

Sycamore
PARK DISTRICT
Established 1923

**Sycamore Park District
Regular Board Meeting**

February 27, 2018

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: January 30, 2018**

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 19. Superintendent of Finance Monthly Report**
- 22. Budget Report**
- 36. Superintendent of Recreation Monthly Report**
- 43. Superintendent of Golf Operations Monthly Report**
- 46. Superintendent of Parks and Facilities Monthly Report**
- 52. Executive Director Monthly Report**

CORRESPONDENCE-

- 55. Sycamore Police Department**
- 56. Sycamore Chamber of Commerce**
- 57. IAPD**

Sycamore Park District - we put the "MORE" in Sycamore.

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Sycamore Park District is an equal opportunity provider and employer.

Board of Commissioners Meeting

February 27, 2018

PG 2

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT – Jeff Donahoe

OLD BUSINESS:

- 58. **Review Status of Legacy Campus Construction—Dan/Bill
FF&E Update and “Adds”—Dan**
- 60. **License Agreement with CUSD#427 for Route 23 to
Brickville Road Trail Project—Dan (ROLL CALL)**
- 65. **Splash Fountain Rule Modification—Meg/Theresa (Roll Call)**

NEW BUSINESS:

- 69. **Consideration of Purchase of F350 Pickup Truck—Jeff (Roll Call)
DRAFT Budget and Appropriation Ordinance—Jackie**
- 80. **First Review: Executive Summary—Nettie
Review Grand Opening Plans—Kirk**
- 82. **Approve Professional Services for Phase III of Brickville to Rte. 23
Trail Project—Dan (Roll Call)**

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, January 30, 2018**

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 6:02 p.m. on Tuesday, January 30, 2018.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, 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: **Commissioner Schulz and Graves – Commissioner Graves arrived at 6:05 pm.**

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

Guests at the Board meeting were:

Julie Eggleston, KSRA
Skip & Bev Schramer, 23479 Airport Road, Sycamore

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Kroeger moved to approve the December 19, 2017 Regular Meeting Minutes. Commissioner Tucker seconded the Motion.

Voice Vote

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

Motion

Commissioner Tucker moved to approve the December 19, 2017 Executive Session Meeting Minutes and to remain confidential. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday January 30, 2018
 P 2

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$902,850.42.
 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 3-0. Commissioner Graves and Schulz were absent.

Correspondence –

- Toys for Tots
- PDRMA – 2017 Loss Control Award
- IAPD – Annual Report
- Illinois Trust Annual Meeting
- First Midwest Grant
- KSRA 2016 Financial Statement

Public Input –

Park Partners Award: ServiceMaster by Skip – Program Supervisor Sarah Rex Gave Skip our Park Partner Award and she along with Supt of Park Jeff Donahoe honored Skip. He is a great supporter of our concert series and is always there to help the Park District when needed.

Positive Feedback –

- Commissioner Kroeger noted it was nice to be a part of the award ceremony and it was well deserved.
- President Strack noted the Job Fair was a great idea.
- Commissioner Kroeger said there was a lot of people that attended the Job Fair.
- Commissioner Graves noted he greatly appreciated all the recommendation on the rules and regulations. A lot of thought went into this.

Monthly Report – Julie Eggleston with KSRA went over the article in Environments and what has been happening with KSRA.

Old Business

Update on North Grove Crossing Park Dedication – Director Gible noted that since his last report things have died down and nothing new to update at this point. He will keep the Board posted with new information when it comes in.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Review Status of Legacy Campus Construction – Commissioner Kroeger noted things are winding down. There is a punch list date scheduled and then it will be approximately 1-2 weeks to take care of any items. The Splashpad work will start when the weather gets better.

Final Review and Approval of FY2018 Operating Budget – Supt. of Finance Hienbuecher noted she had nothing to add.

Motion

Commissioner Tucker moved to approve as recommended with the Golf Course being looked at. Commissioner Graves seconded the Motion.

Roll Call

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

IMRF Resolution 01-2018 Regarding Payments to Employees in Lieu of Health Insurance -

Motion

Commissioner Tucker moved to approve Resolution 01-2018. 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 Schulz was absent.

New Business

Reservation Policy/Terms/Fees for Legacy Campus/Pool/Shelters and Clubhouse – Supt. of Recreation Jourden-Messerich noted the recommendation includes outline for the fees, etc for the District. This was a good opportunity for staff to work on alignment of all areas.

Motion

Commissioner Graves moved to approve the Reservation Policy/Terms/Fees for Legacy Campus/Pool/Shelters and Clubhouse. 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 Schulz was absent.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Approval of Community Center Gym and Track Rules & Pathway Fitness –

Motion

Commissioner Graves moved to approve the Community Center Gym and Track Rules along with the Pathway Fitness rules as presented with the change in wording as listed below. Commissioner Tucker seconded the Motion.

Voice Vote

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

This wording:

Unauthorized by the park district instruction or teaching of private lessons, and conducting team practices is not permitted.

Will now ready as:

No unauthorized instruction or teaching of private lessons, and conducting team practices is permitted.

First Review: License Agreement with CUSD#427 for Route 23 to Brickville Road Trail Project – Director Gibble noted this is informational only. At next months meeting he will be bringing this back for approval. If there are any issues or questions, please let him know.

Ordinance 01-2018 Tax Abatement of Alternate Bonds 2017A -

Motion

Commissioner Tucker moved to approve Ordinance 01-2018 Tax Abatement of Alternate bonds 2017A. Commissioner Graves seconded the Motion.

Roll Call

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

Ordinance 02-2018 Tax Abatement of Alternate Bonds 2015A -

Motion

Commissioner Graves moved to approve Ordinance 02-2018 Tax Abatement of Alternate bonds 2015A. 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 Schulz was absent.

Minutes of the Regular Meeting of the Board of Commissioners
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Bi-Annual Review of Executive Session Minutes – Director Gible noted the wording needs to be changed on the recommended motion. He is recommending changing the wording to: Approving release of January 2017 Executive Session Minutes that were approved in February 2017.

Motion

Commissioner Tucker moved to approve the recommendation with the wording changed to “Approving release of January 2017 Executive Session Minutes that were approved in February 2017 and that the Board authorize staff to dispose of all closed audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved ore than 18 months ago. Commissioner Graves seconded the Motion.

Roll Call

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

Splash Fountain Rules for Approval -

Motion

Commissioner Tucker moved to adopt the Splash Fountain Rules as recommendation with the understanding that they will come back with a recommendation for the change. Commissioner Kroeger seconded the Motion.

Voice Vote

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

MOU with Kishwaukee Special Recreation -

Motion

Commissioner Graves moved to approve the MOU with Kishwaukee Special Recreation. 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 Schulz was absent.

Minutes of the Regular Meeting of the Board of Commissioners
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Public Input - None

Motion

The Board adjourned the Regular Session at 7:42 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 02/23/2018
 TIME: 10:31:10
 AP: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Int'erm

FROM 01/31/2018 TO 02/21/2018

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

BURRI BURRIS EQUIPMENT CO.
 PS14276 01 PARKS 9016 BRAKE PARTS 101500066403 01/30/18 00002565 58762 02/02/18 670.76 670.76
 CITY OF SYCAMORE
 VENDOR TOTAL: 670.76

2-8-18 01 DEPOSIT - LEGACY CAMPUS 101200046214 02/08/18 00000000 58781 02/08/18 200.00 200.00
 DECEMBER 17
 01 CITY SALES TAX - CH 303000116852 01/31/18 00000000 58763 02/02/18 22.00 22.00
 02 CITY SALES TAX - CATERING 303500116852 00000000 20.00 20.00

JAN 2018 SALES TAX
 01 CITY SALES TAX - CATERING 303500116852 02/21/18 00000000 58788 02/21/18 6.00 6.00
 CITY OF SYCAMORE
 VENDOR TOTAL: 228.00

14205600/5650-0118
 01 WATER/SEWER-POOL 518100096704 01/31/18 00000000 58764 02/02/18 654.44 654.44
 CMJ TECHNOLOGIES, INC.
 VENDOR TOTAL: 654.44

100278 01 MONTHLY SERVICES 101000056304 02/01/18 00000000 58765 02/02/18 2,595.76 600.00
 02 MONTHLY SERVICES 201000056304 00000000 300.00 300.00
 10224 01 LEGACY CAMPUS-TECHNOLOGY 7110000207036 01/19/18 00000000 58765 02/02/18 2,595.76 1,995.76
 COMMONWEALTH EDISON
 VENDOR TOTAL: 2,595.76

020818 01 FOUNDERS PARK 101500096702 02/08/18 00000000 58784 02/16/18 249.18 249.18
 02 BOYNTON PARK 101500096702 00000000 26.90 26.90
 03 KIWANIS PARK 101500096702 00000000 15.81 15.81
 04 EMIL CASSIER PARK 101500096702 00000000 48.07 48.07
 05 SYCAMORE LAKE 101500096702 00000000 24.43 24.43
 06 GOOD TYMES SHELTER 101500096702 00000000 40.52 40.52
 07 WETZEL PARK 101500096702 00000000 35.44 35.44
 08 ENTRY PARK 101500096702 00000000 24.43 24.43
 33.58 33.58

VENDOR TOTAL: 249.18

FROM 01/31/2018 TO 02/21/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CONSERV	CONSERV FS								
	160519	01 MOWER OIL	101500076515	01/27/18	00002557	58766	02/02/18	68.50	68.50
								VENDOR TOTAL:	68.50
CSR	CSR BOBCAT EQUIPMENT CO.								
	132059	01 BACKHOE SERVICE MANUAL	101500066403	01/31/18	00002550	58767	02/02/18	201.47	125.00
	132103	01 BOBCAT OIL FILTERS	101500066403	01/13/18	00002554	58767	02/02/18	201.47	76.47
								VENDOR TOTAL:	201.47
ENGIN	ENGINEERING RESOURCE ASSOC								
	4	01 ENGINEERING TRAILS	711000207039	12/22/17	00000000	58768	02/02/18	8,542.81	8,542.81
	5	01 ENGINEERING TRAILS	711000207039	01/22/18	00000000	58769	02/02/18	21,928.98	21,928.98
								VENDOR TOTAL:	30,471.79
FRONTIER	FRONTIER								
	012218	01 MAINT BLDG	101500096700	01/22/18	00000000	58770	02/02/18	204.45	204.45
		02 MAINT BLDG	504100096700		00000000			76.26	76.26
		03 POOL	518000096700		00000000			51.93	51.93
								VENDOR TOTAL:	204.45
KONE	KONE INC.								
	921139262	01 MUSEUM - PHONE IN ELEVATOR	202500056300	11/24/17	00000000	58771	02/02/18	1,175.35	1,175.35
								VENDOR TOTAL:	1,175.35
NICOR	NICOR GAS								
	012618	01 COMMUNITY CENTER	207500096703	01/26/18	00000000	58772	02/02/18	1,117.72	1,117.72
	012918	01 MAINT BLDG	101500096703	01/29/18	00000000	58785	02/16/18	3,068.47	3,068.47
		02 MAINT BLDG	504100096703		00000000			624.52	624.52
								VENDOR TOTAL:	624.52

