



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
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## Sycamore Park District

### Regular Board Meeting

January 22, 2013

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 – December 18, 2012 (Voice Vote)

**PUBLIC INPUT**

**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

- 21. Superintendent of Finance Monthly Report
- 25. Budget Report/Monthly Cash Flow Monthly Report
- 43. Superintendent of Golf Operations Monthly Report
- 47. Superintendent of Parks and Facilities Monthly Report
- 51. Superintendent of Recreation Monthly Report
- 55. Executive Director Monthly Report

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

**Board of Commissioners Meeting**

**January 22, 2013**

**PG 2**

**CORRESPONDENCE-**

- 59. Sycamore United Methodist Church Food Pantry
- 60. Clubhouse Rental Questionnaire

**POSITIVE FEEDBACK/REPORTS**

**DEPARTMENT PRESENTATIONS: Golf Car Replacement Schedule: Kirk**

**OLD BUSINESS:**

- 61. Discussion and Finalizing Short List of Topics for CAC – Dan  
(Goal 6, 10; Efficiency; Programming)  
Update on Progress of CWSPT – Ted and Michelle
- 63. Final Review and Approval of MOU's - Bart

**NEW BUSINESS:**

- 89. Pay-down Schedule on Debt – Dan/Jackie
- 93. Approval to Go to Bid on Old Mill Parking and Sycamore Park Tennis  
Courts – Dan
- 95. Bi-Annual Review of Executive Session Minutes – Dan
- 97. Re-Keying Proposal for Sports Complex – Jeff/Bart
- 99. First Review of Executive Summary – Dan
- 101. Tax Abatement Ordinance – Ordinance 01-2013

**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:**

- 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, December 18, 2012**

President Strack called the meeting to order at 6:00 p.m.  
The roll was called with Commissioners Graves, Kroeger, Tucker and Strack present.  
Commissioner Schulz was absent. Staff members present were Bart Desch, Jeff Donahoe,  
Jeanette Freeman, Dan Gible, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:  
Greg Martin – CAC

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda.  
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 4-0. Commissioner Schulz was absent.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the November 27, 2012 Regular Meeting  
Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Graves moved to approve the November 27, 2012 Executive Session  
Minutes with the Executive Session Minutes remaining confidential. 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 4-0. Commissioner Schulz was absent.

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$164,334.11.  
Commissioner Kroeger seconded the Motion.

**Roll Call**

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

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 Sycamore Park District  
 Tuesday December 18, 2012  
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**Correspondence –**

- Voluntary Action Center
- DeKalb County Community Foundation
- Kristin Perez – Clubhouse Rental Questionnaire
- Lois Anderson, Sycamore Kiwanis – Clubhouse Rental Questionnaire
- Erika Young – Clubhouse Rental Questionnaire
- Mary E. Stevens Concert & Lecture Fund – NB & T

President Strack asked that Melissa Dobberstein be informed her hard work is appreciated. He also noted that we received \$500.00 donation towards our concerts.

**Positive Feedback/Reports**

- Commissioner Tucker noted she is hearing wonderful and positive things about the brochure.
- President Strack noted it was excellent decision in elevating the quality of the paper in the brochure.
- Commissioner Graves noted the Christmas Party was great and gave his thanks.
- President Strack gave accolades to staff in regards to the financials. All areas exceeded their budget and we are well on the way to getting the financial house in order.

**Department Presentations**

**Superintendent of Parks & Facilities Jeff Donahoe & Assistant Golf Course Superintendent Steve Tritt –**

Jeff wanted to present what changes have been made in the Golf Course maintenance operations and in both his and Steve's job. Jeff noted he now has oversight of the course, plus the pool, Museum, sports complex and all the parks. He used to be able to help with the mowing and things as needed, but can no longer help out. He is still doing the ordering, scheduling, payroll and making the main operating decisions. Some things have been turned over to Steve. He and Steve meet every day to go over what needs to be done.

Steve noted he has taken over the responsibility of crew management and assigns the workers' jobs daily. He is now also responsible for training staff, record keeping for the spraying, scouting for issues on the course, along with equipment problems and other duties.

Jeff noted since his and Steve's job and responsibilities have increased, they had to increase the summer part time labor, but that was part of the revised budget that the Board had approved. He handed out to the Board information on the operation changes he has made, along with product and vendor changes. He has a small crew, so these changes should help to save time, money and wear on the equipment.

President Stack noted he has not seen any negative impacts in the course even though changes were made or cuts made. Commissioner Kroeger noted staff did a great job this summer with the draught and heat.

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 Sycamore Park District  
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**Old Business –**

**Adoption of Short-Term Plan**

President Strack noted this is the last time to review the Short Term Plan and will be formally adopted tonight. Director Gibble noted there were a few minor changes.

**Motion**

Commissioner Tucker made a motion to adopt the Short Term Plan as presented.  
 Commissioner Kroeger seconded the Motion.

**Roll Call**

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

**Adoption of Ordinance on Conduct–**

**Motion**

Commissioner Graves moved to adopt Ordinance 06-2012-An Ordinance Regulating Conduct in the Parks. 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 4-0. Commissioner Schulz was absent.

**Adoption of Levy Ordinance –**

**Motion**

Commissioner Kroeger moved to adopt Ordinance 10-2012- Tax Levy Ordinance.  
 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 4-0. Commissioner Schulz was absent.

**Adoption of Capital Budget –**

**Motion**

Commissioner Tucker moved to adopt the Capital Budget as presented. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

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### **Old Business –cont'd**

#### **Adoption of Operating Budget –**

##### **Motion**

Commissioner Tucker moved to adopt the Operating Budget as presented. 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 4-0. Commissioner Schulz was absent.

**Announcement of Change in Filing Dates for Commissioner** – Director Gibble wanted to let everyone know about the filing changes. The Government decided to make the last date to file December 26<sup>th</sup> at 5:00pm. Information was sent to the media and is on our website.

### **New Business**

**Plans for Work at East Entry** – Superintendent of Parks & Facilities Donahoe noted they will be putting up pipe gates and posts with reflectors at the entrance. This should help the issues at this entrance. Director Gibble noted he would like to have a lighted sign with electronic message board in the future. He would like to use the old stone from the previous pillars to create this sign. The Board indicated this could be a good use of the stone and good for promotion.

**Review and Approval of Letter of Commitment for Audit** – President Strack noted that Superintendent of Finance Hienbuecher recommended the continued usage of Sikich.

##### **Motion**

Commissioner Graves moved to approve the Letter of Commitment with Sikich.  
 Commissioner Kroeger seconded the Motion.

##### **Roll Call**

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

**Review and Approval of Health Insurance Plan** – Superintendent of Finance Hienbuecher noted there was a slight increase of 5.47% overall due only to demographics.

##### **Motion**

Commissioner Kroeger moved to approve the Health Insurance Plan Increase.  
 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 4-0. Commissioner Schulz was absent.

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 Sycamore Park District  
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**New Business- cont'd**

**Approval of Permit After Hours/Horse & Carriage in the Park -**

**Motion**

Commissioner Graves moved to approve the After Hours and the Horse & Carriage in the Park. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Farm Lease for 2013** – President Strack noted they maintain the grounds very well. Director Gibble will send a letter with the lease thanking them for their care and letting them know there will be discussion on the fee for 2014.

**Motion**

Commissioner Kroeger moved to approve the Farm Lease for 2013. 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 4-0. Commissioner Schulz was absent.

**Approval of Meeting Dates of the Board for 2013** –

**Motion**

Commissioner Tucker moved to approve the Board Meeting Dates for 2013. 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 4-0. Commissioner Schulz was absent.

**Adoption of Dates for Meetings of CAC and CWSPT for 2013** –

**Motion**

Commissioner Tucker moved to approve the CAC and CWSPT Meeting Dates for 2013. 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 4-0. Commissioner Schulz was absent.

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**New Business- cont'd**

**Study Topics for CAC: Goal 6, 10; Efficiency, Programming** – President Strack noted there were four suggestions made, but we can add to it. Director Gible noted there is no consensus needed tonight. Commissioner Tucker suggested the Community Center evaluation be added. Superintendent of Recreation Desch noted he will be collecting the surveys on the Community Center visits and will share the findings with the CWSPT in January. Director Gible asked for the Board to think about the topics and come back to the January Board meeting with their ideas and reach a consensus then.

**Approval to Expense Certain Items from Capital Fund** – President Strack noted there are some items that Superintendent of Finance Hienbuecher is suggesting be reclassified as Capital.

**Motion**

Commissioner Kroeger moved to approve moving the list of items to the Capital Fund.  
 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 4-0. Commissioner Schulz was absent.

**Petition and Public Comment - None**

At this time, Director Gible handed out to the Board pictures where the power company has cut trees by our property. DeKalb Park District is receiving negative attention for work that has been done by the power company by their property. He wanted to make sure the Board is aware of what is going on with DeKalb Park District and the power company.

**Adjournment**

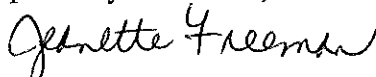
**Motion**

The Board adjourned the Regular Session at 6:55 p.m. on a motion made by Commissioner Tucker for. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,



Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District



DATE: 01/16/2013  
 TIME: 15:00:09  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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*Interim*

FROM 12/19/2012 TO 01/15/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	552999	01 EMPL PREMIUM	101000002006	12/12/12		51349	12/20/12	372.50	372.50
		02 EMPL PREMIUM	101000002007						18.48
									354.02
AMTRUST	199677-1231	01 WORKERS COMP	231000106805	12/31/12		51372	01/03/13	1,902.00	1,902.00
									1,902.00
BLUE	010113	01 HEALTH INSURANCE PREMIUMS	101000106801	01/01/13		51373	01/03/13	14,828.30	14,828.30
		02 HEALTH INSURANCE PREMIUMS	101500106801						4,306.10
		03 HEALTH INSURANCE PREMIUMS	504100106801						506.50
		04 HEALTH INSURANCE PREMIUMS	504000106801						2,902.89
		05 HEALTH INSURANCE PREMIUMS	201000106801						1,604.80
		06 HEALTH INSURANCE PREMIUMS	202100106801						999.28
									4,508.73
CHARITEE	751	01 CHARITEE TICKETS	501000002101	12/27/12		51361	12/28/12	547.28	547.28
		02 GIFT CERTS	501000001100						984.00
		03 DRINK TICKETS	301000001100						-193.64
		04 DONATION	101000001100						-172.95
									-70.13
CINTA	355478083	01 RAG & RUG SERVICE	101500056301	12/13/12		51350	12/20/12	24.09	24.09
		02 RAG & RUG SERVICE	504100056301						8.41
		03 RAG & RUG SERVICE	504000056301						8.41
		04 RAG & RUG SERVICE	201000056301						1.24
		05 RAG & RUG SERVICE	101000056301						1.33
									4.70
									24.09
									8.41
									8.41
									1.24
									1.33
									4.70
									24.09
									8.41
									8.41
									1.24

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355480994		04 RAG & RUG SERVICE	201000056301	12/20/12		51362	12/28/12	24.09	24.09
		05 RAG & RUG SERVICE	101000056301						1.33
									4.70
								VENDOR TOTAL:	48.18
CITY		CITY OF SYCAMORE							
		NOVEMBER 2012		12/20/12		51351	12/20/12	20.00	20.00
		01 CITY SALES TAX - CLUBHOUSE	303000116852						12.00
		02 CITY SALES TAX - CATERING	303500116852						8.00
								VENDOR TOTAL:	20.00
COMCA		COMCAST							
	122012	01 CABLE	303000096705	12/28/12		51363	12/28/12	317.17	317.17
		02 CABLE	504000096705						51.30
		03 CABLE-JAN	30100001102						51.29
		04 CABLE-JAN	50100001102						32.56
		05 INTERNET	101000096706						32.56
		06 INTERNET	201000096706						74.73
								VENDOR TOTAL:	74.73
COMMO		COMMONWEALTH EDISON							
	121012	01 FOUNDERS PARK	101500096702	12/10/12		51352	12/20/12	34.64	34.64
		02 BOYNTON PARK	101500096702						18.55
									16.09
								VENDOR TOTAL:	34.64
CONST		CONSTELLATION NEWENERGY							
	0008278006	01 BASEBAL CONCESSIONS	303300096702	12/11/12		51353	12/20/12	791.26	791.26
		02 POOL	518100096702						27.01
		03 MAINTENANCE	101500096702						80.57
		04 MAINTENANCE	504100096702						7.41
		05 PUMP HOUSE	504100096702						7.41
		06 CART BLDG	504100096702						128.37
		07 CLUBHOUSE	303000096702						249.86
		08 PROSHOP	504000096702						43.59
		09 ADMINISTRATION	101000096702						43.59
		10 ADMINISTRATION	201000096702						101.73
								VENDOR TOTAL:	101.72
DIREC		DIRECTV							
	19376186828			12/17/12		51364	12/28/12	89.99	89.99

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SYCAMORE PARK DISTRICT  
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19376186828		01 SATELLITE - CC	207500096705	12/17/12		51364	12/28/12	89.99	89.99
ECO		ECOWATER SYSTEMS, INC.						VENDOR TOTAL:	89.99
120812		01 SALT	101000056300	12/08/12		51365	12/28/12	199.75	199.75
		02 SALT	201000056300					6.50	6.50
		03 REPAIR SOFTNER	101000056300					93.37	93.37
		04 REPAIR SOFTNER	201000056300					93.38	93.38
FRONTIER		FRONTIER						VENDOR TOTAL:	199.75
120712		01 COMMUNITY CENTER	207500096700	12/07/12		51354	12/20/12	809.70	809.70
		02 ADMINISTRATION	101000096700					109.41	109.41
		03 ADMINISTRATION	201000096700					312.71	312.71
		04 PRO SHOP	504000096700					74.87	74.87
ILLI		ILLINOIS DEPT REVENUE						VENDOR TOTAL:	809.70
NOVEMBER 2012				12/20/12		51355	12/20/12	282.00	282.00
		01 STATE SALES TAX - PRO SHOP	504000116852					184.00	184.00
		02 STATE SALES TAX - CLUBHOUSE	303000116852					58.00	58.00
		03 STATE SALES TAX - CATERING	303500116852					40.00	40.00
KOHL		KOHLER, JIM						VENDOR TOTAL:	282.00
121212		01 DJ FEE	205120036216	12/12/12		51356	12/20/12	250.00	250.00
NEXT		NEXTEL COMMUNICATIONS						VENDOR TOTAL:	250.00
121212		01 ADMIN	101000096701	12/12/12		51357	12/20/12	263.19	263.19
		02 MAINTENANCE	101500096701					41.56	41.56
		03 MAINTENANCE	504100096701					33.11	33.11
		04 PRO SHOP	504000096701					30.47	30.47
		05 RECREATION	201000096701					13.85	13.85
								27.70	27.70

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FROM 12/19/2012 TO 01/15/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	121212			12/12/12		51357	12/20/12	263.19	263.19
		06 MOMS TIME OUT	205340016701						13.85
		07 MAINTENANCE	202100096701						88.80
		08 CONCESSIONS	303000096701						13.85
PEKIN								VENDOR TOTAL:	263.19
	010113			01/03/13		51374	01/03/13	1,283.03	1,283.03
		01 DENTAL INSURANCE PREMIUMS	101000106801						367.84
		02 DENTAL INSURANCE PREMIUMS	101500106801						50.79
		03 DENTAL INSURANCE PREMIUMS	504100106801						247.14
		04 DENTAL INSURANCE PREMIUMS	504000106801						144.11
		05 DENTAL INSURANCE PREMIUMS	201000106801						71.04
		06 DENTAL INSURANCE PREMIUMS	202100106801						402.11
SYCPK								VENDOR TOTAL:	1,283.03

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	122812			12/28/12		51366	12/28/12	276.58	276.58
		01 OFFICE SUPPLIES	207500046200						1.18
		02 DEKALB CO COPIES	101000046203						38.00
		03 ZUMBA SUPPLIES	205660186216						90.00
		04 CERTIFIED RETURN RECEIPT	101000046202						17.25
		05 RETURNED DIRECT DEPOSIT	10100001001						60.18
		06 MISC ITEMS FOR CATERING	303500086640						6.98
		07 THERMAL PAPER ROLLS	101000046200						11.49
		08 THERMAL PAPER ROLLS	201000046200						11.50
		09 MEALS WHILE TRAVELLING	101000046211						20.00
		10 MEALS WHILE TRAVELLING	201000046211						20.00
SYCPK2								VENDOR TOTAL:	276.58

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	122012			12/20/12		51358	12/20/12	116.00	116.00
		01 COOKIES W/SANTA SUPPLY REIMB	206095016216						116.00
T0000013								VENDOR TOTAL:	116.00

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	123012			12/30/12		51375	01/04/13	84.91	84.91
		01 MILEAGE	201000046211						84.91
T0000230								VENDOR TOTAL:	84.91

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	122012			12/20/12		51359	12/20/12	26.64	26.64
		FREEMAN, JEANNETTE							
T0000230								VENDOR TOTAL:	26.64

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	122012	01 MILEAGE	101000046211	12/20/12		51359	12/20/12	26.64	26.64
T0000531	WHITE, LISA							VENDOR TOTAL:	26.64
	122812	01 MILEAGE	201000046211	12/28/12		51376	01/04/13	60.46	60.46
	VOLLEYBALL	01 MON VOLLEYBALL LEAGUE PRIZES	205490036217	12/28/12		51377	01/04/13	100.00	100.00
T0000575	SPARTZ, KEVIN							VENDOR TOTAL:	160.46
	121412	01 THURS VOLLEYBALL REF	205490026128	12/14/12		51360	12/20/12	68.00	68.00
T0000725	WATERFIELD, JUDY							VENDOR TOTAL:	68.00
	010213	01 YOGA./PILATES REFUND	205660076218	01/02/13		51378	01/04/13	10.00	10.00
UNUM	UNUM LIFE INSURANCE							VENDOR TOTAL:	10.00
	122812	01 LIFE INSURANCE PREMIUM	101000106801	12/28/12		51368	12/28/12	326.40	326.40
		02 LIFE INSURANCE PREMIUM	101500106801					82.20	82.20
		03 LIFE INSURANCE PREMIUM	504100106801					10.95	10.95
		04 LIFE INSURANCE PREMIUM	504000106801					50.38	50.38
		05 LIFE INSURANCE PREMIUM	201000106801					30.70	30.70
		06 LIFE INSURANCE PREMIUM	202100106801					50.11	50.11
								102.06	102.06
VANGEM	VANGEMERT, LAURA							VENDOR TOTAL:	326.40
	011113	01 BAL OF CH PAINTING	701000207003	01/11/13		51380	01/11/13	535.00	535.00
	011113-2ND	01 BAL OF CH PAINTING	701000207003	01/11/13		51381	01/11/13	535.00	535.00
	1ST INSTALL			01/07/13		51379	01/07/13	870.00	870.00

DATE: 01/16/2013  
 TIME: 15:00:09  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 12/19/2012 TO 01/15/2013

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

ACCOUNT NUMBER

VENDOR #	INVOICE #	ITEM DESCRIPTION	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
1ST INSTALL	01	PAINTING-CLUBHOUSE	01/07/13		51379	01/07/13	870.00	870.00
				701000207003				
WALM							VENDOR TOTAL:	1,940.00
121612			12/16/12		51367	12/28/12	209.22	209.22
	01	TEEN DANCE SUPPLIES						103.74
	02	COOKIES W/SANTA SUPPLIES						29.56
	03	COOKIES/PUNCH SENIOR BOWLING						18.46
	04	COOKIES/PUNCH SENIOR BOWLING						18.46
	05	MOP						39.00

TOTAL --- ALL INVOICES: 25,257.20

DATE: 01/17/2013  
 TIME: 12:00:32  
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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/22/2013

Boq KD

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AMER3	AMERICAN MARKETING &	1,395.00	697.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	10,767.63	937.74
AT&T2	A T & T	1,027.41	16.29
BOCKY	BOCKYN, LLC	3,600.00	150.00
CINTA	CINTAS CORPORATION #355	2,986.32	14.10
ENGIN	ENGINEERING RESOURCE ASSOC	3,626.06	1,751.25
ENVIR	ENVIRONMENTAL SERVICES	570.00	17.50
FRONTIER	FRONTIER	15,123.88	312.22
ILLIN	ILLINI SECURITY SYSTEMS, INC.	2,100.00	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,031.77	143.31
MAGCS	MAGCS-MIDWEST ASSOC GOLF	180.00	180.00
MID	MID-CITY OFFICE PRODUCTS	521.12	39.36
NATREC	NATIONAL RECREATION AND PARK		300.00
NEXT	NEXTEL COMMUNICATIONS	4,539.66	42.57
NICOR	NICOR GAS	16,914.35	152.31
SOFT	SOFT WATER CITY	4,728.00	248.50
SYC	SYCAMORE CHAMBER OF COMMERCE	290.00	72.50
TBC	TBC	25,137.43	1,176.14
UNIT2	UNITED STATES POSTAL SERVICE	4,980.49	95.00
VISACA	VISA CARDMEMBER SERVICE	38,466.07	1,714.42
WARE	WAREHOUSE DIRECT BUSINESS	429.10	33.86
WASTE	WASTE MANAGEMENT	7,507.92	143.09
	ADMINISTRATION		8,389.53
15	PARKS		
ARCO	ARCO MECHANICAL EQUIP SALES		600.00
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	3,892.53	17.89
CARQ	CARQUEST AUTO PARTS	4,966.51	75.49
CINTA	CINTAS CORPORATION #355	2,986.32	25.23
CITY2	CITY OF SYCAMORE	3,497.01	56.04
COMMO	COMMONWEALTH EDISON	6,639.95	168.95
CONTECH	CONTECH ENGINEERED SOLUTIONS		41.86
DEKSYC	DEKALB SYCAMORE CHEVROLET		20.04
FRONTIER	FRONTIER	15,123.88	196.92
GAME	GAMETIME	514.96	60.80
JOHNDEFI	JOHN DEERE FINANCIAL	1,377.53	20.98
LOWE	LOWE'S	7,573.67	283.10
MROUT	MR OUTHUSE	16,718.00	985.00
NEWB	NEWBY OIL COMPANY	1,884.71	700.95
NEXT	NEXTEL COMMUNICATIONS	4,539.66	33.91
NICOR	NICOR GAS	16,914.35	182.35

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
REIN	REINDERS, INC.	39,289.26	1,181.77
ROCKDI	ROCKFORD DIESEL INJECTION SERV		232.04
SOFT	SOFT WATER CITY	4,728.00	445.75
SYC3	SYCAMORE SIGN COMPANY	2,998.00	120.00
VERM	VERMEER-ILLINOIS INC.	249.77	257.25
VISACA	VISA CARDMEMBER SERVICE	38,466.07	701.58
WASTE	WASTE MANAGEMENT	7,507.92	151.25
	PARKS		6,559.15
RECREATION			
10	ADMINISTRATION		
AMER3	AMERICAN MARKETING &	1,395.00	232.50
AT&T2	A T & T	1,027.41	16.29
BOCKY	BOCKYN, LLC	3,600.00	150.00
CINTA	CINTAS CORPORATION #355	2,986.32	3.99
ELM REX	ELM REX, SARAH	851.25	525.00
ENGIN	ENGINEERING RESOURCE ASSOC	3,626.06	1,751.25
ENVIR	ENVIRONMENTAL SERVICES	570.00	17.50
FRONTIER	FRONTIER	15,123.88	312.23
ILLIN	ILLINI SECURITY SYSTEMS, INC.	2,100.00	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,031.77	143.32
MID	MID-CITY OFFICE PRODUCTS	521.12	39.47
NATREC	NATIONAL RECREATION AND PARK		300.00
NEXT	NEXTEL COMMUNICATIONS	4,539.66	28.38
NICOR	NICOR GAS	16,914.35	99.64
SYC	SYCAMORE CHAMBER OF COMMERCE	290.00	72.50
TBC	TBC	25,137.43	1,176.15
UNIT2	UNITED STATES POSTAL SERVICE	4,980.49	95.00
VISACA	VISA CARDMEMBER SERVICE	38,466.07	570.73
WARE	WAREHOUSE DIRECT BUSINESS	429.10	33.87
	ADMINISTRATION		5,719.70
21	SPORTS COMPLEX MAINTENANCE		
BOBJO	BOB-JO CYCLE CO.	2,116.21	141.56
GRAI	GRAINGER	3,016.84	21.43
JOHN	JOHNSON SEAT & CANVAS SHOP	5,497.00	610.00
JOHNDEFI	JOHN DEERE FINANCIAL	1,377.53	9.09
LOWE	LOWE'S	7,573.67	333.29



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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
MROUT	MR OUTHOUSE	16,718.00	435.00
NEWB	NEWBY OIL COMPANY	1,884.71	700.95
NEXT	NEXTEL COMMUNICATIONS	4,539.66	90.95
REIN	REINDERS, INC.	39,289.26	1,091.77
ROCKDI	ROCKFORD DIESEL INJECTION SERV		232.06
VERM	VERMEER-ILLINOIS INC.	249.77	257.26
WASTE	WASTE MANAGEMENT	7,507.92	63.72
	SPORTS COMPLEX MAINTENANCE		3,987.08
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	3,684.05	148.50
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,237.10	4,735.00
	MIDWEST MUSEUM OF NATURAL HIST		4,883.50
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	4,539.66	14.19
	PROGRAMS - FAMILY		14.19
55	PROGRAMS - YOUTH ATHLETICS		
T0000655	CARLSON, JUDITH		35.00
T0000729	NELSON, ROBERT		50.00
	PROGRAMS - YOUTH ATHLETICS		85.00
56	PROGRAMS - FITNESS		
T0000726	DUANE, BRAD		50.00
T0000727	DUNT, MARY ANN		45.00
	PROGRAMS - FITNESS		95.00
59	PROGRAMS - DANCE		

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
ECREATION			
59	PROGRAMS - DANCE		
HARTB	HART, BRENDA	378.00	108.00
T0000728	KLEIN, STEPHANIE		82.00
	PROGRAMS - DANCE		190.00
75	COMMUNITY CENTER		
AT&T1	A T & T	606.78	50.78
AT&T2	A T & T	1,027.41	36.97
C&L	C & L PROPERTIES, L.L.C.	68,869.13	4,833.00
CITY2	CITY OF SYCAMORE	3,497.01	36.04
COMMO	COMMONWEALTH EDISON	6,639.95	331.78
FRONTIER	FRONTIER	15,123.88	336.44
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,031.77	128.32
NICOR	NICOR GAS	16,914.35	282.02
SOFT	SOFT WATER CITY	4,728.00	123.50
UNIQUE	UNIQUE PRODUCTS	716.36	78.80
VISACA	VISA CARDMEMBER SERVICE	38,466.07	29.82
WASTE	WASTE MANAGEMENT	7,507.92	89.39
	COMMUNITY CENTER		6,356.86
PECIAL RECREATION			
10	ADMINISTRATION		
VISACA	VISA CARDMEMBER SERVICE	38,466.07	80.08
	ADMINISTRATION		80.08
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	1,027.41	0.28
NEXT	NEXTEL COMMUNICATIONS	4,539.66	14.19
NICOR	NICOR GAS	16,914.35	42.70
	CLUBHOUSE CONCESSIONS		57.17
OLF COURSE			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
10	ADMINISTRATION		
ADAMS	ADAMS GOLF LTD	561.41	203.93
GEAR	GEAR FOR SPORTS	4,451.10	451.95
HORN	HORNUNG'S PRO GOLF SALES INC.	5,391.45	268.33
	ADMINISTRATION		924.21
40	GOLF OPERATIONS		
CINTA	CINTAS CORPORATION #355	2,986.32	3.72
FRONTIER	FRONTIER	15,123.88	74.49
INTERS	INTERSTATE BATTERIES ROCKFORD	136.80	61.90
NEXT	NEXTEL COMMUNICATIONS	4,539.66	14.19
NICOR	NICOR GAS	16,914.35	42.70
NIV	NIVEL PARTS & MANUFACTURING	5,796.49	134.83
UNIV	UNIVERSAL PUBLICATIONS	180.00	180.00
	GOLF OPERATIONS		511.83
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	2,986.32	25.23
FRONTIER	FRONTIER	15,123.88	196.92
JOHNDEFI	JOHN DEERE FINANCIAL	1,377.53	20.98
LOWE	LOWE'S	7,573.67	22.56
MENA	MENARDS - SYCAMORE	4,231.14	24.26
MROUT	MR OUTHUSE	16,718.00	110.00
NEWB	NEWBY OIL COMPANY	1,884.71	700.95
NEXT	NEXTEL COMMUNICATIONS	4,539.66	31.21
NICOR	NICOR GAS	16,914.35	224.57
REIN	REINDERS, INC.	39,289.26	1,600.00
ROCKDI	ROCKFORD DIESEL INJECTION SERV		232.04
VISACA	VISA CARDMEMBER SERVICE	38,466.07	28.26
WASTE	WASTE MANAGEMENT	7,507.92	65.13
	GOLF MAINTENANCE		3,282.11
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	15,123.88	39.49
	POOL		39.49

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
SWIMMING POOL			
81	POOL MAINTENANCE		
JOHN	JOHNSON SEAT & CANVAS SHOP	5,497.00	149.00
NICOR	NICOR GAS	16,914.35	156.04
RADIO	RADIOSHACK		32.99
	POOL MAINTENANCE		338.03
CAPITAL PROJECTS			
10	ADMINISTRATION		
GAME	GAMETIME	514.96	6,288.45
GRAI	GRAINGER	3,016.84	264.83
INTER	INTERACT BUSINESS PRODUCTS	1,420.00	365.00
TBC	TBC	25,137.43	1,172.26
VISACA	VISA CARDMEMBER SERVICE	38,466.07	789.66
	ADMINISTRATION		8,880.20
	TOTAL ALL DEPARTMENTS		50,393.13

Interim \$ 257,257.20  
 New \$ 50,393.13  
 -----  
 Total \$ 75,650.33

To: Board of Commissioners  
From: Jackie Hienbuecher  
Subject: Monthly Report  
Date: January 22, 2013

**Administrative Initiatives** (1/1/13 – 1/31/13)

- Met with auditors for preliminary fieldwork. Prepared requested documentation.
- Reconciled Charitee Golf activity for 2011 and 2012. To date we have \$764.12 accrued for scholarship fund.
- Attended CWSPT meeting.
- Assisted with developing a schedule to pay down the deficit balance in the golf fund.
- Met with Dan Gible and TBC to review and discuss findings in the Tech Assessment they performed.
- Met with Tom Jankowiak of Utility Management Group regarding natural gas options. Our contract with IGS Energy expires on May 31, 2013. Since I was not involved in the negotiations of that contract, I was able to learn much about our options during this meeting that will assist me in future negotiations.
- Met with American Express to discuss program options.
- Attend IAPD/IPRA Annual State Conference in Chicago.
- Began developing action statements for the purpose of accomplishing goals established in the Strategic Plan for 2013 & 2014.
- Attended Kiwanis meeting.

- Reviewed the concessions menu and 2012 sales with Melissa Dobberstein. Based upon the information, made decisions on items to eliminate. This will help reduce some of the inventory kept on hand as our storage options are limited.
- Met with Sara Elm and Lisa White to discuss our Facebook page and improvements.
- Met with Melissa Dobberstein, Jon Bockman of Sycamore Boys' Baseball, and Dave Torson of Sycamore Girls' Softball to discuss the 2013 season.
- Met with Bart Desch and Margret Schrant of Dairy Dogs to discuss the possibility of utilizing her business to subsidize events when desired.
- Attended Bridal Expo with Melissa Dobberstein. Had a great location and had opportunity to talk with many. Talked about the room, catering, remodeling, Facebook, 90<sup>th</sup> Anniversary, as well as other topics.
- Assisted in coordinating the remodeling of the clubhouse.
- Received additional training on EZLinks program focusing on inventory management.
- Staff attended Food Sanitation refresher course.
- Updated signature cards.
- Catering/special events/room rentals: Closed two weeks for remodeling, 90<sup>th</sup> Anniversary Event

#### **Administrative Initiatives** (2/1/13 – 2/28/13)

- Prepare first draft of Budget & Appropriation Ordinance.
- Continue to work on documentation required for the annual audit. Auditors will be out the week of February 18<sup>th</sup> for final fieldwork.

- Complete first draft of action statements for the purpose of accomplishing goals established in the Strategic Plan for 2013 & 2014.
- Schedule meeting with Frontier and TBC to discuss options to improve phone connections within the District.
- Meet with BJ's decorating to discuss options for window treatments in the clubhouse.
- Work on data for Executive Summary.
- Continue to work with Dan Gible, Kirk Lundbeck and Melissa Dobberstein to institute new procedures for inventory control.
- Attend CWSPT meeting.
- Join Sycamore Kiwanis.
- Catering/special events/room rentals: 1 7.5 hour room rental, Baseball/Softball registration

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

**Corporate Fund (10)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	Variance
<b>Revenues</b>									
Administration	17,692.00	23,510.19	32.9%	548,770.00	552,474.29	0.7%	548,770.00	579,297.15	-4.6% (1)
Parks	-	495.08	#DIV/0!	14,371.00	15,382.79	7.0%	14,371.00	18,493.85	-16.8% (2)
<b>Total Revenues</b>	<b>17,692.00</b>	<b>24,005.27</b>	<b>35.7%</b>	<b>563,141.00</b>	<b>567,857.08</b>	<b>0.8%</b>	<b>563,141.00</b>	<b>597,791.00</b>	<b>-5.0%</b>
<b>Expenses</b>									
Administration	27,203.00	25,793.59	-5.2%	357,119.00	349,575.14	-2.1%	357,119.00	318,467.90	9.8% (3)
Parks	11,428.00	10,296.70	0.0%	217,271.00	193,061.59	-11.1% (4)	217,271.00	231,115.07	-16.5% (4)
<b>Total Expenses</b>	<b>38,631.00</b>	<b>36,090.29</b>	<b>-6.6%</b>	<b>574,390.00</b>	<b>542,636.73</b>	<b>-5.5%</b>	<b>574,390.00</b>	<b>549,582.97</b>	<b>-1.3%</b>
<b>Total Fund Revenues</b>	<b>17,692.00</b>	<b>24,005.27</b>	<b>35.7%</b>	<b>563,141.00</b>	<b>567,857.08</b>	<b>0.8%</b>	<b>563,141.00</b>	<b>597,791.00</b>	<b>-5.0%</b>
<b>Total Fund Expenses</b>	<b>38,631.00</b>	<b>36,090.29</b>	<b>-6.6%</b>	<b>574,390.00</b>	<b>542,636.73</b>	<b>-5.5%</b>	<b>574,390.00</b>	<b>549,582.97</b>	<b>-1.3%</b>
<b>Surplus (Deficit)</b>	<b>(20,939.00)</b>	<b>(12,085.02)</b>	<b>-42.3%</b>	<b>(11,249.00)</b>	<b>25,220.35</b>	<b>-324.2%</b>	<b>(11,249.00)</b>	<b>48,208.03</b>	<b>-47.7%</b>

(1) Real Estate Tax receipts is the primary cause of the prior year YTD variance. Overall, the Corporate levy decreased due to lower EAV by 6.1% compared to 2011.

(2) The amount of the SS/IMRF tax levy was reduced based upon the vacancy of the Supt. of Parks position and the 2012 reorganization.

(3) Wages and related expenses are up 9.0%, \$22,627, compared to 2011. This is primarily due to the vacancy in Executive Director in 3rd and 4th quarter of 2011. Administrative expenses are 20.5%, \$5,763 higher in 2012 compared to 2011. This is primarily due to moving expenses, public relations expenses (Kish Hospital/Onesies and DCCF Building donation) and office equipment maintenance/TBC.

(4) 2012 Materials and Supplies are 35.6%, \$20,637, below budget and 40.7%, \$25,684 below 2011, primarily trees and shrubs seed/sod/flowers, fish restocking, top dressings/soils, janitorial, tools and gas/oil.

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

**Recreation Fund (20)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	30,056.54	#DIV/0!	701,423.00	718,809.86	2.48% (1)	701,423.00	657,006.94
Sports Complex	-	6,020.00	#DIV/0!	45,100.00	34,549.00	-23.39% (3)	45,100.00	42,118.00
Sports Complex Maintenance	-	3,429.72	#DIV/0!	34,655.00	37,342.21	7.75%	34,655.00	36,147.55
Midwest Museum of Natural Hist	550.00	-	-100.00%	2,200.00	1,728.42	-21.44%	2,200.00	1,127.52
Programs-Youth	-	488.74	#DIV/0!	2,516.00	5,223.70	107.62% (4)	2,516.00	6,631.50
Programs-Teens	800.00	1,035.92	29.49%	9,202.00	5,890.27	-35.99% (4)	9,202.00	5,917.24
Programs-Adult	-	453.13	#DIV/0!	2,824.00	4,472.19	58.36% (4)	2,824.00	2,778.42
Programs-Family	880.00	762.03	-13.41%	11,689.00	7,645.24	-34.59% (4)	11,689.00	9,492.94
Programs-Leagues	-	46.98	#DIV/0!	4,130.00	4,442.93	7.58% (4)	4,130.00	5,540.80
Programs-Youth Athletics	-	104.02	#DIV/0!	24,053.00	19,896.34	-17.28% (4)	24,053.00	33,029.46
Programs-Fitness	560.02	4,086.83	629.77%	28,770.00	39,657.14	37.84% (4)	28,770.00	33,949.34
Programs-Preschool	-	266.28	#DIV/0!	1,078.00	2,194.98	103.62% (4)	1,078.00	1,240.30
Programs-Senior	-	35.00	#DIV/0!	300.00	510.00	70.00% (4)	300.00	315.00
Programs-Dance	-	449.00	#DIV/0!	2,900.00	5,405.00	86.38% (4)	2,900.00	4,495.56
Programs-Special Events	60.00	56.57	-5.72%	3,502.00	4,702.84	34.29% (4)	3,502.00	2,978.91
Programs-Concerts	-	-	#DIV/0!	8,600.00	10,400.00	20.93% (5)	8,600.00	8,600.00
Programs-Trips	-	-	#DIV/0!	4,400.00	3,838.75	-12.76% (4)	4,400.00	2,959.15
Brochure	-	-	#DIV/0!	5,000.00	8,650.00	73.00% (6)	5,000.00	5,950.00
Weight Room	1,894.00	2,588.99	36.69%	18,700.00	22,969.04	22.83%	18,700.00	22,208.43
Community Center	-	421.85	#DIV/0!	3,749.00	4,096.43	9.27%	3,749.00	4,324.09
<b>Total Revenues</b>	<b>4,744.02</b>	<b>50,301.60</b>	<b>960.32%</b>	<b>914,791.00</b>	<b>942,424.34</b>	<b>3.02%</b>	<b>914,791.00</b>	<b>885,811.15</b>

- (1) 2012 Real Estate Tax Receipts were budgeted conservatively. Actual revenues exceeded budget by 2.28%, \$15,530.
- (2) Real Estate Tax Receipts are also the reason for the Prior YTD variance. 2012 receipts were 9.4%, \$59,801 higher than 2011.
- (3) 2012 Revenue is below budget due to non-payment of \$5,000 by the Liners, and fees less than anticipated in Pony league, AYSO, and KYFL.
- (4) 2012 Program revenue is over budget 8.93%, \$8,515. It has decreased 5.0%, \$5,449 compared to 2011. This is primarily due to the elimination of the travel basketball program. Factoring this out, program revenue is actually up 4.6%, \$4,607 compared to last year.
- (5) Increase concert sponsorships in 2012
- (6) Increased marketing in brochure to cover additional cost to improve overall program brochure.

237,419.99 24,485.64

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

Expenses	14,805.00	13,656.81	-7.76%	31,950.00	269,369.99	743.10%	193,271.00	244,884.35	10.0%
Administration	-	-	#DIV/0!	950.00	191,277.70	-1.03%	950.00	184,246.42	3.8% (1)
Sports Complex	19,804.00	23,504.65	18.69%	333,714.00	313,559.73	-6.04%	333,714.00	288,179.72	8.8% (3)
Sports Complex Maintenance	967.00	-	-100.00%	11,000.00	6,694.91	-39.14%	11,000.00	9,044.17	-26.0%
Midwest Museum of Natural Hist	-	210.20	#DIV/0!	1,266.00	3,391.22	167.87%	1,266.00	5,263.01	-35.6% (4)
Programs-Youth	738.00	706.64	-4.25%	7,877.00	4,581.52	-41.84%	7,877.00	5,049.84	-9.3% (4)
Programs-Teens	-	-	#DIV/0!	1,474.00	3,183.93	116.01%	1,474.00	2,263.81	40.6% (4)
Programs-Adult	1,039.00	993.17	-4.41%	10,439.00	8,230.79	-21.15%	10,439.00	9,244.92	-11.0% (4)
Programs-Family	566.00	584.72	3.31%	3,830.00	3,932.24	2.67%	3,830.00	4,502.36	-12.7% (4)
Programs-Leagues	-	84.00	#DIV/0!	19,529.00	18,050.19	-7.57%	19,529.00	26,682.80	-32.4% (4)
Programs-Youth Athletics	1,346.00	1,294.33	-3.84%	19,270.00	17,703.76	-8.13%	19,270.00	24,731.46	-28.4% (4)
Programs-Fitness	-	384.00	#DIV/0!	628.00	1,839.72	192.95%	628.00	521.67	252.7% (4)
Programs-Preschool	-	-	#DIV/0!	150.00	245.00	63.33%	150.00	100.00	145.0% (4)
Programs-Senior	462.00	-	-100.00%	2,100.00	4,146.00	97.43%	2,100.00	2,785.30	48.9% (4)
Programs-Dance	567.00	535.56	-5.54%	5,487.00	4,714.10	-14.09%	5,487.00	5,338.81	-11.7% (4)
Programs-Special Events	-	-	#DIV/0!	8,600.00	9,872.00	14.79%	8,600.00	8,665.00	13.9% (5)
Programs-Concerts	-	-	#DIV/0!	3,975.00	5,428.29	36.56%	3,975.00	5,924.05	-8.4% (4)
Programs-Trips	8,500.00	7,631.04	-10.22%	25,600.00	24,433.54	-4.56%	25,600.00	21,811.22	12.0% (6)
Brochure	840.00	213.91	-74.53%	3,000.00	2,131.68	-28.94%	3,000.00	3,504.34	-39.2%
Weight Room	10,688.00	10,762.30	0.70%	142,577.00	140,080.10	-1.75%	142,577.00	136,627.70	2.5%
Community Center									
Total Expenses	60,322.00	60,561.33	0.40%	794,737.00	763,496.42	-3.93%	794,737.00	744,486.60	2.6%
Total Fund Revenues	4,744.02	50,301.60	960.32%	914,791.00	942,424.34	3.02%	914,791.00	885,811.15	6.4%
Total Fund Expenses	60,322.00	60,561.33	0.40%	794,737.00	763,496.42	-3.93%	794,737.00	744,486.60	2.6%
Surplus (Deficit)	(55,577.98)	(10,259.73)	-81.54%	120,054.00	178,927.92	49.04%	120,054.00	141,324.55	26.6%

(1) Expenses are higher than 2011 primarily due to four-month vacancy (program supervisor) in 2011. 12.8% \$16,567.69

(2) Materials & Supplies are below budget 51.35%, \$16,405. Primarily trees/shrubs, seed/sod, athletic field marking and ball diamond lighting.

(3) The restructuring of the maintenance department in 2012 resulted in a 10% \$24,486 increase in wages and related expenses.

(4) 2012 program expenses are 0.76%, \$578, below budget. They also decreased 18.4%, \$16,961, from 2011, primarily due to the elimination of the travel basketball program. After adjusting for this, expenses are still down 11.3%, \$9,585 compared to 2011.

(5) Increase number of concerts due to increased sponsorship.

(6) Costs for brochure have gone up due to higher quality of brochure. Additional marketing revenue has been taken in to offset some of these expenses.

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**Donations (21)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	2,000.00	14.49	-99.28%	2,000.00	3,150.26
Total Revenues				2,000.00	14.49	-99.28%	2,000.00	3,150.26
Expenses								
Administration	-	-		2,000.00	-		2,000.00	-
Total Expenses	-	-		2,000.00	-		2,000.00	-
Total Fund Revenues	-	-	#DIV/0!	2,000.00	14.49	-99.28%	2,000.00	3,150.26
Total Fund Expenses	-	-	#DIV/0!	2,000.00	-		2,000.00	-
Surplus (Deficit)	-	-	#DIV/0!	-	14.49	#DIV/0!	-	3,150.26

**Special Recreation (22)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	7,323.75	#DIV/0!	175,000.00	175,325.68	0.19%	175,000.00	186,748.75
Total Revenues	-	7,323.75	#DIV/0!	175,000.00	175,325.68	0.19%	175,000.00	186,748.75
Expenses								
Administration	10,000.00	-	-100.00%	175,000.00	77,524.00	-55.70% (2)	175,000.00	89,546.00
Total Expenses	10,000.00	-	-100.00%	175,000.00	77,524.00	-55.70%	175,000.00	89,546.00
Total Fund Revenues	-	7,323.75	#DIV/0!	175,000.00	175,325.68	0.19%	175,000.00	186,748.75
Total Fund Expenses	10,000.00	-	-100.00%	175,000.00	77,524.00	-55.70%	175,000.00	89,546.00
Surplus (Deficit)	(10,000.00)	7,323.75	-173.24%	-	97,801.68	#DIV/0!	-	97,202.75

(1) 2012 Real Estate Tax Receipts decreased 6.1% from 2011 due to reduction in EAV.

(2) It was budgeted to start making improvements based upon the accessibility audit earlier in the year.

(3) 2011 included costs for the accessibility audit.

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**Insurance (23)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	4,789.69	#DIV/0!	115,000.00	114,657.26	-0.30%	115,000.00	97,986.24
Total Revenues	-	4,789.69	#DIV/0!	115,000.00	114,657.26	-0.30%	115,000.00	97,986.24
Expenses								
Administration	1,900.00	1,902.00	0.11%	98,000.00	88,171.70	-10.03%	98,000.00	81,215.02
Total Expenses	1,900.00	1,902.00	0.11%	98,000.00	88,171.70	-10.03%	98,000.00	81,215.02
Total Fund Revenues	-	4,789.69	#DIV/0!	115,000.00	114,657.26	-0.30%	115,000.00	97,986.24
Total Fund Expenses	1,900.00	1,902.00	0.11%	98,000.00	88,171.70	-10.03%	98,000.00	81,215.02
Surplus (Deficit)	(1,900.00)	2,887.69	-251.98%	17,000.00	26,485.56	55.80%	17,000.00	16,771.22

(1) Overall, 2012 Real Estate Tax receipts to increase 17% over 2011. This was done in anticipation of increases in unemployment expense and slight increase in general liability.

**Audit (24)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	18,000.00	17,925.88	-0.41%	18,000.00	23,016.42
Total Revenues	-	-	#DIV/0!	18,000.00	17,925.88	-0.41%	18,000.00	23,016.42
Expenses								
Administration	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Fund Revenues	-	-	#DIV/0!	18,000.00	17,925.88	-0.41%	18,000.00	23,016.42
Total Fund Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Surplus (Deficit)	-	-	#DIV/0!	2,000.00	3,630.88	81.54%	2,000.00	9,129.42

(1) Final distribution of 2012 Real Estate Tax Receipts were budgeted for November but not received until December.

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**Paving & Lighting (25)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	5.06	5.06	-	63.50
Total Revenues	-	-	-	-	5.06	5.06	-	63.50
Expenses								
Administration	-	-	-	30,000.00	-	-	30,000.00	-
Total Expenses	-	-	-	30,000.00	-	-	30,000.00	-
Total Fund Revenues	-	-	-	-	5.06	5.06	-	63.50
Total Fund Expenses	-	-	-	30,000.00	-	-	30,000.00	-
Surplus (Deficit)	-	-	-	(30,000.00)	5.06	5.06	(30,000.00)	63.50

**Park Police (26)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	0.56	0.56	-	2.86
Total Revenues	-	-	-	-	0.56	0.56	-	2.86
Expenses								
Administration	-	-	-	7,000.00	-	-	7,000.00	-
Total Expenses	-	-	-	7,000.00	-	-	7,000.00	-
Total Fund Revenues	-	-	-	-	0.56	0.56	-	2.86
Total Fund Expenses	-	-	-	7,000.00	-	-	7,000.00	-
Surplus (Deficit)	-	-	-	(7,000.00)	0.56	0.56	(7,000.00)	2.86

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**IMRF (27)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Total Revenues	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Expenses								
Administration	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Total Expenses	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Total Fund Revenues	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Total Fund Expenses	-	4,040.84	#DIV/0!	97,000.00	96,730.44	-0.28%	97,000.00	97,983.76
Surplus (Deficit)	-	-	-	-	-	-	-	-

**Social Security (28)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Total Revenues	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Expenses								
Administration	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Total Expenses	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Total Fund Revenues	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Total Fund Expenses	-	3,414.66	#DIV/0!	82,000.00	81,740.09	-0.32%	82,000.00	88,973.18
Surplus (Deficit)	-	-	-	-	-	-	-	-

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**Concessions (30)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
<b>Revenues</b>								
Clubhouse Concessions	-	491.85	#DIV/0!	64,822.00	70,441.36	8.67% (1)	64,822.00	64,174.20
Beverage Cart	-	(77.89)	#DIV/0!	15,633.00	14,274.70	-8.69% (2)	15,633.00	15,036.54
Vending	-	-	#DIV/0!	250.00	-	-100.00%	250.00	105.56
Sports Complex Concessions	-	(85.25)	#DIV/0!	30,012.00	28,510.16	-5.00% (3)	30,012.00	29,923.25
Pool Concessions	-	(83.12)	#DIV/0!	12,857.00	12,041.31	-6.34%	12,857.00	12,723.39
Catering	295.00	293.05	-0.66%	18,562.00	19,350.00	4.25%	18,562.00	17,459.71
<b>Total Revenues</b>	<b>295.00</b>	<b>538.64</b>	<b>82.59%</b>	<b>142,136.00</b>	<b>144,617.53</b>	<b>1.75%</b>	<b>142,136.00</b>	<b>139,422.65</b>
<b>Expenses</b>								
Clubhouse Concessions	1,575.00	1,930.03	22.54%	75,054.00	79,893.33	6.45%	75,054.00	82,631.93
Beverage Cart	-	-	#DIV/0!	11,433.00	10,140.34	-11.31%	11,433.00	6,813.21
Vending	-	-	#DIV/0!	125.00	-	-100.00%	125.00	40.00
Sports Complex Concessions	-	27.01	#DIV/0!	24,822.00	20,711.17	-16.56%	24,822.00	20,681.86
Pool Concessions	-	-	#DIV/0!	11,382.00	12,016.35	5.57%	11,382.00	9,025.14
Catering	100.00	116.14	16.14%	8,812.00	7,892.72	-10.43%	8,812.00	6,366.26
<b>Total Expenses</b>	<b>1,675.00</b>	<b>2,073.18</b>	<b>23.77%</b>	<b>131,628.00</b>	<b>130,653.91</b>	<b>-0.74%</b>	<b>131,628.00</b>	<b>125,558.40</b>
<b>Total Fund Revenues</b>	<b>295.00</b>	<b>538.64</b>	<b>82.59%</b>	<b>142,136.00</b>	<b>144,617.53</b>	<b>1.75%</b>	<b>142,136.00</b>	<b>139,422.65</b>
<b>Total Fund Expenses</b>	<b>1,675.00</b>	<b>2,073.18</b>	<b>23.77%</b>	<b>131,628.00</b>	<b>130,653.91</b>	<b>-0.74%</b>	<b>131,628.00</b>	<b>125,558.40</b>
<b>Surplus (Deficit)</b>	<b>(1,380.00)</b>	<b>(1,534.54)</b>	<b>11.20%</b>	<b>10,508.00</b>	<b>13,963.62</b>	<b>32.89%</b>	<b>10,508.00</b>	<b>13,864.25</b>

(1) 2012 clubhouse revenue up due to early season! Opened March 13! Budgets were based upon 2011 actuals and weather has been drier than 2011 giving greater opportunity for sales.

(2) While clubhouse revenues increased, Beverage Cart decreased slightly. Working on better system for communicating between golfers and cart staff.

(3) Sycamore Youth Baseball did not have tournament in 2012. Gross revenue in 2011 was \$4,288.



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**Working Cash (31) ABOLISHED IN 2011**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	-	-	-	0.72
Total Revenues	-	-	-	-	-	-	-	0.72
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	-	-	-	0.72
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	0.72

**Developer Contributions (32)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	1,250.00	-	-1,250.00	5,000.00	17,588.39	251.77%	5,000.00	11,816.25
Total Revenues	1,250.00	-	-1,250.00	5,000.00	17,588.39	251.77%	5,000.00	11,816.25
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	1,250.00	-	-1,250.00	5,000.00	17,588.39	251.77%	5,000.00	11,816.25
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	1,250.00	-	-1,250.00	5,000.00	17,588.39	251.77%	5,000.00	11,816.25

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**Golf Course (50)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
<b>Revenues</b>								
Golf Operations	3,879.00	4,663.76	20.2%	510,903.00	556,873.51	9.0% (1)	510,903.00	527,356.37
Golf Maintenance	-	(62.49)	#DIV/0!	25,164.00	25,705.02	2.1%	25,164.00	34,774.79
<b>Total Revenues</b>	<b>3,879.00</b>	<b>4,601.27</b>	<b>18.6%</b>	<b>536,067.00</b>	<b>582,578.53</b>	<b>8.7%</b>	<b>536,067.00</b>	<b>562,131.16</b>
<b>Expenses</b>								
Golf Operations	19,334.00	12,476.64	-35.5%	290,111.00	317,599.51	9.5% (4)	308,111.00	321,155.38
Golf Maintenance	22,436.00	17,562.41	-21.7%	311,373.00	298,316.26	-4.2% (5)	311,373.00	365,410.40
<b>Total Expenses</b>	<b>41,770.00</b>	<b>30,039.05</b>	<b>-28.1%</b>	<b>601,484.00</b>	<b>615,915.77</b>	<b>2.4%</b>	<b>619,484.00</b>	<b>686,565.78</b>
<b>Total Fund Revenues</b>	<b>3,879.00</b>	<b>4,601.27</b>	<b>18.6%</b>	<b>536,067.00</b>	<b>582,578.53</b>	<b>8.7%</b>	<b>536,067.00</b>	<b>562,131.16</b>
<b>Total Fund Expenses</b>	<b>41,770.00</b>	<b>30,039.05</b>	<b>-28.1%</b>	<b>601,484.00</b>	<b>615,915.77</b>	<b>2.4%</b>	<b>619,484.00</b>	<b>686,565.78</b>
<b>Surplus (Deficit)</b>	<b>(37,891.00)</b>	<b>(25,437.78)</b>	<b>-32.9%</b>	<b>(65,417.00)</b>	<b>(33,337.24)</b>	<b>-49.0%</b>	<b>(83,417.00)</b>	<b>(124,434.62)</b>

(1) Daily Greens Fees +6.61% \$10,128

Golf Events & Misc 6.65% \$1,250

Lessons -57.21% -\$8,890

Carts +25.65% \$25,904

Season passes -2.52% -\$3,373

Pro shop sales +25.76% \$17,043

(2) Daily Greens Fees +17.98% \$24,884

Golf Events & Misc +10.38% \$1,886

Lessons -54.64% -\$8,011

Carts +30.83% \$29,904

Season passes +2.94% \$3,715

Pro shop sales +26.38% \$17,367

(3) Allocation of the IMRF/SS tax levy is reduced in 2012 due to the reorganization of the maintenance department.

(4) Expenses are higher primarily due to increased cost of goods sold 49%, \$23,426. Inventory is being reduced and old merchandise sold at or slightly below cost. Additionally, wages and related expenses are 5.5%, \$10,007 over budget.

(5) 2012 YTD expenses are below budget in materials and supplies by 19.7%, \$13,125, primarily fertilizer and pesticides.

(6) 2012 expenses are lower than 2011 mainly due to staff reorganization 20.3%, \$54,376.

Course opened earlier in 2012. Dry weather.

Course opened earlier in 2012. Dry weather.

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**Swimming Pool (51)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
<b>Revenues</b>								
Pool	-	(939.01)	#DIV/0!	67,706.00	68,498.69	1.2%	67,706.00	66,243.63
Swim Lessons	-	(136.95)	#DIV/0!	11,071.00	11,928.88	7.7%	11,071.00	10,061.52
<b>Total Revenues</b>	-	(1,075.96)	#DIV/0!	78,777.00	80,427.57	2.1% (1)	78,777.00	76,305.15
<b>Expenses</b>								
Pool	38.00	39.49	3.9%	55,646.00	54,049.54	-2.9%	69,146.00	67,773.89
Pool Maintenance	951.00	1,685.76	77.3%	35,000.00	27,886.71	-20.3%	35,000.00	32,362.07
Swim Lessons	-	-	#DIV/0!	7,886.00	7,608.10	-3.5%	7,886.00	6,257.90
<b>Total Expenses</b>	989.00	1,725.25	74.4%	98,532.00	89,544.35	-9.1%	112,032.00	106,393.86
<b>Total Fund Revenues</b>	-	(1,075.96)	#DIV/0!	78,777.00	80,427.57	2.1%	78,777.00	76,305.15
<b>Total Fund Expenses</b>	989.00	1,725.25	74.4%	98,532.00	89,544.35	-9.1%	112,032.00	106,393.86
<b>Surplus (Deficit)</b>	(989.00)	(2,801.21)	183.2%	(19,755.00)	(9,116.78)	-53.9%	(33,255.00)	(30,088.71)

(1) Daily Fees -2.39% \$588

Season passes -3.62% \$1,368

Misc income (includes oscar, pool rentals, middle school pool party and aqua zumba) +147.8% \$2,587

Swim Lessons +.72% \$76

(2) Daily Fees -1.7% \$416

Season passes +.72% \$260

Misc income (includes oscar, pool rentals and middle school pool party) +134.44% \$2,487

Swim Lessons +10.91 \$1,044

(3) Payroll wages and taxes are higher than 2011 due to higher enrollment.

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

**Debt Service (60)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	22,965.38	#DIV/0!	546,000.00	549,751.34	0.7%	546,000.00	543,261.93
Total Revenues	-	22,965.38	#DIV/0!	546,000.00	549,751.34	0.7%	546,000.00	543,261.93
Expenses								
Administration	81,363.00	81,363.75	0.0%	545,867.00	545,866.15	0.0%	545,867.00	537,802.73
Total Expenses	81,363.00	81,363.75		545,867.00	545,866.15		545,867.00	537,802.73
Total Fund Revenues	-	22,965.38	#DIV/0!	546,000.00	549,751.34	0.7%	546,000.00	543,261.93
Total Fund Expenses	81,363.00	81,363.75		545,867.00	545,866.15		545,867.00	537,802.73
Surplus (Deficit)	(81,363.00)	(58,398.37)	-28.2%	133.00	3,885.19	2821.2%	133.00	5,459.20

**Capital Projects (70)**

Department	December Budget	December Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	434,000.00	458,094.43	5.6%	434,000.00	458,849.24
Total Revenues	-	-	#DIV/0!	434,000.00	458,094.43	5.6%	434,000.00	458,849.24
Expenses								
Administration	193,150.00	235,514.86	21.9%	543,025.00	401,524.99	-26.1% (1)	543,025.00	392,771.81
Total Expenses	193,150.00	235,514.86	21.9%	543,025.00	401,524.99	-26.1%	543,025.00	392,771.81
Total Fund Revenues	-	-		434,000.00	458,094.43	5.6%	434,000.00	458,849.24
Total Fund Expenses	193,150.00	235,514.86	21.9%	543,025.00	401,524.99	-26.1%	543,025.00	392,771.81
Surplus (Deficit)	(193,150.00)	(235,514.86)	21.9%	(109,025.00)	56,569.44	-151.9%	(109,025.00)	66,077.43

(1) Detailed Capital Expenditure Spreadsheet included.

Total Fund Revenues	27,860.02	120,905.14		3,708,912.00	3,829,738.67	3.3%	3,708,912.00	3,773,314.22
Total Fund Expenses	429,800.00	456,725.21	6.3%	3,796,663.00	3,448,099.55	-9.2%	3,828,163.00	3,514,767.11
Surplus (Deficit)	(401,939.98)	(335,820.07)	-16.5%	(87,751.00)	381,639.12	-534.9%	(119,251.00)	258,547.11

## Sycamore Park District

	1/1/2012	Revenues	Expenses	12/31/2012	12/31/2012 Cash balance
10 Corporate	59,532.74	567,857.08	542,636.73	84,753.09	82,158.20
20 Recreation	11,127.39	942,424.34	763,496.42	190,055.31	185,678.96
21 Donations	219,403.39	14.49	-	219,417.88	219,417.88
22 Special Recreation	116,445.40	175,325.68	77,524.00	214,247.08	214,247.08
23 Insurance	51,110.54	114,657.26	88,171.70	77,596.10	41,972.77
24 Audit	13,389.03	17,925.88	14,295.00	17,019.91	17,019.91
25 Paving & Lighting	72,902.97	5.06	-	72,908.03	72,908.03
26 Park Police	7,987.34	0.56	-	7,987.90	7,987.90
27 IMRF	-	96,730.44	96,730.44	-	-
28 Social Security	-	81,740.09	81,740.09	-	-
30 Concessions	16,583.07	144,617.53	130,653.91	30,546.69	29,123.22
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	17,588.39	-	31,405.61	31,405.61
60 Debt Service	8,712.20	549,751.34	545,866.15	12,597.39	12,597.39
70 Capital Projects	771,979.64	458,094.43	401,524.99	828,549.08	828,549.08
<b>Total governmental fund balance</b>	<b>1,362,990.93</b>	<b>3,166,732.57</b>	<b>2,742,639.43</b>	<b>1,787,084.07</b>	<b>1,743,066.03</b>
50 Golf Course	(83,271.85)	582,578.53	615,915.77	(116,609.09)	
Net Assets	<u>(230,164.82)</u>			<u>(230,164.82)</u>	
	(313,436.67)			(346,773.91)	(360,485.90)
51 Swimming Pool	293,509.55	80,427.57	89,544.35	284,392.77	
Net Assets	<u>(294,058.36)</u>			<u>(294,058.36)</u>	
	(548.81)			(9,665.59)	(9,663.59)
<b>Total proprietary funds</b>	<b>210,237.70</b>	<b>663,006.10</b>	<b>705,460.12</b>	<b>167,783.68</b>	
Net assets	<u>(524,223.18)</u>			<u>(524,223.18)</u>	
<b>Proprietary funds minue net assets</b>	<b>(313,985.48)</b>			<b>(356,439.50)</b>	
	1,049,005.45			1,430,644.57	1,372,916.54

## Summary of depository accounts as of 1/15/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,605.47	0.1
National Bank & Trust	504,563.17	0.05
Resource Bank	808,397.89	0.2
*DeKalb Co. Community Foundation	<u>11,869.21</u>	
	1,340,435.74	

\* 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 11/30/12.

B L A N K

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
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	19,230									550		2,347				150	250	(100)	
User Fees	421	0	3	2	0	0	1	0	0	0					0	133	22,126	17,638	4,488	
Misc																	561	50	511	
Expenses	(37,799)	(60,199)	-	-	(1,676)	-	-	-	-	-	(2,003)	-	(43,918)	(281)	-	-	(145,877)	(159,810)	13,933	
1/31/2012	35,100	(25,448)	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	865,592	21,043	
February																				
Receipts																				
Replacement Taxes	1,020										1,623		3,721				1,020	900	120	
Shelters		9,805															15,148	18,405	(3,257)	
User Fees	20	0	2	1	0	0	1	0	0	0		0			107		132	50	82	
Misc																				
Expenses	(43,640)	(57,088)	-	-	(6,379)	(3,000)	-	-	-	-	(2,370)		(57,455)	(987)	(10,634)		(181,453)	(165,184)	(16,269)	
2/28/2012	(7,500)	(72,731)	219,409	116,448	7,433	10,389	72,905	7,987	-	-	13,292	13,818	(429,099)	(1,168)	8,712	761,586	721,481	719,763	1,719	
March																				
Receipts																				
Replacement Taxes	1,652																1,652	2,220	(568)	
Shelters	700	11,722									4,030	9,737	138,135				700	650	50	
User Fees	487	0	2	1	0	0	1	0	0	0		0			94		163,624	108,374	55,250	
Misc																	587	50	537	
Expenses	(44,735)	(49,683)	-	-	(1,677)	(9,500)	-	-	-	-	(5,022)	-	(49,910)	(298)	(3,773)		(164,598)	(178,704)	14,106	
3/30/2012	(49,395)	(110,692)	219,411	116,450	5,756	889	72,906	7,988	-	-	12,300	23,555	(340,874)	(1,466)	8,713	757,906	723,446	652,353	71,093	
April																				
Receipts																				
Replacement Taxes	9,077																9,077	8,140	937	
Shelters	1,450	13,534									8,439		40,424	7,932	95		1,450	1,000	450	
User Fees		0	1	1	0	0	0	0	0	0		0					70,424	83,112	(12,688)	
Misc																	11,368	10,825	543	
Expenses	(42,119)	(58,019)	-	(2,725)	(2,432)	(1,000)					(9,138)		(50,243)	(2,653)	(7,519)		(175,847)	(221,865)	46,018	
4/30/2012	(69,622)	(155,177)	219,412	113,725	3,325	(111)	72,906	7,988	-	-	11,601	23,555	(350,693)	3,813	8,713	750,483	639,918	533,565	106,353	

	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	limf	ss	conc	development	Golf	pool	bonds	capital				
May																				
Receipts																				
Taxes	36,558	58,098		14,623	9,564	1,495			8,068	6,818					45,855		181,080	215,400	(34,320)	
Transfers in/out	4,369	5,416							(8,068)	(6,818)	319		4,783				-	(983)	983	
Replacement Taxes	6,065																6,065	5,920	145	
Shelters	945																945	1,250	(305)	
User Fees		12,934									16,265			20,594			110,823	95,463	15,362	
Misc	250	0	3	2	0	0	1	0	0	0		0			1	864	1,120	50	1,070	
Expenses	(44,672)	(63,364)	-	-	(2,186)	-	-	7,988			(9,623)		(51,199)	(5,606)		(70,124)	(246,774)	(279,943)	33,169	
5/31/2012	(66,107)	(142,092)	219,415	128,350	10,702	1,385	72,907	7,988	-	-	18,562	23,555	(336,078)	18,801	54,568	681,223	693,179	570,722	122,457	
June																				
Receipts																				
Taxes	186,060	295,684		74,424	48,673	7,610			41,063	34,700					233,373		921,586	861,600	59,986	
Transfers in/out	21,987	27,097							(41,063)	(34,700)	2,264		22,865	1,550			0	(3,938)	3,938	
Replacement Taxes																				
Shelters	2,575										47,324		68,108	29,804			2,575	1,250	1,325	
User Fees		13,727										0					158,963	160,843	(1,880)	
Misc	94	2	3	3	1	0	1	0							4	61	170	50	120	
Expenses	(61,049)	(85,967)		-	-	(795)	-	-			(32,401)	0	(80,703)	(27,752)	(21,364)	(10,871)	(320,902)	(433,968)	113,066	
6/30/2012	83,560	108,451	219,418	202,777	59,376	8,199	72,908	7,988	-	-	35,749	23,556	(325,807)	22,402	286,581	670,413	1,455,571	1,156,559	299,012	
July																				
Receipts																				
Taxes	4,158	9,607		1,663	1,088	170			918	775					5,215		23,594	21,540	2,054	
Transfers in/out	100	320							(918)	(775)	240		(58)	1,091			-	(101)	101	
Replacement Taxes	7,838																7,838	5,180	2,658	
Shelters	450																450	650	(200)	
User Fees		20,933									21,235		71,515	14,190			127,872	127,036	836	
Misc	250																250	50	200	
Expenses	(45,180)	(72,135)		-	(63,426)		-	-			(29,315)	23,556	(318,314)	11,763	271,796	(8,549)	(308,488)	(455,842)	147,354	
7/31/2012	51,176	67,176	219,418	204,440	(2,962)	8,369	72,908	7,988	-	-	27,909	23,556	(318,314)	11,763	271,796	661,863	1,307,086	855,072	452,015	
August																				
Receipts																				
Taxes	20,080	31,912		8,032	5,253	821			4,432	3,745					25,187		99,462	64,620	34,842	
Transfers in/out	2,200	2,784							(4,432)	(3,745)	333		2,044	817			-	(175)	175	
Replacement Taxes	947																947	1,480	(533)	
Shelters	700										19,518		68,133	2,862			700	1,300	(600)	
User Fees		16,550															107,063	125,895	(18,832)	
Misc	1,476																1,476	50	1,426	
Expenses	(47,740)	(70,850)		(37,400)	(1,902)		-	-			(17,859)		(57,861)	(21,530)		(25,093)	(280,234)	(245,516)	(34,718)	
8/31/2012	28,839	47,571	219,418	175,072	389	9,190	72,908	7,988	-	-	29,901	23,556	(305,999)	(6,088)	296,983	636,771	1,236,500	802,726	433,775	



	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
September	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
Receipts	173,127	275,131		69,250	47,041	7,081	-		38,209	32,288					217,151		859,278	904,680	(45,402)	
Taxes	20,310	25,385							(38,209)	(32,288)	2,233		20,633	1,935			-	(4,259)	4,259	
transfers in/out																				
Replacement Taxes	715	25,050									12,764	7,850	47,514	2,025			715	450	265	
Shelters																	95,203	63,154	32,049	
User Fees	511																511	2,050	(1,539)	
Misc																				
Expenses	(51,138)	(63,909)			(2,110)					(11,881)	(11,881)		(56,533)	(3,909)		(1,869)	(191,369)	(258,283)	66,914	
9/30/2012	172,363	309,229	219,418	244,323	45,321	16,271	72,908	7,988	-	-	33,016	31,406	(294,385)	(6,036)	514,134	634,882	2,000,838	1,510,518	490,321	
October																				
Receipts	5,964																5,964	8,880	(2,916)	
Replacement Taxes	50																50	100	(50)	
Shelters		13,693									7,154		24,304				45,150	42,351	2,799	
User Fees	100																100	50	50	
Misc																		434,000	(434,000)	
Bond Proceeds																				
Expenses	(57,766)	(69,450)			(4,334)					(6,978)	(6,978)		(46,871)	(36)		(16,076)	(201,510)	(614,324)	412,814	
10/31/2012	120,711	253,472	219,418	244,323	40,987	16,271	72,908	7,988	-	-	33,192	31,406	(316,952)	(6,073)	514,134	618,806	1,850,593	1,381,575	469,018	
November																				
Receipts																				
Taxes																				
transfers in/out																				
Replacement Taxes	50	6,408									1,897		10,124			457,540	50	100	(50)	
Shelters																	18,429	25,313	(6,884)	
User Fees																				
Bond proceeds																				
Misc	17,145																17,145	50	17,095	
Expenses	(42,982)	(63,518)		(37,400)	(1,902)					(4,877)	(4,877)		(29,103)	(1,725)	(443,139)	(12,282)	(636,928)	(268,881)	(368,047)	
11/30/2012	94,924	196,361	219,418	206,923	39,085	16,271	72,908	7,988	-	-	30,213	31,406	(335,930)	(7,798)	70,996	1,064,064	1,706,829	1,223,921	482,909	
December																				
Receipts																				
Taxes	18,310	29,097		7,324	4,790	749			4,041	3,415					22,965		90,690	-	90,690	
transfers in/out	3,414	5,139							(4,041)	(3,415)	(192)		170	(1,076)			2,282	1,480	802	
Replacement Taxes	2,282																			
Shelters																				
User Fees		16,149									698		6,643				23,490	9,743	13,747	
Misc	2,143																2,143	16,212	(14,069)	
Expenses	(38,914)	(61,068)		(10,000)	(1,902)					(1,595)	(1,595)		(31,369)	(790)	(81,364)	(235,515)	(462,517)	(416,707)	(45,810)	
12/31/2012	82,158	185,679	219,418	204,247	41,973	17,020	72,908	7,988	-	-	29,123	31,406	(360,486)	(9,664)	12,597	828,549	1,362,917	834,649	528,268	
change	15,741	170,158	14	87,802	26,486	3,631	5	0	-	-	13,630	17,589	(26,693)	(9,664)	3,885	56,569	359,153	(169,115)	528,268	

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To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: January 16, 2013

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

- Attended weekly Department Head meetings as scheduled.
- Continued to collect all signed and pending contracts for golf outings to finalize outing schedule for the 2013 season.
- Opened sealed bids for Golf Surplus inventory and finalized sale.
- Counted and finalized year-end pro shop inventory for audit purposes.
- Scheduled for January 30<sup>th</sup>, EZLinks training for 2013 tee sheet templates, league scheduling structure, rate changing and new Point of Sale. The new version is more user friendly and has POS tabs and inventory control.
- Contacted Course Trends to begin change-over from 1-2-1 Marketing to Course Trends as our golf course website provider.
- Began preparation for the integration of the new Inventory Control System.
- Continued to prepare the pro shop for remodeling and painting.
- Scheduled sales representative meetings for 2013 merchandise sales.
- Began to develop new cart sign out sheet to offer more specific information to clientele on cart usage and guidelines for use.
- Met with Greg Mark, Regional Sales Director with EZGO, and purchased 13 2008 EZGO Golf Carts and traded in 13 of our 2000 EZGO Golf Carts. This will give us the opportunity to reduce our capital golf cart purchase line item

by 1 year by trading in 13 older carts each year and purchasing 13 newer carts instead of 10 per year and not increasing the \$30,000.00 per year budgeted.

- Began to set up third party booking agents to fill non-peak tee times for the 2013 golf season.
- Attended Sycamore Chamber of Commerce Annual Meeting.
- Attended IAPD/IPRA “Soaring to New Heights” Conference.
- Contacted Players Golf Cars concerning rental carts for the 2013 outing season.

#### **Administrative Initiatives** (2/1/12 – 2/28/12)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Continue to collect all signed and pending contracts golf outings to finalize outing schedule for the 2013 season and finalize 2013 Tournament Schedule.
- Finalize surplus inventory transfer to GolfStix Value Guide in Minneapolis and receive payment for said inventory.
- Finalize 2013 SAY-Golf Junior Golf Lesson Schedule.
- Finalize guidelines for all golf leagues for the 2013 golf season.
- Finalize new cart sign out sheet to offer more specific information to clientele on cart usage and guidelines for use.
- Receive 13, 2008 Golf Carts from EZGO and trade-in 13 of our oldest or most problematic carts.
- Finalize pro shop remodeling. Work to begin Saturday, February 2<sup>nd</sup>.
- Attend Voluntary Action Center Board of Directors Meeting.

- Attend Illinois PGA Training Seminar.
- Develop new tee sheet templates and Update EZLinks Point of Sale System.
- Work with the Superintendent of Finance on inventory control measures.
- Bring in 2013 inventory and prepare for Swing into Spring Pass Sale.
- Continue to develop new website configuration with Course Trends.

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To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: January 22, 2013

**Administrative Initiatives** (1/1/13-1/31/13)

**Golf**

- The course was closed on December 17 after being open for more than nine months.
- The year 2012 produced just 19 inches of precipitation at the golf course which is 18 inches below the average of 37 inches for a calendar year.
- All course equipment was brought in, greens roped off, and snowmobile signs put up along the road.
- Two dying and leaning trees were removed and other trees pruned along the road between the first and second fairways.
- Mowers are currently receiving winter service along with cutting reels being refurbished and sharpened.
- I continue to meet with course product sales reps to gather new product information and 2013 pricing.
- The east entrance gate and replacement fencing behind 11 tee towards the river are currently being installed.
- Attended Golf Turf Conference in Oak Brook on January 8<sup>th</sup>.
- Worked with painters, carpet and tile cleaners on clubhouse renovation and furniture/equipment relocation. Assembled and installed new furniture.

## **Sports**

- Met and worked with locksmith to obtain pricing for making lock and key changes for the sports complex buildings and equipment boxes.
- Talked to Sycamore Youth Baseball about field set up questions and the addition of the new traveling youth teams and field impact. Also met to listen to SYB project ideas.
- Continue to meet with sales reps to discuss sports field product prices and options for 2013.
- Staff working on equipment and mowers, picnic table refurbishing and taking inventory of bases, mounds, etc. for storage boxes at each field.
- Pool pole speakers were replaced which successfully improved the effectiveness of the P.A. system.

## **Parks**

- All picnic tables have been re-stained and broken boards replaced.
- Staff continues to work on all mowers and equipment. Plowing and salting are performed as needed.
- All parks are still checked weekly for any garbage, landscape, or equipment issues.
- The suspension bridge at Kiwanis Prairie Park was replaced along with two support poles on the small southwest corner playground unit. Worn support parts no longer being manufactured led to the replacement the bridge.



- Met with crews from Fox Valley Fire and Simplex Fire Panel Systems at the Natural History Museum on January 7<sup>th</sup> to make final changes to the fire alarm system control panel. This was in conjunction with the changes made last month to the detection part of the system. All changes have been approved by the Sycamore Fire Dept.
- Attended meeting with Dan Gible and Engineering group to discuss possible clubhouse area parking lot project.
- Presented PowerPoint presentation for January 3<sup>rd</sup> meeting of Long Range Planning Committee highlighting the Park Tour held last August.
- Wrote action statements for each objective under my department for the short term plan.
- Started objective work on equipment inventory lists and current maintenance practices which are park short term goals and objectives.
- Studied materials in preparation for Maintenance Management School I will attend at the end of the month in Wheeling, West Virginia.
- Attended staff and board, and long range planning committee meetings.
- Attended meetings with neighbors bordering park ponds where changes are planned this year.

#### **Administrative Initiatives** (2/1/13-2/28/13)

- Staff will continue to perform winter maintenance on all park district equipment, mower reels, carts, etc.
- Snow plowing will take place as needed throughout the winter.

- I will attend the IAPD conference in Chicago on Jan. 24-26, and the Park and Recreation Maintenance Management School on Jan. 27-Feb. 1 in West Virginia.
- I will continue to meet with product reps. and start to plan out chemical and fertilizer application programs for all areas for the 2013 season.
- Will continue to work on re-keying of the Park District facilities.
- Organize and review files and information in all maintenance areas.
- Will continue working on objectives for the two year strategic plan.
- Will meet with baseball groups to discuss upcoming seasons and field maintenance issues.
- Will work with Encap Environmental group as pond recovery projects begin.
- Will meet and work with architectural group as ADA update project begins.

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: January 18, 2013

**Administrative Initiatives:** 01/01/13 – 01/31/13

- Conducted the “Cookies with Santa” event on December 14 and 15. 512 people participated in the event.
- Met a second time with Dave Pasch, manager of Farm and Fleet regarding using their parking lot for a fall event in 2013. This meeting was to give me an idea of how much space they will allow us to use for the “Touch a Truck” event. This is part of Objective 8 of Goal 1 of the short term goals and objectives.
- Collected information from the Community Center survey and will conduct a presentation to the CWSPT on January 3.
- Collected data on the fitness equipment to use for a repair/replacement schedule. This is Objective 7 of Goal 2 of the short term goals and objectives plan.
- Met with Linda Kocjan, the Vocational Manager for Opportunity House to discuss the possibility of using them to clean our facilities.
- Submitted a bill to Kishwaukee Medical Associates for brochure advertising.
- Communicated with officials from Kishwaukee Community Hospital, Northern Rehab and Sheedy Chiropractic about our fall “Community Health and Wellness Fun Fairs” to gauge their interest in becoming involved. So far all three are interested in attending.
- Met with the 90<sup>th</sup> Anniversary Committee about beginning to put into place a marketing plan for the series of events over the year. This committee is made up of Lisa White, Kirk Lundbeck, Sarah Elm and myself. This is part of Goal 4, Objective 6.
- Met with leadership from the Baseball and Softball groups about the MOU’s to address some of their concerns.

- Met and discussed with Kreg Wesley, Director of Operations at the Sycamore School District about a “priority” and “timing” schedule for building requests. Kreg feels this schedule is important and wanted to hear input from the Park District. The meeting was very productive and Kreg is going to use many of our suggestions.
- Applied for a donation from Dick’s Sporting Goods for tennis racquets, which will be used by the School District’s “OSCAR” program participants this summer.
- Posted the days/times and locations of the Park Board, CAC and CWSPT meeting dates on the calendar located on our web site. This is part of Goal 4, Objective 5 of the short term goals and objectives.
- 989 people visited the fitness area of the community center in December. The total number of visits for the year at the fitness center was 13,041. This is a slight increase over the total from 2011, which was 12,444 visits.
- Met with Katy Matix regarding offering music instrument lessons in the summer through her music studio.
- Discussed with Ariel Ries, of Smalltown Skate Shop the possibility of offering skateboarding lessons or clinics this coming summer.
- Inputted Winter/Spring program financial numbers into a “budgeting” matrix, provided by Dan.
- Secured the Daily Chronicle as a sponsor for the 90<sup>th</sup> Anniversary Photo Contest.
- Gave an interview to the Chronicle about the 90<sup>th</sup> Anniversary on January 8.
- Provided information to Dan regarding the pool and community center usage over the past few years. This information will be provided to the CWSPT.
- Provided two gift certificates to the Sycamore High School Music Booster Club for a fund raiser.
- Added several new fitness classes which include Zumba Gold, Cardio Interval and A.G.T.

**Administrative Initiatives:** 02/01/13 – 02/28/13

- Continue to discuss with Farm and Fleet Corporate representatives, the “Touch a Truck” event for September, 2013. This is part of Objective 8 of Goal 2 of the short term goals and objectives.
- Begin planning events and programs for the summer brochure.
- Investigate several area health care providers to gauge their interest in being involved with the “Community Park Events”. This is part of Objective 8, under Goal 5 of the short term goals and objectives.
- Send out two Constant Contact emails regarding the 90<sup>th</sup> events. This is Objective 6 of Goal 4 of the short term goals and objectives.
- Meet with leaders from Sycamore Baseball and Softball regarding the MOU’s and our re-keying process.
- Promote the new “Frequent Flyer Club” program for the fitness members. This program will begin on February 1, 2013. This is part of Goal Goal 5, Objective 6 of the short term goals and objectives.
- Will begin inputting budget numbers from the Fall 2012 programs into the “budgeting” matrix provided by Dan.
- Will meet and discuss with Margret Schrant, the owner of Dairy Dogs, and the Supt. Of Finance about the possibility of Dairy Dogs being involved with Storm Days, their continued involvement with the “Teen Battle of the Bands” and discussing the use of the Sports Complex for their “Octoberfest” celebration.

B LANK

To: Board of Commissioners  
From: Daniel Gible, Executive Director  
Subject: Monthly Report  
Date: January 22, 2013

**Administrative Initiatives** (1/1/13 – 1/31/13)

- Continued program planning workshops with Recreation staff.
- Scheduled and held meetings with additional community leaders and organizations.
- Planned and carried out open houses with landholders on drainage, pond and intrusion issues.
- Developed Pay-Down and Fund Reserve projections for Board.
- Held second Community Wide Team meeting to continue developing scenarios for Vision 2020.
- Updated Agenda Planner for Staff/Board.
- Considered alternatives for researching and centralizing park district ordinances.
- Began planning process on “image” standards for employees at the district, and framing the marketing/communication plan.
- Bid the Tennis Court and Parking Log Projects.
- Retained Professional Services for ADA work, and begin specifications for ADA work.
- Put out Bid Specifications for Golf Course Parking Lot.

- Filed legal documents with the County Clerk for the April 9 election.
- Filed license agreements for Magara and Woods properties related to encroachment issues in Parkside Subdivision.
- Secured a sponsorship for our 90<sup>th</sup> Anniversary Celebrations. NB&T will be our “Sole Sponsor” of the anniversary events, and will defray the cost of our Fireworks Celebration!
- Finalized first draft of first annual Executive Summary.
- Attended Illinois Park and Recreation State Conference.
- Taught at the 42<sup>nd</sup> Annual Maintenance Management School where I serve as a member of their Board of Regents.
- Continued preparing information for the February CWSPT meeting.

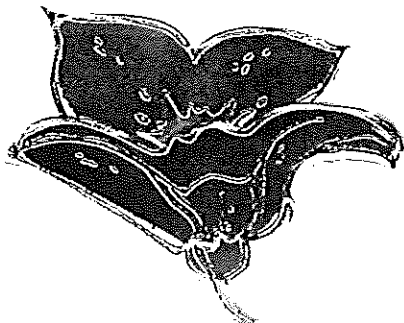
#### **Administrative Initiatives** (2/1/13 – 2/28/13)

- Finalized re-keying process for district with Bart Desch and Jeff Donahoe.
- Attend CAC meeting.
- Finalized plans and bid specifications for ADA work.
- Finalize FY 2013 Operating Budget.
- Update Agenda Planner and Distribute to Board/Administrative Staff.
- Continue meeting with community leaders.
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.



- Continue guiding the preparations for public sale of surplus inventory.
- Continue preparation of information for the CWSPT.
- Finish Inventory review for pro-shop and concession. Work with staff to institute inventory control measures.
- Prepare information for DCEDC about the park district.
- Begin review of the park district's liquor license.
- Visit Leon Larson site with representatives of Commonwealth Edison.
- Begin review of Personnel Policy.
- Open bids for parking lot and tennis courts/get Board approval.
- Assist with "Touch a Truck".

B LANK



Sycamore Park District,

Thank you for the many food donations to the Food Pantry. The holidays will be alot nicer for our needy families because of you.

The Syc. Food Pantry Committee

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# Sycamore Park District Clubhouse

## Post Rental Questionnaire

Name: TURK FAMILY (Tyler Burke's Mom's family)  
 Date of Event: 12-23-12  
 Type of Event: Christmas party

1. How was your event? great
2. How was the service of the Park District Staff? Melissa was wonderful as usual
3. How was the room rental fee? Since Tyler got his discount, it was awesome.

\*\*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? We had Rosati's cater. As I said above, Melissa was so accomodating to our big group, so friendly!
5. How was the pricing? fine
6. Would you change anything? \_\_\_\_\_
7. Would you recommend the Clubhouse to a friend? sure  
 Why or Why not \_\_\_\_\_
8. How did you hear about us? through Tyler
9. Please note your overall experience. This was the 3rd year that we have rented the clubhouse. Everyone in the family was very pleased with it. It's a perfect place for our Christmas get together - Lots of room for our big group. We plan on making this a yearly tradition. Thanks!

Tam, Burke (Tyler's Mom)

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 22, 2013

### STAFF RECOMMENDATION

#### **AGENDA ITEM: CAC TOPICS FOR STUDY IN 2013: Discussion and Recommended Approval**

**BACKGROUND INFORMATION:** Each year the Board seeks input from the Citizens Advisory Committee (CAC), and last year the group successfully studied two topics and presented findings to the Board of Commissioners. In 2012 those topics were:

- Program Analysis
- Community Center Site Visits
- Marketing Assessment

It is that time of year to have the Board define the role that CAC will play in 2013. The CAC discussed this at their December 6, 2012 Regular Meeting, and have the following suggestions:

1. Continue more in-depth program analysis.
2. Evaluation of efficiency of key components of the district's systems.
3. Studying the Natural History Museum.
4. Assistance with Goal 4 of the Short Term Plan, which is:  
*"... develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message."*

The Board discussed this, in short, at their December meeting, and agreed to bring back additional suggestions for final discussion and approval at its January meeting, so that a final list can be adopted by the Board of Commissioners for communication to Chair, Scott Buzzard.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is recommended that the Board discuss the list, above, then expand it. Afterwards, the Board should prioritize its “TOP 3” to send back to CAC.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 22, 2013

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: FINAL REVIEW OF MOU'S**

**BACKGROUND INFORMATION:** The District has served the needs of the user groups of the Sports Complex over the years. The expectations of the District and the groups in the past have always been communicated orally. Because of this at times there has been some confusion about expectations, from both sides. In an effort to be clear and concise about expectations, costs, safety, liability and to address security, it was decided to enter into Memorandums of Understanding with the following groups; Sycamore Baseball, Sycamore Youth Softball, Storm, KYFL and AYSO. These documents outline the needs and the expectations of both the Affiliate and the District. All of these groups have been consulted and some have been more involved in the process of creating/writing them than the others. However, I have met and communicated with representatives from all the groups and communicated with them about their questions and concerns. Staff has been trying to educate all the groups about the MOU's and the positive effect it will have, for both parties.

Needless to say, some of the execution of details in these MOU's has raised various levels concern among the organizations. Nonetheless, with our growing costs of operation, reduction in full time staff to serve these Affiliates, our current budget situation, it is essential that we clarify the limits of our ability to serve them. Furthermore, the Affiliates must address some of our related concerns conveyed by Counsel and IPARKS regarding liability. We must never forget that with the addition of each new, specialized space (i.e. batting cage) comes new maintenance demands and costs.

**FISCAL IMPACT:** No fiscal impact at this time.

**STAFF RECOMMENDATION:** Staff recommends that the attached MOU's be approved.

**PREPARED BY:** Bart Desch, Superintendent of Recreation

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



**Sycamore Park District  
and  
AYSO Soccer  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Youth Baseball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Affiliate agrees and understands that neither the Affiliate nor its officials, officers, members, employees or volunteers (collectively "Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliate will not be covered under provisions of **any** Park District insurance including but not limited to the general liability insurance of the Park District or the workers compensation insurance of the Park District. Any injury or property damage arising out of any Affiliate's activity is the sole responsibility of the Affiliate, and not the Park District. The Park District will in no way defend the Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.

12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as soccerfield surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Superintendent of Recreation.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the soccer fields from August 1 to October 31.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

9. The Park District is responsible for necessary field lining, goals, placement of goals and garbage cans.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than December 1<sup>st</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The fee for 2013 will be \$15.00 per player.
11. Sycamore Park District operates all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the Park District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organization. The Affiliate may then contact the Supt. Of Finance and ask to fill out a "Special Use" permit to sell those items. Specifics of the items sold and the date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on District property without written permission from the District.
12. Other Provisions:  
**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide for use of the Maintenance Garage or other space, as available for the Affiliate for registration purposes.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of Recreation.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the

District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.

- j. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Cancellations due to conflicting programs must be done when possible at least fourteen (14) days in advance, in writing to the designated representative of the associate.
- k. Electricity usage for lights will be invoiced for time used at the end of the season.

### **III. Advertisement**

The Park District will provide the Affiliate with advertising in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
  - b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
  - c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
  - d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that

Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.

- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliate or any of the Affiliates partners, Directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licenses, contractors, or subcontractors; (iii) any facility; regardless of whether or not it is caused in part by a party indemnified hereunder.
- b. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.13.i)
- c. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

## V. No Third Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

## VI. Donations of Time, materials or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

## VII. Keys for Lights, Equipment, Buildings, etc.

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park

District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

**VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2013. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Signature of Affiliate

\_\_\_\_\_  
Authorized Signature of Park District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Sycamore Park District  
and  
Sycamore Storm Softball  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Storm Softball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
  - b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.

- c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request the Affiliate shall supply a roster listing initial of first name, last name, town they live in and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and disc must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Affiliate agrees and understands that neither the Affiliate nor its officials, officers, members, employees or volunteers (collectively "Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliate will not be covered under provisions of any Park District insurance including but not limited to the general liability insurance of the Park District or the workers compensation insurance of the Park District. Any injury or property damage arising out of any Affiliate's activity is the sole responsibility of the Affiliate, and not the Park District. The Park District will in no way defend the Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1<sup>st</sup> of the year in which that person will serve.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national

origin, sex, disability, or any other characteristic protected by local, state, or federal law.

13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Superintendent of Recreation.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.

5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the ballfields on the last full weekend of June to operate its tournament. The District agrees to provide maintenance staff during this weekend to provide support.

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields.
10. The fee of \$100.00 per team will be paid by the Affiliate to operate the tournament. Sycamore teams entered in the tournament will not be subject to this fee.
11. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15<sup>th</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding.
12. Sycamore Park District operates all concessions on Park District property. Any sales of products of any kind and in any form is governed by park district policy and permit. The Affiliate may not conduct any sales on Park District property without written permission from the Park District. Upon occasion the District understands that the Affiliate may wish to sell non-food, non-beverage items, for their respective organizations. The Affiliate may then contact the Supt. Of Finance and ask to fill out a "Special Use" permit to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit.

13. Other Provisions:

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,**

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. From May 1 through August 27, the Affiliate will have access to fields 9-12 on Wednesday's beginning at 5:00pm and Sundays from 7:00am to dusk. It is understood that the District will not line these fields nor will the Affiliate be charged for this usage.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Cancellations due to conflicting programs must be done at least 14 days in advance, and in writing to the designated representative of the Affiliate. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightning Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of Recreation.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.

- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Cancellations due to conflicting programs must be done when possible at least fourteen (14) days in advance, in writing to the designated representative of the associate.
- k. Electricity usage for lights will be invoiced for time used at the end of the season.

### **III. Advertisement**

The Park District will provide the Affiliate with advertising in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

### **IV. Insurance and Indemnification**

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance
  - a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
  - b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
  - c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to

identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.

- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

## 2. Indemnification

- a. Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission, wrongful act or negligence of any Affiliate or any of the Affiliates partners, Directors, officials, agents, employees, members, volunteers, participants, invitees, licenses, contractors, or subcontractors; (iii) any facility; regardless of whether or not it is caused in part by a party indemnified hereunder.
- b. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.13.i)
- c. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

## V. No Third Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

## VI. Donations of Time, materials or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

**VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

**VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2013. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has causes this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Date

\_\_\_\_\_

Date



**Sycamore Park District  
and  
KYFL Football  
Affiliate Group Memorandum of Understanding**

**Purpose**

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with KYFL Football (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

**I. Criteria and Conditions**

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
  - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement

Park District programs.

- b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
  - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
  5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout, disc or electronic transmission must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
  6. The Affiliate agrees and understands that neither the Affiliate nor its officials, officers, members, employees or volunteers (collectively "Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliate will not be covered under provisions of any Park District insurance including but not limited to the general liability insurance of the Park District or the workers compensation insurance of the Park District. Any injury or property damage arising out of any Affiliate's activity is the sole responsibility of the Affiliate, and not the Park District. The Park District will in no way defend the Affiliate in matters of liability.
  7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
  8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by June 1<sup>st</sup> of each year in which that person will serve.
  9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
  10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.
  11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.

12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

## **II. Facility Use**

1. The District will provide to the Affiliate fields lined to the Affiliates specifications, appropriate bleachers and garbage cans. Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access to the steel locker located in the Lions building.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.

4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the football fields from August 1 to November 1 on Thursdays from 5:00pm to 10:00pm.
9. Fees will be charged to the Affiliate at rates set by the Park District.
10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than December 1<sup>st</sup> of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding.
11. Sycamore Park District operates all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit.
12. Other Provisions:
 

**The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance.** ADDITIONALLY,

  - a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, higher fees for field and light usage of up to 20% may be required.
  - b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.

- c. Field scheduling shall be coordinated by the League Director of the Affiliate.  
Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide for use of the Club House or other space, as available, to conduct registration for the Affiliate's program.
- e. The District will make available to the Affiliate, in case of inclement weather, the use of the Maintenance Garage for the Affiliate to take pictures.
- f. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions. Coaching certification may be required within the next few years.
- g. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- h. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Superintendent of Recreation.
- i. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions.
- j. Electricity usage for lights will be invoiced for time used at the end of the season.

### **III. Advertisement**

The Park District will provide the Affiliate with advertising in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

#### IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

##### 1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District. The Affiliate will be provided each year a copy of the insurance requirements.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

##### 2 Indemnification

- a. Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term or this agreement; (ii) any act, omission wrongful act or negligence of the Affiliate or any of the Affiliates partners, Directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licenses, contractors, or subcontractors;

(iii) any facility; regardless of whether or not it is caused in part by a party indemnified hereunder.

b. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

#### **V. No Third Party Beneficiary**

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

#### **VI. Donations of Time, materials or field Improvements**

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

#### **VII. Keys for Lights, Equipment, Buildings, etc.**

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a \$200.00 key deposit being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

#### **VIII. Termination**

This Memorandum of Understanding is valid for the calendar year 2013. Thereafter, this Memorandum of Understanding shall be deemed automatically renewed for successive one calendar year periods, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_

Authorized Signature of Affiliate

\_\_\_\_\_

Authorized Signature of Park District

\_\_\_\_\_

Date

\_\_\_\_\_

Date



# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: January 22, 2013**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: PAY-DOWN SCHEDULE ON DEBT: Discussion Only**

**BACKGROUND INFORMATION:** One of our Short-Term Goals is to address the pay-down of the golf course debt and to begin to re-build our fund balances to be in a more secure position to address emergencies, and to not be strapped in times of low cash flow. Additionally, our Auditors have annually addressed the need to head off the losses in our golf operations which continually consumes any net proceeds from operations.

The specific goal and objectives for which action has been taken are:

#### **Goal 1**

By the end of Fiscal Year 2014, the park district will have restored its fund balances to the levels defined by the district's fund reserve policy.

#### **Objective 5**

*The Executive Director will work with all Superintendents to move their budgets in 2013 and 2014 toward greater cost savings and improved revenues so that the positive, net balance of each fund reserve grows 25% each year, over the next two years.*

#### **Objective 6**

*The Executive Director will develop a two year plan for growing the reserve fund balance in the Corporate, Recreation, and Concessions budgets so that they reach at least 25% by January 1, 2015.*

#### **Objective 9**

*The Superintendent of Finance will evaluate budgets and assist department heads in order to be half way to their minimum fund reserve balance by year ended 2013 and the entire minimum reserve balance by 2014. Additionally, the Superintendent of Finance will monitor progress on a monthly basis.*

#### **Objective 10**

*On a yearly basis, the Superintendent of Finance will adjust tax levy requests to assist getting fund balances to stated levels.*

**FISCAL IMPACT:** The result of these actions will have us hitting our fund balance policy in 2015. That is one year later than the Goal set out in the Short-Term Plan. HOWEVER, this projection makes some conservative assumptions, and staff is optimistic we will shorten that 2015 projection,

given some time to continue finding ways to do things less expensively, more efficiently, and with positive growth in the EAV.

**STAFF RECOMMENDATION:** To monitor this on a bi-annual basis and review with the staff and board at those times.

**PREPARED BY:** Daniel Gible, Executive Director, Jackie Hienbuecher, Superintendent of Finance

**BOARD ACTION:**

FUND	December 2012		Budgeted 2013		December 2013		Deficit/Surplus 2013		December 2014		Deficit/Surplus 2013		December 2015		25% RESERVE GOAL	
	Reserve		Paid To Reserve		Paid To Reserve		Paid To Reserve		Paid To Reserve		Paid To Reserve		Paid To Reserve		Reserve	GOAL
Corporate	\$59,533		\$0	\$59,533	\$23,884	\$83,417	\$15,143	\$83,417	\$50,775	\$134,192	\$15,143	\$134,192	\$134,192	\$134,192		
Recreation	\$36,127		\$25,000	\$61,127	\$80,908	\$142,035	\$139,534	\$142,035	\$82,973	\$225,008	\$139,534	\$225,008	\$225,008	\$225,008		
Swimming Pool	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Golf	-\$195,254		\$137,523	-\$57,731	\$57,731	\$0	\$7,846	\$0	\$28,775	\$0	\$7,846	\$28,775	\$28,775	\$28,775		
NET			\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523	\$162,523		

Assumes:

1. No Growth in Revenue or Expenses
2. No improvement/efficiency in operations

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**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: January 22, 2013****STAFF RECOMMENDATION****AGENDA ITEM: APPROVAL TO GO TO BID ON TENNIS COURTS AND OLD MILL PARKING LOT: Presentation and Recommended Approval**

**BACKGROUND INFORMATION:** Representatives from ERA Consultants/Engineers will be present at our meeting to explain the work to be done this year on the creation of a small, new lot to serve Old Mill Park, and to re-surface the Tennis Courts in Sycamore Park. The tennis courts have been on the capital list for a number of years, and are actively used during warmer months. The elimination of these courts would reduce us to just one (1) tennis court district-wide. Old Mill Park is actively used—largely by neighbors, but also has a strong contingent of people from other areas. There have been complaints about people parking along Mt. Hunger Road, and lack of parking for the park. The district acquired the pond and a small area of land adjacent to Mt. Hunger Road for a parking lot, and this work is the next active step in reaching the goal of adding parking.

**FISCAL IMPACT:** Staff has set aside the funds for this work with authorization by the Board in adopting our current capital budget. Actual cost will be known upon opening of bids, and those results will be presented to the Board at its March 2013 meeting.

**STAFF RECOMMENDATION:** It is recommended that the Board review the proposal for the work and then approve going to bid on these projects. After bids are collected, staff will come back to you with a proposal for awarding a bid to actually proceed with the work.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

BLANK

# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: January 22, 2013**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW**

**BACKGROUND INFORMATION:** The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to any one, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district on these legally allowed purposes for holding executive sessions, than those minutes should remain confidential.

As mentioned six months ago in a similar recommendation, the board would receive a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.**

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. The Executive Director will, at the next Bi-Annual Review have some minutes he will suggest for release. However,

since this is the first meeting where the Board has seen the Binder, AND, the process is new to the Board, we will wait until the next Bi-Annual Review to begin releases.

**All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should only take place in Executive Session. Board action to release closed session minutes must be in open session.

**The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.**

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** I have reviewed the Executive Session minutes found in the district's records. At this time, I have no recommend minutes for release. Additionally, I recommend that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.

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

**BOARD ACTION:**



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 22, 2013

## STAFF RECOMMENDATION

### AGENDA ITEM: SPORTS COMPLEX KEY CHECKOUT POLICY

**BACKGROUND INFORMATION:** In the past few years staff has found that a large group of people in the community have access to items at the Sports Complex, such as ball boxes, ball diamonds and lights. Most of the people who have access are considerate and do not take advantage of using the complex. But staff has discovered over the last two years that there are people using the Complex without our knowledge. This can be dangerous and expensive to the District. Jeff Donahoe and Bart Desch have been assessing the needs of the user groups and one-time users and have established which areas of the Sports Complex user groups would need access to. This is part of an overall re-keying of the entire District to reduce the number of keys we currently use and to have more control over who has keys. Eventually this effort will result in a total re-keying of all the facilities and the Sports Complex. This will be accomplished by changing all current locks to a style where keys cannot be copied by the user groups; only select Park District staff will have key copying ability through an account with a locksmith. A library system will be used for staff which will enable us to be aware of what staff has keys and if not returned, we will be aware of what locks we will need to change.

**FISCAL IMPACT:** The cost of this project for the Sports Complex will be \$3300.00.

**STAFF RECOMMENDATION:** Staff asks that the attached process be approved. Funds will be taken from the savings in the cost of the gate and fence project, which came in well under budget.

**PREPARED BY:** Bart Desch, Superintendent of Recreation  
Jeff Donahoe, Superintendent of Facilities and Parks

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

## **Sports Complex Key Procedure**

### **Keys**

The purpose for this process is to control who is using the District's facilities and to make sure the proper individuals have the proper access to the proper areas.

### **Affiliate Groups**

Affiliate groups will be asked to contact the Superintendent of Recreation before their respective season begins. The Affiliate will be required to give a deposit of \$200.00 and a number of how many keys they will need. At the conclusion of their respective season, the Affiliate will be asked to collect the keys and return to the Superintendent of Recreation. If all keys are returned to the Park District at the end of the respective Affiliate's season, the Affiliate will be given back its complete deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. The deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate. These groups include but are not limited to; Sycamore Baseball, Sycamore Girls Softball, AYSO, the Sycamore Storm and KYFL. If a member of an Affiliate group is found to be misusing a key, that person will be asked to immediately return the key to the District. If the key is not immediately returned, the Affiliate risks the loss of the deposit and being charged for a total re-keying of the Sports Complex.

### **One Time Users**

A one-time user of the facility who needs to use lights will be asked to give a deposit of \$200.00(cash only) along with the field rental fee and completed field rental form. The key then will be returned to the Superintendent of Recreation within one week of the rental. After the key(s) have been returned, the deposit will be returned.

One time users who don't need lights will not need keys.

### **Loss of Keys**

Any Affiliate group that discovers a key has been lost must inform the District (Superintendent of Recreation) immediately. The key and the key number must be identified. A single key loss and its ramifications will be considered on a case to case basis, by District staff. It will be at the discretion of the District staff to decide if a total re-keying is warranted.

Failure to report the lost key immediately may result in the user groups forfeiting their deposit and a total rekeying of the District facility. The penalty for a one time user who does not return the key given to them will result in the loss of the deposit and the right for the Park District to refuse that user/and or group from being allowed to use the facility again.

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 22, 2013

### STAFF RECOMMENDATION

#### AGENDA ITEM: EXECUTIVE SUMMARY: First Review and Discussion Only

**BACKGROUND INFORMATION:** It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information.

To provide this resource—one that could also be on our website—we will be instituting an *Executive Summary* that will be created in February of each year to put in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

#### **Background**

Mission Statement  
 Commissioner Contact Information  
 Executive Director Contact Information  
 Board/CAC Meeting Dates  
 Brief History  
 Holiday Schedule  
 Organizational Chart  
 FT/PT Pay Schedules

#### **Financial Analysis**

Major Fund Comparison of Operating Budget 2012 vs 2013  
 Appropriation Comparison 2012 vs 2013  
 Comparison of Tax Levy 2012 vs 2013  
 Historical Comparison of EAV and Tax Rate  
 Bond Analysis  
 Historical Levy Rates of Various Taxing Bodies w/Pie Chart

#### **Budget**

FY2013 Operating Budget Summary  
 FY2013 Operating Budget Detail

**Goals and Objectives**

Short-Term Plan

**Program and Facility Use Stats from 2012**

Program Participation Numbers

Golf Course Comparative Analysis

Pavilion Use Summary

Fitness Center Comparative Analysis

**Major Fee Categories**

Pool Fees

Golf Course Fees

Pavilion Fees

Park Permit Fees

Fitness Center Fees

**Significant Events from 2012**

Parks and Facilities

Recreation (includes Pool)

Golf

Administration (includes Concessions)

**The purpose of this review and discussion is to assure that if there is any other key item that the Board would like to see included in the Executive Summary, that you make us aware of this now, or within the next week, so staff has time to prepare that item and include it in the final document that will be presented for your approval at the February Regular Board Meeting.**

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is recommended that the Board discuss the list, above, then inform staff, within the next week, of other items they would like to see added to it.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 22, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: TAX ABATEMENT ORDINANCE: Recommended Approval**

**BACKGROUND INFORMATION:** In May of 2006, the Sycamore Park District issued \$2,555,000 in Alternate Revenue G.O. Bonds. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. Currently, the District is using a portion of our annual G.O. Bond to make the annual payment.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

**FISCAL IMPACT:** The amount payable for this bond in 2013 is \$186,450. This and the abatement are already in the approved budget.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 01-2013.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

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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 22nd day of January, 2013.

\* \* \*

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 2012 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. \_01-2013\_

AN ORDINANCE abating the tax heretofore levied for the year 2012 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 2012 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 2012 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 2012 in accordance with the provisions hereof.



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

Adopted January 22, 2013.

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Ted Strack,  
President, Board of Park Commissioners

ATTEST:

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Daniel Gibble  
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 22nd day of January, 2013, insofar as the same relates to the adoption of Ordinance No. 01-2013 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2012 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 22nd day of January, 2013.

[SEAL]

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

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. 01-2013 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2012 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 22nd day of January, 2013, 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]