

**Sycamore**  
PARK DISTRICT  
*Established 1923*

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**Sycamore Park District  
Regular Board Meeting  
March 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: February 27, 2018**
- Executive Session Minutes: February 27, 2018**

**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

- 21. Superintendent of Finance Monthly Report**
- 26. Budget Report**
- 40. Superintendent of Recreation Monthly Report**
- 48. Superintendent of Golf Operations Monthly Report**
- 51. Superintendent of Parks and Facilities Monthly Report**
- 58. Executive Director Monthly Report**

**CORRESPONDENCE-**

- 60. Genoa Area Chamber of Commerce**
- 61. Sycamore History Museum – Michelle Donahoe**

**Board of Commissioners Meeting  
March 27, 2018  
PG 2**

**PUBLIC HEARING on BUDGET and APPROPRIATION ORDINANCE #03-2018**

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS**

**MONTHLY REPORT – Lisa Metcalf**

**OLD BUSINESS:**

- 62. **Review Status of Legacy Campus Construction—Dan/Bill  
Emergency Action on the Main Bridge at the Golf Course:  
“To find that timing of this replacement is so urgent as to make the  
project, by its nature, not adapted to competitive bidding and to  
direct Staff to bring back a competitive proposal for replacement of  
the bridge.– Dan**
- 64. **Budget and Appropriation Ordinance #03-2018—Jackie (Roll Call)**
- 75. **Executive Summary – Nettie  
Update on Grand Opening – Kirk  
Consideration of 24/7 Operation: Pathway Fitness – Dan (Roll Call)**

**NEW BUSINESS:**

- 77. **Annual Audit: First Review – Jackie**
- 94. **Quarterly Capital Funds Update – Jackie**
- 96. **Authorize Treasurer to Transfer Funds – Jackie (Roll Call)  
Input on Installation of Memorial Plaque at the Good Tymes  
Shelter – Michelle**
- 97. **Updating the Conduct Ordinance Regarding Smoking  
At Sycamore Parks and Facilities—Dan (Roll Call)**
- 116. **Changes to Miscellaneous Benefits Based Upon Opening of New  
Facilities—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:**

11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, February 27, 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 6:00 p.m. on Tuesday, February 27, 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 Graves, Kroeger, Schulz, Tucker, and Strack.**

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

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

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

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda with Agenda #46 Supt. of Parks report pulled out for discussion. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Schulz moved to approve the January 30, 2018 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval  
Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$694,238.33. Commissioner Schulz seconded the Motion.

**Roll Call**

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

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President Strack asked Supt. of Parks Donahoe if we could consider putting temporary benches up. Director Gibble noted that Supt. of Parks Donahoe can let the Viet Now Group know we can continue with the flag poles for now.

**Correspondence –**

- Sycamore Police Dept
- Sycamore Chamber
- IAPD

**Public Input – None**

**Positive Feedback –**

- Director Gibble noted he would like to formally thank Megan for her service to the Park District. We are sad to see her go, but wish her the best and again thanked her for her service in the short time she was here.
- Megan thanked the board and staff and noted she is truly sad to be going. This has been an amazing experience and this was the district and the fit she was looking for.
- Director Gibble then welcomed Theresa and noted we are glad to have her.
- President Strack noted the building looks great and thanked Commissioner Kroeger for helping during this process.

**Monthly Report – Supt. of Parks Jeff Donahoe** – Supt. Donahoe noted we have this nice facility and how are we going to take care of it. We have all been working well together on operations plans, and how things will run. We have hired a full time custodian, Jerry Dobson that will be starting on Monday. He will hire a part time person to help with the odd hours. We will see how it goes, to determine his schedule. We are now going through trainings on how to run the systems and there is more training to do. We have met with Art Zern with the Sycamore Fire Department on evacuation plans and emergency procedures. Art suggested talking to the schools since they have these in place. He noted that Meg wrote our plan on emergency safety in the workout facility and had it approved by PDRMA. Supt. Donahoe handed out an outline of a task list of everything that needs to be done. This has man hours and supplies needed for the tasks.

**Old Business**

**Review Status of Legacy Campus Construction** – Director Gibble noted we had a mid March target for starting up work on the Splashpad, then the landscaping and fencing will be after that. We are getting a cost estimate to sod around the entrance of the building. Commissioner Kroeger noted sod could be difficult to get at this time, so possibly we could mulch it. If sod is put down, it will still be very soft for people to walk on.

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**FF&E Update and “Adds”** – Director Gibble noted the board has his recommendation in front of them. Staff is suggesting what items they would like to add back in and prioritizing them.

**Motion**

Commissioner Tucker moved to authorize the Executive Director to spend the remaining funds as detailed for the FF&E updates as presented. Commissioner Graves seconded the Motion.

**Roll Call**

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

**License Agreement with CUSD #427 for Route 23 to Brickville Road Trail Project** – Director Gibble noted the board saw this last month but this has a few changes based up the wishes of the School District. IDOT reviewed it and got approval back to him in less then a week. He recommends adoption.

**Motion**

Commissioner Schulz moved to approve the License Agreement with CUSD #427. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Splash Fountain Rule Modification** – Supt. of Recreation Theresa Tevsh noted it was a team effort. The Splash Fountain Rules are in front of the board with the modification requested for the boards approval.

**Motion**

Commissioner Tucker moved to approve the amendment of the Splash Fountain Rules as presented. Commissioner Schulz seconded the Motion.

**Roll Call**

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

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### **New Business**

**Consideration of Purchase of F350 Pickup Truck** – Director Gibble noted that he did have Supt. Donahoe check with Bemis on this one and they could not come close to the State Purchase price. Supt. Donahoe noted the total for the truck with the package that we need is \$34,234.00. This is in the capital budget already. The Bemis price was about \$7000 higher.

### **Motion**

Commissioner Kroeger moved to approve the purchase of the Ford F350 for \$34,234.00.  
 Commissioner Tucker seconded the Motion.

### **Roll Call**

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

**Draft Budget and Appropriation Ordinance** – Supt. of Finance Hienbuecher noted this is a draft. Once the audit it substantially complete and she has the beginning fund balance numbers to plug in she will have the final ordinance to pass at the March meeting.

**First Review of Executive Summary** – Recording Secretary Freeman noted this is the first draft. The budget was not included in this draft since the board already had the budget. There may be possibly more significant events added. Recording Secretary asked if there are any additions or corrections please let her know.

**Review Grand Opening Plans** – Supt. of Golf Ops Lundbeck handed out the flyer and the timeline. He noted yet another team event on the committee of himself, Sarah, Lisa, Meg, Melissa and Theresa. There are some great things for the Sneak Peak and the Grand Opening. He noted we would like the Board to be there if possible and asked them to give him their availability. He went over some of the details.

**Approve Professional Services for Phase III of Brickville to Rte. 23 Trail Project** – Director Gibble noted he would like to modify the recommendation to show authorization be given to President Strack enter into the contract for Phase III: Construction Engineering. The project is still on track to be bid April 27<sup>th</sup>.

### **Motion**

Commissioner Schulz moved to give authorization to President Strack to hire, under the direction of IDOT, Engineering Resource Associates for the Phase III: Construction Engineering on the Brickville to Rte. 23 Trail Project. Commissioner Tucker seconded the Motion.

### **Roll Call**

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

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**Public Input** - None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:56 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

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

The Board convened to Executive Session at 7:02 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gible.

**Motion**

The Board adjourned the Executive Session at 7:20 p.m. and reconvened to Regular Session 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 5-0.

**Motion**

The Board adjourned the Regular Session at 7:20 p.m. on a motion made by Commissioner Schulz. 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 5-0.

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District





DATE: 03/21/2018  
 TIME: 13:48:23  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 02/27/2018 TO 03/20/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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030518	05	WETZEL PARK	101500096702	03/05/18	00000000	58876	03/13/18	176.36	176.36
	06	ENTRY PARK	101500096702		00000000				24.41
									33.56
									VENDOR TOTAL: 176.36

DISCOVER	18463	DISCOVER YOUR HOMETOWN							
	01	MAR APR AD 1/2 PG DISCOUNTED	101200046208	02/21/18	00002664	58884	03/20/18	200.00	200.00
									200.00
									VENDOR TOTAL: 200.00

DTN, LLC	5274465	DTN, LLC							
	01	DTN WEATHER SYSTEM	101500056307	02/23/18	00000000	58864	03/02/18	2,736.00	2,736.00
	02	DTN WEATHER SYSTEM	504000066401		00000000				1,368.00
									1,368.00
									VENDOR TOTAL: 2,736.00

DYNEGY E	138473618021	DYNEGY ENERGY SERVICES							
	01	BB CONC	303300096702	02/14/18	00000000	58847	02/27/18	7,593.81	7,593.81
	02	POOL	518100096702		00000000				37.52
	03	MAINT	101500096702		00000000				372.46
	04	MAINT	504100096702		00000000				20.27
	05	PUMP HOUSE	504100096702		00000000				20.27
	06	CART BLDG	504000096702		00000000				8.33
	07	CLUBHOUSE	303000096702		00000000				345.08
	08	PROSHOP	504000096702		00000000				58.96
	09	ADMIN	101000096702		00000000				58.96
	10	ADMIN	201000096702		00000000				137.58
	11	ELECTRONIC SIGN	101000096702		00000000				137.58
	12	ELECTRONIC SIGN	201000096702		00000000				7.75
	13	SC	202100096702		00000000				7.75
	14	COM CTR	207500096702		00000000				7.30
	15	MAINT BLDG	101500096702		00000000				5,396.50
	16	MAINT BLDG	504100096702		00000000				488.75
									488.75
									VENDOR TOTAL: 7,593.81

ELM REX	REIMB FEE#	ELM REX, SARAH							
	01	REIMB BULLETIN BD FEE#	711000207036	03/07/18	00000000	58877	03/13/18	129.17	129.17
									129.17
									VENDOR TOTAL: 129.17

ENGIN	6	ENGINEERING RESOURCE ASSOC		02/20/18		58848	02/27/18	8,781.85	8,781.85
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SYCAMORE PARK DISTRICT  
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FROM 02/27/2018 TO 03/20/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6	01 ENGINEERING TRAILS	711000207039	02/20/18	00000000	58848	02/27/18	8,781.85	8,781.85
									8,781.85
									VENDOR TOTAL: 8,781.85
FEECEOIL		FEECE OIL COMPANY							
	93180201	01 FINANCE CHARGE - INV 1714150	101500076515	02/28/18	00000000	58865	03/02/18	7.67	7.67
									7.67
									VENDOR TOTAL: 7.67
FOOD		FOOD EQUIPMENT LIQUIDATORS							
	00025315	01 REFRIG - CONCESSIONS	701000207010	03/06/18	00000000	58873	03/06/18	3,133.00	3,133.00
		02 PREP TABLE - CONCESSIONS	701000207010		00000000			1,359.00	1,359.00
		03 SHIPPING	701000207010		00000000			1,649.00	1,649.00
								125.00	125.00
	00025316	01 REFRIG - CC	711000207036	03/06/18	00000000	58874	03/06/18	3,143.00	3,143.00
		02 FREEZER - CC	711000207036		00000000			1,359.00	1,359.00
		03 SHIPPING	711000207036		00000000			125.00	125.00
									VENDOR TOTAL: 6,276.00
FRONTIER		FRONTIER							
	022218	01 MAINT BLDG	101500096700	02/22/18	00000000	58878	03/13/18	183.03	183.03
		02 MAINT BLDG	504100096700		00000000			70.36	70.36
		03 POOL	518000096700		00000000			42.30	42.30
									VENDOR TOTAL: 183.03
HYVEE		HY-VEE ACCOUNTS RECEIVABLE							
	189345-0218	01 REFRESHMENTS PLOW CREW	101000046213	02/12/18	00000000	58849	02/27/18	65.99	65.99
		02 REFRESHMENTS PLOW CREW	201000046213		00000000			32.40	32.40
								33.59	33.59
									VENDOR TOTAL: 65.99
INTERSTATE BATTERIES ROCKFORD		INTERSTATE BATTERIES ROCKFORD							
	400441169	01 GOLF CART BATTERIES	504000066409	02/23/18	00002643	58866	03/02/18	411.65	335.70
									335.70
	400441191			02/27/18		58866	03/02/18	411.65	75.95

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MENA	400441191	01 CART BATTERIES	504000066409	02/27/18	00002656	58866	03/02/18	411.65	75.95 75.95
								VENDOR TOTAL:	411.65
MENA	67896-BALANCE	01 ELECTRICAL	101500066404	11/27/17	00000000	58867	03/02/18	47.97	47.97 47.97
								VENDOR TOTAL:	47.97
NICOR	012918-NEW	01 MAINT BLDG	101500096703	01/29/18	00000000	58850	02/27/18	1,950.75	1,950.75 624.52 624.52 305.95 70.02 94.64 94.64 40.56 40.56 55.34
		02 MAINT BLDG	504100096703		00000000				612.30
		03 POOL	518100096703		00000000				612.31
		04 UPSTAIRS OFFICE	101000096703		00000000				53.39
		05 ADMIN	101000096703		00000000				58.13
		06 ADMIN	201000096703		00000000				3,718.83
		07 PRO SHOP	504000096703		00000000				
		08 CLUBHOUSE	303000096703		00000000				
		09 PUMP HOUSE	504100096703		00000000				
								VENDOR TOTAL:	7,005.71
PRIN	022818	01 MAINT BLDG	101500096703	02/28/18	00000000	58879	03/13/18	5,054.96	5,054.96 612.30 612.31
		02 MAINT BLDG	504100096703		00000000				612.31
		03 UPSTAIRS OFFICE	101000096703		00000000				53.39
		04 PUMP HOUSE	504100096703		00000000				58.13
		05 AIRPORT RD PROPERTY	207500096703		00000000				3,718.83
								VENDOR TOTAL:	7,005.71
PRIN	MARCH 2018	01 DENTAL INS PREM	101000106801	03/13/18	00000000	58880	03/13/18	1,302.09	1,302.09 263.14 53.87 165.77 138.14 262.68 418.49
		02 DENTAL INS PREM	101000106801		00000000				263.14
		03 DENTAL INS PREM	504100106801		00000000				53.87
		04 DENTAL INS PREM	504000106801		00000000				165.77
		05 DENTAL INS PREM	201000106801		00000000				138.14
		06 DENTAL INS PREM	202100106801		00000000				262.68 418.49
								VENDOR TOTAL:	1,302.09
PROVIDEN	PROVIDENT DIRECT			02/19/18		58885	03/20/18	498.20	498.20