DATE: 02/23/2018
 TIME: 10:31:10
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/31/2018 TO 02/21/2018

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

010918									
09	CONFERENCE REGISTRATION	1010000046207	01/09/18	00002478	58779	02/02/18	3,393.45	3,393.45	950.00
10	CONFERENCE HOTEL	1010000046207		00002478					284.10
11	INTERNET	1010000096706		00002478					119.92
12	INTERNET	2010000096706		00002478					119.92
13	CABLE	3030000096705		00002478					53.50
14	CABLE	504000096705		00002478					53.50
15	ON LINE CC FEES	2010000056310		00002478					25.00
16	SEAL EMBOSSE	1010000046200		00002478					21.22
17	SEAL EMBOSSE	2010000046200		00002478					21.23
18	TRAVEL INSURANCE - MMS	2010000046207		00002478					54.00
19	REPAIR PICNIC TABLES	1015000066404		00002478					170.01
20	NEW FORD F350 WINDSHIELD RPR	1015000066402		00002478					128.43
21	POSTAGE	2010000046202		00002478					103.25
22	POSTAGE	1010000046202		00002478					103.25
23	FOOD & SUPPLIES FOR MEETINGS	1010000046212		00002478					43.92
24	FOOD & SUPPLIES FOR MEETINGS	2010000046212		00002478					43.92
25	FACEBOOK/MARKETING	1012000046214		00002478					19.87
								VENDOR TOTAL:	3,393.45

011618									
01	COFFEE	3030000086632	01/16/18	00002531	58780	02/02/18	70.66	70.66	8.48
02	COOKIES, CREAM, WATER-JOB FAIR	1012000046214		00002530					32.98
03	CLEANING SUPPLIES- CLUBHOUSE	3030000076500		00002530					29.20
								VENDOR TOTAL:	70.66
								TOTAL --- ALL INVOICES:	603,919.96

WALM WALMART COMMUNITY/RFCSLIC

INVOICES DUE ON/BEFORE 02/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	432.74	432.74
BATTERIE	BATTERIES PLUS		30.59
CINTA	CINTAS CORPORATION #355	176.30	25.41
ECO	ECOWATER SYSTEMS, INC.	10.20	5.10
ENGIN	ENGINEERING RESOURCE ASSOC	30,471.79	6,529.86
FRONTIER	FRONTIER	990.77	279.63
GRAI	GRAINGER	5.28	90.12
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	163.73	150.00
MENA	MENARDS - SYCAMORE	188.62	136.29
PDRMA	PDRMA	60.00	2,710.55
SOFT	SOFT WATER CITY	548.00	28.75
STAPLES	STAPLES ADVANTAGE	250.96	28.20
SYC	SYCAMORE CHAMBER OF COMMERCE	620.00	95.00
UNUM	UNUM LIFE INSURANCE	235.25	41.63
VERMONT	VERMONT SYSTEMS INC	18,426.00	600.00
WASTE	WASTE MANAGEMENT	182.86	63.46
	ADMINISTRATION		11,247.33
12	MARKETING		
BANN	BANNER UP SIGNS	48.00	84.00
	MARKETING		84.00
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	361.61	713.44
CINTA	CINTAS CORPORATION #355	176.30	29.25
CINTA2	CINTAS CORP		38.07
CONS	CONSERV FS	982.68	1,260.54
FEECEOIL	FEECE OIL COMPANY	80.00	622.50
FENCE	FENCE SALES OF SYCAMORE INC		220.00
GRAI	GRAINGER	5.28	42.15
MARS	M.A.R.S., INC.		131.00
MENA	MENARDS - SYCAMORE	188.62	91.70
MROUT	MR OUTHOUSE	1,590.00	570.00
MSC	MSC INDUSTRIAL SUPPLY CO		538.79
PDRMA	PDRMA	60.00	817.78
RAYNOR	RAYNOR DOO AUTHORITY	318.00	150.00
SOFT	SOFT WATER CITY	548.00	43.00
UNUM	UNUM LIFE INSURANCE	235.25	7.22

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
WASTE	WASTE MANAGEMENT	182.86	37.16
	PARKS		5,312.60
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	176.30	21.87
ECO	ECOWATER SYSTEMS, INC.	10.20	5.10
FRONTIER	FRONTIER	990.77	279.63
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	163.73	150.00
PDRMA	PDRMA	60.00	3,020.88
STAPLES	STAPLES ADVANTAGE	250.96	28.21
SYC	SYCAMORE CHAMBER OF COMMERCE	620.00	95.00
UNUM	UNUM LIFE INSURANCE	235.25	69.38
VERMONT	VERMONT SYSTEMS INC	18,426.00	600.00
	ADMINISTRATION		4,270.07
21			
	SPORTS COMPLEX MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	361.61	1,735.57
BURRI	BURRIS EQUIPMENT CO.	670.76	1,234.00
DEKA2	DEKALB IMPLEMENT CO.,	688.16	120.78
GRAI	GRAINGER	5.28	62.78
INTERS	INTERSTATE BATTERIES ROCKFORD		265.85
MENA	MENARDS - SYCAMORE	188.62	194.86
NAPA	NAPA AUTO PARTS - GENOA		13.18
PDRMA	PDRMA	60.00	6,130.55
REIN	REINDERS, INC.	7,589.66	518.31
STATE	STATE CHEMICAL MFG.		221.42
UNUM	UNUM LIFE INSURANCE	235.25	76.32
WASTE	WASTE MANAGEMENT	182.86	37.15
	SPORTS COMPLEX MAINTENANCE		10,610.77
25			
	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	3,337.90	737.95
	MIDWEST MUSEUM OF NATURAL HIST		737.95

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
52	PROGRAMS - ADULT		
GENOAPK	GENOA TOWNSHIP PARK DISTRICT		847.42
	PROGRAMS - ADULT		847.42
54	PROGRAMS - LEAGUES		
T0001170	METCALF, LISA	261.89	450.00
	PROGRAMS - LEAGUES		450.00
56	PROGRAMS - FITNESS		
SPERO	SPERO, LTD		90.00
	PROGRAMS - FITNESS		90.00
57	PROGRAMS - PRESCHOOL		
FITZW	ASHLEY FITZWATER		1,305.00
	PROGRAMS - PRESCHOOL		1,305.00
60	PROGRAMS - SPECIAL EVENTS		
KAR	KAR-FRE FLOWERS		115.00
STMARYHA	ST MARYS MEMORIAL HALL		196.50
	PROGRAMS - SPECIAL EVENTS		311.50
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
ALLAROUN	ALL AROUND PUMPING SERVICE		150.00
FRONTIER	FRONTIER	990.77	42.31
WARE	WAREHOUSE DIRECT BUSINESS		119.20
WASTE	WASTE MANAGEMENT	182.86	58.46
	CLUBHOUSE CONCESSIONS		369.97

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
CITY	CITY OF SYCAMORE	228.00	3,097.00
	ADMINISTRATION		3,097.00
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY		3,538.70
	ADMINISTRATION		3,538.70
40	GOLF OPERATIONS		
PDRMA	PDRMA	60.00	2,097.74
SOFT	SOFT WATER CITY	548.00	22.00
UNUM	UNUM LIFE INSURANCE	235.25	18.50
	GOLF OPERATIONS		2,138.24
41	GOLF MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	361.61	56.70
CINTA	CINTAS CORPORATION #355	176.30	29.25
JW	J.W. TURF, INC.		50.43
PDRMA	PDRMA	60.00	2,512.64
REIN	REINDERS, INC.	7,589.66	2,116.98
UNUM	UNUM LIFE INSURANCE	235.25	22.20
	GOLF MAINTENANCE		4,788.20
CAPITAL PROJECTS			
10	ADMINISTRATION		
CMJ	CMJ TECHNOLOGIES, INC.	65,554.21	519.97
	ADMINISTRATION		519.97
ACTION 2020			
10	ADMINISTRATION		

INVOICES DUE ON/BEFORE 02/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ACTION 2020			
10	ADMINISTRATION		
BJS	BJ'S DECORATING		2,416.50
CMJ	CMJ TECHNOLOGIES, INC.	65,554.21	11,790.00
DISPLAYS	DISPLAYS2GO		1,562.64
ENGIN	ENGINEERING RESOURCE ASSOC	30,471.79	10,979.67
FARNS	FARNSWORTH GROUP INC	9,101.53	8,865.86
VERMONT	VERMONT SYSTEMS INC	18,426.00	4,984.98
	ADMINISTRATION		40,599.65
	TOTAL ALL DEPARTMENTS		90,318.37

Interim 603,919.94
\$ ~~711,528.86~~
New \$ 90,318.37

Total \$ ~~801,847.23~~
694,238.33

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: February 27, 2018

Administrative Initiatives (2/1/18 – 2/28/18)

- Attended scheduled Management Team and Board meetings.
- Continued to work on documentation required for annual audit. Auditors onsite for fieldwork.
- Continue to work with CMJ and Vermont Systems regarding Access Control.
- Met with local Comcast representative regarding status of installation and update of clubhouse service.
- Prepared initial draft of Budget & Appropriation Ordinance.
- Facilitated and participated in PDRMA annual biometric screening.
- Prepared documentation for Executive Summary draft.
- Coordinated with other staff to order FF&E for new building.
- Continued to review cash flow and transferred funds as needed.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions (catering).
- Submitted engineering billing to IDOT for reimbursement.
- Assisted staff with technology problems. Coordinated assistance from CMJ to resolution.

- Performed criminal background checks on new hires. Submitted insurance paperwork for new full-time hires.
- Met with Physicians Intermediate Care regarding pre-employment physicals and workers comp services. Reached out to Northwestern regarding same.
- Worked with staff to establish hours of operation for customer service staff until new building is open.
- Submitted Tax Levy Confirmation.
- Participated in punch list walk through at Community Center.
- New grease trap and flooring installed in Clubhouse Concessions.
- Attended Pumpkin Festival Committee meeting.
- Catering/special events/room rentals: 1 rental, SYB & SGS signups

Administrative Initiatives (3/1/18 – 3/31/18)

- Attend any scheduled “Action 2020” related meetings.
- Attend Management Team and Board meetings.
- Auditors to complete fieldwork. Prepare additional documentation and finalize.
- Move Administration Office to Community Center.
- Work with CMJ to get new workstations and phones set up at Community Center.
- Finalize Budget & Appropriation Ordinance and file with County.
- Set up operational workstation at Administration Office to mirror what will be at front desk of community center.
- Enter 2018 Budget into MSI. Allocate annual budget over 12 months.

