

FY2020 Municipal Directory



1. Mission Statement
2. Goals
3. History
4. Profile
5. Operating Budget
6. DeKalb Park District Facilities
7. DeKalb Park District Board of Commissioners
8. Park District Staff
9. Organizational Chart
10. Freedom of Information Act

FY2020 Municipal Directory



1. As a part of the strategic planning process undertaken in 2018, the District has re-evaluated Core Values, Vision, Mission and Goals. Those that have been proposed (but not yet adopted) in the plan are below:

District's Core Values:

- Customer Focus
- Fun
- Innovation
- Environmental Stewardship

Vision Statement: To be recognized in the DeKalb area as a premier choice or parks and recreation opportunities.

Mission Statement: Our mission is to connect the community through high quality park and recreation experiences.

2. Goals:

Operations

- Improve our "curb appeal"
- Hire, train, and retain a qualified staff team
- Enhance the quality of life for District residents
- Increase environmental efforts

Programming

- Expand our programs to offer new and innovative programs
- Increase community event offerings
- Increase programming revenue by 20%
- Increase facility usage of Sports & Recreation Center and Haish Gym by 20%

Marketing & Branding

- Increase awareness of District offerings & facilities
- Increase opportunities for public engagement with the District
- Improve engagement with minority population in our community
- Ensure that the public has an exceptional experience

Infrastructure

- Catch up on infrastructure replacements
- Update the District's Comprehensive Master Plan and complete Master Plans for High Use and High Land Acreage Parks

Financial Sustainability

- Research and develop ideas for expanding tax revenues for the District
- Increase sponsorship of District programs, facilities, and events
- Increase fundraising efforts at the District
- Determine appropriate level of tax subsidization for District programs and facilities
- Explore ways of funding District projects and initiatives

3. History

In the early 1930's, the League of Women Voters proposed the idea that DeKalb should have its own park district. The advantages of the park district system were apparent to the League, with one of them being the ability of an elected park board to pursue its own goals. Thus, in 1935, the DeKalb Park District was born, with the first significant improvement project being a community swimming pool in Hopkins Park. The City of DeKalb gave the first four parks to the District: Annie's Woods, Huntley Park, Liberty Park and Hopkins Park.

By 1960, the district had eight parks and by 1970 twelve. At first, the main services provided focused on swimming and use of the outdoor parks. But as lifestyles changed, so did the district.

In 1970, the park district hired its first full time executive director. And by 1980 the district had rebuilt the swimming pool, acquired Haish Gymnasium and Buena Vista, a nine-hole golf course. In 1985, the park district purchased River Heights, a second nine-hole golf course, which was developed into an 18-hole course over the next 10 years.

The park district now operated year-round athletic and recreation programs. These programs included summer day camps, adult softball leagues, swimming lessons, golf lessons and many others. Winter programs included adult basketball leagues, and fitness classes to name a few. But lifestyles in DeKalb continued to demand more services and growth of the late 1980's and 1990's would force further expansion of the park system to 40 parks totaling over 700 acres.

New parks were acquired as conservation areas in order to preserve floodplain lands and wildlife habitat. Other parks were active recreation facilities designed to serve all types of recreational needs. Combining this system of parks with the Kishwaukee Kiwanis pathway system totaling over 8 miles in length, connecting DeKalb with Sycamore and the Great Western Trail to the east, the DeKalb Park District has come a long way in its first 75 years!

4. District Profile

Governed

The District is governed by a five-member elected Board of Commissioners, each of whom serves a six-year term. The Board establishes Park District policy, formulates strategic plans, and appoints the Executive Director. Current board commissioners are President Phil Young, Vice President Dean Holliday, Secretary Keith Nyquist, Treasurer Dag Grada, and Commissioner Patricia Perkins.

Boundaries

The 12.6 square mile district is located in DeKalb County, 60 miles west of Chicago and 40 miles southeast of Rockford.

Staff

An appointed Executive Director, who reports directly to the Board of Commissioners, is responsible for the administration of the District. There are 26 authorized, full-time staff positions. The district also employs about 150 seasonal workers each year. Four Superintendents, reporting to the Executive Director, each have oversight

FY2020 Municipal Directory

of the functional areas of the District: Finance & Administration, Parks & Development, Recreation, and Marketing & Golf Operations.

Real Estate

The rate setting equalized assessed value of real estate for 2017 is \$531,773,460 and 2018 is estimated at \$551,961,019.


