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Board of Commissioners Regular Meeting
January 24, 2012
Board Room – 6:00 PM
Agenda

Time Line (minutes)

>1	1.0	Call to Order
>1	2.0	Roll Call
3 minutes per	3.0	Petition and Public Comment
>3	4.0	Claim review and approval
	4.1	Review and ratify claims paid since board meeting Review and approval of claims presented
>5	5.0	Positive Feedback/Reports
> 5	6.0	Approval Regular and Consent Agenda
<u>CONSENT AGENDA</u>		
>5	7.0	Approval of Minutes
	7.1	December 20, 2011 Regular Meeting Minutes
>10	8.0	Reports and Other Business
	8.1	Citizens Advisory Committee Chair-none
	8.2	Superintendent of Finance
	8.3	Superintendent of Golf Operations
	8.4	Superintendent of Parks
	8.5	Superintendent of Recreation
	8.6	President of the Board of Commissioners-none
	8.7	Executive Director-none for January

“Sycamore Park District - we put the **MORE** in Sycamore”
“Sycamore Park District is an equal opportunity provider and employer”

Board of Commissioners Regular Meeting
January 24, 2012
P2

REGULAR AGENDA

- 9.0 Orders of the Day-None
- >10 10.0 Old Business –
 - 10.1 Approve FY2012 Golf Rates
 - 10.2 Approve Liners Fence Bid
 - 10.3 Budget Review
 - 10.4 Budget Approval
 - A. Capital Budget
 - B. Operating Budget
- >15 11.0 New Business
 - 11.1 New Executive Director Announcement
 - 11.2 Adopt Ordinance 01-2012: An Ordinance abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.
- ? 12.0 Board Discussion
 - 12.1 Board Discussion and Establishment of “Short List” of Topics/Issues for Consideration by CAC in FY2012.
 - 12.2 Consideration for Salary Adjustments.
- 3 minutes per 13.0 Petition and Public Comment
- >1 14.0 Correspondence/Communication
- 7:00 PM 15.0 Executive Session
- 16.0 Adjournment

8.0 Consent Agenda Action Items

There is no additional information related to these items.

9.0 Orders of the Day – None**10.0 Old Business**

- 10.1 Kirk has presented his information on the proposed fees for 2012. It is a modest increase. As we continue to address the ongoing deficit at the Golf Course, we hope that our customers will help us.

However, staff will also be looking over the next month on ways to initiate further expense cuts to also address the on-going budget deficit at the course so the entire burden is not placed on the user.

Recommendation: Motion to approve Kirk's fee recommendations.

- 10.2 The liners fence bid was discussed at last month's meeting, and was deferred. My understanding is that there was not a question of whether the fence needed repair or replacement, but whether we spend extra dollars on metal posts.

In discussing this with Brian, I recommend the expenditure of \$11,015.00 instead of the higher amount of \$15,214.00 to get metal posts. My thinking is that the fence panels that will be attached to the posts have a life expectancy of 15 years, and the metal posts much longer. However, if we are going to have to replace the panels in 15 years, it will likely be best for us to replace the posts at the same time. Therefore, a wooden post would match the life expectancy of the panels. Also, in that time, demands may change for the outfield fence distance, or some other criteria that will demand fence modification anyway.

Recommendation: Motion to approve the renovation/repair of the fence, using wooden posts (4"x6") instead of metal posts, for a total of \$11,015.00.

- 10.3 At last month's meeting the Board reviewed the operating budget and requested some changes. Additionally, staff have met with some Board members to answer questions regarding the budget. Last week, I met with the Superintendent of Finance and conducted an initial review of the budget, and began to formulate some "big picture" matters for which I have requested additional information. Jackie has been working on that for me, and I believe I can come to the Board in the near future with some recommendations for addressing a few key concerns in the budget.

In the meantime, I want to emphasize that the adoption of the Operating Budget does not represent that this is exactly how we will perform or manage in the coming year. Rather, the adoption of the operating budget is really approving a framework or guide to our operations. It will not prevent us from coming back during the year and making changes. This budget does not reflect any changes in pay/salaries.

In regards to the Capital Budget, I see no short term need to make changes from what was presented last month. I am working with the Superintendent of Finance on some longer term matters, which I can provide information about in the near future, as well. Jackie has meet with some Board members and answered questions about this, as well.

10.4A **Recommendation:** Motion to approve the Capital Budget as presented.

10.4B **Recommendation:** Motion to approve the Operating Budget with the changes made from last month's meeting.

11.0 New Business

11.2 Adopt Ordinance 01-2012: An Ordinance abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

This is an annual requirement in order for us to allow for making payment of the Alternate Bond.

Recommendation: Motion to approve Ordinance 01-2012.

12.0 Board Discussion

12.1 I met with Mary Jo McAdams and we have set a strategy for moving forward. We have agreed to identify three issues that the CAC will address in the coming year. The FIRST will be the Community Center at the February meeting, HOWEVER,

- a. I would like for the Park District Board to discuss at next week's Regular Board meeting a "Short List" of 4 to 5 other items that you would like to see them address in 2102. THEN,
- b. We will take that "Short List" to the CAC meeting, and let them narrow that to 2 (besides the Community Center), and then Mary Jo and I will work with CAC to develop a timeline/calendar for how, and when those will be addressed by CAC— thus creating a meeting schedule for the rest of the year.

I hope this seems agreeable.

Mary Jo and I discussed a process for addressing each key issue they take on. With each of the three topics that the CAC adopts as their "projects" for the coming year, the format for addressing them will be as follows:

- A. After choosing the three issues the CAC will address, with the help of the Park District Board, they will identify the key questions they want answered.
- B. The CAC will then let the Executive Director know what information they need to be provided to help them answer the questions, address the issue, and reach a recommendation for the Board.
- C. The CAC will identify what information it might be able to help collect, as well, in order to answer their questions, address the issue, and reach a recommendation for the Board.
- D. Timeline will be set for collecting and discussing the issue/questions.
- E. Information will be collected and reported to CAC.
- F. CAC will discuss, follow-up, and finalize their perspective and recommendation(s).
- G. CAC will present their recommendation(s) to the Park District Board at one of its Regular Meetings.

This process will, of course, be refined as we go along, and as we learn what is working (or not), but this gives us a framework to start with.

Recommendation: That the board discuss and reach consensus on a "short-list" of 4 to 5 items that CAC should consider addressing in the coming year.

- 12.2 I have placed this item on the agenda so that action could be taken should the Board deem it necessary.

Recommendation: That the Board go into Executive Session to consider information regarding consideration for salary adjustments, and then come back out of Executive Session, should it be called for, to take action. The purpose for this action is:

- (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

BOARD MEETING EVALUATION

Meeting Date _____

S-Satisfactory I-Needs Improvement U-Unsatisfactory

- | | | | | |
|-----|---|---|---|---|
| 1. | Board members were prepared for the meeting. | S | I | U |
| 2. | Our agenda was well-designed. | S | I | U |
| 3. | The board stuck to its agenda. | S | I | U |
| 4. | Each board member was given an adequate opportunity to participate in discussion and decision making. | S | I | U |
| 5. | The board's treatment of all persons was courteous, dignified, and fair. There was a respectful atmosphere. | S | I | U |
| 6. | We practiced good parliamentary procedure. | S | I | U |
| 7. | The board demonstrated a sense of responsibility for excellence in governing the district. | S | I | U |
| 8. | The board adhered to its adopted governance style. | | | |
| | a. It emphasized the future and the total community: | S | I | U |
| | b. It encouraged diversity in viewpoints: | S | I | U |
| | c. It exercised policy leadership more than overseeing administrative detail: | S | I | U |
| | d. It maintained a clean distinction between the roles of board and staff: | S | I | U |
| | e. It worked for group agreement and responsibility: | S | I | U |
| 9. | Your suggestions on where we could do better: | | | |
| 10. | Additional comments: | | | |

DATE: 01/18/2012
 TIME: 14:07:53
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 12/21/2011 TO 01/17/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1020502000-120611	01 WATER-SEWER - CC	207500096704	12/30/11		49871	01/05/12	32.75	32.75
DIREC	DIRECTV							VENDOR TOTAL:	32.75
	16704286128	01 SATELLITE-CC	207500096705	12/17/11		49846	12/22/11	86.99	86.99
DNA	DNA COMMUNICATIONS							VENDOR TOTAL:	86.99
	72231	01 PHONE-MAINT BLDG	101500096700	12/22/11		49847	12/22/11	69.99	69.99
		02 PHONE-MAINT BLDG	504100096700						34.99
									35.00
ECO	ECOWATER SYSTEMS, INC.							VENDOR TOTAL:	69.99
	121011	01 SALT-HYDROGEN PEROXIDE	101000066401	12/10/11		49856	12/28/11	144.50	144.50
FRONTIER	FRONTIER							VENDOR TOTAL:	144.50
	120711	01 ADMINISTRATION	101000096700	12/07/11		49857	12/28/11	530.29	530.29
		02 ADMINISTRATION	201000096700						229.40
		03 PRO SHOP	504000096700						229.41
									71.48
GOLFCORE	GOLF CORE							VENDOR TOTAL:	530.29
	245230	01 TEMP SCORECARDS	504000076500	10/18/11		49848	12/22/11	244.92	244.92
HARTB	HART, BRENDA							VENDOR TOTAL:	244.92
	12-15-11	01 SWING-FALL 2011 REGISTRANTS	205980026128	12/15/11		49849	12/22/11	270.00	270.00
HINT	HINTSCHE OIL							VENDOR TOTAL:	270.00
	903274			12/16/11		49850	12/22/11	772.05	772.05