- Finalize documentation for Executive Summary.
- Update status of Goals & Objectives.
- Perform security updates on credit card terminals.
- Participate in PATH Essentials Webinar.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires. Submit insurance paperwork for new full-time hire.
- 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. Train on AssetMAXX software.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 3 rentals, Pro Shop Sale

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2018

Corporate Fund (10)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
Revenues				
Administration	7,175.87	1,331,721.00	7,392.95	-2.9%
Marketing		-		
Parks	-	14,207.00	-	#DIV/0!
Total Revenues	7,175.87	1,345,928.00	7,392.95	-2.9%
Expenses				
Administration	29,790.47	901,754.00	28,731.59	3.7%
Marketing	147.09	77,704.00	2,370.00	-93.8%
Parks	8,549.09	292,674.00	10,712.74	-20.2%
Total Expenses	38,486.65	1,272,132.00	41,814.33	-8.0% (1)
Total Fund Revenues	7,175.87	1,345,928.00	7,392.95	-2.9%
Total Fund Expenses	38,486.65	1,272,132.00	41,814.33	-8.0%
Surplus (Deficit)	(31,310.78)	73,796.00	(34,421.38)	-9.0%

(1) Timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Recreation Fund (20)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	940,031.00	96.25	-100.0%
Sports Complex	-	44,867.00	-	#DIV/0!
Sports Complex Maintenance	-	41,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	2,195.00	-	#DIV/0!
Programs-Youth	571.00	3,519.00	3,600.28	-84.1% (1)
Programs-Teens	-	759.00	-	#DIV/0! (1)
Programs-Adult	768.00	5,951.00	681.00	12.8% (1)
Programs-Family	-	-	-	#DIV/0! (1)
Programs-Leagues	-	9,653.00	-	#DIV/0! (1)
Programs-Youth Athletics	2,201.00	34,697.00	3,245.00	-32.2% (1)
Programs-Fitness	1,698.00	7,848.00	2,581.00	-34.2% (1)
Programs-Preschool	1,162.00	4,615.00	120.00	868.3% (1)
Programs-Senior	-	-	-	#DIV/0! (1)
Programs-Dance	316.00	2,752.00	602.00	-47.5% (1)
Programs-Special Events	1,343.00	6,211.00	1,334.00	0.7% (1)
Programs-Concerts	500.00	14,620.00	500.00	0.0%
Programs-Trips	-	-	-	#DIV/0! (1)
Brochure	-	7,350.00	4,650.00	-100.0% (2)
Weight Room	-	107,687.00	-	#DIV/0!
Community Center	-	37,444.00	-	#DIV/0!
Total Revenues	8,559.00	1,271,415.00	17,409.53	-50.8%

(1) Revenue from programs decreased 33.7%, \$4,104 compared to 2017.

(2) timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Expenses

Administration	47,293.06	517,861.00	21,840.75	116.5% (1)
Sports Complex	-	250.00	-	#DIV/0!
Sports Complex Maintenance	21,438.70	411,989.00	27,530.28	-22.1% (4)
Midwest Museum of Natural Hist	1,150.00	9,750.00	5,637.00	-79.6% (2)
Programs-Youth	29.06	2,744.00	659.81	-95.6% (3)
Programs-Teens	-	583.00	-	#DIV/0! (3)
Programs-Adult	-	4,298.00	239.96	-100.0% (3)
Programs-Family	-	-	-	#DIV/0! (3)
Programs-Leagues	258.37	4,774.00	322.95	-20.0% (3)
Programs-Youth Athletics	-	22,080.00	91.00	-100.0% (3)
Programs-Fitness	140.93	4,105.00	639.83	-78.0% (3)
Programs-Preschool	-	3,084.00	-	#DIV/0! (3)
Programs-Senior	-	-	-	#DIV/0! (3)
Programs-Dance	48.45	1,574.00	298.77	-83.8% (3)
Programs-Special Events	375.00	3,847.00	615.76	-39.1% (3)
Programs-Concerts	348.00	30,142.00	-	#DIV/0!
Programs-Trips	-	-	-	#DIV/0! (3)
Brochure	-	25,000.00	-	#DIV/0!
Weight Room	-	49,380.00	-	#DIV/0!
Community Center	-	173,233.00	-	#DIV/0!
		173,233.00	-	#DIV/0!
Total Expenses	71,081.57	1,264,694.00	57,876.11	22.8%
Total Fund Revenues	8,559.00	1,271,415.00	17,409.53	-50.8%
Total Fund Expenses	71,081.57	1,264,694.00	57,876.11	22.8%
Surplus (Deficit)	(62,522.57)	6,721.00	(40,466.58)	54.5%

(1) In 2018, Supt of Recreation wages and related (not hired until July 2017) and RecTrac Annual Maint (billed in May 2017).

(2) Installed 2 new heat exchangers in 2017

(3) Expenses for programs decreased 70.3%, \$2,0166 compared to 2017.

(4) timing

Donations (21)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	47,895.00	450,000.00	3,198.72	1397.3%
Total Revenues	47,895.00	450,000.00	3,198.72	1397.3%
Expenses				
Administration	-	450,000.00	-	#DIV/0!
Total Expenses	-	450,000.00	-	#DIV/0!
Total Fund Revenues	47,895.00	450,000.00	3,198.72	1397.3%
Total Fund Expenses	-	450,000.00	-	#DIV/0!
Surplus (Deficit)	47,895.00	-	3,198.72	1397.3%

Special Recreation (22)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	179,000.00	72.31	-100.0%
Total Revenues	-	179,000.00	72.31	-100.0%
Expenses				
Administration	-	191,500.00	-	#DIV/0!
Total Expenses	-	191,500.00	-	#DIV/0!
Total Fund Revenues	-	179,000.00	72.31	-100.0%
Total Fund Expenses	-	191,500.00	-	#DIV/0!
Surplus (Deficit)	-	(12,500.00)	72.31	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Insurance (23)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	70,000.00	8.40	-100.0%
Total Revenues	-	70,000.00	8.40	-100.0%
Expenses				
Administration	-	65,738.00	-	#DIV/0!
Total Expenses	-	65,738.00	-	#DIV/0!
Total Fund Revenues	-	70,000.00	8.40	-100.0%
Total Fund Expenses	-	65,738.00	-	#DIV/0!
Surplus (Deficit)	-	4,262.00	8.40	-100.0%

Audit (24)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	14,500.00	5.92	-100.0%
Total Revenues	-	14,500.00	5.92	-100.0%
Expenses				
Administration	-	14,500.00	-	#DIV/0!
Total Expenses	-	14,500.00	-	#DIV/0!
Total Fund Revenues	-	14,500.00	5.92	-100.0%
Total Fund Expenses	-	14,500.00	-	#DIV/0!
Surplus (Deficit)	-	-	5.92	-100.0%

Paving & Lighting (25)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	100.00	9.77	-100.0%
	<hr/>			
Total Revenues	-	100.00	9.77	-100.0%
Expenses				
Administration	-	21,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	21,000.00	-	#DIV/0!
Total Fund Revenues	-	100.00	9.77	
Total Fund Expenses	-	21,000.00	-	
Surplus (Deficit)	-	(20,900.00)	9.77	

Park Police (26)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	100.00	1.38	-100.0%
	<hr/>			
Total Revenues	-	100.00	1.38	-100.0%
Expenses				
Administration	-	3,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	3,000.00	-	#DIV/0!
Total Fund Revenues	-	100.00	1.38	-100.0%
Total Fund Expenses	-	3,000.00	-	
Surplus (Deficit)	-	(2,900.00)	1.38	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2018

IMRF (27)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	91,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	91,000.00	-	#DIV/0!
Expenses				
Administration	-	95,462.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	95,462.00	-	#DIV/0!
Total Fund Revenues	-	91,000.00	-	#DIV/0!
Total Fund Expenses	-	95,462.00	-	#DIV/0!
Surplus (Deficit)	-	(4,462.00)	-	

Social Security (28)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	99,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	99,000.00	-	#DIV/0!
Expenses				
Administration	-	103,108.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	103,108.00	-	#DIV/0!
Total Fund Revenues	-	99,000.00	-	#DIV/0!
Total Fund Expenses	-	103,108.00	-	#DIV/0!
Surplus (Deficit)	-	(4,108.00)	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Concessions (30)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD</u>	
			<u>Actual</u>	
Revenues				
Clubhouse Concessions	18.40	77,231.00	-	#DIV/0!
Beverage Cart	-	13,844.00	-	#DIV/0!
Sports Complex Concessions	-	39,365.00	-	#DIV/0!
Pool Concessions	-	7,822.00	-	#DIV/0!
Catering	1,497.00	17,092.00	200.00	648.5% (1)
	<hr/>	<hr/>	<hr/>	
Total Revenues	1,515.40	155,354.00	200.00	657.7%
Expenses				
Clubhouse Concessions	1,632.16	96,337.00	142.80	1043.0% (2)
Beverage Cart	-	9,654.00	-	#DIV/0!
Sports Complex Concessions	-	30,485.00	-	#DIV/0!
Pool Concessions	-	7,152.00	-	#DIV/0!
Catering	306.49	4,342.00	33.00	828.8%
	<hr/>	<hr/>	<hr/>	
Total Expenses	1,938.65	147,970.00	175.80	1002.8%
Total Fund Revenues	1,515.40	155,354.00	200.00	657.7%
Total Fund Expenses	1,938.65	147,970.00	175.80	1002.8%
Surplus (Deficit)	(423.25)	7,384.00	24.20	-1849.0%

(1) Room rental in 2018 that had food and bar services.