5. Operating Budget

Summary of Funds

Fiscal Year 2019-20 Operating & Capital Budget

SUMMARY OF FUNDS	Budget
I. CORPORATE FUND	1,769,018
II. RECREATION FUND	897,916
III. INSURANCE FUND	174,832
IV. AUDIT FUND	28,321
V. SOCIAL SECURITY FUND	165,200
VI. ILLINOIS MUNICIPAL RETIREMENT FUND	329,391
VII. MUSEUM FUND	251,015
VIII. SPECIAL RECREATION FUND	486,266
IX. CAPITAL PROJECTS FUND - 2017 ISSUANCE	63,073
X. CAPITAL PROJECTS FUND - 2018 ISSUANCE	999,640
XI. CAPITAL PROJECTS FUND - 2019 ISSUANCE	-
XII. DEBT SERVICE FUND	1,293,106
XIII. GOLF COURSE FUND	706,811
XIV. AQUATICS FUND	263,188
SUMMARY OF FUNDS TOTAL	\$7,427,777

6. DeKalb Park District Facilities

	<p>Hopkins Park Community Center Administration Office, Terrace Room 1403 Sycamore Road P: 815.758.6663 F: 815.758.4081</p>
---	--

FY2020 Municipal Directory



	<p>Ellwood House Museum & Visitor's Center 509 North First Street P: 815.756.4609 www.ellwoodhouse.org</p>
	<p>Sports and Recreation Center 1765 South 4th Street P: 815.758.7756 F: 815.758.7956</p>
	<p>Haish Gymnasium 303 South 9th Street P: 815.756.8560 F: 815.758.6210</p>
	<p>Hopkins Pool 1403 Sycamore Road P: 815.75808853</p>
	<p>River Heights Golf Course 1100 South Annie Glidden Road P: 815.758.1550 www.riverheightsgc.com</p>
	<p>Buena Vista Golf Course 131 Buena Vista Drive P: 815.758.4812 www.buenavistagc.com</p>

FY2020 Municipal Directory



Nehring Center for Culture & Tourism
111 S. 2nd St/164 E. Lincoln Hwy.

7. DeKalb Park District Board of Commissioners

President: Phil Young

pyoung@dekalbparkdistrict.com

Vice President: Dean Holliday

dholliday@dekalbparkdistrict.com

Secretary: Keith Nyquist

knyquist@dekalbparkdistrict.com

Treasurer: Dag Grada

dgrada@dekalbparkdistrict.com

Commissioner: Patricia Perkins

pperkins@dekalbparkdistrict.com

To contact a board commissioner by regular mail, please send correspondence to:

Board Commissioner's Name, DeKalb Park District
1403 Sycamore Road
DeKalb, IL 60115

8. DeKalb Park District Staff

Administration

Amy Doll

Executive Director

815.758.6663 x7265

adoll@dekalbparkdistrict.com

Scott deOliveira

Superintendent of Marketing & Golf Operations

815.758.6663 x7274

sdeoliveira@dekalbparkdistrict.com

Heather Collins

Superintendent of Finance & Administration

815.758.6663 x7277

hcollins@dekalbparkdistrict.com

Mark Copple

HR & Payroll Manager

815.758.6663 x7283

mcopple@dekalbparkdistrict.com

Emily Bidstrup

Accounting & Administrative Assistant

815.758.6663 x7280

ebidstrup@dekalbparkdistrict.com



FY2020 Municipal Directory

Parks & Development

Mat Emken

Superintendent of Parks & Development
815.758.6663 x7276
memken@dekalbparkdistrict.com

Mike Mascali

Facilities Team Leader
815.758.9939
mmascali@dekalbparkdistrict.com

Dave Kessen

Park Maintenance and Special Projects Team
Leader
815.756-9939
dkessen@dekalbparkdistrict.com

Kevin Bock

Landscape and Horticulture Team Leader
815.756.9939
kbock@dekalbparkdistrict.com

Linda Gerace

Administrative Assistant
815.756.9939 x7289
lgerace@dekalbparkdistrict.com

Recreation & Athletics

Position Vacant

Superintendent of Recreation
815.758.7756 x7263
bryder@dekalbparkdistrict.com

Rachel Schmit

Recreation Supervisor
815.756.8560 x7270
rschmit@dekalbparkdistrict.com

Jeff Myles

Athletic Coordinator
815.758.7756 x7264
jmyles@dekalbparkdistrict.com

Wendy Hayes

Recreation Office Coordinator
Administration
815.758.7756 x7262
whayes@dekalbparkdistrict.com

Golf Operations

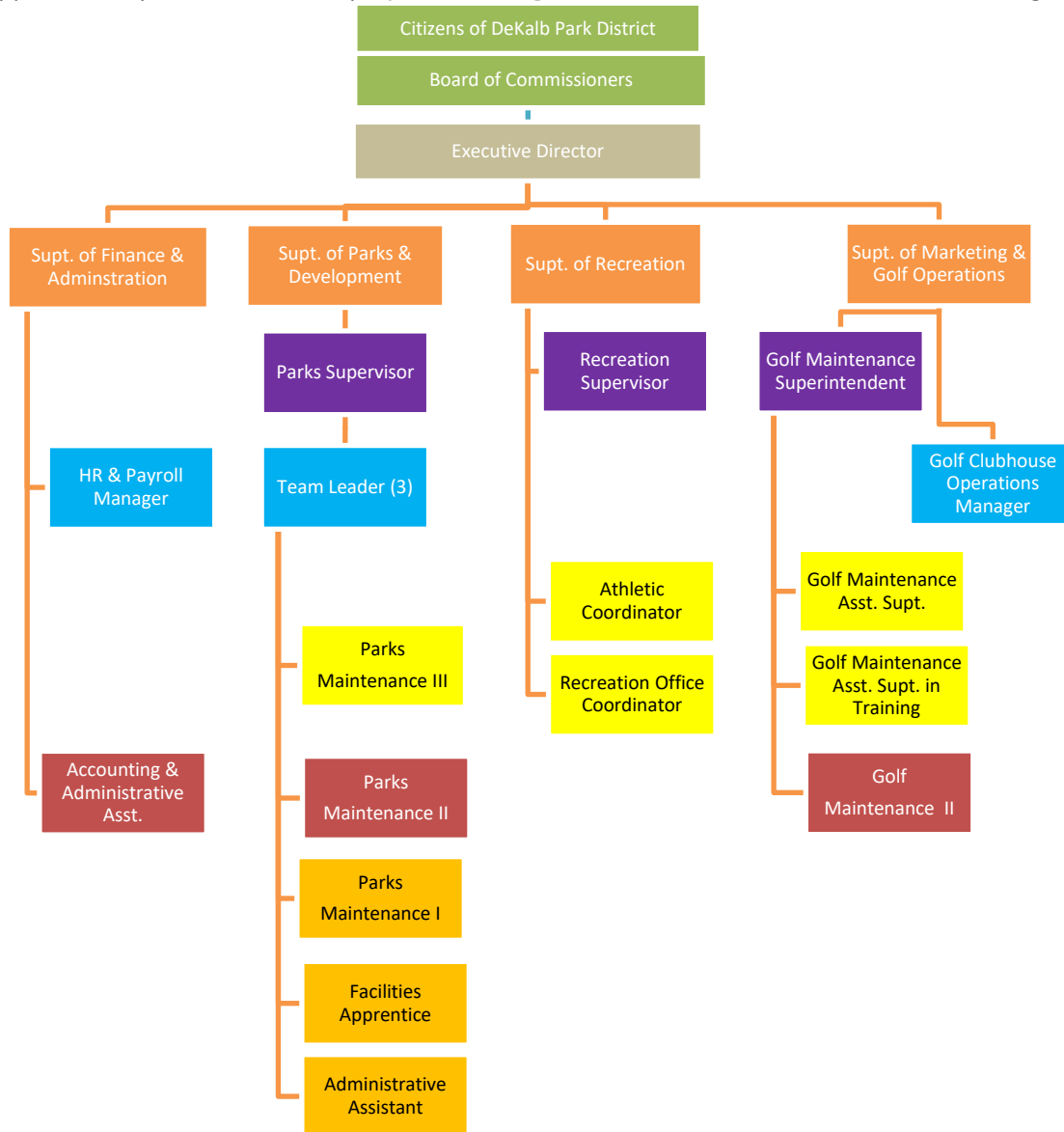
Jeff Cameron

Golf Maintenance Superintendent
779.777.7260
jcameron@dekalbparkdistrict.com

FY2020 Municipal Directory

9. Organizational Structure

In 2018, the DeKalb Park District employed 26 full-time employees, three part-time employees, and approximately 150 seasonal employees. The organization chart below includes all IMRF-eligible positions.



FY2020 Municipal Directory



10. Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) is an Illinois state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure. The DeKalb Park District has appointed a FOIA Officer to provide public records as expeditiously and efficiently as possible under the law. The District's FOIA Officer is Heather Collins, Superintendent of Finance & Administration.

1. All requests must be submitted in writing. You may use the District's FOIA form (see the following pages) but you are not required to use a specified form. The request may be delivered in person, by mail, by fax or by e-mail.

In person or via postal mail to the following:
Freedom of Information Officer
DeKalb Park District
1403 Sycamore Road
DeKalb, IL 60115

Fax to: 815.758.4081 Attn: FOIA Officer

E-mail to: foiaofficer@dekalbparkdistrict.com

2. Be as specific as possible when identifying the documents you wish to obtain so that the District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the search process.
3. Let the District know whether you wish to examine the records in person, have paper copies made, or receive the records in electronic format (if they already exist in electronic format).
4. Include your name, address, the date and a daytime phone number, so that the District can contact you if there are questions.

Questions regarding the FOIA process can be answered by calling the FOIA Officer at the DeKalb Park District: 815.758.6663.

The District must respond to a FOIA request within five (5) business days after the District receives the request. Day one (1) of the five (5)-day timeline is the first business day after the request is received.

If additional time is needed, the District must notify the requestor in writing within five (5) business days after the receipt of the request. The statutory reasons for the extension and when the requested information will be produced shall be stated in the notification.

The following records are immediately available to the public on the District's website (no FOIA request required):

- Park Board Meeting Agendas (2015-current calendar year)
- Park Board Meeting Minutes (2011-current calendar year)

FY2020 Municipal Directory

- Park Board Meeting Packets and handouts (2018-current calendar year)
- Budget & Appropriation Ordinance (past five years)
- Total Compensation Package (past five years)
- Annual Treasurer's Report (past five years)
- Comprehensive Annual Financial Report (past five years)
- List of Park District Officials
- Park Ordinance Codes

Other categories of records available (this is a list of commonly requested documents; it is not to be construed as exhaustive or limiting):

- Ordinances 2000- present
- Resolutions 2000- present
- Park Board Meeting Agendas and Minutes 2000-present
- Board Packets 2005- present
- Current Accounts Payable Report
- Monthly Financial Reports
- Board of Commissioners Policies & Procedures Manual
- Employee Personnel Policy Manual
- Job Descriptions
- Administrative Correspondence Files
- Agreements and Leases
- Bid Records
- Bond Records
- Building and Facility Usage
- Calendar of Events
- Cancelled Bonds, checks, bank statements and deposit slips
- Certificates of Insurance
- Crisis Communication Plan
- Department Operations Manuals
- Donation records
- Election records
- Emergency Response Plan
- Facility Rental Fee Schedule
- Grant records
- Health Department Inspection/Permits
- Independent Contractor Agreements
- Inspections reports
- Insurance Policies
- Intergovernmental Agreements
- Inventory of Fixed Assets
- Maps, plats and blueprints of parks and buildings
- Master Plan



FY2020 Municipal Directory

- Material Safety Data Sheets
- Minutes and Agendas
- Ordinances and Resolutions
- Paid Invoices
- Park District brochures
- Payroll reports and records
- Personnel Policy and Procedures Manual
- Prevailing Wage
- Program Records and Registration
- Purchase Orders
- Referendum Records
- Rental Agreements
- Safety Committee Agendas/Minutes
- Safety Manuals
- Safety Training
- Studies (ex. Pool, compensation)
- Surveys, questionnaires and participant feedback
- Tax Levies
- Time sheets
- Vehicle and Equipment maintenance files
- Vendor list
- Work orders

The District can charge for copies made after the first 50 copies (black and white, letter-sized or legal-sized). Additional copies will be 15 cents each. For color copies or abnormal size copies, the District will charge the actual cost of copying. The District will charge the cost of a CD, if requested and available, in electronic format.

If the FOIA request is denied, you will receive written notice with a specific legal reason under the Freedom of Information Act to justify the denial. You may contact the Public Access Counselor (PAC) in the Attorney General's office if you wish to file a Request for Review of the issue. publicaccess@atg.state.il.us

See next page for the DeKalb Park District's FOIA request form.

FY2020 Municipal Directory



Public Records Request Form
Pursuant to the Illinois Freedom of Information Act
(PLEASE PRINT)

Date of Request _____

Name _____

Address _____

Telephone _____

Email _____

Is this request for commercial purposes? _____yes _____no

Information being requested and in what format? Be as specific as possible.

If we have questions concerning your request, what is the best way to contact you?

Signature of requestor _____

To be completed by the District's FOIA Officer:

Date request received _____

Request fulfilled date _____

(if denied, attached letter of explanation)

Description of documents provided _____

Charges for requested information \$ _____ Date paid _____

Signature of FOIA officer _____