



Sycamore
PARK DISTRICT
Established 1923

940 East State Street
Sycamore, IL 60178
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**Sycamore Park District
Regular Board Meeting
April 24, 2012
6:00 pm
Board Room-Administrative Office
940 East State Street
AGENDA**

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Regular Meeting – March 27, 2012 (Voice Vote)
Executive Session Minutes – March 27, 2012
(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

9. Claims Paid Since Board Meeting (Roll Call Vote)
11. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

19. Superintendent of Finance
21. Budget Report/Monthly Cash Flow
39. Superintendent of Golf Operations
41. Superintendent of Parks and Facilities
45. Superintendent of Recreation
47. Executive Director
49. CAC Minutes

CORRESPONDENCE

53. Clubhouse-Joyce Welsand Questionnaire
54. June Cribaro

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

Board of Commissioners Meeting
April 24, 2012
PG 2

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Sycamore Golf Club

OLD BUSINESS:

- 55. Resolution 02-2012: Establishing Policy/Procedures For The Sale of Food, Beverage and Other Products in SPD Parks and Facilities (Voice Vote) **Jackie/Bart**
- 59. Annual Audit: Presentation and Acceptance of Audit (Roll Call Vote): [Please Note that the Audit was Included in the March Board Packet.] **Jackie**
- 61. Vote on Revised Budget Based Upon Golf Course Re-Organization (Roll Call Vote) **Dan**
- 71. Update on Progress of WPA Main Shelter: Information Only **Jeff**

NEW BUSINESS:

- 73. Review of Project Requested by Sycamore Youth Baseball (Roll Call Vote) **Jeff**
- 75. Ratification of Transfer of Funds for Golf Course and Pool Deficits (Roll Call Vote) **Jackie**

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

- 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- 21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 27, 2012**

President Strack called the meeting to order at 6:00 p.m.

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

Guests at the Board meeting were:
Greg Martin – CAC

Public Hearing: FY2012 Budget and Appropriation Ordinance #02-2012

An Ordinance adopting the combined annual budget and appropriation of funds for the Sycamore Park District, DeKalb County, Illinois for the fiscal year beginning on the first day of January, 2012 and ending on the thirty-first (31st) day of December, 2012.

No comments from the public

Motion

Commissioner Tucker moved to close the Hearing. 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.

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular 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.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the February 28, 2012 Regular Meeting Minutes.
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.

3.0 Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Owens moved to approve and pay the bills in the amount of \$89,082.48.
Commissioner Schulz seconded the Motion.

Roll Call

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

Correspondence –

- Family of Brian Cobb
- IAPD – Peter Murphy
- Citizen – Jacob Handel – Old Mill Park
- Citizen – Barb Crear – Old Mill Park
- Clubhouse Renter – Angie Zarakas

President Strack noted that Director Gibble has already taken appropriate action and responded to the correspondence. Commissioner Owens asked about the Old Mill pond and he thought that the Park did not own it. Director Gibble noted we have possession of the Old Mill Park Pond. There are other ponds that the District took possession of in previous years and these will prove to be a long term maintenance issue. Commissioner Graves noted that some of the homeowners are spraying for weeds by our ponds in the Reston Ponds area. Director Gibble noted it could be an issue with the EPA. Commissioner Schulz suggested having a meeting with the homeowners association. Director Gibble noted that in Reston Ponds it has not been passed to the homeowners yet.

Positive Feedback/Reports

- President Strack noted he felt the Board Packs were excellent –liked the consistency.
- Commissioner Graves liked the initiatives from the supervisors.
- Commissioner Schulz noted it was great the pillars were able to be saved. She has heard many positives about it.
- Director Gibble gave thanks to Jeff and his crew along with John Owens and the City crew for the pillar work. He also said there are some ideas for the stones at a later date.
- Interim Superintendent Donahoe noted the City worked well with us and was appreciated.
- Commissioner Owens noted in general all areas of the Park District are going well. He is hearing feedback that people are looking forward to the concerts.

Old Business –

Resolution 01-2012: Establishing Procedures for the Recording of Closed Sessions for Sycamore Park District.

Motion

Commissioner Schulz made a motion to approve Resolution 01-2012 – Procedures of Closed Sessions. Commissioner Tucker seconded the motion.

Roll Call

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

Executive Session Structure –

Director Gible noted this moves the secretary responsibility to Director and the recording secretary responsibility to the Office Manager. These positions will also be responsible for the housekeeping of the records. He would recommend approval with one change being made on item #2 to be as “Recording Secretary”.

Motion

Commissioner Graves moved to approve the recommendation as amended.
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.

Open Meetings Act Requirement for Training of Elected Officials –

Motion

Commissioner Tucker moved to approve the recommendation as amended.
Commissioner Schulz 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.

Community Center Lease –

Superintendent of Recreation Desch noted he would like the Board to entertain a motion to accept the recommendation for the extension of the current Community Center lease. This would allow time for staff and CAC to work on this. The price would stay the same for the first year.

Motion

Commissioner Schulz moved to approve the extension of the Community Center Lease.
Commissioner Tucker seconded the Motion.

Roll Call

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

Budget and Appropriation Ordinance 02-2012 -

Motion

Commissioner Schulz made a motion to approve the Budget and Appropriation Ordinance 02-2012. Commissioner Owens seconded the motion.

Roll Call

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

New Business

Concessions Request by Sycamore Youth Baseball –

Motion

Commissioner Tucker moved to approve as presented to not allow Sycamore Youth Baseball to operate concessions. 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.

Commissioner Schulz noted the Board should consider passing a policy passed on staff recommendation. Director Gibble suggested having discussion on this next month, and have a formal recommendation about policy and procedure for any future requests.

Annual Audit: First Review

Superintendent of Finance Hienbuecher noted this is a draft, but the numbers won't be changed. The Auditors will be out at the April meeting. President Strack and Commissioner Tucker brought up the Management Letter. Superintendent of Finance Hienbuecher noted some of the issues have already been addressed and others are being worked on. There will be a response at the next meeting.

Consideration of Mower Bids –

Superintendent of Golf Maintenance Donahoe noted they are in need of a new mower. This would replace one that is 18 years old. This has been pushed off for a few years, to do other projects. This one leaks on the greens.

Motion

Commissioner Schulz made a motion to approve the purchase of the new mower.
Commissioner Graves seconded the motion.

Roll Call

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

Change in Liability Requirements –

Director Gibble noted this came as a recommendation from our Administrator for our Risk Pool IPARKS. He wanted to make the information available to the Board. If no objection from the Board, he will begin the communications to all the organizations that use our facilities. This will give them a year to prepare since there will be an expense to this requirement. The other change is adding that for any event where alcohol is present the liability insurance will be required also at \$1,000,000.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
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Information on Large Events-

Superintendent of Recreation Desch wanted to give the Board an outline of some of the events being held at the Park during the summer. They have started a second soccer group on Sundays, along with other things. Odd Fellows have requested a date for an event. He noted there is a lot of opportunity for problems and potential damage to the Park facility. They also wanted to sell alcohol and run concessions, along with a concert on the Liners field. There is a lot that needs to be addressed. Director Gible has been in contact with them regarding our requirements. Someone suggested to Director Gible to suggest to the Odd Fellows the race track might work better for them. Commissioner Schulz asked if a management person is on site during these events. Superintendent of Recreation Desch noted during the day there is someone there. Director Gible noted that some agencies provide the staff, but build that cost into the fee. In the long term, we need to look at the cost of the small and large events. The District needs to discuss further and decide to absorb the cost or pass it on.

Use of Email for Park District Business –

Commissioner Tucker noted she attended sessions at conference regarding emails and FOIA's. She has also heard from the attorneys that with the new rules, you should not use personal emails for Park District business. If anyone does a FOIA request, your personal equipment can be confiscated. She is recommending using the Park email address for any Park District business. Director Gible noted it is still a personal choice. Just be aware that if your personal address is used, you would have to provide your personal equipment if there is a FOIA.

Petition and Public Comment –None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:55 p.m. on a motion made by Commissioner Strack for: #1 The purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. #5 The purchase of lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. The motion was seconded by Commissioner Tucker.

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 6:58 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote 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 March 27, 2012
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Motion

The Board adjourned the Executive Session at 8:15 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

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 8:16 p.m. on a motion 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 Regular Session at 8:16 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.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 04/18/2012
 TIME: 10:51:31
 ID: AP450000.NOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 03/27/2012 TO 04/17/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	637097	01 EMPLOYEE PREMIUM	101000002006	03/12/12		50195	03/27/12	372.50	372.50
		02 EMPLOYEE PREMIUM	101000002007						18.48
									354.02
									VENDOR TOTAL:
									372.50
BLUE	032712	BLUE CROSS/BLUE SHIELD OF ILL		03/27/12		50196	03/27/12	15,088.94	15,088.94
		01 HEALTH INS PREMIUM	101000106801						4,078.66
		02 HEALTH INS PREMIUM	101500106801						193.20
		03 HEALTH INS PREMIUM	504100106801						4,271.86
		04 HEALTH INS PREMIUM	504000106801						2,224.74
		05 HEALTH INS PREMIUM	201000106801						1,273.09
		06 HEALTH INS PREMIUM	202100106801						3,047.39
									VENDOR TOTAL:
									15,088.94
DIGG	032712	DIGGING RECORDS, INC.		03/27/12		50194	03/27/12	200.00	200.00
		01 DEPOSIT FOR CONCERT SERIES	206194006128						200.00
									VENDOR TOTAL:
									200.00
PEKIN	032712	PEKIN INSURANCE		03/27/12		50197	03/27/12	1,201.50	1,201.50
		01 DENTAL INSURANCE PREMIUM	101000106801						323.74
		02 DENTAL INSURANCE PREMIUM	101500106801						-35.12
		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						226.86
									VENDOR TOTAL:
									1,201.50
T0000531	WHITE, LISA			03/30/12		50198	03/30/12	61.15	61.15
	032812	01 MILEAGE	201000046211						61.15
									VENDOR TOTAL:
									61.15
T0000598	MCFEELY, TAMMY			04/04/12		50199	04/04/12	100.00	100.00
	040412	01 SHELTER REFUND	101000004000						50.00
		02 ALCOHOL PERMIT REFUND	101000004001						50.00
									VENDOR TOTAL:
									100.00

DATE: 04/18/2012
 TIME: 10:51:31
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