(2) Concessions manager working more hours due to upcoming opening of Community Center.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2018

Developer Contributions (32)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Administration	-	30,000.00	52.76	-100.0%
	<hr/>	<hr/>	<hr/>	
Total Revenues	-	30,000.00	52.76	-100.0%
Expenses				
Administration	-	40,000.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	-	40,000.00	-	#DIV/0!
Total Fund Revenues	-	30,000.00	52.76	-100.0%
Total Fund Expenses	-	40,000.00	-	#DIV/0!
Surplus (Deficit)	-	(10,000.00)	52.76	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2018

Golf Course (50)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues				
Golf Operations	22,742.80	480,199.00	26,988.49	-15.7% (1)
Golf Maintenance	-	20,736.00	-	#DIV/0!
Total Revenues	22,742.80	500,935.00	26,988.49	-15.7%
Expenses				
Golf Operations	6,146.15	227,977.00	7,698.38	-20.2%
Golf Maintenance	12,557.35	272,781.00	10,370.88	21.1%
Total Expenses	18,703.50	500,758.00	18,069.26	3.5%
Total Fund Revenues	22,742.80	500,935.00	26,988.49	-15.7%
Total Fund Expenses	18,703.50	500,758.00	18,069.26	3.5%
Surplus (Deficit)	4,039.30	177.00	8,919.23	-54.7%

(1) Season Pass Sales December 2017 vs December 2016.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2018

Aquatics (51)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD</u>	
			<u>Actual</u>	
Revenues				
Pool	-	70,747.00	-	#DIV/0!
Swim Lessons		13,966.00		
Splashpad	-	5,213.00	-	#DIV/0!
	<hr/>		<hr/>	
Total Revenues	-	89,926.00	-	#DIV/0!
Expenses				
Pool	107.23	50,042.00	345.00	-100.0%
Aquatics Maintenance	-	30,350.00	-	#DIV/0!
Swim Lessons		8,991.00	-	
Splashpad	-	360.00	-	#DIV/0!
	<hr/>		<hr/>	
Total Expenses	107.23	89,743.00	345.00	-100.0%
Total Fund Revenues	-	89,926.00	-	#DIV/0!
Total Fund Expenses	107.23	89,743.00	345.00	-100.0%
Surplus (Deficit)	(107.23)	183.00	(345.00)	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Debt Service (60)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	602,000.00	16.16	-100.0%
Total Revenues	-	602,000.00	16.16	-100.0%
Expenses				
Administration	-	601,642.00	-	#DIV/0!
Total Expenses	-	601,642.00	-	#DIV/0!
Total Fund Revenues	-	602,000.00	16.16	-100.0%
Total Fund Expenses	-	601,642.00	-	#DIV/0!
Surplus (Deficit)	-	358.00	16.16	-100.0%

Capital Projects (70)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	538,000.00	255.17	-100.0%
Total Revenues	-	538,000.00	255.17	-100.0%
Expenses				
Administration	1,438.45	620,675.00	-	#DIV/0!
Total Expenses	1,438.45	620,675.00	-	#DIV/0!
Total Fund Revenues	-	538,000.00	255.17	-100.0%
Total Fund Expenses	1,438.45	620,675.00	-	#DIV/0!
Surplus (Deficit)	(1,438.45)	(82,675.00)	255.17	-663.7%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2018

Action 2020 (71)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2017 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	7,172,500.00	227.41	-100.0%
Total Revenues	-	7,172,500.00	227.41	-100.0%
Expenses				
Administration	14,092.92	2,964,631.91	500.00	2718.6%
Total Expenses	14,092.92	2,964,631.91	500.00	2718.6%
Total Fund Revenues	-	7,172,500.00	227.41	-100.0%
Total Fund Expenses	14,092.92	2,964,631.91	500.00	2718.6%
Surplus (Deficit)	(14,092.92)	4,207,868.09	(272.59)	5070.0%
Total Fund Revenues	87,888.07	12,609,758.00	55,838.97	
Total Fund Expenses	145,848.97	8,446,553.91	118,780.50	
Surplus (Deficit)	(57,960.90)	4,163,204.09	(62,941.53)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2018	Revenues	Expenses	Unaudited 1/31/2017	1/31/2017 Cash balance
10 Corporate	791,302.42	7,175.87	38,486.65	759,991.64	767,106.40
20 Recreation	347,766.00	8,559.00	71,081.57	285,243.43	296,814.23
21 Donations	204,750.22	47,895.00	-	252,645.22	272,645.22
22 Special Recreation	26,322.98	-	-	26,322.98	26,322.98
23 Insurance	24,283.15	-	-	24,283.15	24,283.15
24 Audit	13,632.68	-	-	13,632.68	13,632.68
25 Paving & Lighting	22,113.11	-	-	22,113.11	22,113.11
26 Park Police	4,331.90	-	-	4,331.90	4,331.90
27 IMRF	4,462.30	-	-	4,462.30	4,462.30
28 Social Security	4,951.14	-	-	4,951.14	4,951.14
30 Concessions	52,784.98	1,515.40	1,938.65	52,361.73	48,922.28
32 Developer Contributions	1,160.53	-	-	1,160.53	1,160.53
60 Debt Service	56,597.05	-	-	56,597.05	56,597.05
70 Capital Projects	469,808.66	-	1,438.45	468,370.21	468,370.21
71 Action 2020	1,081,685.70	-	14,092.92	1,067,592.78	1,032,471.73
Total governmental fund balance	3,105,952.82	65,145.27	127,038.24	3,044,059.85	3,044,184.91
50 Golf Course	148,062.50	22,742.80	18,703.50	152,101.80	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(107,272.19)			(103,232.89)	(85,987.51)
51 Swimming Pool	219,353.64	-	-	219,353.64	
Net Assets	<u>(209,585.41)</u>			<u>(209,585.41)</u>	
	9,768.23			9,768.23	(28,741.64)
Total proprietary funds	367,416.14	22,742.80	18,703.50	371,455.44	
Net assets	(464,920.10)			(464,920.10)	
Proprietary funds minus net assets	(97,503.96)			(93,464.66)	
	3,008,448.86			2,950,595.19	2,929,455.76

Summary of depository accounts as of **2/22/2018**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,679.89	0.10	0
First Midwest Bank	807,673.75	1.50	1343.42
Resource Bank	382,110.25	0.37	127.78
IPDLAF	1,078,661.10	1.25	369.62
**DCCF - Action 2020	430,001.93		
*DeKalb Co. Community Foundation	<u>18,017.62</u>		3,365.33
	2,732,144.54		

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 12/31/17.

** As of 12/31/17 per DCCF.

To: Board of Commissioners
From: Meg Jourden-Messerich/Theresa Tevsh
Subject: Monthly Report
Date: February 27, 2018

Administrative Initiatives (2/1/2018-2/28/18)

- Attended monthly Board meeting. – Meg
- Attended weekly Management Team meetings. – Meg, Lisa, Sarah
- Participated in the interview process for full-time Custodian position. – Meg
- Continue to meet with Melissa Dobberstein, new Recreation Specialist for development of new birthday party program. – Meg
- Developed and shared with Sarah Rex park district brochure and website content for Community Center, Pathway Fitness, Splash Fountain, and Community Pool operations, services, memberships, and rentals. – Meg
- With assistance of Hillary Allton, GA, met with Northwestern Medicine to review and finalize Fitness Assessment Room furnishings and new Trail Leader: Health and Fitness Seminar track. – Meg, Hillary
- Worked with Jackie Hienbuecher, SOF, for developing outline to communicate the park district Corporate Membership program in promotional materials for Pathway Fitness and aquatics. – Meg
- Coordinated and led meeting with Julie Eggleston, Executive Director of Kishwaukee Special Recreation Association (KSRA), Stacy Veldhuizen, KSRA Therapeutic Rec. Coord., Theresa Tevsh, new Supt. of Recreation, Lisa Metcalf, Rec. Sup., Sarah Rex, Rec. & Marketing Sup., Melissa Dobberstein, Rec. Specialist and new Sup. Of Rec. to review new KSRA Program Request MOU and discussion of KSRA programs for summer 2018. – Meg

- Placed orders and confirmed delivery and installation timelines for FF&E Community Center indoor office and public space furnishings, indoor trash and recycle receptacles, Keiser M3i Indoor Bike, TVs for Pathway Fitness and communication screen in lobby, Precor AMT for Pathway Fitness, and Fitness Assessment Rooms.
- With Jeff Donahoe, SOP and Lisa Metcalf, Recreation Supervisor, confirmed project timelines and ordered products for Community Pool Flooring and Privacy Screen capital projects. - Meg
- Continued to work with PDRMA in finalizing agreement and waiver for Pathway Fitness and Track and Sycamore Park District Pathway Fitness Physical Fitness Facility Medical Emergency Plan required by IDPH to PDRMA. – Meg
- Coordinated and participated in meeting with Jeff Donahoe, Theresa Tevsh, new Supt. of Recreation, and Lisa Metcalf, Recreation Supervisor to review next step in assembling manuals and safety materials, process and procedures for the Community Center. – Meg
- Coordinated and attended meeting with Theresa Tevsh, new Supt. of Recreation, Mike Kokott, NM Program Director, and Cindy Tucker, NM Director/Physical Therapy to follow up on Fitness Assessment process, forms, and health and fitness seminars.
- With Sarah Rex, Recreation and Marketing Supervisor walked thru the Community Center and confirmed communication, promotional, rule, and safety signage. – Meg
- Participated in Community Center Punch List walk-thru February 6 with Executive Direct, Superintendent of Parks, and Superintendent of Finance. – Meg
- Attended Sneak Peek and Grand Opening planning meeting February 12. Developed facility tour details for events. – Meg
- Coordinated tour of the Community Center for NIU Sport Management undergraduate class on February 15. - Meg

- Assisted with transition and information sharing of projects with the new Superintendent of Recreation. - Meg

Lisa Metcalf, Recreation Supervisor

- Attended Weekly Management Team Meetings. - Lisa
- Attended a Pro Connect held at the Carol Stream Park District February 8. - Lisa
- Successfully completed Maintenance Management School January 29-February 2. - Lisa
- Continued to work with Melissa Dobberstein, Recreation Specialist on the transition of recreation special event, Family Flashlight Egg Hunt. Led meeting with potential volunteers for the event scheduled March 29. - Lisa
- With Hillary Allton, Graduate Assistant conducted interviews for Group Fitness Instructors and Personal Trainers. - Lisa
- Coordinated and lead the Daddy-Daughter Dance held February 11. A total of 195 people attended. (79 Dad and 116 Daughters). - Lisa
- Attended meeting with Meg Jourden-Messerich, Supt. Of Recreation, Theresa Tevsh, new Supt. of Recreation, Jeff Donahoe, Supt. of Parks and Art Zern, Sycamore Assistant Fire Chief to discuss and review recommendations and identify needed safety plans for the Community Center. - Lisa
- Attended meeting with Meg Jourden-Messerich, Supt. of Recreation, Theresa Tevsh, new Supt. of Recreation, Sarah Rex, Recreation and Marketing Supervisor, Melissa Dobberstein, Recreation Specialist and KSRA staff for review the new KSRA program MOU and KSRA program request for summer/fall 2018 at park district facilities. - Lisa
- Participated in the PDRMA employee P.A.T.H program Blood Screening. - Lisa

- Attended meetings on the Community Center Sneak Peak and Grand Opening events. - Lisa
- Second session of Winter programs started. Coordinated schedules and rosters with instructors. - Lisa

Sarah Rex, Recreation & Marketing Supervisor

- Filled Customer Service Specialist IMRF position. -Sarah
- Developed customer service standards for the community center service desk and District as a whole. - Sarah
- Developed basis for customer service training based on Moments of Truth. - Sarah
- Lead February 14 Green Drinks meetup with Amy Doll or DeKalb Park District and ENCAP Inc. as presenters. - Sarah
- Will develop public information pieces for Legacy Campus facilities and District-wide memberships. - Sarah
- Finalized content, placement and material of Community Center signs. - Sarah
- Developed Spring Mailer which includes the grand opening event invitation, and fees and services for the Community Center, Pathway Fitness, Aquatics and Golf. It will be in Sycamore mailboxes March 5. - Sarah
- Updated the District website to include all new facilities and services as well as transition the pool page into an aquatics page that incorporated Splash Fountain. - Sarah
- Worked with staff who oversee rentals to update all forms, agreements and waivers based on approved District-wide rental policies. - Sarah
- Developed lineup and secured sponsors for Summer Concert Series. - Sarah
- Arranged films and secured sponsors for Movies in the Park. - Sarah