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SYCAMORE PARK DISTRICT  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	18444	01 GOLF SWING INTO SPRING MATTER	101200046203	02/19/18	00002665	58885	03/20/18	498.20	498.20
								498.20	
		VENDOR TOTAL:						498.20	
RINGGEN		RINGCENTRAL INC.							
	420807	01 MONTHLY SERVICE	101000096700	02/20/18	00000000	58881	03/13/18	1,069.17	1,069.17
		02 MONTHLY SERVICE	201000096700		00000000			534.59	534.58
								1,069.17	
		VENDOR TOTAL:						1,069.17	
RINGLAND		RINGLAND-JOHNSON, INC							
	216095-17	01 CAMPUS PROJECT	711000056312	02/25/18	00000000	58851	02/27/18	426,611.00	426,611.00
								426,611.00	
		VENDOR TOTAL:						426,611.00	
SAF		SAFETY-KLEEN CORP.							
	75960484-1800468838	01 PARTS WASHER SERVICE	101500056300	02/27/18	00002653	58868	03/02/18	230.95	230.95
								230.95	
		VENDOR TOTAL:						230.95	
SHAW		SHAW SUBURBAN MEDIA							
	011810027030	01 RFO TRAILS	711000207039	01/31/18	00000000	58852	02/27/18	525.20	525.20
		02 BRIDAL GUIDE	101200046208		00000000			76.20	449.00
								525.20	
		VENDOR TOTAL:						525.20	
T0000021		DONAHOE, JEFF							
	REIMB	01 REIMB SHOP SAFETY	101500076514	03/13/18	00000000	58882	03/13/18	86.21	86.21
		02 BLOODBORNE PPE	207500076514		00000000			13.20	73.01
								86.21	
		VENDOR TOTAL:						86.21	
T0000024		DOBBERSTEIN, MELISSA							
	CATERING 2-13	01 CATERING TIP 2-13-18	303500004530	02/27/18	00000000	58853	02/27/18	184.11	15.87
								15.87	
		VENDOR TOTAL:						184.11	
	CONF REIMB	01 CONFERENCE REIMB	201000046207	02/18/18	00000000	58853	02/27/18	30.00	30.00
								30.00	
		VENDOR TOTAL:						30.00	

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		REIMB 2-27-18		02/27/18		58853	02/27/18	184.11	138.24
		01 ALDI REIMB 2-9-18	206095036216		00000000				124.28
		02 ALDI REIMB 2-9-18	303500086640		00000000				1.15
		03 ALDI REIMB 2-8-18	303500086640		00000000				12.81
								VENDOR TOTAL:	184.11
T0000039		TRITT, STEVE							
		MILEAGE REIMB		02/28/18	00000000	58869	03/02/18	45.78	45.78
		01 MILEAGE PDRMA SEMINAR	101000046211						45.78
		REIMBURSEMENT		03/13/18	00000000	58883	03/13/18	37.99	37.99
		01 REIMBURSEMENT - WATER BOOTS	504100076517						37.99
								VENDOR TOTAL:	83.77
TOUR		TOUR EDGE GOLF MFG. INC.							
		IN-01194812		02/27/18		58870	03/02/18	2,299.86	2,299.86
		01 HI3 CLUBS	501000001302		00002658				376.00
		02 LADY EDGE FULL SET	501000001302		00002658				250.00
		03 CUSTOM FIT DEMO BAG	501000001302		00002658				499.00
		04 MENS SET	501000001302		00002658				250.00
		05 LADY EDGE FULL SET	501000001302		00002658				125.00
		06 PUTTERS	501000001302		00002658				123.00
		07 TRIPLE COMBO	501000001302		00002658				250.00
		08 DRIVER	501000001302		00002658				384.00
		09 SHIPPING/DISCOUNT	501000001302		00002658				42.86
								VENDOR TOTAL:	2,299.86
TOWNSO		TOWN SQUARE PUBLICATIONS							
		097 SYC-IL-SL-18		02/06/18		58854	02/27/18	895.00	895.00
		01 CHAMBER LIFESTYLES AD	101200046208		00002626				895.00
								VENDOR TOTAL:	895.00
ULINE		ULINE							
		95132392		02/22/18		58886	03/20/18	685.54	685.54
		01 SAMPLE TABLES AND CHAIRS	711000207036		00002661				685.54
								VENDOR TOTAL:	685.54
UNIT1		U.S. POSTAL SERVICE-CMRS-FP							
		POSTAGE 2-28-18		02/28/18		58861	02/28/18	300.00	300.00
		01 POSTAGE RENEW	101000046202		00000000				300.00
								VENDOR TOTAL:	300.00

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

UNIT2 UNITED STATES POSTAL SERVICE  
 SPRING MAILER 2018 01 SPRING MAILER POSTAGE 2018 101200046203 02/28/18 00000000 58862 02/28/18 1,487.26 1,487.26  
 VENDOR TOTAL: 1,487.26

VERMONT VERMONT SYSTEMS INC 57968 01 KEY FOBS 207500076518 02/22/18 00002635 58855 02/27/18 456.75 456.75  
 VENDOR TOTAL: 456.75

VISACA VISA CARDMEMBER SERVICE 020818  
 01 WEATHERTECH LINES-VAN 101500066402 02/08/18 00000000 58858 02/27/18 12,122.01 12,122.01  
 02 5900 TORO PARTS 101500066403 00000000 267.90  
 03 FOOD HANDLER CLASS 303000046207 00000000 174.79  
 04 I-PASS REPLENTISH 101000046211 00000000 150.00  
 05 I-PASS REPLENTISH 201000046211 00000000 20.00  
 06 RESPIRATOR FILTER CART 101500076514 00000000 20.00  
 07 STATE EXAM MATERIALS 101000046207 00000000 66.94  
 08 NAGCS ANNUAL DUES JD 101000046204 00000000 172.00  
 09 IPRA DUES 101000046204 00000000 200.00  
 10 IPRA DUES 201000046204 00000000 249.00  
 11 IPRA DUES 101500046204 00000000 249.00  
 12 IPRA DUES 202100046204 00000000 47.31  
 13 GC DIRECTION SIGNS 504100076517 00000000 201.69  
 14 CHARGE TO BE REFUNDED 101000076500 00000000 83.46  
 15 INTERVIEW EXPENSE 101000046212 00000000 400.00  
 16 INTERVIEW EXPENSE 201000046212 00000000 563.85  
 17 ON-LINE CC FEES 207500056310 00000000 563.85  
 18 KEY FILE 101000046200 00000000 25.00  
 19 KEY FILE 201000046200 00000000 99.43  
 20 CONFERENCE 101000046207 00000000 99.44  
 21 CONFERENCE 101000046207 00000000 3,175.86  
 22 CONFERENCE 101500046207 00000000 2,596.79  
 23 CONFERENCE 202100046207 00000000 84.10  
 24 VIDEO CAMERA AND SUPPLIES 711000207036 00000000 358.52  
 25 VIDEO CAMERA AND SUPPLIES 101200046214 00000000 156.23  
 26 POSTAGE 201000046202 00000000 156.23  
 27 POSTAGE 101000046202 00000000 15.85  
 28 HOLIDAY PARTY 101000046213 00000000 15.85  
 29 HOLIDAY PARTY 201000046213 00000000 749.00  
 30 FOOD & SUPPLIES FOR MEETINGD 101000046212 00000000 749.00  
 31 FOOD & SUPPLIES FOR MEETINGD 201000046212 00000000 155.69

DATE: 03/21/2018  
 TIME: 13:48:23  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 02/27/2018 TO 03/20/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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020818	32	FACEBOOK-MARKETING	101200046214	02/08/18	00000000	58858	02/27/18	12,122.01	12,122.01
	33	MICROWAVE SHELF	711000207036		00002625				47.55
									51.99

VENDOR TOTAL: 12,122.01

WALM  
 WALMART COMMUNITY/RFC5ILLC

021618	01	CUPS, PLATES, MINTS	206095036216	02/16/18	00002615	58859	02/27/18	151.14	151.14
	02	SHOUT	303500076500		00002615				27.66
	03	STORAGE BOXES	303300076500		00002614				2.97
	04	COFFEE	303000086632		00002614				9.94
	05	MEATBALLS	303500086640		00002614				8.48
	06	PLTS,NPKN,CUC,HAM	206095036216		00002614				20.94
	07	SUGAR PACKETS	303000086632		00002613				46.87
	08	DADDY DAUGHTER DANCE SUPPLIES	206095036216		00002575				9.48
									24.80

VENDOR TOTAL: 151.14  
 TOTAL --- ALL INVOICES: 487,413.00

DATE: 03/22/2018  
TIME: 15:15:10  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Brand*

PAGE: 1 16

INVOICES DUE ON/BEFORE 03/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	865.48	649.11
BATTERIE	BATTERIES PLUS	30.59	30.59
ECO	ECOWATER SYSTEMS, INC.	20.40	5.10
ENGIN	ENGINEERING RESOURCE ASSOC	56,763.17	714.24
FOX1	FOX VALLEY FIRE & SAFETY	165.00	381.00
GROUPL	GROUP PLAN SOLUTIONS	38.50	66.00
HIRS	HIRSCHBIEN TROPHIES	18.50	11.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	463.73	125.08
LE PRINT	LE PRINT EXPRESS		82.50
MENA	MENARDS - SYCAMORE	659.44	39.27
PDRMA	PDRMA	17,350.14	2,710.55
SERVICE	SERVICEMASTER RESTORATION		150.00
STAPLES	STAPLES ADVANTAGE	307.37	119.99
T0000230	FREEMAN, JEANETTE		33.00
WASTE	WASTE MANAGEMENT	379.09	68.77
	ADMINISTRATION		5,186.20
12	MARKETING		
DEKACHM	DEKALB CHAMBER OF COMMERCE		150.00
PROVIDEN	PROVIDENT DIRECT	498.20	1,724.00
	MARKETING		1,874.00
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	2,867.32	92.83
AIRGAS	AIRGAS USA LLC	25.94	25.96
ARTHU	ARTHUR CLESEN, INC.		94.68
BURRI	BURRIS EQUIPMENT CO.	1,904.76	760.61
CARR	CARROT-TOP INDUSTRIES		258.06
CONS	CONSERV FS	2,243.22	164.00
DEEGANS	DEEGANS GARAGE INC	61.00	34.50
DEKA	DEKALB LAWN & EQUIPMENT CO.		190.02
FAST	FASTENAL COMPANY		153.60
FOX1	FOX VALLEY FIRE & SAFETY	165.00	703.00
GRAI	GRAINGER	200.33	78.46
LOWE	LOWE'S	661.91	13.33
MENA	MENARDS - SYCAMORE	659.44	18.80
MIKESA	MIKE'S AUTO & TRUCK		81.00
MROUT	MR OUTHOUSE	2,160.00	415.00



DATE: 03/22/2018  
 TIME: 15:15:10  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
NIV	NIVEL PARTS & MANUFACTURING	104.75	74.93
PDRMA	PDRMA	17,350.14	817.78
RONDO	RONDO ENTERPRISES, INC.		9.56
SAF	SAFETY-KLEEN CORP.	330.95	230.95
SERVICE	SERVICEMASTER RESTORATION		475.00
SOFT	SOFT WATER CITY	641.75	138.50
WASTE	WASTE MANAGEMENT	379.09	37.16
	PARKS		4,867.73
RECREATION			
10	ADMINISTRATION		
ECO	ECOWATER SYSTEMS, INC.	20.40	5.10
GROUPPL	GROUP PLAN SOLUTIONS	38.50	66.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	463.73	125.09
PDRMA	PDRMA	17,350.14	3,020.88
SOFT	SOFT WATER CITY	641.75	13.50
STAPLES	STAPLES ADVANTAGE	307.37	115.97
VISIONAR	VISIONARY WEBWORKS		225.00
	ADMINISTRATION		3,571.54
21	SPORTS COMPLEX MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	2,867.32	404.69
BEACO	BEACON ATHLETICS	69.00	636.00
BSN	BSN SPORTS		984.95
BURRI	BURRIS EQUIPMENT CO.	1,904.76	625.46
CARR	CARROT-TOP INDUSTRIES		258.06
FOX1	FOX VALLEY FIRE & SAFETY	165.00	165.00
GORDH	GORDON HARDWARE		43.57
MENA	MENARDS - SYCAMORE	659.44	173.00
PDRMA	PDRMA	17,350.14	6,130.55
REIN	REINDERS, INC.	10,224.95	11.14
WASTE	WASTE MANAGEMENT	379.09	37.15
	SPORTS COMPLEX MAINTENANCE		9,469.57
25	MIDWEST MUSEUM OF NATURAL HIST		

DATE: 03/22/2018  
TIME: 15:15:10  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
CARDINAL	CARDINAL GLASS		250.00
CINTAS3	CINTAS FIRE PROTECTION	4,075.85	101.69
DEKAM	DEKALB MECHANICAL INC	2,975.32	262.50
	MIDWEST MUSEUM OF NATURAL HIST		614.19
61	PROGRAMS - COMMUNITY EVENTS		
SWANK	SWANK MOTION PICTURES INC		1,225.00
	PROGRAMS - COMMUNITY EVENTS		1,225.00
75	COMMUNITY CENTER		
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	765.00
MENA	MENARDS - SYCAMORE	659.44	385.99
STAPLES	STAPLES ADVANTAGE	307.37	94.29
	COMMUNITY CENTER		1,245.28
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	94.14	16.23
	ADMINISTRATION		16.23
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
GRAI	GRAINGER	200.33	190.07
WASTE	WASTE MANAGEMENT	379.09	58.78
	CLUBHOUSE CONCESSIONS		248.85
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	3,538.70	7,721.61

DATE: 03/22/2018  
TIME: 15:15:10  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 4 19

INVOICES DUE ON/BEFORE 03/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.		461.09
	ADMINISTRATION		8,182.70
40	GOLF OPERATIONS		
ADVANCE	ADVANCE AUTO PARTS	2,867.32	300.56
INTERS	INTERSTATE BATTERIES ROCKFORD	677.50	151.90
NIV	NIVEL PARTS & MANUFACTURING	104.75	457.14
PDRMA	PDRMA	17,350.14	2,097.74
	GOLF OPERATIONS		3,007.34
41	GOLF MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	2,867.32	8.40
ARTHU	ARTHUR CLESEN, INC.		147.00
BURRI	BURRIS EQUIPMENT CO.	1,904.76	405.38
GRAI	GRAINGER	200.33	55.13
INTERS	INTERSTATE BATTERIES ROCKFORD	677.50	45.95
MENA	MENARDS - SYCAMORE	659.44	39.52
PDRMA	PDRMA	17,350.14	2,512.64
R&R	R & R PRODUCTS INC.		453.22
REIN	REINDERS, INC.	10,224.95	679.08
	GOLF MAINTENANCE		4,346.32
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON		750.00
BJS	BJ'S DECORATING	3,849.50	1,432.11
FINN	FINNEY'S ELECTRIC		1,350.00
PAULSEN	PAULSEN APPLIANCE		2,605.80
SERVICE	SERVICEMASTER RESTORATION		315.00
SWEDBERG	SWEDBERG & ASSOCIATES		3,350.00
	ADMINISTRATION		9,802.91

ACTION 2020

INVOICES DUE ON/BEFORE 03/27/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
ACTION 2020			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	56,763.17	6,810.88
FACTORY	FACTORY CLEANING EQUIPMENT		10,945.00
FARNS	FARNSWORTH GROUP INC	17,967.39	3,057.67
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	18,950.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	463.73	6,770.00
MENA	MENARDS - SYCAMORE	659.44	705.54
SCHOOLOU	SCHOOL OUTFITTERS		2,620.32
SHAW	SHAW SUBURBAN MEDIA	1,154.20	75.46
STAPLES	STAPLES ADVANTAGE	307.37	695.94
ULINE	ULINE	685.54	12,289.22
VERMONT	VERMONT SYSTEMS INC	25,067.73	1,395.28
	ADMINISTRATION		64,315.31
GENERAL FIXED ASSET ACCT GROUP			
10	ADMINISTRATION		
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	8,590.00
	ADMINISTRATION		8,590.00
	TOTAL ALL DEPARTMENTS		126,563.17

487,413.00  
 Interim \$ ~~126,563.17~~  
 New \$ 126,563.17  


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 Total \$ 613,976.17

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: March 27, 2018

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

- Attended scheduled Management Team and Board meetings.
- Continued to work on documentation required for annual audit. Auditors complete final fieldwork. Determine transfers needed.
- Continued to work with CMJ, Swedberg Electric and Vermont Systems regarding Access Control.
- Finalized Budget & Appropriation Ordinance. Published notification of hearing. Filed with County.
- Completed documentation for Executive Summary.
- Move Administration Office to Community Center.
- Work with CMJ to get new workstations and phones set up for new staff.
- Reset 911 location on phones moved to Community Center.
- Assisted in setting up operational workstation at Administration Office to mirror what will be at front desk of Community Center.
- Enter annual 2018 Budget into MSI.
- Update status of Goals & Objectives.
- Perform security updates on credit card terminals.
- Met with insurance adjuster and staff to discuss 18 Bridge damage.