FROM 12/21/2011 TO 01/17/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
122811				12/28/11		49858	12/28/11	476.95	476.95
		05 RECREATION	201000096701						44.17
		06 MOMS TIME OUT	205340016701						19.08
		07 MAINTENANCE	202100096701						116.37
		08 CONCESSIONS	303000096701						19.08
		VENDOR TOTAL: 476.95							
PEKIN									
	010112			01/05/12		49874	01/05/12	1,291.49	1,291.49
		01 DENTAL INSURANCE PREMIUM	101000106801						179.63
		02 DENTAL INSURANCE PREMIUM	101500106801						81.94
		03 DENTAL INSURANCE PREMIUM	504100106801						391.25
		04 DENTAL INSURANCE PREMIUM	504000106801						198.25
		05 DENTAL INSURANCE PREMIUM	201000106801						96.52
		06 DENTAL INSURANCE PREMIUM	202100106801						343.90
		VENDOR TOTAL: 1,291.49							
RESOUR									
	010512			01/05/12		49875	01/05/12	3,000.00	3,000.00
		01	101500106803						500.00
		02	202100106803						1,500.00
		03	504100106803						1,000.00
		VENDOR TOTAL: 3,000.00							
SHAWNS									
	671832			12/09/11		49854	12/22/11	21.00	21.00
		01 COFFEE FOR MEETING	101000046213						10.50
		02 COFFEE FOR MEETING	201000046213						10.50
		VENDOR TOTAL: 21.00							
SPE									
	157-11			12/23/11		49859	12/28/11	5,050.00	5,050.00
		01 FINANCIAL SERV - 2011 GO BOND	701000156903						5,050.00
		VENDOR TOTAL: 5,050.00							
SYCPK									
	122811			12/28/11		49861	12/28/11	294.72	294.72
		01 DONUTS	101000046212						28.19
		02 SPRA SHOWCASE	101000046212						28.00
		03 PROGRAM SUPPLIES	205660276216						7.55
		04 PROGRAM SUPPLIES	205770186216						20.48
		VENDOR TOTAL: 294.72							

DATE: 01/18/2012
 TIME: 14:07:53
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 5

Infe Kim

FROM 12/21/2011 TO 01/17/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
122811		05 LETTUCE	303000086629	12/28/11		49861	12/28/11	294.72	294.72
		06 MIXERS	303000086636						1.88
		07 HAMBURGER	303300086613						22.04
		08 SOUR CREAM	303300086629						82.29
		09 HOT CHOCOLATE	303300086632						9.95
		10 HOT DOG BUNS	303000086615						13.64
		11 SKEWERS	303500086640						17.50
		12 HOT DOG BUNS	303300086615						1.62
		13 HOT DOG BUNS	303400086615						14.70
		14 TEEN POOL PARTY	518000046216						3.99
		15 CUPS	518000076500						11.00
		16 PAPERWORK-SUPPLIES	101000076500						3.33
									28.56
									VENDOR TOTAL: 294.72

T0000568	NELSON, NATALIE			12/28/11		49862	12/28/11	54.00	54.00
		01 TBALL REFUND	205550036218						54.00
									VENDOR TOTAL: 54.00

THEFI				12/20/11		49855	12/22/11	862.40	862.40
		01 EQUIPMENT REPAIR	207000056307						862.40
									VENDOR TOTAL: 862.40

UNUM				12/28/11		49863	12/28/11	342.93	342.93
		01 LIFE INSURANCE PREMIUM	101000106801						47.66
		02 LIFE INSURANCE PREMIUM	101500106801						19.33
		03 LIFE INSURANCE PREMIUM	504100106801						78.37
		04 LIFE INSURANCE PREMIUM	504000106801						48.05
		05 LIFE INSURANCE PREMIUM	201000106801						57.95
		06 LIFE INSURANCE PREMIUM	202100106801						91.57
									VENDOR TOTAL: 342.93

VISACA				01/05/12		49876	01/05/12	2,211.61	2,211.61
		01 CONSTANT CONTACT	101000046206						35.33
		02 BULLS TRIP	206298016216						180.00
		03 HYDRAULIC FLUID-FLOW SHOES	101500066402						120.90
		04 STEEL POSTS FOR GREENS	504100076500						55.60
		05 TRAILER TIRE	101500066402						98.99
									VENDOR TOTAL: 342.93

DATE: 01/18/2012
 TIME: 14:07:53
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
122911				01/05/12		49876	01/05/12	2,211.61	2,211.61
		06 ALIGNMENT PUNCHES-BOLTS-NUTS	101500076500						86.70
		07 ANTI-FREEZE	504100076500						6.98
		08 TABLES	504100076500						88.80
		09	101500076500						7.12
		10 PHOTO SUPPLIES	206095016216						139.11
		11 PHOTO SUPPLIES-TABLECLOTHES	206095036216						74.79
		12 COFFEE MAKER-WARMER	303000066400						282.30
		13 GARBAGE BAGS	207500076510						34.99
		14 CONF HOTEL-PARKING-FOOD	101000046211						1,000.00
								VENDOR TOTAL:	2,211.61
WALM		WALMART COMMUNITY							
	12-2011			12/16/11		49864	12/28/11	391.08	391.08
		01 MTO SUPPLIES	205340016216						34.93
		02 GARBAGE BAGS	207500076510						21.48
		03 MIDDLE SCHOOL DANCE SUPPLIES	205120036216						131.84
		04 COOKIES WITH SANTA SUPPLIES	206095016216						141.34
		05 GARBAGE BAGS	207500076510						7.48
		06 FOOD FOR MEETING	101000046212						6.32
		07 CREAMER - COFFEE	303000086632						15.82
		08 LIMES- MIXERS	303000086636						5.35
		09 CHRISTMAS PARTY	101000046213						13.26
		10 CHRISTMAS PARTY	201000046213						13.26
								VENDOR TOTAL:	391.08
								TOTAL --- ALL INVOICES:	49,008.78

Interim \$ 49,008.78
 New \$ 27,568.72
 Total \$ 76,577.50

DATE: 01/18/2012
TIME: 16:13:32
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 01/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF		345.00
AT&T2	A T & T		11.18
BOCKY	BOCKYN, LLC		300.00
CINTA	CINTAS CORPORATION #355		53.59
COMCA	COMCAST		53.47
CRES	CRESCENT ELECTRIC SUPPLY CO.		159.29
DEKA3	DEKALB IRON & METAL CO.		60.92
DEKAM	DEKALB MECHANICAL INC		161.35
ECO	ECOWATER SYSTEMS, INC.		12.00
ENVIR	ENVIRONMENTAL SERVICES		35.00
FRONTIER	FRONTIER		229.62
HARR	HARRIS		89.47
ILLAG	ILLINOIS DEPT OF AGRICULTURE		15.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		60.71
MAGCS	MAGCS-MIDWEST ASSOC GOLF		180.00
MENA	MENARDS - SYCAMORE		271.82
NEXT	NEXTEL COMMUNICATIONS		34.59
NICOR	NICOR GAS		103.89
OF	OFFICE DEPOT		7.59
SOFT	SOFT WATER CITY		242.00
SYC	SYCAMORE CHAMBER OF COMMERCE		52.50
TBC	TBC		426.86
UNIT2	UNITED STATES POSTAL SERVICE		95.00
VILL	VILLAGE PROFILE		447.50
WASTE	WASTE MANAGEMENT		4.00
	ADMINISTRATION		3,604.22
15	PARKS		
ARCHER	ARCHER ALIGNMENT INC		64.95
BANN	BANNER UP SIGNS		1,667.00
BOBJO	BOB-JO CYCLE CO.		4.10
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP		37.36
CARQ	CARQUEST AUTO PARTS		90.78
CINTA	CINTAS CORPORATION #355		96.73
COMMO	COMMONWEALTH EDISON		205.86
CSR	CSR BOBCAT EQUIPMENT CO.		159.74
FOX1	FOX VALLEY FIRE & SAFETY CO.		475.33
FRONTIER	FRONTIER		151.98
ILSTMA	ILLINOIS SPORTS TURF MANAGERS		45.00
JOHNDEFI	JOHN DEERE FINANCIAL		25.62

DATE: 01/18/2012
TIME: 16:13:32
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
LOWE	LOWE'S		565.08
MARS	M.A.R.S., INC.		8.00
MENA	MENARDS - SYCAMORE		41.68
MIKESA	MIKE'S AUTO & TRUCK		42.50
MROUT	MR OUTHUSE		705.00
NEWB	NEWBY OIL COMPANY		270.75
NEXT	NEXTEL COMMUNICATIONS		46.70
NICOR	NICOR GAS		215.26
R&SDIST	R & S DISTRIBUTING INC		287.98
RONDO	RONDO ENTERPRISES, INC.		67.90
SOFT	SOFT WATER CITY		26.00
TELV	TELVENT DTN		7.16
UNIT	UNITED LABORATORIES		224.02
WASTE	WASTE MANAGEMENT		118.50
WILL	WILLIAM HANNA SURVEYORS		545.00
	PARKS		6,195.98
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T		11.18
BOCKY	BOCKYN, LLC		300.00
CINTA	CINTAS CORPORATION #355		11.96
COMCA	COMCAST		53.48
FRONTIER	FRONTIER		229.63
HARR	HARRIS		89.47
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		60.71
INTER	INTERACT BUSINESS PRODUCTS		190.00
NEXT	NEXTEL COMMUNICATIONS		40.04
NICOR	NICOR GAS		62.45
OF	OFFICE DEPOT		7.59
SYC	SYCAMORE CHAMBER OF COMMERCE		52.50
T0000013	DESCH, BART		79.92
TBC	TBC		426.87
UNIT2	UNITED STATES POSTAL SERVICE		95.00
VILL	VILLAGE PROFILE		447.50
	ADMINISTRATION		2,310.18
21	SPORTS COMPLEX MAINTENANCE		