- Oversee IMRF hiring of 12 Part-time Customer Service Specialist staff.
- Sarah
- Coordinated Park District staff to speak at local community groups about the opening of the Community Center. - Sarah

Hillary Allton, NIU Graduate Assistant

- Assisted Lisa Metcalf, Recreation Supervisor with interviews for Group Fitness Instructors and Personal Trainer week of February 5 and February 12. - Hillary
- Assisted in development of fitness program for Pathway Fitness, 2020 Mile Fitness Challenge to run beginning April. – Hillary
- Attended meeting with Northwestern Medicine with Meghan J-Messerich, SOR to finalize Fitness Assessment Room furnishings and Trail Leader: Health and Fitness track. – Hillary

Theresa Tevsh, *New* Superintendent of Recreation

- Stopped in to observe the Daddy/Daughter Dance on February 11. - Theresa
- Participated in the PDRMA employee P.A.T.H program Blood Screening. - Theresa
- Attended meetings on the Community Center Sneak Peak and Grand Opening events. - Theresa
- Conducted one on one meetings to, “get to know the staff” on February 16 with Melissa, Sarah and Lisa. - Theresa
- Requested quote for sound equipment in Fitness Studio with Sound of Music of Mundelein. - Theresa
- Attended Owner Operation trainings at Community Center. - Theresa

Administrative Initiatives (3/1/18-3/31/18)

- Finalize Pathway Fitness and Track Agreement and Membership Forms. -Theresa
- Work with Melissa Dobberstein, Recreation Specialist and Sarah Rex, Recreation and Marketing Supervisor in finalizing the Reservation Request, Birthday Party Request Form and Pathway Fitness, Track, and Open Gym Membership Forms. – Theresa, Sarah
- Continue work with Melissa Dobberstein, Recreation Specialist in finalizing details for new birthday party program and district reservation internal process and procedures. - Theresa
- Will work with Lisa Metcalf and Customer service team to develop skills using RecTrac. - Theresa
- Finalize Community Center Manuals. - Theresa
- Work with NIU to determine next round of Graduate Assistant positions scheduled for August 2018. - Theresa
- Establish key community members with Director Gible and set up meetings. - Theresa
- Contact Club 55 to set times and facility space requests. - Theresa
- Coordinate KSRA summer facility requests with the District. - Theresa

Lisa Metcalf, Recreation Supervisor

- Will attend Weekly Management Team Meetings. - Lisa
- Will attend the Pro Connect Culmination Event. - Lisa
- Will coordinate the removal of the carpet in the pool guard room, first aid area, and front desk area the month of March and installation of new resin flooring the month of April. - Lisa

- Will work with Steve Tritt, Asst. Supt. of Parks in transferring recreation program equipment and supplies from South Prairie School to the new Community Center. - Lisa
- Will work with Melissa Dobberstein, Recreation Specialist in coordination and leading Family Flashlight Egg Hunt March 29. - Lisa

Sarah Rex, Recreation & Marketing Supervisor

- Will finalize and order all Community Center signs. - Sarah
- Will oversee Customer Service Specialists – IMRF hiring and training of Part-time Customer Service Specialist staff. - Sarah
- Will submit summer 2018 brochure to the printer. It will be in mailboxes April 16. - Sarah
- Will attend the Sycamore and DeKalb Chambers of Commerce Community Expo. - Sarah

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 27, 2018

- Attended weekly Management Team meetings as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed February Golf Insight newsletter.
- Began to interview prospective candidates for golf operations staff who applied at Sycamore Park District Job Fair.
- Continued cleaning, touching up paint and changing pro shop displays.
- Completed marketing of the Swing into Spring Pro Shop Sale, including postcard mailing, website updates, flyers and eblasts.
- Finalized Tee sheet templates for 2018 golf season.
- Finalized 2018 pro shop product line.
- Continued to meet with Golfnow representatives to increase marketing techniques for 2018 golf season.
- Continued to meet with golf outing representatives and finalize 2018 golf outing and tournament schedule.
- Prepared handouts for the Spring into Spring sale including the 2018 Tournament Schedule, League Information, Permanent Tee Time Schedule and other such information.
- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Plan to take online classes, reading educational material and take final exam by April 1.

- Continued to develop program to sell ad space on reader board outside pro shop and tournament scoreboard.
- Continue to prepare Cart barn for the 2018 season.
- Completed minor maintenance to all pull carts.

Administrative Initiatives (3/1/18 – 3/31/18)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop March Golf Insight newsletter and begin to update reader board outside of the pro shop.
- Finalize spring staffing needs.
- Finish cleaning, touching up paint and changing pro shop displays.
- Hold Swing into Spring Sale March 2nd through 4th.
- Input all leagues and outings into the tee sheet templates for the 2018 golf season.
- Bring in and display 2018 merchandise.
- Finalize with Golfnow representatives marketing techniques for 2018 golf season.
- Prepare handouts for the Spring into Spring sale including the 2018 Tournament Schedule, League Information, Permanent Tee Time Schedule and other such information.

- Complete Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Finalize program to sell ad space on reader board outside pro shop and tournament scoreboard.
- Receive 17 Yamaha carts from Harris Golf Cars and update cart maintenance spreadsheet.
- Finalize preparation of all carts, push carts, cart barn and pro shop for the 2018 golf season.
- Open golf course for the 2018 season.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: February 27, 2018

Administrative Initiatives (2/1/18-2/28/18)

Golf

- After a quiet and mostly snow free January, February has provided almost 20 inches of snow, 60-degree days, several inches of rain, and a flooded river just in the first three weeks. Over 2” of rain fell on the 19th and 20th of the month on frozen ground and with a rapidly melting snow pack causing the river to rise quickly and over its’ banks. The dormant golf turf should withstand the submersions as we have encountered winter flooding in the past. We will have to wait and see how much corn field debris or mud is left behind after the water recedes.
- The bridge replacement project has begun as the custom-made box culverts have been placed at the 18 men’s tee creek area with the 16 beginning fairway wider bridge replacement taking place now once the water recedes and the area becomes solid enough for work to continue.
- Staff has been working inside on preventive maintenance and repairs on all equipment. Fluids, filters, bearings, plugs, seals, etc. are changed out and the 29 mower reels we use are stripped down and sharpened with several parts replaced. Golf carts are now starting to be worked on as well.
- I have been meeting with golf product reps and placed a couple of early orders for 2018. I have placed supply orders for cart signs, ball washer parts, and new flags for the greens.

- We met again with EC Design irrigation to continue the process of working towards getting the project out to bid this fall for a late summer/early fall 2019 construction start.

Sports

- Staff continues to work on equipment, paint garbage cans, and has begun working on golf carts.
- Lisa and I have been receiving requests for fields and tournaments and meeting with user groups to finalize dates for the larger events for the spring. I have also been in contact with the High School to secure their dates for field 1 games and practices, so we can schedule outside groups on their off days.
- I have been talking with AYSO spring soccer to discuss field needs and sizes as they have had an increase in signups for the 5/6-year-old age group.
- Met with Meg, Lisa, and Johnson Canvas as they will be supplying green tarps for a few sections of the outer fence where the wood slates used to be.
- We are also working on replacing the carpet in the guard room with a poured sealant product that will not need replaced and is easy to clean. This will take place in April when temperatures allow.
- We have also ordered the new pool circulation pump motor and will schedule installation in March.
- I am in the process of ordering chalk, paint, rakes, bases, field drags and other field maintenance products for March delivery.

Parks

- I attended staff, board, and community center construction meetings.
- I was part of the punch-list walk through team to find remaining issues.
- Worked with a panel of four other staff to accept applications, interview, rate, and hire a new full-time custodian. Jerry Dobson was hired and has over eight years of experience and will be a welcome member to our team. He begins work on March 5th.
- Met with Cintas to decide on rug runner needs for the building for foot traffic.
- Working with Cintas first aid on acquiring AED machines and a first aid cabinet for the community center.
- Met with product rep. from Taraflex sport flooring as they inspected final court and track layout and provided maintenance suggestions.
- Continue to attend meetings with staff for budgeting for FF&E in the community center to fit within provided budget. Ordered riding floor scrubber for building after much research that will perform on our variety of flooring and will fit in the elevator, more maintenance products will be purchased soon.
- Working with Steve Tritt on delivery of new furnishings and equipment for the new building. Staff will be helping unload and, in some cases, assembling shelving and other equipment. Our staff will also be moving offices to the community center from admin and maintenance buildings the first week of March. Items still needed at South Prairie School will also be moved in March.
- This week several staff are attending training of systems at the community center. Plumbing, overhead doors, fire suppression, HVAC, lighting and

electrical, generator, outdoor heated stair system, gym equipment – baskets raise and lower, divider lowering, fans, scoreboards, elevator, security system, IT systems will all be subjects of how to run the building. Each training will be videotaped, and we will receive operation manuals for the overall operation book for the building.

- Participated in several rounds of application ratings, reviews, and meetings for new Supt. of Recreation position.
- Met with Art Zern from the fire department and other staff at the building to discuss fire exit routes and requirements. We are working through Art's recommendation with local schools to obtain emergency operation procedure documents for the building.
- Staff working on equipment and now golf carts. Plowing as needed and will analyze flood implications at parks once water recedes. Staff will also be cutting down 15 trees soon to help with the installment of the new path south of the Middle School.
- Have begun ordering equipment off the approved capital budget. I hope to have info gathered from vendors by the Board meeting for approval of a new pickup truck.
- The replacement of the grease trap in the floor of the clubhouse concession building began this week. A large hole has been cut in the concrete and a new polymer rust-proof unit will be set in place of the rotting old unit. We have had the clubhouse closed to visitors during the construction.
- Have scheduled staff training for winter including pesticide spray license training and exams, first aid staff training, controlled burn fire training, and PDRMA related seminars.
- Working with City and Fence Sales to get additional rails added to spillway fence guard between the two ponds at Parkside Preserve. Expect the

drawings from Fence Sales soon and once City approves we will have the work completed next month.

- I met with Lenny from the Veterans group involved with the Vietnam traveling wall. They had some funds where they would like to add six unlit flagpoles for each branch of the service spread out about 20-30 feet apart starting at the existing American flag pole down the edge of the path. They also wanted benches added but we will deny that request due to the flood plain regulations.
- I have been coordinating fire alarm and fire sprinkler inspections for our existing buildings and the museum.

Administrative Initiatives (3/1/18-3/31/18)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction follow-up meetings.
- 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. Ordering materials and supplies for maintenance and coordinating with other staff on receiving furnishings and moving items to new building.
- Work with staff, fire dept., on operations manuals and emergency manuals for the community center. Procedures and training for staff will be taking place and new staff custodian will start organizing cleaning schedules, materials and record keeping process.
- Meet with irrigation design firm to continue planning process for new system as they analyze water intake at the river line this spring.