- Worked with DCCF to structure distribution of Action 2020 donations.
- Provided and reviewed data for future cash flow projections.
- Reviewed and made recommendations to update miscellaneous employee benefits regarding new facilities.
- Contacted other districts to develop EFT policies and/or procedures.
- Worked with First Midwest Bank and Vermont Systems on ACH set up in RecTrac.
- Worked with CardConnect and Vermont Systems on integrating credit card terminals with RecTrac.
- Trained on various aspects of RecTrac.
- Worked with Comcast, Swedberg Electric and CMJ to complete Comcast installation at Community Center.
- Worked with Comcast and Kirk Lundbeck to update services at 940 E. State St.
- Participated in various training at new Community Center including: Lighting, Fire Alarm and Security
- Set up email for customer service staff.
- Work with staff on establishing cash banks and reserves.
- Worked with Integra on installation of new printer at Community Center and setup on individual workstations.
- Facilitated moving of server and firewall from Administration to Community Center.
- Facilitated installation of EZLinks on Administration workstations.
- Set up merchant account for vending machine.

- Worked with Crum Halsted to resolve dental insurance billing error.
- Provided documentation to CardConnect for refund of fees for inactive account.
- Participated in PATH Essentials Webinar.
- Continued to work with other staff to order FF&E for new building.
- Kitchen floor installed at the clubhouse.
- 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.
- Followed up with Physicians Intermediate Care regarding pre-employment physicals and workers comp services and the cost for these services. Made contact with Northwestern regarding same and they currently do not offer these services. Set up contract for services.
- Attended Pumpkin Festival Committee meeting.
- Catering/special events/room rentals: 4 rentals, Swing into Spring Sale

**Administrative Initiatives** (4/1/18 – 4/30/18)

- Attend Management Team and Board meetings.
- Review draft of audit. Complete Management Discussion & Analysis for audit report. Submit missing data as it becomes available from IMRF.

- Coordinate move and installation of workstations and phones at Community Center.
- Work with staff to finalize monthly allocation of 2018 budget and enter in MSI.
- Finalize 2017 Tax Levy with County.
- Begin to review applications for financial assistance.
- Participate in Sneak Peek, April 12.
- Participate in Grand Opening Event, April 14.
- Wellness Ambassador Training.
- Establish Frontier contact to terminate phone numbers no longer needed.
- Work with CMJ to setup computer and phone at pool.
- Work with Sarah and Visionary Webworks on Employee Portal.
- Show new full-time staff how to use PATH program.
- Participate in PDRMA PATH Water Works Challenge Webinar.
- Reconcile FSA accounts.
- 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: 2 rentals, 1 class

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Corporate Fund (10)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	330.00	7,505.87	1,331,721.00	8,322.44	-9.8% (1)
Marketing			-		
Parks	-	-	14,207.00	-	#DIV/0!
<b>Total Revenues</b>	<b>330.00</b>	<b>7,505.87</b>	<b>1,345,928.00</b>	<b>8,322.44</b>	<b>-9.8%</b>
Expenses					
Administration	33,976.30	63,766.77	901,754.00	63,020.63	1.2%
Marketing	3,461.46	3,608.55	77,704.00	4,120.36	-12.4%
Parks	15,229.08	23,778.17	292,674.00	25,552.11	-6.9%
<b>Total Expenses</b>	<b>52,666.84</b>	<b>91,153.49</b>	<b>1,272,132.00</b>	<b>92,693.10</b>	<b>-1.7%</b>
Total Fund Revenues	330.00	7,505.87	1,345,928.00	8,322.44	-9.8%
Total Fund Expenses	52,666.84	91,153.49	1,272,132.00	92,693.10	-1.7%
Surplus (Deficit)	(52,336.84)	(83,647.62)	73,796.00	(84,370.66)	-0.9%

(1) Replacement taxes are lower in 2018 by 34.0% \$2,405

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Recreation Fund (20)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	940,031.00	164.10	-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	116.00	687.00	3,519.00	3,845.28	-82.1% (1)
Programs-Teens	-	-	759.00	-	#DIV/0! (1)
Programs-Adult	335.00	1,103.00	5,951.00	741.00	48.9% (1)
Programs-Family	-	-	-	-	#DIV/0! (1)
Programs-Leagues	-	-	9,653.00	-	#DIV/0! (1)
Programs-Youth Athletics	1,116.00	3,317.00	34,697.00	4,670.00	-29.0% (1)
Programs-Fitness	74.00	1,772.00	7,848.00	2,700.00	-34.4% (1)
Programs-Preschool	448.00	1,610.00	4,615.00	145.00	1010.3% (1)
Programs-Senior	-	-	-	-	#DIV/0! (1)
Programs-Dance	428.00	744.00	2,752.00	680.00	9.4% (1)
Programs-Special Events	1,373.00	2,716.00	6,211.00	3,097.00	-12.3% (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!
<b>Total Revenues</b>	<b>3,890.00</b>	<b>12,449.00</b>	<b>1,271,415.00</b>	<b>21,192.38</b>	<b>-41.3%</b>

(1) Revenue from programs decreased 24.7%, \$3,929 compared to 2017.

(2) timing

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

## Expenses

Administration	34,908.75	82,201.81	517,861.00	69,942.75	17.5%	(1)
Sports Complex	-	-	250.00	-	#DIV/0!	
Sports Complex Maintenance	33,585.84	55,024.54	411,989.00	57,971.55	-5.1%	
Midwest Museum of Natural Hist	737.95	1,887.95	9,750.00	7,543.14	-75.0%	(2)
Programs-Youth	183.54	212.60	2,744.00	1,119.50	-81.0%	(3)
Programs-Teens	-	-	583.00	-	#DIV/0!	(3)
Programs-Adult	847.42	847.42	4,298.00	332.96	154.5%	(3)
Programs-Family	-	-	-	-	#DIV/0!	(3)
Programs-Leagues	1,041.01	1,299.38	4,774.00	1,173.52	10.7%	(3)
Programs-Youth Athletics	895.50	895.50	22,080.00	2,236.00	-60.0%	(3)
Programs-Fitness	517.80	658.73	4,105.00	993.16	-33.7%	(3)
Programs-Preschool	1,305.00	1,305.00	3,084.00	36.31	3494.1%	(3)
Programs-Senior	-	-	-	-	#DIV/0!	(3)
Programs-Dance	64.60	113.05	1,574.00	351.27	-67.8%	(3)
Programs-Special Events	535.11	910.11	3,847.00	1,263.01	-27.9%	(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	8,113.69	8,113.69	173,233.00	-	#DIV/0!	(4)
Total Expenses	82,736.21	153,817.78	1,264,694.00	142,963.17	7.6%	
Total Fund Revenues	3,890.00	12,449.00	1,271,415.00	21,192.38	-41.3%	
Total Fund Expenses	82,736.21	153,817.78	1,264,694.00	142,963.17	7.6%	
Surplus (Deficit)	(78,846.21)	(141,368.78)	6,721.00	(121,770.79)	16.1%	

(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 16.8%, \$1,264 compared to 2017.

(4) primarily utilities for new community center.

**Donations (21)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	1,000.00	48,895.00	450,000.00	4,455.72	997.4% (1)
Total Revenues	1,000.00	48,895.00	450,000.00	4,455.72	997.4%
Expenses					
Administration	-	-	450,000.00	-	#DIV/0!
Total Expenses	-	-	450,000.00	-	#DIV/0!
Total Fund Revenues	1,000.00	48,895.00	450,000.00	4,455.72	997.4%
Total Fund Expenses	-	-	450,000.00	-	#DIV/0!
Surplus (Deficit)	1,000.00	48,895.00	-	4,455.72	997.4%

(1) 2018 received two year installment from Northwestern Medicine \$40,000

**Special Recreation (22)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	179,000.00	99.31	-100.0%
Total Revenues	-	-	179,000.00	99.31	-100.0%
Expenses					
Administration	-	-	191,500.00	107,148.58	-100.0% (1)
Total Expenses	-	-	191,500.00	107,148.58	-100.0%
Total Fund Revenues	-	-	179,000.00	99.31	-100.0%
Total Fund Expenses	-	-	191,500.00	107,148.58	-100.0%
Surplus (Deficit)	-	-	(12,500.00)	(107,049.27)	-100.0%

(1) Changed timing of KSRA payment and 2017 expenses for ADA improvements at pool.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Insurance (23)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	70,000.00	17.80	-100.0%
Total Revenues	-	-	70,000.00	17.80	-100.0%
Expenses					
Administration	-	-	65,738.00	-	#DIV/0!
Total Expenses	-	-	65,738.00	-	#DIV/0!
Total Fund Revenues	-	-	70,000.00	17.80	-100.0%
Total Fund Expenses	-	-	65,738.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,262.00	17.80	-100.0%

**Audit (24)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	14,500.00	12.54	-100.0%
Total Revenues	-	-	14,500.00	12.54	-100.0%
Expenses					
Administration	-	-	14,500.00	-	#DIV/0!
Total Expenses	-	-	14,500.00	-	#DIV/0!
Total Fund Revenues	-	-	14,500.00	12.54	-100.0%
Total Fund Expenses	-	-	14,500.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	12.54	-100.0%

**Paving & Lighting (25)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	20.70	-100.0%
Total Revenues	-	-	100.00	20.70	-100.0%
Expenses					
Administration	-	-	21,000.00	-	#DIV/0!
Total Expenses	-	-	21,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	20.70	
Total Fund Expenses	-	-	21,000.00	-	
Surplus (Deficit)	-	-	(20,900.00)	20.70	

**Park Police (26)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	2.93	-100.0%
Total Revenues	-	-	100.00	2.93	-100.0%
Expenses					
Administration	-	-	3,000.00	-	#DIV/0!
Total Expenses	-	-	3,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	2.93	-100.0%
Total Fund Expenses	-	-	3,000.00	-	
Surplus (Deficit)	-	-	(2,900.00)	2.93	-100.0%

**IMRF (27)**

<u>Department</u>	<u>February Actual</u>	<u>YTD 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>February Actual</u>	<u>YTD 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  
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Period ended February 28, 2018

**Concessions (30)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>					
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	1,796.13	3,293.13	17,092.00	450.00	631.8% (1)
<b>Total Revenues</b>	<b>1,796.13</b>	<b>3,311.53</b>	<b>155,354.00</b>	<b>450.00</b>	<b>635.9%</b>
<b>Expenses</b>					
Clubhouse Concessions	2,560.67	4,432.83	96,337.00	1,622.66	173.2% (2)
Beverage Cart	-	-	9,654.00	-	#DIV/0!
Sports Complex Concessions	47.46	47.46	30,485.00	46.06	3.0%
Pool Concessions	-	-	7,152.00	-	#DIV/0!
Catering	127.60	194.09	4,342.00	77.33	151.0%
<b>Total Expenses</b>	<b>2,735.73</b>	<b>4,674.38</b>	<b>147,970.00</b>	<b>1,746.05</b>	<b>167.7%</b>
<b>Total Fund Revenues</b>	<b>1,796.13</b>	<b>3,311.53</b>	<b>155,354.00</b>	<b>450.00</b>	<b>635.9%</b>
<b>Total Fund Expenses</b>	<b>2,735.73</b>	<b>4,674.38</b>	<b>147,970.00</b>	<b>1,746.05</b>	<b>167.7%</b>
<b>Surplus (Deficit)</b>	<b>(939.60)</b>	<b>(1,362.85)</b>	<b>7,384.00</b>	<b>(1,296.05)</b>	<b>5.2%</b>

(1) Increased room rental in 2018 and some food and bar services.

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

Sycamore Park District  
 Summarized Revenue & Expense Report  
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**Developer Contributions (32)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	30,000.00	105.69	-100.0%
	<hr/>				
Total Revenues	-	-	30,000.00	105.69	-100.0%
Expenses					
Administration	-	-	40,000.00	91,087.61	-100.0% (1)
	<hr/>				
Total Expenses	-	-	40,000.00	91,087.61	-100.0%
Total Fund Revenues	-	-	30,000.00	105.69	-100.0%
Total Fund Expenses	-	-	40,000.00	91,087.61	-100.0%
Surplus (Deficit)	-	-	(10,000.00)	(90,981.92)	-100.0%

(1) 2017 included expenses for entry park

Sycamore Park District  
Summarized Revenue & Expense Report  
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**Golf Course (50)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Golf Operations	1,145.35	23,888.15	480,199.00	27,041.92	-11.7% (1)
Golf Maintenance	-	-	20,736.00	-	#DIV/0!
Total Revenues	1,145.35	23,888.15	500,935.00	27,041.92	-11.7%
Expenses					
Golf Operations	9,118.15	15,264.30	227,977.00	20,950.73	-27.1% (2)
Golf Maintenance	15,518.00	28,075.35	272,781.00	23,262.79	20.7% (3)
Total Expenses	24,636.15	43,339.65	500,758.00	44,213.52	-2.0%
Total Fund Revenues	1,145.35	23,888.15	500,935.00	27,041.92	-11.7%
Total Fund Expenses	24,636.15	43,339.65	500,758.00	44,213.52	-2.0%
Surplus (Deficit)	(23,490.80)	(19,451.50)	177.00	(17,171.60)	13.3%

(1) Season passes -15.68% -\$4,230

(2) Maintenance cost - timing \$3,747

(3) 2018 greater maintenance cost mowers/uv 132.4% \$4,550

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Aquatics (51)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD 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	51.93	159.16	50,042.00	434.33	-63.4%
Aquatics Maintenance	984.36	984.36	30,350.00	2,955.00	-66.7%
Swim Lessons			8,991.00	-	
Splashpad	-	-	360.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Expenses	1,036.29	1,143.52	89,743.00	3,389.33	-66.3%
Total Fund Revenues	-	-	89,926.00	-	#DIV/0!
Total Fund Expenses	1,036.29	1,143.52	89,743.00	3,389.33	-66.3%
Surplus (Deficit)	(1,036.29)	(1,143.52)	183.00	(3,389.33)	-66.3%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Debt Service (60)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	602,000.00	34.23	-100.0%
Total Revenues	-	-	602,000.00	34.23	-100.0%
Expenses					
Administration	-	-	601,642.00	-	#DIV/0!
Total Expenses	-	-	601,642.00	-	#DIV/0!
Total Fund Revenues	-	-	602,000.00	34.23	-100.0%
Total Fund Expenses	-	-	601,642.00	-	#DIV/0!
Surplus (Deficit)	-	-	358.00	34.23	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	538,000.00	507.49	-100.0%
Total Revenues	-	-	538,000.00	507.49	-100.0%
Expenses					
Administration	1,952.97	3,391.42	685,745.00	51,470.00	-93.4%
Total Expenses	1,952.97	3,391.42	685,745.00	51,470.00	-93.4%
Total Fund Revenues	-	-	538,000.00	507.49	-100.0%
Total Fund Expenses	1,952.97	3,391.42	685,745.00	51,470.00	-93.4%
Surplus (Deficit)	(1,952.97)	(3,391.42)	(147,745.00)	(50,962.51)	-93.3%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2018

**Action 2020 (71)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	7,172,500.00	458.44	-100.0%
Total Revenues	-	-	7,172,500.00	458.44	-100.0%
Expenses					
Administration	1,026,000.36	1,040,093.28	2,964,632.00	47,306.86	2098.6%
Total Expenses	1,026,000.36	1,040,093.28	2,964,632.00	47,306.86	2098.6%
Total Fund Revenues	-	-	7,172,500.00	458.44	-100.0%
Total Fund Expenses	1,026,000.36	1,040,093.28	2,964,632.00	47,306.86	2098.6%
Surplus (Deficit)	(1,026,000.36)	(1,040,093.28)	4,207,868.00	(46,848.42)	2120.1%
Total Fund Revenues	8,161.48	96,049.55	12,609,758.00	62,721.59	
Total Fund Expenses	1,191,764.55	1,337,613.52	8,511,624.00	582,018.22	
Surplus (Deficit)	(1,183,603.07)	(1,241,563.97)	4,098,134.00	(519,296.63)	

Sycamore Park District  
Fund Balances

	1/1/2018	Revenues	Expenses	2/28/2018	2/28/2018 Cash balance
10 Corporate	531,988.24	7,505.87	91,153.49	448,340.62	441,872.20
20 Recreation	287,316.52	12,449.00	153,817.78	145,947.74	161,652.74
21 Donations	8,107.93	48,895.00	-	57,002.93	57,002.93
22 Special Recreation	26,478.75	-	-	26,478.75	26,478.75
23 Insurance	2,444,814.00	-	-	2,444,814.00	24,448.14
24 Audit	13,683.30	-	-	13,683.30	13,683.30
25 Paving & Lighting	22,202.73	-	-	22,202.73	22,202.73
26 Park Police	4,349.07	-	-	4,349.07	4,349.07
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	33,906.75	3,311.53	4,674.38	32,543.90	29,888.73
32 Developer Contributions	915.88	-	-	915.88	915.88
60 Debt Service	57,335.04	-	-	57,335.04	57,335.04
70 Capital Projects	471,064.86	-	3,391.42	467,673.44	467,673.44
71 Action 2020	936,558.52	-	1,026,000.36	(89,441.84)	439,949.57
<b>Total governmental fund balance</b>	<b>4,848,135.03</b>	<b>72,161.40</b>	<b>1,279,037.43</b>	<b>3,641,259.00</b>	<b>1,756,865.96</b>
50 Golf Course	140,026.35	23,888.15	43,339.65	120,574.85	
Net Assets	<u>(234,897.00)</u>			<u>(234,897.00)</u>	
	(94,870.65)			(114,322.15)	(48,531.68)
51 Aquatics	430,256.55	-	1,143.52	429,113.03	
Net Assets	<u>(431,251.00)</u>			<u>(431,251.00)</u>	
	(994.45)			(2,137.97)	(2,483.13)
<b>Total proprietary funds</b>	<b>570,282.90</b>	<b>23,888.15</b>	<b>44,483.17</b>	<b>549,687.88</b>	
<b>Net assets</b>	<b>(666,148.00)</b>			<b>(666,148.00)</b>	
<b>Proprietary funds minus net assets</b>	<b>(95,865.10)</b>			<b>(116,460.12)</b>	
	4,752,269.93			3,524,798.88	1,705,851.15

Summary of depository accounts as of **3/22/2018**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0.00	0
First Midwest Bank	630,703.91	1.62	2360.59
Resource Bank	382,218.71	0.37	236.24
IPDLAF	652,856.75	1.34	1176.27
*DCCF - Action 2020	429,126.93		
*DeKalb Co. Community Foundation	<u>18,731.95</u>		714.33
	2,113,638.25		

\* As of 1/31/18 per DCCF.

To: Board of Commissioners  
From: Theresa Tevsh, Superintendent of Recreation  
Subject: Monthly Report  
Date: March 27, 2018

**Administrative Initiatives (3/1/2018-3/31/18)**

- Attended monthly Board meeting.
- Attended weekly Management Team meetings.
- Participated in the interview process for potential 2018-2019 NIU Graduate Assistant.
- Continue to meet with Melissa Dobberstein, new Recreation Specialist for development of new birthday party program.
- Reviewed with Sarah Rex, the park district Summer brochure and website content.
- With assistance of Hillary Allton, GA, established the next two months of goals and objectives to complete before end of school year.
- Met with Northwestern Medicine staff Cindy Tucker and Chris Laurent to give them a tour of the facility and the work space area. Work schedule is set though April and Assessment documents are complete.
- Met with Julie Eggleston, Executive Director of Kishwaukee Special Recreation Association (KSRA), to receive overview of KSRA and to discuss participation in the upcoming Grand Opening events.
- Placed orders and confirmed delivery and installation timelines for FF&E Community Center: fitness studio sound system, 3 AED's and cabinets, 12 Keiser M3i Indoor Bike assembly and delivery, PowerSystems installation and delivery, 2 BMI hand held controllers.



- Attended Sneak Peek and Grand Opening planning meetings. Developed the Scavenger Hunt event for Saturday.
- Established weekly meeting times with Director Gibble. Reviewed key community members to introduce myself over the next few months.
- Attended Community Center Trainings: HVAC, Electric, Lighting, Sport Equipment, LifeFitness equipment, Security Systems.
- Met with Erin Tamms, Dekalb Family Services Community Director, to establish hours of operation for Club 55 at the Community Center. Started the Memorandum of Understanding.
- Spoke with the Club 55 participants to review their transition to the Community Center May 3 and to answer any questions they may have.
- Met with Chad McEvoy and Steve Howell of NIU, and Director Dan Gibble, to update the Memorandum of Understanding for the Graduate Assistant position.
- Established contact by phone with Sycamore High School staff: Principal Tim Carlson, Assistant Principal Steve Balster, Athletic Secretary Shannon Bierman.
- Spoke at the Dekalb County Board meeting, along with Kirk Lundbeck S.O.G. to introduce myself and share information about the Grand Opening.
- I will attend the Flashlight Egg Hunt, Breakfast with the Bunny and Egg hunt the end of the month, organized by the Recreation Team.

### **Melissa J Dobberstein, Recreation Specialist**

- Made birthday party packages.
- Set prices and themes for packages.
- Researched games for parties.

- Researched supplies for birthday parties.
- Attended Rec Trac training.
- Worked on Legacy Campus Grand Opening Committee.
- Ordered for community center fridge, freezer, microwave, microwave shelf, coffee pot, and all soap and toilet paper dispensers.
- On site for all deliveries and help set up.
- Ordered vending & Pepsi machine for community center
- *Became full time employee.*
- Taking questions and finding answers for all rentals at Legacy Campus.
- Discussed goals and objectives from the Goals and Objectives list from 2016.

### **Lisa Metcalf, Recreation Supervisor**

- Attended Weekly Management Team Meetings.
- Attended the ProConnect Culmination Event.
- Coordinated the removal of the carpet in the pool guard room, first aid area, and front desk area.
- Ordered items from our FF&E list for the new Community Center.
- Secured two Swim Lesson Coordinators who will share the position this summer.
- Attended meetings to help plan the Sneak Peak and Grand Opening of our new Community Center.
- Closed out the season for both Women's Monday and Wednesday night Volleyball.

- Spoke to the Opportunity House Aktion Club to thank them again for their generous donation and invite them to our Grand Opening.
- Met with Jackie Pierce from PDRMA to show her our new Community Center and get recommendations for keeping it a safe place.
- Attended a training on how the lighting works in the Community Center.
- Attended trainings on more topics to learn how RecTrac works.
- Attended a training on our security system.
- Helped transfer all our equipment out of South Prairie School and into the new Community Center.
- Attended a training on how the equipment works for Pathway Fitness.
- Coordinated and helped lead the Family Flashlight Egg Hunt.

### **Sarah Rex, Recreation & Marketing Supervisor**

- Finalized and order all indoor Community Center signs.
- Hired 1 IMRF and 10 Part-time Customer Service staff for the Community Center's Service Desk
- Reorganized and built new webpages for oncoming amenities on the District's website.
- Reached out to and collected responses from Leaf a Legacy donors to confirm how they would like their name to appear. This list will be on a panel in the Community Center vestibule, in the summer brochure and in the Daily Chronicle.
- Designed and submitted the summer 2018 brochure to the printer. It will be in mailboxes the week of April 16.

- Along with Kirk, met with Nancy Korth, flag pole and bench donor, to arrange dedication of the flag pole on April 14, before the grand opening event.
- Finalized and built content for the website's new staff portal; one for part-time staff and one for full-time. From this site, staff will access important documents and forms. It is also a place where information and announcements can be shared.
- Began meeting with marketing reps for the 2018 season (including B95, Chronicle, Tribune Golf Guide).
- Began a new marketing initiative at the State Street Theatre in Sycamore. – Sarah
- Secured sponsors for the Summer Concert Series and Movies in the Park. – Sarah
- Worked with the post office to determine location of the mailbox and transition of new address.
- Coordinated and placed the 2018 staff apparel order.
- Attended the Sycamore and DeKalb Chambers of Commerce Community Expo.
- Coordinated and met with Doty and Sons to place site furnishings on Legacy Campus. Items that are not ready to be placed due to continued Splash Fountain construction and landscaping will be held in their shop.
- Coordinated marketing of and invitation to the grand opening events.
- Attended facility management trainings at Community Center (lighting, security, fitness equipment).
- Along with Melissa, who the event is transitioning to, led Breakfast with the Bunny on March 31.

### **Hillary Allton, NIU Graduate Assistant**

- Assisted Lisa with fitness program scheduling
- Outline Orientation for new Pathway Fitness members
- Outline Challenge 1000-mile walking program
- Assist Sarah in promotion purchases for new members and 1000-mile check points
- Assist Lisa in organizing Opening Day demo class for new instructors
- Organize orientation script for 14-15 year old teen program, Pathway pass, and 24/7 access memberships
- Participated in interview with Graduate Assistant candidate

### **Administrative Initiatives (4/1/18-4/30/18)**

#### **Theresa Tevsh**

- Will meet with Sycamore High School faculty to introduce myself and welcome them to our new community center.
- Will establish secure method for NWMedicine to deliver Client Assessments to Personal Trainers and store documents.
- Finalize Pathway Fitness and Track Agreement and Membership Forms.
- Will work with Sarah Rex and Lisa Metcalf to prepare and train Customer service team before the Grand Opening.
- Finalize Community Safety Center Manuals.
- Update Physical Fitness Facility Medical ER document and mail to Springfield, Il.

- Will attend VIP and Grand Opening events of the Community Center.
- Will attend the LifeFitness Academy 6-hour training.
- Will attend the Sycamore Chamber Ribbon cutting for the Community Center.
- Work with NIU to determine next round of Graduate Assistant positions scheduled for August 2018.

### **Melissa Dobberstein**

- Will attend Birthday University on April 5<sup>th</sup> and 6<sup>th</sup>.
- Will continue to research birthday party equipment.
- Will organize Flashlight Egg Hunt.
- Will run Breakfast with the Bunny.
- Will continue more Rec Trac training.
- Will assist the Legacy Campus Grand Opening

### **Lisa Metcalf**

- Will attend Weekly Management Team Meetings.
- Will close out Thursday night Co-Rec Volleyball as it comes to an end.
- Will assist in training customer service staff with Rec Trac
- Will help lead and attend the Sneak Peak and Grand Opening for the new Community Center.

- Will coordinate free demo class between the Grand Opening and until the Summer Sessions begins.
- Will attend Life Fitness Academy 6-hour training

### **Sara Rex**

- Will lead the April 11 Green Drinks meetup with the Sycamore School District Sustainability Committee as the presenter.
- Will establish customer service guidelines and trainings for all Community Center staff.
- Will work with the Sycamore School District to assist with an Earth Day tree planting event. Each elementary school will plant a tree in the park nearest to their school. Coordinated Park District representatives to be at each site and interact with the students.
- Along with other recreation staff and Service Desk IMRF staff, will lead trainings for the P-T Service Desk Staff
- Will design and have printed all literature and posters for Community Center displays and for the grand opening events.
- Will further develop content and build pages on the District's website to coincide with opening of the Community Center and new services being offered.
- Will begin distribution of materials, marketing and online updates to coincide with the summer brochure which will be in mailboxes the week of April 16.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: March 27, 2018

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

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting and new facility tour as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed March Golf Insight newsletter and began to update reader board outside of the pro shop.
- Finalized spring staffing needs.
- Finished cleaning, touching up paint and changing pro shop displays.
- Held Swing into Spring Sale March 2<sup>nd</sup> through 4<sup>th</sup>.

2017 Sales – \$6,655.80 Merchandise  
\$3,024.00 Golf misc. (Handicaps/Lockers/League Fees)  
\$69,317.15 Season Passes (176 sold)

2018 Sales - \$6,936.18 Merchandise  
\$2,958.50 Golf misc. (Handicaps/Lockers/League Fees)  
\$62,506.30 Season Passes (166 sold)

- Finalized all leagues and outings into the tee sheet templates for the 2018 golf season.
- Brought in and displayed 2018 merchandise.



- Finalized with Golfnow representatives marketing techniques for 2018 golf season.
- Prepared handouts for the Spring into Spring sale including the 2018 Tournament Schedule, League Information, Permanent Tee Time Schedule and other such information.
- Finalized all preparations for the VIP Sneak Peek and Grand Opening of the new facilities.
- Completed Titleist Golf Ball Certification Class and Titleist Golf Club Certification Class.
- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Received 17 Yamaha carts from Harris Golf Cars and update cart maintenance spreadsheet.
- Finalized preparation of all carts, push carts, cart barn and pro shop for the 2018 golf season.

#### **Administrative Initiatives (4/1/18 – 4/30/18)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop April Golf Insight newsletter and update reader board outside of the pro shop.
- Help administer and attend the VIP Sneak Peek and Grand Opening for the new Community Center.
- Develop Temporary tee for hole 18 on the west side of the Kishwaukee River due to flood damage to the entrances to bridge 18. Creating a par 3 hole. Work

with the Assistant Superintendent of Golf Maintenance to place tee and remove limbs and bushes.

- Develop temporary signage to help lead golfers through bridge construction area safely.
- Open golf course for the 2018 season.
- Continue to bring in and display 2018 merchandise.
- Monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season.
- 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.
- Begin regular cart rotation to use riding carts more efficiently and equally.
- Open golf course for the 2018 season.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: March 27, 2018

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

**Golf**

- The flood at the end of February badly damaged both approaches to the large 18 fairway bridge. We immediately contacted ERA engineers to analyze the damage and to start working on a solution. While the actual bridge is intact, they found the bridge's safety has been compromised and must be corrected according to engineered standards. As of now, they are in the process of completing then submitting drawings to the Ill. Dept. of Resources and the Army Corp of Engineers. They will then get construction plans ready to submit for contractors to price out the project. State approval could take from two weeks 8 weeks, but they have already been alerted to the issue and that it is an urgent situation which might expedite the process. Once the approvals are in and the selected contractor begins working, the construction could take six weeks or so. Final work could last into July.

Our current plan for maintenance is to utilize the old shop for storage of some equipment and mow the back nine from equipment at the new shop, much like we do during flood events. We still have the cart width bridges for some of our machines to access.

To maintain 18 holes of play for the golfers, we plan to make 18 a par 3 with tee of west of the river where the playground area used to be. This will require us to trim some river bank trees to make accessible. Golfers would then access the 10-tee bridge to get to the 18<sup>th</sup> green.

- The planned bridge replacement project is close to completion as both bridges are in place with final grading of the areas still to be finished.
- 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 have been worked on as well.
- Staff has been going outside to clean up flood and winter debris to prep the course for opening.
- I have been placing course orders for pesticides, fertilizer, flagsticks, flags, etc.
- We will open the course towards the end of the month. We like to see some green up so the turf can tolerate the traffic, ball marks, divots, and begin to recover from the use.

### **Sports**

- The first high school game on our field 1 took place on March 20<sup>th</sup> so off we go. We will have youth baseball and softball starting practice at the end of March. Spring AYSO soccer will begin practices on April 2 with over 330 kids playing this spring.
- 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. We will soon be receiving game schedules and placing them on our field prep charts.
- I have been ordering line paint, chalk, bases, and other products for the season.

- Staff has been out cleaning fields, putting up the field 1 backstop nets, installing batting cage nets, and starting to repair the infields from the winter.
- The carpet in the pool guard room has been removed. This will be replaced with a poured resin product that will not need replaced and is easy to clean. This will take place in April when temperatures allow.
- The new pool pump motor has been ordered and should be delivered and installed soon.

### **Parks**

- I attended staff, board, and community center construction meetings.
- I have been working with our construction managers on completing punch-list items at the new building along with other staff on receiving deliveries of new FF&E items and assembly of products.
- Attended new building trainings for electric systems, HVAC, plumbing, overhead doors. Security system training will be later this week.
- Attended meeting with contractors and Ringland about landscape of soil areas and splash pad completion. Work to start the last week of March on splash pad with landscaping and seeding mid-end of April as weather allows.
- Coordinated with staff on moving staff from clubhouse admin to new building.
- Our new custodian, Jerry, started on the 5<sup>th</sup> and has jumped right in cleaning our existing buildings, helping move offices, assembling FF&E materials, gathering supplies for building maintenance, and organizing cleaning

schedules. He has also been hanging towel holders, air freshener dispensers, and soon signs and bulletin boards.

- Worked with Theresa and Lisa on safety requirements, AED ordering, building operation plans for community center. Met with asst. Fire Chief Zern for building requirements.
- Sent in required elevator registration and operation applications to the State of Illinois. The operation permit should be in hand soon.
- Staff has been helping with offloading of new product delivery and assembly for the community center.
- Staff continues to complete winter service work of equipment, cleaning corn debris from the flood in parks, putting out garbage cans and picnic tables, and checking playground equipment.
- We will all be helping office staff move from maintenance offices to the new building soon. Items still needed at South Prairie School will also be moved next week.
- I worked with several contractors as the rotting grease trap system in the floor of the clubhouse concessions area was replaced with a new tank and exhaust piping. New concrete was poured around the unit and an outlet added to run a sandwich bar for Melissa. Staff moved equipment out and then back in after the new flooring was added after the construction.
- Steve and I took several required spray license renewal exams thru the State of Illinois Ag Dept.
- Steve, Brent, and I spent last Friday evening, and the weekend attending wildfire burn training thru the Illinois Fire Training Institute in Byron, Il. This included classroom as well as live fire outdoor training. These required classes begin the process of allowing us to become certified burn managers

thru the IDNR. After we attend several other controlled burns this spring and fall, we will be eligible to apply with the result being our ability to burn our own native planting areas in several parks.

- Staff cut down 20 trees to help with the installment of the new path south of the Middle School prior to bat nesting season.
- Working on hiring seasonal staff. Also added an IMRF employee to replace Dan Watkins as he has taken a job with the St. Charles school system.

### **Administrative Initiatives** (4/1/18-4/30/18)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction follow-up meetings.
- Continue to work with Ringland-Johnson on building punch-list items as we close out construction of the Community Center.
- 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.
- Attend and help with all efforts toward the opening day festivities and final prep of building to accept customers.
- Our staff will be adding several outdoor signs for the campus along with green temporary screen fencing to keep visitors out of the bare soil areas prior to opening day.
- Work with staff, fire dept., on operations and procedure manuals and emergency manuals for the community center.

- Continue to attend remaining trainings for building operations. Help staff with organizing of the many manuals and organizing of all equipment, flooring, lighting, etc. maintenance records.
- Meet with irrigation design firm to continue planning process for new system as they analyze water intake at the river line this spring.
- Continue to work with engineers on the 18-bridge repair project.
- Staff will work on park/sports/golf cleanup of flood and winter debris as weather allows. Opening of the course, sports fields, parks equipment put out and shelters cleaned. Mowing will begin soon once temps allow.
- I will be finalizing seasonal staff needs for all areas for the season.
- Will continue to order products and equipment for all areas for fields, golf, and park spring start-up.
- Continue Capital budget purchasing for required projects and equipment ordering.
- Work with ERA engineers and Martin Company contractor on the final work on the two new bridges on the course. This includes final dirt work around the structures, seeding, and asphalt paving of the approaches.
- Continue meetings with affiliate sports user groups and continue to receive requests with Lisa for the spring season along with schedules for all teams.
- Youth baseball, softball, and soccer will begin practices on all fields. Staff will be laying out soccer fields and painting all lines and boxes along with ballfield foul lines.



- 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.
- Work with all staff on safety training and scheduling first aid training.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: March 27, 2018

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

- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - DSATS
  - CUSD#427 Financial Advisory Committee
  - Owner/Architect/Contractor Meetings
  
- Managed change orders, color selections, design solution supervision on matters related to the Legacy Campus.
  
- Troubleshoot VORTEX and City of Sycamore issues.
  
- Continued work on Old Mill to Forest Preserve trail issues.
  
- Attended HVAC, Electrical, Lighting, Alarm/Theft/Fire, Automated Systems training for systems at the Community Center.
  
- Completed submittals to IDOT of License Agreement, Maintenance Agreement and Engineering QBS documentation for Rte. 23 to Brickville Trail project.
  
- Finalized Engineering Contracts for bidding and construction process of Rte. 23 to Brickville Road trail project.
  
- Awaiting announcement of possible IDOT/ITEP Grant for Forest Preserve to Old Mill Park—Section 1—trail.

- Drafted contributory information for the DSATS process of updating the 2011 Active Transportation Study.

**Administrative Initiatives** (4/1/18 – 4/30/18)

- Complete Dog Park fence installation.
- Meet with DCCF official to discuss paydown process for ACTION 2020 Fund.
- Closeout final purchasing (FF&E) for Community Center.
- 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.
- Complete Punch List for Gym and Track of Community Center.
- Coordinate Emergency Bridge Work and PDRMA/Engineer processes.
- Finish Out Bridges/Culverts 4 & 6 projects on the course.
- Develop scenarios for future Bond Issues.
- VIP Event
- Grand Opening
- Chamber Ribbon Cutting

# Genoa Area Chamber of Commerce

Moving Forward With a Purpose



*Certificate of Achievement*  
presented to

*Sycamore Park District*

*in recognition of 95 years  
of dedicated and loyal service to the community*

*Pattie Marx, Chamber Board President*

*February 21, 2018*

*Cortney Strohacker, Executive Director*

## SYCAMORE HISTORY MUSEUM



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

*Enriching public knowledge of Sycamore for people of all ages.*

February 22, 2018

Dan Gible  
Sycamore Park District  
940 E State St  
Sycamore, IL 60178

Dear Dan,

Thank you very much for being one of the generous donors of the Sycamore History Museum's Winter Fundraiser featuring "A Hundred Years Ago on the Homefront: How families faced the war to end wars." The event was a huge success because of your thoughtful donation. The Sycamore Park District Pool and Splash Pad Admission was a wonderful gift to receive for our silent auction. We cannot thank you enough for your continued support for the Museum, it is greatly appreciated.

We look forward to working with you in the future.  
Thanks again,

*Michelle*

*Thank you very much!*

Michelle Donahoe  
Executive Director  
Sycamore History Museum

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 27, 2018

### STAFF RECOMMENDATION

#### **AGENDA ITEM: EMERGENCY ACTION ON THE MAIN BRIDGE at the GOLF COURSE: Recommended Approval**

**BACKGROUND INFORMATION:** As the Board knows, we are already in the midst of the bid specification process for the bridge at 15. We have stopped that for now, for two reasons:

- The cost estimates continue to rise beyond what we budgeted.
- The emergency action now necessary at the main bridge.

The main bridge is the only bridge allowing mower and service vehicle access between the east and west sides of the Kishwaukee on our Golf Course. In the last flood event—tho minor compared to many past floods—the river must have been at just the right height and for just long enough to wash out the banks of the river that surround the footings on both sides of the bridge. This renders it unusable, even for pedestrian traffic. Even a temporary solution would not allow for public use, so we are moving onto solving the problem with a more permanent solution.

Currently, the circumstances are under review by our flood insurance underwriters and their adjusters.

Needless to say, this bridge “loss” creates not only an impact on play, but on our ability to maintain the course. Loss of revenue from “inconvenienced” route of play—which can discourage players from returning to a course—along with increasing labor hours (to go the long way around with equipment) to get to the east/west sides will have a serious impact on operations.

We need to move quickly. In order to do that, the park code/bidding laws have some room for emergencies. To that end, in order to move outside the bidding process and speed us to the point of getting work done, the Board must “find” that the:

**“timing of this replacement is so urgent as to make the project, by its nature, not adapted to competitive bidding and to direct Staff to bring back a competitive proposal for replacement of the bridge”**

This “allowance” will permit the Executive Director and our current bridge Engineer to save 8 to 10 weeks on the process of getting us to construction by:

- Speeding the work on IDNR/Army Corps approval and permitting
- Speeding the work on City of Sycamore permitting
- Removing the 2 to 4 weeks taken by a “normal” bid process
- Finding contractors who can start immediately, rather than building it into their otherwise already busy construction schedules for this Spring/Summer

**FISCAL IMPACT:** Current estimates put this cost, without engineering fees, at about \$120,000. We are still awaiting indication from PDRMA as to their coverage on this matter, otherwise funds would have to come from our Capital Budget. They may require that they supervise/oversee this project IF they provide coverage on this matter—rendering this motion mute in the future.

**STAFF RECOMMENDATION:** That the Board “find” that timing of the main bridge replacement is so urgent as to make the project, by its nature, not adapted to competitive bidding and to direct Staff to bring back a competitive proposal for replacement/restoration of that bridge for emergency approval, which may require a special meeting.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 27, 2018

## STAFF RECOMMENDATION

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

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

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

**FISCAL IMPACT:** Documents upper limits of what may be spent. These figures are based upon the Operating and Capital Budgets already approved by the board.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 03-2018.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**  
**BOARD ACTION:**





State of Illinois )  
 ) SS  
County of DeKalb )

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 03-2018 entitled "An Ordinance adopting the combined Annual Budget and Appropriation of funds for the Sycamore Park District, DeKalb County, Illinois, for the fiscal year beginning on the first day (1<sup>st</sup>) of January, 2018 and ending on the thirty-first (31<sup>st</sup>) day of December, 2018" enacted by the Board at a March 27, 2018, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 27th day of March, 2018.

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Daniel Gibble

(SEAL)

**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	\$ 531,988
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>\$ 38,173</u>
Total Estimated Available Revenues	\$ 2,079,805
Total Estimated Expenditures	<u>\$ 1,462,952</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 616,853</b>

**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	\$ 287,317
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	\$ 1,749,444
Total Estimated Expenditures	<u>\$ 1,454,398</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 295,046</b>

**III. RESTRICTED CONTRIBUTIONS**

<b>Expenses</b>	<b>\$ 517,500</b>
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**RESTRICTED CONTRIBUTIONS SUMMARY**

Fund Balance January 1, 2018	\$ 8,108
Donations	\$ 517,500
Operating Transfer from DCCF	<u>\$ 0</u>
Total Estimated Available Revenues	\$ 525,608
Total Estimated Expenditures	<u>\$ 517,500</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 8,108</b>

**IV. SPECIAL RECREATION FUND**

<b>Expenses</b>	<b>\$ 220,225</b>
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**SPECIAL RECREATION FUND SUMMARY**

Fund Balance January 1, 2018	\$ 26,479
Estimated 2017 Property Taxes & Interest	<u>\$ 205,850</u>
Total Estimated Available Revenues	\$ 232,329
Total Estimated Expenditures	<u>\$ 220,225</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ -12,104</b>

**V. IMRF FUND**

<b>Expenses</b>	<b>\$ 109,781</b>
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**IMRF FUND SUMMARY**

Fund Balance January 1, 2018	\$ 4,462
Estimated 2017 Property Taxes & Interest	<u>\$ 104,650</u>
Total Estimated Available Revenues	\$ 109,112
Total Estimated Expenditures	<u>\$ 109,112</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ -</b>

**VI. SOCIAL SECURITY FUND**

<b>Expenses</b>	<b>\$ 118,574</b>
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**SOCIAL SECURITY FUND SUMMARY**

Fund Balance January 1, 2018	\$ 4,951
Estimated 2017 Property Taxes & Interest	<u>\$ 113,850</u>
Total Estimated Available Revenues	\$ 118,801
Total Estimated Expenditures	<u>\$ 118,801</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ -</b>

**VII. LIABILITY TORT FUND**

<b>Expenses</b>	<b>\$ 75,599</b>
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**LIABILITY TORT FUND SUMMARY**

Fund Balance January 1, 2018	\$ 24,448
Estimated 2017 Property Taxes & Interest	<u>\$ 80,500</u>
Total Estimated Available Revenues	\$ 104,948
Total Estimated Expenditures	<u>\$ 75,599</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 29,349</b>

**VIII. AUDIT FUND**

<b>Expenses</b>	<b>\$ 16,675</b>
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**AUDIT FUND SUMMARY**

Fund Balance January 1, 2018	\$ 13,683
Estimated 2017 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$ 30,358
Total Estimated Expenditures	<u>\$ 16,675</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 13,683</b>

**IX. PAVING & LIGHTING FUND**

<b>Expenses</b>	<b>\$ 24,150</b>
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**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2018	\$ 22,203
Estimated 2017 Property Taxes & Interest	\$ 115
Total Estimated Available Revenues	\$ 22,318
Total Estimated Expenditures	\$ 22,318
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 0</b>

**X. POLICE FUND**

<b>Expenses</b>	<b>\$ 3,450</b>
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**POLICE FUND SUMMARY**

Fund Balance January 1, 2018	\$ 4,349
Estimated 2017 Property Taxes & Interest	\$ 115
Total Estimated Available Revenues	\$ 4,464
Total Estimated Expenditures	\$ 4,464
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 0</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

<b>Expenses</b>	<b>\$ 46,000</b>
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**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2018	\$ 916
Development Contributions	\$ 34,500
Miscellaneous revenue	\$ -
Total Estimated Available Revenues	\$ 35,416
Total Estimated Expenditures	\$ 35,416
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 0</b>

**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	\$ 140,026
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	\$ 716,101
Total Estimated Expenditures	\$ <u>575,872</u>
<b>Estimated Net Position, December 31, 2018</b>	<b>\$ 140,229</b>

### 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	\$ 430,256
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	\$ 533,671
Total Estimated Expenditures	\$ <u>103,204</u>
<b>Estimated Net Position, December 31, 2018</b>	<b>\$ 430,467</b>

**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	\$ 33,907
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	\$ 212,564
Total Estimated Expenditures	\$ <u>170,166</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 42,398</b>

**XV. BOND AND INTEREST FUND**

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

**BOND AND INTEREST FUND SUMMARY**

Fund Balance January 1, 2018	\$ 57,335
Estimated 2017 Property Taxes & Interest	\$ 692,300
Miscellaneous revenue	\$ <u>-</u>
Total Estimated Available Revenues	\$ 749,635
Total Estimated Expenditures	\$ <u>691,888</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 57,747</b>



**XVI. CAPITAL FUND**

Vehicles	\$ 63,250
Maintenance Equipment	\$ 4,830
Buildings & Structures	\$ 8,625
Equipment/Furnishings	\$ 64,883
Golf Course	\$ 347,185
Swimming Pool	\$ 24,035
Action 20/20	\$ 3,409,327
Parks & Grounds	\$ 0
Concessions	\$ 14,835
Miscellaneous	\$ <u>260,964</u>
Total Estimated Expenditures	\$ 4,197,934

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2018	\$ 1,407,623
Bond Proceeds	\$ 7,472,700
Operating Transfer from other fund	\$ 1,219,000
Miscellaneous revenue	\$ <u>167,555</u>
Total Estimated Available Revenues	\$10,266,878
Total Estimated Expenditures	\$ <u>4,197,934</u>
<b>Estimated Fund Balance December 31, 2018</b>	<b>\$ 6,068,944</b>

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	\$ 3,765,873
(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	\$ 8,166,791
(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: March 27, 2018

**STAFF RECOMMENDATION**

**AGENDA ITEM: EXECUTIVE SUMMARY: Final Review and Approval**

**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. 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.

The budget, updated Action 2020 Goals and Objectives, and updated Significant Events are now in the final version of the Executive Summary

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 March 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:** The final version of the Executive Summary will be emailed to you in a separate email from the Board Packet since it is so large. Recommending final approval at this time.

**PREPARED BY:** Jeanette Freeman, Office Manager

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 27, 2018

### STAFF RECOMMENDATION

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

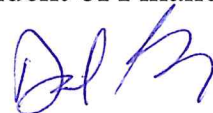
**BACKGROUND INFORMATION:** This is to provide you with the first draft of the Sycamore Park District's audit report. Please review carefully and forward any questions or concerns to me as soon as possible. You will notice that some information is still needed to complete the document. Everything should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

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** Review and offer feedback.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# Sycamore Park District

## **Required Communications Regarding Your Audit**

As part of the audit process we are required to communicate to those charged with governance and management certain items related to the audit process and our findings. Enclosed you will find such communication letters with instructions for each:

- SAS 114 Letter – our communication to those charged with governance of our audit process
- Management Letter (if applicable) – our communication of internal controls that are considered to be control deficiencies as well as other recommendations related to the audit process including new GASB pronouncements, etc.
- Management Representation Letter – your communication to us of your responsibilities related to the audit process

Lauterbach & Amen's policy is to issue these letters in "draft" format to encourage discussion of our required communications and findings. We would ask that you review the enclosed letters and communications and provide any feedback or concerns so that we may incorporate them into the final communication letters.

As always, your feedback is important to the process and we understand that much of the terminology in the communication letters, including "significant deficiency," etc. is harsh in nature and we would welcome the opportunity to further discuss this required communication with you and/or the Board.

Please let us know if you have any questions on the enclosed documents.

**SAS 114 Letter**

Lauterbach & Amen's communication to the Board of the audit process

Please review for any questions and/or changes

March 19, 2018

Members of the Board of Commissioners  
Sycamore Park District  
Sycamore, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Sycamore Park District, Illinois for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 19, 2018. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2017. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental and business-type activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.



Sycamore Park District, Illinois  
March 19, 2018  
Page 2

### Significant Audit Findings – Continued

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 19, 2018.

#### *Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Sycamore Park District, Illinois  
March 19, 2018  
Page 3

Other Matters – Continued

We were engaged to report on the combining and individual fund financial statements and budgetary comparison schedules and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restrictions on Use

This information is intended solely for the use of the Board of Commissioners and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Commissioners and staff (in particular the Finance Department) of the Sycamore Park District, Illinois for their valuable cooperation throughout the audit engagement.

LAUTERBACH & AMEN, LLP

## **Management Letter**

Please review for any questions and/or changes

**SYCAMORE PARK DISTRICT,  
ILLINOIS**

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**MANAGEMENT LETTER**

**FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2017**

March 19, 2018

Members of the Board of Commissioners  
Sycamore Park District  
Sycamore, Illinois

In planning and performing our audit of the financial statements of the Sycamore Park District, Illinois, for the year ended December 31, 2017, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

LAUTERBACH & AMEN, LLP

## PRIOR RECOMMENDATIONS

1. **GASB STATEMENT NO. 74 FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS AND GASB STATEMENT NO. 75 ACCOUNTING AND FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Comment

In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 74, *Financial Reporting for Post-Employment Benefits Plans Other Than Pension Plans*, which applies to individual postemployment benefit plans, and Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, which applies to the state and local government employers that sponsor the plans. The Statements apply to the reporting of other post-employment benefits, including medical, dental, life, vision and other insurance coverages provided by the employer post-employment. The Statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to the other post-employment benefit plans, and specifically identify the methods and assumptions that are to be used in calculating and disclosing these OPEB accounts in the financial statements. The Statements also provide for additional note disclosures and required supplementary information and are intended to improve information provided by state and local government employers regarding financial support to their OPEB plans. GASB Statement No. 75 applies to the employer's reporting of other post-employment benefit plans and is applicable to the District's financial statements for the year ended December 31, 2018.

Recommendation

We recommend that the District reach out to the private pension actuary engaged to provide the OPEB actuarial calculations in order to confirm the timeline for implementation and to review requested materials that will be required in order to implement the provisions and requirements of the new Statements. Lauterbach & Amen, LLP will also work directly with the District to assist in the implementation process, including assistance in determining the implementation timeline with the District and private actuary, providing all framework for the financial statements in order to complete the implementation, and assist in answering any questions or concerns the District might have related to the implementation process or requirements.

Status

This comment has not been implemented and will be implemented for the year ended December 31, 2018, when required.

## PRIOR RECOMMENDATIONS – Continued

### 2. FUNDS OVER BUDGET

#### Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund	December 31,	
	2017	2016
General	\$ 129,236	-
Recreation - Concession Subfund	17,490	8,023
Special Recreation	39,025	-
Action 2020	2,203,488	-
Developer Contributions	38,989	5,150
Golf Course	-	69,255

#### Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

#### Status

This comment has not been implemented and will be repeated in the future.

### **Representation Letter**

Client's communication to Lauterbach & Amen regarding management's responsibility

Please copy onto your letterhead and have signed by appropriate person



March 19, 2018

Lauterbach & Amen, LLP  
Certified Public Accountants  
668 N. River Road  
Naperville, IL 60563

This representation letter is provided in connection with your audit of the financial statements of the Sycamore Park District (the District), Illinois, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 19, 2018, the following representations made to you during your audit.

*Financial Statements*

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U. S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair market value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

#### *Information Provided*

10. We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the District or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.

15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
17. We have disclosed to you the identity of the District related parties and all the related party relationships and transactions of which we are aware.

*Government – Specific*

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. The District has no plans or intentions that may materially affect the carrying value or classifications of assets, liabilities, or equity.
21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and contractual provisions for reporting specific activities in separate funds.
22. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
23. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
24. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

26. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
27. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
28. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
29. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
30. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
31. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets; restricted; unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
33. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
38. Deposits and investment securities are properly classified as to risk and are properly disclosed.
39. Capital assets, including infrastructure and intangible assets, as applicable, are properly capitalized, reported, and, if applicable, depreciated.

40. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
42. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
43. With respect to the combining and individual fund financial statements and schedules and other information listed as supplementary information:
- a. We acknowledge our responsibility for presenting the combining and individual fund financial statements and budgetary comparison schedules and other supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual fund financial statements and budgetary comparison schedules and other supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual fund financial statements and budgetary comparison schedules and other supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b. If the combining and individual fund financial statements and budgetary comparison schedules and other supplementary information are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 27, 2018

### STAFF RECOMMENDATION

**AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only**

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

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

Attached is that report.

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

**STAFF RECOMMENDATION:** Information only.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**  
**BOARD ACTION:**



PROJECT	2018	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
tv-clubhouse		\$2,605				March
PC Replacement/Upgrades	\$11,050	\$1,958				December
technology carryforward for legacy campus	\$15,370					April
refrigerator - clubhouse	\$1,600		\$1,359		\$241	March
grease trap/flooring - clubhouse	\$7,300		\$6,215		\$1,085	March
island/electrical - clubhouse	\$4,000		\$3,124		\$876	March
pickup	\$34,000					June
minivan	\$21,000		\$20,951		\$49	January
sod cutter	\$4,200					April
bridge 3 & 6	\$120,000					June
Golf Carts (10)	\$28,500					March
pond fountains	\$3,400					May
bridge 15	\$150,000					On Hold
pool - flooring guard room	\$2,500					May
pool - signage	\$1,500					May
pool - mesh screen	\$4,500					May
pool - guard chair	\$1,300					May
pool - shade umbrellas	\$3,600					May
pool - motor for pump	\$7,500					May
Ovitz Park pavilion	\$40,000					November
Residence - doors/windows	\$7,500					August
	\$498,820	\$4,563	\$31,649	\$0	\$2,251	

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 27, 2018

### STAFF RECOMMENDATION

#### AGENDA ITEM: AUTHORIZATION TREASURER TO TRANSFER FUNDS: Recommend Approval

#### BACKGROUND INFORMATION:

For the year ended December 31, 2017, the negative cash in the Pool Fund was \$27,908.30. This amount is being transferred from the Recreation Fund.

Funds were transferred from the General Fund, Recreation Fund and the Concessions Fund to the Golf Fund in the amount of \$20,000, \$27,875.20 and \$17,400 respectively. This eliminates the December 31, 2017, negative cash, \$65,275.20, for the Golf Fund.

Also, I have recorded a transfer from the General Fund and Donation Fund to the Action 2020 Fund, in the amount of \$64,000 and \$200,000 respectively.

The choice of funds to transfer funds from was based upon the desire to keep the fund balance at the level outlined in the fund balance policy, 25%.

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

**FISCAL IMPACT:** In regards to the transfers to Golf and Pool, reduces funds available in the General, Recreation and Concessions Fund to conduct other activities in the district. Eliminates the negative cash in the Swimming Pool and Golf Course Funds. Transfers to the Action 2020 Fund contribute to the funding of the Legacy Campus.

**STAFF RECOMMENDATION:** Staff recommends that the Board approve the transfer of funds as outline above.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**



## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 27, 2018

### STAFF RECOMMENDATION

**AGENDA ITEM: UPDATING THE CONDUCT ORDINANCE REGARDING SMOKING at SYCAMORE PARK DISTRICT PARKS and FACILITIES: Recommended Approval**

**BACKGROUND INFORMATION:** As the Board knows, we are already made the Legacy Campus a “non-smoking” campus. At that time, the Board asked Staff to consider a further reduction in areas where smoking was permitted.

The last changes were reflected in the proposal, as follows:

- ~~a) Except in designated smoking areas, smoking within any building or enclosed structure in the Park System is strictly prohibited.~~
- ~~c) The use of any smoking material—including e-cigarettes, and the like—shall not permitted indoors or outdoors at the Legacy Campus. This includes undeveloped grounds, parking lots, dog park, splashpad, sled hill and community center. All areas of the Legacy Campus east of Airport Road are subject to this ban on smoking.~~
- ~~b) Furthermore, the ban on smoking outlined in §11 c) extends to all buildings and indoor places owned or leased by the park district, or used for any of its programs as well as anywhere within the fence of the pool, or within 50 feet of the outside of the pool bathhouse or pool fence.~~

Staff, with guidance from the Board now proposes to limit smoking even further.

Attached the Board will find the Conduct Ordinance with recommended amendments shown in red.

As the park district represents an organization focused on the health, wellness, and mental health of our citizens, it seems appropriate to consider these further limitations on where we allow smoking.

**FISCAL IMPACT:** There is no measurable cost to the park district, but there is infinite studies which show the millions/billions of costs to the

health industry due to complications created by smoking—both direct and indirect.

**STAFF RECOMMENDATION:** That the Board adopt the amendment to the Conduct Ordinance related to smoking, and that the changes take effect April 12, 2018 with a “lead up” press/media/public information effort to generally notify the public and affiliates of the change.

**PREPARED BY:** Daniel Gibble, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

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

**BOARD ACTION:**

## ORDINANCE NO. 06-2012

AN ORDINANCE REGULATING CONDUCT IN THE PARKS

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WHEREAS, the Sycamore Park District, DeKalb County, State of Illinois has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and to protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Park District has the power to regulate conduct within the Park District's parks; and

WHEREAS, the Park District hereby finds that it is in the best interest of the Park District and the public to adopt an Ordinance to achieve various beneficial goals, including the regulation of conduct within the Park District's parks; and

WHEREAS, the Sycamore Park District deems it in the best interest of its residents that the Police Department of the City of Sycamore, Sycamore, Illinois, and that the Sherriff's Department of the DeKalb County Sherriff's Office, DeKalb County, Illinois and any other police department or agency as hereinafter determined by the Board, shall be authorized and given the power to enforce the SYCAMORE PARK DISTRICT's ORDINANCE REGULATING CONDUCT IN THE PARKS;

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

SECTION ONE: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: The Park District here by adopts the following regulations:

**§ 1 DEFINITIONS.**

- a. "Official" means the Park District Board of Commissioners, the Park District Executive Director and the employees of the Park District.
- b. "Regulation" means any rule, resolution, regulation or ordinance duly adopted by the Corporate Authorities.
- c. "Park System" means all properties owned, leased or otherwise controlled by the Sycamore Park District.
- d. "Permit" means permit secured pursuant to Section 4 of this Ordinance.
- e. "Volunteer" means any person appointed by the Executive Director to assist with park district programs and functions.
- f. "Director" means Executive Director as appointed by the Park District Board of Commissioners.
- g. "Peace Officer" means any Police Officer of the City of Sycamore or the County of DeKalb.
- h. "Smoking" means inhaling, exhaling, burning or carrying by persons of any lighted cigar, pipe, cigarette, plant or other similar combustible substance in any manner or in any form.

**§2 SUPERVISION**

All parks in the Park District shall be operated and maintained under the supervision of the Executive Director.

**§3 ASSEMBLIES**

No person shall engage in, participate in, aid, form, or organize any assembly or group of people or make any speeches, or conduct any parades, musical program or festivals, in any park unless a Permit has been obtained from the Executive Director, and unless that Permit is carried by the person heading or leading such

activity; provided, however, that the provisions hereof shall not apply to students' work when constituting a part of their educational activities and under the immediate direction and supervision of the proper school authorities; nor to any governmental agency within the scope of its functions.

#### **§4 PERMITS**

- a) Applications for Permits shall be filed with the Executive Director not less than fourteen (14) days prior to the date on which it is proposed to conduct any activity in a park requiring a permit. Such application shall be sworn to and shall state:
  - 1) The name of the person or organization wishing to conduct such activity.
  - 2) If the activity is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible head of such organization;
  - 3) The name, address and telephone number of the person who will be the chairman of such activity and who will be responsible for its conduct;
  - 4) The name address and telephone number of the person or organization to whom the Permit is desired to be issued.
  - 5) The date when such activity is to be conducted;
  - 6) The portion of the Park System for which such Permit is desired;
  - 7) An estimate of the anticipated attendance; and
  - 8) The hour when such activity will start and terminate.
- b) The Executive Director may grant and issue the Permit if:
  - 1) The proposed activity or use of the Park System will not unreasonably interfere with or detract from the general public enjoyment of the Park System;
  - 2) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;

- 3) The facilities desired have not been reserved for other use at the day and hour required in the application;
  - 4) The conduct of such activity will not substantially interrupt the safe and orderly movement of traffic;
  - 5) The conduct of such activity will not require the diversion of so great a number of peace officers to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the Park District;
  - 6) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct;
  - 7) Such activity is not to be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit;
  - 8) The person or organization desiring to engage in said activity, shall post with the Director, cash or surety bond in an amount established by the park district to cover the costs of cleaning up all debris and trash that results from this activity and restoring the premises to neat and good order.
- c) Each Permit shall state the following:
- 1) Date of such activity;
  - 2) Number, not to exceed, of individuals who will attend;
  - 3) The portion of the Park System thereof to be used; and
  - 4) Hour when such activity will start and terminate.
- d) The application may contain a requirement for an indemnity bond to protect the Park District from any liability of any kind or character, and to protect the Park District from property damage.
- e) The Executive Director shall act upon the application for a park Permit within seven (7) days after the filing of same.

**§5 MOB ACTION**

**There will be zero tolerance for these types of activities.**

- a) Mob action shall consist of any of the following:

- 1) the use of force or violence disturbing the public peace by two (2) or more persons acting together and without authority of law; or
  - 2) the assembly of two (2) or more persons to do an unlawful act.
- b) No person shall engage in mob action within the Park System.
  - c) Any participant in a mob action that does not withdraw on being commanded to do so by any Official, shall be guilty of a violation of this Ordinance.

## **§6 USE AND PROTECTION OF FACILITIES**

- a) Clean up – Requirements Concerning Use of Grounds and Facilities: Each person using the Park System, shall clean up all debris, extinguish all fires when such fires are permitted, and leave the premises in good order, and the facilities in a neat and sanitary condition.
- b) No person shall commit any nuisance in the Park System.
- c) No person shall swim, wade, play on or in, sail, boat, canoe, float, skate, ice-fish or enter any permanent body of water within the Park System.
- d) A person involved in an incident or accident on Park System property resulting in personal injury or property damage shall report the incident to any authorized park district personnel within twenty-four (24) hours after the incident.

## **§7 VANDALISM**

- a) No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, structure, bridges, tables, benches fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
- b) No person shall cut, break, climb on, injure or deface, in any way, any tree, shrub, plant or turf within the Park System.

## **§8 LITTERING / POLLUTION**

It shall be unlawful for any Person using the Park System to either perform or permit to be performed, any of the following acts:

- a) To throw, carry, cast, drag, push or deposit into the waters of any fountain, river, lake, pond, slough, stream, bay, or lagoon or upon other body of water frozen or otherwise in or adjacent to any Park System or any tributary, stream, storm sewer, or drain flowing into such waters or waters thereof any substance, any refuse container, picnic table, barricade or any other movable or non-moveable property; or any matter or thing, liquid or solid, which will or may result in the pollution or said water.
- b) To throw, carry, cast, drag, push or otherwise move, stack or hide any refuse container, picnic table, barricade or any other moveable or non-moveable property in such a way as to render it unavailable to the general public for its intended use or to cause a hazard to public safety or to damage or destroy such property.
- c) Bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, manure, or refuse; landscape or landscaping waste or byproducts, whether natural or man made; or other trash. No such waste, refuse or trash shall be placed in any waters in or contiguous to any Park System, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the Park System by the person responsible for its presence, and properly disposed of elsewhere.

## **§9 PUBLIC DECENCY**

No person shall use any abusive, threatening, insulting, indecent, profane, blasphemous, or obscene language or language calculated to occasion a breach of the peace or designed to incite conduct which is harmful to the public, or commit or be guilty of any obscene behavior, within the Park System.

Further, no person shall urinate or defecate in the Park System other than in facilities provided and specifically intended for this purpose.

## **§10 DISORDERLY CONDUCT AND LOITERING**

- a) No person shall make, countenance or assist in making any improper noise, riot, disturbance, breach of the peace, or diversion tending to a breach of the peace, in the Park System, which unreasonably interferes with or detracts from the promotion of public health, welfare, safety and recreation; such prohibitions shall include, but is not limited to, any of the following:
  - 1. Any act performed in such an unreasonable manner as to provoke, make or aid in making a breach of peace;



2. Any unreasonable or offensive act, utterance, gesture or display which, under the circumstances, creates a clear and present danger of a breach of the peace or imminent threat of violence;
  3. The failure to obey a lawful order of dispersal by a person known by him to be a peace officer or park representative under circumstances where two (2) or more persons are committing or appear to be committing acts of disorderly conduct in the immediate vicinity, which acts are likely to cause substantial harm, serious inconvenience or alarm;
- b) The assembling with two (2) or more persons for the purpose of using force or violence to disturb the public peace;
  - c) The begging or soliciting of funds on any property of the Park District, except as otherwise specifically authorized by Permit;
  - d) The appearance on any property of the Park District manifestly under the influence of alcohol, narcotics or other drug not therapeutically administered, to the degree that the person so appearing endanger him(or her)self or other persons or property, or alarm or disturb other persons within his/her vicinity;
  - e) The transmittal, in any manner, to another a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place on or about any property owned or leased by the Park District that its explosion would endanger human life, knowing at the time of such transmission that there is no reasonable ground for believing that such bomb or explosive is concealed in such place;
  - f) The transmittal, in any manner, to another a false alarm to the effect that a fire or other potential hazard, including but not limited to opening fire warning devices or alarms, preventive or safety equipment, or any containers thereof; or other similar structures on or about the Park District property.
  - g) No person shall commit any assault. A person commits an assault when he engages in conduct, without lawful authority, which places another in reasonable apprehension of receiving a battery, within the Park System.
  - h) No person shall commit battery. A person commits a battery if he intentionally or knowingly, without legal justification (a) causes bodily harm to an individual, or (b) makes physical contact of an insulting or

provoking nature with an individual, within the Park System.

- i) No person shall loiter, protractedly lounge or permit such loitering or protracted lounging in, on or around any parking lots or parking facilities of the Park District in the Park System; or, in or around the entrance of or to the Park System or any building or improvement thereto; on or around any abutting or adjoining fences or other boundary markings of the Park District; in or around any public restrooms or related facilities of the Park District; or in, on or around any other structures or improvement of the Park District within the Park System.
- j) No person shall make or cause to be made any excessively loud or unreasonable noise which disturbs the peace. For the purpose of this ordinance, excessively loud or unreasonable noise is defined as noise inconsistent with or not attendant to appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This includes, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument, or sound equipment, unless in conjunction with activities conducted, sponsored, or authorized by the Park District.
- k) No person shall congregate with other persons anywhere in the Park System that will, with or without intent, restrict vehicular traffic or pedestrian traffic, or to restrict the free ingress or egress from the Park System.
- l) No person shall use a metal detector with the intent to dig, remove, deface, destroy, or otherwise alter any condition within a park. This is, in part, meant to mean that one can use a metal detector, but can't take any action to recover an item unless it is clearly on the surface and will not require digging, removing/replacing plant material/grass of any kind, or otherwise altering any condition within parks and facilities.
- m) This section shall not be construed to suppress the right to lawful assembly, picketing, public speaking or other lawful means of expressing public opinion not in contravention of other laws.

## **§11 ALCOHOL, DRUGS AND SMOKING**

Every person present in the Park System is subject to all state and federal laws relating to Drugs, Alcohol, and Smoking. Further, every person possessing, using, consuming, or otherwise holding drugs, alcohol, or smoking material are responsible for any transferring of such materials to others in the Park System, and

will be accountable for all federal, state, local and park system laws, ordinances, rules, regulations and permit allowances as it relates to possession, use, consumption, or transfer.

- a) No person present in the Park System shall sell, use, possess or have any alcoholic liquor or beverage of any kind, unless purchased and consumed at the golf course, allowed by park permit, or as part of activities conducted, sponsored, or authorized by the Park District.
- b) No person shall carry, possess, use or ingest any drug or controlled substance illegal under the laws of the United States or the laws of the State of Illinois while in the Park System.
- c) Except outdoors on the Golf Course and at Park District organized concerts, smoking is prohibited on all Sycamore Park District property.~~in designated smoking areas, smoking within any building or enclosed structure in the Park System is strictly prohibited.~~ This includes e-cigarettes, vapor, chewing tobacco, or any other substance. At the golf course, smoking is not allowed in the Club House or within 50 feet of the Club House.

## **§12 INTERFERENCE**

- a) No person shall prevent or hinder in any manner, any person from lawfully using any portion of the Park System, or interfere with such use in compliance with the terms of this Ordinance applicable to such use.
- b) No person shall prevent or hinder in any manner, any Employee or Volunteer of the Park District while engaged in the performance of their duties, within the Park System.

## **§13 DISOBEDIENCE OF A LAWFUL COMMAND**

- a) No person shall resist any Park Official, Employee or Peace Officer in the discharge of their duty; or fail or refuse to obey any lawful command of any such Park Official, Employee, or Peace Officer; or in any way interfere with or hinder or prevent any such Park Official, Employee or Peace Officer from discharging their duty; or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or refuse or attempt to rescue any person when in such custody.
- b) No person shall resist, fail or refuse to obey the command of any Park Official.

## **§14 CRUELTY TO ANIMALS**

No person shall trap, catch, wound or kill, or treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or animal, in the Park System. Park Personnel, may, with a State Permit, conduct trapping as called for by management requirements.

The City of Sycamore Ordinance 5-2-1: CRUELTY shall apply:

No person shall cruelly treat any animal in the city in any way. Any person who inhumanely beats, overloads, underfeeds or abandons any animal shall be deemed guilty of a violation of this section. (1988 Code §17.101)

## **§15 ANIMALS, PLANTS AND WILDLIFE**

- a) No person shall lead, bring or allow to be loose upon any portion of Park System, any animal, except on such places and at such times as the Board of Commissioners may designate by Resolution. Further, all City of Sycamore regulations, including leash laws, apply to the Park System.

Additionally, for enforcement purposes City of Sycamore Ordinance 5-3-3: LEASH LAW shall apply:

A. Leash Required; Nuisance: It shall be unlawful for any person to maintain a public nuisance by permitting any dog or other animal to leave the premises of its owner or keeper when not under control by leash no longer than seven feet (7'). (1988 Code §17.205; amd. 1994 Code)

B. Penalties: The penalty for owners of dogs which leave the owner's premises when not under control by leash no longer than seven feet (7') shall be subject to penalty as provided in section 1-4-1 of this code. (1988 Code §17.205; amd. 1994 Code; Ord. 2005.78, 1-3-2006)

C. Exemptions: Guide dogs for the blind or police owned dogs are exempt from this section; providing, that no attack or injury to a person or other animal occurs while the dog is performing duties as expected. (1988 Code §17.205; amd. 1994 Code)

- b) The owner of every animal shall be responsible for the removal and sanitary disposition of excreta deposited by their animal anywhere in the Park System. When accompanying the animal onto the Park System, the owner shall have on his person suitable means for the removal of such excrement that will then be placed in a refuse container for sanitary removal.

Furthermore City of Sycamore Ordinance 5-3-5: EXCREMENT shall apply:

No owner or person who has possession or control of a dog shall fail to remove excrement deposited by such dog or other animal upon the public ways or within the public places of the city or upon the premises of any person other than the owner. (1988 Code §17.208)

A violation of this section shall be subject to penalty as provided in section 1-4-1 of this code. (Ord. 2005.78, 1-3-2006)

- c) Non-native species shall not be introduced into any park.
- d) Unless an authorized “service animal” or in conjunction with activities conducted, sponsored, or authorized by the Park District, no person shall bring or release into the Park System any Wildlife or Domestic Animal including, without limitation, any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domestic dogs for the purpose of exercise or walking and as governed by leash laws and all other City of Sycamore regulations.

#### **§16 INTOXICATION**

No person shall enter, be or remain in the Park System while intoxicated or under the influence of a drug illegal under the laws of the United States, or the laws of the State of Illinois.

#### **§17 MISSILES**

- a) No person shall throw, cast or hurl any stones, clubs, sticks, clump of dirt, or ice within the Park System.
- b) While on or in any property within the Park System, no person shall throw, cast or hurl any object or projectile, including but not limited to stones, clubs, balls, sticks, clump of dirt, snowballs, or ice in the direction of a residence, building, structure or other property, real or personal, belonging to another, including the Park District or a constituent thereof.

#### **§18 IMPERSONATION OF PEACE OFFICERS OR PARK OFFICIALS**

No person shall represent falsely or impersonate any Peace Officer or Park Official or pretend to be a Peace Officer or Park Official, within the Park System.

**§19                    BEGGING**

Except upon the express Permit issued by the Director of the Park District, no person shall beg or solicit in or about the Park System.

**§20                    SLEEPING IN THE PARK SYSTEM**

No person shall place, swing, occupy or use any hammock in the Park System, nor shall any person, sleep or otherwise remain in the Park System between the hours of dusk and dawn, unless a Permit has been obtained from the Director. Tents or portable structures smaller than 12 feet by 12 feet are permitted during regular park hours, however, no stake longer than 8 inches are ½ inch in diameter or across is permitted in erecting those tents/structures.

**§21                    FIREARMS, FIREWORKS**

- a) No person shall carry or possess any weapon, discharge or set off any firearms, rocket, firecracker, torpedo, squib or other fireworks or things containing any substance of an explosive nature in the Park System. Nor shall anyone violate existing laws defined by the State of Illinois “Concealed Carry Law”.
- b) A person commits the offense of unlawful possession of weapons when he, within the Park System, knowingly:
  - i) Sells, manufactures, purchases, possesses or carries any bludgeon, blackjack, sling-shot, bow & arrow, sand club, sandbag, metal knuckles or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button spring or other device in the handle of the knife; or
  - ii) Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
  - iii) Carries on or about his person or in any vehicle, a tear gas gun, projector or bomb, or any other object containing noxious liquid gas or substance; or
  - iv) Carries concealed in any vehicle or concealed on or about his person any pistol, revolver or other firearm; or
  - v) Sets a spring gun; or

- vi) Sells, manufactures, purchases, possesses or carries any bomb, bombshell, grenade, bottle or other container containing an explosive substance, such as but not limited to black powder bombs and Molotov cocktails.
- c) Sections a) and b) do not apply to or affect the following:
- i) Peace Officers or any person summoned by any such officers to assist in making arrests or preserving the peace while he is actually engaged in assisting such officer.
  - ii) Any agent, investigator or member of any Illinois or United States Law Enforcement Bureau, Commission or Agency authorized by law to carry weapons, while on duty in the course of any investigation from said Bureau, Commission or Agency.

**§22 USE OF PLAYGROUND AND PARKS**

- a) Playgrounds and Parks: No person sixteen (16) years of age or older shall in any manner use any of the playground or park apparatus or devices meant exclusively for the use of children.
- b) Parking: When signs are erected on or about a driveway, parking lot, parking area or such other portion of the Park System owned or otherwise controlled by the Park District (hereafter "Parking Area"), giving notice thereof as to any limitations for or about parking thereon, including, but not limited to, a time limit as to parking, no person shall, at any time, park any motor vehicle (including but not limited to, any automobile, minibike, motorcycles, snowmobiles, trucks, power driven models) on such Parking Area or any parts thereof except as permitted within said limitations.

**§23 PROHIBITIONS**

- a) General Prohibitions:

Prohibited Areas: It shall be unlawful for any person to go upon the grass, lawn, turf, or any other portion of the Park System wherein signs and directions are posted by or by order of the Director of the Park District prohibiting a person from entering upon the designated area.

Additionally, unless sanctioned by the Park System, no person shall enter upon any grounds of the Park System Golf Course unless authorized by payment of course fees, or as a part of a park district sanctioned event.

Fishing: No person shall perform or permit to be performed, upon or in connection with any property of the Park District in the Park System, the act or sport of fishing, casting or performing or permitting such performance of any and all other related activities (a) in any waters of the Park System posted against fishing, including ice fishing or (b) from any bridge, pier, dock, shore or other area posted “no fishing”. Further, subject to Park System Staff posting of “Catch and Release”, where fishing is allowed, all fishers must abide by “Catch and Release”, even if the body of water is not listed by the State of Illinois as “Catch and Release”.

- b) Destruction by Misuses of Fire: No person shall upon or in connection with any property, be it real, personal or otherwise, of the Park District in the Park System:
- i) Set fire, or cause to be set on fire, any tree, forest, brush land, grassland, meadow, prairie, marsh, refuse container or structure;
  - ii) Build a fire anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles;
  - iii) Drop, throw away or scatter any burning, lighted or hot coals, ashes, cigarette, cigar, firecracker, match, or other instrument or material;
  - iv) Build any fire whatsoever, for any purpose in or out of a receptacle or fireplace and leave it unattended, unless such fire is properly extinguished. For the purpose of this Ordinance, a fire shall be deemed properly extinguished when its ashes, residue, coals and unburned substance is cold to the human touch; or
  - v) Cause, suffer or allow the burning or garbage, refuse, waste material, trash, motor vehicle (or any part thereof) or other combustibles within or adjacent to the park so as to cause smoke, haze, odor, sparks, dust, dirt, or other type matter or gaseous substances to come upon, pass through, or over the park which would cause an air pollution nuisance or damage to persons or property.

## **§24 SIGNS**

It shall be unlawful for any person to paste, glue, tack, post or otherwise affix any sign, placard, bill flyer, advertisement or inscription whatever, within the Park System. Provided that these provisions shall not apply to any properly authorized government official in pursuit of any official duty.



Those laws as established by the State of Illinois or the Federal Government as it is related to election signs for polling places and the placement of candidate or issue signs shall apply to Sycamore Park District property. It is requested that those signs which are legally posted be removed within five (5) working days following the election for which the candidate or issue is voted upon.

**§25                    SELLING DISTRIBUTING AND SOLICITING**

No person other than Park Officials or persons authorized by the Park District, acting on behalf of the Park District, shall offer or exchange for sale any article or thing, or do any hawking, peddling or soliciting, or buy or offer to buy any article or thing, or take up any collection or solicit or receive contributions of money or anything of value, nor shall any person distribute, cast, throw or place any handbill, pamphlet, circular, advertisement or notice of any kind, except when authorized to do so by Permit from or contract with the Park District.

**§26                    VEHICLES, BOATS AND AIRCRAFT**

No person shall bring, use operate, drive or park any motor driven vehicle, boat or aircraft, including but not limited to automobiles, trucks, power driven model boats, power driven model aircraft, power driven model automobiles, mini-bikes, motorcycles, snowmobiles, except on a street, driveway, parking lot or such portion of the Park System and at such times as are designated by the Park System. The use of privately owned golf cars on any portion of Park District property is strictly prohibited.

Furthermore, except for emergency personnel and park district maintenance, no boat of any kind may be placed in, launched, operated, docked, piered, shored, banked, placed, or stored in any park or body of water in the park system unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

**§27                    GROUP ACTIVITY**

Whenever any group, association or organization desires to use said Park System facilities for a particular purpose, such as picnics, parties or theatrical or entertainment performances, a representative of said group, association or organization shall first obtain a Permit from the Director for such purposes.

**§28                    PICNIC AREAS AND USE**

No person in the Park System shall picnic or lunch in a place other than those designated for that purpose. Park Officials shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the

maximum use for the comfort and convenience of all. Visitors shall comply with any directions given to achieve this end. No person in the Park System shall use any portion of the picnic areas or of the building or structures therein for an unreasonable time if the facilities are crowded.

## §29 HOURS OF OPERATION

- a) The Park System shall be open daily to the public from sunrise until sunset of any one day and no person shall be in the parks (other than Peace Officers and Park Officials) during any hours in which the Park System is not open to the public unless such presence is pursuant to a Permit issued in accordance with this Ordinance. In case of wet weather or other emergency when the condition of the grounds or the public interest demands, the Director may close said Park System or any portion thereof until said emergency has passed. The Executive Director may, on rare occasions, approve permits after park hours by permit with a supplementary fee established by the district.
- b) Those properties owned, leased or otherwise controlled by the Park District for which the Park District has provided an artificial lighting system shall remain open to the public until 10 pm of any one day when lit for recreational activities by the artificial lighting system under the control of the Park District; and no person (other than peace officers and park officials conducting Park System business therein) shall occupy, remain, or be present in those areas of the Park System with artificial lighting after sunset and in absence of light provided by the system under the control of the Park District, unless the presence is pursuant to a Permit issued in accordance with this Ordinance.

## §31 PENALTY.

Any person violating the provisions of this and other applicable Park District Ordinances shall be guilty of an offense against the Park District and shall be punishable by a fine of **at least one hundred dollars (\$100.00), notwithstanding any and all other local, state or federal jurisdiction's fines and penalties. Any action related to all these matters in the ordinance will be subject to penalty, as established by the Park System, City of Sycamore, the State of Illinois, and the United States of America, including, but no limited to forfeit of deposits.**

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

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

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED AND ADOPTED by the Board of Commissioners of the Sycamore Park District this \_\_\_ day of \_\_\_\_\_, 2014 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

**STAFF RECOMMENDATION**

**AGENDA ITEM: CHANGE of MISCELLANEOUS BENEFITS:**  
**Recommended Approval**

**BACKGROUND INFORMATION:** With the opening of the new facilities next month, and over the next year, I have reviewed with the Superintendents our current “Miscellaneous Benefits” in both our Full-time/IMRF Eligible personnel policy, and the Part-time personnel policy.

Attached you will find the page(s) from both policy manuals where these are located. The recommended changes are noted and in red for your review and consideration.

The key is to note that the extent of benefits is greater for those who work more hours and/or make a longer-term commitment to the park district. AND, there is something for almost everyone!

**FISCAL IMPACT:** It is difficult to estimate the actual “cost” to the park district. Some prefer to think of it as a way to save money, as happy and healthy employees are more committed to their jobs. Additionally, one would have to know how many people might take advantage of this in the future. We can, if the Board desires, give you a report one year from now as to who took advantage, how often things were taken advantage of, and the estimated “cost” which would be an assumption that the employee took the benefit, but if it wasn’t offered would have also willingly paid full price for it and used it anyway. That is more difficult to be sure of.

**STAFF RECOMMENDATION:** That the Board approve the recommended changes to both FT Personnel Policy Item 4-15, and PT Personnel Policy Item 4.5

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## Section 4: Employee Benefits

# 4.5 Miscellaneous Benefits

As an employee of Sycamore Park District, you are entitled to use Park District facilities and participate in Park District programs at a reduced fee or at no cost. The following is a list of the various facilities that are available based upon your employment classification. These benefits are only extended to the employee while they are active in their respective position as determined by the Sycamore Park District. The classifications are based on the following criteria, a list of current employees and their level will be present at each program location, and is for the employee ONLY:

Level 2 – Staff has worked for the Park District a minimum of 4 calendar years or staff works 25 hours per week or more, ~~on average for at least 30 weeks out of a single calendar year.~~

- Pool/Splashpad – ~~Free Admission/Pass~~ Free Admission
- Golf
  - Free Play weekdays (Monday-Thursday) when available
  - 50% off Published Rate for all other times
  - No tee times
  - Carts Treated Same as Golf Rates, above
  - 10% off regular price on all pro shop merchandise.
- Community Center
  - \* Free Pathway Fitness Center pass. If membership desired, must pay difference at 100%.
  - \* Free registration for programs.
  - \* Class must meet minimum size
  - \* Does not include contractual programs, trips and day camps
  - \* Employee responsible for any purchases of materials, books, etc.
  - \* No discounts on rentals or other fees.
- ~~Community Center~~
- ~~Pathway Fitness Pass is Free. If full membership desired, employee pays difference between pass and membership rate. Daily fee is half price.~~
- Clubhouse Rental: 50% discount
- Picnic Shelters: 50% discount
- Concessions –20% off. Vending: No discount
- Dog Park: Pay Resident Rate

Level 1 – Staff has worked for the Park District 3 calendar years or less ~~and/or staff works less than 25 hours per week on average for up to 30 weeks a calendar year, and works less than 25 hours per week.~~

- ~~Pool/Splashpad: 50% Discount on Admission/Pass~~  
~~50% discount on admission or pass~~
- Golf
  - 50% off Play weekdays (Monday-Thursday) when available, and On Friday, Saturday, and Sunday after 2:00pm
  - All other full cost
  - No tee times
  - Carts Treated Same as Golf Rates, above
  - 10% off regular price on all pro shop merchandise.
- Community Center
  - \* 50% Pathway Fitness Center pass. If membership desired, must pay difference at 100%.
  - \* 50% registration for programs.
  - \* Class must meet minimum size
  - \* Does not include contractual programs, trips and day camps
  - \* Employee responsible for any purchases of materials, books, etc.
  - \* No discounts on rentals or other fees.
- ~~Community Center~~
  - ~~50% off Pathway Fitness Center pass. If membership, desired, must pay difference at 100%.~~
  - ~~50% off registration for programs.~~
  - ~~\* Class must meet minimum size~~
  - ~~\* Does not include contractual programs, trips and day camps~~
  - ~~\* Employee responsible for any purchases of materials, books, etc.~~
- ~~Concessions: -20% off. No discount on vending.~~
- ~~Clubhouse Rental: 50% discount~~
- ~~Picnic Shelters: 50% discount~~
- ~~Concessions -20% off. Vending: No discount~~
- ~~Dog Park: Pay Resident Rate~~

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Where a partial or full fee is charged to an employee they will be treated as a resident. Nobody else, related (or not) to the employee, has access to these benefits. Wherever trainings, orientations or other requirements exist for regular customers, the employee is expected to complete those, as well, and within the same structure without exceptions. Benefits terminate on the employees last day at the job and prorated values of their memberships will be assessed to the employee's final paycheck.

Revised: 3/27/2018



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#### **Policy 4 -15 Miscellaneous Benefits**

For Full-time, regular employees, and IMRF eligible positions, the following benefits are provided to the employee, their spouse/partner, and any children under age 21 and living with the employee:

- Pool - Free admission
- Golf
  - Free play based upon availability
  - No tee times
  - Carts if available
  - 10% over cost on all pro shop merchandise
- Community Center
  - ~~———— PathwayFree Fitness Pass is Free—Center membership.~~ If full membership desired, employee pays difference between pass and membership rate. Immediate family members living at same address pay 50% of pass rate or membership rate. Daily fee is half price. If employee only thinks they will use the gym pass or the track pass, they should still be issued the Pathway Fitness Pass, as those others are included.
  - Free registration for programs.
    - ✓ Class must meet minimum size.
    - ✓ Does not include contractual programs, trips and day camps.
    - ✓ Employee responsible for any purchases of materials, books, etc.
    - ✓ Does not include birthday parties.
    - ✓ Room rental at 50% discount during building hours only—not 24/7. Full price all else. Personal use, only.
- Clubhouse Rental
  - ~~\$15.00 unlimited~~50% of normal rental fee
- Picnic Shelters – ~~50% of normal rental fee~~Free Rental
- Concessions – 20% off. Vending = No Discount.

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Adopted on: 7/30/13

Revised on: 8/27/13

Revised on: 1/2014

Revised 8/25/2015

Revised 3/27/2018



4-15