In te Rim

FROM 03/27/2012 TO 04/17/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		TITLEIST DRAWER CS							
0341613		01 GOLF BALLS FOR STOCK	501000001300	03/21/12		50200	04/04/12	790.74	499.74 499.74
0342211		01 SPECIAL ORDER CLUBS	501000001302	03/21/12		50200	04/04/12	790.74	580.93 580.93
0354724		01 GOLF BALLS FOR STOCK	501000001300	03/23/12		50200	04/04/12	790.74	247.20 247.20
0370134		01 SPECIAL ORDER CLUBS	501000001302	03/27/12		50200	04/04/12	790.74	172.75 172.75
0377849		01 SPECIAL ORDER CLUBS	501000001302	03/28/12		50200	04/04/12	790.74	173.13 173.13
0381821		01 SPECIAL ORDER CLUBS	501000001302	03/29/12		50200	04/04/12	790.74	160.99 160.99
6052433		01 CREDIT	501000001300	03/19/12		50200	04/04/12	790.74	-1,044.00 -1,044.00

VENDOR TOTAL: 790.74
 TOTAL --- ALL INVOICES: 17,814.83

DATE: 04/18/2012
 TIME: 17:47:28
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	1,451.25	243.75
AT&T2	A T & T	251.29	12.58
BANN	BANNER UP SIGNS		397.50
BOCKY	BOCKYN, LLC	900.00	150.00
CINTA	CINTAS CORPORATION #355	816.84	53.58
COMCA	COMCAST	364.89	106.95
CONST	CONSTELLATION NEWENERGY	7,980.40	270.35
ECO	ECOWATER SYSTEMS, INC.	25.75	12.75
ENVIR	ENVIRONMENTAL SERVICES	105.00	35.00
FRONTIER	FRONTIER	3,245.35	231.23
IL	IL ASSOC. OF PARK DISTRICTS		1,958.72
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,030.10	45.97
MAIL	MAILING EQUIPMENT SERVICES		38.95
MEL	MELIN'S LOCK & KEY		42.45
MENA	MENARDS - SYCAMORE	916.16	-123.28
NEXT	NEXTEL COMMUNICATIONS	1,193.48	62.34
NICOR	NICOR GAS	6,586.36	134.34
OF	OFFICE DEPOT	815.73	75.76
SHAW	SHAW SUBURBAN MEDIA		42.98
SOFT	SOFT WATER CITY	1,076.75	48.00
SPEC	SPECIAL FX	160.00	150.00
SYC	SYCAMORE CHAMBER OF COMMERCE	160.00	50.00
T0000230	FREEMAN, JEANETTE		459.25
T0000307	STRACK, TED		74.83
TBC	TBC	5,145.12	524.32
VISACA	VISA CARDMEMBER SERVICE	8,713.71	1,346.54
WASTE	WASTE MANAGEMENT	1,343.34	145.56
	ADMINISTRATION		6,590.42
15	PARKS		
BARN	BARNES GROUP	186.87	73.38
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	37.36	1,000.00
CARQ	CARQUEST AUTO PARTS	3,437.70	100.60
CINTA	CINTAS CORPORATION #355	816.84	96.85
COMMO	COMMONWEALTH EDISON	1,654.11	170.16
CONST	CONSTELLATION NEWENERGY	7,980.40	804.78
FRONTIER	FRONTIER	3,245.35	149.58
HINT	HINTZSCHE OIL	3,386.94	1,230.09
ILLAG	ILLINOIS DEPT OF AGRICULTURE	155.00	50.00
JOHN	JOHNSON SEAT & CANVAS SHOP	292.00	50.00
LOWE	LOWE'S	930.68	463.12

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
MAR	MARINE BIOCHEMISTS		749.00
MARK	MARK'S MACHINE SHOP INC.	336.76	135.00
MENA	MENARDS - SYCAMORE	916.16	155.85
MROUT	MR OUTHOUSE	3,020.00	590.00
NEXT	NEXTEL COMMUNICATIONS	1,193.48	45.71
NICOR	NICOR GAS	6,586.36	119.01
NIV	NIVEL PARTS & MANUFACTURING	2,058.21	54.79
NUTOYS	NUTOYS LEISURE PRODUCTS		233.00
RONDO	RONDO ENTERPRISES, INC.	275.30	5.00
SOFT	SOFT WATER CITY	1,076.75	74.00
STRANS	STRANS GARDEN CENTER		152.00
SYC3	SYCAMORE SIGN COMPANY	1,667.00	110.00
VULC	VULCAN MATERIALS CO.		536.74
WASTE	WASTE MANAGEMENT	1,343.34	60.15
	PARKS		7,208.81
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	251.29	12.59
BANN	BANNER UP SIGNS		397.50
BOCKY	BOCKYN, LLC	900.00	150.00
CINTA	CINTAS CORPORATION #355	816.84	11.96
COMCA	COMCAST	364.89	106.95
CONST	CONSTELLATION NEWENERGY	7,980.40	270.35
FRONTIER	FRONTIER	3,245.35	231.24
IL	IL ASSOC. OF PARK DISTRICTS		1,958.73
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,030.10	45.96
MAIL	MAILING EQUIPMENT SERVICES		38.95
NEXT	NEXTEL COMMUNICATIONS	1,193.48	48.10
NICOR	NICOR GAS	6,586.36	67.35
OF	OFFICE DEPOT	815.73	75.77
SPEC	SPECIAL FX	160.00	150.00
SYC	SYCAMORE CHAMBER OF COMMERCE	160.00	50.00
T0000013	DESCH, BART	280.22	116.11
TBC	TBC	5,145.12	524.32
VISACA	VISA CARDMEMBER SERVICE	8,713.71	405.64
	ADMINISTRATION		4,661.52
21	SPORTS COMPLEX MAINTENANCE		

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BEACO	BEACON ATHLETICS		515.00
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	37.36	594.04
BSN	BSN SPORTS		358.00
BURRI	BURRIS EQUIPMENT CO.	3,671.13	46.06
CARQ	CARQUEST AUTO PARTS	3,437.70	61.69
DEKA3	DEKALB IRON & METAL CO.	94.17	1,555.58
HINT	HINTZSCHE OIL	3,386.94	251.39
LOWE	LOWE'S	930.68	209.32
MROUT	MR OUTHUSE	3,020.00	220.00
NEXT	NEXTEL COMMUNICATIONS	1,193.48	116.38
PIO	PIONEER MANUFACTURING CO.		2,110.10
VULC	VULCAN MATERIALS CO.		517.27
WAGN	WAGNER AGGREGATE, INC.		555.74
WASTE	WASTE MANAGEMENT	1,343.34	60.16
	SPORTS COMPLEX MAINTENANCE		7,170.73
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	678.75	96.00
FINN	FINNEY'S ELECTRIC	95.00	97.67
ILLIFIRE	ILLINOIS STATE FIRE MARSHALL		100.00
KONE	KONE INC.	584.52	194.84
NELSO	NELSON FIRE PROTECTION		320.00
	MIDWEST MUSEUM OF NATURAL HIST		808.51
50	PROGRAMS - YOUTH		
FOUR	FOUR SEASONS SPORTS		300.00
	PROGRAMS - YOUTH		300.00
51	PROGRAMS - TEENS		
KOHL	KOHLER, JIM	500.00	250.00
	PROGRAMS - TEENS		250.00
53	PROGRAMS - FAMILY		

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TIME: 17:47:28
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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	1,193.48	20.78
	PROGRAMS - FAMILY		20.78
54	PROGRAMS - LEAGUES		
T0000531	WHITE, LISA	262.43	500.00
	PROGRAMS - LEAGUES		500.00
55	PROGRAMS - YOUTH ATHLETICS		
T0000600	BARTLET, JAYNA		118.00
T0000601	BERRY, DAWN		52.00
T0000604	CEDILLO, JENNIFER		44.00
T0000606	FISHER, TANYA		96.00
T0000608	GRADOS, KAREN		53.00
T0000609	KNUDSON-VILASECA, EMILY		8.00
T0000611	MARCINKIEWICZ, LISA		48.00
T0000614	WESEEL, GREGORY		48.00
	PROGRAMS - YOUTH ATHLETICS		467.00
56	PROGRAMS - FITNESS		
T0000202	PIVONKA, CATHY		200.00
T0000602	BRANNON, FRAN		27.00
T0000605	ENGH, BRANDON		24.00
T0000607	FOX, DAYL		24.00
T0000612	MASSIER, BARB		24.00
T0000615	RENN-BUTLER, JENNIFER		21.00
	PROGRAMS - FITNESS		320.00
59	PROGRAMS - DANCE		
T0000610	LOCKHART, MICHELLE		75.00
	PROGRAMS - DANCE		75.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
60	PROGRAMS - SPECIAL EVENTS		
FUNEXP	FUN EXPRESS		114.69
T0000024	DOBBERSTEIN, MELISSA	295.39	7.15
T0000613	PUFFER, KOLLEEN		12.50
	PROGRAMS - SPECIAL EVENTS		134.34
70	WEIGHT ROOM		
GOPHER	GOPHER		146.25
	WEIGHT ROOM		146.25
75	COMMUNITY CENTER		
AT&T1	A T & T	150.59	50.55
AT&T2	A T & T	251.29	42.21
C&L	C & L PROPERTIES, L.L.C.	19,332.00	4,833.00
COMMO	COMMONWEALTH EDISON	1,654.11	320.95
DIREC	DIRECTV	176.98	89.99
FRONTIER	FRONTIER	3,245.35	213.67
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,030.10	904.56
NICOR	NICOR GAS	6,586.36	156.89
SOFT	SOFT WATER CITY	1,076.75	230.50
SWAN	SWANSON VACUUM	39.90	39.90
TBC	TBC	5,145.12	169.90
VISACA	VISA CARDMEMBER SERVICE	8,713.71	184.34
WASTE	WASTE MANAGEMENT	1,343.34	84.08
	COMMUNITY CENTER		7,320.54
INSURANCE			
10	ADMINISTRATION		
FIRST	FIRST NONPROFIT UNEMPLOYMENT	2,431.50	2,431.50
	ADMINISTRATION		2,431.50
AUDIT			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

AUDIT			
10	ADMINISTRATION		
SIK	SIKICH LLP	12,500.00	1,000.00
	ADMINISTRATION		1,000.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	251.29	0.40
COMCA	COMCAST	364.89	133.47
CONST	CONSTELLATION NEWENERGY	7,980.40	115.87
EUCL	EUCLID BEVERAGE LTD.		258.70
FOXR	FOX RIVER FOODS	1,404.03	541.22
GOR	GORDON FOOD SERVICE INC.		718.99
MAHONEY	MAHONEY ENVIRONMENTAL		135.00
MENA	MENARDS - SYCAMORE	916.16	0.96
NEXT	NEXTEL COMMUNICATIONS	1,193.48	20.78
NICOR	NICOR GAS	6,586.36	28.87
PEPSI	PEPSI COLA GEN. BOT.	792.69	902.51
SUP	SUPERIOR BEVERAGE		247.60
T0000024	DOBBERSTEIN, MELISSA	295.39	22.99
WASTE	WASTE MANAGEMENT	1,343.34	94.38
	CLUBHOUSE CONCESSIONS		3,221.74
31	BEVERAGE CART		
CARQ	CARQUEST AUTO PARTS	3,437.70	5.76
	BEVERAGE CART		5.76
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	7,980.40	47.77
GOR	GORDON FOOD SERVICE INC.		134.80
	SPORTS COMPLEX CONCESSIONS		182.57
GOLF COURSE			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
10	ADMINISTRATION		
BAG	BAG BOY	257.50	515.00
GEAR	GEAR FOR SPORTS	420.00	2,851.42
HORN	HORNUNG'S PRO GOLF SALES INC.	845.57	1,095.94
NIK	NIKE USA		8.50
TITL	TITLEIST DRAWER CS	15,349.93	604.56
	ADMINISTRATION		5,075.42
40	GOLF OPERATIONS		
AT&T2	A T & T	251.29	12.56
AUTOM	AUTO MACHINE INC.		58.14
BANN	BANNER UP SIGNS		35.00
CINTA	CINTAS CORPORATION #355	816.84	13.27
COMCA	COMCAST	364.89	133.48
CONST	CONSTELLATION NEWENERGY	7,980.40	826.90
FRONTIER	FRONTIER	3,245.35	72.12
NEXT	NEXTEL COMMUNICATIONS	1,193.48	35.01
NICOR	NICOR GAS	6,586.36	28.87
SOFT	SOFT WATER CITY	1,076.75	48.00
	GOLF OPERATIONS		1,263.35
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,104.60	397.50
CARQ	CARQUEST AUTO PARTS	3,437.70	10.44
CINTA	CINTAS CORPORATION #355	816.84	96.85
CONST	CONSTELLATION NEWENERGY	7,980.40	169.96
COUR	COURSIGNS, INC.		84.88
DEKA	DEKALB LAWN & EQUIPMENT CO.	210.02	32.20
FRONTIER	FRONTIER	3,245.35	149.58
HINT	HINTZSCHE OIL	3,386.94	1,287.08
JW	J.W. TURF, INC.	588.04	278.43
LOWE	LOWE'S	930.68	21.83
MENA	MENARDS - SYCAMORE	916.16	44.20
NEXT	NEXTEL COMMUNICATIONS	1,193.48	66.49
NICOR	NICOR GAS	6,586.36	150.91
PENDL	PENDELTON TURF SUPPLY	542.20	542.20
REIN	REINDERS, INC.	7,630.57	239.27
TYLER	TYLER ENTERPRISES		2,411.50
	GOLF MAINTENANCE		5,983.32

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/18/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	3,245.35	39.04
VISACA	VISA CARDMEMBER SERVICE	8,713.71	680.00
	POOL		719.04
81	POOL MAINTENANCE		
CITY2	CITY OF SYCAMORE	347.30	43.80
CONST	CONSTELLATION NEWENERGY	7,980.40	159.45
NICOR	NICOR GAS	6,586.36	1,730.53
	POOL MAINTENANCE		1,933.78
CAPITAL PROJECTS			
10	ADMINISTRATION		
COUR	COURSIGNS, INC.		1,000.00
NORTH	NORTHERN ILLINOIS FENCE		6,519.00
	ADMINISTRATION		7,519.00
TOTAL ALL DEPARTMENTS			65,309.38

Interim \$ 17,814.83
New \$ 65,309.38

Total \$ 83,124.21

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: April 24, 2012

Administrative Initiatives (4/1/12 – 4/30/12)

- Attended weekly Superintendents' meetings
- Attended monthly Full Time Staff meeting
- Completed monthly allocation of 2012 Annual Budget and entered into the MSI Accounting System
- Complete Monthly Cash Flow worksheet.
- Prepared revised budget to reflect staff re-organization.
- Participate in the DeKalb & Sycamore Chambers of Commerce Community Expo, Tuesday, April 3rd, at the DeKalb High School Field House
- Worked on Management Letter review – Segregation of Duties – Auditors recommend in the area of payroll that an employee review the payroll register against the direct deposit and checks prior to issuance. I am now reviewing the payroll register and direct deposit and checks in greater detail. Also, the audit log was not activated in the system. It is now active and will run and review on a periodic basis.
- Oversaw the replacement of countertops in concession at the course.
- Provided Concessions food for Breakfast with the Bunny event.
- Scheduled cleaning of carpets in clubhouse and cleaning of tile and grout in clubhouse bathrooms.

- Received Levy, Rate and Extension Report for the 2011 taxes to be collected in 2012. Reviewed, adjusted and finalized the District's levy amounts.

Administrative Initiatives (5/1/12 – 5/31/12)

- Attend weekly Superintendents' meetings
- Attend monthly Full Time Staff meeting.
- Continue to review and address items in Management Letter.
- Complete updating credit card terminals for PCI Compliance and new address verification requirements.
- Catering/special events currently scheduled in the next 30 days: NIU Rugby tournament, a graduation party, Park Pride Day, Sycamore Rugby, a birthday party and a bridal shower.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Corporate Fund (10)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	Variance
Revenues									
Administration	2,920.00	2,348.48	-19.6%	7,870.00	9,451.05	20.1% (1)	548,770.00	8,563.83	10.4% (1)
Parks	-	-	#DIV/0!	-	-	#DIV/0!	16,429.00	-	#DIV/0!
Total Revenues	2,920.00	2,348.48	-19.6%	7,870.00	9,451.05	20.1%	565,199.00	8,563.83	10.4%
Expenses									
Administration	29,433.00	31,161.67	5.9%	91,885.00	76,575.49	-16.7% (2)	357,119.00	80,235.41	-4.6% (2)
Parks	19,190.00	12,544.06	0.0%	46,244.00	41,292.54	-10.7% (3)	234,067.00	39,607.34	4.3% (3)
Total Expenses	48,623.00	43,705.73	-10.1%	138,129.00	117,868.03	-14.7%	591,186.00	119,842.75	-1.6%
Total Fund Revenues	2,920.00	2,348.48	-19.6%	7,870.00	9,451.05	20.1%	565,199.00	8,563.83	10.4%
Total Fund Expenses	48,623.00	43,705.73	-10.1%	138,129.00	117,868.03	-14.7%	591,186.00	119,842.75	-1.6%
Surplus (Deficit)	(45,703.00)	(41,357.25)	-9.5%	(130,259.00)	(108,416.98)	-16.8%	(25,987.00)	(111,278.92)	-2.6%

(1) Replacement tax receipts 27.8% higher than budget and 13.4% higher than 2011.

(2) Wages and related expenses down 10% due to short term vacancy in Executive Director.

(3) Wages and related expenses down 8.4% compared to budget and 12.6% compared to 2011 due to vacancy in Superintendent of Parks. However, the remaining expenses compared to 2011 are up 31.5%, \$4,762. This is primarily in the areas of portable toilets \$1,465, maintenance supplies \$1,193 and utilities \$1,289.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Recreation Fund (20)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.32	#DIV/0!	701,916.00	0.59
Sports Complex	-	190.00	#DIV/0!	-	240.00	#DIV/0!	45,100.00	240.00
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	32,490.00	-
Midwest Museum of Natural Hist	550.00	-	-100.00%	550.00	563.76	2.50%	2,200.00	-
Programs-Youth	102.00	420.00	311.76%	354.00	989.00	179.38% (1)	2,516.00	1,255.00
Programs-Teens	700.00	632.50	-9.64%	1,400.00	647.50	-53.75% (1)	9,202.00	1,036.50
Programs-Adult	400.00	-	-100.00%	1,600.00	731.00	-54.31% (1)	2,824.00	1,611.00
Programs-Family	1,430.00	896.00	-37.34%	3,300.00	2,238.00	-32.18% (1)	11,689.00	2,744.00
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0!	4,130.00	-
Programs-Youth Athletics	1,675.00	2,441.00	45.73%	6,650.00	4,514.00	-32.12% (1)	24,053.00	12,637.00
Programs-Fitness	2,346.98	2,917.00	24.29%	10,313.94	13,189.12	27.88% (1)	28,770.00	12,852.72
Programs-Preschool	-	114.00	#DIV/0!	425.00	579.00	36.24% (1)	1,078.00	618.00
Programs-Senior	-	-	#DIV/0!	100.00	265.00	165.00% (1)	300.00	95.00
Programs-Dance	295.00	500.00	69.49%	728.00	1,994.00	173.90% (1)	2,900.00	1,013.00
Programs-Special Events	250.00	269.50	7.80%	1,800.00	1,865.50	3.64% (1)	3,502.00	1,635.50
Programs-Concerts	2,000.00	1,100.00	-45.00%	2,500.00	1,600.00	-36.00%	8,600.00	2,900.00
Programs-Trips	1,000.00	520.00	-48.00%	2,800.00	2,210.00	-21.07% (1)	4,400.00	1,355.00
Brochure	-	-	#DIV/0!	-	2,850.00	#DIV/0!	5,000.00	1,200.00
Weight Room	2,229.00	1,722.00	-22.75%	6,031.00	7,555.75	25.28%	18,700.00	7,089.00
Community Center	-	-	#DIV/0!	-	(1.00)	#DIV/0!	3,749.00	2.46
Total Revenues	12,977.98	11,722.00	-9.68%	38,551.94	42,030.95	9.02%	913,119.00	48,284.77

(1) Revenue from programs has decreased 20.7% compared to 2011. This is due to the elimination of the travel basketball program. Factoring this out, revenue up 8.2%, \$2,223. 2012 Program revenue is under budget 3.59%, \$1,149.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Expenses	18,248.00	14,182.36	-22.28%	51,903.00	43,795.25	-15.62%	197,451.00	31,381.51	39.6%
			#DIV/0!			#DIV/0!			#DIV/0!
Administration	-	-		-	-		950.00	-	
Sports Complex	27,604.00	16,634.30	-39.74%	71,799.00	65,044.99	-9.41%	313,936.00	63,544.07	2.4%
Sports Complex Maintenance	967.00	574.70	-40.57%	2,751.00	841.14	-69.42%	11,000.00	2,917.78	-71.2%
Midwest Museum of Natural Hist	26.00	17.50	-32.69%	81.00	122.48	51.21%	1,266.00	1,115.64	-89.0%
Programs-Youth	742.00	266.89	-64.03%	1,484.00	516.89	-65.17%	7,877.00	1,660.54	-68.9%
Programs-Teens	400.00	350.00	-12.50%	400.00	430.00	7.50%	1,474.00	692.88	-37.9%
Programs-Adult	1,136.00	806.13	-29.04%	2,924.00	2,280.51	-22.01%	10,439.00	2,528.49	-9.8%
Programs-Family	564.00	486.57	-13.73%	1,373.00	1,581.45	15.18%	3,830.00	1,665.34	-5.0%
Programs-Leagues	1,238.00	436.98	-64.70%	2,949.00	859.78	-70.85%	19,561.00	7,037.17	-87.8%
Programs-Youth Athletics	2,148.00	1,492.60	-30.51%	5,157.00	4,557.89	-11.62%	19,270.00	7,176.05	-36.5%
Programs-Fitness	83.00	118.39	42.64%	260.00	398.54	53.28%	628.00	170.00	134.4%
Programs-Preschool	50.00	35.00	-30.00%	50.00	170.00	240.00%	150.00	-	#DIV/0!
Programs-Senior	336.00	1,362.00	305.36%	336.00	1,529.00	355.06%	2,100.00	189.00	709.0%
Programs-Dance	200.00	295.14	47.57%	1,467.00	1,080.19	-26.37%	5,487.00	1,330.48	-18.8%
Programs-Special Events	-	200.00	#DIV/0!	-	200.00	#DIV/0!	8,600.00	-	#DIV/0!
Programs-Concerts	1,200.00	1,476.20	23.02%	3,975.00	4,579.84	15.22%	3,975.00	1,757.00	160.7%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	19,300.00	-	#DIV/0!
Brochure	80.00	-	-100.00%	580.00	240.52	-58.53%	4,000.00	546.60	-56.0%
Weight Room	10,727.00	10,651.64	-0.70%	34,296.00	31,630.37	-7.77%	147,845.00	32,334.62	-2.2%
Community Center									
Total Expenses	65,749.00	49,386.40	-24.89%	181,785.00	159,858.84	-12.06%	779,139.00	156,047.17	2.4%
Total Fund Revenues	12,977.98	11,722.00	-9.68%	38,551.94	42,030.95	9.02%	913,119.00	48,284.77	-13.0%
Total Fund Expenses	65,749.00	49,386.40	-24.89%	181,785.00	159,858.84	-12.06%	779,139.00	156,047.17	2.4%
Surplus (Deficit)	(52,771.02)	(37,664.40)	-28.63%	(143,233.06)	(117,827.89)	-17.74%	133,980.00	(107,762.40)	9.3%

(1) Expenses are below budget in administrative expenses \$4,782, buildings maintenance service 77.5% \$1,046 and utilities 33.65% \$903. Expenses have increased over 2011 primarily due to one full-time position being vacant in 2011 until May 55.1%, \$12,350.
 (2) Expenses below budget: wages and related due to vacancy (Supt. of Parks) 4.47% \$2,579; athletic field marking 100% \$5,800.
 (3) Program expenses decreased 28.5% from 2011 due to the elimination of travel basketball. After adjusting for this expenses are still down 3.4%, \$635 compared to 2011. 2012 program expenses are 11.49%, \$2,349 below budget.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Donations (21)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	5.13	#DIV/0!	2,000.00	184.90
Total Revenues	-	-	#DIV/0!	-	5.13	#DIV/0!	2,000.00	184.90
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	#DIV/0!	-	5.13	#DIV/0!	2,000.00	184.90
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	#DIV/0!	-	5.13	#DIV/0!	2,000.00	184.90

Special Recreation (22)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	2.86	#DIV/0!	(1) 175,000.00	0.91
Total Revenues	-	-	#DIV/0!	-	2.86	#DIV/0!	175,000.00	0.91
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	(2) 175,000.00	6,227.75
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	175,000.00	6,227.75
Total Fund Revenues	-	-	#DIV/0!	-	2.86	#DIV/0!	175,000.00	0.91
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	175,000.00	6,227.75
Surplus (Deficit)	-	-	#DIV/0!	-	2.86	#DIV/0!	-	(6,226.84)

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Insurance (23)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.28	#DIV/0!	115,000.00	-
Total Revenues	-	-	#DIV/0!	-	0.28	#DIV/0!	115,000.00	-
Expenses								
Administration	1,500.00	1,677.00	11.80%	10,050.00	9,731.50	-3.17%	98,000.00	5,847.02
Total Expenses	1,500.00	1,677.00	11.80%	10,050.00	9,731.50	-3.17%	98,000.00	5,847.02
Total Fund Revenues	-	-	#DIV/0!	-	0.28	#DIV/0!	115,000.00	-
Total Fund Expenses	1,500.00	1,677.00	11.80%	10,050.00	9,731.50	-3.17%	98,000.00	5,847.02
Surplus (Deficit)	(1,500.00)	(1,677.00)	11.80%	(10,050.00)	(9,731.22)	-3.17%	17,000.00	(5,847.02)

(1) 2012 expenses higher than 2011 due primarily to timing. Unemployment policy paid in April 2011 vs. February 2012. Also unemployment increased 52.33% \$835 per quarter.

Audit (24)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.30	#DIV/0!	18,000.00	0.18
Total Revenues	-	-	#DIV/0!	-	0.30	#DIV/0!	18,000.00	0.18
Expenses								
Administration	10,000.00	9,500.00	-5.00%	13,000.00	12,500.00	-3.85%	16,000.00	3,500.00
Total Expenses	10,000.00	9,500.00	-5.00%	13,000.00	12,500.00	-3.85%	16,000.00	3,500.00
Total Fund Revenues	-	-	#DIV/0!	-	0.30	#DIV/0!	18,000.00	0.18
Total Fund Expenses	10,000.00	9,500.00	-5.00%	13,000.00	12,500.00	-3.85%	16,000.00	3,500.00
Surplus (Deficit)	(10,000.00)	(9,500.00)	-5.00%	(13,000.00)	(12,499.70)	-3.85%	2,000.00	(3,499.82)

(1) Timing

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Paving & Lighting (25)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	1.79	1.79	-	41.44
Total Revenues	-	-	-	-	1.79	1.79	-	41.44
Expenses								
Administration	-	-	-	-	-	-	30,000.00	-
Total Expenses	-	-	-	-	-	-	30,000.00	-
Total Fund Revenues	-	-	-	-	1.79	1.79	-	41.44
Total Fund Expenses	-	-	-	-	-	-	30,000.00	-
Surplus (Deficit)	-	-	-	-	1.79	1.79	(30,000.00)	41.44

Park Police (26)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	0.20	0.20	-	0.43
Total Revenues	-	-	-	-	0.20	0.20	-	0.43
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	0.20	0.20	-	0.43
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	0.20	0.20	-	0.43

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

IMRF (27)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

Social Security (28)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2012

Concessions (30)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Clubhouse Concessions	-	2,629.50	#DIV/0!	-	2,629.50	#DIV/0! (1)	64,822.00	59.10
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	15,633.00	-
Vending	-	-	#DIV/0!	-	-	#DIV/0!	250.00	-
Sports Complex Concessions	-	-	#DIV/0!	-	-	#DIV/0!	30,012.00	-
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	12,857.00	-
Catering	1,670.00	1,251.08	-25.09%	2,585.00	3,423.58	32.44% (2)	18,562.00	2,412.50
Total Revenues	1,670.00	3,880.58	132.37%	2,585.00	6,053.08	134.16%	142,136.00	2,471.60
Expenses								
Clubhouse Concessions	3,257.00	4,405.86	35.27%	6,744.00	7,796.14	15.60% (3)	75,054.00	3,356.19
Beverage Cart	-	80.00	#DIV/0!	-	80.00	#DIV/0!	11,433.00	4.00
Vending	-	-	#DIV/0!	-	-	#DIV/0!	125.00	31.00
Sports Complex Concessions	100.00	41.71	-58.29%	200.00	91.59	-54.21%	24,822.00	76.29
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	11,382.00	-
Catering	451.00	336.04	-25.49%	916.00	858.28	-6.30%	8,812.00	608.87
Total Expenses	3,808.00	4,863.61	27.72%	7,860.00	8,826.01	12.29%	131,628.00	4,076.35
Total Fund Revenues	1,670.00	3,880.58	132.37%	2,585.00	6,053.08	134.16%	142,136.00	2,471.60
Total Fund Expenses	3,808.00	4,863.61	27.72%	7,860.00	8,826.01	12.29%	131,628.00	4,076.35
Surplus (Deficit)	(2,138.00)	(983.03)	-54.02%	(5,275.00)	(2,772.93)	-47.43%	10,508.00	(1,604.75)

- (1) 2012 clubhouse revenue up due to early season! Opened March 13!
(2) 2012 Catering has increased due to room rentals. As of March 2012, room rentals are \$2,395 in comparison to 2011 of \$1,000.
(3) Supplies purchased earlier in 2012 for early opening.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Working Cash (31) ABOLISHED IN 2011

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	-	-	-	0.11
Total Revenues	-	-	-	-	-	-	-	0.11
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	-	-	-	0.11
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	0.11

Developer Contributions (32)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	1,250.00	9,737.00	8,487.00	1,250.00	9,737.34	8,487.34	5,000.00	0.11 #####
Total Revenues	1,250.00	9,737.00	8,487.00	1,250.00	9,737.34	8,487.34	5,000.00	0.11 #####
Expenses								
Administration	-	-	-	-	-	-	-	- #DIV/0!
Total Expenses	-	-	-	-	-	-	-	- #DIV/0!
Total Fund Revenues	1,250.00	9,737.00	8,487.00	1,250.00	9,737.34	8,487.34	5,000.00	0.11 #####
Total Fund Expenses	-	-	-	-	-	-	-	- #DIV/0!
Surplus (Deficit)	1,250.00	9,737.00	8,487.00	1,250.00	9,737.34	8,487.34	5,000.00	0.11 #####

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2012

Golf Course (50)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Golf Operations	92,531.00	140,741.03	52.1% #DIV/0!	100,865.00	142,840.60	41.6% (1) #DIV/0!	511,976.00	95,999.60
Golf Maintenance	-	-		-	-		33,557.00	-
Total Revenues	92,531.00	140,741.03	52.1%	100,865.00	142,840.60	41.6%	545,533.00	95,999.60
								48.8% (2) #DIV/0!
Expenses								
Golf Operations	22,202.00	30,282.93	36.4%	57,036.00	63,404.52	11.2% (3)	322,245.00	55,860.88
Golf Maintenance	25,233.00	27,197.81	7.8%	75,675.00	80,924.92	6.9%	378,897.00	72,388.93
Total Expenses	47,435.00	57,480.74	21.2%	132,711.00	144,329.44	8.8%	701,142.00	128,249.81
								13.5% (3) 11.8%
Total Fund Revenues	92,531.00	140,741.03	52.1%	100,865.00	142,840.60	41.6%	545,533.00	95,999.60
Total Fund Expenses	47,435.00	57,480.74	21.2%	132,711.00	144,329.44	8.8%	701,142.00	128,249.81
Surplus (Deficit)	45,096.00	83,260.29	84.6%	(31,846.00)	(1,488.84)	-95.3%	(155,609.00)	(32,250.21)

(1) Daily Greens Fees +\$7,393
Golf Events & Misc +\$37.99% \$1,219

Lessons
Carts +\$4,648
Season passes +24.87% \$22,048
Pro shop sales +77.16% \$6,556
Course opened earlier in 2012.

(2) Daily Greens Fees +\$7,813
Golf Events & Misc +35.0% \$1,148
Lessons
Carts +\$4,651
Season passes +31.37% \$26,434
Course opened earlier in 2012.

(3) Expenses are higher due to increased cost of goods sold. Inventory is being reduced and old merchandise sold at or slightly below cost.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2012

Swimming Pool (51)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Pool	-	-	#DIV/0!	-	-	#DIV/0!	67,706.00	-
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	11,071.00	-
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0! (1)	78,777.00	-
Expenses								
Pool	37.00	39.82	7.6%	112.00	107.25	-4.2%	69,146.00	104.16
Pool Maintenance	1,091.00	257.99	-76.4%	1,522.00	810.08	-46.8%	35,000.00	2,141.80
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	7,886.00	-
Total Expenses	1,128.00	297.81	-73.6%	1,634.00	917.33	-43.9% (3)	112,032.00	2,245.96
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	78,777.00	-
Total Fund Expenses	1,128.00	297.81	-73.6%	1,634.00	917.33	-43.9%	112,032.00	2,245.96
Surplus (Deficit)	(1,128.00)	(297.81)	-73.6%	(1,634.00)	(917.33)	-43.9%	(33,255.00)	(2,245.96)

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Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2012

Debt Service (60)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues	-	-	#DIV/0!	-	0.22	#DIV/0!	546,000.00	0.13
Administration	-	-	#DIV/0!	-	0.22	#DIV/0!	546,000.00	0.13
Total Revenues	-	-	#DIV/0!	-	0.22	#DIV/0!	545,867.00	-
Expenses	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-
Administration	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	546,000.00	0.13
Total Fund Revenues	-	-	#DIV/0!	-	0.22	#DIV/0!	545,867.00	-
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	133.00	0.13
Surplus (Deficit)	-	-	#DIV/0!	-	0.22	#DIV/0!		69.2%

Capital Projects (70)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2008 YTD Actual
Revenues	-	-	#DIV/0!	-	239.97	#DIV/0!	434,000.00	167.58
Administration	-	-	#DIV/0!	-	239.97	#DIV/0!	434,000.00	167.58
Total Revenues	-	-	#DIV/0!	-	239.97	#DIV/0!	434,000.00	167.58
Expenses	7,500.00	3,772.89	-49.7%	26,200.00	14,406.95	-45.0%	543,025.00	43,711.82
Administration	7,500.00	3,772.89	-49.7%	26,200.00	14,406.95	-45.0%	543,025.00	43,711.82
Total Expenses	7,500.00	3,772.89	-49.7%	26,200.00	14,406.95	-45.0%	543,025.00	43,711.82
Total Fund Revenues	-	-	#DIV/0!	-	239.97	#DIV/0!	434,000.00	167.58
Total Fund Expenses	7,500.00	3,772.89	-49.7%	26,200.00	14,406.95	-45.0%	543,025.00	43,711.82
Surplus (Deficit)	(7,500.00)	(3,772.89)	-49.7%	(26,200.00)	(14,166.98)	-45.9%	(109,025.00)	(43,544.24)
Total Fund Revenues	111,348.98	168,429.09		151,121.94	210,363.77	39.2%	3,718,764.00	155,715.59
Total Fund Expenses	185,743.00	170,684.18	-8.1%	511,369.00	468,438.10	-8.4%	3,902,019.00	469,748.63
Surplus (Deficit)	(74,394.02)	(2,255.09)	-97.0%	(360,247.06)	(258,074.33)	-28.4%	(183,255.00)	(314,033.04)

Sycamore Park District

	1/1/2012	Revenues	Expenses	3/31/2012	3/31/2012 Cash balance
10 Corporate	59,532.74	9,451.05	117,868.03	(48,884.24)	(49,609.44)
20 Recreation	11,127.39	42,030.95	159,858.84	(106,700.50)	(110,006.76)
21 Donations	219,403.39	5.13	-	219,408.52	219,408.52
22 Special Recreation	116,445.40	2.86	-	116,448.26	116,448.26
23 Insurance	51,110.54	0.28	9,731.50	41,379.32	5,755.99
24 Audit	13,389.03	0.30	12,500.00	889.33	889.33
25 Paving & Lighting	72,902.97	1.79	-	72,904.76	72,904.76
26 Park Police	7,987.34	0.20	-	7,987.54	7,987.54
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	16,583.07	6,053.08	8,826.01	13,810.14	12,271.28
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	9,737.34	-	23,554.56	23,554.56
60 Debt Service	8,712.20	0.22	-	8,712.42	8,712.42
70 Capital Projects	771,979.64	239.97	14,406.95	757,812.66	757,812.66
Total governmental fund balance	1,362,990.93	67,523.17	323,191.33	1,107,322.77	1,066,129.12
50 Golf Course Net Assets	(83,271.85) <u>(230,164.82)</u>	142,840.60	144,329.44	(84,760.69) <u>(230,164.82)</u>	(340,965.84)
	(313,436.67)			(314,925.51)	
51 Swimming Pool Net Assets	293,509.55 <u>(294,058.36)</u>	-	917.33	292,592.22 <u>(294,058.36)</u>	(1,466.14)
	(548.81)			(1,466.14)	
Total proprietary funds	210,237.70	142,840.60	145,246.77	207,831.53	
Net assets	(524,223.18)			(524,223.18)	
Proprietary funds minue net assets	(313,985.48)			(316,391.65)	
	1,049,005.45			790,931.12	723,697.14

Summary of depository accounts as of 3/20/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,592.43	0.1
National Bank & Trust	156,676.93	0.05
Resource Bank	547,499.37	0.2
*Dekalb Co. Community Foundation	<u>10,805.70</u>	
	730,574.43	

* 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 12/31/11.

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
1/1/2012	66,417	15,521	219,403	116,445	15,487	13,389	72,903	7,987	-	-	15,494	13,817	(333,793)	-	8,712	771,980	1,003,764	1,003,764	-	
January Receipts																				
Replacement Taxes	5,911																5,911	3,700	2,211	
Shelters	150																150	250	(100)	
User Fees	421	19,230	3	2	0	0	1	0			550	0	2,347	0	0	133	22,126	17,638	4,488	
Misc		0															561	50	511	
Expenses	(37,823)	(60,176)	-	-	(1,676)	-	-	-	-	-	(2,003)	-	(43,918)	(281)	-	-	(145,877)	(160,163)	14,286	
1/31/2012	35,076	(25,425)	219,407	116,447	13,811	13,389	72,904	7,987	-	-	14,040	13,817	(375,365)	(281)	8,712	772,112	886,634	878,587	8,048	
February Receipts																				
Replacement Taxes	1,020										1,623	0	3,716				1,020	900	120	
Shelters		9,805															15,144	18,405	(3,261)	
User Fees	20	0	2	1	0	0	1	0				0			0	107	132	50	82	
Misc																				
Expenses	(43,810)	(56,723)	-	-	(6,379)	(3,000)	-	-	-	-	(2,409)	(57,613)	(887)	(1,168)	(10,634)		(181,454)	(165,538)	(15,916)	
2/28/2012	(7,693)	(72,342)	219,409	116,448	7,433	10,389	72,905	7,987	-	-	13,254	13,818	(429,261)	(1,168)	8,712	761,586	721,477	732,404	(10,927)	
March Receipts																				
Replacement Taxes	1,652																1,652	2,220	(568)	
Shelters	650																650	650	-	
User Fees		11,722									4,030	9,737	138,135				163,824	108,374	55,250	
Misc	487																487	50	437	
Expenses	(44,706)	(49,386)	-	-	(1,677)	(9,500)	-	-	-	-	(5,013)	-	(49,839)	(298)	(3,773)		(164,192)	(184,218)	20,026	
3/30/2012	(49,610)	(110,007)	219,409	116,448	5,756	889	72,905	7,987	-	-	12,271	23,555	(340,366)	(1,466)	8,712	757,813	723,697	659,480	64,217	
April Receipts																				
Replacement Taxes	8,140																8,140	8,140		
Shelters	1,000																1,000	1,000		
User Fees		15,936									8,929		50,152	8,095			83,112	83,112		
Misc	10,825																10,825	10,825		
Expenses	(45,062)	(69,193)	-	-	(3,750)	(3,000)					(11,742)		(63,447)	(453)	(32,250)		(228,897)	(228,897)		
4/30/2012	(74,707)	(163,264)	219,409	116,448	2,006	(2,111)	72,905	7,987	-	-	9,458	23,555	(354,261)	6,176	8,712	725,563	597,877	533,660		