- Staff will work on park/sports/golf cleanup of flood and winter debris as weather allows. They will also complete inside equipment and cart maintenance, help with moving offices to new building, help with assembly of products for the comm. center, and begin outside turf work when weather dictates.
- I will be finalizing seasonal staff needs for all areas and hiring back some staff from last season once the turf starts growing.
- Will be ordering products and equipment for all areas for fields, golf, and park spring start-up. Open golf course when weather allows and when turf can accept traffic, hoping for a dry March.
- Continue Capital budget purchasing for required projects and equipment ordering.
- Work with ERA engineers and Martin Company contractor on the installation of the bridges construction repair plans for the golf course.
- Continue meetings with affiliate sports user groups and continue to receive requests with Lisa for the spring season. Games for High School will begin in March with practices for youth groups planned for the end of March/beginning of April.
- Study for and attend tests for Illinois Pesticide applicator license renewal.
- Attend natural area-controlled burn training weekend classes with Steve and Brent the 16th-18th. We will also try to attend other companies controlled burns this spring and fall as required for licensing.
- Work with landscape contractors for plans on seeding new dog park and general community center area. Coordinate with crews as splash pad construction continues with better weather.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: February 27, 2018

Administrative Initiatives (2/1/18 – 2/28/18)

- Finalized ordering of FF&E.
- Participated in Legacy Campus Punch List process.
- Continued supervision of Legacy Campus work.
- Put together timeline for next long-range planning process.
- Finished Phase I Engineering for ITEP Grant for Segment 1 of GW Trail Sycamore Forest Preserve to Old Mill Park.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - CUSD#427 Financial Advisory Committee
- Began supervision of work on Bridges 3 & 6 on Golf Course.
- Addressed hiring matters related to the Superintendent of Recreation.
- Oversaw Launch Timeline.
- Began planning for options with Supt. Of Finance and Business Services for our next Bond Issue.
- Troubleshoot Punch List issues.

- Held two meetings with Commissioner Kroeger reviewing numerous change orders.
- Helped with Tour of Community Center for NIU Undergrads in Kinesiology.
- Attended Owner/Architect/Contractor meetings.
- Finalized several documents for Army Corps of Engineers, IDNR, and IDOT for trail projects, and bridge projects.
- Re-grouped Engineers to discuss rising cost estimates of bridge at 15 Tee.
- Observed install of bridge/culvert components at 18 tee.
- Completed RFQ Process for Selecting Phase III: Construction Engineering firm for the Brickville to Rte. 23 trail project.
- Finalized, for approval, the License Agreement with CUSD#427 for Brickville to Rte. 23 trail project.
- Completing initial training for new Superintendent of Recreation.
- Completing farewell of current Superintendent of Recreation.
- Finalizing “on-boarding” of Custodian, Recreation Specialist, and two Customer Service Specialists.

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

- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - CUSD#427 Financial Advisory Committee
 - Owner/Architect/Contractor Meetings
- Manage change orders, color selections, design solution supervision on matters related to the Legacy Campus.

- Troubleshoot VORTEX and City of Sycamore issues.
- Continue work on Old Mill to Forest Preserve trail issues.
- Meet with DCCF official to discuss paydown process for ACTION 2020 Fund.
- Complete Dog Park fence installation.
- Finish Landscaping at Legacy Campus if weather permits. Sled Hill earliest opening = December 2018—more likely December 2019. Dog Park earliest opening April 2019. More will be done in Spring 2018.
- Distribute framework for beginning Sycamore Park District's next long-range plan.
- Attend HVAC, Electrical, Lighting, Alarm/Theft/Fire, Automated Systems training for systems at the Community Center.
- Complete Punch List for Gym and Track of Community Center.
- Complete Punch List for Grounds/Splashpad/Dog Park/Sled Hill when called for.
- Complete submittals to IDOT of License Agreement, Maintenance Agreement and Engineering QBS documentation for Rte. 23 to Brickville Trail project.
- Finalize Engineering Contracts for bidding and construction process of Rte. 23 to Brickville Road trail project.
- Await announcement of possible IDOT/ITEP Grant for Forest Preserve to Old Mill Park—Section 1—trail.
- Draft contributory information for the DSATS process of updating the 2011 Active Transportation Study.
- Coordinate the sanity campaign for SPD Staff.



SYCAMORE POLICE DEPARTMENT

Dan,

Congratulations on your recognition by the Illinois Park and Recreation Association. The advancements you and your staff have made at the Park District in recent years is amazing.

Congrats again and thanks for all you do to make a difference in our community.

Jim Winters



February 7, 2018

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

Dear Daniel,

We look forward to collaborating with your business in 2018!

Thank you for your investment in our community and your confidence in the Sycamore Chamber of Commerce. We are your partner for marketing, workforce development, networking, advocacy, and professional development.

Your membership helps sustain the colorful composition of our business community. We will continue creating opportunities that will help all of us succeed, strengthen our city and grow our local economy.

Together we will continue to combine our expertise, energy, vision, and leadership, to shape today's business environment to influence our future.

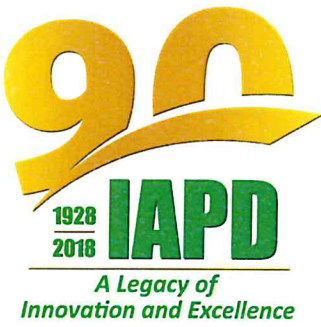
We applaud your diligence and commitment to being a part of this vibrant group of business people who, through active engagement, strive to create economic vitality for our entire community.

If I can ever be of assistance, please feel free to contact me personally at (815) 895-3456.

Sincerely,

RoseMarie M. Tremblay
Executive Director

We are business leaders empowering people to follow their dreams for over 100 years.



January 31, 2018

Dan Gibble
 Executive Director
 Sycamore Park District
 940 E State St.
 Sycamore, IL 60178

Dear Dan:

Congratulations on receiving the IPRA *Professional of the Year Award!*

There are individuals in this field who are gifted with the true spirit of parks and recreation, and you are one of them. The countless contributions you have made to the park district system both locally and statewide are unmatched, and the Sycamore Park District has flourished under your leadership.

I thought you might like to have the enclosed photos from the awards luncheon. I have enclosed extra photos to share.

Again, congratulations on a very well-deserved award.

My Best Personal Regards,

Peter M. Murphy, Esq., CAE, IOM
 President/CEO

Enclosures



SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: FF&E UPDATES and ADDS: 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.

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 had \$75,000 unallocated, and the Board agreed to apply it to the FF&E Budget, which would mean a shortfall of only \$33,413.66. At that time, staff indicated to the Board that 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 was then reviewed by staff, and prioritized for CUTS unless more funds became available, later. The Board then agreed that the Executive Director will bring those back for approval by the Board should savings or other cuts made savings possible. We agreed that until then, those items would not be purchased.

NOW:

I am returning to you to report that all previously approved purchases have been completed, and the expenditures have totaled \$157,863.08. Our goal was to stay below \$164,079.84. THEREFORE, our savings has been \$6,216.76 below our budget goal. These remaining funds—if authorized by the Board--would go toward adding back items like:

- Round tables and chairs
- Some additional shelving units for storage
- A revenue producing vending machine.

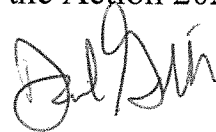
It appears, also, that the \$7,900 will be leftover in the Landscape Contingency. Therefore, if the Board approves, we would like to use those remaining funds to add back from the FF&E cut list, some of the following items:

- Lobby furniture
- Some additional garbage cans
- Some small pieces of group exercise equipment
- Some multipurpose room rectangular tables with chairs
- Some portable bleachers for the gym

FISCAL IMPACT: This FF&E and Landscape Budgets, together, would then be fully spent without exceeding our ACTION 2020 Overall Budget line items for those sections for a total of \$600,000.

STAFF RECOMMENDATION: Recommend the Board authorize the Executive Director to spend the remaining funds as detailed, above, and not to exceed the total budget for the two areas: Landscape and FF&E in the Action 2020 Budget.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 27, 2018

STAFF RECOMMENDATION

AGENDA ITEM: LICENSE AGREEMENT with CUSD#427 for Rte. 23 to BRICKVILLE ROAD TRAIL PROJECT: Recommend Approval

BACKGROUND INFORMATION: The Board at last month's meeting had an opportunity to review a near final draft of this document, necessary for IDOT and the FHWA to "let" our trail project in April of this year. One of many documents necessary for this project, it reflects our final agreement with CUSD#427 and spells out responsibilities into the future for the project's care and upkeep.

IDOT reviewed and approved the draft, then CUSD#427 reviewed it and requested some minor changes. They plan to approve this document on the same day as us, as they have reviewed the REVISED version based upon their Counsel's suggestions. IDOT reviewed CUSD#427's changes and is accepting of this "final" version.

We need to have SPD and CUSD#427 approve this at their meetings in February so it can be in IDOT's hands by March 1, 2018.

FISCAL IMPACT: None other than it supports a prior, approved expense.

STAFF RECOMMENDATION: I recommend approval of the attached License Agreement

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

**LICENSE/MAINTENANCE AGREEMENT
Between CUSD#427 and Sycamore Park District
For Walkway**

This License/Maintenance Agreement for Walkway (“Agreement”) is made this _____ day of _____, 2018 between Community Unit School District #427 (“CUSD#427), and Sycamore Park District (“Park District”).

WHEREAS, the CUSD#427, is the owner of certain real estate (“CUSD#427 Parcel”) depicted on the Drawing attached hereto as Exhibit “A”, made a part hereof, and commonly known as the Middle School Site, Sycamore, IL; and

WHEREAS, the Park District wishes to establish, install, and maintain a pedestrian walkway and bike path (“Walkway”) for the use and benefit of the general public over the CUSD#427 Parcel in order to facilitate pedestrian and bicycle access along the extended Great Western trail to the west, and connecting to existing trail that continues westward from the middle school; and

WHEREAS, this extension by the Park District will create additional safe routes to school; and

WHEREAS, the CUSD#427 is willing to allow the Park District to construct said Walkway across the CUSD#427 Parcel to Illinois Department of Transportation (IDOT) and Federal Highway Administration (FHWA) specifications; and

WHEREAS the CUSD#427 will, thereafter, assume the responsibility for maintenance of the portion of said walkway on the CUSD#427 property that parallels Main Street/State Route 23; and

WHEREAS, the Park District will, thereafter, assume the responsibility for the maintenance of the portion of said walkway that runs roughly east/west and extends from Main Street/State Route 23 to Brickville Road.

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

1. License Granted. The CUSD#427 hereby grants to the Park District a revocable license to enter onto CUSD#427 Property for the purpose of constructing a walkway across the CUSD#427 Property as depicted on the attached Exhibit A. The Park District agrees to cause said Walkway to be constructed to IDOT and FHWA specifications for walks and to cause said work to be done in an efficient and workmanlike manner causing as little disruption to CUSD#427 property as reasonably possible. Upon completion of construction, the Park District agrees to restore the surface of the ground next to the walkway with grass (seed or sod) and to minimize areas of compaction to the greatest extent possible. The parties acknowledge and declare that the purpose of the Walkway is to facilitate access for the benefit of the general public across the CUSD#427 parcel to connect other trail segments, and assist with the eventual extension of the Great Western Trail. Upon the completion of the walkway by the Park District, the walkway will become the property of the Park District and be maintained by the Park District and CUSD#427, as defined earlier in this document. All costs associated with the construction shall be borne by the Park District.