DATE: 01/18/2012
TIME: 16:13:32
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 01/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
CINTA2	CINTAS FAS LOCKBOX 636525		126.21
FOX1	FOX VALLEY FIRE & SAFETY CO.		83.33
LOWE	LOWE'S		25.20
MROUT	MR OUTHOUSE		372.00
NEXT	NEXTEL COMMUNICATIONS		105.49
R&SDIST	R & S DISTRIBUTING INC		287.98
WASTE	WASTE MANAGEMENT		118.50
	SPORTS COMPLEX MAINTENANCE		1,118.71
25	MIDWEST MUSEUM OF NATURAL HIST		
KONE	KONE INC.		194.84
	MIDWEST MUSEUM OF NATURAL HIST		194.84
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS		17.30
	PROGRAMS - FAMILY		17.30
56	PROGRAMS - FITNESS		
T0000569	LOAGE, JOAN		24.00
T0000570	GRIFFEY, KATE		21.00
	PROGRAMS - FITNESS		45.00
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION		400.00
	WEIGHT ROOM		400.00
75	COMMUNITY CENTER		
AT&T1	A T & T		49.49
AT&T2	A T & T		26.47

DATE: 01/18/2012
TIME: 16:13:32
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 01/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
C&L	C & L PROPERTIES, L.L.C.	4,833.00	4,833.00
COMMO	COMMONWEALTH EDISON		379.28
FRONTIER	FRONTIER		205.39
MID	MID-CITY OFFICE PRODUCTS		7.59
NICOR	NICOR GAS		228.24
OCE	OCE IMAGISTICS, INC.		96.00
OF	OFFICE DEPOT		122.51
SOFT	SOFT WATER CITY		71.50
TBC	TBC		169.90
WASTE	WASTE MANAGEMENT		82.83
	COMMUNITY CENTER		6,272.20
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
COMCA	COMCAST		37.74
INTER	INTERACT BUSINESS PRODUCTS		225.00
NEXT	NEXTEL COMMUNICATIONS		17.30
NICOR	NICOR GAS		62.44
	CLUBHOUSE CONCESSIONS		342.48
GOLF COURSE			
10	ADMINISTRATION		
BAG	BAG BOY		257.50
TITL	TITLEIST DRAWER CS		605.72
TOUR	TOUR EDGE GOLF MFG. INC.		261.94
	ADMINISTRATION		1,125.16
40	GOLF OPERATIONS		
AT&T2	A T & T		29.11
CINTA	CINTAS CORPORATION #355		13.27
COMCA	COMCAST		37.75
FRONTIER	FRONTIER		72.15
NEXT	NEXTEL COMMUNICATIONS		29.14
NICOR	NICOR GAS		93.67
TELV	TELVENT DTN		7.16

DATE: 01/18/2012
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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
UNIV	UNIVERSAL PUBLICATIONS		180.00
	GOLF OPERATIONS		462.25
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355		96.73
FOX1	FOX VALLEY FIRE & SAFETY CO.		83.34
FRONTIER	FRONTIER		151.97
JOHNDEFI	JOHN DEERE FINANCIAL		25.62
MENA	MENARDS - SYCAMORE		6.67
MROUT	MR OUTHUSE		83.00
NEWB	NEWBY OIL COMPANY		1,613.96
NEXT	NEXTEL COMMUNICATIONS		55.34
NICOR	NICOR GAS		258.91
R&SDIST	R & S DISTRIBUTING INC		287.98
REIN	REINDERS, INC.		2,535.70
	GOLF MAINTENANCE		5,199.22
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER		39.44
	POOL		39.44
81	POOL MAINTENANCE		
NICOR	NICOR GAS		241.74
	POOL MAINTENANCE		241.74
	TOTAL ALL DEPARTMENTS		27,568.72

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, December 20, 2011**

President Strack called the meeting to order at 6:01 p.m.

The roll was called with Commissioners Graves, Owens, Schulz, Tucker and Strack present. Staff members present were, Brian Cobb, Bart Desch, Jeanette Freeman, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Mary Jo McAdams, CAC

Greg Martin – CAC

Marlyn Burkart, Sycamore

3.0 Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$309,203.90. Commissioner Graves seconded the Motion.

Roll Call

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

Positive Feedback/Reports

- President Strack noted they have received positive feedback from outside the organization about the search process that was very pleased to be involved and have input. They have two excellent candidates.
- Commissioner Tucker gave kudos to Jeff Donahoe and staff for the great job for everything they did this year during very difficult times.
- Commissioner Graves also gave thanks to staff for taking over and stepping up during this process.
- Commissioner Schulz gave her appreciation to Brian and staff for being out early to plow in the Park. She hears from people that they like to be able to walk and bike in the Park.
- Commissioner Owens has had people comment to him the teen dances have been enjoyed.

Regular and Consent Agenda Approval –

- 7.1 Approval of the November 22, 2011 Regular Meeting Minutes
- 8.2 Superintendent of Finance
- 8.3 Superintendent of Golf Operations
- 8.4 Superintendent of Parks
- 8.5 Superintendent of Recreation
- 8.7 Interim Executive Director

Motion

Commissioner Schulz made a motion to approve the regular agenda and consent agenda. Commissioner Owens seconded the motion.

Voice Vote

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

Order of the Day - None

Old Business –

10.1 Renaming of the Main Shelter – Superintendent of Parks Cobb noted he had suggested renaming the Main Shelter to the WPA Shelter. Commissioner Graves and Owens were absent at the last meeting and the Board wanted to hear their thoughts on this. The WPA stands for Works Progress Administration. Commissioner Owens wondered if we should put the entire name and not just the WPA. President Strack suggested putting something on the shelter regarding the complete name and Commissioner Schulz suggested putting the information on our website.

Motion

Commissioner Schulz made a motion to rename the Main Shelter the WPA Main Shelter. Commissioner Tucker seconded the motion.

Voice Vote

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

10.2 Liners Fence Posts – President Strack noted the Board had Superintendent of Parks Cobb get more information on the cost of the steel posts compared to wood posts. Superintendent of Park Cobb noted it would be an additional \$4000 to use steel posts. He assumes the steel posts would be there for the lifetime of the fence. He recommended going with the steel posts. President Strack suggested getting the input on this from the new Executive Director. Also the Board wants to see if the School District might be interested in helping with this also. The Board tabled the decision on this until a later Board meeting.

10.3 Analysis of Bucket Truck Savings – Superintendent of Parks Cobb noted he pulled the figures for the last four years on the cost of having an outside source doing the tree trimming and/or removal of trees. This was approximately \$25,000 which is split between cutting out branches and trees being cut down. It was approximately \$13,000 during this time for just the removal of branches from trees that the Park crew could not reach. Over time we would be able to recoup the cost. These figures are just for the outside source to take care of the branches and trees. There are other things the Park could do with the bucket truck like changing lights. Now we have to borrow a truck from the City. President Strack noted this is included in the FY2012 capital budget at this point.

10.4 Budget Review – President Strack noted that Superintendent of Finance Hienbuecher sent out the budget to everyone. There was discussion on the projected deficit and what can be done with the different funds. Superintendent of Finance Hienbuecher noted a decision would need to be made on which funds to transfer and this could be part of the budget process. President Strack noted he would like to see as many positive fund balances as possible. He asked Superintendent of Finance Hienbuecher to make recommendations on this.

Old Business –

10.4 Budget Review-cont'd – President Strack also commented on the \$11,000 budgeted to maintain the Museum of Natural History with no rental income coming in from them. This might need to be looked at. He also noted that Superintendent of Recreation Desch has improved the brochure markedly. He would like to see it improved to the next level with possibly an all glossy brochure. We would need to see what the cost would be to change to the glossy. Commissioner Tucker suggested getting more ads that would help offset the cost. President Strack then noted he noticed an increase in the budget for the lease for the Community Center. Superintendent of Finance Hienbuecher noted she put the increase in the budget per the contract with the landlords. President Strack wondered if we might be able to find more space for a better amount. President Strack suggested having the Citizens Advisory Committee look in the community and Superintendent of Recreation Desch could help also. Superintendent of Recreation Desch will get with the CAC. There was discussion on the different things that are happening to golf courses in the area. Superintendent of Golf Operations Lundbeck noted this could be a positive for us. President Strack asked when the budget needs to be officially approved. Superintendent of Finance Hienbuecher noted there is no legal time for the internal operating budget to be approved. However, the Budget and Appropriation Ordinance has to be passed by March 31st. President Strack noted he would like to have the new Executive Director look at the budget before it is approved. He recommended staff use the current document for operating purposes, but wait until the new Executive Director is in place before final approval.

New Business

11.1 Approve FY2012 Board Meeting Schedule – There was discussion regarding the time and the December FY2012 meeting date.

Motion

Commissioner Tucker made a motion to approve the FY2012 meeting schedule and meeting time of 6:00 p.m., along with the December meeting being the 3rd Tuesday of the month (December 18th, 2012). Commissioner Graves seconded the motion.

Voice Vote

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

11.2 Determine Board Meeting Time for FY2012 – See 11.1 for the motion on this agenda item.

11.3 Community Center Lease – President Strack noted that we have to make a decision by the end of April to give them a 60 day notice either way. C & L came in and offered the Board an expansion of the current facility. President Strack is inclined to have the CAC with the assistance of Superintendent of Recreation Desch see what other options are out there. Commissioner Tucker asked if the District is responsible for utilities, improvements, taxes, etc. Superintendent of Finance Hienbuecher noted that we also pay the taxes on top of the monthly rent. Superintendent of Recreation Desch noted there are numerous things we should be offering that we could make money on, but we do not have the space. CAC Chair McAdams noted she can send out an email to the CAC to see who would like to help on this. President Strack noted we need to be prepared to make decision by the February Board meeting.

Board Discussion – None

Petition and Public Comment –None

Correspondence – None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:43 p.m. on a motion made by Commissioner Schulz for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the District. The motion was seconded by Commissioner Graves.

Voice Vote

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

Motion

The Board convened to Executive Session at 6:50 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Motion

The Board adjourned the Executive Session at 7:01p.m. on a motion made by Commissioner Owens. The motion was seconded by Commissioner Graves.

Voice Vote

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

Motion

The Board reconvened to the Regular Session at 7:02 p.m. on a motion by Commissioner Tucker. The motion was seconded by Commissioner Owens.

Voice Vote

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

Motion

Commissioner Schulz made a motion to approve the employment and conditions of our selected candidate per the December 17, 2011 letter. Commissioner Graves seconded the motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday December 20, 2011
P 5

Motion

President Strack made a motion to appoint Commissioner Schulz's the IAPD Rep at the January meeting in Chicago. Commissioner Graves seconded the motion.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 7:03 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Daryl Graves
Sycamore Park District
Board of Commissioners

**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Thursday, December 1, 2011**

The roll was called with Committee Members Scott Buzzard, Christiene Drake, Doug Kenney, Denny Lane, Greg Martin, Craig Mathey, Dennis O'Sullivan, Dave Yanke, and Mary Jo McAdams present. Members Caroline Thompson and Rose Treml were absent. Member Countryman arrived at 7:25 a.m. Park Board Commissioner Tucker was present, along with Interim Director Lundbeck. Staff Member Jackie Hienbuecher was present.

Agenda Approval –

Motion

CM Yanke made a motion to approve the agenda with the amendment to add the August Minutes for approval. CM Martin seconded the Motion.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All members voted aye. Motion carried 8-0

Minutes Approval –

Motion

CM Yanke made a motion to approve the August minutes. CM Martin seconded the Motion.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All members voted aye. Motion carried 8-0

Old Business

- 1. Rumors, comments heard on the street** - CM Drake noted she heard that the Pumpkin Fest activities at the Park should have been online as a separate event. Interim Director Lundbeck noted it was in the brochure that is online. It was suggested to make sure events like this are on the website separately in the future.

- 2. Executive Director Search Committee Update** – Board Commissioner Tucker informed the CAC that Kathy Countryman, Liz Bockman, Mary Jo McAdams, Ted Strack and she were on the Search Committee. They had approximately 40 applicants and narrowed down to 6. The 6 were interviewed and the two finalists will be back on December 9th. The 2 finalists will meet with the full time staff, representatives from the CAC and the Community leaders. The Board is hoping to make a decision and be able to announce at the December 20th Board meeting.

New Business

Chair McAdams moved #4 on the agenda to #1.

New Business-cont'd

- 4. Park District Tax Levy** – Chair McAdams asked Superintendent of Finance Hienbuecher to discuss with the CAC the Tax Levy procedure. The Letter to the Editor regarding the District's Levy has brought up some questions. Superintendent of Finance Hienbuecher explained the process. She also noted that Board President Strack is working on a letter to respond to the Letter to the Editor. CM Yanke suggested that an explanation or article be printed with the Tax Levy each year.
- 1. District Web Site Reviewers** – Chair McAdams asked the CAC members if anyone would want to check out the Park District website periodically. Another set of eyes is always good and the District is open to suggestions. CM Martin noted the brochure is great and wondered if the public knows it is out there. Interim Director Lundbeck noted the survey showed that 73% use the mailed brochure and 21% use the online brochure. CM O'Sullivan suggested using Facebook along with Constant Contact and Twitter.
- 2. Member Terms** – Chair McAdams noted with the new Director there will be changes. She feels the CAC will become a different group and become what they were meant to be. The Members that their terms will be done in January will contact her to verify if returning.
- 3. CAC 2012 Meeting Schedule** – Chair McAdams noted the CAC is currently meeting every other month. With the new Director, this may change. For now the schedule will stay at every other month and will be changed later if need be.

Announcements - None

Adjournment –
Motion

The Citizens Advisory Committee adjourned at 7:55 a.m. on a motion made by CM Lane. The motion was seconded by CM Yanke.

Voice Vote

Chair McAdams called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 9-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2011

Corporate Fund (10)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual	Variance
Revenues									
Administration	17,812.00	2,078.63	-88.3%	581,156.00	579,276.23	-0.3%	581,156.00	598,034.82	-3.1% (1)
Parks	-	88.23	#DIV/0!	16,281.00	18,493.85	13.6% (2)	16,281.00	16,706.24	10.7% (2)
Total Revenues	17,812.00	2,166.86	-87.8%	597,437.00	597,770.08	0.1%	597,437.00	614,741.06	-2.8%
Expenses									
Administration	36,430.00	22,047.85	-39.5%	368,012.00	316,031.90	-14.1% (3)	368,012.00	354,631.60	-10.9% (4)
Parks	14,464.00	17,668.84	0.0%	217,902.00	227,822.17	4.6% (5)	217,902.00	251,335.53	-9.4% (6)
Total Expenses	50,894.00	39,716.69	-22.0%	585,914.00	543,854.07	-7.2%	585,914.00	605,967.13	-10.3%
Total Fund Revenues	17,812.00	2,166.86	-87.8%	597,437.00	597,770.08	0.1%	597,437.00	614,741.06	-2.8%
Total Fund Expenses	50,894.00	39,716.69	-22.0%	585,914.00	543,854.07	-7.2%	585,914.00	605,967.13	-10.3%
Surplus (Deficit)	(33,082.00)	(37,549.83)	13.5%	11,523.00	53,916.01	367.9%	11,523.00	8,773.93	514.5%

(1) 2011 revenue is lower than 2010 primarily due to Real Estate Taxes being reduced because of lower EAV. YTD is 4.74% below last year.

(2) Only revenue is allocation of IMRF and SS tax levy to cover actual expenses.

(3) Expense areas that are below budget: Director Salary and related expenses (vacancy) 8.96%, \$19,937; Administrative Expenses 29.83%, \$11,537; Contracted Services (primarily due to reduced tech support overages) 38.61%, \$5,878; and Professional Services (Legal and misc consultants) 25.78%, \$6,575.

(4) Expense areas lower than 2010: Director salary and related expenses 7.85%, \$17,261 and Contracted Services 43.2%, \$7,110, primarily due to reduction in computer tech overages for 2011. 2011 expenses are also less than 2010 due to allocating more expenses to the Recreation Fund.

(5) Only one expense notably higher, Gas/Oil 98.86%, \$10,875 compared to budget and 56.23%, \$7,873 compared to 2010. Most other expenses are at or below budget.

(6) 2010 saw several areas over budget: Tools/Retaining wall/supplies for first Park Pride Day; Repair of Ford Truck; extra mulch for all parks

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2011

Recreation Fund (20)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	443.33	#DIV/0!	650,389.00	656,992.87	1.02%	650,389.00	581,890.20
Sports Complex	-	-	#DIV/0!	44,450.00	42,118.00	-5.25% (2)	44,450.00	47,124.00
Sports Complex Maintenance	-	319.08	#DIV/0!	34,068.00	35,147.55	3.17%	34,068.00	31,197.67
Midwest Museum of Natural Hist	-	-	#DIV/0!		1,127.52	#DIV/0!		#DIV/0!
Programs-Youth	-	5.50	#DIV/0!	15,210.00	6,631.50	-56.40% (3)	15,210.00	8,101.12
Programs-Teens	600.00	810.68	35.11%	5,815.00	5,917.24	1.76% (3)	5,815.00	3,490.95
Programs-Adult	-	126.97	#DIV/0!	12,818.00	2,906.42	-77.33% (3)	12,818.00	4,409.66
Programs-Family	1,400.00	713.29	-49.05%	33,492.00	9,492.94	-71.66% (3)	33,492.00	9,947.37
Programs-Leagues	-	77.36	#DIV/0!	7,206.00	5,540.80	-23.11% (3)	7,206.00	7,485.19
Programs-Youth Athletics	1,300.00	219.51	-83.11%	48,380.00	33,188.46	-31.40% (3)	48,380.00	35,673.22
Programs-Fitness	210.00	1,485.28	607.28%	30,783.00	35,338.34	14.80% (3)	30,783.00	32,805.70
Programs-Preschool	-	88.28	#DIV/0!	5,184.00	1,324.30	-74.45% (3)	5,184.00	2,106.44
Programs-Senior	-	105.00	#DIV/0!	1,820.00	420.00	-76.92% (3)	1,820.00	1,381.00
Programs-Dance	-	529.56	#DIV/0!	4,004.00	5,007.56	25.06% (3)	4,004.00	3,205.00
Programs-Special Events	800.00	46.94	-94.13%	4,456.00	3,006.91	-32.52% (3)	4,456.00	2,263.97
Programs-Concerts	-	-	#DIV/0!	7,500.00	8,600.00	14.67% (3)	7,500.00	6,600.00
Programs-Trips	-	130.00	#DIV/0!	4,200.00	3,089.15	-26.45% (3)	4,200.00	3,773.50
Brochure	-	-	#DIV/0!	6,800.00	5,950.00	-12.50% (3)	6,800.00	7,600.00
Weight Room	2,033.00	2,408.25	18.46%	18,846.00	22,208.43	17.84% (3)	18,846.00	20,909.75
Community Center	-	61.23	#DIV/0!	4,042.00	4,324.09	6.98%	4,042.00	3,684.44
Total Revenues	6,343.00	7,570.26	19.35%	939,463.00	888,332.08	-5.44%	939,463.00	813,649.18
								9.2%

(1) 2011 YTD Real Estate Taxes is 13.44% \$75,429 higher than 2010 YTD.

(2) Two areas that experience a decrease in revenue from 2010: Banner sponsors, decreased 2,129; KYFL, decreased 1,728.

(3) Program revenue is below budget 28.03% \$57,892. Compared to last year, it is down .76% \$1,131.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2011

Expenses	20,085.00	19,310.42	-3.86%	210,564.00	182,783.90	-13.19%	210,564.00	175,557.03	4.1%
Administration	-	-	#DIV/0!	850.00	-	-100.00%	850.00	620.00	-100.0%
Sports Complex	29,923.00	27,450.00	-8.26%	329,340.00	292,562.35	-11.17%	329,340.00	302,050.83	-3.1%
Sports Complex Maintenance	487.00	229.83	-52.81%	5,840.00	8,849.33	51.53%	5,840.00	4,753.59	86.2%
Midwest Museum of Natural Hist	1,250.00	284.46	-77.24%	11,910.00	5,263.01	-55.81%	11,910.00	5,832.93	-9.8%
Programs-Youth	551.00	391.63	-28.92%	4,815.00	5,049.84	4.88%	4,815.00	3,827.85	31.9%
Programs-Teens	905.00	150.00	-83.43%	9,058.00	2,263.81	-75.01%	9,058.00	2,728.41	-17.0%
Programs-Adult	3,380.00	1,261.20	-62.69%	25,612.00	9,244.92	-63.90%	25,612.00	9,994.39	-7.5%
Programs-Family	942.00	796.07	-15.49%	5,806.00	4,502.36	-22.45%	5,806.00	5,013.16	-10.2%
Programs-Leagues	8,566.00	221.35	-97.42%	45,100.00	26,682.80	-40.84%	45,100.00	22,814.82	17.0%
Programs-Youth Athletics	2,619.00	1,739.51	-33.58%	24,398.00	24,731.46	1.37%	24,398.00	26,134.50	-5.4%
Programs-Fitness	79.00	124.71	57.86%	3,754.00	521.67	-86.10%	3,754.00	1,325.04	-60.6%
Programs-Preschool	-	100.00	#DIV/0!	955.00	100.00	-89.53%	955.00	950.00	-89.5%
Programs-Senior	150.00	485.30	223.53%	2,709.00	2,785.30	2.82%	2,709.00	2,396.00	16.2%
Programs-Dance	689.00	1,025.66	48.86%	8,806.00	5,199.70	-40.95%	8,806.00	3,442.90	51.0%
Programs-Special Events	-	-	#DIV/0!	7,250.00	8,665.00	19.52%	7,250.00	6,477.00	33.8%
Programs-Concerts	-	-	#DIV/0!	3,700.00	3,851.05	4.08%	3,700.00	4,035.08	-4.6%
Programs-Trips	6,350.00	5,806.89	-8.55%	19,000.00	21,811.22	14.80%	19,000.00	18,555.85	17.5%
Brochure	825.00	927.26	12.40%	5,200.00	3,104.34	-40.30%	5,200.00	3,145.86	-1.3%
Weight Room	13,413.00	7,398.15	-44.84%	149,728.00	135,301.02	-9.64%	149,728.00	135,850.66	-0.4%
Community Center									
Total Expenses	90,214.00	67,702.44	-24.95%	874,395.00	743,273.08	-15.00%	874,395.00	735,505.90	1.1%
Total Fund Revenues	6,343.00	7,570.26	19.35%	939,463.00	888,332.08	-5.44%	939,463.00	813,649.18	9.2%
Total Fund Expenses	90,214.00	67,702.44	-24.95%	874,395.00	743,273.08	-15.00%	874,395.00	735,505.90	1.1%
Surplus (Deficit)	(83,871.00)	(60,132.18)	-28.30%	65,068.00	145,059.00	122.93%	65,068.00	78,143.28	85.6%

(1) 2011 expenses below budget primarily due to one less full-time position, wages and related expenses (dues, education, travel, health ins) for part of the year. Despite this 2011 YTD expenses are only slightly lower than 2010 YTD. This is due to reallocating expenses in 2011 from the corporate fund.
(2) Expenses are below budget primarily in the following areas: Part Time Maintenance Wages/Pr Expenses 6.58% \$14,224 and Materials & Supplies 41.77% \$15,454.
(3) Plaster repair \$1,975.00. Air Conditioner repair \$2,100.
(4) if you look at just these items, 2011 actual is below budget 30.49% \$54,297. And 2011 ytd is 6.1% \$7,103 above 2010 ytd.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Donations (21)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	725.00	361.00	-50.21%	3,500.00	3,098.23	-11.48%	3,500.00	7,143.85
Total Revenues	725.00	361.00	-50.21%	3,500.00	3,098.23	-11.48%	3,500.00	7,143.85
Expenses								
Administration	-	-		-	-		-	1,701.48
Total Expenses	-	-		-	-		-	1,701.48
Total Fund Revenues	725.00	361.00	-50.21%	3,500.00	3,098.23	-11.48%	3,500.00	7,143.85
Total Fund Expenses	-	-		-	-		-	1,701.48
Surplus (Deficit)	725.00	361.00	-50.21%	3,500.00	3,098.23	-11.48%	3,500.00	5,442.37

Special Recreation (22)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	180,000.00	186,741.94	3.75% (1)	180,000.00	90,671.74
Total Revenues	-	-	#DIV/0!	180,000.00	186,741.94	3.75%	180,000.00	90,671.74
Expenses								
Administration	-	-	#DIV/0!	110,000.00	89,546.00	-18.59% (2)	110,000.00	80,014.00
Total Expenses	-	-	#DIV/0!	110,000.00	89,546.00	-18.59%	110,000.00	80,014.00
Total Fund Revenues	-	-	#DIV/0!	180,000.00	186,741.94	3.75%	180,000.00	90,671.74
Total Fund Expenses	-	-	#DIV/0!	110,000.00	89,546.00	-18.59%	110,000.00	80,014.00
Surplus (Deficit)	-	-	#DIV/0!	70,000.00	97,195.94	38.85%	70,000.00	10,657.74

(1) Overall 2011 levy is 106% higher than 2010.
 (2) Portion of accessibility audit was paid at the end of 2010.
 (3) 2011 ytd higher than 2010 ytd due to accessibility audit.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Insurance (23)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	98,000.00	97,985.27	-0.02%	98,000.00	135,448.51
Total Revenues	-	-	#DIV/0!	98,000.00	97,985.27	-0.02%	98,000.00	135,448.51
Expenses								
Administration	1,900.00	1,676.00	-11.79%	84,500.00	81,215.02	-3.89%	84,500.00	99,046.88
Total Expenses	1,900.00	1,676.00	-11.79%	84,500.00	81,215.02	-3.89%	84,500.00	99,046.88
Total Fund Revenues	-	-	#DIV/0!	98,000.00	97,985.27	-0.02%	98,000.00	135,448.51
Total Fund Expenses	1,900.00	1,676.00	-11.79%	84,500.00	81,215.02	-3.89%	84,500.00	99,046.88
Surplus (Deficit)	(1,900.00)	(1,676.00)	-11.79%	13,500.00	16,770.25	24.22%	13,500.00	36,401.63

(1) Overall 2011 levy is 27.7% lower than 2010 due to lower expenses.
 (2) 2011 general liability insurance premium less. Rate reduced 8/1/2010.

Audit (24)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	23,000.00	23,015.21	0.07%	23,000.00	17,937.13
Total Revenues	-	-	#DIV/0!	23,000.00	23,015.21	0.07%	23,000.00	17,937.13
Expenses								
Administration	-	-	#DIV/0!	20,000.00	13,887.00	-30.57%	20,000.00	18,498.00
Total Expenses	-	-	#DIV/0!	20,000.00	13,887.00	-30.57%	20,000.00	18,498.00
Total Fund Revenues	-	-	#DIV/0!	23,000.00	23,015.21	0.07%	23,000.00	17,937.13
Total Fund Expenses	-	-	#DIV/0!	20,000.00	13,887.00	-30.57%	20,000.00	18,498.00
Surplus (Deficit)	-	-	#DIV/0!	3,000.00	9,128.21	204.27%	3,000.00	(560.87)

(1) Increased 2011 tax levy to build fund balance.
 (2) Lower cost this year due to lack of extra work that was required in 2010.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Paving & Lighting (25)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	-	-	59.13	59.13	-	114.24
Total Revenues	-	-	-	-	59.13	59.13	-	114.24
Expenses								
Administration	-	-	-	35,000.00	-	-	35,000.00	253.05
Total Expenses	-	-	-	35,000.00	-	-	35,000.00	253.05
Total Fund Revenues	-	-	-	-	59.13	59.13	-	114.24
Total Fund Expenses	-	-	-	35,000.00	-	-	35,000.00	253.05
Surplus (Deficit)	-	-	-	(35,000.00)	59.13	59.13	(35,000.00)	(138.81)

Park Police (26)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	-	-	2.38	2.38	-	4.75
Total Revenues	-	-	-	-	2.38	2.38	-	4.75
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	2.38	2.38	-	4.75
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	2.38	2.38	-	4.75

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

IMRF (27)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Total Revenues	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Expenses								
Administration	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Total Expenses	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Total Fund Revenues	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Total Fund Expenses	-	-	#DIV/0!	96,000.00	97,983.76	2.07%	96,000.00	88,648.48
Surplus (Deficit)	-	-	-	-	-	-	-	-

Social Security (28)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Total Revenues	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Expenses								
Administration	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Total Expenses	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Total Fund Revenues	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Total Fund Expenses	-	-	#DIV/0!	87,000.00	88,973.18	2.27%	87,000.00	85,659.59
Surplus (Deficit)	-	-	-	-	-	-	-	#DIV/0!

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Concessions (30)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Clubhouse Concessions	-	555.72	#DIV/0!	59,034.00	64,174.20	8.71%	59,034.00	54,078.56
Beverage Cart	-	(27.90)	#DIV/0!	19,334.00	15,036.54	-22.23% (1)	19,334.00	14,632.18
Vending	-	105.56	#DIV/0!	250.00	105.56	-57.78%	250.00	438.00
Sports Complex Concessions	-	(33.41)	#DIV/0!	26,044.00	29,923.25	14.89% (2)	26,044.00	24,754.16
Pool Concessions	-	(23.14)	#DIV/0!	11,907.00	12,723.39	6.86% (3)	11,907.00	11,615.78
Catering	1,500.00	262.49	-82.50%	17,343.00	17,559.71	1.25%	17,343.00	16,514.65
Total Revenues	1,500.00	839.32	-44.05%	133,912.00	139,522.65	4.19%	133,912.00	122,033.33
Expenses								
Clubhouse Concessions	2,282.00	2,529.89	10.86%	76,827.00	79,079.37	2.93%	76,827.00	75,416.68
Beverage Cart	-	-	#DIV/0!	12,339.00	9,813.21	-20.47%	12,339.00	10,710.22
Vending	-	-	#DIV/0!	125.00	31.00	-75.20%	125.00	7.00
Sports Complex Concessions	-	(211.33)	#DIV/0!	22,119.00	20,648.24	-6.65%	22,119.00	25,939.24
Pool Concessions	-	3.99	#DIV/0!	10,207.00	9,025.14	-11.58%	10,207.00	8,317.81
Catering	422.00	52.69	-87.51%	6,373.00	6,348.26	-0.39%	6,373.00	5,794.90
Total Expenses	2,704.00	2,375.24	-12.16%	127,990.00	124,945.22	-2.38%	127,990.00	126,185.85
Total Fund Revenues	1,500.00	839.32	-44.05%	133,912.00	139,522.65	4.19%	133,912.00	122,033.33
Total Fund Expenses	2,704.00	2,375.24	-12.16%	127,990.00	124,945.22	-2.38%	127,990.00	126,185.85
Surplus (Deficit)	(1,204.00)	(1,535.92)	27.57%	5,922.00	14,577.43	146.16%	5,922.00	(4,152.52)

(1) Budgeted higher due to increase in prices. Revenue slightly higher than 2010, sales experienced a decrease, primarily in Beer. However, the Clubhouse did increase.
 (2) Sports Complex: Storm Dayz is primary reason for increased. Gross revenue Storm Dayz for 2011: \$12,546.50; 2010: \$7,505.75. Thank you Mother Nature!! And Melissa!
 (3) Pool: 2011 YTD open 68 days/ average sales \$187; 2010 YTD open 77 days/average sales \$146.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Working Cash (31)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	-	-	0.60	0.60	-	63.52
Total Revenues	-	-	-	-	0.60	0.60	-	63.52
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	0.60	0.60	-	63.52
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	0.60	0.60	-	63.52

Developer Contributions (32)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	-	-	11,815.42	11,815.42	-	2,000.97
Total Revenues	-	-	-	-	11,815.42	11,815.42	-	2,000.97
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	11,815.42	11,815.42	-	2,000.97
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	11,815.42	11,815.42	-	2,000.97

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Golf Course (50)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Golf Operations	1,845.00	3,920.88	112.5%	575,178.00	486,816.37	-15.4% (1)	575,178.00	526,564.05
Golf Maintenance	-	141.90	#DIV/0!	33,417.00	34,774.79	4.1%	33,417.00	32,630.68
Total Revenues	1,845.00	4,062.78	120.2%	608,595.00	521,591.16	-14.3%	608,595.00	559,194.73
Expenses								
Golf Operations	40,732.00	23,400.70	-42.5%	321,951.00	302,473.39	-6.0%	321,951.00	303,359.74
Golf Maintenance	26,786.00	29,971.74	11.9%	370,719.00	368,670.57	-0.6%	370,719.00	360,380.78
Total Expenses	67,518.00	53,372.44	-21.0%	692,670.00	671,143.96	-3.1%	692,670.00	663,740.52
Total Fund Revenues	1,845.00	4,062.78	120.2%	608,595.00	521,591.16	-14.3%	608,595.00	559,194.73
Total Fund Expenses	67,518.00	53,372.44	-21.0%	692,670.00	671,143.96	-3.1%	692,670.00	663,740.52
Surplus (Deficit)	(65,673.00)	(49,309.66)	-24.9%	(84,075.00)	(149,552.80)	77.9%	(84,075.00)	(104,545.79)

(1) Daily Greens Fees -19.83% \$34,231 Course opened later in 2011.

Golf Events & Misc -14.2% \$2,990
 Lessons -19.44% \$3,539
 Carts -4.29% \$4,211
 Season passes -23.11% \$38,028
 Pro shop sales -11.02% \$8,152

(2) Daily Greens Fees -1.01% \$1,414 Course opened later in 2011.

Golf Events & Misc -10.23% \$2,057
 Lessons -17.61% \$3,134
 Carts -9.71 \$10,108
 Season passes -13.48% \$19,714
 Pro shop sales -5.78% \$4,035

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Swimming Pool (51)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Pool	-	301.43	#DIV/0!	63,431.00	66,243.63	4.4%	63,431.00	68,031.50
Swim Lessons	-	14.86	#DIV/0!	12,354.00	10,061.52	-18.6%	12,354.00	12,551.33
Total Revenues	-	316.29	#DIV/0!	75,785.00	76,305.15	0.7% (1)	75,785.00	80,582.83
Expenses								
Pool	13,538.00	59.04	-99.6%	81,008.00	54,439.58	-32.8%	81,008.00	68,743.93
Pool Maintenance	785.00	2,122.44	170.4%	34,550.00	31,825.09	-7.9%	34,550.00	34,620.57
Swim Lessons	-	-	#DIV/0!	13,091.00	6,257.90	-52.2%	13,091.00	12,802.65
Total Expenses	14,323.00	2,181.48	-84.8%	128,649.00	92,522.57	-28.1% (3)	128,649.00	116,167.15
Total Fund Revenues	-	316.29	#DIV/0!	75,785.00	76,305.15	0.7%	75,785.00	80,582.83
Total Fund Expenses	14,323.00	2,181.48	-84.8%	128,649.00	92,522.57	-28.1%	128,649.00	116,167.15
Surplus (Deficit)	(14,323.00)	(1,865.19)	-87.0%	(52,864.00)	(16,217.42)	-69.3%	(52,864.00)	(35,584.32)

(1) Daily Fees +5.39% \$1,249

Season passes +5.52% \$1,888 (non-resident decreased)

Misc income (includes pool rentals and middle school pool party) +19.34% \$300

Swim Lessons -16.49% \$1,889 (primarily non-resident)

(2) Daily Fees -7.46% \$1,969

Season passes +2.73% \$961 (non-resident decreased)

Misc income (includes pool rentals and middle school pool party) +14.48% \$234

Swim Lessons -17.52% \$2,033 (primarily non-resident)

(3) Expenses are down primarily due to wages: Compared to budget -26.4% \$19,945; compared to 2010 -28.30% \$21,995 (of which, half is eliminating pool manager salary)

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended December 31, 2011

Debt Service (60)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2010 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	530,000.00	543,159.04	2.5%	530,000.00	526,841.43
Total Revenues	-	-	#DIV/0!	530,000.00	543,159.04	2.5%	530,000.00	526,841.43
Expenses								
Administration	77,257.50	77,257.50	0.0%	516,648.00	537,802.73	4.1%	516,648.00	523,659.93
Total Expenses	77,257.50	77,257.50		516,648.00	537,802.73		516,648.00	523,659.93
Total Fund Revenues	-	-	#DIV/0!	530,000.00	543,159.04	2.5%	530,000.00	526,841.43
Total Fund Expenses	77,257.50	77,257.50		516,648.00	537,802.73		516,648.00	523,659.93
Surplus (Deficit)	(77,257.50)	(77,257.50)	0.0%	13,352.00	5,356.31	-59.9%	13,352.00	3,181.50

Capital Projects (70)

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2008 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	420,000.00	458,369.47	9.1%	420,000.00	457,213.36
Total Revenues	-	-	#DIV/0!	420,000.00	458,369.47	9.1%	420,000.00	457,213.36
Expenses								
Administration	166,325.00	191,798.45	15.3%	597,325.00	390,576.81	-34.6%	597,325.00	789,748.91
Total Expenses	166,325.00	191,798.45	15.3%	597,325.00	390,576.81	-34.6%	597,325.00	789,748.91
Total Fund Revenues	-	-		420,000.00	458,369.47	9.1%	420,000.00	457,213.36
Total Fund Expenses	166,325.00	191,798.45	15.3%	597,325.00	390,576.81	-34.6%	597,325.00	789,748.91
Surplus (Deficit)	(166,325.00)	(191,798.45)	15.3%	(177,325.00)	67,792.66	-138.2%	(177,325.00)	(332,535.55)
Total Fund Revenues	28,225.00	15,316.51	-53.2%	3,792,692.00	3,734,724.75	-1.5%	3,792,692.00	3,601,948.70
Total Fund Expenses	471,135.50	436,080.24	-7.4%	3,956,091.00	3,475,723.40	-12.1%	3,956,091.00	3,934,796.87
Surplus (Deficit)	(442,910.50)	(420,763.73)	-5.0%	(163,399.00)	259,001.35	-258.5%	(163,399.00)	(332,848.17)

Sycamore Park District

	1/1/2011	Revenues	Expenses	12/31/2011	12/31/2011 Cash balance
10 Corporate	10,576.36	597,770.08	543,854.07	64,492.37	78,370.04
20 Recreation	55,550.51	888,332.08	743,273.08	200,609.51	198,878.50
21 Donations	217,132.14	3,098.23	-	220,230.37	220,230.37
22 Special Recreation	19,242.65	186,741.94	89,546.00	116,438.59	116,438.59
23 Insurance	33,285.19	97,985.27	81,215.02	50,055.44	15,486.24
24 Audit	4,259.61	23,015.21	13,887.00	13,387.82	13,388.24
25 Paving & Lighting	72,839.47	59.13	-	72,898.60	72,898.60
26 Park Police	7,984.48	2.38	-	7,986.86	7,986.86
27 IMRF	-	97,983.76	97,983.76	-	-
28 Social Security	-	88,973.18	88,973.18	-	-
30 Concessions	2,130.49	139,522.65	124,945.22	16,707.92	15,757.39
31 Working Cash	2,022.82	0.60	-	2,023.42	2,023.42
32 Developer Contributions	2,000.97	11,815.42	-	13,816.39	13,816.39
60 Debt Service	3,253.00	543,159.04	537,802.73	8,609.31	8,609.31
70 Capital Projects	705,902.21	458,369.47	390,576.81	773,694.87	773,694.87
Total governmental fund balance	1,136,179.90	3,136,828.44	2,712,056.87	1,560,951.47	1,537,578.82
50 Golf Course Net Assets	(113,044.44) <u>(207,280.68)</u> (320,325.12)	521,591.16	671,143.96	(262,597.24) <u>(207,280.68)</u> (469,877.92)	(500,120.78)
51 Swimming Pool Net Assets	306,773.83 <u>(307,380.84)</u> (607.01)	76,305.15	92,522.57	290,556.41 <u>(307,380.84)</u> (16,824.43)	(16,824.43)
Total proprietary funds	193,729.39	597,896.31	763,666.53	27,959.17	
Net assets	(514,661.52)			(514,661.52)	
Proprietary funds minue net assets	(320,932.13)			(486,702.35)	
	815,247.77			1,074,249.12	1,020,633.61

Summary of depository accounts as of 1/20/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,589.88	0.1
National Bank & Trust	191,457.78	0.05
Resource Bank	747,263.82	0.2003
*Dekalb Co. Community Foundation	<u>10,829.00</u>	
	965,140.48	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 11/30/11.

Superintendent of Finance
Report for the January 24, 2012
Board Meeting

If you have any questions concerning this report please feel free to email me, stop in, or give me a call at 815-895-3365 prior to Tuesday's Board Meeting

1. **Financial Reports and Audit** – Please keep in mind that the financial statements presented for December 31 are unaudited figures. Auditors are scheduled to be here February 14.
2. **Monthly Cash Flow Report** – As of the end of December, cash flow is higher than the original projection by approximately \$355,000. The following are the main reasons:
 - Capital Fund - items budgeted for but not spent: Paint Mixing Station 7,500, Tennis Courts \$35,600, Old Mill \$70,000, Sycamore Lake/Brickville Road Connection \$50,000, Greens Mower \$30,000. Receipt of \$20,000 from IDOT.
 - Special Rec Fund - \$10,000 budgeted for miscellaneous not spent
 - Paving & Lighting Fund \$35,000 budgeted but not spentAll funds are performing better than budget as of December 31, 2011, with the exception of the golf fund. The golf course is approximately \$83,500 behind where budgeted. This fund was already budgeted to lose approximately \$84,000 for the year.
3. **2012 Budget** – I will include all of the information previously sent for the 2012 budget. No adjustments were made since the last submission. This data will include the comparison of 2012 budget to 2011 budget, capital requests and documentation, salary adjustment information and a detailed and summarized budget report.
4. **Capital Fund Update** – Included is an update on the capital fund. The projected ending balance is \$770,798.
5. **Conference** – For those board members staying at the Hyatt, I will go to the desk after you check in to transfer your room charges to the park district credit card.
6. **Economic Interest Statements** – Everyone should have received an email from DeKalb County regarding filing the Economic Interest Statement electronically. Please let me know when you have completed this. If there are any questions I will try to answer them.
7. **Bridal Expo** – Melissa Dobberstein and I attended the Bridal Expo Sunday, January 15th, at NIU. This was our second year. There was a great deal of interest as we spoke with many future brides. Last year there were quite a few follow up calls from the Expo and we were able to book a few small receptions, rehearsal dinners, and bridal showers. Again this year we had a raffle for a free 3-hour room rental. Our raffle tickets gave us an opportunity to collect information, including emails, from several attendees. We will be following up with those individuals to see if there is any interest in renting our facility.

Sycamore Park District
Capital Funding Plan

Department	Item	2011	YTD		2011
			Receipts/	Committed/	
Funding			Expenditures	Anticipated	
	Balance forward	705,902			705,902
	interest income		379.47		379
	misc		20,500		20,500
	General Obligation Bond	<u>420,000</u>	434,490		<u>434,490</u>
	Total funding available	1,125,902			1,161,272
Administration/concessions	CONTINGENCY	<u>30,000</u>			
	bathroom partitions		(959)		959
	baseball fencing		(6,195)		6,195
	irrigation		(6,534)		6,534
	mower repairs		(4,640)		4,640
	fountain		(494)		494
	bridge		(681)		681
	bond issue costs		(10,025)		10,025
	alternate bond payment	<u>10,000</u>	(184,650)		184,650
	PC Replacement/upgrades -	<u>184,650</u>	(4,360)		4,360
	upgrade pool concessions	<u>5,000</u>	(13,644)		13,644
	admin shelving	<u>10,000</u>			
	clubhouse roof	<u>2,500</u>			
		<u>45,000</u>	(40,540)		<u>40,540</u>
Maintenance	Total Administration	287,150			272,721
	paint mixing station	<u>7,500</u>			
Clubhouse	Total Maintenance	7,500			
	remodeling of clubhouse	<u>5,000</u>			
Golf Course	Total Clubhouse	5,000			
	greens mower	<u>30,000</u>			
	Total Golf Course	30,000			

Pool

	Total Pool	-	
Community Center			
treadmill			4,015
tent (for stage and other events)	<u>6,550</u>	(4,015) (6,513)	<u>6,513</u>
	Total Community Center	6,550	10,528

Parks & grounds

good tynes roof	6,000	(2,195)	2,195
tennis courts - resurface - amt increased	35,600	-	
lightening detection system	10,000	(21,424)	21,424
Main shelter roof and seal	25,000	(7,098)	7,098
Old Mill parking lot	70,000	-	
Old Mill - prairie development (ENCAP)	4,300	(2,908)	2,908
Syc Lake/Brickville connection	50,000	-	
museum tuckpointing	60,000	(71,395)	71,395
Dog Park Site Plan	<u> </u>	(2,205)	<u>2,205</u>
	Total Parks & Grounds	260,900	107,225

	Total Capital Expenses	597,100	390,474
	Ending balance	528,802	770,798

Funded by annual G.O. Bond or previous G.O. Bond proceeds not spent

Superintendent of Golf Operations Report to the Board – January 2012

2012 Rates

Below are the proposed 2012 golf season pass, daily fee rates and cart fees. The season pass increase is 10% for in district passes and an incremental dollar value increase equal to the dollar value increase to the in district passes for the out of district passes. The reason for the incremental increase to the out of district passes and not a straight 10% increase is to keep those rates in line with other areas facilities and to keep the out of district rates equal to the in district rates plus what our average Sycamore taxpayer pays to the Sycamore Park District per year. The only increase in green fees are our 18 hole rates which have been increased by \$1.00. 9 hole rates, Junior and Senior rates and cart fees will remain at the same rate at 2011. These rates need to be approved at this meeting so that the golf operation can publish these rates, prepare and distribute our season pass holder letters and advertising for our “Swing into Spring” golf per season sale scheduled for Friday, March 2nd through Sunday, March 4th. During this sale I would like the opportunity to sell season passes at a 5% discount. The discount would only be available for the sale days. As of March 5th the approved and published rates will apply. This discount will also need to be approved by the Board of Commissioners.

2012 Rates Season Passes

	<i>Resident</i>	<i>Non-Resident</i>
Adult Unlimited	\$660	\$925
Adult Weekday	\$495	\$685
Spouse Unlimited	\$420	\$580
Spouse Weekday	\$350	\$480
Senior Unlimited	\$600	\$830
Senior Weekday	\$425	\$590
Senior 3-day	\$275	\$380
Junior (16-20)	\$400	\$555
Junior (11-15)	\$270	\$375

2012 Green Fee and Cart Fee Rates Adult Rates (Walking)

	<i>Resident</i>	<i>Non-Resident</i>
Weekday 9 Holes before 6pm	\$13	\$15
Weekday 9 Holes after 6pm	\$10	\$10
Weekday 18 Holes before 2pm	\$23	\$26
Weekday 18 Holes after 2pm	\$21	\$21
Weekend 9 Holes before 6pm	\$15	\$17
Weekend 9 Holes after 6pm	\$10	\$10
Weekend 18 Holes before 2pm	\$26	\$29
Weekend 18 Holes after 2pm	\$23	\$23

Junior/Senior Rates

	Resident	Non-Resident
All Day 9 (F,Sa,Su after 1pm only)	\$9	\$10
All Day 18 (F,Sa,Su after 1pm only)	\$18	\$20

Cart Rates

9 holes before 9am (M-Th only)	\$7 per rider
9 holes before 6pm	\$8 per rider
9 holes after 6pm	\$6 per rider
18 holes before 9am (M-Th only)	\$12 per rider
18 holes before 2pm	\$15 per rider
18 holes after 2pm	\$12 per rider
Push Carts	\$3 for 9 or 18 holes

Season Pass Installment Payment Plan

This year I would like to offer an installment payment plan. Due the current economic conditions we have seen a drop in season pass sales because our patrons cannot currently afford to shell out the cost of a season pass all at once, opting instead to not by a season pass and play irregularly by paying a green fee. By offering this alternative patrons would have the opportunity to play for their pass with installment payments. For example, at the proposed 2012 Resident Adult Unlimited Season Pass rate of \$660.00 the purchaser of the pass could pay 4 equal installments of \$165.00, plus a \$25.00 installment fee or \$190.00 per month for a period of 4 consecutive months. The total for their season pass would then be \$760.00. Paying for the pass all at once saves \$100.00 but for some \$190.00 per month for 4 months would be easier to shallow at this time. Each pass type would cost \$100.00 more if the patron wishes to pay on the installment plan. Payments would be requested on the 1st of every month for 4 consecutive from the date of purchase and including the 1st installment due upon sign up.

Current Outing Bookings

Below is a list of current outings I have on our calendar for 2012. These represent large events of 40 or more players and not those events smaller than that number.

Illinois Junior Golf Association Regional – Tuesday, June 12th
 Sycamore United Methodist Church – Friday, June 15th
 Genoa Area Chamber of Commerce – Friday, July 13th
 Kishwaukee Symphony Orchestra – Friday, July 20th
 Sycamore Chamber Funday – Thursday, August 2nd
 Fraternal Order of Police – Friday, August 10th
 PJ's Courthouse – Saturday, August 11th
 Opportunity House "Chip in for Charity" – August 17th
 Sycamore Club Championship – 1st 2 rounds Saturday, August 18 and Sunday, August 19th
 Sycamore Club Championship – Final Rounds Saturday, August 25th and Sunday, August 26th

Voluntary Action Center – Friday, September 14th
Sycamore Elks Club – Saturday, September 22nd

I currently have other large events I am working on including Tails, DeKalb County Animal Shelter, Auto-Meter, and Nestle. As these outings book I will update the calendar.

Capital Budget – Carts

In this years capital budget there is \$30,000.00 for golf carts. Since we haven't purchased carts for 7 years we are due to trade in as many as we can and replace the amount traded in for newer vehicles. I have talked to Matt at Players Golf Cars in Rockford, our distributor, parts warehouse and rental contractor to get the ball rolling. We need to stay with EZGO Golf Carts due to the consistency of replacement parts and our knowledge of that type of cart. I have also contacted a friend of mine who is a vice president in the EZGO/Textron Corporation to see if he can also be of assistance. My plan is to trade in our older carts and get newer ones in our fleet prior to the opening of the course in the spring. Our fleet currently consists of 50 carts and that is all that will fit in our cart barn facility. We would actually save significantly in golf outing rental costs if we had 60 to 65 vehicles but we don't currently have storage for the additional carts. Each year we have to rent additional carts for our large outings, as many as 30 carts for our really large events. At a rate of \$44.00 per cart per event, that rental cost adds up quickly.

GOLF COURSE SUPERINTENDENT'S REPORT

- Now that winter has arrived, we have been working with the parks staff to plow and shovel as needed throughout the park district.
- Work is now completely focused on all the equipment used during the season. Every machine is fully serviced and gone through with many parts replaced and all filters/lubricants changed. Every mower reel is also broken down, sharpened, seals/bearings replaced along with any other observed worn parts. This work will continue into March when the golf carts will also be serviced.
- I continue to plan out pesticide/fertilizer applications, price and research products, meet with sales reps, and will soon plan beds and order annual flowers.
- Most of the golf/parks/sports full time maintenance staff is due to retake our Pesticide Applicator License exams in the next few weeks through the Illinois Dept. of Agriculture. These exams are required every three years and studying for them provides a great review in pesticide and environmental safety practices/laws and proper application methods for all involved.

Jeff Donahoe - GCS

PARK SUPERINTENDENTS REPORT January 24th 2012

Parks Department

1. The crew has finished up working on the picnic tables and have moved on to servicing the mowers and tractors.
2. The crew has been plowing, shoveling, and salting the roads as we have been getting snow fall.
3. The crew has been fixing clubhouse chairs and cut one end off each board room table and applied a new coat of polyurethane to the tops of them.
4. I have a meeting set up with Molly Hollman, Executive Director Dan Gobble and Fox Valley Fire and Safety to see what can be done to correct the firm alarm issue that has came up at the Museum Building. I will also have to have a sump pump cover made to fit over the sump pump in the elevator shaft at the building.
5. The crew had to cut up and remove a tree that had fallen across the path at Emil Cassier Trails in the Heron Creek subdivision.

Sports Complex Department

1. The crew has begun working on the maintenance equipment for the sports complex and other areas.
2. The crew has disposed of a stair stepper that was broken and could no longer be repaired for the Community Center.
3. I have talked with Executive Director Dan Gobble and brought him up to speed on the issue going on with the outfield fence on the "Linens Field" so that we may possibly still get it repaired before the season starts.

Pool

1. N/A

Respectfully submitted,
Brian A. Cobb A.P.R.P., C.P.S.I.

Superintendent of Recreation's Board Report

The total number of people that used the fitness area in December totaled 1,147 people.

Thanks to the 17 people who participated in our first Elks Club/Park District Free Throw contest on Saturday, January 7 at the High School. The School District passed this opportunity onto us in late December and we look forward to planning this event for next year in conjunction with the Elks again.

The Community Health Weekend drew a good response for the weight room area and the fitness classes. The aerobic/dance/karate classes drew over 70 people on Saturday and the weight room drew over 134 people for the weekend.

The number of people who took advantage of our January special were as follows, 19 people signed up for adult annual memberships, 46 people signed up for the 3 month memberships, 8 people who signed up for the semi adult annual and 7 people who signed up for the college special.

Our first Middle School Dance will be held on January 20 at the Middle School.

I have looked at one building so far as a potential replacement for our current building. I met with Mary Jo and "mapped" out a plan of action. We will continue to look for building space and evaluate what is available.

A number of classes began this month which include Zumba(57 people), Middle School Intramurals(7 youth), Kajukenbo Karate(26 people), TaeKwondo, our new program(10 people), computer classes(6 people), swing dance(6 people), Little Tumblers(7 youth), a variety of aerobics/yoga classes(Over 60 people)and there are only 10 tickets left for the Bulls game.

A few other events for February include the Daddy Daughter Dance, the GeoCaching outdoor event and the Golf and Investment Seminar.

June 7 is our tentative start date for our "Summer Concerts in the Park" series. The Lisa Rene Band will be starting our 8th season off.

Please feel free to contact me if you have any questions, 815-739-8780.

COPY

MINUTES of a _____ public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at the Clubhouse Administrative Office, 940 E. State Street, Sycamore, Illinois in said Park District at 6:00 o'clock P.M., on the 24th day of January, 2012.

* * *

The meeting was called to order by the President, and upon the roll being called, _____, the President, and the following Park Commissioners at said location answered present: _____

The following Park Commissioners were absent: _____

The President announced that the next item of business before the Board of Park Commissioners was the consideration of an ordinance abating the tax heretofore levied for the year 2011 to pay the debt service on the District's outstanding \$2,555,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2006. After a full and complete discussion thereof, Park Commissioner _____ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. _01-2012_

AN ORDINANCE abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

* * *

WHEREAS, the Board of Park Commissioners (the "*Board*") of the Sycamore Park District, DeKalb County, Illinois (the "*District*"), by ordinance adopted on the 16th day of May, 2006, did provide for the issue of \$2,555,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2006A (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District has deposited the Pledged Revenues in the Bond Fund (as each is defined in the Bond Ordinance) for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2011 to pay such debt service on the Bonds be abated:

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2011 in the Bond Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of DeKalb County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2011 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect upon its adoption.

Adopted January 24, 2012.

Ted Strack,
President, Board of Park Commissioners

ATTEST:

Daryl Graves
Secretary, Board of Park Commissioners

[SEAL]

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

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

Upon the roll being called, the following Park Commissioners voted AYE: _____

NAY: _____

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

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

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 24th day of January, 2012, insofar as the same relates to the adoption of Ordinance No. 01-2012 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and of the Park District Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 24th day of January, 2012.

Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DeKalb County, Illinois, and as such official I do further certify that on the ____ day of _____, 20___, there was filed in my office a duly certified copy of Ordinance No. 0I-2012 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2011 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 24th day of January, 2012, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20___.

County Clerk of DeKalb County, Illinois

[SEAL]

Jeanette Freeman

From: Bart Desch
Sent: Wednesday, January 11, 2012 10:29 AM
To: Jeanette Freeman
Subject: FW: community center fitness passes

From: Lauren Brandmeyer [<mailto:mrs1b3@gmail.com>]
Sent: Tuesday, January 10, 2012 10:47 PM
To: Bart Desch
Subject: Re: community center fitness passes

Thank you so much for your response. We greatly appreciate your accommodation and thank you for continuing to deliver such outstanding customer service. I can plan on coming in to register this Thursday morning after dropping my son off at preschool at 8:30 am. Does that time work? If needed, I can come in closer to 9 am.

Can you confirm where I should go to purchase passes?

Thank you,
Lauren Brandmeyer

On Tue, Jan 10, 2012 at 8:22 AM, Bart Desch <bartd@sycamoreparkdistrict.com> wrote:

Ms. Brandmeyer,

Please contact me and let me know when you may stop in to register and I will make sure we are ready for you. Welcome to the Park District Community Center family.

Positively,

Bart Desch, CPRP

Superintendent of Recreation

Sycamore Park District

815-895-3202

From: Lauren Brandmeyer [mailto:mrs1b3@gmail.com]

Sent: Monday, January 09, 2012 6:37 PM

To: Bart Desch

Subject: community center fitness passes

Hi Bart,

My name is Lauren Brandmeyer and my husband I have been Sycamore residents for many years and have often supported Sycamore Park District programming. We are former members of the Community fitness center. Both my husband and I were both interested in purchasing the 3 month pass for each of us. We are on a tight budget but after learning about the 15% off passes during the Community Health Weekend January 7 & 8, decided we were going to purchase passes. My husband went up to the fitness center on Sunday afternoon and the staff member told him "he was locked out of the computer" and could not honor a discount on membership passes. He said it was good through January 8th but couldn't apply the discount. According to our Winter/Spring Park District brochure, the 15% off was listed as good for the weekend of January 7 & 8. Is there a way for us to purchase two 3 month passes at the 15% off rate? Thank you for your time and consideration.

Lauren Brandmeyer

634 Carlson St, Sycamore

December 23, 2011

Mr. Bart Desch, CPRP
Superintendent of Recreation
Sycamore Park District
138 North Fair Street
Sycamore, IL 60178

RE: Mary E. Stevens Concert & Lecture Fund

Dear Mr. Desch:

I am pleased to advise you that the Mary E. Stevens Concert & Lecture Fund has approved a grant to you organization in the amount of \$500.00 to be applied towards the purpose described in your grant request letter. A check representing your award will be mailed to you in January 2012.

If you have any questions, please call me at (815) 754-7710.

Best regards,

A handwritten signature in blue ink, appearing to read "Karen J. Daleo".

Karen J. Daleo
Vice President - Trust Tax Manager
The National Bank & Trust Company

Encls