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection Difference		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
September Receipts	184,800	286,020	73,500	48,300	7,560	-	40,740	34,440	1,923	24,057	1,735	229,320	904,680	904,680						
Taxes	22,160	-		(40,740)	(34,440)															
transfers in/out	450	41,415	2,000	10,764	1,250	34,909	-	450	88,338	2,050										
Replacement Taxes	50			(13,309)	(56,185)	(9,139)														
Shelters	(51,800)	(65,130)	(2,000)	(1,900)	(1,000)															
User Fees	145,046	289,907	219,409	139,448	37,656	15,169	42,905	987	-	31,964	26,055	(342,123)	(14,663)	(13,700)	511,508	447,888				
Misc																				
Expenses	9/30/2012	110,040	242,867	219,409	129,448	32,006	15,169	42,905	987	-	33,079	26,055	(365,409)	(16,767)	68,368	876,638	1,414,796	1,350,579		
October Receipts	8,880																			
Replacement Taxes	100	8,471																		
Shelters	50																			
User Fees																				
Misc																				
Bond Proceeds																434,000				
Expenses	10/31/2012	110,040	242,867	219,409	129,448	32,006	15,169	42,905	987	-	33,079	26,055	(365,409)	(16,767)	68,368	876,638	1,414,796	1,350,579		
November Receipts	17,600	27,240	7,000	4,600	720															
Taxes	2,111	-																		
transfers in/out	100	18,876	1,001	1,001	7,834															
Replacement Taxes	50																			
Shelters																				
User Fees																				
Misc																				
Expenses	11/30/2012	75,601	222,469	219,409	126,448	34,706	15,889	42,905	987	-	29,434	26,055	(410,813)	(18,598)	8,845	868,138	1,241,476	1,177,259		
December Receipts	1,480																			
Taxes																				
Replacement Taxes																				
Shelters																				
User Fees																				
Misc																				
Expenses	12/31/2012	54,662	166,566	219,409	116,448	32,806	15,889	42,905	987	-	28,054	27,305	(448,704)	(19,587)	(72,518)	674,988	839,211	774,994		
change		(11,755)	151,045	5	3	17,319	2,500	(29,998)	(7,000)	-	12,561	13,487	(114,911)	(19,587)	(81,230)	(96,992)	(164,553)	(242,118)		

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To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: April 18, 2012

Administrative Initiatives (4/1/12 – 4/30/12)

- Volunteered for Discover Sycamore event
- Finalized existing golf cart data and began tracking repairs
- Attended Sycamore Chamber Small Business Round Table
- Attended monthly Sycamore Chamber of Commerce Board meeting
- Attended monthly Full Time Staff meeting
- Attend weekly Department Head meetings
- Attended Footjoy online training seminar
- Participated in Golf Business Magazine's online pro shop retailing seminar
- Attended Chicago District Golf Association Handicap Seminar
- Attended Kishwaukee Special Recreation Association Board of Directors meeting
- Continued finalization process for bids for capital purchase of golf carts.
- Attended meeting with Mr. Gibble and David Burdick

- March finished with \$142,581.24 in total revenue and 1915 rounds played. This set a record for March rounds and total revenue.
- The total revenue for the first 3 months of 2012 was \$147,759.11. The total revenue for the first 4 months of 2011 was \$146,998.75. In essence we are one month ahead in revenue over last season.
- Say-Golf registration begin Monday, April 2. Since it's inception 13 years ago over 2,300 juniors have gone through the program
- We are currently averaging 94 players per day. We are averaging 30 daily fee rounds per day and 64 season pass rounds per day.
- Received an award from the Professional Golfers Association for 20 years of service.

Administrative Initiatives (5/1/12 – 5/31/12)

- Monitor existing dated inventory and reduce through auction
- Volunteer for 2 Discover Sycamore events
- Finalize Capital golf cart purchase and or trade in
- Attend monthly Sycamore Chamber of Commerce Board meeting
- Attend weekly Department Head meetings
- Finalize 2012 Tournament Schedule and rental cart needs
- Complete league packets and format all league information
- Attend Kishwaukee Special Recreation Association Board of Directors meeting
- Attend and sponsor Sycamore Chamber of Commerce's Salute to Scholars Luncheon
- Create new advertising promotion with the Elburn Herald

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: April 24, 2012

Administrative Initiatives (4/1/12-4/30/12)

Golf

- Passed inspection visit by State Of Illinois Dept. of Ag for chemical wash pad containment system
- Received newly required permit from Illinois EPA for pond weed control
- Started irrigation system and made repairs to bad heads, one pipe leak

Sports

- Installed new posts and scoreboard for field #4. Thanks to City of Sycamore for sending large front end loader to help erect structure
- Met with reps from NIU rugby group to plan April 21st tournament
- Received and assembled six new soccer goals for three different fields at soccer complex
- Hosted first AYSO sign up day at shop on April 14th
- Fields all prepped as Sycamore Youth Baseball practices started on all fields

Parks

- Met with Supt. Desch and Kish Hospital reps to discuss details for employee party day on June 16 by Good Tymes Shelter

- Met with Director Gible, City Manager Brian Gregory, and City Engineer John Brady to discuss working together on bids for our future paving projects
- Replaced broken swings at Lake Sycamore and Kiddie Land parks
- Ordered parts to replace solar powered light at Old Mill Park
- Started to meet with groups involved with refurbishing inside of WPA Main Shelter
- New pool heater installed this week
- Started planning Park Pride day projects for May 5th work day
- Attended meetings to discuss budget restructurings
- Started to gather information on bucket lifts
- Will meet this week with John Brady and Director Gible to discuss large Heron Creek pond erosion issues

Administrative Initiatives (5/1/12-5/31/12)

- Work with Sycamore Youth Baseball volunteers to install electric to new scoreboard on field #4
- Continue to meet with groups volunteering to help with WPA Main shelter to determine material costs and start work. Our staff will start to remove existing block bathroom partitions
- Work on list of used equipment to be sold at future auction
- Work with Supt. Desch to organize Park Pride Day on May 5th

- Golf greens will be aerified in mid to late May in-house
- Pool will be cleaned, prepped, and opened end of May
- Will touch base with all ball groups as games begin in May
- Will continue to research options for possible purchase of bucket lift

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To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: April 17, 2012

Administrative Initiatives: 4/1/2012 – 4/30/2012

- Met with Kishwaukee Community Hospital regarding their rental on June 16;
- Conducted the "Flashlight Egg Hunt" which attracted over 50 youth and 75 adults, our largest to date;
- Conducted the "Breakfast with the Bunny" which attracted over 100 people;
- The Community Center Fitness Area had 1531 visits in the month of March;
- Greeted the public and promoted the Sycamore Park District at the DeKalb/Sycamore Chamber Fair at the DeKalb High School;
- Continued work on the Summer Brochure, with a mailing date (goal) of the second week in May;
- Conducted a tour of the Community Center for youth with special needs in conjunction with KSRA and the school district;
- Added several new programs due to popularity;
- Discussed with Mary Holman of the Midwest Museum of Natural History a program idea with the Park District to serve the school district's Oscar program;
- Facilitated requests for the use of the stage from Taxco Restaurant, the Midwest Museum of Natural History, and the Genoa Park District.

Administrative Initiatives: 5/1/2012 – 5/30/2012

- Continue to meet with Kishwaukee Community Hospital to help ensure a successful employee party in June;
- Coordinate with adult sport leagues their schedules;

- Develop a final plan for activities to be provided to the school district's OSCAR program;
- Work with the Marketing Sub-Committee of CAC to provide information and support as called for;
- Begin pool preparation for summer;

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: April 24, 2012

Administrative Initiatives (4/1/12 – 4/30/12)

- Fine-tuned Board Meeting Agenda for April's regular meeting.
- Prepared for the April Board Study Session to be held April 23, 2012.
- Worked on plans for joint bidding of asphalt paving with the city.
- Held a joint meeting with the DeKalb Park District.
- Attended the Special Recreation meeting.
- Began developing a transition plan for the ADA Study to be integrated into our capital expenditures and operating budgets.
- Met with CAC Chair.
- Attended CAC meeting.
- Held Board Study Session on Strategic Planning.
- Finalized re-organization of staff structure and golf budget.

Administrative Initiatives (5/1/12 – 5/31/12)

- Schedule meetings with additional community leaders and organizations.

- Initiate first plans for a meeting of DeKalb County leaders from units of local governments.
- Attend the Illinois Association of Park Districts' Annual Legislative Conference in Springfield, Illinois.
- Attend mid-year planning meeting of the North Carolina State University/National Recreation and Park Association/Oglebay National Training Center Board of Regents Planning Meeting.
- Attend annual meeting with Ancel Glink along with Board President.
- Coordinate planning meeting with school district for summer activities to be provided to their OSCAR program.
- Hold Board Study Session to finalize direction for Strategic Planning and to begin team building activities.
- Begin work on Pond Maintenance Standards.
- Work with Recreation Staff on their tasks related to the CAC Sub-Committees.
- Attend CAC Sub-Committee meetings.
- Continue working on ADA Transition Plan.

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**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Tuesday, April 5, 2012**

The roll was called with Committee Members Scott Buzzard, Christiene Drake, Doug Kenney, Denny Lane, Greg Martin, Dennis O'Sullivan, Rose Trembl and Mary Jo McAdams present. Members Kathy Countryman, Craig Mathey, Caroline Thompson and Dave Yanke were absent. Park Staff present was Superintendent of Recreation Desch, Program Supervisor White and Director Gibble.

Agenda Approval –

Motion

CM Trembl made a motion to approve the agenda. CM Buzzard 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 – February Minutes will be approved at the June meeting.

New Business

1. **CAC Meeting Time** – There was a consensus from the CAC members to leave the meeting start time at 7:15 am.
2. **Board Packet-what information would CAC members like to receive** - Chair McAdams asked the CAC what information they would like to receive from the monthly Board Packet. There was a consensus to send the entire Board packet to the CAC members.
3. **Introduction of New Sub Committee Members** – Chair McAdams had introduced Margaret Bassett at the beginning of the meeting.
4. **Update from March 27th Board Meeting** – Director Gibble noted the Executive Session minutes process was discussed. There were recommendations on how the minutes should be handled and kept. There was a Sycamore Youth Baseball concessions request. The Board had previously requested staff generate more profit from concessions. There is the understanding though that SYB needs to make money also. He has worked with them on cost savings measures to help them raise money. There was also a request from Odd Fellows to have a concert out in the Park area. There are a lot of concerns with this, but we are trying to work with them. The Board approved three one year extensions on the Community Center lease.
5. **Comments from the Community Center Tour** – CM Lane noted the current location is smaller than he thought it was. Superintendent of Recreation Desch noted from the first day they moved into this facility they have been forced to look for other programming space. The School District relationship is so important, since we are using their space for some programs.

Minutes of the Regular Meeting of the Citizens Advisory Committee
Tuesday, April 5, 2012
P. 2

New Business

5. Comments from the Community Center Tour- cont'd – Director Gibble noted he had toured the Museum and felt that building had more space than we currently have. CM Martin feels the space is inadequate and that Superintendent of Recreation Desch and the Park have still had great programs offered. Superintendent of Recreation Desch noted again that the School partnership is key right now for the programs.
6. Planning Community Center Visits– Chair McAdams asked if there was any CAC member that wanted to visit other Parks. Director Gibble noted staff could plan two or three locations to tour. He asked Superintendent of Recreation Desch to send out dates to the CAC to see if anyone can make the tours.
7. Committee Assignments – The CAC was given committee assignments. Chair McAdams noted the goals and objectives have been sent out. The CAC meets every other month, so the subcommittees could possibly meet on the opposite month. Director Gibble suggested scheduling the first meeting before leaving today.
8. Program Analysis Spreadsheet - Director Gibble noted CM Countryman asked for a program analysis of what is in the market. The programs will drive the space we need and then see if existing space can be found.

Old Business

1. Rumors, comments heard on the street – Chair McAdams noted the Park District was at the Community Expo and looked great. CM Treml noted the numbers were down from last year.

Announcements - Superintendent of Recreation Desch noted there are six special events this month. The brochure will be out soon and he has the concert flyer ready. Program Supervisor White noted she is excited for the pool to open and she is in the process of hiring her staff. The community will be able to sign up online for swim lessons this year for the first time. They are going to try an outdoor water zumba class. She is also working with the Museum for some nature programs. There will be a battle of the bands July 1st at the Good Tymes. This will be the local event and then go onto the regionals at Sandwich Fair. Director Gibble noted that Program Supervisor White will be the staff liaison for the program committee and Superintendent of Recreation Desch will be the staff liaison for the marketing committee. Director Gibble asked the CAC to let himself and Chair McAdams know when subcommittee meetings are planned.

Adjournment –

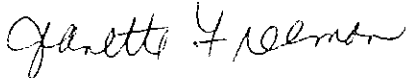
Motion

The Citizens Advisory Committee adjourned at 7:56 a.m. on a motion made by CM Treml. The motion was seconded by CM Buzzard.

Voice Vote

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

Respectfully Submitted,



Jeanette Freeman
Recording Secretary

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Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Joyce Welsand
 Date of Event: March 11 - 2012
 Type of Event: Birth - 100th

1. How was your event? Very nice.
2. How was the service of the Park District Staff? Polite and very helpful.
3. How was the room rental fee? Reasonable.

If you used our catering or bartending service, please answer questions #4 & #5—if not please skip to #6.

4. How was your menu/meal/bartending? The meal was good. Melissa was very accommodating. Food was hot and tasted good.
5. How was the pricing? Was very reasonable.
6. Would you change anything? I would buy fresh green beans if seemed like the vegetable were canned. I think vegetable and salad should be included.
7. Would you recommend the Clubhouse to a friend? Yes.
 Why or Why not it was clean, nicely priced, and everyone was very helpful.
8. How did you hear about us? Lived in Sycamore so I know about it.
9. Please note your overall experience. Very enjoyable.

Apr. 4, 2012

The best time I worked in Old Mill

Park was to the Park, for our association

picnic. That was several years ago. Today I

took a walk there and was so impressed to

see all the improvements. The playground and

the exercise procedure have to spend some

day and what a lovely place to spend some

time. I read all the Philosophical Sayings.

I am encouraged to walk there as part of my

daily routine. I live in Pleasanton, Ca. 94566.

Thank you - Jane

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 02-2012 ESTABLISHING PROCEDURES FOR THE SALE OF FOOD, BEVERAGES AND OTHER PRODUCTS BY USER GROUPS

BACKGROUND INFORMATION: The Park District currently has no formal policy regarding the sale of food, beverages and miscellaneous items on Park District property. This lack of control has become an issue for two reasons:

1. Some groups are allowed to sell items while other user groups are not, and;
2. An increase of user group requests to sell items on Park District property.

Currently AYSO soccer sells food items while miscellaneous items are sold during the Storm Days Tournament. This lack of control has created confusion for the users of the parks and its user groups. Ultimately the District is responsible for the park and whatever happens there. These item sales should be regulated by professionals and the most effective manner to insure safety and quality is for the District to be responsible for them.

The ultimate goal when the district moved concession operations all under one supervisor in 2009 was to make it profitable. In 2008, concessions as a whole lost approximately \$12,000. In 2011, there was a profit of approximately \$15,000. In three years' time, the bottom line has increased by about \$27,000.

If we begin to eat into that, we will not accomplish the same results. One example is the request by Sycamore Youth Baseball to run the concessions during their tournament. The gross revenue for the SYB tournament in 2011 was \$4,288. This is revenue that has already been budgeted for in 2012.

It is not the intent of the district or its staff to completely control all sales in the district, as there are some products which we are simply not able to provide. Therefore, in those cases, it may be best to have a permit system, by which the Executive Director may permit the sale of items on a short-term basis of products,

using a formal process for “permitting” their sale, and assessing a fee for the opportunity to sell products.

FISCAL IMPACT: By supporting the Staff Recommendation, it is hoped that the district will continue to see increases in revenue.

STAFF RECOMMENDATION: The Board adopts a resolution stating that the Sycamore Park District alone will be responsible for the sale of food, beverage and miscellaneous items on Park District property. Please see attached resolution.

PREPARED BY: Bart Desch, Superintendent of Recreation
Jackie Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

RESOLUTION NO. 02-2012

A RESOLUTION ESTABLISHING THE SYCAMORE PARK DISTRICT AS THE SOLE PROVIDER OF FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL PARKS AND FACILITIES.

WHEREAS, Sycamore Park District is an Illinois unit of local government operating under the laws of the State of Illinois; and

WHEREAS, the Board of Commissioners of the Sycamore Park District seeks to establish procedures by which the Park District can provide a standard for the provision of beverages, food, and other product sales in its parks and facilities

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

- A. THAT THE SYCAMORE PARK DISTRICT WILL BE THE SOLE PROVIDER OF ALL FOOD, BEVERAGE AND MISCELLANEOUS ITEMS AT ALL OF THE PARKS AND FACILITY/BUILDING LOCATIONS IT OWNS/OPERATES. NO OTHER ORGANIZATIONS OR GROUPS OF ANY KIND MAY CONDUCT SALES IN SYCAMORE PARK DISTRICT PARKS OR FACILITIES.
- B. THAT EXISTING ARRANGEMENTS AS OF THE ADOPTION OF THIS RESOLUTION ARE EXEMPT FROM THIS RESOLUTION. HOWEVER, THOSE PRE-EXISTING ARRANGEMENTS MAY NOT EXPAND FROM THEIR CURRENT LEVEL OF SALES. Specifically those arrangements are:
 - a. With AYSO.
 - b. With DeKalb Liners
- C. THAT SPONSORS OF EVENTS, PROGRAMS, OR ACTIVITIES THAT THE DISTRICT PLANS, PROMOTES AND SUPERVISES WILL BE THE EXCEPTION. PERMISSION FOR THE SPONSOR TO SELL LIMITED ITEMS AT THAT EVENT MUST BE GIVEN IN ADVANCE BY THE EXECUTIVE DIRECTOR OR THEIR DESIGNEE.
- D. THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO CREATE A "PERMIT SYSTEM" FOR GRANTING OCCASIONAL EXCEPTIONS TO THE "SOLE PROVIDER" PROCEDURE (OUTLINED IN "A", ABOVE) TO INCLUDE A FEE STRUCTURE FOR PERMITTING SUCH SALES.
- E. THAT THE "PERMIT SYSTEM" OUTLINED IN "D", ABOVE, BE MANAGED BY THE EXECUTIVE DIRECTOR, OR THEIR DESIGNEE.

Passed this ____ day of _____, 2012

AYES: _____ NAYS: _____ ABSENT: _____

ATTEST: _____
Secretary

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

BACKGROUND INFORMATION: The Board of Park Commissioners was provided with a draft of the Audit reports in the March Board packet. There were no revisions made. Hard copies are available for those that would like them. The following documents are provided:

1. Auditor's Communication to the Board of Park Commissioners – This document includes the required communication with those charged with governance of the Sycamore Park District. In addition, this report includes the Management Letter which is designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2011.

Fred Lantz, Partner in Charge, Sikich LLP, will be presenting these documents for your acceptance.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

AGENDA ITEM: VOTE ON REVISED BUDGET BASED UPON STAFF RE-ORGANIZATION : Recommended Approval

BACKGROUND INFORMATION: In the last 10 years, the highest revenue we have had at the golf course is \$608,644. In the meantime, the current budget shows expenditures of \$701,142. That means that in the last 10 years the closest our revenue production has come to paying for our current budgeted expenses has been a \$92,000 "loss".

With this in mind, I will be taking the actions I reviewed in the recent past, with the Board, Administrative Staff, full-time staff and legal counsel. These actions are based upon ideas presented to me by the Superintendent of Golf Operations, the Golf Course Superintendent, and the Superintendent of Finance.

As promised to the Board, I am bringing a revised operating budget with these changes reflected.

FISCAL IMPACT: This will achieve a reduction, on an annualized basis, of \$125,000 in the golf course budget.

STAFF RECOMMENDATION: I recommend the approval of the modified operating budget.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

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CORPORATE - PARKS				Original 2012 Budget	Adjustments	Revised 2012 Budget	
10	15	0000	3022	transfers from other accounts	16,429	(2,058)	14,371
TOTAL REVENUE				16,429	(2,058)	14,371	
EXPENSES							
WAGES							
10	15	0001	6000	wages-full time	42,016	(16,902)	25,114
			6005	part time maintenance	45,000	6,000	51,000
					87,016	(10,902)	76,114
PAYROLL EXPENSES				16,429	(2,058)	14,371	
ADMINISTRATIVE EXPENSES				1,650		1,650	
CONTRACTED SERVICES				11,900		11,900	
MAINTENANCE				30,750		30,750	
MATERIALS & SUPPLIES				58,000		58,000	
UTILITIES				15,450		15,450	
INSURANCE				10,872	(3,836)	7,036	
MISCELLANEOUS				2,000		2,000	
TOTAL EXPENSES				234,067	(16,796)	217,271	
PARKS TOTAL REVENUE				16,429	(2,058)	14,371	
TOTAL EXPENSES				234,067	(16,796)	217,271	
NET INCOME(LOSS)				(217,638)	14,738	(202,900)	
CORPORATE FUND TOTAL REVENUE				565,199	(2,058)	563,141	
TOTAL EXPENSES				591,186	(16,796)	574,390	
NET INCOME(LOSS)				(25,987)	14,738	(11,249)	

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RECREATION - ADMINISTRATION	Original 2012 Budget	Adjustments	Revised 2012 Budget
REVENUE	701,916	(493)	701,423
EXPENSES			
WAGES			
20 10 0001 6000 wages-full time	109,562	(2,613)	106,949
6005 part-time maintenance	2,990		2,990
	<u>112,552</u>	<u>(2,613)</u>	<u>109,939</u>
PAYROLL EXPENSES	20,916	(493)	20,423
PROFESSIONAL SERVICES	2,500		2,500
ADMINISTRATIVE EXPENSES	21,235		21,235
CONTRACTED SERVICES	9,350		9,350
MATERIALS & SUPPLIES	250		250
UTILITIES	10,680		10,680
INSURANCE	19,968	(1,074)	18,894
	<u>197,451</u>	<u>(4,180)</u>	<u>193,271</u>
TOTAL EXPENSES	197,451	(4,180)	193,271
REC-ADMIN TOTAL REVENUE	701,916	(493)	701,423
TOTAL EXPENSES	197,451	(4,180)	193,271
NET INCOME(LOSS)	504,465	3,687	508,152

RECREATION-SPORTS COMPLEX MAINTENANCE					Original 2012 Budget	Adjustments	Revised 2012 Budget
20	21	0000	3022	transfers from other accounts	32,490	2,165	34,655
TOTAL REVENUE					32,490	2,165	34,655
EXPENSES							
WAGES							
20	21	0001	6000	wages-full time	167,076	10,658	177,734
			6005	part time maintenance	5,000	2,000	7,000
					172,076	12,658	184,734
PAYROLL EXPENSES					32,490	2,165	34,655
ADMINISTRATIVE EXPENSES					250		250
CONTRACTED SERVICES					6,500		6,500
MAINTENANCE					10,050		10,050
MATERIALS & SUPPLIES					31,950		31,950
UTILITIES					6,200		6,200
INSURANCE					54,420	5,246	59,375
TOTAL EXPENSES					313,936	20,069	333,714
SPORTS MAINT TOTAL REVENUE					32,490	2,165	34,655
TOTAL EXPENSES					313,936	20,069	333,714
NET INCOME(LOSS)					(281,446)	(17,904)	(299,059)
RECREATION FUND TOTAL REVENUE					913,119	1,672	914,791
TOTAL EXPENSES					779,139	15,889	795,028
NET INCOME(LOSS)					133,980	(14,217)	119,763

GOLF - OPERATIONS				Original 2012 Budget	Adjustments	Revised 2012 Budget	
50	40	0000	3022	transfers from other accounts	23,724	(1,073)	22,651
				operating revenue	488,252		488,252
TOTAL REVENUE				511,976	(1,073)	510,903	
EXPENSES							
WAGES							
50	40	0001	6000	wages-full time	109,668	(5,682)	103,986
			6010	golf lessons	4,634		4,634
			6011	pro shop cashier	3,500		3,500
			6012	rangers	5,500		5,500
			6013	cart handlers	18,000		18,000
			6014	golf instructors	1,000		1,000
					142,302	(5,682)	136,620
PAYROLL EXPENSES				23,724	(1,073)	17,608	
PROFESSIONAL SERVICES				9,000		9,000	
ADMINISTRATIVE EXPENSES				9,400		9,400	
CONTRACTED SERVICES				6,175		6,175	
MAINTENANCE				6,500		6,500	
MATERIALS & SUPPLIES				8,000		8,000	
COST OF GOODS SOLD				47,800		47,800	
UTILITIES				13,200		13,200	
INSURANCE				33,444	(2,336)	31,108	
MISCELLANEOUS				4,700		4,700	
DEPRECIATION				18,000		18,000	
TOTAL EXPENSES				322,245	(9,091)	308,111	
GOLF OPERATIONS TOTAL REVENUE				511,976	(1,073)	510,903	
TOTAL EXPENSES				322,245	(9,091)	308,111	
NET INCOME(LOSS)				189,731	8,018	202,792	

					Original 2012		Revised 2012
GOLF-MAINTENANCE					Budget	Adjustments	Budget
50	41	0000	3022	transfers from other accounts	33,557	(8,393)	25,164
TOTAL REVENUE					33,557	(8,393)	25,164
EXPENSES							
WAGES							
50	41	0001	6000	wages-full time	151,242	(44,452)	106,790
			6005	part time maintenance	36,000		36,000
					<hr/>		
					187,242	(44,452)	142,790
PAYROLL EXPENSES					33,557	(8,393)	25,164
ADMINISTRATIVE EXPENSES					150		150
CONTRACTED SERVICES					4,200		4,200
MAINTENANCE					12,650		12,650
MATERIALS & SUPPLIES					66,500		66,500
UTILITIES					10,650		10,650
INSURANCE					63,948	(14,679)	49,269
					<hr/>		
TOTAL EXPENSES					378,897	(67,524)	311,373
GOLF-MAINT TOTAL REVENUE					33,557	(8,393)	25,164
TOTAL EXPENSES					378,897	(67,524)	311,373
NET INCOME(LOSS)					(345,340)	59,131	(286,209)
GOLF FUND TOTAL REVENUE					545,533	(9,466)	536,067
TOTAL EXPENSES					701,142	(76,615)	619,484
NET INCOME(LOSS)					(155,609)	67,149	(83,417)

SYCAMORE PARK DISTRICT
ALL FUNDS

	Original 2012	Adjustments	Revised 2012
TOTAL REVENUE	3,718,764	(9,852)	3,708,912
TOTAL EXPENSES	3,902,019	(77,521)	3,824,498
NET INCOME(LOSS)	(183,255)	67,669	(115,586)

Sycamore Park District	10 Corp	20 rec	50 Golf	
2012 Budgeted Revenue	565,199	913,119	545,533	
2012 Budgeted Expense	591,186	779,139	701,142	
2012 Budgeted Income (Loss)	(25,987)	133,980	(155,609)	(47,616)
2012 Budgeted Revenue	565,199	913,119	545,533	
2012 Budgeted Expense - Revised	575,198	798,060	574,637	
2012 Budgeted Income (Loss) - Revised	(9,999)	115,060	(29,104)	75,957
increase/(decrease)	15,989	(18,921)	126,505	123,573

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

AGENDA ITEM: INFORMATION ON WPA MAIN SHELTER

RENOVATION: Information Only – No Action

BACKGROUND INFORMATION: This is to inform you of the progress and schedule for the renovation of the WPA Main Shelter behind the pool. Director Gible, Larry Miller, and I met with Russ Josh who sand blasted the building and was coordinating the volunteers. He wants to put another coat of oil on the wood to protect the building on the inside and outside. He will also paint needed areas inside the bathrooms. I have just met with the volunteer plumber and electrician this week and they will both be writing up cost estimates for the materials they believe we need to complete the project. I will also be working on estimates for new bathroom stall partitions. The plumber will rout out the pipes to make sure the drainage is up to standard as well. At this time we are planning to have one ADA stall and one regular stall in each of the bathrooms with one urinal in the men's room. One sink will also be added to each side.

I will be working with the volunteers and the city to be sure we are properly permitted before work is started on the shelter. All the contractors I have met with are licensed with the City of Sycamore and will be volunteering their labor for the project. Once approved and the materials are obtained, the work will occur as schedules allow for the volunteers. We will also have to change the doors on the bathrooms to comply with ADA standards before the project is complete.

FISCAL IMPACT: \$10,000 has been approved for this project out of the capital budget. I will update costs as material estimates are presented. Additionally, funds from our Special Recreation tax may be used to help make the bathroom work that must be done to meet accessibility standards.

STAFF RECOMMENDATION: No action. This is a management matter and is provided for informational purposes to the Board with the hope that they will be able to explain this to community members should they ask about it.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

**AGENDA ITEM: CONSTRUCTION OF A NEW BATTING CAGE
WORKING WITH SYCAMORE YOUTH BASEBALL: Recommended
Approval**

BACKGROUND INFORMATION: Sycamore Youth Baseball and Girls' Softball approached the Park District with a plan to construct a new enclosed batting cage similar to the current cage located just south of field #2. The purpose of another cage is to provide a closer and safer batting practice area for all of the heavily used north ball fields. The current cage is well used by groups using the south fields, so groups using the north fields would benefit from a second practice location without walking so far from where their teams are playing. The cage would be open for use by any group or individual and not just Sycamore Youth Baseball.

After meeting with both groups, and receiving approval for the location from the Dept. of Natural Resources, the batting cage would be built just to the east of the shelter which is near the sports concession building. The dimensions of the double cage would be 80 x 24 feet with five inches of packed ag lime as the base. The entire perimeter would be surrounded with 8 foot high fencing and covered with batting cage nets. Sycamore Youth Baseball provided a quote from Northern Illinois fence who would be installing the fencing and nets. Wagner Excavating would donate the earth moving work, and the ag lime will be purchased from Wagner Aggregate, our source for field surfacing.

A few factors about the Sports Complex area are important for the Board and public to note. First, there is a large area of this park that cannot be built upon since it is in the flood plain. Second, much of the remaining space is used for ball diamonds, soccer fields, football, driving range, or parking. Finally, each time we put up a new structure, whether it is donated or not, we must realize that it adds work to our maintenance work load, not only week to week (i.e. mowing or

trimming around it), but year to year, as everything wears out in time. This does not mean staff is opposed to this project, just that we may need to say “no” in the future for other projects.

FISCAL IMPACT: The total cost of the project is \$15,361. Sycamore Youth Baseball and Girls’ Softball have asked the Park District to pay for one-third of the batting cage which totals \$5,120.

STAFF RECOMMENDATION: Recommend approval for the construction of a new batting cage working in conjunction with Sycamore Youth Baseball and Girls’ Softball with funds coming from our capital budget due to savings on other projects.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: April 24, 2012

STAFF RECOMMENDATION

AGENDA ITEM: RATIFICATION OF TRANSFER OF FUNDS FOR GOLF COURSE AND POOL DEFICITS: Recommended Approval

BACKGROUND INFORMATION: In current and previous Management Letters from the auditors, deficit cash and fund balances have been highlighted as being a material weakness for the District. Last year, it was approved by the board to take unrestricted donations and transfer them to eliminate the total deficit in the pool fund and the 2010 deficit and a small portion of previous years' deficit in the golf fund. The auditors have recommended that the District:

- 1. Budget transfers to subsidize any deficits in future years, and;
- 2. Develop a short and long-range financial plan to eliminate the remaining deficit in the golf fund and any future fund deficits.

For the year ended December 31, 2011, the deficits in the golf and pool funds were \$167,250 and \$16,824 respectively. The only funds that the District could use to subsidize these losses are the Corporate and Recreation Funds. Since the Recreation Fund had a larger available balance and in anticipation of the reduced property tax receipts in the Corporate Fund, the transfer was made from the Recreation Fund.

FISCAL IMPACT: Reduced funds available in the Recreation Fund to conduct other activities in the district.

STAFF RECOMMENDATION: Staff recommends that the Board ratify the transfer of funds from the Recreation Fund to the golf course and pool budgets to alleviate their deficits.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

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