PAGE 2
LICENSE/MAINTENANCE AGREEMENT
Between CUSD#427 and Sycamore Park District
For Walkway

2. Responsibility for Repairs and Care to Walkway. The Park District agrees that it will maintain and repair the walkway as being under its jurisdiction and control on an ongoing basis. The CUSD#427 agrees that it will maintain and repair the walkway as being under its jurisdiction and control on an ongoing basis. This responsibility will not, however, require the CUSD#427 and the Park District to replace the portion of trail under the other's jurisdiction, due to cracking, settling, freezing and thawing, if the walkway becomes unsafe for pedestrians to use and requires replacement.

3. Right to Remove Walkway. The CUSD#427 acknowledges and agrees that the Park District, IDOT, and the FHWA shall have the right to remove the walkway constructed pursuant to this agreement at any time and shall not have the obligation to replace the same. The Park District agrees to restore the CUSD#427 property to its original condition upon removal of the walkway. Further, CUSD#427 recognizes that by the USE of funds from grant sources for the construction of this trail there are restrictions as to the removal of this trail, and the CUSD#427 will abide by those restrictions.

4. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon any party except to the extent incorporated into this Agreement.

5. Modification of this Agreement. Any modification of this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

6. Attorney's Fees. In the event of any controversy, claim, or dispute to this Agreement or its breach, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees, and costs.

7. Partial Invalidity. The invalidity of any covenant, restriction, condition, limitation or any other provisions of this Easement, or of any part of the same, shall not impair or affect in any manner the validity, enforceability or effect the remainder of this Agreement.

8. Indemnity and Insurance during Construction of Walkway.

8.1 The Park District will indemnify and save harmless the CUSD#427 and its agents, employees, successors and assigns (collectively, the "Indemnified Parties") from any injury to persons or loss or damage to personal or real property which said Indemnified Parties may suffer, incur or sustain arising proximately from the actions of the Park District or its agents during the performance of work under this Agreement.

8.2 The Park District shall maintain at all times during the performance of work under this Agreement, liability insurance policies, including coverage for automobile liability, personal injuries, and property damage with contractual liability coverage containing agreements to defend, indemnify and hold harmless as set forth in the paragraph above and in no event that such policies have less than the following coverages.

- Comprehensive general liability in the minimum amount of One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) aggregate, as applicable, combines single limit, bodily injury and property damage

PAGE 3
LICENSE/MAINTENANCE AGREEMENT
Between CUSD#427 and Sycamore Park District
For Walkway

- Automobile liability in the minimum amount of One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) aggregate.
- Worker's Compensation not less than the statutory minimum and Employer's Liability Insurance not less than Five Hundred Thousand Dollars (\$500,000.00)
- Umbrella liability insurance in the minimum amount of Two Million Dollars (\$2,000,000.00).

All such policies shall name CUSD#427 and its board members, employees, agents and volunteers as additional insured and shall provide that the policy may not be terminated, canceled, or materially changed without sixty (60) days advance written notice to CUSD#427.

9. Default and Remedy.

9.1. In General. Except as specifically provided otherwise in this Agreement, in the event of breach or default of this Agreement, or any of its terms and provisions, the defaulting party, upon written notice from the other party, shall proceed immediately to cure or remedy such breach or default, and, in any event, cure such breach or default within thirty (30) days after receipt of such notice. In case such action is not taken or not diligently pursued within thirty (30) days, the aggrieved party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance of its obligations. The prevailing party from any litigation commenced to enforce any provision of this Agreement shall be entitled to receive from the losing party the prevailing party's reasonable attorney's fees and costs of suit.

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

10. Term of License Agreement. It is understood by CUSD#427 and the Park District enter into this LICENSE/MAINTENANCE AGREEMENT for a term of 50 years from the date of execution. At the conclusion of the 50 years, the CUSD#427 and the Park District agree that this LICENSE/MAINTENANCE AGREEMENT shall automatically renew itself in 1-year increments. As the first 50 years comes to an end, and/or with each subsequent 1 year term coming to an end, the CUSD#427 and the Park District agree that 90 days-notice must be given, prior to the end of the term, that it desires not to allow the LICENSE/MAINTENANCE AGREEMENT to continue.

SIGNATURE PAGE
IS NEXT

**PAGE 4
LICENSE/MAINTENANCE AGREEMENT
Between CUSD#427 and Sycamore Park District
For Walkway**

SIGNATURE PAGE

THE CUSD#427:

By: _____
School Board President, Jim Dombek

Chief Financial Officer, Nicole Stuckert {seal}

DATE: _____

THE SYCAMORE PARK DISTRICT:

By: _____
Board of Commissioners President, Ted Strack

Executive Director, Daniel Gible {seal}

DATE: _____

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 27, 2018

STAFF RECOMMENDATION

AGENDA ITEM: SPLASH FOUNTAIN RULE CHANGE: Recommend Approval

BACKGROUND INFORMATION At January 2018 Board meeting, the Board approved the staff recommendation for Splash Fountain facility rules with revision of the following rule:

Children must have adult supervision at all times. Maximum of three children under the age of 18 years old per paying adult age 16 years old or older.

The Board expressed concern for families of four or more children under the age of 18 years old needing more than one adult age 16 years or older to enjoy Splash Fountain.

Staff regrouped to discuss the reasoning behind the rule as it was written and recommend aligning revision for age and adult supervision requirement at the facility to align with the age requirements at the Community Pool.

Rule Modification Recommendation:

Children, ages 10 and under, must be accompanied by a person age 16 or older.

Staff does not have concerns with the revision of the rule due to the rule “Groups of 10 or more wishing to use the spray park facility may be scheduled on Tuesdays between 9am and 12pm during the season only” assists staff to deny larger groups/camps without proper adult supervision as needed.

FISCAL IMPACT: None at this time.


STAFF RECOMMENDATION: Staff recommends approval of the amendment of Splash Fountain Rule:

Rule: Children must have adult supervision at all times. Maximum of three children under the age of 18 years old per paying adult age 16 years old or older.

Modification: Children, ages 10 and under, must be accompanied by a person age 16 or older.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation
Lisa Metcalf, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Splash Fountain Rules

- Splash Fountain payment must be made, or membership/pass card scanned at the Community Center Service Desk prior to participating.
- To activate spray, press the activator button on the splash pad.
- No lifeguard on duty. Play at your own risk.
- ~~Children must have adult supervision at all times. Maximum of three children under the age of 18 years old per paying adult age 16 years old or older.~~
Children, ages 10 and under, must be accompanied by a person age 16 or older.
- Walk at all times.
- All participants must conduct themselves in a courteous, safe and family oriented manner.
- Children who are not toilet trained must wear tightly fitted plastic pants and swim diaper. Disposable diapers are not allowed in the facility.
- Please take children on frequent restroom breaks.
- Restrooms, with diaper changing stations, and drinking fountains are located in the Community Center.
- Proper swim attire is required. Cutoffs are not permitted in spray area.
- Only bare feet or aqua socks are allowed on the spray park play surfaces.
- Food, beverages, and chewing gum are not permitted in the spray park. Bottled water with sealed closures only is allowed.
- No alcohol is allowed in Splash Fountain.
- Legacy Campus and facilities are smoke free. No e-cigarettes, vapor, or tobacco products permitted.
- No soap, shampoos, conditioners, lotions, or body washes are allowed near the play features.
- Glass containers are prohibited.
- The following activities and items are not permitted in the spray park area:
 - Climbing, sitting, and playing on splash pad apparatus
 - Running, rough play, and profanity
 - Inflatable pool toys, athletic and other recreation equipment
 - Soaps, detergents, and shampoos
 - Changing diapers
 - Radios and other acoustical devices
 - Climbing on fence
- Skateboards, rollerblades, bicycles, scooters, and similar recreation equipment is not permitted.
- Pets are not allowed in Splash Fountain.
- Baby strollers and carriers are not allowed near the play features.
- The water from the splash park features is not suitable for drinking.
- Admission to the facility shall be refused to all persons having any contagious diseases or infectious conditions.

- Use of the spray park facility is prohibited when thunder is heard, or lightening is seen, including a 30-minute period after the last lightening or thunder is detected.
- Groups of 10 or more wishing to use the spray park facility may be scheduled on Tuesdays between 9am and 12pm during the season only.
- Sycamore Park District is not responsible for lost or stolen items.
- Fees and rules are subject to change.
- Failure to adhere to any policies may result in loss of privileges.
- Sycamore Park District has the authority to implement and enforce rules that are more stringent or that supplement those listed here.

Notice

- In the event of an emergency dial 911.
- In the event of a non-emergency or facility maintenance-related issue, please call 815-895-3365.

Splash Fountain is open the Saturday of Memorial Day Weekend through the last Sunday in September.

	May-August	September
Monday-Friday	10am-8pm	12pm-6pm
Saturday	10am-6pm	9am-6pm
Sunday	10am-5pm	12pm-5pm
Memorial Day, 4 th of July, Labor Day		12pm-5pm

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2018

STAFF RECOMMENDATION

AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:
Draft

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

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

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance numbers as of January 1, 2018 will be entered after completion of the audit.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 03-2018
BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2018 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2018.

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

Section I. It is hereby found and determined:

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

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 27th day of March, 2018 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 have heretofore been performed.

Section II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2018 and ending on the thirty-first (31st) day of December, 2018.

I. CORPORATE FUND

Salaries, Wages and Taxes	\$ 431,563
Professional and Contracted Services	\$ 176,062
Administrative Supplies and Expenses	\$ 148,246
Repairs and Maintenance	\$ 89,643
Utilities	\$ 29,503
Insurance	\$ 75,610
Operating Transfer to other fund	<u>\$ 512,325</u>
Total Estimated Expenditures	\$ 1,462,952

CORPORATE FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	\$ 1,408,750
Estimated transfer of IMRF/SS tax levy	\$ 59,494
Estimated 2018 Corporate Replacement	\$ 41,400
Miscellaneous revenue	<u>\$ 37,253</u>
Total Estimated Available Revenues	\$ 1,546,897
Total Estimated Expenditures	<u>\$ 1,462,952</u>
Estimated Fund Balance December 31, 2018	\$ 83,945

II. RECREATION FUND

Salaries, Wages and Taxes	\$ 881,208
Professional and Contracted Services	\$ 145,557
Supplies	\$ 125,853
Repairs and Maintenance	\$ 48,472
Utilities	\$ 81,751
Insurance	\$ 171,557
Operating Transfer to other fund	<u>\$ 0</u>
Total Estimated Expenditures	\$ 1,454,398

RECREATION FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	\$ 1,021,200
Estimated transfer of IMRF/SS tax levy	\$ 116,579
League & Sports Fees	\$ 51,597
Programs/Events	\$ 79,122
Fitness	\$ 121,920
Community Center Services	\$ 31,896
Miscellaneous revenue	<u>\$ 39,813</u>
Total Estimated Available Revenues	\$ 1,462,127
Total Estimated Expenditures	<u>\$ 1,454,398</u>
Estimated Fund Balance December 31, 2018	\$ 7,729

III. RESTRICTED CONTRIBUTIONS

Expenses	\$ 517,500
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RESTRICTED CONTRIBUTIONS SUMMARY

Fund Balance January 1, 2018	\$
Donations	\$ 517,500
Operating Transfer from DCCF	<u>\$ 0</u>
Total Estimated Available Revenues	\$ 517,500
Total Estimated Expenditures	<u>\$ 517,500</u>
Estimated Fund Balance December 31, 2018	\$ 0

IV. SPECIAL RECREATION FUND

Expenses	\$ 220,225
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SPECIAL RECREATION FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	<u>\$ 205,850</u>
Total Estimated Available Revenues	\$ 205,850
Total Estimated Expenditures	<u>\$ 220,225</u>
Estimated Fund Balance December 31, 2018	\$ -14,375

V. IMRF FUND

Expenses	\$ 109,781
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IMRF FUND SUMMARY

Fund Balance January 1, 2018	\$ 5,131
Estimated 2017 Property Taxes & Interest	<u>\$ 104,650</u>
Total Estimated Available Revenues	\$ 109,781
Total Estimated Expenditures	<u>\$ 109,781</u>
Estimated Fund Balance December 31, 2018	\$ -

VI. SOCIAL SECURITY FUND

Expenses	\$ 118,574
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SOCIAL SECURITY FUND SUMMARY

Fund Balance January 1, 2018	\$ 4,724
Estimated 2017 Property Taxes & Interest	<u>\$ 113,850</u>
Total Estimated Available Revenues	\$ 118,574
Total Estimated Expenditures	<u>\$ 118,574</u>
Estimated Fund Balance December 31, 2018	\$ -

VII. LIABILITY TORT FUND

Expenses	\$ 75,599
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LIABILITY TORT FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	<u>\$ 80,500</u>
Total Estimated Available Revenues	\$ 80,500
Total Estimated Expenditures	<u>\$ 75,599</u>
Estimated Fund Balance December 31, 2018	\$ 4,901

VIII. AUDIT FUND

Expenses	\$ 16,675
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AUDIT FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$ 16,675
Total Estimated Expenditures	<u>\$ 16,675</u>
Estimated Fund Balance December 31, 2018	\$

IX. PAVING & LIGHTING FUND

Expenses	\$ 24,150
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PAVING & LIGHTING FUND SUMMARY

Fund Balance January 1, 2018	\$ 24,035
Estimated 2017 Property Taxes & Interest	\$ 115
Total Estimated Available Revenues	\$ 24,150
Total Estimated Expenditures	\$ 24,150
Estimated Fund Balance December 31, 2018	\$ 0

X. POLICE FUND

Expenses	\$ 3,450
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POLICE FUND SUMMARY

Fund Balance January 1, 2018	\$ 3,335
Estimated 2017 Property Taxes & Interest	\$ 115
Total Estimated Available Revenues	\$ 3,450
Total Estimated Expenditures	\$ 3,450
Estimated Fund Balance December 31, 2018	\$ 0

XI. DEVELOPMENT CONTRIBUTION FUND

Expenses	\$ 46,000
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DEVELOPMENT CONTRIBUTION FUND SUMMARY

Fund Balance January 1, 2018	\$ 11,500
Development Contributions	\$ 34,500
Miscellaneous revenue	\$ -
Total Estimated Available Revenues	\$ 46,000
Total Estimated Expenditures	\$ 46,000
Estimated Fund Balance December 31, 2018	\$ 0

XII. GOLF COURSE FUND

Salaries, Wages and Taxes	\$ 332,955
Professional and Contracted Services	\$ 19,320
Supplies	\$ 40,825
Repairs and Maintenance	\$ 79,465
Utilities	\$ 30,314
Insurance	\$ 68,393
Misc.	<u>\$ 4,600</u>
Total Estimated Expenditures	\$ 575,872

GOLF FUND SUMMARY

Net Position, January 1, 2018	\$
Estimated transfer of IMRF/SS tax levy	\$ 41,239
Daily Fees	\$ 167,555
Season Passes	\$ 116,093
Carts	\$ 126,270
Golf Events & Programs	\$ 23,431
Miscellaneous	\$ 37,950
Pro Shop Sales	<u>\$ 63,537</u>
Total Estimated Available Revenues	\$ 576,075
Total Estimated Expenditures	<u>\$ 575,872</u>
Estimated Net Position, December 31, 2018	\$ 203

XIII. AQUATICS FUND

Salaries, Wages and Taxes	\$ 60,178
Supplies	\$ 9,389
Repairs and Maintenance	\$ 12,995
Utilities	<u>\$ 20,642</u>
Total Estimated Expenditures	\$ 103,204

AQUATICS FUND SUMMARY

Net Position, January 1, 2018	\$
Estimated transfer of IMRF/SS tax levy	\$ 4,277
Operating Transfer from other fund	\$ 14,375
Daily Fees	\$ 20,152
Season Passes	\$ 36,969
Special Events & Programs	\$ 12,308
Lessons	<u>\$ 15,334</u>
Total Estimated Available Revenues	\$ 103,415
Total Estimated Expenditures	<u>\$ 103,204</u>
Estimated Net Position, December 31, 2018	\$ 211

XIV. CONCESSIONS

Salaries, Wages and Taxes	\$ 68,454
Supplies	\$ 73,169
Repairs and Maintenance	\$ 3,565
Utilities	\$ 4,635
Insurance	\$ 6,141
Misc.	<u>\$ 14,202</u>
Total Estimated Expenditures	\$ 170,166

CONCESSIONS FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated transfer of IMRF/SS tax levy	\$ 6,767
Sports Complex	\$ 44,390
Clubhouse	\$ 82,535
Beverage Cart	\$ 15,525
Catering	\$ 19,550
Pool	\$ 8,740
Marketing Fund	<u>\$ 1,150</u>
Total Estimated Available Revenues	\$ 178,657
Total Estimated Expenditures	<u>\$ 170,166</u>
Estimated Fund Balance December 31, 2018	\$ 8,491

XV. BOND AND INTEREST FUND

Interest	\$ 36,388
Principal	<u>\$ 655,500</u>
Total Expenses	\$ 691,888

BOND AND INTEREST FUND SUMMARY

Fund Balance January 1, 2018	\$
Estimated 2017 Property Taxes & Interest	\$ 692,300
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 692,300
Total Estimated Expenditures	<u>\$ 691,888</u>
Estimated Fund Balance December 31, 2018	\$ 412

XVI. CAPITAL FUND

Vehicles	\$ 63,250
Maintenance Equipment	\$ 4,830
Buildings & Structures	
Equipment/Furnishings	
Golf Course	\$ 347,185
Swimming Pool	\$ 14,260
Action 20/20	\$ 3,409,327
Parks & Grounds	\$ 8,625
Concessions	\$ 14,375
Miscellaneous	<u>\$ 46,000</u>
Total Estimated Expenditures	\$ 3,907,852

CAPITAL FUND SUMMARY

Fund Balance January 1, 2018	\$
Bond Proceeds	\$ 7,472,700
Operating Transfer from other fund	\$ 1,219,000
Miscellaneous revenue	<u>\$ 167,555</u>
Total Estimated Available Revenues	\$ 8,859,255
Total Estimated Expenditures	<u>\$ 3,907,852</u>
Estimated Fund Balance December 31, 2018	\$ 4,951,403

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2018 and ending December 31, 2018 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2018 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 12,480,024
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 8,079,106
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,644,005

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

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

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

Passed by the Board of Commissioners of the Sycamore Park District this _____ day of _____, 2018.

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 27, 2018

STAFF RECOMMENDATION

AGENDA ITEM: EXECUTIVE SUMMARY: First Review and Discussion Only

BACKGROUND INFORMATION: It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information. This 1st draft of the Executive Summary will not have the budget in it, but it will be in the final review in March. You have already seen and approved the budget though. This 1st draft will have the current Action 2020 in it. Staff is in the process of reviewing each statement and updating them. The updated version will be in the final Executive Summary. You will see there are some significant events at this point. Staff will be checking for any further additions to this and if there are any they will be reflected in the final version in March.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in January/February of each year for first review by the board, and approved in February/March. It puts in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

Background

Mission Statement
Commissioner Contact Information
Executive Director Contact Information
Board Meeting Dates
Brief History
Holiday Schedule
Organizational Chart
Full Time Staff
FT/PT Pay Schedules

Financial Analysis

Major Fund Comparison of Operating Budget 2016 vs 2017
 Appropriation Comparison 2016 vs 2017
 Comparison of Tax Levy 2016 vs 2017
 Historical Comparison of EAV and Tax Rate
 Bond Analysis
 Historical Levy Rates of Various Taxing Bodies w/Pie Chart

Budget

FY2017 Operating Budget Summary (Please note this will only be in the final copy)
 FY2017 Operating Budget Detail ”

Action 20/20

Action 20/20 as of January 2018

Program and Facility Use Stats

Program Participation Numbers
 Golf Course Comparative Analysis
 Pavilion Use Summary

Major Fee Categories

Pool Fees
 Program Fees
 Golf Course Fees
 Pavilion Fees

Significant Events from 2017

Parks and Facilities
 Recreation (includes Pool)
 Golf
 Administration (includes Concessions)

FISCAL IMPACT: None.

STAFF RECOMMENDATION: For review and discussion only at this point.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 27, 2018

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZE CONTRACT with ERA for PHASE III: CONSTRUCTION ENGINEERING: Recommended Approval

BACKGROUND INFORMATION: As the Board knows, ERA was selected to complete PHASE II Engineering by Commissioner Kroeger's Professional Services Committee, and Documentation was completed and submitted to IDOT informing them of this matter. Now, we have completed the PHASE III: Construction Engineering RFQ process, and the committee has reviewed the only submittal using the IDOT/FHWA evaluation process referred to as QBS to determine the viability of the one submittal.

The results were unanimous, and the Committee supports the hiring of ERA to complete this construction phase as our engineers.

FISCAL IMPACT: ERA, would bill for about 10% of the total construction cost of about \$800,000—or \$80,000 fee, which will be determined after bidding process is complete in late April 2018. Of this, the park district would pay 20%--or about \$16,000, and the other 80% is covered by the grant.

STAFF RECOMMENDATION: Recommend the board authorize the Executive Director to hire, under the direction of IDOT, Engineering Resource Associates for the Phase III: Construction Engineering on the Brickville to Rte. 23 Trail Project.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: