.00	\$758.00	\$0.00	\$0.00	\$557.00	\$758.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
								\$4,661.74	\$5,154.02

Item Description-Lobby Vestibule

Item Description-Lobby Vestibule	QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL	TOTAL	Shipping & Other \$	Shipping & Other \$	GRAND TOTAL	GRAND TOTAL
		<u>Low Quote</u>	<u>High Quote</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>
Sprockets	0	\$0.97	\$1.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
Enclosed Bulletin Boards 24X36	5	\$151.05	\$223.99	\$755.25	\$1,119.95	\$50.93	\$118.87	\$806.18	\$1,238.82
Enclosed Bulletin Boards 72X36	1	\$403.12	\$641.99	\$403.12	\$641.99	\$162.00	\$213.19	\$565.12	\$855.18
Literature Holder and Bulletin Board	1	\$775.00	\$983.22	\$775.00	\$983.22	\$100.00	\$170.00	\$875.00	\$1,153.22
Poster Frames 24x36	6	\$103.12	\$139.99	\$618.72	\$839.94	\$162.03	\$0.00	\$780.75	\$839.94
Child's Interactive	2	\$259.00	\$319.00	\$518.00	\$638.00	\$0.00	\$0.00	\$518.00	\$638.00
Promotional Displays	1	\$78.81	\$118.44	\$78.81	\$118.44	\$24.44	\$0.00	\$103.25	\$118.44
Open Bulletin Board ***	1	\$51.80	\$55.99	\$51.80	\$55.99	\$25.52	\$37.28	\$77.32	\$93.27
Banners, Flags, and Graphics	1	\$2,500.00	\$2,750.00	\$2,500.00	\$2,750.00	\$0.00	\$0.00	\$2,500.00	\$2,750.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
								\$6,225.62	\$7,686.87

Item Description-Fitness and Weights

Item Description-Fitness and Weights	QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL	TOTAL	Shipping & Other \$	Shipping & Other \$	GRAND TOTAL	GRAND TOTAL
		<u>Low Quote</u>	<u>High Quote</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>
Sprockets	0	\$0.97	\$1.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gym Wipe Dispencer Trash Can	2	\$220.76	\$370.79	\$441.52	\$741.58	\$11.00	\$111.24	\$452.52	\$852.82
TV	4	\$318.00	\$379.00	\$1,272.00	\$1,516.00	\$0.00	\$0.00	\$1,272.00	\$1,516.00
TV Mount (Shipping = Installation of wall mount with TV)	3	\$279.00	\$399.98	\$837.00	\$1,199.94	\$742.50	\$0.00	\$1,579.50	\$1,199.94
Cardio, Selecotrize, Free Wight Equipment and Racks	1	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
Assessment Room Equipment for NW Medicine	1	\$8,100.00	\$9,300.00	\$8,100.00	\$9,300.00	\$0.00	\$0.00	\$8,100.00	\$9,300.00
Weighing Scale w/counter weights ***	1	\$233.00	\$257.00	\$233.00	\$257.00	\$20.80	\$0.00	\$253.80	\$257.00
Body Fat Caliper	1	\$34.99	\$39.99	\$34.99	\$39.99	\$3.49	\$0.00	\$38.48	\$39.99
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
								\$11,696.30	\$13,165.75

Item Description-Mens and Womens Bathrooms

Item Description-Mens and Womens Bathrooms	QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL	TOTAL	Shipping & Other \$	Shipping & Other \$	GRAND TOTAL	GRAND TOTAL
		<u>Low Quote</u>	<u>High Quote</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>	<u>Lowest</u>	<u>Highest</u>
Sprockets	0	\$0.97	\$1.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soap Dispensers auto foam with bulk refills	7	\$43.99	\$55.99	\$307.93	\$391.93	\$16.80	\$0.00	\$324.73	\$391.93
T.P. Holders - San Jamar double large roll holder	10	\$24.49	\$25.03	\$244.90	\$250.30	\$23.68	\$0.00	\$250.30	\$268.58
Air Freshener wall mount auto release	5	\$23.39	\$25.42	\$116.95	\$127.10	\$0.00	\$0.00	\$116.95	\$127.10
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
				\$0.00	\$0.00			\$0.00	\$0.00
								\$691.98	\$787.61

FF&E Cut List: 12/8/17

FF&E Tab	ITEM	ORIGINAL QUOTE				ORIGINAL QUOTE				PRIORITY KEEP COLUMN	NOTES
		LOWEST	DEDUCTION	SHIPPING	TOTAL DEDUCTION	HIGHEST	DEDUCTION	SHIPPING	TOTAL DEDUCTION		
Fitness Center Equip.	Cardio - Adaptive Motion Trainer	\$11,740.60	\$11,740.60		\$11,740.60	\$11,740.60	\$11,740.60		\$11,740.60	High	Cardio unit not included in Life Fitness purchase, but proposed with total dollar amount approved by the Board in October 2017 for Fitness Center Equipment
Gym	Bleachers	\$12,595.12	\$6,297.56		\$6,297.56	\$15,520.00	\$1,512.48		\$1,512.48	High	Number of items reduced by 1/2
Multip. Classrms	CirRM A&B: Circle Tables & Racks	\$11,923.00	\$3,520.00		\$3,520.00	\$13,624.60	\$3,376.40		\$3,376.40	High	Eliminate the round tables so oblong tables can be used in other rooms easier. Good to have both styles of tables to serve multiple different program and rental options.
Vending	Food Vending Machine	\$3,500.00	\$3,500.00	\$331.00	\$3,831.00	\$3,998.00	\$3,998.00		\$3,998.00	High	Alternative options are being reviewed (no food vending, food vending service as opposed to in-house). High priority to keep - but look into service vs. in-house to control cost
Gen. Grounds	Outdoor Concessions Cart	\$3,509.00	\$3,509.00	\$471.89	\$3,980.89	\$3,612.00	\$3,612.00	\$175.00	\$3,787.00	Medium	Will not need until Sled Hill opens in Winter 2020 . Put on capital list are budget in operation budget for 2019/2020
GrpExer & Wtng Area	Suspension Wall Mount Rack	\$3,037.00	\$3,037.00		\$3,037.00	\$3,439.50	\$3,439.50	\$297.99	\$3,737.49	Medium	Leading add to fitness centers; used for small group training and cross programming.
Lobby-Vest.	Child Interactive in Lobby	\$518.00	\$518.00		\$518.00	\$638.00	\$638.00		\$638.00	Medium	Nice piece to have for little ones
Multip. Classrms	RM C: 2 tables/12 adult & 8 child chairs	\$1,942.00	\$764.00		\$764.00	\$3,504.60	\$1,371.60		\$1,371.60	Medium	Reduce tables from 6 to 4, adult chairs from 24 to 12, and child chairs from 24 to 16. Add tables back pending program and birthday party program needs after year 1.
Multip. Classrms	Mobile Coat Rack	\$3,159.00	\$1,053.00		\$1,053.00	\$4,317.00	\$1,439.00		\$1,439.00	Medium	Reduce number or racks purchased from 3 to 2. Recommend minimum of three to support multiped areas in use at one time during colder months
OfficeRecpt.	Lobby Furniture	\$3,896.00	\$3,896.00		\$3,896.00	\$0.00	\$0.00		\$0.00	Medium	Second Floor Lounge Chairs and Table Multipurpose Room Hallway Corner Bench
Fit & Wghts	Physicians Scale	\$233.00	\$233.00	\$20.80	\$253.80	\$233.00	\$233.00	\$20.80	\$253.80	Low	Move to operation budget
GrpExer & Wtng Area	Group Exercise Equipment/Racks	\$13,039.20	\$4,221.97		\$4,221.97	\$13,039.20	\$4,221.97		\$4,221.97	Low	Reduce cost by reducing quantity of equipment and bringing fabrication of shelving units in-house. Develop replacement plan for current equipment. Budget for replacement and new equipment in 2019 operation budget or sooner based on success of group fitness programs in 2018.
GrpExer & Wtng Area	Group Exercise Bikes	\$17,898.00	\$2,983.00		\$2,983.00	\$22,200.00	\$3,700.00		\$3,700.00	Low	Reduce number of items from 12 to 10. Look to add additional two bikes in 2019/2020 based on success of program. Budget in Capital or Operation Budget.
Gym Storage N	Storage Rack w/additional shelf	\$33,050.04	\$1,192.78		\$1,192.78	\$4,798.38				Low	Easy and minimal expense to add identified an additional rack is needed
Multip. Classrms	Entertainment Cart	\$199.00	\$199.00	\$38.24	\$237.24	\$229.00	\$229.00	\$14.31	\$243.31	Low	
Multip. Classrms	DVD Player	\$44.99	\$44.99		\$44.99	\$64.68	\$64.68		\$64.68	Low	
Multip. Classrms	Trach Can - 18 gal.	\$3,636.60	\$1,454.64		\$1,454.64	\$3,650.55	\$1,460.22		\$1,460.22	Low	Reduce Gym from (4) to (2), Remove (1) in Fitness Center, Remove (1) in Lobby, Remove (1) in Grp Ex/Dance Waiting Area (1)
Multip. Classrms	Recycle Can - 18 gal.	\$3,091.56	\$1,545.78		\$1,545.78	\$3,161.04	\$1,580.52		\$1,580.52	Low	Reduce Gym from (4) to (2), Remove (1) in Fitness Center (1), Remove (1) on Lobby (1), Remove (1) in Grp Ex/Dance Waiting Area
Multip. Classrms	TV - Entertainment Cart	\$318.00	\$318.00		\$318.00	\$318.00	\$318.00		\$318.00	Low	
Var. Support Spaces	Shelving Unit 72" (H) x 24" (D) x 48" (W)	\$239.94	\$79.98		\$79.98	\$299.94	\$99.98		\$99.98	Low	Two (2) shelves proposed form Fitness Center Storage (119). Reduce to (1) shelf.
Vending	Coffee Kiosk	\$557.00	\$557.00		\$557.00	\$758.00	\$758.00		\$758.00	Low	Included in furniture quote
Fit & Wghts	Body Fat Caliper	\$34.99	\$34.99	\$3.49	\$38.48	\$39.99	\$39.99	\$0.00	\$39.99	Move to Op. Budget	Move to operation budget
Fitness Center Equip.	Fitness Center Preventative Maintenance	\$2,096.00	\$2,096.00		\$2,096.00	\$2,096.00	\$2,096.00		\$2,096.00	Move to Op. Budget	Included in Staff Recommendation for Fitness Center Equipment approved by the Board in October. Propose to move to Operating Budget

		<u>FITNESS</u>	<u>TECHNOLOGY</u>	<u>GRAND</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>LESS Landscp</u>	<u>REMAINDER</u>		<u>Target</u>
		<u>EQUIPMENT</u>	<u>EQUIPMENT</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>SHORTFALL</u>	<u>Savings</u>	<u>TO CUT</u>	<u>CONTINGENCY</u>	<u>Cut</u>
GRAND TOTAL/Lowest:	\$197,493.50	\$148,420.16	\$62,500.00	\$408,413.66	300,000.00	108,413.66	\$75,000.00	\$33,413.66	\$10,000.00	\$43,413.66
GRAND TOTAL/Highest:	\$220,514.79	\$148,420.16	\$62,500.00	\$431,434.95	300,000.00	131,434.95	\$75,000.00	\$56,434.95	\$10,000.00	\$66,434.95

Order Priority:

1. Longest Lead Times
2. Safety
3. Customer Service
4. Priority as Ranked by Staff

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2017

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF OPERATING BUDGET FOR F.Y. 2018: Discussion and Comment Only

BACKGROUND INFORMATION: Staff has spent the last couple of months working on 2017 year-end projections and 2018 budget requests. As mentioned previously, this has been a much longer process than in previous years. Staff had to dust off the crystal balls in order to establish budgets for new facilities coming on in 2018. Time was spent restructuring chart of accounts, adding new accounts and new departments. Dan forwarded the full 2018 budget worksheet early in order to give you more time to review and prepare for any questions you might have. This draft will be distributed back to staff for further review and revisions.

There are a few items to keep in mind as you review:

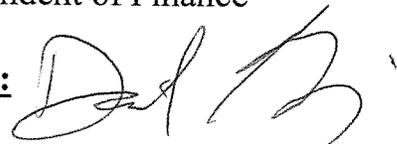
- I have not recorded all projections or proposed 2018 budget figures for Action 2020. I want to take some additional time to review this fund along with the various cash flow projections that have been produced. As soon as I have completed the draft of the Action 2020 fund I will forward on to you for review.
- No full-time salary increases are in your draft. They will be added, later, and as permitted. However, figures based upon the staffing plan already approved by the board, were included.
- Not all transfers to the Action 2020 fund have been recorded in this draft.

FISCAL IMPACT: Evaluating the total impact of the 2018 proposed budget is a bit difficult with some of the data not included. It is easier to review fund by fund at this time.

STAFF RECOMMENDATION: Staff recommends opening the floor for comment and questions, after which staff will take any and all comments and integrate them into the final version. The Operating Budget will then be brought back to the Board, with wage adjustments integrated, for final approval in January.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION: