



**Sycamore Park District  
Regular Board Meeting**

**November 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: October 30, 2018**

**APPROVAL OF MONTHLY CLAIMS:**

- 10. Claims Paid Since Board Meeting (Roll Call Vote)**
- 17. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 22. Superintendent of Finance Monthly Report**
- 27. Budget Report**
- 41. Superintendent of Recreation Monthly Report**
- 46. Superintendent of Golf Operations Monthly Report**
- 49. Superintendent of Parks and Facilities Monthly Report**
- 54. Executive Director Monthly Report**

**CORRESPONDENCE-**

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

480 S. Airport Road • Sycamore, IL 60178 • 815-895-3365 • [sycamoreparkdistrict.com](http://sycamoreparkdistrict.com)

Sycamore Park District is an equal opportunity provider and employer.

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS:**

- Farewell to Graduate Assistant, Hillary Alton

**MONTHLY REPORT – Kirk: Golf Budget Summary**

**PLANNING COMMISSION REPORT – Ted**

**OLD BUSINESS:**

- Review Status of Legacy Campus Construction—Dan/Bill
- Succession Planning—Bill/Michelle
- Extension of Agreement for Capital Asset Update and Assessment—Bill
- 56. Staff Structure and Approval of Job Descriptions—Dan/Superintendents
- 97. Election of Enterprise Zone Representative—Dan
- 98. Amendment to Fee Policy—Theresa

**NEW BUSINESS**

- Update on Commissioner Elections and Deadlines—Dan
- 100. First Review of Capital Budget—Jackie
- 106. Resolution 04-2018 Determining the Amounts of Money to be Raised by Taxation for the Year 2019 Tax Levy—Jackie
- 110. Approval of Professional Services: Auditor—Jackie
- 111. Accept Bid for Annual General Obligation Bond (Roll Call)—Jackie
- 112. Bond Ordinance 08-2018 (Roll Call): ): An Ordinance providing for the issue of approximately \$512,090 General Obligation Limited Tax Park Bonds, Series 2018, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting the same and the existing land and facilities of the District, to provide the revenue source for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.—Jackie
- 137. First Review of Entry Concept for Sports Complex—Dan

**PUBLIC INPUT**

**EXECUTIVE SESSION (Roll Call Vote):**

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

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

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

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:04 p.m. on Tuesday, October 30, 2018.

Will the recording secretary please call the roll.

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

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

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, and Theresa Tevsh, along with Graduate Assistant Viktoria Orosz.

**Guests at the Board meeting were:**

Katie Finlon, Shaw Media

**Regular and Consent Agenda Approval –**

**Motion**

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

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the September 25, 2018 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Strack moved to approve the September 25, 2018 Special Meeting Public Hearing Minutes. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

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

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the September 25, 2018 Executive Session Meeting Minutes to remain confidential. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval**

**Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$91,351.26. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Correspondence –**

- North School Thank You Letters– History Walk-A-Thon
- Dekalb County Public Notice
- DCEDC Letter

There was discussion on the DCEDC letter and the Board instructed Director Gibble to proceed with status quo unless directed by the Board.

**PUBLIC HEARING**

President Kroeger noted the next agenda item for the Board of Park Commissioners is a public hearing to receive public comments on the proposal to sell bonds in the amount of \$1,500,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto.

To open the discussion, the reasons for the proposed issuance of the Park Bonds are for items to be approved in the capital budget, including equipment replacement and capital asset improvements, and to make the debt service payment on the General Obligation (Alternative Revenue Source) Park Bonds, Series 2015A.

President Kroeger asked if there were any additional comments from the Park Commissioners. There were none.

President Kroeger asked if there is any written testimony concerning the proposed issuance of the Park Bonds. Director Gibble confirmed there were no written testimony.

President Kroeger asked if there is any oral testimony or any public comments concerning the proposed issuance of the Park Bonds. Director Gibble confirmed there were no oral testimony.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 30, 2018  
**P 3**

## **PUBLIC HEARING – CONTINUED**

President Kroeger noted that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Park Bonds.

President Kroeger asked for a motion to close the Hearing.

### **Motion**

Commissioner Schulz moved to close the Hearing. Commissioner Strack seconded the Motion.

### **Roll Call**

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

### **Public Input – None**

### **Positive Feedback –**

- Commissioner Graves thanked Kirk Lundbeck and staff for the great Pumpkin Scramble. He heard it was the second largest one.
- Commissioner Schulz noted she heard comment during the Fun Run and how beautiful the building and complex is.
- Commissioner Schulz asked how the auction went. Supt. of Parks Donahoe noted it was good and we got rid of quite a few things. It was great working with Almburg Auctions and the auction being held on our grounds.
- Commissioner Strack noted the new paths are awesome.
- Commissioner Schulz noted she has also heard great response to the paths.
- President Kroeger noted the signup for volleyball leagues has increased and this is great. Supt. of Recreation Tevsh noted we doubled the number of teams.

Supt. of Recreation Tevsh introduced our Graduate Assistant Viktoria Orosz. Viktoria noted she is from Hungary and she came to the US to do her Undergrad Degree at Youngstown State University in Ohio and then came to NIU to get her Masters in Sports Management. She started at the Park District in August and loves it here.

**Monthly Report** – Executive Director Gibble gave a PowerPoint presentation on our Parks and Ponds going native.

**Plan Commission Report – Commissioner Ted Strack** – He noted there was no meeting this month.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 30, 2018  
 P 4

### **Old Business**

**Review Status of Legacy Campus Construction** – Director Gibble noted he gave the Board a list of items that we are down to on the punch list. President Kroeger asked if the fire pit is now operational. Supt. of Parks Donahoe noted it is ready and we have a timer on the firepit. We can schedule the timer to work the hours we want it to. There are rule signs being made for the area. Supt. of Recreation Tevsh noted there are cameras on the sled hill that will cover the firepit area also. Supt. of Parks Donahoe noted we can put a timer control on the lights also. Supt. of Recreation Tevsh noted they will announce a ribbon cutting.

**Succession Planning** – President Kroeger noted they had short-listed 3 people for consideration as possible individuals to fill a vacant position, and they met with the first two. Director Gibble noted we will need a letter of resignation from Ann Tucker and then we will have to do a Public Notice to give everyone an opportunity to submit their letter of interest, and to see if there are other qualified individuals who might step forward. The two they talked to will have to also apply if they are still interested.

**Land/Cash Ordinance Amendment to Define “Land”** - Director Gibble noted the Board has in front of it the modification in language that Commissioner Strack has suggested. Director Gibble is recommending the Board authorize Commissioner Strack through the Plan Commission to present our proposal for changes to this definition for City of Sycamore review and approval. Should changes in the red/green language (found in the recommendation) be suggested during the process, those changes must come before the entire Sycamore Park District Board for approval before they are approved by the City.

### **Motion**

Commissioner Schulz moved to authorize Commissioner Strack through the Plan Commission to present our proposal for changes to this definition for City of Sycamore review and approval. Should changes in the red/green language be suggested during the process, those changes must come before the entire Sycamore Park District Board for approval before they are approved by the City. Commissioner Strack seconded the Motion.

### **Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 30, 2018  
**P 5**

### **Old Business – Cont'd**

**Consideration of Enterprise Zone -** Director Gibble noted he recommends approving the resolution that authorizes us to finalize documents with DCEDC.

#### **Motion**

Commissioner Strack moved to approve Resolution 03-2018 as recommended.  
 Commissioner Schulz seconded the Motion.

#### **Roll Call**

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

**Phone Answering System –** Director Gibble noted there had been discussion about doing a survey, but they realized it would be difficult to determine who to send it out to and to determine a truly neutral way of questioning on the subject. He is recommending we proceed as we currently are, but direct lines will be placed on the business cards, a human voice, from staff, will record a monthly message, and one of the first options will be to dial zero for a human. President Kroeger suggested using the direct lines for all staff.

**Recommendation for Location of Plaque on Concession –** Supt. of Parks Donahoe noted the plaques will both fit on the east end of the building and he wanted to check with the Board to see if they want both plaques moved. The Board would like both plaques moved, and Commissioner Schulz suggested making an event for the families of the people listed on the plaques.

### **New Business**

**Review of Potential Land Donation –** Director Gibble noted he has been approached by the person that bought the property near the Leon Larson/Rotary Lake area. He doesn't need all the land and is interested in donating. Director Gibble wanted to share this information with the Board and if there is interest in this, he and Jeff will continue to have conversations with the landowners.

**Consider Golf Fees for 2019 –** Director Gibble noted Kirk could not be here, so he is asking for approval on the fees Kirk has presented.

#### **Motion**

Commissioner Schulz moved to approve the 2019 Golf Rates as presented. Commissioner Strack seconded the Motion.

#### **Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday October 30, 2018  
**P 6**

**Consider Facility Fees/Rates for 2019** – Supt. of Recreation Tevsh noted that there are certain things they are noticing now that we are up and running. One thing that has come up is what type of discount we have for Military/Veterans. She has contacted other districts on what discount they offer to Military/Veterans. They are proposing a 5 visit pass. She is also proposing a sliding scale for Community Center rentals to help secure more rentals. The other proposal is to have a 3-month Pathway Fitness & Membership option. This option would help with students only here for the summer and people that travel, etc.

**Motion**

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

**Roll Call**

President Kroeger called for a roll call to approve the motion. Commissioners Strack, Schulz and Graves voted Aye. Commissioner Kroeger voted Nay. Motion carried 3-1. Commissioner Tucker was absent.

Commissioner Kroeger noted he would like us to consider a better discount for the veterans/military and would like it consistent with Golf. Director Gible noted that with the golf course they are still paying something. Supt. of Finance noted we need to cover our cost for the wear and tear on our equipment. Director Gible noted that if we went with the discount and not the pass, we would be getting something.

Director Gible noted we will leave this as policy and bring back to the November meeting an amendment to the approved policy. We will go with 25% discount and do this on the golf side, as well.

**Recommendation on Health Insurance for 2019 -**

**Motion**

Commissioner Schulz moved to approve as recommended. Commissioner Graves seconded the Motion.

**Roll Call**

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



Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday October 30, 2018  
**P 7**

**Report on Pathway Fitness Memberships and Other Memberships** – Supt. of Recreation  
Tevsh noted the Community Center memberships and Aquatics was very positive. She went over the figures for the community center, pool and the splash pad. Commissioner Kroeger asked if there will be any changes at the splash pad. Director Gible noted there will be more benches and trying to put tables with umbrellas out there.

**Public Input** - None

**Motion**

The Board adjourned the Regular Session at 8:07p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 11/15/2018  
 TIME: 15:55:28  
 ID: AP450000.WOW  
 01

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 10/24/2018 TO 11/14/2018

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARTHU	ARTHUR CLESEN, INC.								
	338833	01 SEED-FERTILIZER PARKS	101500076506	10/22/18	00000000	59896	11/09/18	203.10	203.10
									203.10
									VENDOR TOTAL: 203.10
BARRACUD	BARRACUDA CREATIVE STUDIO								
	11-01-18	01 NOV THEATRE ADS	101200046209	11/01/18	00003347	59897	11/09/18	75.00	75.00
									75.00
									VENDOR TOTAL: 75.00
CHICA	CHICAGO DISTRICT GOLF ASSOC.								
	2116-177	01 HANDICAP SERVICES	504000036127	11/01/18	00000000	59898	11/09/18	160.00	160.00
									160.00
									VENDOR TOTAL: 160.00
CITY2	CITY OF SYCAMORE								
	1271005000-1018	01 WATER/SEWER-CC	207500096704	10/31/18	00000000	59899	11/09/18	861.57	861.57
									861.57
									VENDOR TOTAL: 861.57
COMCA	COMCAST								
	0468767-1018	01 CABLE	303000096705	10/25/18	00000000	59900	11/09/18	146.36	146.36
		02 CABLE	504000096705		00000000				73.18
									73.18
									VENDOR TOTAL: 146.36
COMMO	COMMONWEALTH EDISON								
	103118	01 BOYNTON PARK	101500096702	10/31/18	00000000	59901	11/09/18	212.87	212.87
		02 KIWANIS PARK	101500096702		00000000				15.79
		03 EMIL CASSIER PARK	101500096702		00000000				48.78
		04 SYCAMORE LAKE	101500096702		00000000				24.46
		05 GOOD TYMES SHELTER	101500096702		00000000				35.02
		06 WETZEL PARK	101500096702		00000000				42.56
									46.26
									VENDOR TOTAL: 212.87
DEKA	DEKALB LAWN & EQUIPMENT CO.								
	60735	01 BLADES FOR EDGER	101500066403	10/30/18	00003346	59902	11/09/18	17.73	50.28
									50.28
									VENDOR TOTAL: 212.87



SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

FROM 10/24/2018 TO 11/14/2018

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

93607 01 STORAGE UNIT FOR SPORTS NETS 202100066404 10/24/18 00003322 59908 11/09/18 167.95 149.99  
149.99  
94107 01 FIRE PIT COVER HANDLES 101500066404 10/31/18 00003343 59908 11/09/18 167.95 17.96  
17.96

NEWV NEW VALUES MAGAZINE  
3987 01 BLK FRI AD 101200046203 11/01/18 00003348 59909 11/09/18 350.00 350.00  
350.00  
VENDOR TOTAL: 167.95

ONEAG ON EAGLES WINGS EQUINE CENTER  
10-28-18 01 HORSEBACK RIDING LESSONS 205011006128 10/28/18 00003329 59882 10/30/18 300.00 300.00  
300.00  
VENDOR TOTAL: 300.00

PERFOR PERFORMANCE FOOD GROUP  
5887202 01 GATORADE 303000086631 10/04/18 00003331 59888 11/01/18 567.16 567.16  
78.00  
02 CHIPS 303000086622 00003331 58.70 58.70  
03 HAMBURGER BUNS 303000086613 00003331 27.44 27.44  
04 FRENCH FRIES 303000086617 00003331 20.23 20.23  
05 HAMBURGERS 303000086613 00003331 169.95 169.95  
06 HOT DOGS 6/1 303000086615 00003331 110.79 110.79  
07 HOT DOGS 8/1 303000086615 00003331 95.55 95.55  
08 DELIVERY CHARGE 303000076500 00003331 6.50 6.50  
VENDOR TOTAL: 567.16

PRIN PRINCIPAL LIFE GROUP  
NOV 2018 01 DENTAL INSURANCE PREMIUM 101000106801 11/01/18 00000000 59910 11/09/18 1,393.89 1,393.89  
263.14  
02 DENTAL INSURANCE PREMIUM 101500106801 00000000 53.87 53.87  
03 DENTAL INSURANCE PREMIUM 504100106801 00000000 165.77 165.77  
04 DENTAL INSURANCE PREMIUM 504000106801 00000000 138.14 138.14  
05 DENTAL INSURANCE PREMIUM 201000106801 00000000 407.86 407.86  
06 DENTAL INSURANCE PREMIUM 202100106801 00000000 343.01 343.01  
07 DENTAL INSURANCE PREMIUM 303000106801 00000000 22.10 22.10  
VENDOR TOTAL: 1,393.89

FROM 10/24/2018 TO 11/14/2018

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

RINGCEN RINGCENTRAL INC.  
 655190 01 MONTHLY SERVICE 1010000096700 10/20/18 00000000 59889 11/01/18 975.70 975.70  
 02 MONTHLY SERVICE 2010000096700 00000000 487.85 487.85

STMARYHA ST MARYS MEMORIAL HALL  
 DEPOSIT DDD 2019 10/31/18 00000000 59886 10/31/18 100.00 100.00  
 01 DEPOSIT DADDY DAUGHTER DANCE 206095036216 00000000 100.00 100.00

SUP SUPERIOR BEVERAGE  
 486964 10/03/18 00003330 59890 11/01/18 205.15 205.15  
 01 BUDWEISER 303000086634 00003330 31.70 31.70  
 02 BUD LIGHT 303000086634 00003330 95.10 95.10  
 03 BUSCH LIGHT 303000086634 00003330 29.10 29.10  
 04 MICH ULTRA 303000086634 00003330 17.50 17.50  
 05 VIRTUE CIDER 303000086634 00003330 28.75 28.75  
 06 DELIVERY CHSARGE 303000086634 00003330 3.00 3.00

T0001558 ROBERTS, LYNNE  
 REFUND 01 REFUND CLASS 201000002150 11/01/18 00000000 59891 11/01/18 44.80 44.80  
 REFUND TOTAL: 44.80

T0001559 WOODYARD, SUSAN  
 REFUND 01 REFUND-DIFF IN PASS 201000002150 11/01/18 00000000 59892 11/01/18 30.00 30.00  
 REFUND TOTAL: 30.00

T0001560 KURING, AUDREY  
 REFUND 01 REFUND-DIFF PASS 201000002150 11/01/18 00000000 59893 11/01/18 30.00 30.00  
 REFUND TOTAL: 30.00

T0001561 SCOTT, WENDY  
 REFUND 01 HOEDOWN REFUND 201000002150 11/09/18 00000000 59911 11/09/18 50.00 50.00  
 REFUND TOTAL: 50.00

VENDOR TOTAL: 50.00

FROM 10/24/2018 TO 11/14/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001562	DVORAK, MICHELE								
	REFUND	01 REFUND DOG TRAINING	201000002150	11/09/18	00000000	59912	11/09/18	90.00	90.00
									90.00
TAYLORMA	TAYLOR MADE GOLF COMPANY INC								
	33426723	01 M3 FAIRWAY	501000001302	10/17/18	00003326	59883	10/30/18	506.43	192.02
	33430093	01 M3 DRIVER	501000001302	10/19/18	00003327	59883	10/30/18	506.43	314.41
									314.41
									506.43
TREASURE	TREASURER, STATE OF ILLINOIS								
	122280	01 TRAIL WORK	711000207039	10/01/18	00000000	59885	10/30/18	41,815.15	41,815.15
									41,815.15
									41,815.15
UNITREN	UNITED RENTALS (NORTH AMERICA)								
	162955290-001	01 RENTAL OF AIR COMPRESSORS	202100066404	11/06/18	00003355	59913	11/09/18	1,270.18	1,270.18
		02 RENTAL AIR COMPRESSORS	504100076505		00003355				600.00
									670.18
									1,270.18
VISACA	VISA CARDMEMBER SERVICE								
	101018	01 LAMINATING POUCHES	101000046200	10/10/18	00000000	59895	11/02/18	3,340.47	3,340.47
		02 LAMINATING POUCHES	201000046200		00000000				14.49
		03 SCOREBOARD REPAIR	202100076526		00000000				14.49
		04 LEGAL SYMPOSIUM	101000046207		00000000				214.33
		05 LEGAL SYMPOSIUM	101500046207		00000000				211.00
		06 LEGAL SYMPOSIUM	202100046207		00000000				38.95
		07 WIRELESS KEYBOARD/POST ITS	101000046200		00000000				166.05
		08 WIRELESS KEYBOARD/POST ITS	201000046200		00000000				13.17
		09 POS PAPER	101000046200		00000000				13.17
		10 POS PAPER	201000046200		00000000				30.48
		11 SAM REGISTRATION	101000046204		00000000				30.48
		12 SAM REGISTRATION	201000046204		00000000				249.50
		13 EMPLOYEE RECOGNITION	101000046213		00000000				249.50
		14 EMPLOYEE RECOGNITION	201000046213		00000000				50.00
		15 VOLLEYBALL SCOREBOARD	205490016216		00000000				50.00
									28.36

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

DATE: 11/15/2018  
 TIME: 15:55:28  
 ID: AP450000.MOW  
 15

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 10/24/2018 TO 11/14/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	101018			10/10/18		59895	11/02/18	3,340.47	3,340.47
		16 BEE STING WIPES	518100076513		00000000				10.49
		17 PLATES/NPKS/CUPS/TOYS	205011956216		00003275				24.00
		18 TORTILLA CHIPS	303300086620		00003333				13.41
		19 UTILITY CART	207500076500		00003333				242.97
		20 FLOWERS/PUMPKINS	207500076500		00003333				34.43
		21 LAKE GENEVA TRIP	205231606128		00003333				1,153.34
		22 DOG TAG	101500076540		00003333				385.60
		23 FOOD & SUPPLIES FOR MEETINGS	101000046212		00003333				51.13
		24 FOOD & SUPPLIES FOR MEETINGS	201000046212		00003333				51.13
VENDOR TOTAL:									3,340.47

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VISIONAR	VISIONARY WEBWORKS								
	VW-090518-14-REPL								
	01 REPLACEMENT CHECK		201000036130	09/05/18	00000000	59884	10/30/18	225.00	225.00
VENDOR TOTAL:									225.00

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WALM	WALMART COMMUNITY/RFCSLLC								
	101618			10/16/18		59916	11/09/18	653.80	653.80
		01 HOT DOG BUNS	303000086615		00003267				26.40
		02 STEAK SAUCE	303500086640		00003267				9.04
		03 LETTUCE	303000086629		00003273				6.80
		04 BAGELS	303000086610		00003273				3.08
		05 JUICE/GINGER ALE	303000086636		00003273				5.34
		06 RED BULL	303000086631		00003273				18.73
		07 BAGELS	303000086610		00003332				4.62
		08 ONIONS	303300086629		00003332				2.24
		09 TONIC WATER	303000086636		00003332				3.35
		10 TOMATOES	303000086629		00003332				1.33
		11 LIMES	303000086636		00003332				1.98
		12 HAMBURGER	303300086613		00003332				10.84
		13 HOT DOG BUNS	303000086615		00003332				12.32
		14 DISH DETERGENT	303300076551		00003334				2.97
		15 BAGIES	303300076550		00003334				2.68
		16 HOT CHOCOLATE	303300086632		00003334				14.64
		17 COFFEE	303300086632		00003334				8.48
		18 LETTUCE	303300086629		00003334				2.56
		19 LETTUCE/TOMATOES	303000086629		00003334				6.51
		20 EGGS	303000086610		00003334				2.33
		21 HOT DOG BUNS	303000086615		00003334				17.60
		22 COFFEE	303000086632		00003334				16.90
		23 DISH DETERGENT	303000076551		00003334				2.97
		24 HAMBURGER BUNS	303000086613		00003335				5.28
		25 HOT DOG BUNS	303000086615		00003335				7.04
VENDOR TOTAL:									653.80

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 16

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 10/24/2018 TO 11/14/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
101618				10/16/18		59916	11/09/18	653.80	653.80
		26 HOT CHOCOLATE	3033000086632		00003335				9.76
		27 POPCORN OIL	3033000086621		00003335				9.98
		28 HAMBURGER	303000086613		00003335				9.98
		29 BREAD	303000086612		00003335				12.14
		30 TRL MTX-PNTS-CRACKERS-COOKIES	303000086618		00003335				69.35
		31 ENGLISH MUFFINS	303000086610		00003335				4.96
		32 CHIPS	303000086622		00003335				57.18
		33 CANDY	303000086624		00003335				273.94
		34 MUFFINS	303000086611		00003335				10.48

TOTAL --- ALL INVOICES: 54,428.74  
 VENDOR TOTAL: 653.80



INVOICES DUE ON/BEFORE 11/21/2018

Board

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	27,612.45	14,954.31
BANK	THE BANK OF NEW YORK MELLON	142,537.50	141,037.50
CINTA	CINTAS CORPORATION #355	2,170.59	16.68
CINTA2	CINTAS CORP	2,439.92	68.63
CMJ	CMJ TECHNOLOGIES, INC.	108,954.40	1,560.00
CONS	CONSERV FS	30,341.60	319.73
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	186.66
ECO	ECOWATER SYSTEMS, INC.	406.45	10.23
FRONTIER	FRONTIER	7,822.60	261.60
GRAI	GRAINGER	5,019.89	290.12
GROUPPL	GROUP PLAN SOLUTIONS	434.50	44.00
HARR	HARRIS COMPUTER SYSTEMS	202.62	113.61
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	9,001.97	96.72
NICOR	NICOR GAS	21,639.06	69.25
PDRMA	PDRMA	212,023.75	3,827.19
SYCROT	SYCAMORE ROTARY CLUB	745.00	125.00
VECTOR	VECTOR STOMP	205.00	35.00
WASTE	WASTE MANAGEMENT	5,538.02	63.93
	ADMINISTRATION		163,080.16
12	MARKETING		
WDKB-FM	WDKB-FM	3,450.00	300.00
	MARKETING		300.00
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	5,265.16	305.40
AIRGAS	AIRGAS USA LLC	429.42	30.16
BATTERIE	BATTERIES PLUS	695.52	79.80
BURKE	BURKE'S HAULING INC	30.00	75.00
CINTA	CINTAS CORPORATION #355	2,170.59	39.00
COMMO	COMMONWEALTH EDISON	2,708.68	61.36
CONS	CONSERV FS	30,341.60	2,361.74
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,178.75	10.52
DOTY	DOTY & SON CONCRETE PRODUCTS	28,575.00	992.70
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	305.18
ENCAP	ENCAP, INC	25,983.00	4,035.00
GRAI	GRAINGER	5,019.89	63.39
HOWARD	HOWARD LEE & SONS INC	14.02	845.00

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
MENA	MENARDS - SYCAMORE	6,596.11	340.77
NICOR	NICOR GAS	21,639.06	70.31
PDRMA	PDRMA	212,023.75	817.94
SAF	SAFETY-KLEEN CORP.	1,454.75	230.95
SOFT	SOFT WATER CITY	6,720.62	277.75
WASTE	WASTE MANAGEMENT	5,538.02	34.75
	PARKS		10,976.72
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,170.59	37.16
CMJ	CMJ TECHNOLOGIES, INC.	108,954.40	1,560.00
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	186.66
ECO	ECOWATER SYSTEMS, INC.	406.45	10.22
FRONTIER	FRONTIER	7,822.60	261.60
GROUPL	GROUP PLAN SOLUTIONS	434.50	44.00
HARR	HARRIS COMPUTER SYSTEMS	202.62	113.62
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	9,001.97	96.72
NICOR	NICOR GAS	21,639.06	31.66
PDRMA	PDRMA	212,023.75	5,646.07
SYCROT	SYCAMORE ROTARY CLUB	745.00	125.00
	ADMINISTRATION		8,112.71
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	30,341.60	320.31
DUNT	DUNTEMAN TURF FARMS	261.46	136.00
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	442.64
MENA	MENARDS - SYCAMORE	6,596.11	84.91
PDRMA	PDRMA	212,023.75	6,132.28
VULC	VULCAN MATERIALS CO.	779.64	183.31
WAGN	WAGNER AGGREGATE, INC.	842.70	801.75
WASTE	WASTE MANAGEMENT	5,538.02	32.62
	SPORTS COMPLEX MAINTENANCE		8,133.82
25	MIDWEST MUSEUM OF NATURAL HIST		

INVOICES DUE ON/BEFORE 11/21/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	6,433.91	165.00
FINN	FINNEY'S ELECTRIC	1,694.87	275.59
KONE	KONE INC.	3,193.01	195.00
	MIDWEST MUSEUM OF NATURAL HIST		635.59
75	COMMUNITY CENTER		
ADVANCE	ADVANCE AUTO PARTS	5,265.16	16.65
BANN	BANNER UP SIGNS	9,328.00	240.00
CINTA	CINTAS CORPORATION #355	2,170.59	104.68
CINTA2	CINTAS CORP	2,439.92	19.66
CITY	CITY OF SYCAMORE	7,706.04	6.00
CONS	CONSERV FS	30,341.60	319.73
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	3,681.09
MENA	MENARDS - SYCAMORE	6,596.11	496.64
NICOR	NICOR GAS	21,639.06	340.82
STAPLES	STAPLES BUSINESS ADVANTAGE	8,510.32	93.73
VERMONT	VERMONT SYSTEMS INC	29,918.73	456.00
WASTE	WASTE MANAGEMENT	5,538.02	145.92
	COMMUNITY CENTER		5,920.92
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CITY	CITY OF SYCAMORE	7,706.04	75.00
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	76.39
NICOR	NICOR GAS	21,639.06	13.57
PDRMA	PDRMA	212,023.75	502.51
USFOODS	US FOODS INC	5,253.91	11.70
WASTE	WASTE MANAGEMENT	5,538.02	58.94
	CLUBHOUSE CONCESSIONS		738.11
33	SPORTS COMPLEX CONCESSIONS		
CITY	CITY OF SYCAMORE	7,706.04	36.00
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	102.81
	SPORTS COMPLEX CONCESSIONS		138.81

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
<b>CONCESSIONS</b>			
35	CATERING		
CITY	CITY OF SYCAMORE	7,706.04	9.00
	CATERING		9.00
<b>GOLF COURSE</b>			
40	GOLF OPERATIONS		
ADVANCE	ADVANCE AUTO PARTS	5,265.16	3.25
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	335.52
NICOR	NICOR GAS	21,639.06	13.57
NIV	NIVEL PARTS & MANUFACTURING	1,767.66	205.27
PDRMA	PDRMA	212,023.75	2,098.02
PLAY	PLAYERS GOLF CARS	5,778.47	900.00
SOFT	SOFT WATER CITY	6,720.62	27.00
	GOLF OPERATIONS		3,582.63
41	GOLF MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	5,265.16	12.05
ARTHU	ARTHUR CLESEN, INC.	27,123.11	3,443.00
CINTA	CINTAS CORPORATION #355	2,170.59	39.00
CONS	CONSERV FS	30,341.60	925.01
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	954.18
NICOR	NICOR GAS	21,639.06	109.49
PDRMA	PDRMA	212,023.75	2,513.00
WASTE	WASTE MANAGEMENT	5,538.02	1.04
	GOLF MAINTENANCE		7,996.77
<b>AQUATICS</b>			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	69,899.02	267.46
NICOR	NICOR GAS	21,639.06	146.72
WASTE	WASTE MANAGEMENT	5,538.02	-50.11
	AQUATICS MAINTENANCE		364.07

CAPITAL PROJECTS

DATE: 11/20/2018  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/21/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON	142,537.50	155,212.50
NUTOYS	NUTOYS LEISURE PRODUCTS		14,336.00
	ADMINISTRATION		169,548.50
ACTION 2020			
10	ADMINISTRATION		
DOTY	DOTY & SON CONCRETE PRODUCTS	28,575.00	650.00
ENCAP	ENCAP, INC	25,983.00	4,000.00
ENGIN	ENGINEERING RESOURCE ASSOC	176,414.81	39,868.50
FENCE	FENCE SALES OF SYCAMORE INC	1,626.00	1,689.00
RINGLAND	RINGLAND-JOHNSON, INC	2,181,751.00	14,880.00
STRANS	STRANS GARDEN CENTER	39,171.55	18,932.45
WALTLTD	WALT LTD	210.00	670.00
	ADMINISTRATION		80,689.95
	TOTAL ALL DEPARTMENTS		460,227.76

Interim \$ 54,428.74  
New \$ 460,227.76  

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Total \$ 514,656.50

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: November 30, 2018

**Administrative Initiatives** (11/1/18 – 11/30/18)

- Attended scheduled Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf and Concessions, prepared general ledger journal entry to be posted.
- Performed installment billing for Pathway Fitness memberships and passes. The November installment was for 146 households/211 individuals. These are increases over October by 19 and 18 respectively. The monthly installment was \$3,647 (\$435 increase) processed through credit cards and \$544 (\$42 increase) through ACH transactions. There were 8 households whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. I have had to follow up on each of these and process the transactions.
- 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, beverage cart and sports complex), pro shop and recreation programs.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Continued to meet with Dan Gible, Theresa Tevsh and Jeff Donahoe regarding staffing plan and 2019 Budget. Met with staff impacted by proposed revisions.
- Performed criminal background checks on new hires.

- Prepared monthly sales tax return.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly state unemployment report.
- Reviewed audit proposals received and wrote up staff recommendation.
- Met with staff to review and revise the 2019 Capital budget based upon needs and financial limitations. Finalized draft for the board to review.
- Submitted ERA billing on 2<sup>nd</sup> trail segment to IDOT for 20% reimbursement.
- Consolidated and began review of projected 2018 financial results and 2019 budget requests.
- Coordinated open enrollment for health insurance and flexible spending accounts. Arranged meeting of staff to complete necessary paperwork.
- Submitted application for renewal of Illinois Liquor License.
- Requested updated estimate of EAV from the county. Used to calculate the estimated 2018 Tax Levy. Prepared required resolution for board approval.
- Attended Legal Symposium.
- Contacted DCCF regarding updated balance information.
- Attended Illinois RecTrac User Group Meeting.
- Worked with Speer Financial and Chapman & Cutler on 2018 G.O.Bond issuance.
- Facilitated workers comp claim and doctor visit.
- Met with Terri Gible regarding Equipment Replacement and Capital Asset Schedules.

- Worked with City regarding reimbursement for dog tag purchases.
- Communicated with Dawn Schaefer, KSRA, regarding tax levy.
- Began registration for 2019 IAPD/IPRA Conference.
- Processed purchase orders for pro shop inventory. Posted inventory received and tagged for sale.
- Worked with staff to update recorded phone message.
- Participated in PDRMA 2019 Onsite Screening Webinar.
- Completed PCI compliance for credit card processors.
- Attended Pumpkin Festival Committee meeting.

**Administrative Initiatives** (12/1/18 – 12/31/18)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment report with State.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entry to be posted.
- File monthly IMRF earnings and submit payment.
- Participate in PDRMA PATH Essentials Webinar.
- Review data provided for 2018 projected and 2019 requested budget. Meet with staff to revise as needed and prepare first draft for board review.
- Finalize 2019 Capital Budget based upon additional information obtained and recommendations of the board.



- Review and run installment billing for Pathway Fitness memberships/passes.
- Complete registration for 2019 IAPD/IPRA Conference.
- Complete paperwork for 2018 G.O. Bond issue.
- Finalize calculation of 2018 Tax Levy. Prepare ordinance for board approval.
- Work with IPARKS to get an estimate cost for property/liability/workers comp coverage.
- Perform staff evaluations.
- Meet with auditors to plan for FY 2018 audit.
- Review status of Encap contracts.
- Send out reminder letters for Leaf a Legacy pledges.
- Contact Comcast regarding extending service to neighbors.
- Wellness Ambassador Training.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Work with Charitee to get our account up to date.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (catering, sports complex, pool, beverage cart) and pro shop sales.
- 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.
- Review outstanding accounts payable checks to determine validity.  
Review outstanding payroll checks.

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

**Corporate Fund (10)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	7,081.00	9,334.91	31.8%	1,264,448.00	1,350,685.47	6.8% (1)	1,331,721.00	1,272,140.68	6.2% (1)
Marketing	-	-		-	2.01		-	-	
Parks	1,111.00	923.70	-16.9%	12,737.00	10,663.39	-16.3%	14,207.00	9,939.85	7.3%
<b>Total Revenues</b>	<b>8,192.00</b>	<b>10,258.61</b>	<b>25.2%</b>	<b>1,277,185.00</b>	<b>1,361,350.87</b>	<b>6.6%</b>	<b>1,345,928.00</b>	<b>1,282,080.53</b>	<b>6.2%</b>
<b>Expenses</b>									
Administration	39,589.00	25,013.92	-36.8%	396,066.00	491,144.08	24.0% (2)	901,754.00	367,468.22	33.7% (2)
Marketing	7,604.00	3,688.95	-38.1%	68,894.00	41,276.91	-40.1% (3)	77,704.00	26,403.48	56.3% (3)
Parks	26,383.00	16,318.70	-38.1%	260,332.00	217,185.38	-16.6% (4)	292,674.00	216,155.28	0.5%
<b>Total Expenses</b>	<b>73,576.00</b>	<b>45,021.57</b>	<b>-38.8%</b>	<b>725,292.00</b>	<b>749,606.37</b>	<b>3.4%</b>	<b>1,272,132.00</b>	<b>610,026.98</b>	<b>22.9%</b>
<b>Total Fund Revenues</b>	<b>8,192.00</b>	<b>10,258.61</b>	<b>25.2%</b>	<b>1,277,185.00</b>	<b>1,361,350.87</b>	<b>6.6%</b>	<b>1,345,928.00</b>	<b>1,282,080.53</b>	<b>6.2%</b>
<b>Total Fund Expenses</b>	<b>73,576.00</b>	<b>45,021.57</b>	<b>-38.8%</b>	<b>725,292.00</b>	<b>749,606.37</b>	<b>3.4%</b>	<b>1,272,132.00</b>	<b>610,026.98</b>	<b>22.9%</b>
<b>Surplus (Deficit)</b>	<b>(65,384.00)</b>	<b>(34,762.96)</b>	<b>-46.8%</b>	<b>551,893.00</b>	<b>611,744.50</b>	<b>10.8%</b>	<b>73,796.00</b>	<b>672,053.55</b>	<b>-9.0%</b>

(1) 2018 Property Tax receipts greater than 2017 by 5.3% \$62,505. Year to date in 2018 was 97.66% of total, 2017 was 96.83%, Budget is 96% year to date. \$46,766 over budget. Total corporate property taxes for 2018 3.39% increase over 2017. Also, 2018 includes insurance payment for microburst damage \$24,875.

(2) Includes interest payment for bond issued for Action 2020. It was budgeted in Action 2020 Fund however auditors prefer it to be recorded in corporate fund. If this expense was removed, overall cost would be below budget 11.8% \$46,709 and less than 2017 by 4.9% \$18,112 Professional Services (legal/consulting) below budget 45.9% \$32,534 and less than 2017 15.0% \$6,750. In 2018, PT Wagees/taxes are over budget 68.3% \$6,649 due to work on grants. Education/Training higher in 2017 by 56.5% \$8,227 due to Vermont Systems new system training,

(3) Marketing of Legacy Campus in 2018 and timing of expenses for 2018.

(4) PT Wages and related taxes below budget 28.1% \$30,467. Maintenance costs (open property/play areas) below budget 25.9% \$7,482.

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

**Recreation Fund (20)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Administration	4,085.00	3,895.29	-4.64%	896,982.00	912,250.66	1.70% (1)	940,031.00	848,579.88	7.5% (1)
Sports Complex	495.00	360.00	-27.27%	43,667.00	33,125.22	-24.14% (2)	44,867.00	38,909.00	-14.9% (2)
Sports Complex Maintenance	3,168.00	3,168.22	0.01%	35,390.00	35,228.02	-0.46%	41,216.00	33,015.78	6.7%
Midwest Museum of Natural Hist	-	598.58		1,646.00	2,344.41	42.43%	2,195.00	1,716.29	36.6%
Programs-Youth	5.00	(54.15)	-1183.00%	3,511.00	8,471.87	141.30% (3)	3,519.00	18,626.80	-54.5% (3)
Programs-Tweens	-	-	#DIV/0!	759.00	-	-100.00% (3)	759.00	94.00	-100.0% (3)
Programs-Adult	151.00	892.04	490.75%	5,794.00	6,066.91	4.71% (3)	5,951.00	1,462.56	314.8% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	638.00	1,942.89	204.53%	9,547.00	7,415.65	-22.32% (3)	9,653.00	5,107.33	45.2% (3)
Programs-Youth Athletics	2,212.00	1,528.71	-30.89%	33,038.00	26,152.81	-20.84% (3)	34,697.00	26,888.50	-2.7% (3)
Programs-Fitness	22.00	1,198.78	5349.00%	7,804.00	12,367.48	58.48% (3)	7,848.00	7,947.97	55.6% (3)
Programs-Early Childhood	-	-	#DIV/0!	4,615.00	5,844.00	26.63% (3)	4,615.00	210.98	2669.9% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	14.00	197.34	1309.57%	2,741.00	3,281.19	19.71% (3)	2,752.00	2,226.00	47.4% (3)
Programs-Special Events	-	380.27	#DIV/0!	6,204.00	7,936.27	27.92% (3)	6,211.00	6,678.99	18.8% (3)
Programs-Community Events	-	20.00	#DIV/0!	14,619.00	13,086.31	-10.48% (3)	14,620.00	4,900.00	167.1% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	1,445.00	-100.0% (3)
Brochure	-	-	#DIV/0!	-	-	#DIV/0!	7,350.00	4,650.00	-100.0% (2)
Fitness Room	16,927.00	13,715.30	-18.97%	74,771.00	110,284.84	47.50% (4)	107,687.00	-	#DIV/0!
Community Center	6,111.00	3,475.01	-43.14%	24,922.00	23,738.32	-4.75% (5)	37,444.00	-	#DIV/0!
<b>Total Revenues</b>	<b>33,828.00</b>	<b>31,318.28</b>	<b>-7.42%</b>	<b>1,166,010.00</b>	<b>1,207,593.96</b>	<b>3.57%</b>	<b>1,271,415.00</b>	<b>1,002,459.08</b>	<b>20.5%</b>

(1) 2018 Property Tax receipts greater than budget 1.78% \$15,193 and 2017 by 5.8% \$47,216. Year to date in 2018 was 97.66% of total, 2017 was 96.83%, Budget is 96% year to date. Total recreation property taxes for 2018 4.86% increase over 2017. Also, the tax levy transfer is 2018 is greater due to additional staffing.

(2) timing, pending receipt of Fall AYSO

(3) Revenue from programs less than budget 2.25% \$1,990 and increased 19.9%, \$15,034 compared to 2017.

(4) Compared to Budget/Compared to Annual Budget:

Pathway Fitness Membership	174.62% / 120.03%	Annual Budget = 55,409
Pathway Fitness Pass	105.39% / 72.44%	Annual Budget = 44,217
Track Only Pass	317.63% / 246.40%	Annual Budget = 3,300
Pre-pay Card	100.69% / 78.84%	Annual Budget = 553
Program Fees	248.08% / 193.02%	Annual Budget = 802
Daily Admission Fee	107.80% / 83.58%	Annual Budget = 1,736

(5) Compared to Budget/Compared to Annual Budget:

Open Gym Daily	114.68% / 77.49%	Annual Budget = 5,550
Open Gym Membership	89.14% / 54.53%	Annual Budget = 12,386
Rentals	83.66% / 52.07%	Annual Budget = 9,800

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

Expenses											
Administration	38,840.00	35,458.48	-8.71%	440,774.00	406,218.33	-7.84%	(1)	517,861.00	340,649.60	19.2%	(1)
Sports Complex	-	-	#DIV/0!	250.00	-	-100.00%		250.00	27.52	-100.0%	
Sports Complex Maintenance	31,151.00	29,163.11	-6.38%	353,726.00	343,253.36	-2.96%	(2)	411,989.00	324,767.43	5.7%	(2)
Midwest Museum of Natural Hist	812.00	460.00	-43.35%	8,125.00	13,228.46	62.81%	(3)	9,750.00	17,241.68	-23.3%	(3)
Programs-Youth	224.00	560.98	150.44%	2,596.00	4,542.13	74.97%	(4)	2,744.00	8,859.37	-48.7%	(4)
Programs-Tweens	-	-	#DIV/0!	583.00	-	-100.00%	(4)	583.00	25.00	-100.0%	(4)
Programs-Adult	687.00	202.46	-70.53%	3,448.00	2,208.48	-35.95%	(4)	4,298.00	646.52	241.6%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Adult Athletic Leagues	536.00	251.89	-53.01%	2,985.00	2,382.30	-20.19%	(4)	4,774.00	1,860.33	28.1%	(4)
Programs-Youth Athletics	115.00	108.46	-5.69%	15,485.00	14,233.23	-8.08%	(4)	22,080.00	20,710.25	-31.3%	(4)
Programs-Fitness	316.00	1,204.33	281.12%	3,473.00	6,710.07	93.21%	(4)	4,105.00	3,241.16	107.0%	(4)
Programs-Early Childhood	-	-	#DIV/0!	1,874.00	3,188.00	70.12%	(4)	3,084.00	169.73	1778.3%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	194.00	173.59	-10.52%	1,413.00	1,114.19	-21.15%	(4)	1,574.00	1,293.75	-13.9%	(4)
Programs-Special Events	-	2,603.02	#DIV/0!	3,155.00	5,173.58	63.98%	(4)	3,847.00	11,284.55	-54.2%	(4)
Programs-Community Events	140.00	141.00	0.71%	30,129.00	28,060.25	-6.87%	(4)	30,142.00	7,758.90	261.7%	(4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	952.33	-100.0%	(4)
Brochure	-	-	#DIV/0!	17,000.00	12,841.52	-24.46%		25,000.00	12,589.95	2.0%	
Fitness Room	3,587.00	300.35	-91.63%	32,658.00	8,403.21	-74.27%	(5)	49,380.00	-	#DIV/0!	
Community Center	15,255.00	13,227.92	-13.29%	138,494.00	138,082.60	-0.30%	(5)	173,233.00	-	#DIV/0!	
<b>Total Expenses</b>	<b>91,857.00</b>	<b>83,855.59</b>	<b>-8.71%</b>	<b>1,056,168.00</b>	<b>989,639.71</b>	<b>-6.30%</b>		<b>1,264,694.00</b>	<b>752,078.07</b>	<b>31.6%</b>	
<b>Total Fund Revenues</b>	<b>33,828.00</b>	<b>31,318.28</b>	<b>-7.42%</b>	<b>1,166,010.00</b>	<b>1,207,593.96</b>	<b>3.57%</b>		<b>1,271,415.00</b>	<b>1,002,459.08</b>	<b>20.5%</b>	
<b>Total Fund Expenses</b>	<b>91,857.00</b>	<b>83,855.59</b>	<b>-8.71%</b>	<b>1,056,168.00</b>	<b>989,639.71</b>	<b>-6.30%</b>		<b>1,264,694.00</b>	<b>752,078.07</b>	<b>31.6%</b>	
<b>Surplus (Deficit)</b>	<b>(58,029.00)</b>	<b>(52,537.31)</b>	<b>-9.46%</b>	<b>109,842.00</b>	<b>217,954.25</b>	<b>98.43%</b>		<b>6,721.00</b>	<b>250,381.01</b>	<b>-13.0%</b>	

(1) Wages/taxes less than budget 6.47% \$19,923 due to timing in hiring of staff. Compared to 2017 higher by 56.1% \$103,430 due to staff hiring. Timing of health ins, one month lag.

(2) timing of expenses

(3) 2018 includes roof and hvac repair. Installed 2 new heat exchangers in 2017

(4) Expenses for programs are over budget 3.79% \$2,471 and increased 19.0%, \$10,810 compared to 2017. (in 2017 fireworks bill was paid later)

(5) Much of this budgeting was guesswork. Under fitness room, wages and related taxes below budget 85.01% \$14,180.

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

**Donations (21)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	450,000.00	499,279.85	10.95%	450,000.00	40,437.92	1134.7%
Total Revenues	-	-	#DIV/0!	450,000.00	499,279.85	10.95%	450,000.00	40,437.92	1134.7%
Expenses									
Administration	-	-		450,000.00	425,000.00	-5.56%	450,000.00	-	#DIV/0!
Total Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	450,000.00	499,279.85	10.95%	450,000.00	40,437.92	1134.7%
Total Fund Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	74,279.85	#DIV/0!	-	40,437.92	83.7%

**Special Recreation (22)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	171,840.00	176,623.03	2.78%	179,000.00	162,128.34	8.9%
Total Revenues	-	-	#DIV/0!	171,840.00	176,623.03	2.78%	179,000.00	162,128.34	8.9%
Expenses									
Administration	167.00	-	-100.00%	87,587.00	88,155.28	0.65%	191,500.00	281,136.90	-68.6% (1)
Total Expenses	167.00	-	-100.00%	87,587.00	88,155.28	0.65%	191,500.00	281,136.90	-68.6%
Total Fund Revenues	-	-	#DIV/0!	171,840.00	176,623.03	2.78%	179,000.00	162,128.34	8.9%
Total Fund Expenses	167.00	-	-100.00%	87,587.00	88,155.28	0.65%	191,500.00	281,136.90	-68.6%
Surplus (Deficit)	(167.00)	-	-100.00%	84,253.00	88,467.75	5.00%	(12,500.00)	(119,008.56)	-174.3%

(1) 2017 expenses for ADA improvements at pool.

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

**Insurance (23)**

Department	<u>October Budget</u>	<u>October Actual</u>	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	67,200.00	70,791.86	5.35%	70,000.00	66,976.76	5.7%
Total Revenues	-	-	#DIV/0!	67,200.00	70,791.86	5.35%	70,000.00	66,976.76	5.7%
Expenses									
Administration	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Expenses	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Fund Revenues	-	-	#DIV/0!	67,200.00	70,791.86	5.35%	70,000.00	66,976.76	5.7%
Total Fund Expenses	-	-	#DIV/0!	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Surplus (Deficit)	-	-	#DIV/0!	35,581.00	40,423.16	13.61%	4,262.00	35,142.02	15.0%

**Audit (24)**

Department	<u>October Budget</u>	<u>October Actual</u>	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	13,920.00	14,855.93	6.72%	14,500.00	14,094.70	5.4%
Total Revenues	-	-	#DIV/0!	13,920.00	14,855.93	6.72%	14,500.00	14,094.70	5.4%
Expenses									
Administration	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Fund Revenues	-	-	#DIV/0!	13,920.00	14,855.93	6.72%	14,500.00	14,094.70	5.4%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Surplus (Deficit)	-	-	#DIV/0!	(580.00)	355.93	-161.37%	-	(105.30)	-438.0%

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

**Paving & Lighting (25)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	96.00	524.11	445.95%	100.00	190.22	175.5%
Total Revenues	-	-		96.00	524.11		100.00	190.22	175.5%
Expenses									
Administration	-	-	#DIV/0!	21,000.00	-	-100.00% (1)	21,000.00	-	#DIV/0!
Total Expenses	-	-		21,000.00	-		21,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	96.00	524.11	445.95%	100.00	190.22	
Total Fund Expenses	-	-	#DIV/0!	21,000.00	-	-100.00%	21,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	(20,904.00)	524.11	-102.51%	(20,900.00)	190.22	

**Park Police (26)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	96.00	242.75	152.86%	100.00	1,193.04	-79.7%
Total Revenues	-	-		96.00	242.75		100.00	1,193.04	-79.7%
Expenses									
Administration	1,500.00	-	-100.00%	3,000.00	253.57	-91.55%	3,000.00	-	#DIV/0!
Total Expenses	1,500.00	-		3,000.00	253.57		3,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	96.00	242.75	152.86%	100.00	1,193.04	-79.7%
Total Fund Expenses	1,500.00	-	-100.00%	3,000.00	253.57	-91.55%	3,000.00	-	
Surplus (Deficit)	(1,500.00)	-	-100.00%	(2,904.00)	(10.82)	-99.63%	(2,900.00)	1,193.04	-100.9%



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

**IMRF (27)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	87,360.00	88,906.47	1.77%	91,000.00	80,389.11	10.6%
Total Revenues	-	-	#DIV/0!	87,360.00	88,906.47	1.77%	91,000.00	80,389.11	10.6%
Expenses									
Administration	7,553.00	7,561.42	0.11%	82,816.00	83,579.78	0.92%	95,462.00	69,465.28	20.3%
Total Expenses	7,553.00	7,561.42	0.11%	82,816.00	83,579.78	0.92%	95,462.00	69,465.28	20.3%
Total Fund Revenues	-	-	#DIV/0!	87,360.00	88,906.47	1.77%	91,000.00	80,389.11	10.6%
Total Fund Expenses	7,553.00	7,561.42	0.11%	82,816.00	83,579.78	0.92%	95,462.00	69,465.28	20.3%
Surplus (Deficit)	(7,553.00)	(7,561.42)		4,544.00	5,326.69		(4,462.00)	10,923.83	

**Social Security (28)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	95,040.00	96,692.60	1.74%	99,000.00	80,793.62	19.7%
Total Revenues	-	-	#DIV/0!	95,040.00	96,692.60	1.74%	99,000.00	80,793.62	19.7%
Expenses									
Administration	7,585.00	7,083.66	-6.61%	89,126.00	82,610.05	-7.31%	103,108.00	70,365.78	17.4%
Total Expenses	7,585.00	7,083.66	-6.61%	89,126.00	82,610.05	-7.31%	103,108.00	70,365.78	17.4%
Total Fund Revenues	-	-	#DIV/0!	95,040.00	96,692.60	1.74%	99,000.00	80,793.62	19.7%
Total Fund Expenses	7,585.00	7,083.66	-6.61%	89,126.00	82,610.05	-7.31%	103,108.00	70,365.78	17.4%
Surplus (Deficit)	(7,585.00)	(7,083.66)		5,914.00	14,082.55		(4,108.00)	10,427.84	

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

**Concessions (30)**

Department	October Budget	October Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2017 YTD Actual	
<b>Revenues</b>									
Clubhouse Concessions	6,976.00	4,629.54	-33.64%	75,551.00	72,235.48	-4.39%	77,231.00	70,326.61	2.7%
Beverage Cart	-	-	#DIV/0!	13,844.00	6,881.13	-50.30%	13,844.00	11,250.12	-38.8% (1)
Sports Complex Concessions	1,091.00	2,115.21	93.88%	39,361.00	36,860.89	-6.35%	39,365.00	40,781.64	-9.6%
Pool Concessions	-	-	#DIV/0!	7,822.00	6,846.01	-12.48%	7,822.00	6,562.97	4.3%
Catering	1,929.00	964.07	-50.02%	16,359.00	16,776.81	2.55%	17,092.00	18,860.42	-11.0%
<b>Total Revenues</b>	<b>9,996.00</b>	<b>7,708.82</b>	<b>-22.88%</b>	<b>152,937.00</b>	<b>139,600.32</b>	<b>-8.72%</b>	<b>155,354.00</b>	<b>147,781.76</b>	<b>-5.5%</b>
<b>Expenses</b>									
Clubhouse Concessions	6,389.00	4,763.92	-25.44%	88,370.00	77,981.68	-11.76%	96,337.00	75,404.18	3.4%
Beverage Cart	210.00	9.00	-95.71%	9,599.00	4,902.73	-48.92%	9,654.00	7,953.21	-38.4% (1)
Sports Complex Concessions	931.00	1,752.99	88.29%	30,106.00	29,539.60	-1.88%	30,485.00	30,423.20	-2.9%
Pool Concessions	-	-	#DIV/0!	7,452.00	5,771.94	-22.55%	7,152.00	5,938.22	-2.8%
Catering	204.00	279.70	37.11%	4,084.00	5,450.95	33.47%	4,342.00	5,939.32	-8.2%
<b>Total Expenses</b>	<b>7,734.00</b>	<b>6,805.61</b>	<b>-12.00%</b>	<b>139,611.00</b>	<b>123,646.90</b>	<b>-11.43%</b>	<b>147,970.00</b>	<b>125,658.13</b>	<b>-1.6%</b>
<b>Total Fund Revenues</b>	<b>9,996.00</b>	<b>7,708.82</b>	<b>-22.88%</b>	<b>152,937.00</b>	<b>139,600.32</b>	<b>-8.72%</b>	<b>155,354.00</b>	<b>147,781.76</b>	<b>-5.5%</b>
<b>Total Fund Expenses</b>	<b>7,734.00</b>	<b>6,805.61</b>	<b>-12.00%</b>	<b>139,611.00</b>	<b>123,646.90</b>	<b>-11.43%</b>	<b>147,970.00</b>	<b>125,658.13</b>	<b>-1.6%</b>
<b>Surplus (Deficit)</b>	<b>2,262.00</b>	<b>903.21</b>	<b>-60.07%</b>	<b>13,326.00</b>	<b>15,953.42</b>	<b>19.72%</b>	<b>7,384.00</b>	<b>22,123.63</b>	<b>-27.9%</b>

(1) Beverage cart started later due to weather and staffing. Many customers are grabbing coolers before they go out on the course.

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

**Developer Contributions (32)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	1,399.00	#DIV/0!	22,500.00	14,077.93	-37.43%	30,000.00	22,447.83	-37.3%
Total Revenues	-	1,399.00		22,500.00	14,077.93		30,000.00	22,447.83	-37.3%
Expenses									
Administration	-	-		-	-		40,000.00	105,304.32	-100.0% (1)
Total Expenses	-	-		-	-		40,000.00	105,304.32	-100.0%
Total Fund Revenues	-	1,399.00		22,500.00	14,077.93		30,000.00	22,447.83	-37.3%
Total Fund Expenses	-	-		-	-		40,000.00	105,304.32	-100.0%
Surplus (Deficit)	-	1,399.00		22,500.00	14,077.93		(10,000.00)	(82,856.49)	-117.0%

(1) 2017 included expenses for entry park

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

**Golf Course (50)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	18,645.00	18,637.35	0.0%	435,840.00	404,935.62	-7.1% (1)	480,199.00	423,218.51	-4.3% (2)
Golf Maintenance	1,495.00	1,627.05	8.8%	18,184.00	17,188.47	-5.5%	20,736.00	17,150.71	0.2%
<b>Total Revenues</b>	<b>20,140.00</b>	<b>20,264.40</b>	<b>0.6%</b>	<b>454,024.00</b>	<b>422,124.09</b>	<b>-7.0%</b>	<b>500,935.00</b>	<b>440,369.22</b>	<b>-4.1%</b>
<b>Expenses</b>									
Golf Operations	17,075.00	14,708.43	-13.9%	200,305.00	197,037.25	-1.6%	227,977.00	198,353.74	-0.7%
Golf Maintenance	17,581.00	20,173.52	14.7%	237,468.00	227,976.08	-4.0% (3)	272,781.00	233,978.08	-2.6%
<b>Total Expenses</b>	<b>34,656.00</b>	<b>34,881.95</b>	<b>0.7%</b>	<b>437,773.00</b>	<b>425,013.33</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>432,331.82</b>	<b>-1.7%</b>
<b>Total Fund Revenues</b>	<b>20,140.00</b>	<b>20,264.40</b>	<b>0.6%</b>	<b>454,024.00</b>	<b>422,124.09</b>	<b>-7.0%</b>	<b>500,935.00</b>	<b>440,369.22</b>	<b>-4.1%</b>
<b>Total Fund Expenses</b>	<b>34,656.00</b>	<b>34,881.95</b>	<b>0.7%</b>	<b>437,773.00</b>	<b>425,013.33</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>432,331.82</b>	<b>-1.7%</b>
<b>Surplus (Deficit)</b>	<b>(14,516.00)</b>	<b>(14,617.55)</b>	<b>0.7%</b>	<b>16,251.00</b>	<b>(2,889.24)</b>	<b>-117.8%</b>	<b>177.00</b>	<b>8,037.40</b>	<b>-135.9%</b>

(1) Daily Greens Fees -6.02% -\$8,588  
Golf Events & Misc -10.08% \$2,054  
Carts -7.31% -\$7,942  
Season passes -11.96% -\$12,076  
Pro shop sales -1.59% \$794

(2) Daily Greens Fees -7.31% -\$10,578  
Golf Events & Misc -2.92% -\$552  
Carts -2.86% -\$2,962  
Season passes -7.8% -\$7,515  
Pro shop sales +5.31% \$2,482

(3) Maintenance Part-time Wages currently below budget 8.7% \$12,410

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

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Aquatics (51)</b>									
<b>Revenues</b>									
Pool	-	-	#DIV/0!	58,247.00	58,282.32	0.1%	70,747.00	43,807.22	33.0%
Swim Lessons	-	-	#DIV/0!	13,966.00	18,604.85	33.2%	13,966.00	12,463.24	
Splashpad	-	-	#DIV/0!	5,213.00	15,652.00	200.2%	5,213.00	-	#DIV/0!
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>77,426.00</b>	<b>92,539.17</b>	<b>19.5% (1)</b>	<b>89,926.00</b>	<b>56,270.46</b>	<b>64.5% (2)</b>
<b>Expenses</b>									
Pool	46.00	56.67	23.2%	49,952.00	50,152.33	0.4%	50,042.00	43,414.97	15.5%
Aquatics Maintenance	1,545.00	1,925.42	24.6%	27,915.00	25,997.07	-6.9%	30,350.00	31,688.57	-18.0%
Swim Lessons	-	-	#DIV/0!	8,991.00	8,504.14	-5.4%	8,991.00	6,588.30	
Splashpad	29.00	-	-100.0%	360.00	-	-100.0%	360.00	-	#DIV/0!
<b>Total Expenses</b>	<b>1,620.00</b>	<b>1,982.09</b>	<b>22.4%</b>	<b>87,218.00</b>	<b>84,653.54</b>	<b>-2.9%</b>	<b>89,743.00</b>	<b>81,691.84</b>	<b>3.6%</b>
<b>Total Fund Revenues</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>77,426.00</b>	<b>92,539.17</b>	<b>19.5%</b>	<b>89,926.00</b>	<b>56,270.46</b>	<b>64.5%</b>
<b>Total Fund Expenses</b>	<b>1,620.00</b>	<b>1,982.09</b>	<b>22.4%</b>	<b>87,218.00</b>	<b>84,653.54</b>	<b>-2.9%</b>	<b>89,743.00</b>	<b>81,691.84</b>	<b>3.6%</b>
<b>Surplus (Deficit)</b>	<b>(1,620.00)</b>	<b>(1,982.09)</b>	<b>22.4%</b>	<b>(9,792.00)</b>	<b>7,885.63</b>	<b>-180.5%</b>	<b>183.00</b>	<b>(25,421.38)</b>	<b>-131.0%</b>

(1) Daily Fees +21.33% \$3,102

Season passes -6.69% -\$2,164

Misc income (includes oscar, pool rentals and middle school pool party) -15.03% -\$1,284

Swim Lessons +35.0% \$4,667

Splashpad Daily +397.92% \$11,874

Splashpad Rental -64.16% -\$1,423

(2) Daily Fees +30.49 \$4,122

Season passes +47.30% \$9,692

Misc income (includes oscar, pool rentals and middle school pool party) +84.4% +\$3,296 (timing of oscar payment)

Swim Lessons +50.82% \$6,066

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

**Debt Service (60)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	577,920.00	595,626.71	3.1%	602,000.00	577,302.30	3.2%
Total Revenues	-	-	#DIV/0!	577,920.00	595,626.71	3.1%	602,000.00	577,302.30	3.2%
Expenses									
Administration		-	#DIV/0!	-	-	#DIV/0!	601,642.00	508,710.25	-100.0%
Total Expenses	-	-		-	-		601,642.00	508,710.25	-100.0%
Total Fund Revenues	-	-	#DIV/0!	577,920.00	595,626.71	3.1%	602,000.00	577,302.30	3.2%
Total Fund Expenses	-	-		-	-		601,642.00	508,710.25	-100.0%
Surplus (Deficit)	-	-	#DIV/0!	577,920.00	595,626.71	3.1%	358.00	68,592.05	768.4%

**Capital Projects (70)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	6,406.78	#DIV/0!	538,000.00	1,796.74	256.6%
Total Revenues	-	-	#DIV/0!	-	6,406.78	#DIV/0!	538,000.00	1,796.74	256.6%
Expenses									
Administration	1,420.00	-	-100.0%	322,283.00	324,724.16	0.8%	685,745.00	345,868.63	-6.1%
Total Expenses	1,420.00	-	-100.0%	322,283.00	324,724.16	0.8%	685,745.00	345,868.63	-6.1%
Total Fund Revenues	-	-		-	6,406.78	#DIV/0!	538,000.00	1,796.74	256.6%
Total Fund Expenses	1,420.00	-	-100.0%	322,283.00	324,724.16	0.8%	685,745.00	345,868.63	-6.1%
Surplus (Deficit)	(1,420.00)	-	-100.0%	(322,283.00)	(318,317.38)	-1.2%	(147,745.00)	(344,071.89)	-7.5%

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

**Action 2020 (71)**

<u>Department</u>	<u>October Budget</u>	<u>October Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	625.00	-	-100.0%	6,006,250.00	482,154.03	-92.0%	7,172,500.00	7,103,748.68	-93.2%
Total Revenues	625.00	-	-100.0%	6,006,250.00	482,154.03	-92.0%	7,172,500.00	7,103,748.68	-93.2%
Expenses									
Administration	-	52,199.97	#DIV/0!	2,820,295.00	1,644,660.26	-41.7%	2,964,632.00	4,138,597.85	-60.3%
Total Expenses	-	52,199.97	#DIV/0!	2,820,295.00	1,644,660.26	-41.7%	2,964,632.00	4,138,597.85	-60.3%
Total Fund Revenues	625.00	-		6,006,250.00	482,154.03	-92.0%	7,172,500.00	7,103,748.68	-93.2%
Total Fund Expenses	-	52,199.97	#DIV/0!	2,820,295.00	1,644,660.26	-41.7%	2,964,632.00	4,138,597.85	-60.3%
Surplus (Deficit)	625.00	(52,199.97)	-8452.0%	3,185,955.00	(1,162,506.23)	-136.5%	4,207,868.00	2,965,150.83	-139.2%
Total Fund Revenues	72,781.00	70,949.11		#####	5,269,390.46	-50.4%	12,609,758.00	11,080,460.31	
Total Fund Expenses	227,668.00	239,391.86	5.1%	6,368,288.00	5,066,411.65	-20.4%	8,511,624.00	7,567,270.59	
Surplus (Deficit)	(154,887.00)	(168,442.75)	8.8%	4,251,516.00	202,978.81	-95.2%	4,098,134.00	3,513,189.72	

Sycamore Park District  
Fund Balances  
Period ended October 31, 2018

	1/1/2018	Revenues	Expenses	10/31/2018	10/31/2018 Cash balance
10 Corporate	531,988.24	1,361,350.87	749,606.37	1,143,732.74	1,139,948.68
20 Recreation	287,316.52	1,207,593.96	989,639.71	505,270.77	524,877.48
21 Donations	8,107.93	499,279.85	425,000.00	82,387.78	82,387.78
22 Special Recreation	26,478.75	176,623.03	88,155.28	114,946.50	114,946.50
23 Insurance	24,448.14	70,791.86	30,368.70	64,871.30	64,871.30
24 Audit	13,683.30	14,855.93	14,500.00	14,039.23	14,039.23
25 Paving & Lighting	22,202.73	524.11	-	22,726.84	22,726.84
26 Park Police	4,349.07	242.75	253.57	4,338.25	4,338.25
27 IMRF	4,462.30	88,906.47	83,579.78	9,788.99	9,788.99
28 Social Security	4,951.14	96,692.60	82,610.05	19,033.69	19,033.69
30 Concessions	33,906.75	139,600.32	123,646.90	49,860.17	44,206.25
32 Developer Contributions	915.88	14,077.93	-	14,993.81	14,993.81
60 Debt Service	57,335.04	595,626.71	-	652,961.75	652,961.75
70 Capital Projects	471,064.86	6,406.78	324,724.16	152,747.48	152,747.48
71 Action 2020	936,558.52	482,154.03	1,644,660.26	-225,947.71	-225,949.65
Total governmental fund balance	2,427,769.17	4,754,727.20	4,556,744.78	2,625,751.59	2,635,918.38
50 Golf Course Net Assets	140,026.35 <u>-234,897.00</u> -94,870.65	422,124.09	425,013.33	137,137.11 <u>-234,897.00</u> -97,759.89	-29,766.40
51 Aquatics Net Assets	430,256.55 <u>-431,251.00</u> -994.45	92,539.17	84,653.54	438,142.18 <u>-431,251.00</u> 6,891.18	6,891.02
Total proprietary funds Net assets	570,282.90 <u>-666,148.00</u> -95,865.10	127,710.13	111,144.38	586,848.65 <u>-666,148.00</u> -79,299.35	
Proprietary funds minus net assets					
	2,331,904.07			2,546,452.24	2,613,043.00

Summary of depository accounts as of 11/18/2018

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0	0
First Midwest Bank	2,654,350.91	2.1	20511.18
Resource Bank	32,576.08	0.37	593.61
IPDLAF	10,539.89	2.07	
<b>*DCCF - Action 2020</b>	<b>7,085.97</b>		
<b>*DeKalb Co. Community Foundation</b>	<b>18,205.21</b>		36.48

\* As of 8/31/18 per DCCF.



To: Board of Commissioners  
From: Theresa Tevsh  
Subject: Monthly Recreation Report  
Date: November 19, 2018

**Administrative Initiatives (11/1/18-11/30/18)**

**Theresa Tevsh, Superintendent of Recreation**

- Attended management team meetings and Board meeting.
- Attended Rec Trac Training November 15<sup>th</sup> in Winnetka.
- Prepared and will coordinate the Thanksgiving Weekend Free-throw Contest and NBA skills challenge event scheduled for November 24<sup>th</sup>.
- Assisted the Superintendent of Finance and the Recreation team to prepare the 2019 budget and Capital projects.
- Completed sled hill rules and fire pit operations/rules with Superintendent of Parks, in preparation for the upcoming Sled Hill opening.
- Met with Family Services, Diana King to work on shared trips for 2019. We are putting together a group of agencies from the Library, Genoa & Sycamore Park Districts, and Family Services of Dekalb County to partner on making trips affordable.
- Coordinated KSRA program space for Winter/Spring 2019 into the RecTrac supergrid.
- Met with staff to prepare for 6-month clean of Pathway Fitness and 6-month preventative maintenance with LifeFitness.

- Met with Director, Jessie Landau of Midwest Museum of Natural History, and Recreation Supervisor Sarah Rex, to discuss future programming partnerships. An Autumnal Display was set up in the Community Center which was coordinated by Sarah & MMNH staff.
- “Black Friday special” promotion is in place and ready for November 22<sup>nd</sup>. People can purchase any combination of membership or pass, paid in full, and will receive a voucher for a 3- month membership - Free. (rules apply).
- Coordinated interviews for potential Spring Recreation Intern.
- Met with Recreation Team to review upcoming events, customer service team, Black Friday special and gift cards.

### **Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Met with Vince Robinson to book large basketball tournament and hopefully more in the future.
- Canceled the new program, Edge of Town Hoedown. Only 11 people registered for the dance and dinner. Will work on a similar event for the Summer.
- Continued to answer questions for room rentals and Birthday party packages.
- Booked many Birthday Party Packages.
- Booked first wedding reception in gym.
- Helped with set up for election in clubhouse.
- Did end of month vending report.
- Closed Caddyshack Grill for the season, still open for rentals.

- Did walk thru for corporate event for Ideal, ended up renting room and gym quadrant for their event.
- Finished doing budgets for all my areas.
- Attended US Foods seminar to get ideas for hiring the younger generation.
- Created forms to be filled out for all birthday party packages to make it easier for staff and party families.
- Created system to check out from room rentals that front desk can sign off on.
- Met with Lions Club to get layout for Cookies w Santa.
- Attended Rec Trac training seminar at Wilmette Park District.

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

- Submitted the Winter/Spring 2019 brochure to the printer.
- Coordinated a holiday “giving” tree in the Community Center lobby.
- Met with School District Director of Curriculum, Middle School science teachers and principal, ENCAP representative and Sycamore Park District Superintendent of Parks and Facilities to begin developing a plan for integrating natural area restoration into the Middle School’s curriculum.

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

- Second session of programs started. Prepared all instructors for their classes.
- Helped review the Winter/Spring Brochure for changes, additions, and corrections.

- Attended an IPRA Facility Management Meeting with a Q&A session with a panel of 6 Executive Directors.
- Attended a RecTrac User Group to gather more information about using RecTrac.
- Continued to work in RecTrac to update things as new things get added and changed.
- Finished up the invoices and 2019 MOU's for Affiliates fall leagues and sent them out.
- Assist with registration for new program, Thanksgiving Shoot-out on November 24.

### **Administrative Initiatives (12/1/18-12/31/18)**

#### **Theresa Tevsh, Superintendent of Recreation**

- Will attend the management team meeting and Board meeting.
- Will conduct Recreation Staff yearly evaluations.
- Will attend the Northwestern Medicine Trail Head series lecture on December 3.
- Will attend the Service Desk team staff meeting on December 2.
- Will attend the Mayflower Tours presentation on Dec 5th to promote our upcoming 2019 trip to New England.
- Will attend and assist the Cookies with Santa on December 7, 8.
- Will attend the KSRA Board meeting in Genoa on December 11.
- Will attend the MMNH community engagement meeting on December 13.

- Will attend Hillary Alton, Graduate Assistant's graduation at NIU on December 15.
- Will prepare for Family Winter Day and Sled hill event on January 6<sup>th</sup>.

**Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Continue deep clean of Clubhouse and kitchen.
- Working on getting old administration area set to use for rentals.
- Continue rentals for community center and clubhouse.
- Will supervise Cookies w Santa event December 7,8.
- Prepare for Sled Hill opening event on January 6.
- Continue to think of more ideas for inside use of gym and classrooms in the winter.
- Will look for more training for anything to do with recreation or food and beverage.

**Sarah Rex, Recreation Supervisor/Marketing**

- Will help coordinate the 2018 Park Partner Award nominees and communicate with recipient.
- Will coordinate the new phone system message for the district.

**Lisa Metcalf, Recreation Supervisor**

- Will upload all Winter/Spring programs onto WebTrac for people to start registering.
- Will post job openings for 2019 Aquatic Season.
- Will order new guard chair for pool.
- Will assist Recreation Specialist with Cookies with Santa event.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: November 27, 2018

**Administrative Initiatives (11/1/18 – 11/30/18)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Attended Capital Budget meetings and prepared 2019 Golf Operations budget.
- Developed November Golf Insight newsletter and updated reader board outside of the pro shop.
- Prepared last 13 EZGO Golf Carts for trade in.
- Continued meeting with prospective outing clients for 2019.
- Placed all outside part-time staff members, cart handlers and rangers on an on-call basis.
- Prepared carts and cart barn for winter storage.
- Continued to monitor tee sheet usage with Golfnow representatives and continued marketing techniques for 2018 golf season and began to work on 2019 season promotions.
- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Took online classes, reading educational material and prepared to take final exam.

- Continued to offer monthly pro shop merchandise specials to increase pro shop sales.
- Began preparation of promotional materials for the Swing into Spring Sale the first weekend of March 2019.
- Finalized golf course promotional brochure prepared by Sarah Rex.
- Attended PDRMA bridge hearing.
- Continued meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.
- Attended Bridge #2 pre-construction meeting.

#### **Administrative Initiatives (12/1/18 – 12/31/18)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop December Golf Insight newsletter.
- Take lead in the planning and preparation of the annual staff holiday party for January 2019 and develop a committee of three other staff members to help with the process.
- Continue meeting with prospective outing clients for 2019.
- Cut all part-time staff positions until spring of 2019.
- Clean pro shop. Touch up walls with paint, clean windows, shampoo carpeting and clean all woodwork. Update and clean merchandise displays.
- Close golf course for the 2018 golf season and begin winter season pro shop hours.

- Plan to complete Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Continue to offer monthly pro shop merchandise specials to increase pro shop sales for the holidays.
- Finalize preparation of promotional materials for the Swing into Spring Sale the first weekend of March 2019.
- Continue meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.



To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: November 27, 2018

**Administrative Initiatives** (11/1/18-11/30/18)

**Golf**

- An early season snow on November 8<sup>th</sup> combined with below freezing temperatures caused a temporary closing of the golf course for over one week. We plan on opening again when the snow melts and above freezing temperatures occur which looks to be soon after Thanksgiving. The course will close for the season once more snow falls and/or temperatures are not predicted to rise much above the 30s for an extended amount of time.
- The irrigation system was blown out and winterized on November 5<sup>th</sup> prior to the sudden cold snap.
- Staff performed final mowing of the season while leaf blowing, and mulching dominated the pre-snow portion of the month as the leaves all seemed to fall within a couple of weeks this fall.
- Staff has also performed final fertilizing, removed dead branches and small trees, cleaned out spent flower and perennial plant beds, and will soon apply snow mold protective fungicide on the greens, tees, and fairways when weather allows.
- I continue to work with the irrigation replacement project team. After completing final adjustments to the specifications and addressing City of Sycamore requirements, the project will be out for bid starting this week with a due date of December 21<sup>st</sup>. We still plan on a Sept. 3 of 2019 start date.

- Attended the pre-construction meeting for the 18-bridge replacement project. The work will now begin on Jan. 7<sup>th</sup> or earlier if the soil is completely frozen as the large equipment needed for the work will cause less damage when the ground is solid.
- I have already been meeting with turf product reps to plan for next season and to obtain possible early order discounts.

### **Sports**

- All fall sports completed their seasons by October 22. The weekend of the 20<sup>th</sup> and 21<sup>st</sup> was very busy with final soccer, baseball, and softball games throughout the complex topped off with a snow blizzard in the middle of the games on the 20<sup>th</sup>.
- I coordinated often with the different groups leaders to make sure fields were prepped and available without conflicts. With fewer ball fields available in the fall due to soccer, all groups worked well together to complete their seasons.
- Staff has been bringing in tables, cans, and has taken down batting cage and backstop nets. Repairs are being made to portable pitcher mounds, pitching L-screens, and infields repaired with ag-lime between snow events.
- The water lines for the sport's complex fountains and sports concession building have been winterized.
- The pool has been filled for the winter with the sump pumps running continuously to keep the pool basin stable and the surface from completely freezing.

- I worked with Lisa on final field prep billing for the fall sports user groups. We are already working with baseball and softball groups on spring tournament dates for 2019.

## **Parks**

- I attended staff, board, and community center construction follow-up and punch-list meetings.
- Attended budget planning and staffing meetings.
- Worked on Capital and Operating budget planning and pricing for 2019.
- The sled hill is ready for use once nature produces enough snow. Rules and direction signs were ordered and placed on the hill along with snow fence for direction guidance. Straw bales were added at the NE base to protect the sleds from a drain pipe. We have signs up now that say the hill is closed due to poor snow conditions. Our rule going forward is to open the hill once we have at least 2 inches of snow that also covers all the grass. The recent snows did not cover the grass and had mostly melted later in the day.
- I am working with Swedberg Electric and the light system manufacturer on programming the sled hill light, so it will automatically turn off at 9 p.m. each night when the hill is closed.
- The warming fire pit is also ready to go with a rule and operating direction sign in place.
- Staff has been bringing in picnic tables and garbage cans, blowing and mulching leaves when able, pruning trees along trails and cleaning debris, edging turf on several park walk paths, fenced the sled hill, put on snow plows and are plowing as needed, added signage to new branch of trail that leads to the Community Center, and winterized all shelter and drinking fountain water lines.

- We are working with Swedberg & Associates as they completed installation of the new shelter and at Dr. Ovitz Park.
- Worked with Terri Gible and Stran's Landscaping as we replaced a dead tree and moved a couple to better locations around the Community Center. They also added low grow sumac shrubs to the areas between the steps and the building on the west side.
- Working on operation and capital budgets for all maintenance areas for 2019.
- Will attend next round of PDRMA bridge issue legal hearing with staff and council next week.
- Attended the IPRA annual legal symposium in Oak Brook with Jackie H.

**Administrative Initiatives** (12/1/18-12/31/18)

- Attend staff, board meeting.
- Continue to work with EC Design irrigation on procuring the new system. Bids are due and will be opened on December 21<sup>st</sup>.
- Attend 18 fairway bridge construction meetings as the project will begin once the ground is frozen to better tolerate the construction traffic.
- Will complete annual staff evaluations and meetings.
- Continue research of products for turf, ball fields, along with end of year product inventory for all areas in preparation for winter ordering.

- Staff will complete bringing in outdoor equipment for winter maintenance. Picnic table will all be inspected and repaired during the month. Garbage cans will be inspected and inventoried. All mower and turf equipment will be power washed and winter work will begin. Plowing will take place as needed.
- The golf course will remain opened until a more continuous snow fall, or temperatures remain too cold to support play. At that time, greens will be roped off, all equipment brought in, and a snowmobile trail set up.
- Golf staff will begin refurbishing of ball washers, rake, tee markers, and signs along with mower equipment cleaned and ready for winter maintenance.
- Continue to coordinate required inspections of elevator, fire alarm, HVAC, extinguishers, and sprinkler systems for end of year and early next year at all buildings. The Midwest Museum will soon have its annual sprinkler system inspection and we received the elevator Certificate of Operation from the State.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: November 27, 2018

**Administrative Initiatives** (11/1/18 – 11/30/18)

- Closed out punch list at Legacy Campus/CC.
- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Continued working on PDRMA/Emergency Bridge matters. Gather information for Board regarding IPARKS.
- Finalized PLAT work and Appraisals for trail project.
- Attended Event Planning Meeting of the Live Healthy DeKalb County Organization.
- Provided information to Board on Succession Planning.
- Completed a Punch List for the landscaping projects at Legacy Campus.
- Continued to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Attended third of three “Coffee with the Director” events.
- Began working on Succession Matters for staff, along with Staff Structure details with Superintendents.
- Finalized job descriptions and revisions.

- Completed construction of the shelter at Ovitz Park.
- Continued work on land swap for trail project.
- Submit Capital Budget proposal to Board for review.
- Resolved drainage issues at Legacy Campus.
- Finalized Enterprise Zone participation.

**Administrative Initiatives** (12/1/18 – 12/31/18)

- Finalize job descriptions and staff hiring timelines for 2019.
- Attend Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  - CUSD#427 Financial Advisory Committee
  - Owner/Architect/Contractor Meetings
- Continue work on Old Mill to Forest Preserve trail issues.
- Coordinate Emergency Bridge Work and PDRMA/Engineer processes.
- Provide Information to Commissioner Strack, Plan Commission Representative, on LAND matters.
- Continue shuttle diplomacy with Farnsworth, PDRMA and RJC.
- Submit first draft of Operating Budget to Board.
- Prepare salary proposals for Board consideration.
- Meet with Mayor Lang regarding Sycamore Sports Complex Entry Drive with three concepts.
- Begin Bridge Construction?
- Coordinate communication between Airport Road Contractors and RJC on trail project on Airport Road.

SYCAMORE PARK DISTRICT  
Board of Commissioners

Date of Board Meeting: November 27, 2018

**STAFF RECOMMENDATION**

**AGENDA ITEM: UPDATED STAFF STRUCTURE and JOB DESCRIPTIONS: Recommended Approval**

**BACKGROUND INFORMATION:** Eighteen months ago—in March 2017 (see the Staff Recommendation from that date behind this recommendation for reference)—the Board reviewed the previously defined staff structure from 2015 that was developed as part of ACTION 2020, AND as part of the Board review/approval process for a staff structure to support VISION 20/20.

In 2017, many of these structural staff plans came to fruition, and we acted upon them as time was getting short for being able to plan for and well-prepared to open a number of new facilities and services in 2018. Now we have been open awhile, have experience, and have taken the time to assess where we stand on staffing, now, and staffing moving forward. Several positions previously approved in the Staff Structure are set to come on line next year, and we are assessing the existing positions, as well.

When approved by the Board, we proceeded with this plan with the understanding that some things change with time, and changes would be made, WITHIN BUDGET. The plan we presented in 2017 as a lead up to prepare for the opening of four facilities at the Legacy Campus was necessary in order to bring on staff, plan work, and carry out programming and maintenance for the Legacy Campus.

Now the Legacy campus is up and running with Splash Fountain and the Community Center doing very well. With over six months under our belt, we are getting a good idea of the implications of our activities on our staffing.

In 2017's Staff Recommendation, I put it this way:

*"....., the Executive Director will use this proposal as a guide, and the overall BUDGET AS MANDATORY as these recommendations are initiated.*



*Furthermore, we need to leave a little room for error. This is a START, not an END. Therefore, I am leaving roughly a 10% CONTINGENCY or BUFFER between the funds we have available, and the funds proposed for the positions.”*

See the March 2017 Staff Recommendation (attached) for a summary of the available dollars for staffing = **\$442,060**

Also attached after the March 2017 Staff Recommendation is a CHART outlining those positions in the plan, at that time. It lists the positions, and their costs (including benefits) so that the Board could see how the budget meshes with costs.

The Superintendents and I have been meeting over the last six weeks to discuss staff structure moving forward. Several factors are impacting the previously authorized staff structure for ACTION 2020 that will:

- Delay bringing some positions ON.
- Change needs and duties for certain positions.

Those factors impacting, above, include:

1. Experience, now, with having four new areas open or opening.
2. Grant funds availability/timing changed since previous staff structure.
3. Resignation of one key individual in IMRF Eligible Customer Service position.
4. Observed workload demands.

THEREFORE, the Superintendents and Executive Director are bringing to the Board for approval:

- A Modified Staff Structure, based upon all of the above.
- Revised job descriptions for approval to fit this structure.

**KEY POINTS:**

- All recommendations keep us within the previously approved (March 2017) Budget.
- All costs are included in these staff positions: Pay and Benefits.

The main staff changes are as follows:

- Superintendent of Recreation (Theresa):
  - Drop Pathway Fitness.
  - Supervise Sled Hill/Amphitheater, Dog Park and Community Center Building.
  - Add Concessions.
  - Supervise Recreation Specialist (Melissa) for Concessions and Club House.
  - Add Supervision of Custodial Staff.
  - Takes on Affiliate Management, Field Scheduling and Coordinates with SOPAFS.
- Recreation Supervisor (Lisa) will become a Facility Supervisor:
  - Drops Athletics/Youth Programs/Youth Athletics/Sports
  - Drops Fields Management/Affiliate Management
  - Adds Front Desk Supervision
  - Manages Pathway Fitness/Splashpad/Pool/Exercise Classes/Training/Yoga
  - Keeps RecTrac role as a “lead reccie” but is backed up by Superintendent of Finance and Business Services, and Superintendent of Recreation

**IMRF ELIGIBLE CUSTOMER SERVICE (Tracy and Binder):**

- Eliminate both

**F.T. CUSTOMER SERVICE SPECIALIST (Promote Tracy):**

- Theresa and Jackie write new Job Description
- When this position on duty, little or no additional staff are scheduled
- Fill in other hours with more part-time/within budget.

**FISCAL IMPACT:** Within previously approved budget

**STAFF RECOMMENDATION:** We recommend approval of this staff structure by formally approving all the related job descriptions attached.

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

Jeff Donahoe, Superintendent of Park and Facility  
Services.

Theresa Tevsh, Superintendent of Recreation Services

Jackie Hienbuecher, Superintendent of Finance &  
Support Services

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**SYCAMORE PARK DISTRICT**  
**Board of Commissioners**

**Date of Board Meeting: March 28, 2017**

**STAFF RECOMMENDATION**

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

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

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

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

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

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

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

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

**IN SUMMARY: SOURCES of FUNDS FOR LABOR/OVERHEAD**

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

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

**FISCAL IMPACT:** See Attached Chart

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

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

## LABOR/POSITIONS ADDED

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

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

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

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

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

Additional Funds: Contingency

Unforeseen Supplies, Equipment, Utilities

Additional Support Staff

Accounting Assistant

Job Title: Customer Service Specialist  
 Department: Recreation  
 Reports To: Facilities Supervisor  
 Prepared By: **Superintendent of Recreation**  
 Prepared Date: November 2018  
 Approved By: **BOC**  
 Approved Date: **November 2018**

## Summary

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

## Essential Duties and Responsibilities

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

- Follow the Sycamore Park District policies, procedures, and guidelines.
- Continue education through trainings and workshops on new issues, trends, software, and procedures related to the field.
- Maintain current training and acuity with RecTrac in all facets of the operation.
- Maintain positive public relations.
- Attend meetings and in-service trainings as required.
- Assist SOF, SOG with Pro Shop Inventory, reconciling, receiving, recording cycle counts and year end counts.
- Maintain Corporate Card program
- Oversee Picnic Shelter rentals, training desk staff to accept rentals, and issuing alcohol permits.
- Perform other related duties and/or special projects as assigned.

### **Safety and Risk Management**

- Maintains a working knowledge of all general agency and department-specific safety rules.
- Reports any work-related injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.
- Uses material handling equipment or staff assistance when lifting and/or moving objects **50 pounds or heavier**.
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Uses protective gloves, masks and other personal protective equipment to prevent exposure to pathogens.-
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.

### **Supervisory Responsibilities**

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

### **Competencies**

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

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations;



and use reason even when dealing with emotional topics.

- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must have ability to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

## **Qualifications**

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

## **Education and/or Experience**

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

## **Language Skills**

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

## **Mathematical Skills**

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

## **Reasoning Ability**

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

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of computer software; registration processing systems word processing software and the Internet. Basic knowledge of Microsoft Office Suite, included Word and Excel, required. RecTrac experience preferred.

## **Certificates, Licenses, Registrations**

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

## **Physical Demands**

The physical demands described here are representative of those that an employee must meet to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to **30** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

### **Work Environment**

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

While performing the duties of this job, the employee is exposed to various inside and outside weather conditions including hot temperatures, humidity and cold. The noise level in the work environment is usually moderate.

## **SYCAMORE PARK DISTRICT JOB DESCRIPTION**

Job Title: **Natural Areas & Parks Maintenance Specialist**  
 Department: **Parks and Facilities**  
 Reports To: **Superintendent of Park & Facility Services**  
 Prepared By: **Superintendent of Park & Facility Services**  
 Prepared Date: **November 2018**  
 Approved By: **BOC**  
 Approved Date: **November 2018**

### **Summary**

Under the direction of the Superintendent of Parks and Facilities, the Natural Areas & Park Maintenance Specialist is responsible for maintaining all Park District natural areas, as well as help planning for future areas, and establishing currently planned for natural areas. Secondly, this position has a lead role in all landscape and flower beds at parks, playgrounds, sports complex and golf course, along with aiding in general park maintenance and equipment maintenance, as called for. The Specialist works independently, or with some seasonal support. They are a full-time, exempt employee. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required. The Specialist work safely and professionally around general population/park patrons in public areas. The Specialist will work a schedule that will vary throughout the year. Under the direction of the Superintendent of Park & Facility Services, this position will, at various times, supervise seasonal/part-time/imrf eligible park maintenance personnel and activities as assigned.

### **Essential Duties and Responsibilities**

- Operate agency pick-up truck or other vehicle(s) as assigned.
- Operate a variety of mowing equipment on agency green space/natural areas.
- Lead role in existing natural area maintenance and establishment of future natural areas – identify various plant material native and invasive, weed control, organize and manage controlled burns, seed/plug needed new varieties of plant material, mow/trim needed areas.
- Perform turf maintenance – fertilize, seed/sod, weed control.
- Plan, order materials, maintain, install, weed, all existing and future Park District flowerbeds/planting beds and formal landscape areas.
- Trains, supervises, and directs park staff on labor during natural area maintenance support roles.
- Aid in general park maintenance – mowing, trimming, cleaning, refuse removal, shelter/stage/movie set up, tree/shrub pruning, bed/playground mulching, winter snow plowing and removal.
- Repair and paint benches, picnic tables, roads, walks, trails, buildings and preventive maintenance of equipment.
- Perform all job tasks within the rules and guidelines of the agency's safety program.
- Attend education/safety training as required.
- Other duties as assigned.

### **MARGINAL FUNCTIONS**

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

## Safety and Risk Management

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

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

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

## Supervisory Responsibilities

This job supervises seasonal/part-time/imrf eligible personnel, at times. Trains and supervises park personnel on natural areas maintenance support roles and directs them during labor related to that maintenance.

## Competencies

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

- Safety and Security – Use good safety awareness and judgment, and follows safety policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

## **Qualifications**

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

## **Education and/or Experience**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field. Some experience with establishing and maintaining natural areas is essential. Possess a valid Illinois State Drivers License (Class D).

## **Language Skills**

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

Ability to speak Spanish desirable.

## **Mathematical Skills**

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

## **Reasoning Ability**

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

## **Certificates, Licenses, Registrations, Skills**

Maintain a valid Illinois state driver's license and the ability to pass a defensive driving course as required. Maintain a valid Illinois State driver's license and the ability to pass a defensive driving course as required. Possess or able to obtain an Illinois Certified burn master permit for managing controlled burns. Possess or able to obtain Operator's Illinois State Pesticide License. Ability to identify species native—and not—this area of Illinois. Tree identifications skills/training, and water quality assessment skills are helpful.

## **Physical Demands**

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

## **Work Environment**

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions with extreme heat and cold, as well as humidity and wind chill, and frequently exposed to moving mechanical parts and equipment requiring training and skill. The employee is occasionally exposed to gasoline, oils and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of higher level noise, hearing protection is required.

Job Title: **Recreation Specialist – Athletics and Recreation Programming**  
 Department: **Recreation**  
 Reports To: **Superintendent of Recreation**  
 Prepared By: **Superintendent of Recreation**  
 Prepared Date: **November 2018**  
 Approved By: **BOC**  
 Approved Date: **November 2018**

## Summary

The Recreation Specialist is a creative, enthusiastic individual who will be responsible for the organization, implementation, supervision and evaluation of recreational programs. Besides being responsible for creating new programs to keep the Community Center active and busy, this position will oversee athletic programs and sport field usage. Under the supervision of the Superintendent of Recreation, this position will supervise part-time and seasonal staff, as well as volunteers.

## Essential Duties and Responsibilities

- Supervises patrons' participation in agency recreational programs and activities.
- Hires, trains, supervises and evaluates part-time and seasonal staff as well as volunteers
- Communicates clearly, constructively and amicably with Maintenance Personnel regarding athletic fields and other facility and equipment matters.
- Keeps accurate records and field schedules.
- Uses and facilitates use of field scheduling software.
- Actively lead programs as needed or instructed.
- Prepares and conducts athletic events and tournaments.
- Gathers, loads, transports, and sets up equipment as needed.
- Assist recreation team with various special events.
- Develops documentation for program planning, program evaluations, safety inspections and incident reports.
- Develops, implements and supervises a district Sports Camp.
- Implements new, creative programming for a variety of areas within the district, outside of Athletics.
- Develops tracking documentation for sport field usage & fees.
- Working knowledge of RecTrac to be able to perform daily tasks of scheduling, running reports, rosters, review of building space usage, class lists, etc.

## Safety and Risk Management

- Maintains a working knowledge of all general agency and department-specific safety rules.
- Reports any work-related injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.
- Uses material handling equipment or staff assistance when lifting and/or moving objects **50 pounds or heavier**.
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Uses protective gloves, masks and other personal protective equipment to prevent exposure to pathogens.
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.

## Supervisory Responsibilities

- Supervises patrons participating in agency programs and activities.
- Supervises part-time and seasonal staff, as well as volunteers.
- Initiates activity and training with, as well as coordinates, communicates, and represents the district with its Sport Affiliate Groups.
- Coordinating and communicating with Maintenance Personnel.

## Competencies

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

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

## Qualifications

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

## Education and Experience

Bachelor's degree in Parks and Recreation, Leisure Studies, Recreation Programming or similar program or allied field. This is an entry-level position, and no experience is necessary, but is a benefit.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences and to speak effectively before groups of patrons or employees of organization.

Spanish speaking skills a benefit.

### **Mathematical Skills**

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

### **Reasoning Ability**

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

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of word processing software and the Internet. Use of RecTrac and/or similar recreation-oriented programs, along with Field Scheduling Software is an added benefit, with ability to acquire and apply these a necessity.

### **Certificates, Licenses, Registrations**

- Obtain and maintain a valid Illinois state driver's license and ability to pass the defensive driving course.
- Work toward obtaining CPRP certification within one year of hiring.
- Obtain and maintain AED, CPR and first-aid certification.

### **Physical Demands**

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

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Setting up/Taking down of tables, chairs, athletic equipment, and other items are a regular part of this work. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

### **Work Environment**

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

While performing the duties of this job, the employee is exposed to various inside and outside weather conditions including hot and cold temperatures, humidity and windchill. The noise level in the work environment is usually moderate.



## **SYCAMORE PARK DISTRICT JOB DESCRIPTION**

Job Title: **Recreation and Marketing Supervisor**  
 Reports To: **Executive Director and Superintendent of Recreation**  
 Prepared By: **Executive Director**  
 Prepared Date: **September 2017**  
 Approved By: **BOC**  
 Approved Date: **October 2017**  
 Modified Date: **November 2018**

### **Summary**

Under the direction of the Executive Director for Marketing, and the Superintendent of Recreation for Programming, the Recreation and Marketing Supervisor provides direction, supervision and leadership of the district's image (marketing) as well as its special events. This includes supervision of the Recreation Specialist for Special Events, as well as oversight of part-time personnel, organizing and planning district community/special events/programs as assigned.

### **Essential Duties and Responsibilities**

- **Plan, Develop, Implement, Supervise and Evaluate Special Events and Environmental Programs**
  - A. Maintain current environmental and special event programming as assigned. Seek to develop new programming whenever possible, including the development of new programming such as summer camps.
  - B. Supervise, Direct, Lead and Oversee special events.
  - C. Continuously seek new programming opportunities.
  - D. Act as a liaison to other agencies where cooperative programming occurs.
  - E. Evaluate programming on a regular basis and make decisions about program status based upon those evaluations.
  - F. Work cooperatively with the other Recreation Staff.
  - G. Assist in the operation and safety of all recreation services.
- **Manage the development and on-going role of marketing and promotion of the district**
  - A. Help prepare all district promotional literature, including brochures, flyers, programs, pamphlets
  - B. Manage content and "look" of the district's website and social media.
  - C. Help develop and revise the annual marketing plan for district services.
  - D. Act as the final check point for all promotion and media for the district.
  - E. Work cooperatively with the Superintendent of Golf Operations on a marketing campaign and develop/oversee production of all literature, brochures, advertising, flyers, etc.
  - F. Work cooperatively with all other staff on developing and carrying out the district's marketing campaign and develop/oversee production of all literature, brochures, advertising, flyers, etc.
  - G. Initiate standardized communication "looks" in signage, printed, visual, and other media.
- **Assist with the staffing of recreation department**
  - A. Recruit, recommend, select, train, supervise, and evaluate part-time/seasonal employees, as needed.
  - B. Help negotiate wages and contracts consistent with board policy.
  - C. Help coach, counsel, and develop part-time employees as needed, including the program areas assigned.

- **Assist in the preparation of the recreation budget**
  - A. Recommend expenditures of department funds in accordance with budget outline provided by the Executive Director.
  - B. Assist in the development of revenue sources for the annual budget in accordance with the budget provided by the Executive Director
  - C. Recommend the rate of pay for all part-time, seasonal and contractual employees as required by the Executive Director
  - D. Help monitor budgetary revenues and expenditures and be responsible for the performance of the recreation department budget under program areas and duties assigned.
- **Assist in the preparation of reports and department records**
  - A. Maintain records of department activities, class rosters, services, personnel and property.
  - B. Provide content to the Superintendent of Recreation for the monthly board report
  - C. Submit records, reports, and documentation necessary to assist Superintendent of Recreation and the Executive Director
- **Maintain good working relationship with other agencies and organizations**
  - A. Cooperate and build positive working relationships with governmental bodies.
  - B. Cooperate and build positive working relationships with patrons and vendors of district.
  - C. Assist the Executive Director in working with school district, community agencies and other groups.
- **Assist in departmental administrative duties**
  - A. Adhere to all district policies, manuals and practices.
  - B. Perform other duties as assigned by the Executive Director.
  - C. Help assure a safe and healthy environment for employees and users.

## **Safety and Risk Management**

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

## Supervisory Responsibilities

Manages and Supervises the F.T. Recreation Specialist for Special Events, as well as Part-time Program and Event Staff and Volunteers. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

## Competencies

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

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

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate should possess the knowledge of how to supervise and coordinate the use of available resources to effectively program and schedule events, activities, classes, clinics and other forms of recreational pursuits at district parks/property, and facilities in the community. Candidate must possess the ability to build and maintain positive relationships within the community.

## **Education and/or Experience**

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

## **Language Skills**

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

## **Mathematical Skills**

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

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software. Proficiency is required in: Microsoft Word, Publisher, Excel, PowerPoint, Adobe Illustrator, Photoshop, Dreamweaver, Adobe InDesign, Constant Contact, Mail Chimp, Vermont Systems RecTrac, Facebook, Pinterest, Twitter, YouTube and Content Management System for Website Maintenance.

## **Certificates, Licenses, Registrations**

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

## **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

**Work Environment**

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

While performing the duties of this job, the employee is exposed to inside and outside weather conditions. Work will occasionally require being in a climate of higher and lower temperatures—occasionally surpassing 100 degrees Fahrenheit and high humidity, or below freezing and windchill conditions. The individual may need to respond quickly and accurately.

## SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Facilities Supervisor**  
 Reports To: **Superintendent of Recreation Services**  
 Prepared By: **Superintendent of Recreation**  
 Prepared Date: **November 2018**  
 Approved By: **BOC**  
 Approved Date: **November 2018**

### Summary

Under the direction of the Superintendent of Recreation Services, the Facilities Supervisor plans, provides direction and supervision for, and is responsible to organize and evaluate:

1. A motivated Service Desk team of employees.
2. An aggressive membership sales campaign for Aquatics and Fitness.
3. Regular, reliable, and quality fitness and exercise classes.
4. A strong set of programs and events as they pertain to specified facilities.

Facilities of focus are Pathway Fitness Center, an outdoor-community pool, and the outdoor Splash Fountain. The position manages all aspects of customer service of the service desk team for the district, along with a community pool and splash pad. It supervises all personnel and details of their assigned areas. This position is lead on managing and training staff with the district's Software (Vermont Systems) that services all park district registration and access control management using Rectrac Software. The individual should have a gregarious personality, and an ease with public presentations and interaction with the public.

### Essential Duties and Responsibilities

- **Assist with the staffing of recreation department**
  - A. Help recruit, recommend, select, train, supervise, and evaluate employees
  - B. Help negotiate wages and contracts consistent with board policy
  - C. Help coach, counsel, and develop part-time employees as needed, including the pool, sprayground, and Pathway/Fitness instructors and personal trainers.
  - D. Assist in the operation and safety of all recreation services.
- **Coordinate Customer Service**
  - A. Hire and Train personnel to manage the front desk and supply district-wide customer service, using *Moments of Truth* as the guiding force for this role.
  - B. Oversee the systems and processes that provide information to, and serve our customers over the phone, and in-person.
  - C. Troubleshoot, support and back customer service personnel.
  - D. Provide a leadership role whenever any issue occurs which effects customer service—seeking timely resolution.
- **Manage all aspects of the Community Pool and Sprayground, except concessions and pool chemical system**
  - A. Hire and train all Pool Managers, Swim Lesson Coordinators, lifeguards and staff necessary for aquatic facilities.
  - B. Be up to date with all Red Cross rules and regulations and train staff accordingly.
  - C. Manage and review all financial receipts and records for the pool & sprayground operation.
  - D. Be responsible for the day to day operation of the pool & sprayground employees.

- E. Assist the Superintendent of Recreation and Park District in planning the future operation of the pool and sprayground.
- **Assist in the preparation of the recreation budget**
  - A. Recommend expenditures of department funds in accordance with budget outline provided by the executive director.
  - B. Assist in the development of revenue sources for the annual budget in accordance with the budget provided by the Executive Director.
  - C. Recommend the rate of pay for all part-time, seasonal and contractual employees as required by the executive director.
  - D. Help monitor budgetary revenues and expenditures and be responsible for the performance of the recreation department budget.
- **Assist in the preparation of reports and department records**
  - A. Maintain records of department activities, class rosters, services, personnel and property.
  - B. Coordinates training, updates, troubleshooting and other matters related to the district's software that services recreation.
  - C. Provide content for the Superintendent of Recreation's monthly board report
  - D. Submit records, reports, and documentation necessary to assist Superintendent of Recreation and the Executive Director.
- **Assist in the development of the marketing program for the recreation department**
  - A. Prepare seasonal brochure copy for all areas under the position's supervision.
  - B. Work directly with the Marketing and Recreation Supervisor on annual marketing campaigns for Pathway Fitness and Aquatics. Assure their annual creation and implementation.
  - C. Evaluate current and ongoing use trends, as well as growing fads and trends in Aquatics and Fitness to integrate into and update district services on a regular basis.
- **Maintain good working relationship with other agencies and organizations**
  - A. Cooperate and build positive working relationships with governmental bodies.
  - B. Cooperate and build positive working relationships with patrons and vendors of district.
  - C. Assist the Recreation Superintendent in working with school district, community agencies and other groups.
- **Assist in departmental administrative duties**
  - A. Adhere to all district policies, manuals and practices.
  - B. Performs all other duties as assigned by the Recreation Superintendent.
  - C. Help assure a safe and healthy environment for employees and users.

## **Safety and Risk Management**

- Acts quickly and calmly in emergency situations.
- Focuses on PDRMA guidance that is specific to fitness and aquatic operations, and assists the Safety Coordinator with the Loss Control Review
- The Recreation Supervisor is responsible for safe and well-organized fitness, exercise and swim programs and coordinating facilities
- Maintain a working knowledge of all general agency and department-specific safety rules.
- Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
- Enforce safety disciplinary policies and procedures.

- Provide material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier** as necessary.
- Provide a department-specific safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- Hold employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Complete incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Attend safety program and in-service education meetings.
- Make recommendations regarding specific budget allocations for the purchase of safety equipment, safety services and safety training.
- Provide information and resources needed for PDRMA Loss Control Program Review meetings.
- Actively practices the CORE 6.

### **Supervisory Responsibilities**

Manages and Supervises the Summer Pool Manager, the full-time and part-time Customer Service staff, Fitness Instructors/Personal Trainers, and Aquatic Facility personnel to carry out the overall agency mission, direction and implementation of a quality set of programs, services, facilities and *Moments of Truth*-oriented Customer Service for the district. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **Competencies**

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

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



- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate should possess the knowledge of how to supervise and coordinate the use of available resources to effectively program and schedule events, activities, classes, clinics and other forms of recreational pursuits at district parks/property, and facilities in the community. The individual must understand that the status quo for services and programming are never acceptable and must also seek to grow and improve programming. Candidate must possess the ability to build and maintain positive relationships within the community.

## **Education and/or Experience**

Bachelor's degree from an accredited college or university with a major in Recreation Programming, Physical Education, Sport Management, Kinesiology (or a closely related degree). A minimum of three years of related full-time experience is also required. Must be familiar with and help to complete daily reports, payroll, scheduling and operational reports, and thus have strong written communication skills. Individual must possess strong organizational skills: Calendar, Scheduling, Timeliness, Promptness, Detail, Follow-through. This person should possess the understanding of recreation programming from program creation through evaluation.

## **Language Skills**

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

## **Mathematical Skills**

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

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software. Proficiency is required in: Microsoft Word, Publisher, Excel, PowerPoint, Facebook, Pinterest, Twitter, YouTube, and Vermont Systems RecTrac/POS/Access Control—for which this position is a first line of action when problems occur.

## **Certificates, Licenses, Registrations and Skills**

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

## **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy. Work will require being in a climate of higher temperatures—occasionally surpassing 100 degrees Fahrenheit and high humidity. The individual may need to respond quickly and accurately. They may be exposed to pool chemicals and slippery floors. The Recreation Supervisor must resolve differences and problems that arise with patrons and employees. The worker may also have to work under stressful situations when first aid or CPR are required.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a full-time, year-round position. The daily work schedule will vary based on each facility's hours of operations which will include nights and weekends, and based on programs, events and facility needs. The 24/7 nature of the fitness operation may require late night call out as first-line of action when problems occur.

While performing the duties of this job, the employee is exposed to inside and outside weather conditions. Work will occasionally require being in a climate of higher and lower temperatures—occasionally surpassing 100 degrees Fahrenheit and high humidity, or below freezing and windchill conditions. The individual may need to respond quickly and accurately.

Job Title: **Superintendent of Recreation Services**  
 Reports To: **Executive Director**  
 Prepared By: **Executive Director**  
 Prepared Date: **February 2017**  
 Approved By: **BOC**  
 Approved Date: **March 28, 2017**  
 Modified Date: **November 2018**

## Summary

The Superintendent of Recreation Services plans, promotes, organizes and directs an ongoing comprehensive recreation program for youth, teens, adults, senior citizens and the entire community. The superintendent develops short- and long-range plans as part of a comprehensive recreation program strategy, and has direct oversight of the district's Community Center, Club House and Concession operations (not Pro Shop), Dog Park and Sled Hill, and indirectly the Aquatic Facilities along with Pathway Fitness. This position has a high degree of independence to supervise and direct the activities of subordinates performing recreation programming and customer service tasks. This position also coordinates with other departments/divisions, citizen groups and outside agencies in the development of recreational programs and events. The successful Superintendent of Recreation will be a dynamic, outgoing individual who interacts positively, enthusiastically, and pro-actively with residents and customers. They must be comfortable doing presentations, communicating clearly and directly with customers and staff, and be active in the community. High Energy is a must!

## Essential Duties and Responsibilities

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates department activities with other departments and agencies as needed.
- Participates in the development and implementation of goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures.
- Serves as a Coach, Trainer, Visionary, Leader and Support System for the staff under their supervision.
- Plans, organizes, coordinates and directs the planning, development and implementation of recreational, cultural, athletic, special events and youth programs.
- Understands recreational activities applicable to a demographically and culturally diverse community.
- Plans and coordinates multiple projects simultaneously.
- Manages and monitors budgets.
- Evaluates effectiveness of recreation areas, facilities and services.
- Directs the operations of a community center, dog park, sled hill, concessions and club house, and oversees staff who supervise other agency recreational facilities.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
- Directs, supervises, evaluates and schedules assigned personnel and supervisory staff.
- Selects, supervises, trains, motivates and evaluates subordinates.
- Participates in the development and administration of the Recreation Department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.

- Serves on the Board of Kishwaukee Special Recreation Association (KSRA), and works with the Special Recreation Association to facilitate the integration of persons with disabilities into agency recreational programs.
- Coordinates, builds bridges, communicates and directs Affiliate Management, Field Scheduling and Coordinates with SOPAFS.
- Encourages the Recreation Coordinator who manages marketing to assure district wide promotional efforts for all departments and services.
- Performs public relations functions between the agency, community and various civic agencies and groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
- Responds to and resolves citizen inquiries and complaints.
- Supervise the park district concessions operations
  - A. Prepare annual operating budget for entire concessions operation.
  - B. Set up and monitor inventory controls.
  - C. Work closely with Superintendent of Golf Operations in regards to clubhouse concessions.
  - D. Determine appropriate hours of operation and staffing for all concessions facilities.
  - E. Ensure appropriate markup on goods sold.
  - F. Monitor to revenues and expenses in order to stay within budget; offer explanation for any unexpected variances.
  - G. Assure that IDPH Standards are abided by within the operation.

### **Safety and Risk Management**

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

### **Supervisory Responsibilities**

Manages Recreation and Marketing Supervisor, Facilities Supervisor, Recreation Specialist-Athletics and Recreation, Recreation Specialist—for Concessions (not Special Events), GA's/Interns and, FT Custodian and staff to carry out the overall agency mission direction and implementation of a comprehensive community recreation program. Carries out supervisory responsibilities in accordance

with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

## Competencies

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

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

## Qualifications

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

## Education and/or Experience

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

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

### **Language Skills**

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

### **Mathematical Skills**

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

### **Reasoning Ability**

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

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software. The Superintendent of Recreation must have a strong working knowledge of software systems that specialize in Recreation Registration, Field Scheduling, POS, and Access Control. Prior experience with Vermont Systems and their array of Software is a must, and should be continually updated.

### **Certificates, Licenses, Registrations**

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

CPR/AED Certifications

Aquatic Certifications

Fitness Certifications

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

**Work Environment**

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

While performing the duties of this job, the employee is occasionally exposed to inside and outside weather conditions of extreme heat and humidity or cold and windchill.

Job Title: **Superintendent of Park & Facility Services**  
 Reports To: **Executive Director**  
 Prepared By: **Executive Director**  
 Prepared Date: **September 2017**  
 Approved By: **BOC**  
 Approved Date: **October 2017**  
 Modified Date: **November 2018**

## Summary

Reporting to the Executive Director the Superintendent of Park & Facility Services is responsible for the maintenance and upkeep of parks, facilities and natural areas. Additionally, this position leads, trains, supervises and sets the vision and course for their staff in order to assure the efficient maintenance, beauty and functionality of parks, trails, dog park, sled hill, splash pad, pool, shelters, campus grounds, sports complex and golf course. Further responsibilities include oversight of an annual budget, and complete analysis of park administrative practices and procedures, as well as all golf course maintenance.

## Essential Duties and Responsibilities

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



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

- E. Helmets.
- F. Fall protection equipment
- G. Respirators.

## Safety and Risk Management

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

## Supervisory Responsibilities

Manages subordinate seasonal and full-time staff to carry out the overall agency mission direction and implementation of a group of quality parks and facilities. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems. This position directly supervises the Assistant Superintendent of Golf, the Mechanic/Buildings Foreman, and the Park District Maintenance Staff.

## Competencies

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

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under

pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.

- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Superintendent of Parks and Facilities is responsible for the operation of and safety in all aspects of the golf course, parks, sport fields, and building maintenance and supervises all personnel and activities at assigned facilities/areas. The Superintendent of Parks should have the ability to communicate and interact effectively and cooperatively with fellow department heads, motivate subordinates, delegate the work and tasks the department is responsible for and provide a favorable image to the public and prioritize multiple and changing responsibilities. Must possess a current State of Illinois Dept. of Agriculture Pesticide Applicators License and re-test as required to maintain license. Extensive knowledge, experience, and training in turf management issues as related to golf course operations is essential. Training and education in horticulture is desirable.

## **Education and/or Experience**

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

## **Language Skills**

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

## **Mathematical Skills**

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

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

**Computer Skills**

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

**Certificates, Licenses, Registrations**

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

**Physical Demands**

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

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

**Work Environment**

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

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions with extreme heat and humidity or cold and windchill a challenge.

Job Title: **Superintendent of Finance & Business Services**  
 Reports To: **Executive Director**  
 Prepared By: **Executive Director**  
 Prepared Date: **September 2017**  
 Approved By: **BOC**  
 Approved Date: **October 2017**  
 Modified Date: **November 2018**

## Summary

Reporting to the Executive Director, the Superintendent of Finance is responsible for the development of the annual budget, to maintain the financial records of the district, to produce financial reports, and to oversee the general office operations of the administrative center. This oversight aims at creating safe, clear and simple processes for positions that handle money. Further, it places emphasis on training front-line staff to be customer oriented and friendly.

## Essential Duties and Responsibilities

- **Assist in the development of the annual budget**
  - A. Assist the executive director in gathering information in order to project revenues and expenditures
  - B. Review and revise account numbers, group and funds
  - C. Prepare budget drafts and submit to the executive director for revisions
  - D. Help assure a safe and healthy environment for employees and users.
- **Oversee the district accounting functions**
  - A. Oversee accounts payable, payroll and cash receipt functions
  - B. Maintain park district chart of accounts
  - C. Assist office manager in reviewing daily deposits from all departments, verifying accuracy and preparing for courier service.
  - D. Prepare all monthly financial reports including treasurer's report, monthly journals, etc. and will prepare all account transfers to meet expense and investment requirement
  - E. Produce and publish the Annual Treasurer's Report.
  - F. Produce the Comprehensive Annual Financial Report.
  - G. Prepare and submit sales tax reports in compliance with city ordinances and state laws
  - H. Review and code various administrative bills for payment
  - I. Assist all departments with cash management, payroll and personnel procedures and policies.
  - J. Be responsible for filing all required documents with the County, such as tax levy, budget ordinance, etc. under the direction of the Executive Director
  - K. Oversee all bond issues and debt service from previous bond issues
  - L. Work closely with finance consultants, bond counsel, and executive director on all new bond and debt issues.
- **Oversee the district payroll functions**
  - A. Be responsible for payroll related functions including IMRF, tax filing, W-2s and criminal background checks.
  - B. Administers all employee benefit programs, such as health and dental insurance, IMRF, health insurance reimbursement, etc. and assist in employee insurance claims and reports.
  - C. Responsible for the orientation of new full-time employees in regards to benefits and related procedures.
  - D. Performs all Park District unemployment claims and records.
- **Supervise the park district office functions**
  - A. Maintain complete and accurate records of department activities, services, personnel and property. Prepares and issues regular and special reports as needed and as requested

- B. Maintain a good working relationship with other community agencies, governmental bodies, patrons and vendors of the district. Files all documents regarding workman compensation claims.
- C. Maintains database for pool season pass holders
- D. Prepare monthly board report and attend Park Board meetings
- E. Performs all other duties as assigned by the Executive Director
- F. Effectively and courteously respond to park district patron questions and inquiries both on the telephone and in person in the Administrative office.
- **Oversee the district technology, data and software functions**
  - A. Coordinate, troubleshoot, plan for, direct and manage the district's technology, data and software for security and functionality.
  - B. Develop a working knowledge of these systems, and keep up to date on training in the use of these systems and software.
  - C. Keep phone systems and inventory control systems operating and functional.
  - D. Plan for ongoing care of, and work with the district's Technology Contractor to keep systems (including phones) up to date and operating.
  - E. Set course for training, and updated training for all key staff on software systems, and include themselves in this training.
  - F. Assist other staff with day-to-day troubleshooting matters.
  - G. Acts as the overall contact with Vermont Systems in addressing current and ongoing matters related to use of their software.
  - H. Lead the planning for, and implementation of future modules including GolfTrac, and Field Scheduling assuring good timelines and training for appropriate staff in lead up to a smooth "live" initiation of these systems.

### **Safety and Risk Management**

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

### **Supervisory Responsibilities**

Manages and Supervises the Full-time Office Manager and seasonal staff to carry out the overall agency mission direction and implementation of a group of quality accounting practices and services serving vendors and customers. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

## Competencies

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

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

## Qualifications

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

## Education and/or Experience

Graduate of a college or university with a minimum of a Bachelor's degree in accounting, finance or related field. A minimum of five years experience in the business field or an equivalent combination of education and experience. Advanced certification by an applicable professional association is desirable.

## Language Skills

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

**Mathematical Skills**

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

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to respectfully address difficult people and situations in a calm, rational, and productive manner.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software. Completed Training in all Vermont Systems Software used by the district.

**Certificates, Licenses, Registrations and Training**

CPA. Candidate must also possess a valid State of Illinois Drivers License (Class D).

**Physical Demands**

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

**Work Environment**

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

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



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: November 27, 2018

### STAFF RECOMMENDATION

**AGENDA ITEM: ELECTION of ENTERPRISE ZONE  
REPRESENTATIVE: Recommend Selection**

**BACKGROUND INFORMATION:** Last month the BOC approved the Resolution to join the Enterprise Zone, Additionally, over the past three months we have been hearing more and more about the Enterprise Zone with visits and presentations from Brian Gregory and Paul Borek. I have provided you with the information regarding our current abatements in partnership with the City, and some townships, that would be the same if a member of the Enterprise Zone. A few years ago, I provided you with similar information, but we were approached at the last minute of the last hour of those efforts that the board determined the timing was not good.

After discussing matters with Paul Borek DCEDC, all that remains is for us to select who our representative to the Enterprise Zone Board will be. The group meets quarterly, usually on a Thursday, with the next meeting on December 13, 2018 from 4 to 5pm. Whoever is selected must complete the OMA Training before attending their first meeting.

**FISCAL IMPACT:** None more than currently committed to.

**STAFF RECOMMENDATION:** The Executive Director Recommends selection of a Board member to fill this role, but would be willing to do that if it is not possible for the Board members to fill this position.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: November 27, 2018

### STAFF RECOMMENDATION

#### **AGENDA ITEM: FACILITY FEES for LEGACY CAMPUS: Recommended Revision of Military/Veteran Discount For Consideration**

**BACKGROUND INFORMATION:** With the new facilities now open and in operation at Legacy Campus, Staff have identified opportunities to review, align, and re-develop some fee structures and customer service points that may not have been considered before we opened. The request for a Military discount and Veterans discount has come up a few times since the Community Center opened. The Golf Course presently offers a Military discount of Free, 18 Holes of golf, one time per year (but must pay for cart fees). The maximum value would be \$28.

Staff felt that a “re-look” at fees/policies for our facilities and memberships is presented mostly in part by comments from customers and our dedication to customer service. At the October 30<sup>th</sup>, 2018 Board of Commissioners meeting, it was requested that staff look at a different type of **military discount**, with a greater dollar value, and make it the same across all facilities.

Staff worked on gathering information from other agencies with similar facilities and amenities which included:

- Elmhurst, Lake Forest, Winfield, Highland Park, Elk Grove, Gurnee, Bensenville and Dekalb Park Districts
- The Sycamore Park District currently offers a free round of golf, 1 time per year. Golfer must pay for cart fee whether they use it or not.

**STAFF RECOMMENDATION:** Staff requests consideration of a 25% discount on Aquatic passes; Golf Season pass; or Pathway Fitness Membership, Pass; for Military/Veterans only, one time, one pass within the Park District, per year with valid military ID. If the Veteran is not looking for a long term pass, then the daily admission to pool, Splash Fountain, golf, or Pathway Fitness would be free. The Individual can take a discount one time per year on a daily admission. If, then, within that year they decide to buy a pass/membership for where they already took

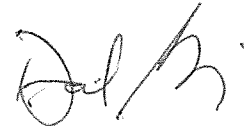
advantage of the free daily admission, they can take the 25% discount on a pass/membership.

**FISCAL IMPACT:**

Pathway Fitness 24/7 \$270 RES	Military Discount \$202.50
Pathway Fitness Pass \$216 RES	Military Discount \$162
Track Pass \$59 RES	Military Discount \$44.25
Gym Only Pass \$48 RES	Military Discount \$36.00
3-Month Membership \$75 RES	Military Discount \$56.25
Aquatics Pass \$89 RES	Military Discount \$66.75
Golf Unlimited \$599 RES	Military Discount \$449.25
Golf Adult Weekday \$449 RES	Military Discount \$336.75
Daily Admission to Pool \$3-\$5 RES	Military Discount Free
Daily Admission to Splash Fountain RES \$2	Military Discount Free
Daily Admission to Pathway Fitness \$9 RES	Military Discount Free
Daily Admission to Track \$2 RES	Military Discount Free
Daily Admission to Gym \$3 RES	Military Discount Free
Daily Green Fee \$11-\$28 RES	Military Discount Free

**PREPARED BY:** Theresa Tevsh Superintendent of Recreation, Kirk Lundbeck  
Superintendent of Golf

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 27, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM: FIRST REVIEW OF 5 YEAR CAPITAL BUDGET PLAN: Discussion and comment only**

**BACKGROUND INFORMATION:** Attached you will find a draft of the 2019-2023 Capital Funding Plan. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft and the dollar amount is bolded.

Staff was asked to review and update information based upon current needs and financial data. The draft presented takes that information into account. It is desirable to have a year-end balance of approximately \$450,000 for cash flow purposes and after some revisions we are there.

While the primary focus is 2019, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2020 and forward will continue to evolve based upon needs, priorities and financial data. I also included projected 2018 in order to determine the funds that would be available to transfer to 2019.

**FISCAL IMPACT:** Total 2019 Budgeted Capital Revenue = \$517,120, Total 2019 Budgeted Capital Expenditures = \$544,613.

**STAFF RECOMMENDATION:** Staff welcomes questions and comments from the board. Adjustments will be made, if needed, and then be brought back to the Board for approval at December's meeting.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022	2023
Funding	Balance forward (approximate)	470,065	464,038	436,545	(408,131)	(408,856)	(417,044)
	Development Fund	45,700					
	General Obligation Bond	512,000	517,120	522,291	527,514	532,789	538,117
	Funding available	1,027,765	981,158	958,837	119,383	123,933	121,073
Administration	CONTINGENCY		30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	11,500	11,500	11,500
	alternate bond payment	175,425	158,188	161,088	158,913	166,375	168,663
	PC Replacement/upgrades	11,050	9,600	7,100	7,200	11,400	12,000
	New technology needs/carryover from 2017	15,370					
	copier			6,100		6,100	
	server			24,000			
	lateral files (2)					2,700	
	Total Administration	213,345	209,288	239,788	207,613	228,075	222,163
Concessions	Beverage cart			10,500	9,500		
	ice machine (clubhouse)			5,500			
	freezer (recently rebuilt)				4,500		
	keg cooler			3,000			
	refrigerator	1,359					
	grease trap	8,215					
	island	3,124					
	SC Conc - fixtures (2019 update storage/sink/flooring)		10,000	27,950			
	SC Conc - doors			2,300			
	SC Conc - bathroom fixtures			28,750			
	SC Conc - gutters/downspouts			2,070			
SC Conc - roof			7,245				
SC Conc - hvac			1,725				
	Total Concessions	12,698	10,000	89,040	14,000	-	-
Maintenance	workhorse			23,600		18,000	
	large mower - Jacobsen			72,000	74,500		
	workman utility cart			21,000	18,100		
	pickup	34,234		35,000			37,000
	brush mower attachment			8,500			
	sprayer on workman			24,500			
	tractor			43,000			46,500
	maintenance shop painting			21,280			
	pave grass area in maintenance yard			10,000			
	skidsteer			29,500			

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022	2023
	large dump truck			<b>43,000</b>			
	jeep replacement vehicle	20,951					
	sod cutter	4,175					
	bandsaw			<b>4,000</b>			
	table saw			<b>3,500</b>			
	generator				<b>2,400</b>	<b>2,500</b>	
	field rake				<b>16,000</b>		
	branch chipper				<b>28,900</b>		
	bobcat sweeper/debris brush					<b>5,200</b>	
	small equipment trailer					<b>4,200</b>	
	air compressor					<b>3,900</b>	
	maintenance shop power gate					<b>13,310</b>	
	enclosed trailer						<b>9,500</b>
	<b>Total Maintenance</b>	<b>59,360</b>	<b>-</b>	<b>338,880</b>	<b>139,900</b>	<b>47,110</b>	<b>93,000</b>
Clubhouse	painting			<b>6,616</b>			
	TV	2,606					
	hvac			<b>28,196</b>			
	carpet/tile		13,000				
	staining 2019 siding/trim 2020 or later		<b>15,500</b>	<b>83,734</b>			
	flooring				<b>45,060</b>		
	lighting				<b>8,992</b>		
	<b>Total Clubhouse</b>	<b>2,606</b>	<b>28,500</b>	<b>118,546</b>	<b>54,052</b>	<b>-</b>	<b>-</b>
Golf Course	golf carts	28,500	30,000		30,000	30,000	30,000
	bridge 3 and bridge 6	146,277					
	pond fountains	3,327					
	ranger cart				<b>6,750</b>	<b>7,000</b>	<b>7,250</b>
	fairway aerifier			<b>18,000</b>			
	greens roller			<b>12,500</b>			
	major bridge #15 POSTPONED to 2020			<b>150,000</b>			
	BRIDGE 2	40,000	223,000				
	cart barn - HVAC			<b>4,480</b>			
	cart barn - gutters/downspouts			<b>2,240</b>			
	cart barn - planters			<b>2,912</b>			
	workhorse			<b>8,500</b>			
	trap rake			<b>13,000</b>			
	fairway mower			<b>54,000</b>			
	rough mower			<b>70,000</b>			
	shelter 1: 8th tee - structure				<b>9,440</b>		
	shelter 2: 4th tee - structure				<b>1,180</b>		
	minor bridge: 17th tee				<b>5,900</b>		
	minor bridge: 6th ladies tee				<b>3,540</b>		

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022	2023
	trim mower					18,000	
	greensmower 3250 greens					32,000	
	shuttle cart					12,000	
	minor bridge #16/#17 fairway					3,630	
	cart paths - aggregate					6,050	
	ryan aerifier						16,000
	green/tee top dresser						17,900
<b>Total Golf Course</b>		218,104	253,000	335,632	56,810	108,680	71,150
Aquatics	flooring in guard room	2,391					
	signage	1,390					
	mesh screen	3,640					
	guard chair	1,229					
	Pool shade umbrellas	3,598					
	New motor for pump	5,366					
	Shade - splashpad		15,000				
	blower motor hot tub		1,000				
<b>Total Pool</b>		17,614	16,000	-	-	-	-
Community Center	washer/dryer		1,700				
<b>Total Community Center</b>		-	1,700	-	-	-	-
Parks & grounds	Ovitz Park pavilion	40,000					
	Bleachers field 1		7,000				
	blacktop under bleachers (fields 9-12)			10,000			
	founders park - playground - equipment (15)			52,000			
	founders park - playground - surfacing (15)			6,500			
	founders park - playground - benches/amenities			2,300			
	founders park - trails - raised beds			250			
	Lake Sycamore - fishing pier picnic table			2,289			
	baseball fields- plates/bases (behind pool)			2,725			
	baseball fields - infields (behind pool)			2,180			
	H.S. Field Dug out - fencing		2,725				
	soccer storage - driveways			2,800			
	fields 1-4 irrigation			4,480			
	charley laing park - benches/amenities			3,920			
	residence - doors/windows		14,000				
	Brothers Park - benches/amenities			4,025			

Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022	2023
	Old Shop-painting			896			
	Old Shop-lighting			2,800			
	Old Shop-hvac			16,800			
	Old Shop-electrical			12,320			
	Old Shop-gutters/downspouts			2,800			
	Old Shop-doors			7,840			
	old shed - roof			11,040			
	SC - N. Water Fountain - roof				1,725		
	Olsen Shelter - roof				4,600		
	kessler shelter - roof				4,830		
	Kiwanis East - sign		1,200				
	Parkside Preserve - sign		1,200				
	chief black partridge - signs			1,093			
	emil cassier - frantum - signs			1,035			
	steczo area - prairie restoration			9,680			
	lake sycamore - fishing pier - signage			1,500			
	kiwanis west - electric/light			1,150			
	kiwanis east - playground - surfacing			11,500			
	kiwanis east - raised beds			2,300			
	comm park - old fountain - roof			824			
	comm park - old fountain - posts/structure			4,600			
	comm park - old fountain - concrete base			1,150			
	lions shelter - roof			5,520			
	kiddie land playground - surfacing/border			2,530			
	kiddie land playground - paths/paving			44,840			
	sports complex - s. water fountain - roof			1,725			
	old mill - playground - benches/amenities			7,670			
	larson park - overlook - benches/ammenities				1,815		
	larson park - brickvelle entrancee -fencing				275		
	steczo area - interpretive signs				3,000		
	lake sycamore - trails - signage				2,360		
	lake sycamore - trails - raised beds				1,180		
	lake sycamore - playgrounds - surfacing				17,700		
	lake sycamore - fishing pier - anchors				8,850		
	kiwanis west - trails - signage				1,210		
	boyton park - trails - signage				2,420		
	emil cassier - pond 2 - shoreline				5,900		
	larson park - playground - surfacing					22,320	
	larson park - playground - equipment					93,000	
	larson park - playground - stonework					6,200	
	larson park - playground - benches/ammenities					2,480	
	wetzel park - shelter - picnic tables					2,541	
	brothers park - trails - raised beds					744	
	kiwanis east - shelter - picnic tables					5,082	
	kiwanis east - playground - benches/amenities					9,075	



Sycamore Park District  
Capital Funding Plan

Department	Item	2018	2019	2020	2021	2022	2023
	charley laing park - playground - surfacing					<b>14,520</b>	
	charley laing park - trails - signage					<b>1,150</b>	
	larson park - trails - signage						<b>2,480</b>
	brothers park - playground - surfacing						<b>22,320</b>
	brothers park - basketball court- surfacing						<b>2,480</b>
	brothers park - basketball court- painting						<b>620</b>
	PAVING WEST ENTRANCE						130,000
	community park - playground - equipment ?						<b>9,920</b>
	Lions Shelter - Approach Path						<b>9,100</b>
	HS Field Dug Out - Aglime Approach						<b>508</b>
	soccer storage - doors						<b>3,175</b>
	soccer storage - fixtures - shelves						<b>1,270</b>
	bb fields 1-4 scoreboards						<b>32,500</b>
	bb fields 1-4 bases and mounds						<b>7,800</b>
	Old Mill Park - Playground - Surfacing						<b>34,055</b>
	Old Mill Park - Playground - Solar Lights						<b>5,080</b>
	Old Mill Park - Trails - Signage						<b>1,905</b>
	<b>Total Parks &amp; Grounds</b>	<b>40,000</b>	<b>26,125</b>	<b>245,082</b>	<b>55,865</b>	<b>157,112</b>	<b>263,213</b>
	<b>Total Capital Expenses</b>	<b>563,727</b>	<b>544,613</b>	<b>1,366,968</b>	<b>528,240</b>	<b>540,977</b>	<b>649,526</b>
	Ending balance	464,038	436,545	(408,131)	(408,856)	(417,044)	(528,452)

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 27, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM: RESOLUTION 04-2018 REGARDING ESTIMATE OF LEVY: Recommend approval**

**BACKGROUND INFORMATION:** The District has the power to levy and collect taxes on all taxable property in the district. The District is currently able to levy and collect taxes for the following funds:

- Corporate
- Recreation
- Playground/Recreation
- Audit
- Special Recreation
- IMRF
- Social Security
- Tort and Workers Compensation
- Paving & Lighting
- Police
- Debt Service (Not included in the calculation for Truth-in-taxation.)

In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the end of the year. The Truth-in-taxation Act requires park districts to determine the amount to be levied not less than 20 days prior to the adoption of such ordinance. A resolution is done to formally document the estimated increase. If this increase is greater than 5% over the previous year's extension, the District would be required to have a public hearing on the issue.

The amounts included in the resolution are based upon reviewing the estimated EAV figures provided to us by the county. The amounts for the Special Funds are fairly easy to estimate as they are for very specific costs. Any "excess" funds are put into the Corporate and/or Recreation Funds. The CPI for tax levy year 2018 is 2.1%. Approximately 1/3 of the increase will be the dollars that we capture for new growth. Currently the estimated EAV for 2018 (to be collected in 2019) tax

year is 471,651,058 compared to 450,427,502 for 2017. The new construction EAV is currently estimated at 6,688,767. I am recommending that the District request an increase of just under 5% to ensure that we capture the full limiting rate. Also, by keeping this below 5%, there is no requirement to hold a public hearing or publish the required "black box" notification.

**FISCAL IMPACT:** The total extension for levy year 2017 was \$2,598,065.82 (excluding debt service). What I am recommending in this resolution for the extension for levy year 2018 is \$2,727,800, which is a 4.993% increase over the previous year. That is about a \$129,700 increase. HOWEVER, based upon the estimates as of right now, I am projecting the actual increase in tax revenue to be closer to \$96,700.

**STAFF RECOMMENDATION:** Recommend approval of Resolution 04-2018.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**RESOLUTION 04-2018**

**SYCAMORE PARK DISTRICT**

**A RESOLUTION DETERMINING THE AMOUNTS OF MONEY  
EXCLUSIVE OF ELECTION COSTS ESTIMATED TO BE NECESSARY  
TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY  
OF THE SYCAMORE PARK DISTRICT**

WHEREAS, the Truth in Taxation Act requires that not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amounts of money, exclusive of levies for election costs, estimated to be necessary to be raised by taxation for that year upon taxable property in its district.

NOW, THEREFORE, BE IT AND THE SAME IS HEREBY RESOLVED by the Sycamore Park District and the Board of Park Commissioners thereof as follows:

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2018 are as follows:

General Corporate Fund	\$1,327,500
Recreation Fund	\$490,000
Playground/Recreation Fund	\$435,000
Police Fund	\$ 150
Audit Fund	\$ 15,000
Liability Insurance Fund	\$ 72,000
Paving and Lighting Fund	\$ 150
Social Security Fund	\$103,000
Special Recreation Fund	\$193,000
Illinois Municipal Retirement Fund	<u>\$ 92,000</u>
	\$2,727,800

The total property taxes extended or abated on the aggregate levy for 2017 were \$2,598,065.82. The estimated total property taxes to be levied for 2018 are \$2,727,800.00. This represents a 4.993% increase over the previous year.

Adopted by roll call vote this 27th day of November, 2018.

Ayes:

Nays:

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President  
Board of Park Commissioners  
Sycamore Park District

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Secretary  
Board of Park Commissioners  
Sycamore Park District

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 27, 2018

### STAFF RECOMMENDATION

**AGENDA ITEM: AGREEMENT FOR AUDIT SERVICES: Recommend Approval**

**BACKGROUND INFORMATION:** Our agreement for audit services ended with fiscal year 2017. For the last five years Lauterbach & Amen have provided our audit services. Prior to that was Sikich. A two year RFP was sent out to seven different firms. A notice was also published in the Chronicle. Six proposals were received for our consideration. After reviewing the proposals the top two firms I came down to were Knutte & Associates, P.C. and Lauterbach & Amen, our current auditor. Knutte's fees, the lowest, were quoted at \$12,250 and \$12,500, for years 2018 and 2019 respectively. Lauterbach & Amen's fees, second lowest, were \$13,500 and \$13,900. Both firms have a large number of park district clients.

Lauterbach & Amen has been working with us as we have progressed with the Action 2020 projects. They have assisted in recording the construction in progress for the legacy campus. They are familiar with where we are in the grant process for the trails. I feel that retaining Lauterbach & Amen will allow for a more efficient audit as we complete these projects. It would be advisable, after these two years of service we are awarding, here, that we consider changing auditors for a period of time, so as to permit "new eyes" to look at our books.

**FISCAL IMPACT:** For fiscal years 2018 and 2019, fees not to exceed \$13,500 and \$13,900 respectively. These funds will be budgeted in the FY2018 and FY2019 Audit Fund.

**STAFF RECOMMENDATION:** Approval for the retention of professional services of Lauterbach & Amen for the purpose of auditing our financial records for years ending December 31, 2018 and 2019, fees not to exceed \$13,500 and \$13,900 respectively.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 27, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM: ACCEPT BID FOR ANNUAL GENERAL OBLIGATION BOND: Recommend Approval**

**BACKGROUND INFORMATION:** Each year the District issues General Obligation Bonds for the purpose of funding capital expenses related to the upkeep of the District's parks and to support its 5 year capital plan. Additionally, proceeds are used for the installment payment for the 2015 Alternate Revenue Bonds.

The sale will be Monday, November 26. Speer Financial is scheduled to attend our Tuesday board meeting to present the bids and will recommend awarding to the low bidder.

**FISCAL IMPACT:** The District will receive approximately \$512,090 for the purposes previously stated.

**STAFF RECOMMENDATION:** Recommend Approval

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 27, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM: ADOPTION OF ORDINANCE 08-2018 FOR ANNUAL G.O. BONDS: Recommend Approval**

**BACKGROUND INFORMATION:** The ordinance is the legal document that the District must pass to authorize any issuance of bonds or notes. The board must have its secretary properly certify and file a copy of the ordinance with the county clerk. This then allows the District to levy under the Bond Fund and collect the taxes for repayment of the bond.

Attached is a DRAFT of the ordinance. The details will be completed/updated after the sale and a final ordinance will be provided for signatures.

**FISCAL IMPACT:** Allows the District to levy taxes in the bond fund for repayment in 2019.

**STAFF RECOMMENDATION:** Recommend Approval

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**



MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at the Maintenance Building in the Sports Complex, 435 Airport Road, Sycamore, Illinois, in said Park District, at 6:00 o'clock P.M., on the 27th day of November, 2018.

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, William Kroeger, the President, and the following Park Commissioners were physically present at said location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that a proposal had been received from \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, for the purchase of \$\_\_\_\_\_ non-referendum general obligation limited tax park bonds to be issued by the District pursuant to Section 6-4 of the Park District Code for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and to provide the revenue source for outstanding obligations of the District and for the payment of the expenses incident thereto, and that the Board of Park Commissioners would consider the adoption of an ordinance

providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon. The President also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rate of interest, purchase price and tax levy for said bonds.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2018, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

WHEREAS the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Park Code*"); and

WHEREAS the needs of the District require the expenditure of not less than the sum of \$\_\_\_\_\_ for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board; and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$\_\_\_\_\_, and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the "*Prior Bonds*"); and

WHEREAS the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 15, 2018; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial, and other expenses, will not be less than \$\_\_\_\_\_ and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 4th day of October, 2018, executed an Order calling a public hearing (the "*Hearing*") for the 30th day of October, 2018, concerning the intent of the Board to sell bonds in the amount of not to exceed \$1,500,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 30th day of October, 2018, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 30th day of October, 2018; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$ \_\_\_\_\_ for the Project and bonds in the amount of \$ \_\_\_\_\_ for the purpose of providing for the payment of the Prior Bonds, together as one issue of bonds in the aggregate amount of \$ \_\_\_\_\_; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$ \_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2018, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

*Section 2. Authorization.* It is hereby found and determined that the District has been authorized by law to borrow the sum of \$ \_\_\_\_\_ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project and for the purpose of providing for the payment of the Prior Bonds, and expenses incidental thereto, and it is necessary and for the

best interests of the District that there be issued at this time \$\_\_\_\_\_ of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District the sum of \$\_\_\_\_\_ for the purposes aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2018.” The Bonds shall be dated December 11, 2018, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5.00 each and authorized integral multiples thereof, shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on November 1, 2019, and bear interest at the rate of \_\_\_\_% per annum.

The Bonds shall bear interest from their date, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2019. Interest on each Bond shall be paid by check or draft of the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on October 15, 2019. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer of the Board is unable to perform the duties of his or her respective

office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized

denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2019, and ending at the opening of business on November 1, 2019.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

*Section 5. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however*, that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend "See Reverse Side for Additional Provisions," shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:



(Form of Bond - Front Side)

REGISTERED  
NO. 1REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

## GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2018

See Reverse Side for  
Additional ProvisionsInterest  
Rate: \_\_\_\_\_%Maturity  
Date: November 1, 2019Dated  
Date: December 11, 2018

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 1, 2019. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2019, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United

States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). Payments on the Bonds from the Base will be made on a parity with payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, the Sycamore Park District, DeKalb County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Park Commissioners, and to be countersigned by the manual of duly authorized facsimile signature of the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

[SEAL]

SPECIMEN

\_\_\_\_\_  
President, Board of Park Commissioners

SPECIMEN

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

Countersigned:

SPECIMEN

\_\_\_\_\_  
Treasurer, Board of Park Commissioners

Date of Authentication: December 11, 2018

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2018, of the Sycamore Park District, DeKalb County, Illinois.

\_\_\_\_\_  
as Bond Registrar

By \_\_\_\_\_  
Authorized Official

(Form of Bond - Reverse Side)

**SYCAMORE PARK DISTRICT**

**DEKALB COUNTY, ILLINOIS**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2018**

[6] This Bond is issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto, and (ii) to provide the revenue source for the payment of certain principal and interest to become due on the presently outstanding and unpaid General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the District. This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in \_\_\_\_\_, \_\_\_\_\_, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5.00 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond

Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2019, and ending at the opening of business on November 1, 2019.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes; and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_ as attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 6. Sale of Bonds.* The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, the purchaser thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being \$\_\_\_\_\_; the contract for the sale of the Bonds

heretofore entered into (the "*Purchase Contract*") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the District the Term Sheet related to the Bonds, in substantially the form now before the Board (the "*Term Sheet*"), is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the Term Sheet and the Bonds.

*Section 7. Tax Levy.* In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX TO PRODUCE THE SUM OF:

2018

\$ for interest and principal up to and including November 1, 2019

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy; and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended, and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

*Section 8. Filing of Ordinance.* Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of DeKalb, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk in and for the year 2018, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and

Interest Fund of 2018” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

*Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations.* Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds from the Base will be made on a parity with the payments on the District’s outstanding General Obligation Limited Tax Park Bonds, Series 2017. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

*Section 10. Use of Bond Proceeds.* Accrued interest (if any) received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds in the amount of \$\_\_\_\_\_ are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). Principal proceeds of the Bonds in the amount of \$\_\_\_\_\_ are hereby appropriated for the purpose of paying the principal and interest due on the Prior Bonds on



December 15, 2018. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

*Section 11. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make

such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 12. Reimbursement.* With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

*Section 13. Designation of Issue.* The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

*Section 15. Record-Keeping Policy and Post-Issuance Compliance Matters.* On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 17. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

*Section 18. Repeal.* All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: November 27, 2018.

---

President, Board of Park Commissioners

Attest:

---

Secretary, Board of Park Commissioners

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by title by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_  
\_\_\_\_\_ .

The following Park Commissioners voted NAY: \_\_\_\_\_ .

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting, and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF DEKALB        )

**CERTIFICATION OF MINUTES AND ORDINANCE**

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 transcript of that portion of the minutes of the meeting of the Board held on the 27th day of November, 2018, insofar as the same relates to the adoption of an ordinance entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2018, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

a true, correct, and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said 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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, 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 with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

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

---

Secretary, Board of Park Commissioners

(SEAL)

**[Attach Exhibit A]**

STATE OF ILLINOIS        )  
   ) SS  
 COUNTY OF DEKALB        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2018, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

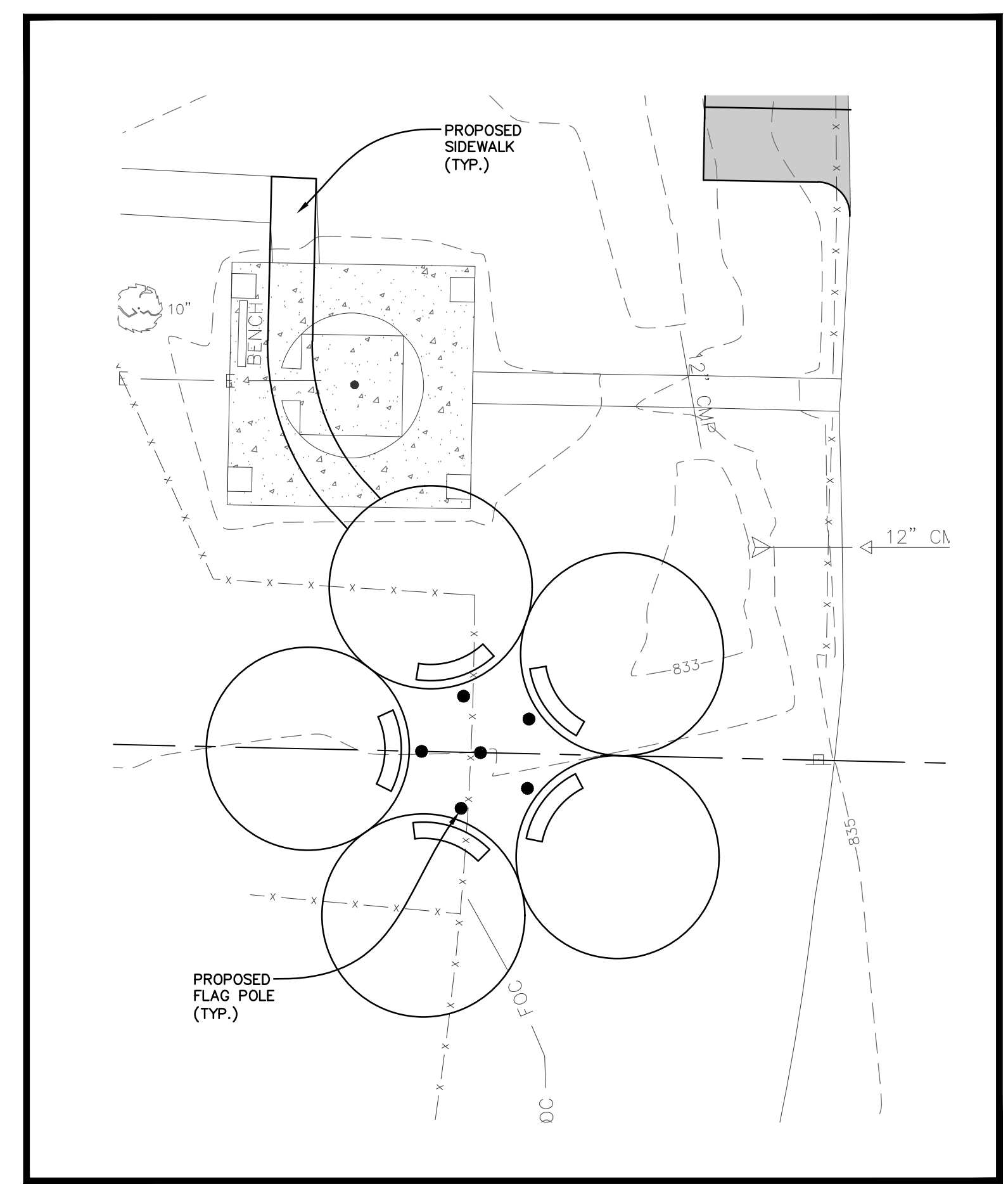
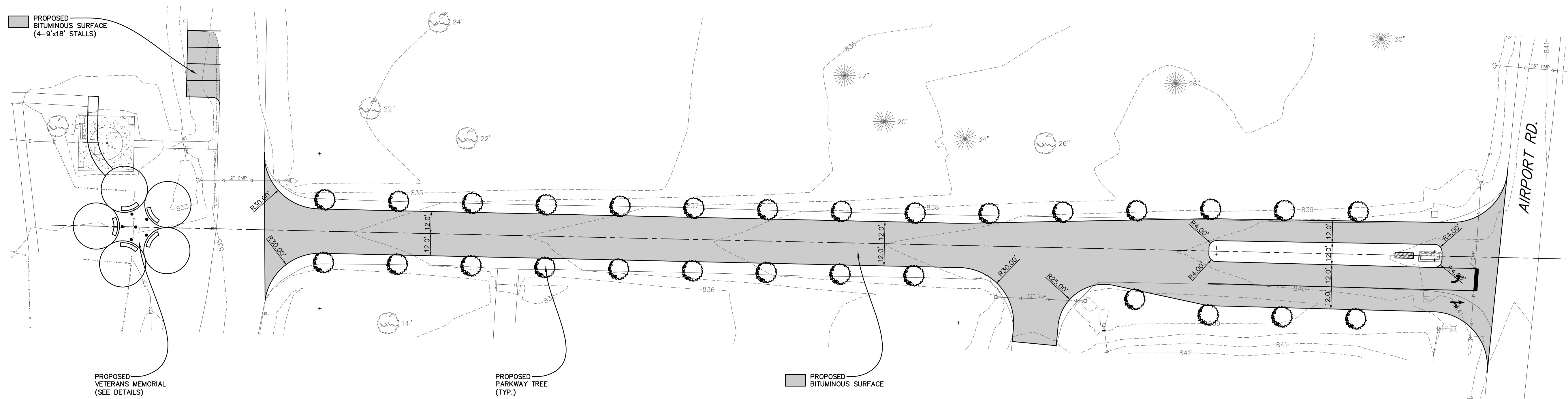
duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 27th day of November, 2018, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

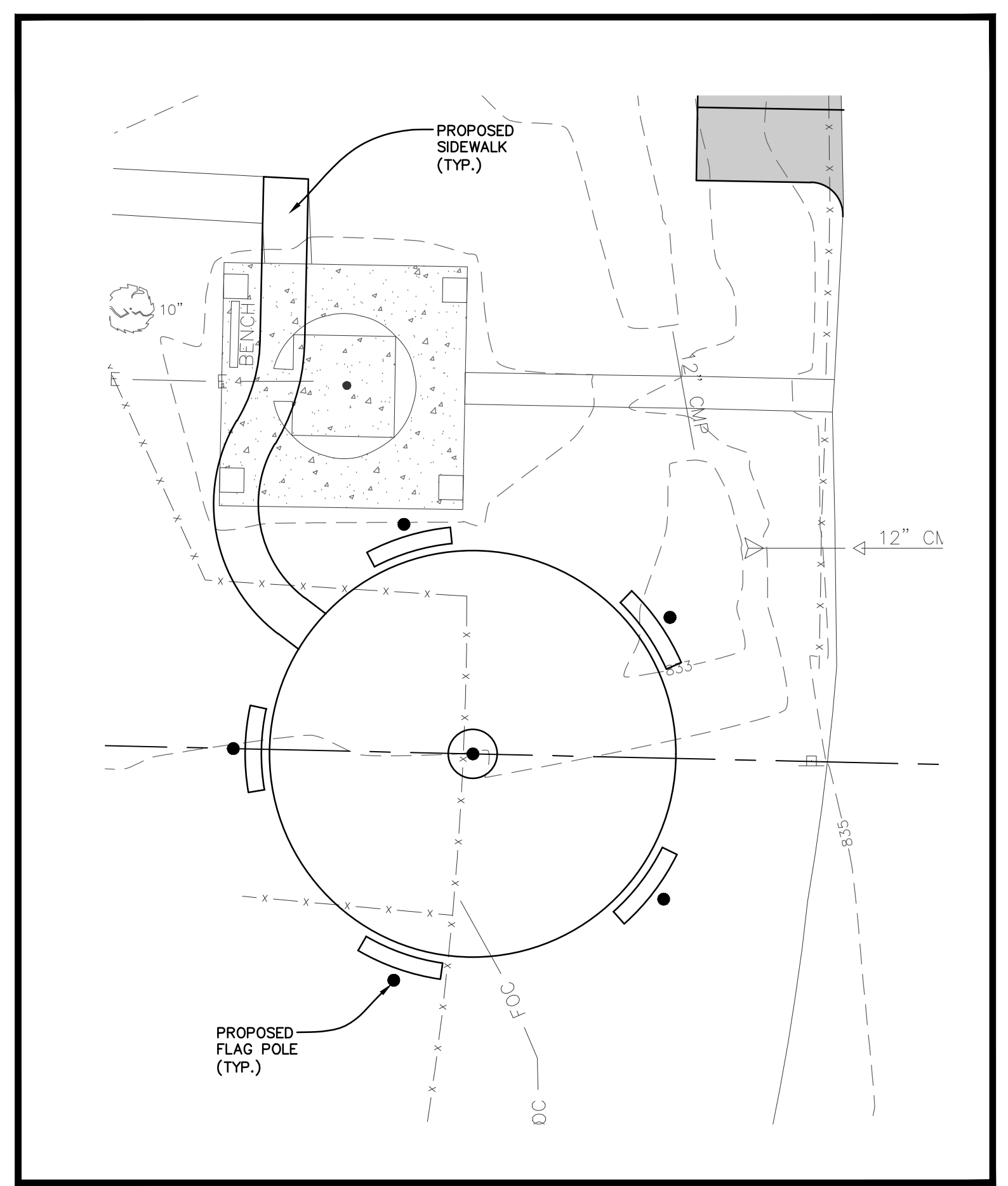
\_\_\_\_\_  
 County Clerk of The County of DeKalb, Illinois

(SEAL)

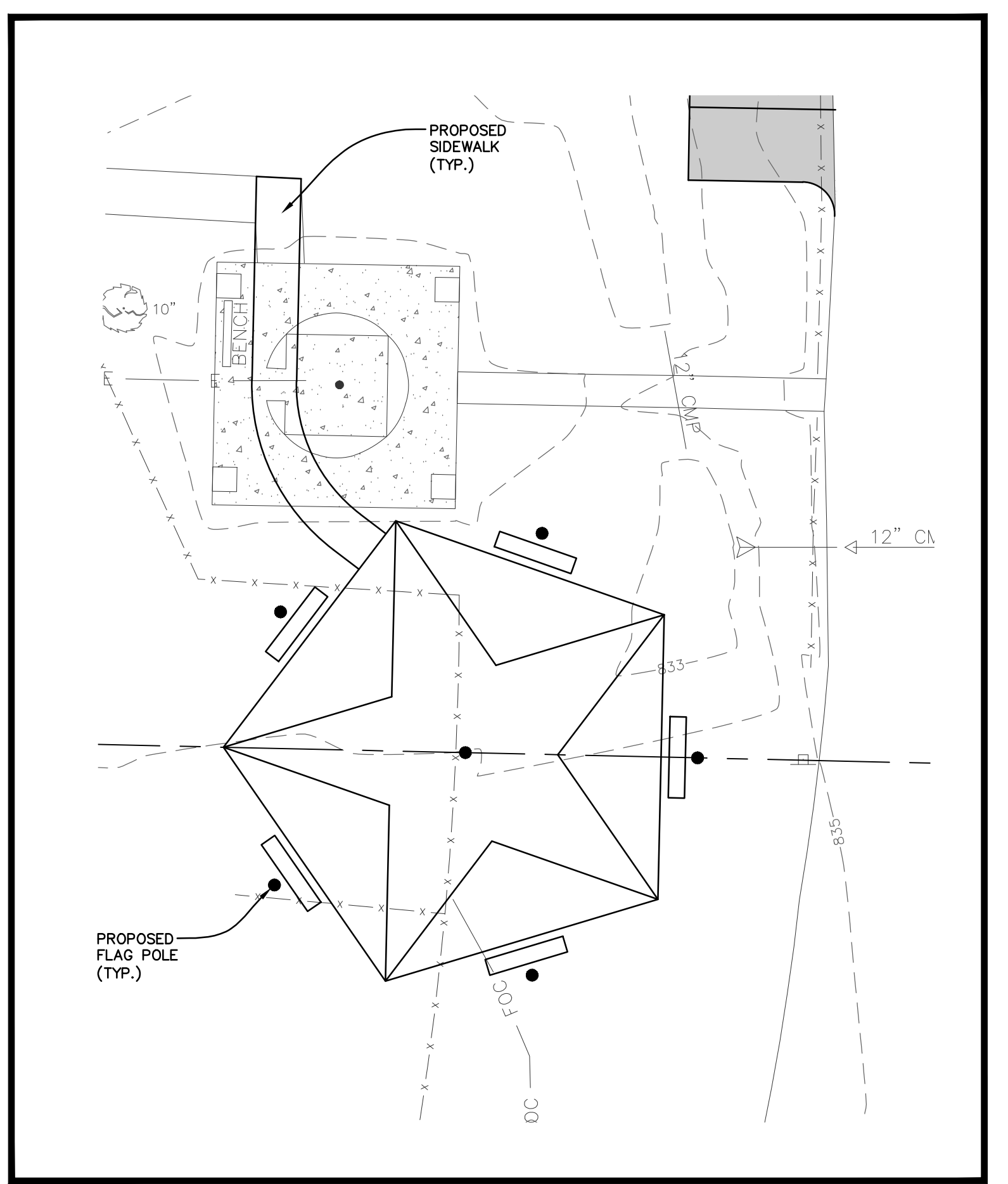




VETERANS MEMORIAL  
OPTION 1  
SCALE: 1"=15'



VETERANS MEMORIAL  
OPTION 2  
SCALE: 1"=15'



VETERANS MEMORIAL  
OPTION 3  
SCALE: 1"=15'

REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

DRAWN BY: A.J.  
CHECKED BY: J.K.  
APPROVED BY: J.M.



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**SYCAMORE PARK DISTRICT  
SYCAMORE SPORTS NORTH  
SYCAMORE, ILLINOIS**

TITLE:  
**PROPOSED ENTRANCE IMPROVEMENTS  
AND VETERANS MEMORIAL**

SCALE: 1"=30'  
DATE: NOVEMBER, 2018  
JOB NO: 150711.SU  
SHEET 1 OF 1