



**Sycamore Park District
 Regular Board Meeting
 May 28, 2019
 6:00 PM**

**Community Center
 480 S. Airport Road; Sycamore, IL**

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: April 23, 2019 (Voice Vote)**
- Executive Session Minutes: April 23, 2019 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 25. Superintendent of Finance Monthly Report**
- 29. Budget Report**
- 43. Superintendent of Recreation Monthly Report**
- 53. Superintendent of Golf Operations Monthly Report**
- 56. Superintendent of Parks and Facilities Monthly Report**
- 62. Executive Director Monthly Report**

CORRESPONDENCE-

- 65. Camp Kesem NIU Thank You**
- 66. Midwest Museum of Natural History**
- 67. KSRA Thank You**

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS:

- Introduction of Grace Amptmann, Jr. NBA Skills Participant Heading to Nationals**

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

BOARD SERVICE RECOGNITION and RETIREMENT of ANN TUCKER

PHOTOS

68. ACCEPT ELECTION CANVAS RESULTS FROM DEKALB COUNTY CLERK

ANNUAL MEETING: Swearing-In Commissioners Doty, Graves, and Kroeger, Election of President, Vice President & Other Positions—Dan & Bill (Roll Call)

MONTHLY REPORT – Theresa: Budget Comparison for Community Center

PLANNING COMMISSION REPORT – Ted

- 70. Annexation of NW Sycamore Parcels**
- 79. Report on Timing for Change in Land/Cash Ordinance Regarding Ponds, Detention Basins, and Retention Basins**

OLD BUSINESS:

- Executive Director Committee Update—Ted**
- PDRMA Letter—Bill/Dan (Voice Vote)**
- 82. Final Schedule for Plaque Install and Ceremony—Jeff**
- Renaming the Sports Complex (north)—Dan**
- 84. Sustaining the Legacy Timeline and Update—Dan**
 - * Community Survey Approval (Voice Vote)**
 - * Pool Assessment Approval (Voice Vote)**
 - * Selection of Park Tour Date (Voice Vote)**
- 89. Annual Audit Final Review and Acceptance—Jackie (Roll Call)**

NEW BUSINESS

- Consideration of Options for MMNH**
- 90. Recommended Changes to Conduct Ordinance Regarding the Feeding of Wildlife—Kirk**
- 95. Video Surveillance Policy:**
 - * Resolution 02-2019—Dan**
 - * Amendment to Conduct Ordinance 06-2012—Dan**
- 121. Amendment to Personnel Policy: Miscellaneous Benefits—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.**
- 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.**

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 23, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:06 p.m. on Tuesday, April 23, 2019.

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, Tucker, 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: **None**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Justin Genz, Nicholas McCarney, and Theresa Tevsh.

Guests at the Board meeting were:

Ben Doty, 254 Wendy St., Sycamore

**Regular and Consent Agenda Approval –
Motion**

Commissioner Tucker moved to approve the Regular Agenda and the Consent Agenda with pulling Supt. of Recreation report. 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 5-0.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the March 19, 2019 Regular Meeting Minutes. Commissioner Tucker seconded the Motion.

Voice Vote

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

Motion

Commissioner Graves moved to approve the Special Meeting-Public Hearing of March 19, 2019. 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 5-0.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 23, 2019
 P 2

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$234,914.63.
 Commissioner Tucker seconded the Motion.

Roll Call

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

Commissioner Strack wondered about the Basketball tournament. Supt. of Recreation Tevsh did not come to an agreement with them according to her report. Supt. of Recr. Tevsh noted that they came to her early in the year. She went to see one of their events. The event planner said he came to us because our location can hold 300 people and the team players are in the area. He is looking to have concessions and they want a cut of it. Supt. of Recr. Tevsh noted that his numbers are very skewed. The event planner did no advertising except what we did. They group is new and she has not received anything from him except some pictures. She also noted that we will not give a cut of concessions.

Correspondence –

Flagg Rochelle Park
 West Elementary Thank You
 DCEDC Letter

Commissioner Strack noted the DCEDC Letter is asking for money. Director Gibble is looking for direction on this. There was a consensus to not pay the dues or give any other money.

Public Input – None

Positive Feedback –

- President Kroeger noted we just had our one year anniversary. He noted that Jeff worked hard to clear the snow during the event. He also thanked Ben Doty for coming to the event.
- Director Gibble noted we sold new memberships.
- Supt. of Recr. Tevsh noted that the 1Year Big Clean Team went through the building to make sure we looked like we did when we opened up. Everyone pitched in to do their parts, including Jerry Dobson working hard on this.
- President Kroeger thanked everyone for really taking care of the building – it still looks new.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 23, 2019
P 3

Introduction of New Staff:

Supt. of Parks Donahoe introduced Nicholas McCarney who is our new Full Time Natural Areas Specialist. Nicholas told the Board about his background in education and jobs before coming to the Park District.

Supt. of Recr. Tevsh introduced Justin Genz who is still our Intern and in two weeks will become our new Full Time Program Recreation Specialist. Justin told the Board about his background in education and jobs.

Monthly Report – Supt. of Golf Ops Lundbeck noted he handed out information on a 2018-2019 revenue comparison. He noted he is excited about the beginning of the season. He then went over the figures.

Commissioner Strack noted that Brian Grainger Development is trying to get golf carts on the roads and then to the course. He wondered if we could maybe charge a fee and then people could bring their own carts to the course. Supt. of Golf Ops Lundbeck noted that people could access the course from anywhere and we wouldn't know they were on the course. There also is the liability issue. Director Gibble also noted there would be concern of those carts on the road could have gas, oil, etc on the wheels from the roads and could ruin the course. He noted he has had a conversation with Brian Grainger and shared with him the concerns that have been brought up when it was suggested before.

Plan Commission Report Commissioner Strack noted he wanted to comment on the Enterprise Zone. The Carriage House received Tax Incentives and he found out that the sales tax was waved for their tax incentives

Old Business

Update on Bridge – It is now open for use.

Dedication Event Bemis Family Dog Park – Justin noted we will be having an onsite demo, Petco and Petsmart will be handing out samples. Supt. of Recr. noted the trainer we will have out there is going to cover etiquette of a dog park. Commissioner Schulz gave kudos to Amy Bemis who has done an amazing job on social media posting pics of dogs with their tags on.

PDRMA Letter – Director Gibble noted we have received approximately \$9000 from PDRMA to pay for the paving the was lost up to the bridge. In a previous meeting it was agreed that he would do a letter of frustration and concern. He drafted the letter and has shared with President Kroeger and counsel. When counsel is comfortable with it, President Kroeger will then share with the rest of the board and bring back to the May meeting for approval and signature.

Sycamore Park District
Tuesday April 23, 2019
P 4

Approval of Executive Summary –

Motion

Commissioner Schulz moved to approve the Executive Summary 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 5-0.

New Business

Annual Audit Review DRAFT – Supt. of Finance Hienbuecher noted this will be presented at the May meeting.

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this is just an update where we are at now, what we have spent so far, and what is left to be spent.

Authorize Treasurer to Transfer Funds - Supt. of Finance Hienbuecher noted that each year when we do the audit, we do have some fund transfers that we do. We need to have these approved by the board formally. First there were funds transferred from the general fund in the Concessions fund to the Golf fund approximately \$80,000, which eliminated the negative cash that was in the Golf Course for 2018. She then noted, this is the first year in quite some time that we did not have to transfer funds for negative cash in the Aquatics fund and this is due to the Splash Pad. Typically, the transfer to the Aquatics is around \$25,000.

Motion

Commissioner Strack moved to approve the Transfer of Funds. 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 5-0.

Consider Large Events – President Kroeger noted this is a list of already scheduled events. Director Gible noted that Sarah wants to make this a quarterly report for all the special events. This is just informational at this time.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 23, 2019
 P 5

Public Input – None

Study Topics and Possible Action:

Planning for Leadership/Succession- President Kroeger noted that he, Director Gibble, and Commissioner Schulz have been meeting for several months. They have been talking about the replacement of the Executive Director with Dan retiring. They have accepted his resignation with his last day of work being August 31, 2020 and thanked him for everything he has done. It will go public later this week.

The plan now is to form a committee and he had asked for names for this committee. The Board had given President Kroeger names. He noted that new Commissioner Ben Doty, and Commissioner Strack should be on this committee and it should be approximately 3-5 members to start with. As it gets closer to the interviews there may be more members on the committee. Commissioner Strack noted we need to get a timeline first and then schedule things. Director Gibble noted the previous process when he was hired, was great and very positive.

President Kroeger noted we need to also plan for Superintendents when they decide to retire and the Board also. We need to make sure there is a plan in place so it will be on the agenda quarterly. Commissioner Strack noted the next step for the Executive Director Search is to get the list for the committee and narrow down the list. By the May meeting we need to have a list of names from everyone. He also noted that we need the list of names for board members by June.

Review and Finalize Timeline for “Securing the Legacy”

Commissioner Schulz suggest renaming it to “Sustaining the Legacy”. Director Gibble suggested possibly doing a community survey or public hearings. Commissioner Tucker noted the next things that we need to look at are the Pool, Neighborhood Parks, the Museum and Bike Trails. Commissioner Strack noted we need to focus on what the community wants, so we need to do the surveys. Director Gibble suggested using the brochures, etc to get the information out before the survey goes out. President Kroeger noted we really need to get the facts out on the pool for everything. Director Gibble noted that Commissioner Schulz had suggested having an Aquatic engineer to do a pool assessment. Director Gibble suggested having staff and board handling in the beginning. Director Gibble noted going back and revising the timeline and pulling out the committee pieces and shorten the window. About the time that the new Executive Director comes on have the focus groups and/or public hearings. Director Gibble recommends using the same company we did before for the survey since they will have our database on the previous survey. There was a consensus for Director Gibble to get quotes on the survey. President Kroeger noted they would like the staff feedback on the pool the June meeting and then get quotes on the professional pool assessors.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 23, 2019
P 6

Motion

The Board adjourned the Regular Session to go into Executive Session at 8:15 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

Roll Call

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

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 8:20 pm. The roll was called with Commissioners Graves, Schulz, Strack, Tucker and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Ben Doty.

Motion

The Board adjourned the Executive Session at 8:47 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Strack.

Roll Call

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

The Board reconvened to Regular Session at 8:47 pm. The roll was called with Commissioners Graves, Schulz, Strack, Tucker and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble and Ben Doty.

Motion

The Board adjourned the Regular Session at 8:47 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 05/22/2019
 TIME: 15:14:35
 ID: AP450000.WOW
 10

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 2

FROM 04/24/2019 TO 05/23/2019

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

2116-186 01 CDGA HANDICAP SERVICE 504000036127 05/02/19 00000000 60524 05/02/19 1,380.00 1,380.00

CITY CITY OF SYCAMORE

VENDOR TOTAL: 1,380.00

APRIL 2019
 01 CITY SALES TAX - CLUBHOUSE 303000116852 05/20/19 00000000 60558 05/20/19 83.00 83.00
 02 CITY SALES TAX - BEV CART 303100116852 00000000 52.00
 03 CITY SALES TAX - VENDING 207500086650 00000000 3.00
 04 CITY SALES TAX - BB CONC 303300116852 00000000 16.00
 05 CITY SALES TAX - CATERING 303500116852 00000000 1.00
 11.00

COMCA COMCAST VENDOR TOTAL: 83.00

0468768-0519 01 CABLE 303000096705 04/25/19 00000000 60559 05/20/19 139.10 139.10
 02 CABLE 504000096705 00000000 69.55
 69.55

COUNTRY COUNTRY STORE & CATERING VENDOR TOTAL: 139.10

4-23-19 01 FOOD FOR MEETING 101000046212 04/23/19 00000000 60513 04/24/19 181.00 181.00
 02 FOOD FOR MEETING 201000046212 00000000 90.50
 90.50

COUR COURSIGNS, INC. VENDOR TOTAL: 181.00

25223 01 COURSE MARKINGS 504100076517 03/16/19 00000000 60554 05/15/19 432.34 432.34

DEKA DEKALB LAWN & EQUIPMENT CO. VENDOR TOTAL: 432.34

63150 01 CHAINSAW BATTLE 101500066402 04/09/19 00003724 60525 05/02/19 12.07 12.07

DOGWASTE DOG WASTE DEPOT VENDOR TOTAL: 12.07

274107 01 DOG PARK BAGS 101500076540 04/18/19 00003733 60526 05/02/19 99.99 99.99

VENDOR TOTAL: 99.99

DATE: 05/22/2019
 TIME: 15:14:35
 IT: AP450000.MOM

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2019 TO 05/23/2019

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

EUCLID BEVERAGE LTD.
 W-12050440
 01 COORS LIGHT 303000086634 04/04/19 00003741 60514 04/24/19 422.80 422.80
 02 MILLER LITE 303000086634 00003741 161.00
 03 ANTI HERO 303000086634 00003741 161.00
 04 FIRST CITY 303000086634 00003741 65.90
 05 KEG RETURN 303000086634 00003741 59.90
 06 DELIVERY CHARGE 303000086634 00003741 -30.00
 5.00

W-19140042
 01 COORS LIGHT 303000086634 04/25/19 00003783 60527 05/02/19 604.45 604.45
 02 MILLER LITE 303000086634 00003783 128.80
 03 HEINEKEN 303000086634 00003783 128.80
 04 FIRST CITY 303000086634 00003783 118.00
 05 KEG 303000086634 00003783 89.85
 06 DELIVERY 303000086634 00003783 134.00
 5.00

FAST EASTERN COMPANY
 IICOR106752
 01 SPORTS CABLE TIES 202100076500 04/01/19 00003702 60550 05/10/19 77.52 77.52

FUNEXP FUN EXPRESS
 695396282-01
 01 BDAY PARTY SUPPLIES 205011956216 03/25/19 00003748 60515 04/24/19 510.04 510.04
 695745921-01
 01 BDAY PARTY SUPPLIES 205011956216 04/10/19 00003747 60515 04/24/19 510.04 510.04
 02 TABLECLOTHS BMB 206095026216 00003747 291.84
 262.10
 29.74

GOR GORDON FOOD SERVICE INC.
 193807253
 01 POPSTICKS 303300086626 04/26/19 00003781 60529 05/02/19 863.25 863.25
 02 SAUSAGE PATTTES 303000086610 00003781 38.73
 03 BRATS 303000086615 00003781 37.34
 04 CHICKEN STRIPS 303000086616 00003781 74.82
 05 CHICKEN BREAST CRISPY 303000086616 00003781 38.70
 06 POPCORN CHICKEN 303000086616 00003781 35.39
 07 PICKLES SLICED 303000086629 00003781 27.51
 08 CHIPS 303000086622 00003781 26.83
 234.50

VENDOR TOTAL: 510.04

VENDOR TOTAL: 1,027.25

VENDOR TOTAL: 77.52

VENDOR TOTAL: 863.25

DATE: 05/22/2019
 TIME: 15:14:35
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2019 TO 05/23/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	32045905	01 BOTTLE WATER	303000086631	04/05/19	00003740	60516	04/24/19	358.68	358.68
		02 BOTTLE POP	303000086631		00003740				83.10
		03 BOTTLE POP	303000086631		00003740				200.32
		04 BIB	303000086630		00003740				25.04
									50.22
	32324955	01 WATER	303000086631	04/19/19	00003786	60534	05/02/19	1,216.68	825.60
		02 200Z POP	303000086631		00003786				138.50
		03 GATORADE	303000086631		00003786				225.36
		04 BIB 5 GAL	303000086630		00003786				89.96
		05 BIB 3 GAL	303000086630		00003786				160.40
		06 CO2 TANK	303000086630		00003786				150.66
		07 CO 2 TANK	303000086634		00003786				30.36
									30.36
PERFOR	PERFORMANCE FOOD GROUP						VENDOR TOTAL:	1,575.36	
	6046817	01 RANCH DRESSING	303000086629	04/04/19	00003742	60518	04/24/19	1,215.30	1,215.30
		02 JALEPENO PEPPERS	303000086629		00003742				42.97
		03 JALEPENO PEPPERS	303000086629		00003742				15.37
		04 DILL PICKLE SLICES	303000086629		00003742				5.12
		05 DILL PICKLE SLICES	303000086629		00003742				23.05
		06 RELISH	303000086629		00003742				7.69
		07 RELISH	303000086629		00003742				26.15
		08 SOUR CREAM	303000086629		00003742				8.72
		09 SOUR CREAM	303000086629		00003742				20.47
		10 FOOD TRAYS	303000076550		00003742				6.83
		11 FOIL	303000076550		00003742				27.07
		12 CHIPS	303000086622		00003742				87.21
		13 TORTILLA CHIPS	303000086620		00003742				89.79
		14 HAMBURGER BUNS	303000086613		00003742				18.77
		15 FRIES	303000086617		00003742				27.44
		16 HOT DOGS 6/1	303000086615		00003742				20.30
		17 POPCORN CHICKEN	303000086616		00003742				106.44
		18 TORTILLA SHELLS	303000086616		00003742				32.32
		19 SOFT PRETZELS	303000086619		00003742				24.99
		20 CONE CUPS KIRK	303000086619		00003742				56.10
		21 EGGS/SAUSAGE BMB	206095026216		00003742				168.52
		22 TUBE HAMBURGER-WALKING TACO MT	303000086613		00003742				203.52
		23 SHIPPING	303000076500		00003742				189.96
									6.50
	6055297			04/25/19		60536	05/02/19	1,280.13	1,280.13

FROM 04/24/2019 TO 05/23/2019

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

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
6065297		04/25/19		60536	05/02/19	1,280.13	1,280.13
01 FRYER OIL	303000086617		00003782				39.68
02 KETCHUP	303300086629		00003782				27.61
03 NACHO CHEESE	303300086620		00003782				118.78
04 MUSTARD	303300086629		00003782				4.77
05 MUSTARD	303000086629		00003782				14.32
06 TORTILLA CHIPS	303300086620		00003782				37.54
07 GATORADE	303000086631		00003782				188.91
08 SLICED CHEESE	303000086613		00003782				43.84
09 BACON	303000086613		00003782				40.68
10 HOT DOGS 6/1	303000086615		00003782				106.44
11 BRATS	303000086615		00003782				229.92
12 HOT DOGS 8/1	303000086615		00003782				201.90
13 FIERY CHICKEN FINGERS	303000086616		00003782				107.04
14 SOFT PRETZELS	303300086619		00003782				112.20
15 DELIVERY	303000076500		00003782				6.50
VENDOR TOTAL:							2,495.43

PRINCIPAL LIFE GROUP	DATE	AMOUNT
MAY 2019	05/02/19	1,585.70
01 DENTAL INS PREM		101000106801
02 DENTAL INS PREM		101500106801
03 DENTAL INS PREM		504100106801
04 DENTAL INS PREM		504000106801
05 DENTAL INS PREM		201000106801
06 DENTAL INS PREM		202100106801
07 DENTAL INS PREM		207500106801
08 DENTAL INS PREM		303000106801
VENDOR TOTAL: 1,585.70		

SAF SAFETY-KLEEN CORP.	DATE	AMOUNT
79644627-1901651559	04/22/19	230.95
01 SHOP PARTS WASHER SERVICE		202100066401
VENDOR TOTAL: 230.95		

SPEC SPECIAL FX	DATE	AMOUNT
42316	04/23/19	508.00
01 MAINT. STAFF T SHIRTS		101500046215
VENDOR TOTAL: 508.00		

SUP SUPERIOR BEVERAGE	DATE	AMOUNT
488989	04/03/19	314.70
VENDOR TOTAL: 508.00		

DATE: 05/22/2019
 TIME: 15:14:35
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2019 TO 05/23/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
488989		01 BUDWEISER	303000086634	04/03/19	00003739	60519	04/24/19	314.70	314.70
		02 BUD LIGHT	303000086634		00003739				31.70
		03 BUSCH LIGHT	303000086634		00003739				158.50
		04 LEMONADE/STRAWBERRY BEER	303000086634		00003739				29.10
		05 MICHELOB ULTRA	303000086631		00003739				15.60
		06 312 BEER	303000086634		00003739				52.50
		07 DELIVERY CHARGE	303000086634		00003739				22.30
									5.00
489228		01 BUD LIGHT	303000086634	04/24/19	00003784	60540	05/02/19	484.40	484.40
		02 BUSCH LIGHT	303000086634		00003784				158.50
		03 NATURAL LIGHT	303000086634		00003784				58.20
		04 312	303000086634		00003784				37.50
		05 KEG	303000086634		00003784				89.20
		06 DELIVERY	303000086634		00003784				136.00
									5.00
									799.10
SYCDEK		SYCAMORE-DEKALB GLASS CO.							
1003		01 REPLACE WINDOW GLASS POOL INFO 518100066401		04/18/19	00003734	60541	05/02/19	49.10	49.10
									49.10
									49.10
SYCPK2		SYCAMORE PARK DISTRICT							
		REIMB 5-2-19							
		01 MTG EXP REIMB	101000046212	05/02/19	00000000	60542	05/02/19	31.00	31.00
		02 MTG EXP REIMB	201000046212		00000000				15.00
		03 WATER REIMB	101000076500		00000000				1.00
									31.00
									89.58
									89.58
T0000105		LUNDBECK, KIRK							
		REIMB							
		01 REIMB-CH COLUMN SUPPLIES	303000076500	05/15/19	00000000	60555	05/15/19	89.58	89.58
									89.58
									89.58
T0001170		METCALF, LISA							
		MILEAGE REIMB							
		01 MILEAGE REIMBURSEMENT	201000046211	05/10/19	00000000	60551	05/10/19	354.09	354.09
									354.09
									354.09
									354.09

VENDOR TOTAL: 354.09

DATE: 05/22/2019
 TIME: 15:14:35
 ID: AP450000.WOM
 8

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2019 TO 05/23/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
041619				04/16/19		60549	05/02/19	1,475.68	1,475.68
		26 GUM	303000086624		00003743				29.64
		27 LARGE DILL PICKLES	303300086623		00003743				15.92
		28 SLIM JIM	303000086623		00003743				38.96
		29 STRING CHEESE	303300086623		00003743				8.98
		30 FRUIT SNACKS	303000086623		00003743				10.98
		31 CINAMON	303300086619		00003743				7.98
		32 JUICE BOTTLES	303300086633		00003743				13.98
		33 JUICE POUCHES	303300086633		00003743				5.98
		34 AIRHEADS	303300086624		00003743				131.76
		35 PROTEIN DRINK	303500086640		00003743				17.42
		36 COUPON-CANDY	303000086624		00003743				-20.00
		37 MEMBERSHIP UPGRADE	303000046210		00003743				55.00
		38 TOMATO JUICE	303000086636		00003791				7.87
		39 CREAM/COFFEE	207500076555		00003791				17.33
		40 CREAMER	3033000086632		00003791				5.93

VENDOR TOTAL: 1,475.68
 TOTAL --- ALL INVOICES: 31,701.67

DATE: 05/23/2019
 TIME: 11:22:08
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	2,726.55	605.90
ANCEL	ANCEL GLINK, P.C.	10,549.42	483.75
BANK	THE BANK OF NEW YORK MELLON	1,500.00	159,225.00
CENTURY	CENTURY PRINT & GRAPHICS		105.00
CINTA	CINTAS CORPORATION #355	1,299.12	20.85
COMCA	COMCAST	4,009.05	173.43
DEKAM	DEKALB MECHANICAL INC	1,200.34	237.50
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	193.37
ECO	ECOWATER SYSTEMS, INC.	184.52	12.47
FOX1	FOX VALLEY FIRE & SAFETY	2,161.00	900.50
FRONTIER	FRONTIER	3,478.21	288.73
GRAI	GRAINGER	968.79	47.52
GROUPL	GROUP PLAN SOLUTIONS	137.50	49.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	924.75	98.36
NICOR	NICOR GAS	12,943.55	103.65
PDRMA	PDRMA	118,961.54	3,955.56
RINGCEN	RINGCENTRAL INC.	2,913.33	483.43
STAPLES	STAPLES BUSINESS ADVANTAGE	1,892.40	213.54
SYCROT	SYCAMORE ROTARY CLUB	150.00	75.00
UNUM	UNUM LIFE INSURANCE	1,368.43	41.63
WASTE	WASTE MANAGEMENT	1,399.18	63.88
	ADMINISTRATION		167,378.57
12	MARKETING		
INV	INVIRONMENTS MAGAZINE		1,000.00
LE PRINT	LE PRINT EXPRESS	573.81	136.00
LLBEAN	L.L. BEAN, INC	1,854.95	491.91
MID-WEST	MID-WEST FAMILY BROADCASTING		650.00
NEWV	NEW VALUES MAGAZINE		350.00
ROCHNEW	THE ROCHELLE NEWS-LEADER		260.00
SHAW	SHAW SUBURBAN MEDIA	1,698.15	396.00
	MARKETING		3,283.91
15	PARKS		
AIRGAS	AIRGAS USA LLC	87.90	29.30
ARTHU	ARTHUR CLESEN, INC.	2,104.40	247.00
AUGSB	JERRY AUGSBURGER		412.00
BURRI	BURRIS EQUIPMENT CO.	3,175.86	309.90

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
CEDAR	CEDAR RAPIDS TIRE	543.66	362.93
CINTA	CINTAS CORPORATION #355	1,299.12	49.95
CINTA2	CINTAS CORP	396.29	28.83
CITY2	CITY OF SYCAMORE	2,199.88	138.01
COMMO	COMMONWEALTH EDISON	1,114.88	240.25
CONS	CONSERV FS	6,443.83	439.00
DEK3	DEKALB COUNTY COLLECTOR		2,485.59
DEKA	DEKALB LAWN & EQUIPMENT CO.	598.94	30.91
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	121.65
FOX1	FOX VALLEY FIRE & SAFETY	2,161.00	610.40
FRONTIER	FRONTIER	3,478.21	71.61
HOMER	HOMER INDUSTRIES		1,480.00
HOWARD	HOWARD LEE & SONS INC		232.44
MART	MARTENSON TURF PRODUCTS		354.75
MENA	MENARDS - SYCAMORE	2,778.65	193.12
MIKESA	MIKE'S AUTO & TRUCK		108.00
MROUT	MR OUTHOUSE	1,640.00	505.00
NICOR	NICOR GAS	12,943.55	279.29
PDRMA	PDRMA	118,961.54	845.86
PLAYPARK	PLAY & PARK STRUCTURES		263.17
REIN	REINDERS, INC.	7,024.78	2,091.00
SHA	SHARE CORP.		129.00
SOFT	SOFT WATER CITY	956.30	33.75
UNUM	UNUM LIFE INSURANCE	1,368.43	24.54
WASTE	WASTE MANAGEMENT	1,399.18	141.20
	PARKS		12,258.45
RECREATION			
10	ADMINISTRATION		
CENTURY	CENTURY PRINT & GRAPHICS		105.00
CINTA	CINTAS CORPORATION #355	1,299.12	63.95
COMCA	COMCAST	4,009.05	173.43
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	193.38
ECO	ECOWATER SYSTEMS, INC.	184.52	12.46
FRONTIER	FRONTIER	3,478.21	4,988.73
GROUPPL	GROUP PLAN SOLUTIONS	137.50	49.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	924.75	98.36
NICOR	NICOR GAS	12,943.55	60.46
PDRMA	PDRMA	118,961.54	5,907.78
RINGCEN	RINGCENTRAL INC.	2,913.33	483.43
STAPLES	STAPLES BUSINESS ADVANTAGE	1,892.40	112.43

DATE: 05/23/2019
TIME: 11:22:08
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
10	ADMINISTRATION		
SYCROT	SYCAMORE ROTARY CLUB	150.00	75.00
UNUM	UNUM LIFE INSURANCE	1,368.43	92.73
	ADMINISTRATION		12,416.64
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	6,269.36	173.68
CONS	CONSERV FS	6,443.83	2,130.60
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	644.94
FAST	FASTENAL COMPANY	559.64	38.76
MENA	MENARDS - SYCAMORE	2,778.65	108.98
MROUT	MR OUTHOUSE	1,640.00	775.00
PDRMA	PDRMA	118,961.54	6,346.15
REIN	REINDERS, INC.	7,024.78	24.02
UNUM	UNUM LIFE INSURANCE	1,368.43	80.26
VULC	VULCAN MATERIALS CO.		634.90
WASTE	WASTE MANAGEMENT	1,399.18	33.05
	SPORTS COMPLEX MAINTENANCE		10,990.34
60	PROGRAMS - SPECIAL EVENTS		
MENA	MENARDS - SYCAMORE	2,778.65	27.70
	PROGRAMS - SPECIAL EVENTS		27.70
61	PROGRAMS - COMMUNITY EVENTS		
SPEC	SPECIAL FX	1,270.00	350.00
	PROGRAMS - COMMUNITY EVENTS		350.00
70	WEIGHT ROOM		
LIFEFIT	LIFE FITNESS	1,812.20	129.05
	WEIGHT ROOM		129.05

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355	1,299.12	182.05
CINTA2	CINTAS CORP	396.29	31.63
CITY2	CITY OF SYCAMORE	2,199.88	669.77
COMCA	COMCAST	4,009.05	310.55
DEKAM	DEKALB MECHANICAL INC	1,200.34	165.00
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	4,379.24
FOX1	FOX VALLEY FIRE & SAFETY	2,161.00	415.75
GRAI	GRAINGER	968.79	23.91
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,652.50	270.00
MENA	MENARDS - SYCAMORE	2,778.65	191.91
NICOR	NICOR GAS	12,943.55	31.14
PDRMA	PDRMA	118,961.54	62.39
SOFT	SOFT WATER CITY	956.30	47.50
STAPLES	STAPLES BUSINESS ADVANTAGE	1,892.40	68.63
UNUM	UNUM LIFE INSURANCE	1,368.43	11.84
VECTOR	VECTOR STOMP	65.00	35.00
WARE	WAREHOUSE DIRECT BUSINESS	155.20	77.60
WASTE	WASTE MANAGEMENT	1,399.18	153.21
	COMMUNITY CENTER		7,127.12
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP	11,500.00	2,450.00
	ADMINISTRATION		2,450.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	78.24
MEL	MELIN'S LOCK & KEY	76.68	75.00
NICOR	NICOR GAS	12,943.55	25.91
PDRMA	PDRMA	118,961.54	521.46
UNUM	UNUM LIFE INSURANCE	1,368.43	9.00
VERIZON	VERIZON		459.36
WASTE	WASTE MANAGEMENT	1,399.18	57.39
	CLUBHOUSE CONCESSIONS		1,226.36

DATE: 05/23/2019
 TIME: 11:22:08
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	93.48
	SPORTS COMPLEX CONCESSIONS		93.48
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	337.52
NICOR	NICOR GAS	12,943.55	25.91
PDRMA	PDRMA	118,961.54	2,169.62
UNUM	UNUM LIFE INSURANCE	1,368.43	18.50
	GOLF OPERATIONS		2,551.55
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,104.40	4,763.10
CEDAR	CEDAR RAPIDS TIRE	543.66	169.05
CINTA	CINTAS CORPORATION #355	1,299.12	49.90
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	605.78
FOX1	FOX VALLEY FIRE & SAFETY	2,161.00	234.00
FRONTIER	FRONTIER	3,478.21	71.61
MENA	MENARDS - SYCAMORE	2,778.65	55.98
MROUT	MR OUTHOUSE	1,640.00	165.00
NICOR	NICOR GAS	12,943.55	324.08
PDRMA	PDRMA	118,961.54	2,598.92
REIN	REINDERS, INC.	7,024.78	476.46
UNUM	UNUM LIFE INSURANCE	1,368.43	22.20
WASTE	WASTE MANAGEMENT	1,399.18	50.40
	GOLF MAINTENANCE		9,586.48
AQUATICS			
10	ADMINISTRATION		
SYCPK2	SYCAMORE PARK DISTRICT	623.00	400.00
	ADMINISTRATION		400.00
80	COMMUNITY POOL		

DATE: 05/23/2019
TIME: 11:22:08
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/28/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

AQUATICS			
80	COMMUNITY POOL		
HALO	HALOGEN SUPPLY COMPANY, INC.	1,193.40	159.99
	COMMUNITY POOL		159.99
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	37,692.45	178.87
FOX1	FOX VALLEY FIRE & SAFETY	2,161.00	344.00
GRAI	GRAINGER	968.79	117.99
HALO	HALOGEN SUPPLY COMPANY, INC.	1,193.40	2,434.38
HAWK	HAWKINS INC		3,163.69
MEL	MELIN'S LOCK & KEY	76.68	111.20
MENA	MENARDS - SYCAMORE	2,778.65	150.29
NICOR	NICOR GAS	12,943.55	581.98
UNIT	UNITED LABORATORIES		323.87
	AQUATICS MAINTENANCE		7,406.27
DEBT SERVICE			
10	ADMINISTRATION		
RESOUR	RESOURCE BANK		7,140.00
	ADMINISTRATION		7,140.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	71,221.69	4,425.00
VERIZON	VERIZON		745.14
	ADMINISTRATION		5,170.14
ACTION 2020			
10	ADMINISTRATION		
DOTY	DOTY & SON CONCRETE PRODUCTS	498.00	1,425.00
ENGIN	ENGINEERING RESOURCE ASSOC	71,221.69	11,231.60
	ADMINISTRATION		12,656.60
	TOTAL ALL DEPARTMENTS		262,802.65

Interim \$ 31,701.67 + New \$ 262,802.65
Total \$ 294,504.32

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: May 28, 2019

Administrative Initiatives (5/1/19 – 5/31/19)

- Attended scheduled Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf and Concessions, prepared general ledger journal entries to be posted.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The May installment was for 279 individuals, an increase of 26. The monthly installment was \$4,826 (\$297 increase) processed through credit cards and \$553 (no change) through ACH transactions. There were 12 households whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. We have had to follow up on each of these and process the transactions. Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Transferred cost of goods sold in concessions/catering, pro shop, vending and recreation programs. Recorded EFT for credit card vending purchases.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with state.

- Processed monthly bills for payment.
- Processed purchase orders for pro shop inventory. Posted inventory received for sale. Tagged/prepared inventory for pro shop stocking.
- Coordinated enrollment in insurance for new employee.
- Reviewed applications for financial assistance for programs.
- Assisted recreation staff with financial report for Community Center.
- Updated 2019 cash flow report.
- Attended NWIAPR meeting at DeKalb Park District.
- Attended Dog Park Dedication and Grand Opening.
- Completed PDRMA Operating Expenditures Request.
- Finalize audit for presentation to the board and filing with county.
- Provided KSRA with property tax installment documentation and processed payment.
- Attended Pumpkin Festival Committee meeting.

Administrative Initiatives (6/1/19 – 6/30/19)

- 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 entries to be posted.
- File monthly IMRF earnings and submit payment.

- Update EFTs. Review and run installment billing for Pathway Fitness memberships/passes.
- Process monthly bills for payment.
- Submit Dog Park expenses to DCCF for reimbursement from donations.
- Finalize Comptroller Report to file with State.
- Update quarterly capital fund spreadsheet.
- Prepare Prevailing Wage Ordinance.
- Coordinate vendor applications, if any, for Storm Dayz.
- Complete PDRMA Annual Salary audit for the purposes of updating life insurance information.
- Participate in PATH Essentials Webinar.
- Continue training staff on EZLinks inventory processing
- Prepare report to show cash flow projects for remainder of year.
- Discuss with Vermont Systems and CMJ regarding possible options for updating software in order to reduce outages for our 24/7 services.
- Begin reviewing GolfTrac. Work with Kirk and Vermont Systems to address any concerns.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Review Part-time Personnel Manual for completeness and prepare for posting on Employee Portal.
- Review applications for financial assistance for aquatics passes.

- Review equipment lifecycle and capital asset spreadsheets. Develop tools and procedures to keep current.
- 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 (beverage cart, catering, sports complex), recreation, vending 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 April 30, 2019

Corporate Fund (10)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	11,643.00	13,533.93	16.2%	22,350.00	24,516.95	9.7% (1)	1,403,338.00	36,288.35	-32.4% (2)
Marketing		-			-				
Parks	300.00	320.00	6.7%	1,200.00	920.00	-23.3% (3)	21,256.00	-	#DIV/0!
Total Revenues	11,943.00	13,853.93	16.0%	23,550.00	25,436.95	8.0%	1,424,594.00	36,288.35	-29.9%
Expenses									
Administration	41,779.00	31,012.62	-25.8%	157,725.00	134,244.06	-14.9% (4)	1,026,939.00	131,767.42	1.9%
Marketing	6,400.00	1,235.30		24,694.00	13,575.95	-45.0% (5)	73,330.00	13,188.42	2.9%
Parks	23,779.00	20,300.10	-14.6%	67,212.00	61,841.64	-8.0% (6)	310,934.00	53,960.49	14.6% (6)
Total Expenses	71,958.00	52,548.02	-27.0%	249,631.00	209,661.65	-16.0%	1,411,203.00	198,916.33	5.4%
Total Fund Revenues	11,943.00	13,853.93	16.0%	23,550.00	25,436.95	8.0%	1,424,594.00	36,288.35	-29.9%
Total Fund Expenses	71,958.00	52,548.02	-27.0%	249,631.00	209,661.65	-16.0%	1,411,203.00	198,916.33	5.4%
Surplus (Deficit)	(60,015.00)	(38,694.09)	-35.5%	(226,081.00)	(184,224.70)	-18.5%	13,391.00	(162,627.98)	13.3%

(1) Interest greater than budget 124.2% \$1,523.

(2) Interest is less than 2018 by 43% \$2,071. Farm income is reduced in 2019 79.5% \$9,276.

(3) This is Dog Park Memberships. Was unsure what to expect when budgeting.

(4) Expenses below budget: Legal Fees/Misc Consultants 64.4% \$11,383, Education & Training 31% \$2,789; Health Insurance 30.7% \$5,825.98 (in part to one month lag)

(5) All areas currently running below budget. Some of this probably due to timing of budget vs. actual.

(6) Expenses running below budget and greater than 2018 primarily due to timing. No one line item jumps out.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2019

Recreation Fund (20)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2018 YTD Actual	
Revenues									
Administration	25.00	1,049.67	4098.68%	100.00	2,445.77	2345.77% (1)	964,830.00	1,813.64	34.9% (1)
Sports Complex	500.00	-	-100.00%	500.00	410.00	-18.00%	41,322.00	400.00	2.5%
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	39,874.00	-	#DIV/0!
Midwest Museum of Natural Hist	600.00	-		1,200.00	1,197.71	-0.19%	2,400.00	1,147.25	4.4%
Programs-Youth	2,072.00	3,397.00	63.95%	5,115.00	6,101.00	19.28% (2)	13,941.00	2,337.00	161.1% (2)
Programs-Tweens	-	-	#DIV/0!	-	-	#DIV/0! (2)	247.00	-	#DIV/0! (2)
Programs-Adult	1,500.00	2,588.50	72.57%	3,237.00	4,280.50	32.24% (2)	22,837.00	2,044.00	109.4% (2)
Programs-Adult Athletic Leagues	-	10.00	#DIV/0!	-	10.00	#DIV/0! (2)	11,786.00	-	#DIV/0! (2)
Programs-Youth Athletics	4,775.00	4,749.00	-0.54%	10,385.00	12,351.96	18.94% (2)	34,485.00	9,542.58	29.4% (2)
Programs-Fitness	641.00	2,576.00	301.87%	6,154.00	7,987.63	29.80% (2)	17,065.00	4,775.40	67.3% (2)
Programs-Early Childhood	272.00	276.00	1.47%	3,032.00	3,542.00	16.82% (2)	6,730.00	3,032.00	16.8% (2)
Programs-Dance	273.00	232.00	-15.02%	1,230.00	1,175.76	-4.41% (2)	3,689.00	1,003.00	17.2% (2)
Programs-Special Events	1,710.00	902.50	-47.22%	7,670.00	5,973.50	-22.12% (2)	15,534.00	3,720.00	60.6% (2)
Programs-Community Events	1,840.00	1,300.00	-29.35%	3,640.00	2,010.00	-44.78% (2)	17,155.00	2,520.00	-20.2% (2)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	3,300.00	-	-100.00%	7,350.00	-	#DIV/0!
Weight Room	21,425.00	28,039.64	30.87%	68,013.00	84,977.28	24.94% (3)	150,066.00	44,902.80	89.2% (3)
Community Center	3,531.00	6,050.22	71.35%	12,735.00	20,156.24	58.27% (4)	41,161.00	3,318.93	507.3% (4)
Total Revenues	39,164.00	51,170.53	30.66%	126,311.00	152,619.35	20.83%	1,390,472.00	80,556.60	89.5%

(1) Interest income greater than budget 1296.1% \$1,296 and less than 2018 23% \$418. In 2019, received \$1,050 from Genoa PD to buy into movie screen.

(2) Revenue from programs higher than budget 7.34% \$2,969 and increased 49.9% \$14,458 compared to 2018.

(3) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:

Pathway Fitness Membership	146.22% / 60.34% / 154.83%
Pathway Fitness Pass	83.83% / 42.82% / 227.24%
Track Only Pass	250.41% / 121.73% / 254.79%
Pre-pay Card	100.0% / 40.0% / no rev 2018
Program Fees	297.63% / 109.75% / no rev 2018
Daily Admission Fee	413.31% / 137.77% / 1044.55%

(4) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:

Open Gym Daily	330.03% / 109.99% / 1747.27%
Open Gym Membership	86.0% / 31.88% / 184.74%
Rentals	135.06% / 56.92% / 928.35%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Expenses											
Administration	45,979.00	39,296.42	-14.53%	205,273.00	186,052.79	-9.36%	(1)	555,939.00	168,355.83	10.5%	(2)
Sports Complex	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Sports Complex Maintenance	31,165.00	36,042.25	15.65%	137,551.00	137,817.50	0.19%		421,322.00	127,484.61	8.1%	(3)
Midwest Museum of Natural Hist	312.00	575.00	84.29%	2,950.00	5,600.02	89.83%	(4)	10,750.00	4,022.39	39.2%	
Programs-Youth	476.00	615.19	29.24%	2,064.00	1,067.46	-48.28%	(5)	7,519.00	368.16	189.9%	(5)
Programs-Teens	-	-	#DIV/0!	-	-	#DIV/0!	(5)	197.00	-	#DIV/0!	(5)
Programs-Adult	1,657.00	135.80	-91.80%	5,313.00	3,200.76	-39.76%	(5)	19,938.00	1,245.13	157.1%	(5)
Programs-Leagues	97.00	-	-100.00%	3,061.00	3,232.12	5.59%	(5)	7,361.00	2,106.76	53.4%	(5)
Programs-Youth Athletics	201.00	807.96	301.97%	1,984.00	2,912.86	46.82%	(5)	25,348.00	1,167.59	149.5%	(5)
Programs-Fitness	833.00	1,049.64	26.01%	3,075.00	3,256.56	5.90%	(5)	8,787.00	1,771.14	83.9%	(5)
Programs-Early Childhood	-	-	#DIV/0!	1,200.00	-	-100.00%	(5)	4,671.00	1,305.00	-100.0%	(5)
Programs-Dance	126.00	48.45	-61.55%	520.00	274.52	-47.21%	(5)	1,517.00	331.05	-17.1%	(5)
Programs-Special Events	1,546.00	264.54	-82.89%	4,099.00	2,614.96	-36.20%	(5)	10,308.00	1,303.64	100.6%	(5)
Programs-Community Events	-	375.00	#DIV/0!	1,625.00	827.91	-49.05%	(5)	30,820.00	1,573.00	-47.4%	(5)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(5)	-	-	#DIV/0!	(5)
Brochure	5,933.00	1,654.40	-72.12%	7,598.00	3,478.03	-54.22%	(6)	22,800.00	6,198.05	-43.9%	(6)
Weight Room	12,502.00	6,481.09	-48.16%	19,097.00	10,445.02	-45.31%	(7)	43,642.00	4,289.60	143.5%	(8)
Community Center	16,914.00	15,349.72	-9.25%	75,344.00	59,949.72	-20.43%	(9)	204,718.00	33,522.95	78.8%	(8)
Total Expenses	117,741.00	102,695.46	-12.78%	470,754.00	420,730.23	-10.63%		1,375,637.00	355,044.90	18.5%	
Total Fund Revenues	39,164.00	51,170.53	30.66%	126,311.00	152,619.35	20.83%		1,390,472.00	80,556.60	89.5%	
Total Fund Expenses	117,741.00	102,695.46	-12.78%	470,754.00	420,730.23	-10.63%		1,375,637.00	355,044.90	18.5%	
Surplus (Deficit)	(78,577.00)	(51,524.93)	-34.43%	(344,443.00)	(268,110.88)	-22.16%		14,835.00	(274,488.30)	-2.3%	

- (1) Under budget primarily in 2 areas: Admin Exp 18.63% \$6,801 and Health Ins 35.59% \$10,200 (one employee opt out and one month lag)
(2) Expenses greater than 2018: Wages/taxes 9.0% \$10,213 (timing of hiring and intern in 2019) and Health Ins 62.4% \$7,091 (timing of hiring in 2018)
(3) 2019 Materials/Maintenance expense is 59.7% \$5,822 greater than 2018.
(4) Over budget due to repair of fire pipe leak.
(5) Expenses for programs increased 44.4%, \$4,333 compared to 2018.
(6) timing
(7) 2019 is below budget primarily due to graduate assistants, only 1 on contract, budget is for 2 58.24% \$5,824
(8) Community Center not open until 4/14/18.
(9) Utilities below budget YTD 27.06% \$7,508

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Donations (21)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	6,250.00	9,655.25	54.48%	27,500.00	55,034.86	-82.5% (1)
Total Revenues		-	#DIV/0!	6,250.00	9,655.25	54.48%	27,500.00	55,034.86	-82.5%
Expenses									
Administration	-	-		-	-		27,500.00	-	#DIV/0!
Total Expenses	-	-		-	-		27,500.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	6,250.00	9,655.25	54.48%	27,500.00	55,034.86	-82.5%
Total Fund Expenses	-	-		-	-		27,500.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	6,250.00	9,655.25	54.48%	-	55,034.86	-82.5%

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

Special Recreation (22)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		254.31	#DIV/0! (1)	190,000.00	287.42	-11.5%
Total Revenues	-	-	#DIV/0!	-	254.31	#DIV/0!	190,000.00	287.42	-11.5%
Expenses									
Administration	42.00	-	-100.00%	167.00	-	-100.00% (2)	190,000.00	81.12	-100.0%
Total Expenses	42.00	-	-100.00%	167.00	-	-100.00%	190,000.00	81.12	-100.0%
Total Fund Revenues	-	-	#DIV/0!	-	254.31	#DIV/0!	190,000.00	287.42	-11.5%
Total Fund Expenses	42.00	-	-100.00%	167.00	-	-100.00%	190,000.00	81.12	-100.0%
Surplus (Deficit)	(42.00)	-	-100.00%	(167.00)	254.31	-252.28%	-	206.30	23.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Insurance (23)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		194.80	#DIV/0!	70,000.00	265.50	-26.6%
Total Revenues	-	-	#DIV/0!	-	194.80	#DIV/0!	70,000.00	265.50	-26.6%
Expenses									
Administration	1,250.00	-	-100.00%	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Total Expenses	1,250.00	-	-100.00%	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	194.80	#DIV/0!	70,000.00	265.50	-26.6%
Total Fund Expenses	1,250.00	-	-100.00%	2,500.00	-	-100.00%	67,553.00	-	#DIV/0!
Surplus (Deficit)	(1,250.00)	-	-100.00%	(2,500.00)	194.80	-107.79%	2,447.00	265.50	-26.6%

Audit (24)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	28.50	#DIV/0!		76.65	#DIV/0!	15,000.00	131.10	-41.5%
Total Revenues	-	28.50	#DIV/0!	-	76.65	#DIV/0!	15,000.00	131.10	-41.5%
Expenses									
Administration	12,500.00	11,500.00	-8.00%	12,500.00	11,500.00	-8.00%	15,950.00	12,500.00	-8.0%
Total Expenses	12,500.00	11,500.00	-8.00%	12,500.00	11,500.00	-8.00%	15,950.00	12,500.00	-8.0%
Total Fund Revenues	-	28.50	#DIV/0!	-	76.65	#DIV/0!	15,000.00	131.10	-41.5%
Total Fund Expenses	12,500.00	11,500.00	-8.00%	12,500.00	11,500.00	-8.00%	15,950.00	12,500.00	-8.0%
Surplus (Deficit)	(12,500.00)	(11,471.50)	-8.23%	(12,500.00)	(11,423.35)	-8.61%	(950.00)	(12,368.90)	-7.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Paving & Lighting (25)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		120.43	#DIV/0!	150.00	241.13	-50.1%
Total Revenues	-	-		-	120.43		150.00	241.13	-50.1%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0! (1)	22,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		22,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	120.43	#DIV/0!	150.00	241.13	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	22,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	-	120.43	#DIV/0!	(21,850.00)	241.13	

Park Police (26)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		23.01	#DIV/0!	150.00	47.22	-51.3%
Total Revenues	-	-		-	23.01		150.00	47.22	-51.3%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	4,500.00	-	#DIV/0!
Total Expenses	-	-		-	-		4,500.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	23.01	#DIV/0!	150.00	47.22	-51.3%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	4,500.00	-	
Surplus (Deficit)	-	-	#DIV/0!	-	23.01	#DIV/0!	(4,350.00)	47.22	-51.3%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2019

IMRF (27)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	91,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	90,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	89,556.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	89,556.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	90,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	89,556.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		444.00	-	

Social Security (28)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	102,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	102,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	108,257.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	108,257.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	102,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	108,257.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		(6,257.00)	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Concessions (30)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Clubhouse Concessions	4,339.00	3,027.85	-30.22%	4,339.00	3,167.55	-27.00% (1)	76,145.00	4,143.55	-23.6% (1)
Beverage Cart	-	164.00	#DIV/0!	-	164.00	#DIV/0!	11,281.00	-	#DIV/0!
Sports Complex Concessions	3,170.00	36.50	-98.85%	3,170.00	36.50	-98.85% (1)	39,945.00	2,907.75	-98.7% (1)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	7,706.00	-	#DIV/0!
Catering	1,674.00	1,463.50	-12.57%	5,260.00	6,065.50	15.31% (2)	18,615.00	5,387.63	12.6% (2)
Total Revenues	9,183.00	4,691.85	-48.91%	12,769.00	9,433.55	-26.12%	153,692.00	12,438.93	-24.2%
Expenses									
Clubhouse Concessions	9,141.00	7,242.00	-20.77%	18,426.00	16,540.43	-10.23% (1,3)	98,519.00	13,786.41	20.0% (1,3)
Beverage Cart	300.00	104.12	-65.29%	300.00	104.12	-65.29%	8,689.00	-	#DIV/0!
Sports Complex Concessions	1,684.00	675.24	-59.90%	1,719.00	1,088.50	-36.68%	31,620.00	510.79	113.1%
Pool Concessions	50.00	-	-100.00%	50.00	-	-100.00%	7,086.00	44.63	-100.0%
Catering	448.00	417.06	-6.91%	1,204.00	1,885.14	56.57% (2)	6,595.00	1,048.33	79.8% (2)
Total Expenses	11,623.00	8,438.42	-27.40%	21,699.00	19,618.19	-9.59%	152,509.00	15,390.16	27.5%
Total Fund Revenues	9,183.00	4,691.85	-48.91%	12,769.00	9,433.55	-26.12%	153,692.00	12,438.93	-24.2%
Total Fund Expenses	11,623.00	8,438.42	-27.40%	21,699.00	19,618.19	-9.59%	152,509.00	15,390.16	27.5%
Surplus (Deficit)	(2,440.00)	(3,746.57)	53.55%	(8,930.00)	(10,184.64)	14.05%	1,183.00	(2,951.23)	245.1%

(1) April 2019 flooding impacted both golf course and ballfields. Course was open 16 days in 2019 compare to 24 days in 2018.

(2) Lions club started renting the clubhouse 2 Wednesdays a month in Sept. 2018. 2019 has increased revenue/expenses for drinks and room rental due to this.

(3) Freezer repair in 2019

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Developer Contributions (32)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,604.00	-	-100.00%	9,231.00	5,653.46	-38.76%	21,000.00	8,128.28	-30.4%
Total Revenues	1,604.00	-		9,231.00	5,653.46		21,000.00	8,128.28	-30.4%
Expenses									
Administration	-	-		-	-		21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	1,604.00	-		9,231.00	5,653.46		21,000.00	8,128.28	-30.4%
Total Fund Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Surplus (Deficit)	1,604.00	-		9,231.00	5,653.46		-	8,128.28	-30.4%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Golf Course (50)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Golf Operations	34,818.00	31,590.48	-9.3%	114,338.00	106,306.79	-7.0% (1)	474,322.00	109,163.18	-2.6% (2)
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	20,290.00	-	#DIV/0!
Total Revenues	34,818.00	31,590.48	-9.3%	114,338.00	106,306.79	-7.0%	494,612.00	109,163.18	-2.6%
Expenses									
Golf Operations	14,568.00	15,502.35	6.4%	50,914.00	49,063.33	-3.6%	220,563.00	50,138.38	-2.1%
Golf Maintenance	22,516.00	20,892.01	-7.2%	84,220.00	68,461.60	-18.7% (3)	274,049.00	61,191.96	11.9%
Total Expenses	37,084.00	36,394.36	-1.9%	135,134.00	117,524.93	-13.0%	494,612.00	111,330.34	5.6%
Total Fund Revenues	34,818.00	31,590.48	-9.3%	114,338.00	106,306.79	-7.0%	494,612.00	109,163.18	-2.6%
Total Fund Expenses	37,084.00	36,394.36	-1.9%	135,134.00	117,524.93	-13.0%	494,612.00	111,330.34	5.6%
Surplus (Deficit)	(2,266.00)	(4,803.88)	112.0%	(20,796.00)	(11,218.14)	-46.1%	-	(2,167.16)	417.6%

(1) Daily Greens Fees -5.57% -\$543
Golf Events & Misc -13.95% -\$875
Carts +6.06% \$368
Season passes -5.9% -\$4,872
Pro shop sales -21.84% -\$2,111

(2) Daily Greens Fees .85% \$78
Golf Events & Misc -11.67% -\$713
Lessons -43.23% -\$2,875
Carts 8.25 \$491
Season passes -1.06% -\$831
Pro shop sales -19.78% -\$1,862

(3) Expenses below budget: Part time wages/taxes 19.4% \$10,097; Mowr maintenance 39.3% \$4,296

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Aquatics (51)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Pool	11,019.00	11,564.00	4.9%	12,705.00	14,405.00	13.4%	63,115.00	11,565.00	24.6%
Swim Lessons	6,670.00	9,084.00	36.2%	7,170.00	9,584.00	33.7%	19,444.00	6,982.00	
Splashpad	-	-	#DIV/0!	-	150.00	#DIV/0!	17,059.00	-	#DIV/0!
Total Revenues	17,689.00	20,648.00	16.7%	19,875.00	24,139.00	21.5%	99,618.00	18,547.00	30.2% (2)
Expenses									
Pool	1,081.00	209.92	-80.6%	1,081.00	536.65	-50.4%	52,920.00	1,170.20	-54.1%
Aquatics Maintenance	7,718.00	815.43	-89.4%	8,390.00	8,246.09	-1.7%	37,400.00	1,732.65	375.9% (3)
Swim Lessons			#DIV/0!			#DIV/0!	8,932.00	-	
Splashpad	-	-	#DIV/0!	-	-	#DIV/0!	234.00	-	#DIV/0!
Total Expenses	8,799.00	1,025.35	-88.3%	9,471.00	8,782.74	-7.3%	99,486.00	2,902.85	202.6%
Total Fund Revenues	17,689.00	20,648.00	16.7%	19,875.00	24,139.00	21.5%	99,618.00	18,547.00	30.2%
Total Fund Expenses	8,799.00	1,025.35	-88.3%	9,471.00	8,782.74	-7.3%	99,486.00	2,902.85	202.6%
Surplus (Deficit)	8,890.00	19,622.65	120.7%	10,404.00	15,356.26	47.6%	132.00	15,644.15	-1.8%

- (1) Season passes +14.52% \$1,845
Swim Lessons +32.10% \$3,539
(2) Season passes +25.81% \$2,985
Swim Lessons +27.98% \$3,185
(3) Pool chairs in 2019

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Debt Service (60)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		379.01	#DIV/0!	614,000.00	622.66	-39.1%
Total Revenues	-	-	#DIV/0!	-	379.01	#DIV/0!	614,000.00	622.66	-39.1%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	614,116.00	-	#DIV/0!
Total Expenses	-	-		-	-		614,116.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	379.01	#DIV/0!	614,000.00	622.66	-39.1%
Total Fund Expenses	-	-		-	-		614,116.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	379.01	#DIV/0!	(116.00)	622.66	-39.1%

Capital Projects (70)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,750.00	-	-100.0%	7,000.00	1,852.77	-73.5%	540,000.00	5,024.39	-63.1%
Total Revenues	1,750.00	-	-100.0%	7,000.00	1,852.77	-73.5%	540,000.00	5,024.39	-63.1%
Expenses									
Administration	235,200.00	9,028.44	-96.2%	300,800.00	81,895.66	-72.8%	539,863.00	33,546.73	144.1%
Total Expenses	235,200.00	9,028.44	-96.2%	300,800.00	81,895.66	-72.8%	539,863.00	33,546.73	144.1%
Total Fund Revenues	1,750.00	-		7,000.00	1,852.77	-73.5%	540,000.00	5,024.39	-63.1%
Total Fund Expenses	235,200.00	9,028.44	-96.2%	300,800.00	81,895.66	-72.8%	539,863.00	33,546.73	144.1%
Surplus (Deficit)	(233,450.00)	(9,028.44)	-96.1%	(293,800.00)	(80,042.89)	-72.8%	137.00	(28,522.34)	180.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2019

Action 2020 (71)

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	100.00	-	-100.0%	400.00	416.85	4.2%	5,605,120.00	6,172.87	-93.2%
Total Revenues	100.00	-	-100.0%	400.00	416.85	4.2%	5,605,120.00	6,172.87	-93.2%
Expenses									
Administration	5,000.00	4,103.53	-17.9%	45,000.00	40,432.89	-10.1%	2,159,275.00	1,079,470.49	-96.3%
Total Expenses	5,000.00	4,103.53	-17.9%	45,000.00	40,432.89	-10.1%	2,159,275.00	1,079,470.49	-96.3%
Total Fund Revenues	100.00	-		400.00	416.85	4.2%	5,605,120.00	6,172.87	-93.2%
Total Fund Expenses	5,000.00	4,103.53	-17.9%	45,000.00	40,432.89	-10.1%	2,159,275.00	1,079,470.49	-96.3%
Surplus (Deficit)	(4,900.00)	(4,103.53)	-16.3%	(44,600.00)	(40,016.04)	-10.3%	3,445,845.00	(1,073,297.62)	-96.3%
Total Fund Revenues	116,251.00	121,983.29		319,724.00	336,562.18	5.3%	10,837,908.00	332,949.49	
Total Fund Expenses	501,197.00	225,733.58	-55.0%	1,247,656.00	910,146.29	-27.1%	7,393,017.00	1,809,182.92	
Surplus (Deficit)	(384,946.00)	(103,750.29)	-73.0%	(927,932.00)	(573,584.11)	-38.2%	3,444,891.00	(1,476,233.43)	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2019	Revenues	Expenses	4/30/2019	4/30/2019 Cash balance
10 Corporate	448,928.49	25,436.95	209,661.65	264,703.79	261,161.07
20 Recreation	359,618.50	152,619.35	420,730.23	91,507.62	123,702.69
21 Donations	76,404.89	9,655.25	-	86,060.14	86,060.14
22 Special Recreation	18,426.12	254.31	-	18,680.43	18,680.43
23 Insurance	37,028.97	194.80	-	37,223.77	37,223.77
24 Audit	14,570.38	76.65	11,500.00	3,147.03	3,147.03
25 Paving & Lighting	22,891.66	120.43	-	23,012.09	23,012.09
26 Park Police	4,373.87	23.01	-	4,396.88	4,396.88
27 IMRF	-	-	-	-	-
28 Social Security	7,113.06	-	-	7,113.06	7,113.06
30 Concessions	34,633.92	9,433.55	19,618.19	24,449.28	18,628.15
32 Developer Contributions	479.89	5,653.46	-	6,133.35	6,133.35
60 Debt Service	72,041.20	379.01	-	72,420.21	72,420.21
70 Capital Projects	385,125.14	1,852.77	81,895.66	305,082.25	295,632.25
71 Action 2020	160,202.32	-	4,103.53	156,098.79	111,413.10
Total governmental fund balance	1,641,838.41	205,699.54	747,509.26	1,100,028.69	1,068,724.22
50 Golf Course	313,767.68	106,306.79	117,524.93	302,549.54	
	<u>(382,836.75)</u>			<u>(382,836.75)</u>	
	(69,069.07)			(80,287.21)	(32,504.29)
51 Aquatics	406,918.48	24,139.00	8,782.74	422,274.74	
	<u>(405,939.83)</u>			<u>(405,939.83)</u>	
	978.65			16,334.91	16,334.91
Total proprietary funds	(68,090.42)	130,445.79	126,307.67	(63,952.30)	
	1,573,747.99			1,036,076.39	1,052,554.84

Summary of depository accounts as of

5/22/2019

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	967,684.77	2.10	967684.77
Resource Bank	32,669.16	0.68	72.93
IPDLAF	699.54	2.21	63.02
DCCF - Action 2020	28,104.89		
Dekalb Co. Community Foundation	<u>18,067.17</u>		
	1,047,225.53		

To: Board of Commissioners
From: Theresa Tevsh
Subject: Monthly Recreation Report
Date: May 23, 2019

Administrative Initiatives (5/1/19-5/31/19)

Theresa Tevsh, Superintendent of Recreation Services

- Met with Matt Kolinski from Ringland Johnson to walk through the Community Center to point out the leaks that continue to appear in the building when it rains.
- The Recreation Team (Lisa, Sarah, Melissa, Tracy, Justin) participated in a Facility Tour of the Bolingbrook Park District and Plainfield Park District on May 2. Both facilities were recently built and similar to Sycamore. The goal was to observe facility amenities, ask about their programming and “what they would have done different” after living in their new space. This tour was part of our preparation to establish goals and objects for the 2025 future programming of the district.
- Assisted with The Dog Park Grand Opening on May 4. Two staff have been hired for Dog Park Patrol and will start on May 28. They will receive training from our Dog trainer, to understand dog body language as part of their training for the job.
- May 5-10 on vacation
- On May 11th the Community Center was rented out to host a 40-team youth basketball tournament. I stayed on site all day to observe, and I was very impressed with the event organizer who ran the tournament timing spot on, which was greatly appreciated by the Concessions Manager to know when the players would be flooding in for food. We collected \$2955.25 in rental fee and concessions. Expenses included our 5 staff (\$375.50) and I included a dollar amount for the 3 volunteers working 13 hours each at \$10 each(\$390); Food expense of \$648.50; plus 25% administrative/overhead fee

\$353. This left us with a profit of \$1190.25 which we most likely would not have brought in on a Saturday in May. The public and members were notified in advance of the gym being closed, and the Track & Pathway Fitness remained open.

- The Live Healthy Dekalb County initiative included the Sycamore Park District the week of May 17-26 with a daily special of access to pathway fitness with the purchase of a track daily admission. The Sycamore Youth Football League also used our facility to offer free football skills and cheerleading clinics on May 18.
- AYSO and Sycamore Youth Baseball used our facility on April 28, May 18th for their Photo day in the gym using one full court with separate entrance at the garage door access at no charge.
- May 23 was the last day for our Life School Volunteer, Josh Virgin. Josh volunteered every Thursday morning from October through May, assisting Jerry at the Community Center and Melissa at the clubhouse. On his last day we gave him a card and a gift card to wish him luck on his future job search. I always loved seeing Josh's unique beret that he would wear on his head.
- On May 18th we offered a free Nordic Pole walking class which we had 4 new people participate in. Member Ken Williams and his wife volunteer to lead instruction every season, which also recruits new Track pass members. The park district offers walking poles at no charge to members if they want to use them on the track.
- On May 17 we hosted 88 Kindergartners in our facility as part of a "rain out" field trip. The school district is catching wind of our "awesome" program and the quick turnaround we have to offer with so many of the end of school year field trips being rained out. While the first program we conducted on April 25th was planned months ahead of time with 6th grade and led by our recreation staff, the upcoming field trips are now led by their teachers using our same lesson plan. This has turned out to be a great Marketing strategy for the Park District, and we have been able to talk directly to the students to share our summer programs and ask them what they know about their park district. The next rain plan field trips are tentative for May 25(Kindergarten), May 28 (78 Third graders AM), May 28 (56 Fourth Graders PM).

- May 22 I conducted the PDRMA safety training with the concessions and clubhouse staff.
- The aquatic staff attended an opening season for Splash pad refresher on May 23.
- Will attend the monthly Chamber Leadership Academy to be held at Suter & Ideal on May 31.
- The MMNH did not meet this past month due to lack of quorum. They are planning a Garage sale event in the downtown parking lot at Somonauk & West Elm on June 15th. Their goal is to sell parking spaces as well as clean out many items from their storage areas.

Lisa Metcalf, Facilities Supervisor

- Pool staff continued to get hired and many meeting and training were held to get ready for summer.
- Attended a Fitness Lunch and Learn session in Lakeview.
- Group Fitness Classes started for the summer.
- During Sycamore Teachers & City Staff Appreciation Week, May 5-11, we had 11 people purchase a Pathway Fitness Membership/Pass with the special of getting the Membership for the Pass rate or 20% off the Pass.
- Participated in Live Healthy DeKalb County's Get Active Week, May 17-26, and offered our guests access to Pathway Fitness with the purchase of daily admission for the track.
- Helped train our new Recreation Specialist, Justin Genz.
- Held an Inservice with the Counselor's from OSCAR and the Lifeguards to go over the summer.

- Splash Fountain opened Saturday, May 25.
- Continued to work in RecTrac to update things as new things get added and changed.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Completed vending reports for month of April.
- Booked clubhouse rentals for June 5th and 29th, July 6th and 20th.
- Booked birthday party packages for May 25th, July 19th and 20th.
- Booked community center rooms for May 31st, June 11th, 22nd, and 29th and July 7th.
- Booked private splash fountain party for June 15th.
- Worked on Junk in the Trunk, have 6 people signed up so far.
- Worked and completed Breakfast with the Bunny. Great to have at our own facility.
- Attended first anniversary event and worked cake station, low turn out due to snowstorm.
- Got all of staff hired for all of Food and Beverage.
- Had training meeting for all staff.
- Did the food for Park Pride Day.
- Helped with opening of the Dog Park.
- Set up concessions for our first all day basketball tournament.
- Ran concession part for the tournament, went great, sold over \$2000.

- Met with Storm Dayz staff to discuss the weekend.

Sarah Rex, Marketing and Recreation Supervisor

- May 2: Guest DJ at WDKB to promote the Brian Bemis Family Dog Park Grand Opening.
- Attended Connecting Children to Nature Coalition meeting.
- Attended Sycamore Kiwanis Craft Beer and Brat Festival meetings.
- Helped with Park Pride Day and The Brian Bemis Family Dog Park Grand Opening on May 4.
- Met with School District and ENCAP representatives to continue developing outdoor classroom opportunity at the Middle School. Will transition the new Natural Areas Specialist into the Middle School Outdoor Classroom project. Along with the School District, begin integrating restoration of the site into their classroom curriculum.

Justin Genz, Recreation Specialist

- Set up and facilitated the dog park grand opening event.
- Attended multiple meetings with Lisa Metcalf to help me transition into the new recreation specialist position.
- Facilitated a dodgeball station twice for Sycamore's public-school field trip at the community center.
- Lost our dance instructor two weeks before the start of our program, interviewed and hired a new dance instructor.
- Summer programs began, I met with instructors and assisted them on their first day.
- Worked with Sarah on social media outreach for summer programs.

- Met with Jeanette and Jackie to review employment paperwork.
- Attended a meeting with Jeff and Melissa for Storm Dayz softball tournament.
- Meeting with Michael Witttrup for potential fall soccer program and gym rental.

Administrative Initiatives (6/1/19-6/30/19)

Theresa Tevsh, Superintendent of Recreation Services

- Will work with the Recreation Team on brochure content for the Fall Brochure.
- To date we have issued 170 Dog Park Passes.
- 2 new benches will go in at the Splash Fountain as a memorial to Tom Doty's mother.
- Will assist with the Library joint programming scheduled for the summer.
- The Park District and the MMNH will conduct a June-July summer camp together. There are 4- 1-week sessions offered. Each session utilizes both the Museum and park district locations, to utilize the amenities from each site. To date, 2 out of the 4 sessions have reached minimum numbers.
- Will complete the Club 55 and Northwestern Medicine MOU updates.
- Will attend the KSRA meeting on June 11
- Will volunteer at the MMNH Garage Sale event June 15
- Will attend the next Chamber Leadership Academy on June 21 at the County Jail & Court House

Lisa Metcalf, Facility Supervisor

- The Community Pool will open Saturday, June 1.
- Will schedule preventative maintenance for Pathway Fitness.
- Will hold swim tests and go over rules with OSCAR kids before they start swimming at our pool for the summer.
- Will work on the Fall Brochure and future programming.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Prepare for Storm Dayz tournament.
- Continue to schedule rentals and birthday parties.
- Clean pool concessions stand, stock and prepared to open.
- Prepare for our June Concert in the Park.
- Get ready for our June Movie in the Park.
- Keep promoting Junk in the Trunk event.
- Get Sports Complex Concessions painted on outside.

Sarah Rex, Marketing and Recreation Supervisor

- Summer Concert Series and Movies in the Park begin the week of June 3.
- Will start the Fall Brochure preparation.
- Will work on Adult art class for the Fall programming.

Justin Genz, Recreation Specialist

- Will attend a training session for STEM CLUB programs at NIU.
- Will start planning for upcoming fall brochure.
- Will chaperone participants at Cubs vs. Mets trip.
- Will coordinate the June programs, meet with instructors.
- Will facilitate teen special events.

Viktoria Orosz, NIU Graduate Assistant, Spring Semester Report

- Attended the IPRA/IAPD Conference in January.
- Attended Supervision training with Professor Dan.
- Sent out reminder for fitness assessment clients.
- Created Valentine's day promotion for the 1,000-mile challenge participants.
- Attended interviews for Graduate Assistant, Pool Manager and Lifeguard positions.
- I created equipment maintenance and inspection sheet.
- Developed Weight loss challenge.
 - Started Weight loss challenge in February.
 - Communicated to everyone important information and updates to keep everyone in the loop.
 - Created a personalized workout schedule for the duration of the program that was 8 weeks.

- Created an exercise document of all the exercises that I prescribed for our members, so they know how to perform each exercise properly.
- Created nutrition tips for the participants so they can track their nutrition and be smarter and healthier about eating.
- Communicated with the participants every week, adjusting their workout programs as needed.
- Provided group fitness classes once every second week of the program for the participants.
- Motivated the participants. Created specialized promotions to fit their needs.
- Monitored weigh-in at the beginning and final weigh-ins at the end of the program.
- Created evaluation forms for the participants to rate the program.
- Calculated the results for participants and created the winners' diplomas and prizes.
- Created March Madness incentive program for the 1,000-mile challenge participants.
- Created First Anniversary schedule.
 - Reached out to staff to see who is available for the event.
 - Created facility schedule for activities.
 - Assigned staff for activities.
 - Set up for event.
 - Clean up after event.

- Schedule NIU volunteers for the event.
 - Created wrap up evaluation
- Updated 1000 miles challenge weekly.
- Did daily usage reports for community center.
- Created a better (electronic) way for the reports to save prints and time.
- Worked the front desk 4 hours each week.
- Provided fitness assessments for members.
- Created drop-in group fitness schedule.
- Created and coordinated the fitness assessment sign-up process.
- Attended staff meetings.
- Coordinated and trained 7 NIU student volunteers for the semester.
- Assisted Lisa with fitness program scheduling.
- Assisted Sarah with program and event marketing and promotion in Pathway Fitness and in the member eblast.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: May 28, 2019

Administrative Initiatives (5/1/19 – 5/31/19)

- Attended weekly Management Team meetings as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Attended Dog Park Grand Opening.
- Developed May Golf Insight newsletter and updated reader board with leagues and outings scheduled.
- Developed peak season part-time staff schedule.
- Finalized remaining outing contracts.
- Continued to promote sales of season passes.
- Ordered rental carts for the outing season.
- Continued to work with Third Party Marketing Agents in the development of better ways to create more exposure for our facility.
- Held golf staff training meeting.
- Began regular golf course hours 6:30am to dusk weekdays and 6:00am to dusk on weekends and holidays.
- Began regular peak season rates.
- Began in house league season, Match Play League, Ladies Nine Hole League and Wednesday Men's Fairway Club league all begin at the beginning of May.

- Revisited opportunities to sell ad space on reader board outside pro shop and tournament scoreboard.
- Began monthly pro shop merchandise promotions.
- Dealt with rain or a closed golf course for the first 18 days of the month. 7 days completely closed due to flooding. 5 days of front nine only with no riding carts. 3 days with front nine only with riding carts and 3 days of having the entire golf course open with carts as of May 19th.
- Cut part-time staff to a bare minimum during the closures and during minimal patron golf course usage due to conditions.
- Once again, the grounds crew has done a wonderful job getting the golf course back to a playable condition after two major flood events this month.
- Completed daily emails to third party marketers concerning golf course conditions and playability.
- Contacted all league players, both in house and outside leagues about conditions, closures and playability. Contacted permanent tee time holders on weekends about closures and golf course conditions.
- Continuously updated information posted regularly on our Facebook pages and website.

Administrative Initiatives (6/1/19 – 6/30/19)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop June Golf Insight newsletter and update reader board with leagues and outings scheduled.

- Add additional coupon sales through Group Golfer, Groupon and Golf Moose, with strong limitations for usage, to try to capture a portion of the lost revenue from May rains and floods.
- Begin outing season with several large events scheduled. Sycamore Chamber, June 7th, currently having 26 foursomes registered, The Shriners' Scramble, June 14th currently having 38 foursomes registered, The Sycamore Rotary Club, June 26th 32 to 36 players expected and the Spartan Open, June 28th with 130 to 144 players anticipated.
- Add additional eblasts and marketing techniques to ensure golfers our golf course is fully operational to attract players back.
- Train and begin scheduling two new cart attendants.
- Rehired a part-time staff member, who is working on his degree in marketing, to not only work carts and in the pro shop but to assist in eblasts, development of promotional signage, update Facebook and our website information.
- Continue summer pro shop merchandise promotions.
- Continue to reduce staff hours where possible to help budget effected by May floods.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: May 28, 2019

Administrative Initiatives (5/1/19-5/31/19)

Golf

- After a nice start to spring, the snow event on April 27th triggered a very rough three weeks of weather for the golf course, parks, and sports fields. Two major floods in two weeks was caused by over 8 inches of rain in just two weeks. The first time the river flooded and crested on May 3rd and just as water had receded the second flood, caused by another almost 2” of rain, crested on May 10th.
- Staff spent two weekends trying to remove any landlocked water and washing mud off the turf to save as much grass as possible as the water went down. Both floods left a lot of mud behind which was either washed off the greens and fairways as best as possible or left to dry on the rough and later mowed off. Luckily, the temperatures were cool for both events and the turf, except for a few areas, seems like it survived. As we know from past floods, sitting under warm water and mud for only a few days can quickly kill the turf.
- The entire course was opened for play and cart use on May 16th which is a quick turn around considering the level of the water on the 10th. Thanks to all staff for helping in the recovery efforts and the weekend help.
- Mowing of the non-flood areas continued when able during the many rain events. We have been playing catch-up on many areas of mowing and trimming as the ground had to be firm enough to support the mowers.

- We will keep rope in several areas to guide carts away from still soft areas of the course.
- Weed spraying has been taking place when able.
- We have been plugging thin areas on greens and have slit-aerate the greens this week with fertilizing also taking place.
- The irrigation system was turned on before the floods but has been off since. Staff will need to clean the mud from the motor intake pit once the river level allows access prior to the system being used again.
- Hopefully a normal pattern will return, and staff can catch up with the ever-growing turf to detail the course prior to the many outings and heavy play soon to come.
- The new 18-bridge withstood the floods. The turf around the bridge continues to grow with better weather.
- I coordinated the work of the painting company to solid stain the clubhouse as weather allows. As a group, staff decided a brighter color that still compliments the existing gutter, door, and roof colors was a good choice for a change.

Sports

- The rains and snows have also wreaked havoc to the start of our sports season. The Titans baseball tournament was cancelled with 4 inches of snow on the ground. Sycamore Youth Baseball opening day was reduced on May 4th, but play did happen as a few of the fields were usable. We worked with softball and the Sycos tournament on May 11th as the second flood allowed just 5 fields to be used but they completed their tournament.

- Regular season play has begun for baseball, softball, adult softball, Church league, and AYSO soccer. I have been in touch daily with heads of the organizations during weather events to update field availability.
- I met last week with Justin Genz and Melissa Dobberstein from our staff and with Storm Dayz representatives to go over details of the event. Field set up, parking, concessions, insurance forms, and logistics were discussed. The event will take place from June 28-30.
- Staff has been mowing when able on the soggy fields. Painting of foul lines and soccer fields is also done weekly when weather allows.
- The ball fields and soccer fields will soon be treated for weeds and fertilized.
- I have begun working with Justin Genz, our new sports and rec position, on field scheduling and what groups use which fields.
- Games are being prepped for daily use on the ball fields as schedules dictate.
- The pool has successfully been filled and the chemicals are being balanced as we prepare for the June 1 opening. The pool heater is running to help raise the water temp as it starts at 53 degrees out of the pipe. Brendan, the new pool manager, has been helping to make small repairs to the deck and with cleaning. Several underwater pool lights are being replaced during the start-up process.
- We will be hosting the relocate of the sports concession building trades signs on June 15th at 9:00 a.m. for those who can attend. More details in a staff recommendation.
- I worked with Sycamore Youth Baseball and the Sycamore School District to relocate t-ball baseball games from Wetzel Park to North Grove School. After issues with both homeowners, and visitors to the park to watch games,

we found a solution that works for all involved. Practices will still take place at Wetzel Park.

- The splash pad tank has been filled, the pump station started, and the water features cleaned. All pipes and controls seem to have survived its first harsh winter. The water chemistry is balanced, and we are ready for a May 25th opening as it looks like decent weather at the moment.
- A new shade structure umbrella has been added to the east lawn area just off the deck to the splash pad. This will provide an area of shade to a portion of the sunbathing lawn area.

Parks

- I attended staff and board meetings.
- Attended meetings with City and engineers on next trail phase planning.
- Attended meetings with engineers about soccer complex addition project.
- Attended the opening day of the new dog park. So far so good on the use of the park and the traffic in and out of the facility. We regularly check the stock of dog bags and garbage. We have been seeding thin spots in the turf as weather allows.
- I worked with Renee Bemis and Tom Doty as we placed the wonderful dog statue in the dog park just days before the opening. The concrete pad was made to hold the statue and the support rods which extend from the paws.
- We also have added new grass seed to the sled hill which took a winter hit on the exposed north face. Traffic and very cold weather caused some turf loss, but we expect the new seed to take very soon. We will continue to slit seed as needed during the season.

- Staff has been recovering from flood issues. The several areas of bike/walk path have been cleaned of mud, and several areas cleaned of washed up farm field debris.
- Park Pride Day took place on May 4th even with the water issues. Five sites were attended with 60 people taking part as new playground mulch was spread, walk paths and wooded areas were cleaned of trash and tree debris, and several pond edges were cleared of trash by the mix of kids and adults. Thanks to Sarah for helping to organize the groups and providing t-shirts, and to Melissa for cooking food for all to enjoy at the clubhouse after the workday.
- Staff has been mowing when able between rain events along with cleaning shelters post flood.
- We have been inspecting and repairing some playground equipment.
- We worked with four of the public area elementary schools on Earth Day, April 22, at various parks to either plant a small tree or clean a trail and provide education on our natural areas and their benefit.
- Attend meeting with Sarah and Nicholas from our staff, Encap, and school district staff about future teaching opportunity for a native plant establishment area near the new trails south of the middle school. Met with Encap reps to flag out an area for planting/seeding south of the Middle School on the south side of the new east-west trail.

Administrative Initiatives (6/1/19-6/30/19)

- Attend staff, board meetings.
- Attend future trails planning meetings with City staff and engineers.
- Attend soccer complex addition meetings.

- Continue to work with sport user groups and recreation staff as games continue on all fields.
- Host Storm Dayz softball the last weekend of the month.
- Work with Kish Health System staff and host employee party.
- Set up for first movie in the park on June 7th.
- Set up stage for first concerts in the Park starting first Thursday in June.
- Open pool and keep up water quality and work with new pool manager.
- Golf course: prep course for a busy June as Chamber Day moves to the 7th along with several outings scheduled for June. Recover from floods with seeding of lost turf. Gain full staff as school ends to help with summer maintenance.
- Finalize irrigation permit with City for September start date.
- Staff will begin mowing frequently in all areas and working around wet conditions as able.
- Prep shelters for the many summer rentals and work with Recreation staff on schedules.
- Work with Sarah on sports concession construction plaque rededication in mid-June.
- Continue efforts for planning meeting with ENCAP, school district reps, and our staff for future natural areas classroom project.
- Work with rep company to repair a piece of Lake Sycamore floating dock.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: May 28, 2019

Administrative Initiatives (5/1/19 – 5/3/19)

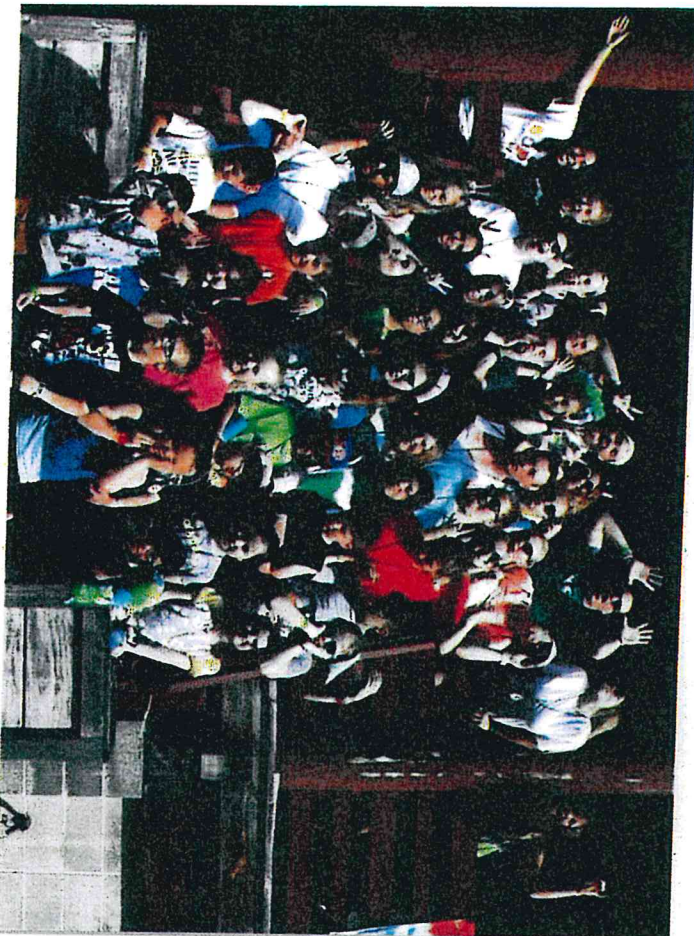
- Attended Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Reviewed Drawings and Specifications for the Riverside Park Construction Bids.
- Worked on project billing schedules for Superintendent of Finance and Business Services so she can complete a Cash Position report for the June Regular Meeting
- Initiated meetings with our Negotiator, the City and our Engineers to further attempt to complete the land swap matters.
- Continued to work on matters related to land donations on the northwest end of town.
- Continued work on PDRMA letter.
- Continued working on establishing a security for the Old Mill, LLC Development.
- Assisted Board President by answering questions regarding DRAFT Retirement Agreement.
- Began Goal Setting Process with Superintendents in relation to *Sustaining the Legacy: 2025*.

- Finalized timeline for next Long-Range Planning Process: *Sustaining the Legacy:2025*.
- Reviewed Canvassed Election Results from County Clerk's office.
- Worked on resolving an easement issue related to Merry Oaks trail.
- Planned for the "Annual Meeting" and communicated with necessary parties on matters to prepare for that on May 28, 2019.
- Conducted research on Pool Assessments and Costs.
- Contacted two prior professional survey firms who have worked for us in the past, and secured proposals from them for two surveys that will be used in association with our next Long-Range Plan: *Sustaining the Legacy: 2025*.
- Held discussions with City Manager, and Superintendents regarding the future of the MMNH building.
- Worked on a Video Surveillance Ordinance for Board consideration.
- Worked on a Miscellaneous Benefits modification to the Personnel Policy for consideration by the Board of Commissioners.

Administrative Initiatives (6/1/19 – 6/30/19)

- Attend Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS
- Continue work on Old Mill to Forest Preserve trail issues.
- Close out Bidding Process and Recommend to Board Award of bid for the Riverside Park complex.
- Finalize negotiations for land on trail project.
- Provide information to Board on Succession Planning.

- Continue to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Begin assembling information for early Study Sessions on *Sustaining the Legacy: 2025*.



THANK YOU
So very much

CAMP KESEM

AT NORTHERN ILLINOIS UNIVERSITY

Dear Sycamore Park
District,
Thank you so much
for donating an item
for our silent auction.
We appreciate all of
your help + your support!
Thank you so much
again.

CK Love,

Camp Kesem
at Northern Illinois
University



425 W. STATE STREET, SYCAMORE, IL 60178
815-895-9777 | WWW.MMNH.ORG

March 29, 2019

Greetings Sycamore Park District,

On behalf of the Board of Directors, staff, and volunteers at the Midwest Museum of Natural History, I would like to say thank you for your generous donation of 2 3 month memberships and 1 certificate for 4 18-hole rounds of golf to our Groundhog Gala fundraiser on February 2, 2019. Despite the unruly Polar Vortex that impacted the entire Midwest, limiting travel for many, we were still successful in raising over \$6,000 at the event. Your contribution to our Silent Auction helped to make the evening such a smashing success!

Proceeds from our Groundhog Gala go directly into the live animal care, educational programming, exhibition development, and collection care at the Museum. Support from wonderful donors like you allow us to implement our mission of "Encouraging our community's appreciation of natural history using shared experiences through collections, exhibits, and education." Without the amazing support of our local and neighboring communities, we would not be able to continue providing a connection to the natural world for the students of all ages and abilities who visit our Museum.

Sincerely,


Jessica Landau
Executive Director

Thank you!


Josephine Misch
President, Board of Directors

*Thank you for
your ongoing support!*

May 9, 2019

Sycamore Park District
 Dan Gibble
 Theresa Tevsch
 480 S. Airport Rd.
 Sycamore, IL 60178

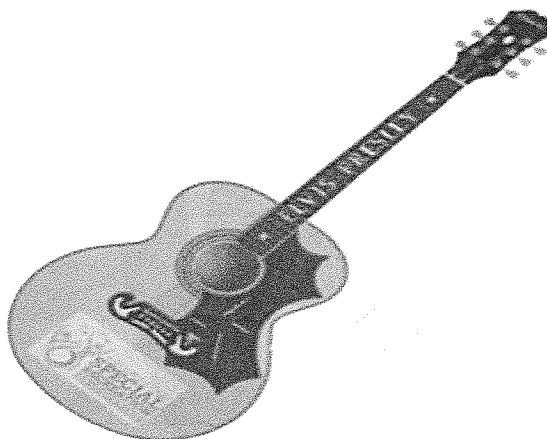
Dear Dan and Theresa

I wanted to send a huge THANK YOU for being a sponsor at our "Rockin' Spring with the King" fundraiser held on Saturday, May 4, 2019. Your basket donation was a hit in our raffle! We have promoted your donation at the event, on our social media and in our weekly email blast. Any place we can thank you, we will, because without you our event would not have been amazing!

The families that benefit from the available scholarships have the opportunity to attend our programs without worry of financial strain. Families with an individual with special needs in addition to the regular bills that a family has, they have the additional therapy and doctor bills that ensure the healthiest lifestyle for that individual. Your donation to our event will directly assist those families who receive scholarships to attend the important programs that the KSRA offers.

Kishwaukee Special Recreation Association is a nonprofit organization registered with the state of Illinois. Your contribution, at a value totaling \$123.00, for the round of golf with cart and the 3 month fitness membership, is partially tax deductible and our organization's EIN# is 36-3860530. Your tax preparer will need this information at tax time.

Thank you again for helping KSRA! Please do not hesitate to contact me if you have any questions about the Kishwaukee Special Recreation Association and its mission to serve families in the area and assist them in exploring Recreation Therapy.



Sincerely,

Dawn R. Schaefer MS, CTRS
 Executive Director





ABSTRACT OF VOTES

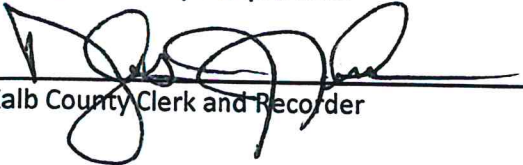
I, Douglas J. Johnson, DeKalb County Clerk and Recorder , do hereby certify that on April 22, 2019, I canvassed the returns of the Consolidated Election held on April 2, 2019, and do proclaim that a total of 745 voters requested and received ballots and I do further certify that the following list of candidates each received the number of votes recorded for him/her for the office listed below.

SYCAMORE PARK DISTRICT

Park Commissioner	Four Year Term-VOTE FOR NOT MORE THAN THREE	
Benjamin Doty*	Daryl Graves*	William Kroeger*
591	577	492

I further certify that the above is a true and complete ABSTRACT OF VOTES .

Dated this 22nd day of April 2019



 DeKalb County Clerk and Recorder

JURISDICTIONAL CANVASS

RUN DATE:04/18/19 09:50 AM

April 2, 2019 Consolidated
DeKalb County, Illinois

OFFICIAL RESULTS

REPORT-EL86

PAGE 052

WITH 17 OF 17 PRECINCTS REPORTING

VOTES PERCENT

01 = BALLOTS CAST

745

PARK COMMISSIONER SYCAMORE PARK DISTRICT

VOTES PERCENT

(VOTE FOR) 3

02 = Benjamin Doty

591 35.60

03 = Daryl Graves

577 34.76

04 = William Kroeger

492 29.64

05 = OVER VOTES

0

06 = UNDER VOTES

575

	01	02	03	04	05	06
0004 CORTLAND 02	97	80	79	72	0	60
0005 CORTLAND 03	49	41	40	37	0	29
0006 CORTLAND 04	32	26	22	18	0	30
0007 CORTLAND 05	14	11	11	11	0	9
0010 CORTLAND 08	65	55	50	44	0	46
0017 DEKALB 07	28	21	19	16	0	28
0054 SYCAMORE 01	49	41	37	33	0	36
0055 SYCAMORE 02	68	52	52	44	0	56
0056 SYCAMORE 03	13	8	12	8	0	11
0057 SYCAMORE 04	21	17	18	15	0	13
0058 SYCAMORE 05	38	29	30	26	0	29
0059 SYCAMORE 06	67	57	42	40	0	62
0060 SYCAMORE 07	21	16	17	14	0	16
0061 SYCAMORE 08	19	16	16	13	0	12
0062 SYCAMORE 09	62	49	55	43	0	39
0063 SYCAMORE 10	63	43	46	37	0	63
0064 SYCAMORE 11	39	29	31	21	0	36



Curt Lang
Mayor

Mary Kalk
City Clerk

Brian Gregory
City Manager

To: Dan Gibble, Executive Director, Sycamore Park District ✓

You are hereby notified that the City of Sycamore, County of DeKalb, is about to annex certain territories listed below, pursuant to the provisions of the Illinois Municipal Code Section 7-1-1, *et seq.*, and that such annexation will take place not less than ten days after the service of this notice on you.

PIN#

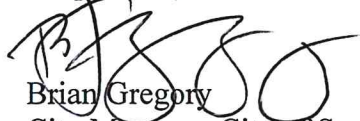
05-24-200-026
05-24-200-025
06-19-100-004
06-19-100-003
06-19-200-023
06-19-200-021
06-19-200-003
06-19-200-011

A meeting has been scheduled by the Plan Commission to consider the annexation as described in the Petition. You are invited to attend the meeting and will be given an opportunity to discuss any issues or concerns you may have regarding the annexation of this property by the City. The meeting is to be held on June 10, 2019, at 7:00 p.m. at Council Chambers of the Sycamore Center located at 308 W. State Street.

A meeting has been scheduled by the City Council to consider the annexation by ordinance, as described in the Petition. You are invited to attend the meeting and will be given an opportunity to discuss any issues or concerns you may have regarding the annexation of this property by the City. The meeting is to be held on June 17, 2019, at 7:00 p.m. at Council Chambers of the Sycamore Center located at 308 W. State Street.

If you have any questions beforehand, please contact the City Clerk at (815) 895-4515.

Respectfully Submitted,


Brian Gregory
City Manager, City of Sycamore

PETITION TO ANNEX

First Midwest Bank, Successor Trustee to the National Bank and Trust Company of Sycamore, as Successor Co-Trustee under a trust agreement dated 02/16/1996, known as Trust No. 01-342-14-0359; Lois M. Hoffman, as Trustee under a trust agreement dated 02/16/1996, known as Trust No. 02-479-30-2917 and as Successor Co-Trustee under a Trust Agreement dated February 16, 1996, known as Trust No. 01-342-14-0359; Richard L. Hoffman, as Trustee of the Richard L. Hoffman Declaration of Trust dated 12/30/1998; Jane T. Hoffman, as Trustee of the Jane T. Hoffman Declaration of Trust dated 12/30/1998; Michael S. Schelkopf; Steven G. Glasgow, as Trustee of the Steven G. Glasgow 2014 Living Trust, under agreement dated 01/31/2014; and Katherine J. Koehling (f/k/a Katherine J. Flink), the petitioners herein, pray for annexation of property described in Exhibit A attached hereto and incorporated herein by reference to the City of Sycamore, Illinois, and in support thereof, state as follows:

1. Petitioners are the legal owners of the represented parcels of real estate described on Exhibit A attached hereto and made a part hereof. There are no electors residing on the property.
2. Petitioners have previously entered into Annexation Agreements with the City of Sycamore.
3. The abovementioned real estate is contiguous to and may be annexed to the City of Sycamore as provided by 65 ILCS 5/7-1-1, et seq.
4. Petitioners desire that certain portions of the several properties be annexed to the City of Sycamore, Illinois, pursuant to the terms of the Annexation Agreements.
5. Petitioners request approval of the proposed zoning as contained in the Annexation Agreement.

WHEREFORE, petitioners pray that the City of Sycamore, annex and zone the
aforementioned real estate pursuant to the Annexation Agreements mentioned above.

Dated this 3rd day of April, 2019.

Joy N. Bihun
First Midwest Bank, Successor Trustee to the
National Bank and Trust Company of Sycamore,
as Successor Co-Trustee under a trust
agreement dated 02/16/1996, known as
Trust No. 01-342-14-0359

Lois M. Hoffman
Lois M. Hoffman, as Trustee under a trust
agreement dated 02/16/1996, known as
Trust No. 02-472-30-2917, and as
Successor Co-Trustee under a Trust
Agreement dated 02/16/1996, known as
Trust No. 01-342-14-0359

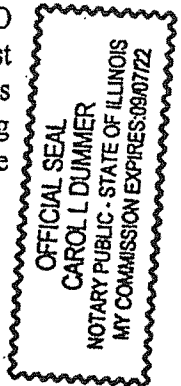
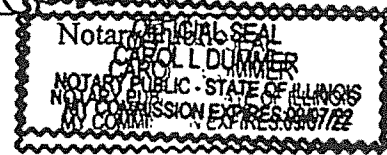
STATE OF ILLINOIS)
) - ss-
COUNTY OF DEKALB)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO
HEREBY CERTIFY that Joy N. Bihun as Trust Officer of First
Midwest Bank, Successor Trustee to the National Bank and Trust Company of Sycamore, is
personally known to me to be the same person whose name is subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that he/she executed the
instrument as his/her free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seat this 3rd day of April, 2019.

Carol L. Dummer

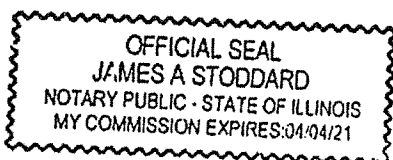
STATE OF ILLINOIS)
) - ss-
COUNTY OF DEKALB)



I, the undersigned, a Notary Public in and for the County and State aforesaid, DO
HEREBY CERTIFY that Lois M. Hoffman, personally known to me to be the same person whose
name is subscribed to the foregoing instrument, appeared before me this day in person and
acknowledged that she executed the instrument as her free and voluntary act for the uses and
purposes therein set forth.

Given under my hand and seat this 3rd day of April, 2019.

James A. Stoddard
Notary Public



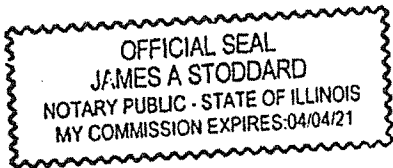
Richard L. Hoffman
Richard L. Hoffman, as Trustee of the
Richard L. Hoffman Declaration of Trust
dated 12/30/1998

Jane T. Hoffman
Jane T. Hoffman, as Trustee of the Jane T.
Hoffman Declaration of Trust
dated 12/30/1998

STATE OF ILLINOIS)
)
 -ss-
COUNTY OF DE KALB)

I, the undersigned, a Notary Public, in and for said County and State aforesaid, DO
HEREBY CERTIFY that Richard L. Hoffman and Jane T. Hoffman, personally known to me to be
the same persons whose names are subscribed to the foregoing appeared before me this day in
person and acknowledged that they signed, sealed and delivered the said instrument as their free
and voluntary act, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 3rd day of April, 2019.



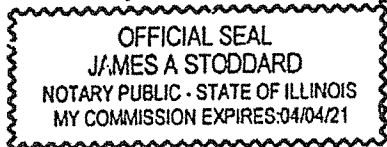
James A. Stoddard
Notary Public

Michael S. Schelkopf
Michael S. Schelkopf

STATE OF ILLINOIS)
) - SS-
COUNTY OF DEKALB)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that Michael S. Schelkopf, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he executed the instrument as his free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seat this 2nd day of APRIL, 2019.



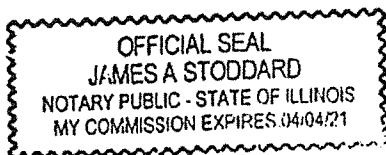
James A. Stoddard
Notary Public

Steven G. Glasgow
Steven G. Glasgow, as Trustee of the Steven Glasgow 2014 Living Trust, under agreement Dated 01/31/2014

STATE OF ILLINOIS)
) - SS-
COUNTY OF DEKALB)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that Steven G. Glasgow, personally known to me to be the same persons whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he executed the instrument as his free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seat this 2nd day of April, 2019.



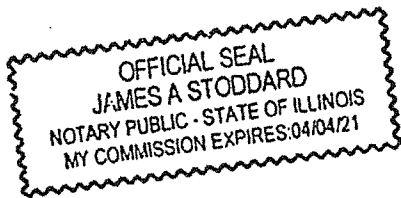
James A. Stoddard
Notary Public

Katherine J. Koehling
Katherine J. Koehling, formerly known as
Katherine J. Flink

STATE OF ILLINOIS)
) - ss-
COUNTY OF DEKALB)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO
HEREBY CERTIFY that Katherine J. Koehling, formerly known as Katherine J. Flink,
personally known to me to be the same person whose name is subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that she executed the
instrument as her free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seat this 2nd day of April, 2019.



James A. Stoddard
Notary Public

Prepared by:
James A. Stoddard
Klein, Stoddard, Buck & Lewis, LLC
2045 Aberdeen Court, Suite A
Sycamore, Illinois 60178
Phone: 815-748-0380

EXHIBIT A

ALBERT & LOIS HOFFMAN DESCRIPTION

Part of the Northwest Fractional Quarter (NW frac ¼) of Section Nineteen (19), part of the Northeast Quarter (NE1/4) of Section Nineteen (19) and part of Lot 24 in Section Nineteen (19), all in Township Forty-one (41) North, Range Five (5) East of the Third (3rd) Principal Meridian, DeKalb County, Illinois, described as follows:

Beginning at the Southeast corner of the Northwest Fractional Quarter (NW frac ¼) of said Section Nineteen (19); thence West, along the South line thereof, 11.51 chains; thence North parallel with the West line of said Section to the Northwest corner of Lot Twenty-four (24) in Assessor's Division of said Section Nine (9); thence Easterly, along the North line thereof, and along the Easterly extension of said North line to a point, 253.66 feet West of the East line of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4) of said Section Nineteen (19); thence South parallel with said East line to a point 714.90 feet South of the Northeast corner of the Northwest Quarter (NW1/4) of said Section Nineteen (19) as measured along said East line; thence Easterly, parallel with the North line of the Northwest Quarter (NW1/4) of said Northeast Quarter (NE1/4), 253.66 feet to a point on said East line; thence Southerly, along said East line to the Northeast corner of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Westerly, along the North line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4), 1047.05 feet; thence Southerly, parallel with said East line to a point 656.80 feet North of the South line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Easterly, parallel with said South line to a point 1020.00 feet West of said East line; thence Southerly, parallel with said East line, 656.80 feet to a point on the South line of the Southwest Quarter (SW1/4) of said Northeast Quarter (NE1/4); thence Westerly along said South line, 465.96 feet, more or less, to the Point of Beginning.

RICHARD & JANE HOFFMAN DESCRIPTION

The East 31.8 acres being the East 1047.05 feet of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3rd) Principal Meridian, DeKalb County, Illinois, EXCEPTING THEREFROM the South 656.80 feet thereof, AND ALSO EXCEPTING THEREFROM the Easterly 99 feet of the Northerly 99 feet of said East 31.8 acres used as a site for a school house; situated in the County of DeKalb, State of Illinois.

MICHAEL SCHELKOPF DESCRIPTION

That part of Section Twenty-four (24), Township Forty-one (41) North, Range Four (4) East of the Third (3rd) Principal Meridian and Lots 41, 42, 45, 46 & 47 of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3rd) Principal Meridian, described as follows:

Beginning at the Northeast corner of Lot "A" per plat of said Section Twenty-four (24) recorded in Book "B" of Plats, page 52; thence Northerly, along the east line of said Section Twenty-four (24), 49.10 feet; thence Westerly, at an angle of 89 degrees 58 minutes 46 seconds as measured clockwise from the last describe course, 151.03 feet to a point that is 150 feet West of and parallel with the East line of said Section Twenty-four (24); thence Northerly at an angle of 90 degrees 53 minutes 52 seconds measured counterclockwise from the last described course, parallel with said East line, 969.33 feet; thence Easterly at an angle of 89 degrees 54 minutes 40 seconds measured counterclockwise from the last described course, 150.00 feet to a point on the west line of said Lot 47; thence North along said west line, 249.84 feet, more or less, to the Northwest corner of said Lot 47); thence East, along the North line of said Lots 47 and 45, a distance of 758.57 feet, more or less to the west line of the premises conveyed to Albert F. Hoffman by Document No. 96003044 and to Lois M. Hoffman by Document No. 96003045 in the Office of the DeKalb County Recorder; thence Southerly, parallel with and 11.51 chains west of the east line of the Northwest Fractional Quarter of said Section Nineteen (19), 1323.70 feet, more or less to the south line of said Northwest Fractional Quarter; thence Westerly at an angle of 89 degrees 55 minutes 01 seconds measured counterclockwise from the last described course, along said South line, 755.70 feet to the Point of Beginning, all in Mayfield Township and Sycamore Township, DeKalb County, Illinois.

STEVEN GLASGOW DESCRIPTION

That part of the East Half (E1/2) of Section Twenty-four (24), Township Forty-one (41) North, Range Four (4) East of the Third (3rd) Principal Meridian, described as follows: Beginning at the northeast corner of lot "A" per the plat of said Section Twenty-four (24) recorded in Book "B" of plats, page 52; thence northerly, 49.10 feet on the east line of said Section 24; thence westerly at an angle of 89 degrees 58 minutes 46 seconds as measured clockwise from the last described course, a distance of 151.03 feet to a point on a line that is 150.0 feet west of and parallel with the east line of said section; thence northerly at an angle of 90 degrees 53 minutes 52 seconds measured counterclockwise from said northerly line, parallel with said east line, 969.33 feet; thence westerly at an angle of 90 degrees 40 minutes 51 seconds measured clockwise from the last described course, 1178.54 feet; thence southerly at an angle of 89 degrees 34 minutes 49 seconds measured clockwise from the last described course, 851.27 feet to the northerly line of lot "B" per said plat; thence easterly at an angle of 97 degrees 35 minutes 02 seconds measured clockwise from the last described course, along said northerly line 288.39 feet to the northwest corner of said lot "A"; thence southerly at an angle of 97 degrees 35 minutes 02 seconds measured

counterclockwise from said northerly line, along the west line of said lot "A", 733.92 feet to the southwest corner thereof; thence easterly at an angle of 94 degrees 09 minutes 23 seconds measured clockwise from said west line, along the southerly line of said lot "A", 1049.61 feet to the southeast corner thereof; thence northerly at an angle of 85 degrees 52 minutes 55 seconds measured clockwise from said southerly line, along the east line of said lot "A", 670.56 feet to the point of beginning, all in Mayfield Township, DeKalb County, Illinois.

KATHERINE J. KOEHLING DESCRIPTION

Part of Assessor's Lots Thirty-six (36) and Eighty-six (86) and all of Assessor's Lots 83, 84 & 85 situated in the East Half (E1/2) of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Forty-one (41) North, Range Five (5) East of the Third (3rd) Principal Meridian, DeKalb County, Illinois, described as follows:

Beginning at the Southwest corner of said Lot Eighty-five (85); thence Northerly, along the West line of said Lots 36, 83, 84 & 85, a distance of 1131.80 feet; thence Easterly, parallel with the North line of said Lot Thirty-six (36) and the Easterly extension thereof to a point on the East line of said Lot Eighty-six (86); thence Southwesterly, along said East line to the Southeast corner thereof; thence Westerly, along the South line of Lots 86 & 85 to the Point of Beginning.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 30, 2018

STAFF RECOMMENDATION

AGENDA ITEM: MODIFYING the DEFINITION of “LAND” in the LAND/CASH ORDINANCE: Recommend Approval

BACKGROUND INFORMATION:

We reported last month about this matter, and had good discussion of this definition with the idea that the final version come to the Board this month. To refresh everyone’s memory:

As lots that were subdivided years ago, prior to the depression/economic downturn/collapse of the housing market, the City of Sycamore Land/Cash Ordinance had definitions of land that were untenable from two perspectives:

1. **The Value of Land from pre-downturn times.**
2. **The Definition of Land from the City’s perspective as it relates to parks management.**

The Board will recall that about 18 months ago, then President of the Board, Ted Strack, led a good conversation and research effort to change the “equation” for how land is defined for the purposes of determining a “Cash Donation” by a developer in Lieu Of giving land for park/open space. This lowered the cost to developer, emphasizing the fact that we had way too much Flood Plain/Floodway Land, and not enough good, high ground.

Now, as building permits begin to increase, but before a land boom that may come in the future, it is the best time to approach the City of Sycamore and ask them to better define what type of “LAND” should be acceptable to donate to the park district instead of cash, as the developer has either option. In this case, “high ground”.

To begin this process, I communicated in an email to Ted Strack, my thoughts, as he is our representative on the Planning Commission at the City of Sycamore. Ted indicated support for this change in language as long as it

is clear that it DOES NOT effect the equation for determining the CASH in LIEU of LAND DONATION. I indicated it should not.

Attached, you will find a copy of the City's Land/Cash Ordinance from 2006.

Following that, you will find attached a copy of the PARK section of that Ordinance with the changes made in 2016—following Ted's hard work and the Board's approval.

We agreed last month that Ted would suggest some direct modifications of the definition in red, below:

K. Land. For the purposes of land donation, only, and not for the equation that determines a "CASH DONATION in LIEU of LAND", the term "LAND" will be considered as non-flood plain and floodway open space that is graded to the plans approved by the City of Sycamore in consultation with the Sycamore Park District prior to the time the City accepts the plans for development. Furthermore, the park district will not accept land which is used for ponds, stormwater management, detention or retention. The park district views the following land as undesirable: Land with environmental contamination, land used for ponds, land used for storm water detention, or land used for storm water retention. As such, the park district reserves the sole right to determine if the donation of such land will be accepted to satisfy some or all of the requirement of this land/cash ordinance. If sidewalks or other paths are required by the City of Sycamore, the cost of those must be defrayed by a party other than the Sycamore Park District. Title of such land will be turned over to the park district under conditions that must be approved by the park district in a "stand-alone" license or annexation agreement, prior to the City of Sycamore making final approval of the development, the donation in lieu of, and before any construction begins. The written agreement, can, however, allow for title transfer at some future date, as long as it is spelled out in the written license or annexation agreement with the Sycamore Park District.

Ted has made some very good suggestions to change this. They are integrated, above, in GREEN.

FISCAL IMPACT: At this time, no cost, but if approved, this would prevent a lot of the current problems we face, avoid the cost of accepting detention/retention/ponds and/or low ground.

STAFF RECOMMENDATION: I recommend the Board authorize Ted 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.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

AGENDA ITEM: RELOCATION AND DEDICATION OF SPORT CONCESSION BUILDING PLAQUES

BACKGROUND INFORMATION: The sports concession building was constructed in 1976 by a large group of local trades groups. Much of the labor and materials were donated to improve the quality of the new sports complex which was set to open in 1977. Two plaques are located inside the building that list both individuals and companies that were involved in the construction of the concessions stand. The idea was presented to move the plaques to the outside of the building to make the lists of names more visible to the public and to show appreciating to these groups that are a significant part of the Park District's history.

The plaques will soon be located on the east side of the building to the left of the service counter. We will also be hosting a ceremony on Saturday, June 15th at 9:00 a.m. to recognize those who volunteered and worked on the building. Those listed on the plaque that are still around and available will be invited to attend the ceremony along with the Park Board and some staff. We will thank those involved and describe the history of the sports complex and will have a couple of those involved speak about the project and what it was like to work with the groups listed on the plaques. Some light refreshments will also be made available.

Invitations will be mailed out no later than June 1, 2019. IF the Board has specific names they wish to have included, please provide them to Sarah Rex by May 27, 2019. Include addresses if you have them.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities
Sarah Rex, Recreation and Marketing Supervisor.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

[Faint, illegible text follows, likely representing the body of the document or meeting minutes.]

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

AGENDA ITEM: SUSTAINING the LEGACY and Planning Update: Recommend Approval

- * Community Survey Approval
- * Pool Assessment Approval
- * Selection of Park Tour Date

BACKGROUND INFORMATION: Based upon Board input, attached to this recommendation is the revised/final timeline for the planning process on *Sustaining the Legacy: 2025*.

Community-Wide Survey

As a component of this timeline it is recommended that the Board approve the retention, by the Executive Director, of a professional services contract: This, for up to two (2) community-wide surveys to use as one of several inputs in the planning process. The Executive Director requested proposals from the two firms we have used in the recent past. Both firms, Ron Vine & Associates as well as Public Research Group responded to the same RFP, and the costs came in at \$50,350 and \$37,000, respectively.

With a total of roughly 7,500 unique addresses in Sycamore (includes non-homes), RVA survey mailings would be to all households at least once, and some twice with RVA using a second mailing and phone calling to assure a solid sample, while PRG would mail to 2,500 households, and follow-up by phone. Both having the goal to get the 600 minimum responses to get a 95% level of confidence with a margin of error +/-4%. They have both laid out in their submittals their methodology and experience. Understanding the cost difference to start, is important. Furthermore, both firms have great experience with park districts. I believe both could do a good job. That being said, I reviewed both firms' proposals, and asked each firm some follow-up questions, then clarified for myself, and them, the requirements for professional liability/general liability insurance.

As the RFP allowed, both firms could provide an option B where the only change in expectation was a 1% higher margin of error at the same 95% confidence level. Only RVA provide that option, and quoted a price of \$41,350.

Pool Assessment

Another component of this timeline/planning process is to get an independent engineer to assess the condition of the current pool. NOT to design a new pool. That has not been decided. Rather, this work will be to conduct a thorough assessment of existing conditions, and provide a direct, unbiased report as to the conditions of the visible, and the buried components of the current pool and bath house, determine life expectancy of the key components, the cost to renovate/extend their life, and a summary report of the overall conditions of the pool to determine the overall cost to renovate this facility and keep it within the current footprint. This would be ONE additional "input" of facts and information to help guide us in the long-range planning process for *Sustaining the Legacy: 2025*.

Two firms that have completed this type of study on many occasions, W-T Engineering and Farnsworth Group estimate the cost to complete this work to be roughly \$20,000 to \$30,000. Once authorized by the Board, an RFQ would be circulated, and a firm recommended to the Board for approval on this project.

Park and Facility Tour

Lastly, the timeline for this process asks for a six-hour commitment from the Board on one Saturday in September.

FISCAL IMPACT: Between \$60,000 and \$70,000 for all items.

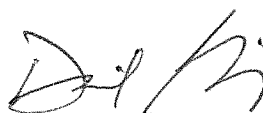
STAFF RECOMMENDATIONS:

1. That the Board authorize the Executive Director to retain professional survey services from Ron Vine & Associates for up to two community-wide surveys using the option that calls for a 95% confidence level and a margin of error at +/-5%. Cost not to exceed \$41,350. I would recommend the Park District use Ron Vine & Associates because of a few key determinants that set them apartt:

- A. RVA is much more familiar with our organization.
 - B. RVA has worked more extensively with staff here at the district.
 - C. RVA has done two prior surveys for us in our last Long-Range Planning Horizon: VISION 20/20—for which we were very satisfied—and these services are again needed for long-range planning.
 - D. RVA has worked directly with our Board and know the Board’s thought processes (except Ben Doty) and will need less “up to speed” time in working with you to get at the information you desire to know.
 - E. RVA has served parks and recreation agencies all over the United States for many years, and have a massive, comparative data base of information, background, best practices, and “outside our Illinois world” experience to bring alternative thinking and perspectives.
 - F. Ron Vine is a former CEO/E.D. in Parks and Recreation and sees matters from both a senior management perspective and a policy-making (board) perspective.
 - G. Lastly, RVA brings our baseline data from our last two long-range planning surveys to the table.
2. That the Board authorize the Executive Director to distribute an RFQ for professional services on a Pool Assessment with Jeff Donahoe and Bill Kroeger serving along with him as a “committee” to review, rank, and recommend a firm and contract for services to conduct a thorough assessment of the existing pool and bath house.
 3. That the Board select, at this meeting, a date for the Park Tour in September.

All just need a voice vote, please.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

Sustaining the Legacy: 2025
Sycamore Park District Long-Range Plan
TIMELINE: DRAFT

Purpose: To create and actionable plan that transitions from ACTION 2020 by completing the projects that remain from the ten *Critical Success Factors*, while creating new goals that attempt to address stabilizing the revenue stream for supporting a reasonable, timely, affordable and manageable replacement schedule for equipment, and care of our existing capital assets.

August 2020	-	Adoption of <i>Sustaining the Legacy: 2025</i>
July 2020	-	Final Public Hearings for: <i>Sustaining the Legacy: 2025</i>
June 2020	-	Final Draft of <i>Sustaining the Legacy: 2025</i> Third Public Hearing for <i>Sustaining the Legacy: 2025</i>
May 2020	-	New Executive Director Starts Two Public Hearings on: <i>Sustaining the Legacy: 2025</i>
April 2020	-	Study Session— Board and Staff with Survey Firm: Survey Report/Findings Received. Board Discusses and Modifies First Draft.
March 2020	-	Survey #2 Conducted – Testing the Draft Plan
February 2020	-	Study Session— Board and Staff with Survey Firm: <ul style="list-style-type: none"> • First Draft of <i>Sustaining the Legacy: 2025</i> • Board Discussion with Staff for Revisions • Discussion with Survey Firm on How to “Test” the DRAFT of <i>Sustaining the Legacy: 2025</i> • Survey Firm Finalizes What Priorities Will Be Tested
January 2020	-	Study Session— Board and Staff: <ul style="list-style-type: none"> • Review of Survey Findings. • Staff Presentation on Financial Position and Finance Options for Addressing Priorities. • Ranking Exercise of Priorities.
December 2019	-	Survey Report/Findings Received. Provided to Staff and Board for Reading/Review. NO MEETING THIS MONTH.

- November 2019** - **Study Session—Board and Staff:**
Staff Reports to Board:
- **Management Goals and Objectives**
 - **Review Prioritization from October Study Session:**
 - **Capital Assets**
 - **Equipment Replacement**
 - **Prioritized Capital and Equipment Schedule**
 - **Pool Assessment Report Presented**
- October 2019** - **Survey Conducted**
Study Session—Board and Staff:
- **First Draft of Survey for Review and Discussion**
 - **Review of Capital Assets, Equipment Replacement Schedule, and Prioritize**
- September 2019** - **Study Session—Board and Staff: Saturday or Sunday**
6 Hour Session
- **Park Tour: Not to include facilities built within the last 24 months**
- Engineers Begin Pool Assessment (or July, if they prefer pool systems to be functioning)**
- August 2019** - **Survey Firm Begins Work**
Study Session with Board/Staff/Survey Firm
- July 2019** - **Study Session—Board and Staff:**
- **Prioritizes remaining ACTION 2020 Projects**
 - **Reviews Capital Assets and Equipment Replacement Schedules**
- Engineers Begin Pool Assessment (or September, if they prefer empty pool systems)**
- June 2019** - **Picnic/Reunion for: Community Wide Strategic Planning Team and Citizens’ Advisory Committee**
Group Activities to Assess How We Have Done
Board Approves Survey Firm Agreement
- May 2019** - **Regular Board Meeting—Board Authorizes Timeline and Draft Budget for *Sustaining the Legacy: 2025*:**
- **Two Community-Wide Surveys**
 - **Pool Assessment by Municipal Pool Engineers**
 - **Goal and Objective Oriented Final Product**

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

BACKGROUND INFORMATION: The Board of Park Commissioners was provided with a draft of the Audit report in the April Board packet. There were only very minor revisions. The electronic version will be emailed to you as a separate file. Hard copies are available for those that would like them. I will bring them to the board meeting. The following documents are provided:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2018.

A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

AGENDA ITEM: CHANGES TO CONDUCT ORDINANCE REGARDING the FEEDING of WILDLIFE: Recommend Approval

BACKGROUND INFORMATION: Over the past few years the park district staff has seen an increase in the feeding of wildlife in our parks and near our facilities. The feeding of Wildlife is potentially hazardous for five major reasons:

1. “People” food isn’t good for animals. Human foods aren't nutritious enough for animals and may cause serious health problems (especially when animals are continually fed bread, french fries, peanuts and popcorn).
2. It makes wild animals lose their natural fear of people. Feeding can make large, potentially dangerous animals become too comfortable in residential or recreational areas. Once animals learn they can panhandle for food, they can become a nuisance—or even worse, a safety risk.
3. Feeding wildlife from or near vehicles is dangerous to animals, people, and property. Animals can be hit by moving vehicles or might try to enter vehicles in search of food.
4. Wild animals who depend on people for food can cause injuries or spread disease. When wild animals gather for food handouts, it can cause crowding and competition. These unnatural conditions increase the chances of fighting and injury among animals. It can also increase the spread of diseases, some of which may be transmitted to pets and humans.
5. The garbage left from uneaten debris, the animals looking through garbage receptacles for more “people food”, thus spreading wrappers and leftover food remains only serves to create more mess and cleanup time for staff.

The staff has noticed Wildlife feeding in parks such Parkside Preserve, the Main Community Park and the Good Tymes Shelter and pond. These feedings include throwing food, such as peanuts and bread from vehicles and placing piles of such food in select areas for the Wildlife to find. On decks at the Sports Complex and Club House, this creates a slick surface and some have slipped as a result.

Staff are guilty of feeding animals, too, and we plan to integrate training on these matters into our all-staff and seasonal staff trainings. The Superintendents will work with Sarah Rex to develop a public information campaign and positive signage to begin “orienting” our users/visitors to this change, as well.

In researching of this matter, following the park district ordinances were researched:

Schaumburg Park District
 Wheaton Park District
 DeKalb Park District
 Gurnee Park District
 Chicago Park District
 Naperville Park District
 Rolling Meadows Park District
 Vernon Hills Park District

In researching the conduct ordinances of the above park district all but 3 had the following statement:

“No person shall feed wildlife on District Property.”

DeKalb Park District’s ordinance was more specific:

“No person may feed any wildlife including ducks, geese, squirrels or any other wildlife within the park system.”

Wheaton Park District’s Ordinance states:

“No person shall feed any wildlife on park district property, except where allowed at Colsey zoo under the supervision of park district staff.”

Chicago Park District’s ordinance was the most specific:

“No person shall feed any bird, wild animal or any stray licensable animal at any designated bathing beach or park green grass facility. For the purposes of this paragraph, “Feed” means the offering, throwing, spreading and/or leaving of any food item that may be eaten by animals.”

FISCAL IMPACT: No specific financial impact is identifiable, though a few hundred dollars may be used for flyers, signs, mailings/emailings.

STAFF RECOMMENDATION: Recommend approval

PREPARED BY: Kirk Lundbeck, Superintendent of Golf Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

§15 ANIMALS, PLANTS AND WILDLIFE

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

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

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

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

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

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

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

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

- c) No person shall feed any wildlife on Park District property, except where allowed in conjunction with a Park District program conducted by the Park District or one of its affiliate groups and under the supervision of a Park District or affiliate staff member.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

AGENDA ITEM: VIDEO SURVEILLANCE POLICY: RESOLUTION 02-2019:
Recommend Approval

BACKGROUND INFORMATION: Attached to this recommendation is Resolution 01-2019, which contains Exhibit A—Video Surveillance Policy.

As the use of video surveillance has greatly increased in the parks and recreation industry, more frequent lawsuits related to privacy, accidents, and minors being video taped have created case law which has promulgated a necessity for organizational policy and ordinances addressing this use of video surveillance.

The Executive Director attended a training session at State Conference on the matter, reviewed the policies of other agencies, and consulted our Counsel on this matter.

The result is the attached Resolution and Policy for Board review and approval. Upon adoption, changes to Personnel Manuals will be made to accommodate this policy. Additionally, later on the Agenda will be a modification to the District's Conduct Ordinance 06-2012 to accommodate these matters, as well. It is recommended for approval, as well.

In order to meet the expectations of the law and our policy, we will need to modify our surveillance equipment with storage hardware on our "server" to hold 30+ days of "footage". Other impacts will include the role of the Superintendent of Finance and Business Services taking time to monitor and/or maintain that system in functioning order, downloading footage of incidents to save for extended periods of time, and record-keeping of personnel waivers related to surveillance.

FISCAL IMPACT: Hardware upgrades are estimated to be \$1,500. Extra time for Nettie and Jackie is more difficult to estimate.

STAFF RECOMMENDATIONS:

It is recommended that the Board approve:

- Resolution 01-2019 with Exhibit A
- AFTER THAT: Approve Amendment to Ordinance 06-2012

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

**SYCAMORE PARK DISTRICT
RESOLUTION 02-2019**

**RESOLUTION APPROVING THE SYCAMORE PARK DISTRICT
VIDEO SURVEILLANCE POLICY**

WHEREAS, the Sycamore Park District (“Park District”) is an Illinois Park District governed by the Illinois Park District Code, 70 ILCS 1205/1 et seq. and other applicable laws; and

WHEREAS, the Board of Park Commissioner’s has approved the purchase and installation of a video surveillance system for the regulation and recording of its premises; and

WHEREAS, the Park District’s video surveillance system will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, for the protection of the Sycamore Park District patrons, staff and the public, or deterrence or detections of criminal activity; and

WHEREAS, the Board of Park Commissioners (“Board”) finds it to be necessary and in the best interest to adopt a Video Surveillance Policy;

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

SECTION 1. The recitals set forth above are incorporated into this Resolution as the material legislative findings of the Board as though fully restated herein.

SECTION 2. The Board hereby adopts the Video Surveillance Policy attached hereto as Exhibit A and incorporated by reference.

SECTION 3. All resolutions and ordinances that conflict with this Resolution are hereby waived to the extent of such conflict.

PRESENTED to and **PASSED** by the Sycamore Park District Board of Park Commissioners, this ____ day of _____, 2019

PAGE 2
RESOLUTION 02-2019

AYES: _____

NAYS: _____

ABSTENTIONS: _____

President

ATTEST:

Secretary

EXHIBIT A
VIDEO SURVEILLANCE POLICY

4846-1935-0906, v. 1

Sycamore Park District Video Surveillance Policy

Purpose

The purpose of this policy is to regulate the use of video surveillance and recording on the Sycamore Park District premises. The Sycamore Park District operates a video surveillance system to provide a safe and secure environment for its patrons and staff.

Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of the Sycamore Park District patrons, staff and the public, or deterrence or detection of criminal activity. Video surveillance of the Park District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used by only Park District employees authorized by the Executive Director of the Sycamore Park District; c) appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.

Authority & Responsibility

The Executive Director, and the Superintendents will provide input on the placement of cameras on the Sycamore Park District premises. The Executive Director, and the Superintendents are responsible for monitoring the surveillance systems. The Superintendent of Finance & Business Services and the contracted IT vendor are responsible for hardware and software specification, configuration, and maintenance. Facility managers and staff will notify the Superintendent of Finance and Business Services of any equipment failures or other problems.

Access

Access to surveillance footage is restricted to the Executive Director and the Superintendents as well as law enforcement personnel. The Executive Director may authorize access to surveillance footage to staff, to the extent required by their job responsibilities. Each user of the surveillance system logs in with unique credentials and access is logged for audit purposes. The Superintendent of Finance and Business Services is responsible for assuring these logs are kept and securely filed.

Unauthorized access, exporting, or sharing live or recorded video surveillance footage by an employee may be grounds for disciplinary action, including termination of employment.

Monitoring

Video surveillance of the premises is conducted at all times when the Sycamore Park District is open during normal business hours. Park District premises may also be subject to video surveillance after hours.

Video surveillance is reviewed on an as-needed basis. Periodically, cameras may be monitored in real time by authorized staff. However, there is no expectation that footage is monitored in real time by personnel for security or other purposes.

PAGE 2**Sycamore Park District
Video Surveillance Policy**Restrictions & Limitations

All cameras shall have audio capture capabilities disabled. No audio may be recorded, streamed or transmitted at any time. Cameras shall not be installed or operated in areas where individuals have a reasonable expectation of privacy.

Storage

Video surveillance will be kept for no less than 30 days and destroyed in accordance with the Local Records Act. Video surveillance systems will be designed with a targeted retention range of approximately 30 days. However, this may vary widely since data storage usage depends on image quality settings, frame rates, scene traffic, and other variables. As video footage grows over time, the oldest recordings are automatically purged from the storage media to make space for newer recordings, provided it is in compliance with the Local Records Act. When the Sycamore Park District has actual notice of a claim for which it has video surveillance recording relevant to the claim, such recording shall not be destroyed or overwritten without written approval from the Park District Attorney.

Signage

Signs are located outside of the Sycamore Park District areas where surveillance occurs, notifying patrons that the building and premises are under video surveillance.

Notification to Employees

Current employees have been informed and new employees will be informed upon date of hire that Sycamore Park District utilizes video surveillance.

Request for Copies

All requests for copies of video surveillance are subject to the Freedom of Information Act (FOIA). According to FOIA, requests must be made in writing and are subject to state and federal laws related to confidentiality and dissemination of information related to minors. Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

Exports & Archives Procedure

The Executive Director of the Sycamore Park District will be notified of all requests for exported video footage to be furnished to law enforcement or other outside agencies, or for archival beyond normal time periods. The same applies to requests from law enforcement for remote access to the Sycamore Park District's surveillance systems when applicable.

When footage extraction or archival is requested, the Sycamore Park District Executive Director will notify the Superintendent of Finance & Business Services of specific dates and time blocks requested. When footage extraction or archival is requested, the Sycamore Park District Executive Director will require specific dates and time blocks from the requestor. These parameters must be as specific as possible and limited only to particular views and time windows, because high resolution video footage uses very large amounts of storage space. The Superintendent of Finance & Business Services will maintain a record of export requests, including dates, times, locations, requestor, subject, and recipient of the footage.

4852-0940-9658, v. 1

ORDINANCE NO. 06-2012

AN ORDINANCE REGULATING CONDUCT IN THE PARKS

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

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

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

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

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

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

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

§ 1 DEFINITIONS.

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

§2 SUPERVISION

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

§3 ASSEMBLIES

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

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

§4 PERMITS

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

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

§5 MOB ACTION

There will be zero tolerance for these types of activities.

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

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

§6 USE AND PROTECTION OF FACILITIES

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

§7 VANDALISM

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

§8 LITTERING / POLLUTION

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

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

§9 PUBLIC DECENCY

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

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

§10 DISORDERLY CONDUCT AND LOITERING

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

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

provoking nature with an individual, within the Park System.

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

§11 ALCOHOL, DRUGS AND SMOKING

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

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

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

§12 INTERFERENCE

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

§13 DISOBEDIENCE OF A LAWFUL COMMAND

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

§14 CRUELTY TO ANIMALS

No person shall trap, catch, wound or kill, or treat cruelly, or attempt to trap, catch, wound or kill any bird or animal, or molest or rob any nest of any bird or

animal, in the Park System. Park Personnel, may, with a State Permit, conduct trapping as called for by management requirements.

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

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

§15 ANIMALS, PLANTS AND WILDLIFE

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

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

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

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

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

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

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

No owner or person who has possession or control of a dog shall fail to remove excrement deposited by such dog or other animal upon the public

ways or within the public places of the city or upon the premises of any person other than the owner. (1988 Code §17.208)

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

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

§16 INTOXICATION

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

§17 MISSILES

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

§18 IMPERSONATION OF PEACE OFFICERS OR PARK OFFICIALS

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

§19 BEGGING

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

§20 SLEEPING IN THE PARK SYSTEM

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

§21 FIREARMS, FIREWORKS

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

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

§22 USE OF PLAYGROUND AND PARKS

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

§23 PROHIBITIONS

- a) General Prohibitions:

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

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

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

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

§24 SIGNS

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

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

§25 SELLING DISTRIBUTING AND SOLICITING

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

§26 VEHICLES, BOATS AND AIRCRAFT

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

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

§27 GROUP ACTIVITY

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

§28 PICNIC AREAS AND USE

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

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

§29 HOURS OF OPERATION

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

§30 VIDEO SURVEILLANCE.

- a) The Park District operates a video surveillance system to provide a safe and secure environment for its patrons and staff. Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of the Sycamore Park District patrons, staff and the public, or deterrence or detection of criminal activity. Video surveillance of the Park District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used by only Park District employees authorized by the Executive Director of the Sycamore Park District; c) appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.
- b) Video surveillance of the premises is conducted at all times when the Sycamore Park District is open during normal business hours. Park District premises may also be subject to video surveillance after hours. Video surveillance is reviewed on an as-needed basis. There is no expectation that footage is monitored in real time by personnel for security or other purposes. Cameras shall not be installed or operated in areas where individuals have a reasonable expectation of privacy.

c) Video surveillance will be kept for no less than 30 days and destroyed in accordance with the Local Records Act. All requests for copies of video surveillance are subject to the Freedom of Information Act (FOIA). Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

§31 PENALTY.

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

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

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

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

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

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 28, 2019

STAFF RECOMMENDATION

**AGENDA ITEM: AMENDMENT PERSONNEL POLICY—MISCELLANEOUS BENEFITS:
Recommend Approval**

**BACKGROUND INFORMATION: Attached to this recommendation is the current
Miscellaneous Benefits Policy for FT/IMRF Eligible Employees.**

As the policy does not include an allowance for dog park tags, the amendment shown in red on the attachment would be recommended.

FISCAL IMPACT: If each employee takes advantage, it would be \$270 annually.

STAFF RECOMMENDATIONS:

It is recommended that the Board approve this amendment to the Personnel Policy.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

Policy 4 -15 Miscellaneous Benefits

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

- Aquatics - Free admission
- Golf
 - Free play based upon availability
 - No tee times
 - Carts if available
 - 10% over cost on all pro shop merchandise
- Community Center
 - Pathway Fitness Pass is Free. If full membership desired, employee pays difference between pass and membership rate.
 - Free registration for programs.
 - ✓ Class must meet minimum size.
 - ✓ Does not include contractual programs, trips and day camps.
 - ✓ Employee responsible for any purchases of materials, books, etc.
 - ✓ Does not include birthday parties.
 - ✓ Room rental at 50% discount during building hours only—not 24/7. Full price all else. Personal use, only.
- Clubhouse Rental – 50% of normal rental fee
- Picnic Shelters – 50% of normal rental fee
- Concessions – 20% off. Vending = No Discount.
- Dog Park: First Dog Free. Each additional dog pay the extra dog fee. Pay Resident Rate

Where a partial or full fee is charged to an employee they will be treated as a resident. Wherever trainings, orientations or other requirements exist for regular customers, the employee is expected to complete those, as well, and within the same structure without exceptions. Benefits terminate on the employees last day at the job and prorated values of their memberships will be assessed to the employee's final paycheck.

Adopted on: 7/30/13 Revised on: 8/27/13

Revised on: 1/2014

Revised on 8/25/2015

Revised on 3/27/2018

4-15